Support your local merchants.

AGENDA
SPECIAL SESSION-WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET
CAMP VERDE, AZ 86322
WEDNESDAY, DECEMBER 14, 2016 at 5:30 P.M.
If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form and give to the Clerk

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**

4. **Public Hearing, followed by discussion, consideration and possible approval of a Series 12 (Restaurant) Liquor License application submitted by John Teah for JT Bistro, located at 348 S Main Street Suite #17, Camp Verde, AZ.** Staff Resource: Virginia Jones

   - **Staff Comments**
   - **Comment from Applicant**
   - **Public Hearing Open**
   - **Public Hearing Closed**
   - **Council Discussion**

5. **Discussion, consideration and possible approval of proposal to change Library Hours.** Staff Resource: Kathy Hellman

6. **Discussion, consideration and possible approval of updated Room Use Policy for Camp Verde Library and approval of draft agreement.** Staff Resource: Kathy Hellman

7. **Discussion, consideration, and possible accepting and authorizing the Mayor's signature on a grant from the Arizona Department of Transportation for up to $25,000 for TraCS software and equipment installation for the Marshal's Office.** Staff Resource: Nancy Gardner

8. **Discussion, and possible approval of an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and changing the salary range from 64 to range 56.** Staff Resource: Russ Martin/ Ron Long/Troy O'dell

9. **Presentations by Town Departments to include, but not limited to Public Works, Municipal Court, Marshal's Office, Community Development, Clerk's Office, Risk Management, Library, Finance and Human Resource/Manager. (this item is continued from the November 18, 2016 Council Retreat)**

10. **Discussion and update regarding Capital Improvement Plan. (this item is continued from the November 18, 2016 Council Retreat)**

11. **Discussion, consideration and possible authorization to enter into a Professional Engineering and Design Services Agreement with Kimley-Horn and Associates in the amount of $189,900.00, under Professional On-Call Consulting Services Agreement #15-112; to provide Engineered Plans necessary to construct the infrastructure, grading and drainage work required for the Community Park.** Staff Resource: Ron Long

12. **Discussion regarding Council policies, procedures, priorities, strategic planning and future agenda items/ meeting schedule.**

13. **Adjournment**

Posted by: Virginia Jones Date/Time: 12-9-2016 10:00 a.m

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

38-431.01 Meetings shall be open to the public
A. All meetings on 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.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 14, 2016 Special/Work Session

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title (be exact:) Public hearing, followed by discussion, Consideration and possible approval of Series 12 (Restaurant) Liquor License for JT Bistro., at 348 S Main St, Suite #17. Camp Verde AZ 86322

List Attached Documents: – Series 12 (Restaurant) Liquor License Application for #12133667

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

☒ ***Department Head: Virginia Jones*** ☐ ***Town Attorney Comments: N/A***

☐ ***Finance Department N/A***

Fiscal Impact: None

Budget Code: N/A ***Amount Remaining:*** _____

Comments:

Background Information: Application received on 11-21-2016 and posted on 11-22-2016.

Recommended Action (Motion): Approve Series 12 (Restaurant) Liquor License for JT Bistro, 348 S. Main St. Suite #17. Camp Verde AZ 86322

Instructions to the Clerk: Section II not required. Process application.

'16 NOV 16 Liq. Lic. PM 2:45

Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

Application for Liquor License
Type or Print with Black Ink

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE
A service fee of $25 will be charged for all dishonored checks (A.R.S. § 44-6852)

SECTION 1 This application is for a:
- ☐ Interim Permit (Complete Section 5)
- ☑ New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
- ☐ Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
- ☐ Location Transfer (Bars and Liquor Stores Only) (Complete Section 2, 3, 4, 11, 13, 14, 16)
- ☐ Probate/ Will Assignment/ Divorce Decree (Complete Sections 2, 3, 4, 9, 13, 14, 16) (Fee not required)
- ☐ Government (Complete Sections 2, 3, 4, 10, 13, 16)
- ☐ Seasonal

SECTION 2 Type of Ownership:
- ☐ J.T.W.R.O.S. (Complete Section 6)
- ☐ Individual (Complete Section 6)
- ☐ Partnership (Complete Section 6)
- ☐ Corporation (Complete Section 7)
- ☑ Limited Liability Co (Complete Section 7)
- ☐ Club (Complete Section 8)
- ☐ Government (Complete Section 10)
- ☐ Trust (Complete Section 6)
- ☐ Tribe (Complete Section 6)
- ☐ Other (Explain) _____

SECTION 3 Type of license

1. Type of License: Series 12 LICENSE # 12133667

SECTION 4 Applicants

1. Individual Owner/Agent's Name: Teah (Last) John (First) Samson (Middle)
2. Owner Name: ~~John Samson Teah~~ JT Bistro LLC
   (Ownership name for type of ownership checked on section 2)
3. Business Name: JT Bistro ~~LLC~~
   (Exactly as it appears on the exterior of premises)
4. Business Location Address: 348 S Main St, suite 17 , Camp Verde Az-86322 Yavapai
   (Do not use PO Box) Street City State Zip Code County
5. Mailing Address: 348 S Main St, suite 17 , Camp Verde Az-86322
   (All correspondence will be mailed to this address) Street City State Zip Code
6. Business Phone: 928-567-7520 Daytime Contact Phone: 619-346-8768
7. Email Address: info@jtbistro.com
8. Is the Business located within the incorporated limits of the above city or town? ☑ Yes ☐ No
9. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? ☐ Yes ☑ No
   If yes, what City, Town or Tribal Reservation is this Business located in: _____
10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only) $ _____

Department Use Only

Fees: $100.00 (Application) Ø (Interim Permit) $50.00 (Site Inspection) $35.00 (Finger Prints) $185.00 (Total of All Fees)

Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? ☒ Yes ☐ No

Accepted by: C. A. Date: 11/16/16 License # 12133667

SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There **MUST** be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

1. Enter license number currently at the location: _____

2. Is the license currently in use? ☐ Yes ☐ No If no, how long has it been out of use? _____

Attach a copy of the license currently issued at this location to this application.

I, _____ declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING PERSON on the stated license and location.
(Print Full Name)

X_____
(Signature of CURRENT Individual Owner/Agent)

State of _____ County of _____
The foregoing instrument was acknowledged before me this

My commission expires on: _____
Date

_____ of _____, _____
Day Month Year

_____
Signature of NOTARY PUBLIC

SECTION 6 Individual, Partnership, J.T.W.R.O.S, Trust, Tribe Ownerships

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND $22 PROCESSING FEE FOR EACH CARD.

Individual

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code

Is any person other than above, going to share in profit/losses of the business? ☐ Yes ☐ No
If Yes, give name, current address, and telephone number of person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City	State	Zip Code	Phone #

Partnership

Name of Partnership: _____

General-limited	Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
☐ ☐								
☐ ☐								
☐ ☐								
☐ ☐								

J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 6 - continued

TRUST

Name of Trust: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

TRIBE

Name of Tribal Ownership: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 7 Corporations/ Limited Liability Co

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND $22 PROCESSING FEE FOR EACH CARD.

☐ **Corporation** **Complete Questions 1, 2, 3, 4, 5, 6, and 7**

☑ **L.L.C.** **Complete Questions 1, 2, 3, 4, 5, 6, and 7**

1. Name of Corporation/ L.L.C: JT Bistro L.L.C
2. Date Incorporated/Organized: 07/29/2016 State where Incorporated/Organized: Arizonia
3. AZ Corporation or AZ L.L.C File No: L21114449 Date authorized to do Business in AZ: 08/02/2016
4. Is Corp/L.L.C. Non Profit? ☐ Yes ☑ No
5. List Directors, Officers, Members in Corporation/L.L.C:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
Teah	john	samson	~~owner~~ member	115 e cortez dr, apt 213, sedona az-86351			

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
teah	john	samson	100	115 e cortez dr, apt 213, sedona az-86351			

(Attach additional sheet if necessary)

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational **FLOWCHART** showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

SECTION 8 Club Applicants

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND $22 PROCESSING FEE FOR EACH CARD

1. Name of Club: _____
2. Is Club non-profit? ☐ Yes ☐ No
3. List all controlling members (minimum of four (4) requested)

Last	First	Middle	Mailing Address	City	State	Zip Code

(Attach additional sheet if necessary)

SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Liquor License

1. Current Licensee's Name: _____
(Exactly as it appear on the license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____

ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE.

SECTION 10 Government (for cities, towns, or counties only)

1. Government Entity: _____

2. Person/Designee: _____
First Last Middle Day time Contact Phone #

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISE FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Location to Location Transfer: Series 6 Bar, Series 7 Beer & Wine Series 9 Liquor Stores only)

1. Current Business: Name: _____
Address: _____
(Exactly as it appears on license)

2. New Business: Name: _____
Address: _____

1. License Type: _____ License Number: _____

SECTION 12 Person to Person Transfer
Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: _____ Entity: _____
Last First Middle (Individual, Agent, Etc.)

2. Ownership Name: _____
(Exactly as it appears on license)

3. Business Name: _____
(Exactly as it appears on license)

4. Business Location Address: _____
Street City State Zip

5. License Type: _____ License Number: _____

6. Current Mailing Address: _____
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified? ☐ Yes ☐ No

8. Does the applicant intend to operate the business while this application is pending? ☐ Yes ☐ No

If yes, complete Section 5 (**Interim Permit**) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) _____ hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) _____, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

NOTARY

X _____
(Signature of CURRENT Individual Owner/Agent)

State of _____ County of _____
The foregoing instrument was acknowledged before me this

My commission expires on: _____
Date

_____ of _____, _____
Day Month Year

_____
Signature of NOTARY PUBLIC

SECTION 13 Proximity to Church or School

Questions to be completed by all in-state applicants.

A.R.S. § 4-207. (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building.
The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02) Series 12
b) Hotel/motel license (§ 4-205.01)Series 11
c) Microbrewery Series 3
d) Craft Distillery Series 18
e) Government license (§ 4-205.03) Series 5
f) Fenced playing area of a golf course (§ 4-207 (B)(5))
g) Wholesaler Series 4
h) Farm Winery Series 13

1. Distance to nearest School: in a entertainment district Name of School: _____
(If less than one (1) mile note footage)
Address: _____

2. Distance to nearest Church: in a entertainment district Name of Church: _____
(If less than one (1) mile note footage)
Address: _____

SECTION 14 Business Financials

1. I am the: ☑ Lessee ☐ Sub-lessee ☐ Owner ☐ Purchaser ☐ Management Company

2. If the premise is leased give lessors: Name: Damien Wong

Address: 75-5699 alii drive, kailua-kona, Hi 96740
Street City State Zip

3. Monthly Rent/ Lease Rate: $ 1500

4. What is the remaining length of the lease? Yrs. 3 years Months 0 months

5. What is the penalty if the lease is not fulfilled? $ _____ or Other: i have to pay the remaining months
(Give details-attach additional sheet if necessary)

6. Total money borrowed for the Business not including lease? $ 0.00
Please List Lenders/People you owe money to for business.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip

(Attach additional sheet if necessary)

7. What type of business will this license be used for (be specific)?
restaurant business, breakfast and lunch.

8. Has a license or a transfer license for the premises on this application been denied by the state with in the past (1) year? ☐ Yes ☑ No If yes, attach explanation.

9. Does any spirituous liquor manufacture, wholesaler, or employee have an interest in your business? ☐ Yes ☑ No

10. Is the premises currently license with a liquor license? ☐ Yes ☑ No

If yes, give license number and licensee's name:

License #: _____ Individual Owner /Agent Name: _____
(Exactly as it appears on license)

SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location? ☐ Yes ☑ No

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this ☑ Restaurant ☐ Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

(Applicant's Initials)

SECTION 16 Diagram of Premises

Check ALL boxes that apply to your business:

☑ Entrances/Exits ☑ Liquor storage areas **Patio:** JT ☑ Contiguous

☐ Walk-up windows ☐ Drive-through windows ☐ Non Contiguous

1. Is your licensed premises currently closed due to construction, renovation or redesign? ☑ Yes ☐ No
   If yes, what is your estimated completion date? 11/01/2016
   Month/Day/Year
2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).
4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.
5. **As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.**

(Applicant's initials)

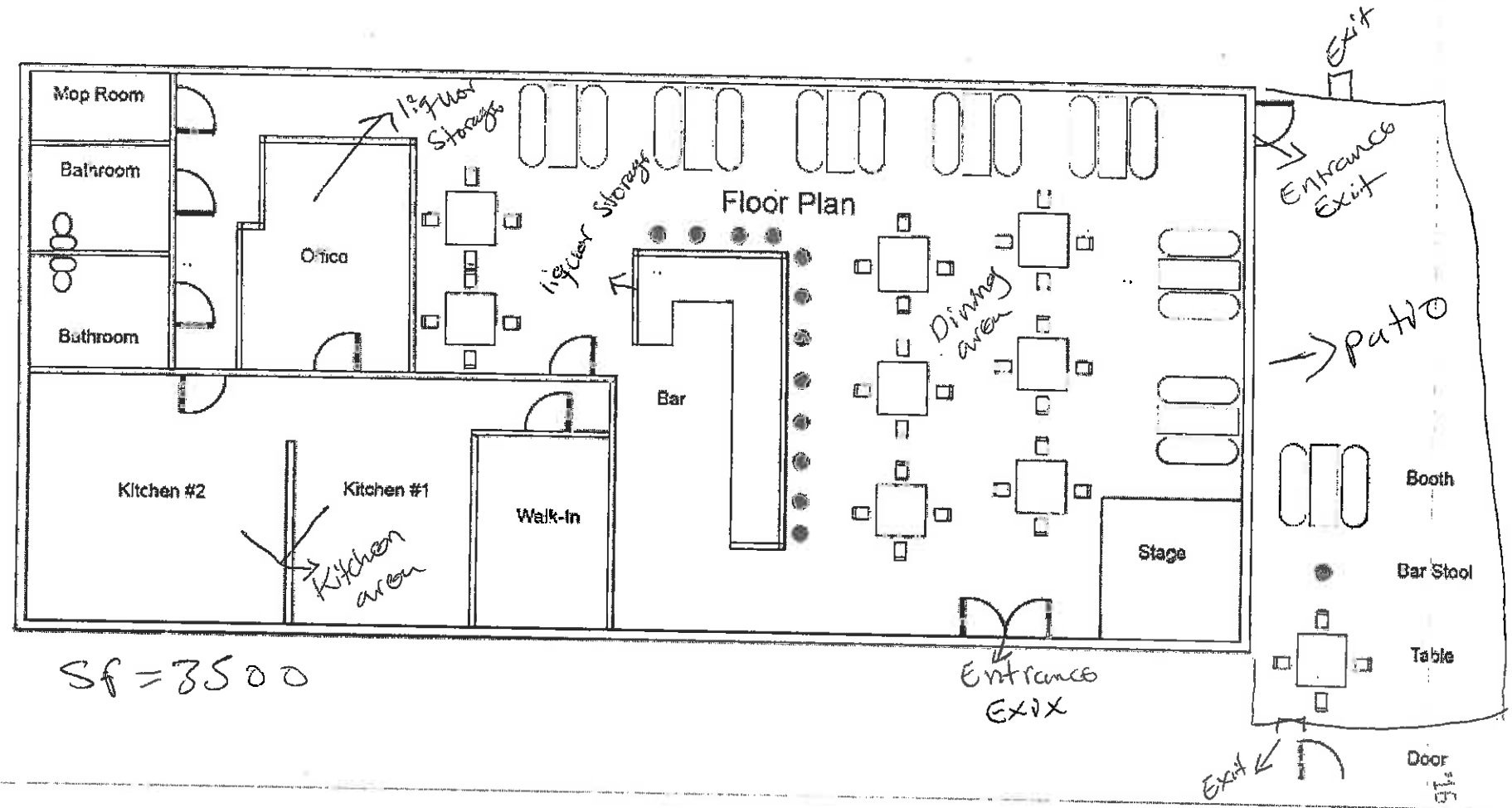
SECTION 16 Diagram of Premises – continued

6. On the diagram please show only the areas where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

DIAGRAM OF PREMISES

DIAGRAM ATTACHED



Sf = 3500

'16 NOV 16 Liq. Lic. #2 45

SECTION 17 SIGNATURE BLOCK

NOTARY

I, (Print Full Name) John Samson Teah, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.

X _____ (Signature of CURRENT Individual Owner/Agent)

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this

My commission expires on: Aug 4, 2018 (Date)

14th (Day) of September (Month), 2016 (Year)

OFFICIAL SEAL
JUNE S. TRINIDAD
Notary Public - State of Arizona
YAVAPAI COUNTY
My Comm. Expires Aug 4, 2018

Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 14, 2016

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: *Library*

Staff Resource/Contact Person: *Kathy Hellman, Library Director*

Agenda Title (exact): *Proposal to Change Library Open Hours*

List Attached Documents: *N/A*

Estimated Presentation Time: *N/A*

Estimated Discussion Time: *N/A*

Reviews Completed by:

☒ ***Department Head: Kathy Hellman*** ☐ ***Town Attorney Comments:*** *N/A*

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:
Fiscal Impact: N/A

Background Information:

As the Library begins its partnership with the Adult Education Center, it makes sense to coordinate open hours to better serve AEC's students and our community members. We currently open at 8:00a Monday – Saturday. The first hour is the slowest of the day so moving our open time back one hour to 9:00a allows us to open later on Thursday and Friday evenings when more people are available to make use of library service and resources.

Library Open Hours

	Current		Proposed	
Monday	8:00a – 4:30p	8.5	9:00a – 8:00p	11
Tuesday	8:00a – 7:00p	11	9:00a – 5:30p	8.5
Wednesday	8:00a – 7:00p	11	9:00a – 5:30p	8.5
Thursday	8:00a – 7:00p	11	9:00a – 8:00p	11
Friday	8:00a – 4:30p	8.5	9:00a – 8:00p	11
Saturday	8:00a – 4:30p	8.5	9:00a – 5:30p	8.5
	TOTAL	58.5	TOTAL	58.5

Recommended Action (Motion): *Direct library staff to change the Library Open Hours from Current to Proposed as outlined in the table above.*

Instructions to the Clerk: *None*

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 14, 2016

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: *Library*

Staff Resource/Contact Person: *Kathy Hellman, Library Director*

Agenda Title (exact): *Update to Library's Room Use Policy*

List Attached Documents: *Room Use Policy – Library Open Hours*
Library Meeting Room Use Agreement

Estimated Presentation Time: *N/A*

Estimated Discussion Time: *N/A*

Reviews Completed by:

☒ ***Department Head: Kathy Hellman*** ☒ ***Town Attorney Comments:***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ ***Amount Remaining:*** _____

Comments: No budget impact

Background Information:

New facilities require an updated policy with clearly defined rules for room use as well as an agreement to be filled out and signed by responsible parties using Library rooms.

Recommended Action (Motion): *Approve the updated version of the Library's Room Use Policy – Library Open Hours.*

Instructions to the Clerk: *none*

ROOM USE POLICY – LIBRARY OPEN HOURS

PRINCIPLE(S):

During LIBRARY open hours, the LIBRARY's meeting rooms are for community programs, events and services with cultural, educational, charitable and/or civic aims. Priority will be given to Library-sponsored programs, to Town of Camp Verde programs, to Library/Town partners and to nonprofit organizations. Meetings must be free and open to staff, public, and the press. Individuals/groups using library meeting rooms may not discriminate on the basis of race, sex, sexual orientation, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

PRACTICE:

Meeting rooms shall not be used in any way that interferes with the operation of the library or which causes a threat to the safety of library patrons or Town property. The *Town of Camp Verde Code of Conduct* and the Camp Verde Community Library *Disruptive and/or Inappropriate Behavior Policy* applies to the use of meeting rooms.

Meeting rooms may be reserved in advance. Groups or individuals requesting to use a room must complete the Library Facility Use Application. It is the responsibility of the reserving party to verify the room reservation is confirmed.

- Presentations/meetings that are primarily commercial in nature are not permitted. Use of rooms for solicitation or promotion of a business is prohibited.
- Groups requesting the use of library meeting rooms may be asked to produce verification of nonprofit status.
- Admission fees, including off-site admission fees or pre-payment to attend a meeting are not permitted.
- Reservations may be made 1 day to 12 months in advance, depending on the room. Reserved time must include setup and breakdown/cleanup time. Please see details on individual rooms.
- Cancellation of confirmed reservations should be done at the earliest possible date to allow others to use the room.
- The LIBRARY reserves the right to cancel the room reservation or reschedule a program if there is a conflict with a Library-sponsored function.
- The use of a LIBRARY meeting room shall not be granted when, as determined by the Library Director, such use of the facility is not in the best interest of the Town.
- All organizations must complete and submit a *Library Meeting Room Use Agreement*. The Agreement shall be issued to responsible adults (21 years of age or older) only, who shall be in attendance in the meeting room during its use.

DRAFT

- A group given permission to meet in the LIBRARY does not constitute an endorsement of the group's policies or beliefs by the LIBRARY or the Town of Camp Verde.
- It is the responsibility of the meeting room user to follow all applicable local, state and federal safety rules and regulations.
- The LIBRARY does not provide storage space for property or supplies of individuals/groups using the meeting rooms. The LIBRARY assumes no responsibility for private property brought into the building.
- The meeting participants agree to indemnify and hold the library and the Town of Camp Verde harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the individual/group's use of the meeting rooms. The library reserves the right to require a certificate of insurance and the corresponding endorsement relative to the Town being named as additionally insured or agreement forms regarding such indemnification.

DRAFT

Library Meeting Room Use Agreement

CAMP VERDE COMMUNITY LIBRARY

130 Black Bridge Road Camp Verde AZ 86322 | 928-554-8380

good company always welcome...

Name of Organization:	
Person Responsible:	
Mailing Address:	
Phone:	Cell:
Email:	
Room(s) Requested:	
Date(s) of Use:	Time of Use:
Date & Time Needed for Setup:	
Description of Program/Activity:	
Est. Number of Attendees:	Total Hours of Use:

Will food be served?		Do you need training to run library equipment?	
How many chairs?		Will you be bringing equipment, decorations, etc.?	
How many tables?		Will you need a laptop? Projector? Display screen?	

Meeting Room Rules for Use *(please initial each statement to indicate agreement):*

	I understand that I am responsible for arranging chairs and/or tables and returning the room to the arrangement prescribed by the library. Library staff is not available for room setup.
	I agree to return the room to a clean and orderly condition at the end of the program/activity.
	I understand that Library staff is not available to operate equipment at my event/program.
	The Library will NOT be responsible for any materials or equipment left in the building.
	I agree to keep attendance and remain in compliance with occupancy levels established by fire code. Setup must not block access to fire extinguishers or impede safe egress from the room.
	Advertising and sale of merchandise or other materials is forbidden on the premises unless

	specific approval from the Library Director is obtained in writing prior to the meeting.
	Programs must be free of charge. A fee for workshop materials may be allowed on approval of the Library Director (Maximum of $25.00/person),
	Copyright laws governing feature films and documentaries shown in library meeting rooms are legally permitted only if covered under a Public Performance License.
	Smoking is prohibited as are candles and open flames of any kind.
	Alcoholic beverages are prohibited on Library premises.
	Children 10 and under are not to be left unattended in the Library while parents/guardians attend meetings, programs or events.
	Groups will be charged for damage to room, equipment or furnishings beyond reasonable wear and tear
	Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

PLEASE READ:

TERMS & CONDITIONS: The undersigned hereby makes application to the Town of Camp Verde for use of a Library meeting room and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the facility, the surrounding property, and agrees to hold the Town and its agents harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of LIBRARY facilities.

Reminder: ***Use of the meeting room does not imply endorsement, support, or co-sponsorship by Camp Verde Community Library of the activities that take place in the meeting room or of the beliefs of the groups using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.***

I/We_____ have read and understand the ***Library Room Use Policy*** and agree to adhere to all regulations therein and on this form and in the ***Camp Verde Community Library Policies & Practices***.

I/We_____, its officers, employees and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the LIBRARY facility, the surrounding property and to hold the Town of Camp Verde harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of LIBRARY facilities.

SIGNATURE: _____ DATE: _____

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 14, 2016

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Accepting and authorizing the Mayor's signature on a grant from the Arizona Department of Transportation for up to $25,000 for TraCS software and equipment installation for the Marshal's Office.

List Attached Documents:

1. Grant Contract

Estimated Presentation Time: 5 min
Estimated Discussion Time: 5 min
Reviews Completed by:

☒ ***Department Head:*** Nancy Gardner/Russ Martin

☒ ***Town Attorney Comments:*** Last minute addition to agenda, review being done prior to Council meeting

Finance Review: ☒ **Budgeted** ☐ **Unbudgeted** ☐ **N/A**

Finance Director Comments/Fund:

Fiscal Impact: Town Budgets for potential grant funding annually.
Budget Code: _____ ***Amount Remaining:*** _____
Comments: No cash matching is required, staff time will be spent coordinating.

Background Information:

The Marshal's Office has been working to prepare for implementation of the TraCS system which we call "e-ticket" for almost two years and have run into difficulty with final implementation which required IT services to complete. We were able to secure a grant to prioritize and pay for IT services to complete this project, attached. It is not believed to cost $25,000 but the grant is up to so all costs should be covered to finalize/implement this program that is great for the Marshal's as well as our Courts.

ADOT CAR No.: IGA /JPA 16-0006241-I
AG Contract No.: P001 2016 004888
Project Name: Systematic Improvement of Crash Data -
TraCS (Traffic Criminal Software)
Federal-aid No.: 999-M(530)S
ADOT Project No.: M5211 01X
TIP/STIP No.:
CFDA No.: 20.205 - Highway Planning and Construction
Budget Source Item No.: 70117

INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE STATE OF ARIZONA
AND
TOWN OF CAMP VERDE

THIS AGREEMENT is entered into this date _____, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State" or "ADOT") and the TOWN OF CAMPVERDE, acting by and through its MAYOR and TOWN COUNCIL (the "Town"). The State and the Town are collectively referred to as "Parties."

I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.

2. The Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Agreement and has resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.

3. In accordance with the Moving Ahead for Progress in the 21st Century Act (MAP-21), Highway Safety Improvement Program (HSIP) funds have been approved by Federal Highway Administration (FHWA) for the statewide crash data improvement effort for Arizona. Traffic and Criminal Software (TraCS), a mobile crash reporting system, that can be used for electronic traffic citations and developing traffic crash reports, will be implemented as part of this effort, which will consist of installing the TraCS software, providing training, and consultant fees.

4. Successful implementation of TraCS requires the collaboration of ADOT and the Town Information Technology resource(s) (Town IT) and subject matter expert(s) (Town SME). ADOT will acquire federal funds for the purchase, implementation, training and/or consultant fees

associated with TraCS software, hereinafter referred to as the "Project". The Project will be completed in four (4) phases. This funding does not allow for the purchase of any hardware.

THEREFORE, in consideration of the mutual terms expressed in this Agreement, it is agreed as follows:

II. SCOPE OF WORK

1. The State will:

   a. Execute this Agreement, be the designated agent for the Town for the Project, in order to acquire funds, as approved by FHWA.

   b. Obtain FHWA authorization and notify the Town that they may proceed with the development and implementation of the Project.

   c. Provide the TraCS Software to the Town, assign Serial Numbers and Service Account to the Town , grant access to Test and Production servers, as needed, provide a pre-configured Demo version of the TraCS Software to be used during Phase 1, and perform the tasks listed under Phases 1-4 below.

      i. Phase 1: SME Training and Design
         - Assist Town SME and Town IT to gather user requirements
         - Identify the TraCS user base and design the TraCS environment based on Town requirements

      ii. Phase 2: Initial Configuration
         - Install and configure the database server for TraCS
         - Install and configure the TraCS Server or the TraCS Master workstation
         - Install and configure one TraCS Office workstation one Field Unit laptop (including the Bar Code scanner and GPS sensor)
         - Configure TraCS Transmission Utility interfaces to ADOT, AOC

      iii. Phase 3: Rollout
         - Assist the Town SME or the Town IT to install and configure additional TraCS workstations
         - Assist Town SME to create initial users accounts

      iv. Phase 4: Ongoing Support
         - Only cover TraCS application issues
         - Address those TraCS application issues that cannot be resolved by the Town SME and the Town IT staff
         - Escalate any requests that cannot be resolved by ADOT IT to the National TraCS Support
         - Acknowledge support requests received via AZTraCSSupport@azdot.gov within:
           - 24 hours for issues impacting production environment

- 5 business days for issues impacting test/development environment

d. Within 30 days of receipt of an invoice and documentation of payment for services, reimburse the Town for eligible costs incurred not to exceed $25,000.00. Any costs incurred prior to the date of the official Notice to Proceed will not be eligible for reimbursement.

e. Evaluate the Town's Project one year after reimbursement to ensure Project development and implementation has been completed. Should the Project not be in place and/or compatible, invoice the Town for all reimbursed federal funds acquired for the Project.

2. The Town will:

a. Designate the State as the authorized agent for the Town for the Project, in order to be eligible for federal funds, as approved by FHWA

b. Upon notification from the State of FHWA authorization, proceed with the development and implementation of the Project.

c. Provide all necessary software except for TraCS, provide all necessary hardware including servers, workstations, laptops and peripherals, and perform the tasks listed under Phases 1, 3 and 4 below.

i. Phase 1: SME Training and Design
- Town SME and Town IT must review all TraCS Documentation to gain a general understanding of the platform, features and available configuration options
- Town SME and Town IT will gather user requirements and identify the TraCS user base

ii. Phase 3: Rollout
- Town IT or the Town SME will install and configure additional TraCS workstation
- Town IT or the Town SME will create initial users accounts
- Town SME will train additional TraCS users

iii. Phase 4: Ongoing Support
- Town SME will manage user access (new users, change existing, etc...)
- Town SME will provide first level support
- Town IT will provide second level support for issues not resolved by Town SME including hardware issues
- Town IT or Town SME will then forward any unresolved TraCS Application issues to ADOT

d. Within 30 days of payment for services and no more than monthly, invoice the State, providing all necessary documentation, for reimbursement of eligible costs incurred not to exceed $25,000.00. Any costs incurred prior to the date of the official Notice to Proceed will not be eligible for reimbursement.

DRAFT

e. Within one year of reimbursement, confirm Project development and implementation has been completed. Should the Project not be in place and/or compatible, repay all federal funds received for the Project within 30 days of receipt of an invoice from the State.

f. Agree to continue to use this process and software for sending crash data to ADOT from the date of Project implementation.

III. MISCELLANEOUS PROVISIONS

1. Either party may terminate this Agreement for convenience or cause upon 30 days prior written notice to the other party. Upon any termination of this Agreement, the Town shall repay all federal funds received for implementation of the Project.

2. The Town shall indemnify, defend, and hold harmless the State, any of its departments, agencies, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Town, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Town's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Town which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Town's obligations under this paragraph shall survive the termination of this Agreement.

3. The State shall include Section 107.13 of the 2008 version of the Arizona Department of Transportation Standard Specifications for Road and Bridge Construction, incorporated to this Agreement by reference, in the State's contract with any and all contractors, of which the Town shall be specifically named as a third-party beneficiary. This provision may not be amended without the approval of the Town.

4. The Parties warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the Town will provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.

5. The Town acknowledges compliance with federal laws and regulations and may be subject to the CODE OF FEDERAL REGULATIONS, TITLE 2, PART 200 (also known as The Uniform Grant Guidance). Entities that expend $750,000.00 or more (on or after 12/26/14) of federal assistance (federal funds, federal grants, or federal awards) are required to comply by having an independent audit in accordance with §200.331 Subpart F. Either an electronic or hardcopy of

the Single Audit is to be sent to Arizona Department of Transportation Financial Management Services within the required deadline of nine months of the sub recipient fiscal year end.

ADOT – FMS
Attn: Cost Accounting Administrator
206 S 17th Ave. Mail Drop 204B
Phoenix, AZ 85007
SingleAudit@azdot.gov

6. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.

7. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

8. To the extent applicable under law, the provisions set forth in Arizona Revised Statutes §§ 35-214 and 35-215 shall apply to this Agreement.

9. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

10. Non-Availability of Funds: Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

11. In the event of any controversy, which may arise out of this Agreement, the Parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes § 12-1518.

12. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

For Contract Administration:

Arizona Department of Transportation
Joint Project Administration
205 S. 17th Avenue, Mail Drop 637E
Phoenix, Arizona 85007
(602) 712-7124
(602) 712-3132 Fax

Town of Camp Verde
Attn: Nancy Gardner
473 S. Main St. Suite 102
Camp Verde, AZ 86322
(928)554-8304

For Program Administration:

Arizona Department of Transportation
Traffic Records Section

Town of Camp Verde
Attn: Nancy Gardner

206 S. 17th Ave, Mail Drop 064R
Phoenix, AZ 85007-3233

473 S. Main St. Suite 102
Camp Verde, AZ 86322
(928)554-8304

For Financial Administration:
Arizona Department of Transportation
Joint Project Administration
205 S. 17th Avenue, Mail Drop 637E
Phoenix, Arizona 85007
(602) 712-7124
(602) 712-3132 Fax

Town of Camp Verde
Attn: Michael Showers
473 S. Main St. Suite 102
Camp Verde, AZ 86322
(928)554-8304

13. The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.

14. The Parties shall comply with the applicable requirements of Arizona Revised Statutes §35-393.01.

15. The Parties hereto shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.

16. In accordance with Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each Party's legal counsel that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

TOWN OF CAMP VERDE

By _____
CHARLES GERMAN
MAYOR

ATTEST:

By _____
VIRGINIA JONES
Town Clerk

STATE OF ARIZONA
Department of Transportation

By _____
STEVE BOSCHEN, P.E.
Division Director

IGA/JPA 16-0006241-I

ATTORNEY APPROVAL FORM FOR THE TOWN OF CAMP VERDE

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF CAMP VERDE, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this _____ day of _____, 2016.

_____

Town Attorney

DRAFT

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 14, 2016

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Administration

Staff Resource/Contact Person: HR Director/Town Manager Russ Martin

Agenda Title (be exact): Discussion, and possible approval of an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and changing the salary range down from range 64 to range 56.

List Attached Documents:

1. Current Position Job Description
2. Current Salary Plan
3. New Job Description

Estimated Presentation Time: 5 min
Estimated Discussion Time: 5 min
Reviews Completed by:

☒ ***Department Head:*** Russ Martin/Ron Long/Troy O'dell

☐ ***Town Attorney Comments: N/A***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Background Information:

The current Manager is leaving to accept another position and to be able to accurately and begin a search as quickly as possible Directors thought this was the best opportunity to adjust the position's responsibilities regarding skills that are needed and in some cases no longer needed. Reduction in salary range will bring this position in line with other Managers as many of the responsibilities of the current manager who had to run the District at the time are now divvied out to other departments within the Town who do those duties, namely Finance, Human Resources and Risk Management. This will allow more direct involvement and assistance to the plant while maintaining some administrative and managerial roles.

Job Description Proposed **Salary Range: 56**

WASTEWATER DIVISION MANAGER

Department:	**Public Works**	Revised Date:	**December 2016**

GENERAL PURPOSE: Under supervision from the Public Works Director or Designee this position shall supervise and as well as perform skilled operations and maintenance duties on wastewater collection and treatment facilities, including monitoring, operating, and maintaining equipment testing and sampling duties, including making equipment adjustments to maintain operational standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and regularly participates in installation, maintenance, inspection. operation and repair work on wastewater collection and treatment systems, including main lines, pumping and lift stations, and manholes, sampling and laboratory testing duties as well as flow meters and related measuring equipment;
- Responds to emergency situations such as pump and/or equipment failure and system alarms as requested by responding personnel as well as regularly shares responsibility in on call schedule requirements
- Ensure proper written work records, including maintenance and repair logs, flow records, and daily work logs are completed.
- Conduct the day-to-day affairs of the wastewater system; supervise all employees; and authorize emergency repairs necessary for the proper operation and maintenance of the sewerage and treatment system
- Develops and maintains division budget as well as its day to day management
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Has supervisory control over all wastewater operators and operations reporting to Department Director or designee.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, 5 or more years wastewater collection and/or treatment system experience, 3 years in a senior capacity or like senior level management experience.

Required Licenses or Certifications:

- Must possess a valid Driver's License issued by the State of Arizona
- Arizona Wastewater Treatment Plant Operators Certificate grade 2 minimum, and Arizona Wastewater Collection System Operators Certificate at the grade 2 minimum; preferred grade 3 in both areas or within one year of the date of hire obtain grade 3 certification

Required Knowledge of:

- Town policies and procedures.
- Operation, maintenance and repair standards for the wastewater system.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Supervisory roles and techniques.

Required Skill in:

- Closely following verbal and written instructions and procedures.
- Preparing written reports on system performance and identification of future needs of the system
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.
- Communication to the public and superiors in a professional environment.

Physical Demands / Work Environment:

- Work will be regularly performed outdoors with exposure to hazardous equipment; and allergenic materials.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern emergency or alarm systems, including vehicle backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical manuals and related system diagrams, and move over rough or unfamiliar terrain;

Job Description Old **Salary Range: 64**

WASTEWATER MANAGER

Department:	**Public Works**	Revised Date:	**July 2013**

GENERAL PURPOSE: Supervise and perform skilled operations and maintenance duties on wastewater collection and treatment facilities, including monitoring, operating, and maintaining equipment testing and sampling duties, including making equipment adjustments to maintain operational standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises installation, maintenance, inspection, and repair work on wastewater collection and treatment systems, including main lines, pumping and lift stations, and manholes, sampling and laboratory testing duties as well as flow meters and related measuring equipment;
- Responds to emergency situations such as pump and/or equipment failure and system alarms as requested by responding personnel;
- Ensure proper written work records, including maintenance and repair logs, flow records, and daily work logs are completed.
- Conduct the day-to-day affairs of the wastewater system; supervise all employees; and authorize emergency repairs necessary for the proper operation and maintenance of the sewerage system
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Has supervisory control over all wastewater operators and operations reporting to Department Director or designee.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, 5 or more years wastewater collection and/or treatment system experience, 3 years in a senior capacity

Required Licenses or Certifications:

- Must possess a valid Driver's License issued by the State of Arizona
- Arizona Wastewater Treatment Plant Operators Certificate grade 2 or above; and Arizona Wastewater Collection System Operators Certificate at the grade 2 or above is required

Required Knowledge of:

- Town policies and procedures.
- Operation, maintenance and repair standards for the wastewater system.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Supervisory roles and techniques.

Required Skill in:

- Closely following verbal and written instructions and procedures.
- Preparing written reports on system performance and identification of future needs of the system
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.
- Communication to the public and superiors in a professional environment.

Physical Demands / Work Environment:

- Work may be occasionally performed outdoors with exposure to hazardous equipment; and allergenic materials.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern emergency or alarm systems, including vehicle backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical manuals and related system diagrams, and move over rough or unfamiliar terrain;

Town of Camp Verde
Salary Plan

Effective 12/16

Position	Range		Minimum	Midpoint	Maximum
Deputy Town Clerk; Children's Librarian *E*	49	Annual	$35,044.00	$44,184.00	$53,324.00
Recreation Supervisor; Building Inspector		Bi-weekly	$1,347.85	$1,699.38	$2,050.92
		Hourly	$16.85	$21.24	$25.64
Admin Asst to Town Manager;	48	Annual	$34,189.00	$43,106.00	$52,023.00
Dispatch Supervisor; Maintenance Foreman		Bi-weekly	$1,314.96	$1,657.92	$2,000.88
Civilian Investigator; Public Works Analyst;		Hourly	$16.44	$20.72	$25.01
Senior Wastewater Operator					
Assistant Planner; Plans Examiner	46	Annual	$32,542.00	$41,029.00	$49,517.00
Accountant		Bi-weekly	$1,251.62	$1,578.04	$1,904.50
		Hourly	$15.65	$19.73	$23.81
HR Specialist; Parks & Recreation Coordinator;	45	Annual	$31,748.00	$40,029.00	$48,309.00
Code Enforcement Officer;		Bi-weekly	$1,221.08	$1,539.58	$1,858.04
Economic Development Specialist		Hourly	$15.26	$19.24	$23.23
Lead Maintenance Worker	44	Annual	$30,974.00	$39,052.00	$47,131.00
Wastewater Operator		Bi-weekly	$1'191.31	$1,502.00	$1,812.73
		Hourly	$14.89	$18.78	$22.66
Dispatcher; Records Specialist;	43	Annual	$30,219.00	$38,100.00	$45,981.00
Senior Equipment Operator;		Bi-weekly	$1,162.27	$1,465.38	$1,768.50
Property and Evidence Custodian		Hourly	$14.53	$18.32	$22.11
Administrative Assistant	42	Annual	$29,481.00	$37,170.00	$44,860.00
Permit Technician		Bi-weekly	$1,133.88	$1,429.62	$1,725.38
		Hourly	$14.17	$17.87	$21.57
Court Clerk	40	Annual	$28,061.00	$35,379.00	$42,698.00
Finance Clerk		Bi-weekly	$1,079.27	$1,360.73	$1,642.23
		Hourly	$13.49	$17.01	$20.53
Library Specialist	39	Annual	$27,376.00	$34,517.00	$41,657.00
Equipment Operator		Bi-weekly	$1,052.92	$1,327.58	$1,602.19
		Hourly	$13.16	$16.59	$20.03
Animal Control Officer	38	Annual	$26,709.00	$33,675.00	$40,64.1.00
		Bi-weekly	$1,027.27	$1,295.19	$1,563.12
		Hourly	$12.84	$16.19	$19.54
Records Clerk	37	Annual	$26,057.00	$32,853.00	$39,649.00
		Bi-weekly	$1,002.19	$1,263.58	$1,524.96
		Hourly	$12.53	$15.79	$19.06
Animal Shelter Operator	36	Annual	$25,422.00	$32,052.00	$38,682.00
		Bi-weekly	$977.77	$1,232.77	$1,487.77
		Hourly	$12.22	$15.41	$18.60
Maintenance Worker	34	Annual	$24,197.00	$30,508.00	$36,818.00
		Bi-weekly	$930.65	$1,173.38	$1,416.08
		Hourly	$11.63	$14.67	$17.70
Senior Library Clerk	33	Annual	$23,607.00	$29,763.00	$35,920.00
Laborer		Bi-weekly	$907.96	$1'144.73	$1,381.54
		Hourly	$11.35	$14.31	$17.27
Receptionist	32	Annual	$23,031.00	$29,038.00	$35,044.00
		Bi-weekly	$885.81	$1,116.85	$1,347.85
		Hourly	$11.07	$13.96	$16.85
Library Clerk, Visitor Center Ambassadors	29	Annual	$21,386.00	$26,964.00	$32,542.00
Parks & Recreation Leader		Bi-weekly	$822.54	$1,037.08	$1,251.62
		Hourly	$10.28	$12.96	$15.65
Janitor	28	Annual	$20,865.00	$26,307.00	$31,748.00
		Bi-weekly	$802.50	$1,011.81	$1,221.08
		Hourly	$10.03	$12.65	$15.26

Town of Camp Verde
Salary Plan

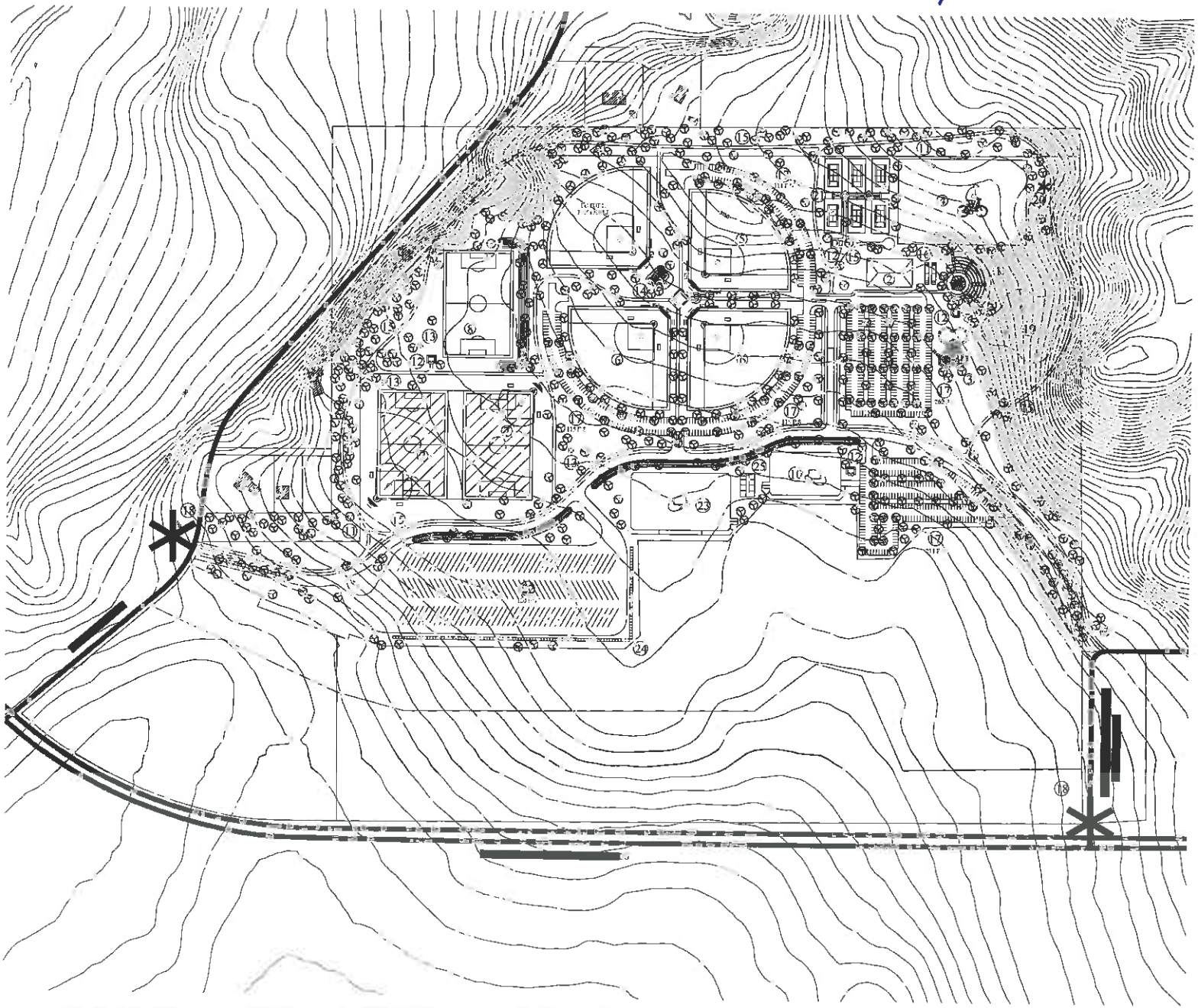
Effective 12/16

Position	Range		Minimum	Midpoint	Maximum
Town Manager *E*	93	Annual	$103,864.00	$130,953.00	$158,042.00
		Bi-weekly	$3,994.77	$5,036.65	$6,078.54
		Hourly	$49.93	$62.96	$75.98
Town Marshal/ HR Director *E*	82	Annual	$79,160.00	$99,805.00	$120,451.00
		Bi-weekly	$3,044.62	$3,838.65	$4,632.73
		Hourly	$38.06	$47.98	$57.91
Public Works Director/ Town Engineer *E*	78	Annual	$71,715.00	$90,419.00	$109,122.00
		Bi-weekly	$2,758.27	$3,477.65	$4,197.00
		Hourly	$34.48	$43.47	$52.46
Community Development Director *E*	77	Annual	$69,966.00	$88,213.00	$106,461.00
		Bi-weekly	$2,691.00	$3,392.81	$4,094.65
		Hourly	$33.64	$42.41	$51.18
FinanceDirector *E*	73	Annual	$63,385.00	$79,917.00	$96,448.00
Economic Development Director *E*		Bi-weekly	$2,437.88	$3,073.73	$3,709.54
		Hourly	$30.47	$38.42	$46.37
Parks & Recreation Director E	72	Annual	$61,839.00	$77,968.00	$94,096.00
Commander;		Bi-weekly	$2,378.42	$2,998.77	$3,619.08
		Hourly	$29.73	$37.48	$45.24
Library Director *E*	69	Annual	$57,424.00	$72,401.00	$87,377.00
Risk Manager *E*		Bi-weekly	$2,208.62	$2,784.65	$3,360.65
		Hourly	$27.61	$34.81	$42.01
Special Projects Administrator *E*	68	Annual	$56,023.00	$70,635.00	$85,246.00
		Bi-weekly	$2,154.73	$2,716.73	$3,278.69
		Hourly	$26.93	$33.96	$40.98
Town Clerk *E*	67	Annual	$54,657.00	$68,912.00	$83,167.00
		Bi-weekly	$2,102.19	$2,650.46	$3,198.73
		Hourly	$26.28	$33.13	$39.98
ChiefBuildingOfficial *E* ~~Wastewater Manager~~	64	Annual	$50,754.00	$63,992.00	$77,229.00
		Bi-weekly	$1,952.08	$2,461.23	$2,970.35
		Hourly	$24.40	$30.77	$37.13
Sergeant (Police)	62	Annual	$48,309.00	$60,908.00	$73,508.00
		Bi-weekly	$1,858.04	$2,342.62	$2,827.23
		Hourly	$23.23	$29.28	$35.34
Senior Planner *E*	59	Annual	$44,860.00	$56,559.00	$68,259.00
		Bi-weekly	$1,725.38	$2,175.35	$2,625.35
		Hourly	$21.57	$27.19	$32.82
Streets Supervisor/ Inspector	56	Annual	$41,657.00	$52,521.00	$63,385.00
CAD Draftsman, Parks & Recreation Division		Bi-weekly	$1,602.19	$2,020.04	$2,437.88
Manager, Wastewater Division Manager		Hourly	$20.03	$25.25	$30.47
Senior Accountant	55	Annual	$40,641.00	$51,240.00	$61,839.00
		Bi-weekly	$1,563.12	$1,970.77	$2,378.42
		Hourly	$19.54	$24.63	$29.73
Deputy (police officer)	53	Annual	$38,682.00	$48,771.00	$58,860.00
		Bi-weekly	$1,487.77	$1,875.81	$2,263.85
		Hourly	$18.60	$23.45	$28.30
Streets Maintenance Foreman	52	Annual	$37,739.00	$47,581.00	$57,424.00
		Bi-weekly	$1,451.50	$1,830.04	$2,208.62
		Hourly	$18.14	$22.88	$27.61
Court Supervisor	50	Annual	$35,920.00	$45,289.00	$54,657.00
		Bi-weekly	$1,381.54	$1,741.88	$2,102.19
		Hourly	$17.27	$21.77	$26.28

Com. park

2008

proposed



Legend

1. Amphitheater
2. Community Center
3. Splash Pad & Tot Lot
4. BMX Course
5. Regulation Baseball w/ mound
6. Regulation Baseball w. o mound
7. Soccer / Football / Baseball Practice Fields
8. Soccer w/ Berm Seating
9. Concession Building
10. Equestrian / Practice Arena
11. 100' Buffer
12. Comfort Station
13. Ramada / Picnic
14. Tot Lot
15. Bike / Pedestrian Trail
16. Bocceball Court
17. Parking
18. Park Entrance
19. Picnic Area / Star Gazing
20. Trailhead
21. Tennis w/ Ramadas
22. Trailer Parking
23. Compitition Equestrian Arena
24. 10' x 10' Animal Stalls
25. Holding Pens

11

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: **December 14, 2016**

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Public Works

Staff Resource/Contact Person: Ron Long, Public Works Director

Agenda Title (be exact): Possible authorization to enter into a Professional Engineering and Design Services Agreement with Kimley-Horn and Associates in the amount of $189,900, under Professional On-Call Consulting Service Agreement #15-112; to provide Engineered Plans necessary to construct the infrastructure, grading and drainage work required for the Community Park

List Attached Documents: Agreement #15-112 (7 pages)
Scope of Work (9 pages)

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

☒ ***Department Head: Ron Long,***

☒ ***Town Attorney***

Finance Review: ☒ **Budgeted** ☐ **Unbudgeted** ☐ **N/A**

Finance Director Comments/Fund: 03-000-20-861110 – Current Balance $242,133
Fiscal Impact:

Comments

Background Information: In 2008, the community participated in a design charrette as part of the park planning activities. Subsequently, Council approved the resulting Community Park Master Plan.

Using the Job Order Contract, staff met with pre-approved engineering professionals and determined that Kimley Horn and Associates best understood the goal of providing a design for the necessary infrastructure, grading and drainage to prepare for the eventual full-park improvements. Upon completion of the Engineering Design, the Town will have the plans that are necessary to develop a strategy and budget in order to begin the grading, drainage, stromwater management, utilities and construction phasing plan. In addition, the Design Plans are critical if not required when searching and applying for possible funding assistance.

Recommended Action (Motion): Staff recommends: Move to proceed with Professional Design Services provided by Kimley-Horn and Associates in the amount of $189,900, for the infrastructure, grading and drainage Engineered Plans for the Community Park.

Town of Camp Verde

Agreement for Professional Services

For
On-Call Consulting Services
Between the
Town of Camp Verde
Camp Verde, Arizona
And
Kimley-Horn and Associates, Inc.

This Agreement ("Agreement) is entered into this 28th day of October, 2015, by and between **Kimley-Horn and Associates, Inc.**, with a business address of **17 N. San Francisco St., Suite3A Flagstaff, AZ 86001, Structural Engineering and Traffic Engineering** ("Consultant") and the Town of Camp Verde, a municipal corporation ("Town") with a business address of 473 S. Main Street, Camp Verde, AZ 86322.

The Town engages the Consultant to perform professional services for various projects associated with Solicitation for Request for Statement of Qualification, Professional On-Call Consulting Services #15-112. Projects shall be assigned on as-needed basis as determined by the Town.

For each potential project a Scope and all Fees shall be negotiated with the Consultant and shall be approved by the Town prior to commencement of work. The Consultant agrees to provide to the Town services and materials set forth in the Scope of Work requested by the Town in its Requests for Proposal during the Agreement period. No material, labor, or facilities will be furnished by the Town, unless otherwise provided for in the Agreement. Timing is of the essence to the Town

This Agreement does not create an employee/employer relationship between the parties and shall not be deemed to guarantee any employment of the Consultant or any employee of the Consultant or any subConsultant or any employee of any subConsultant by the Town at the present time or in the future It is the parties' intention that the Consultant will be an independent Consultant and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the State of Arizona workers' compensation laws and unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including, but not limited to, unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent Consultant to provide on-call services to the Town on an as-needed basis

under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

In performance of services hereunder, CONSULTANT shall determine his/her necessary hours of work. CONSULTANT shall provide whatever employees, tools, equipment, vehicles, and supplies CONSULTANT may determine to be necessary in performance of services hereunder.

Section I. Period of Service

The term of this Agreement shall be for the period commencing on **October 28, 2015** with the Town Council approval of this Agreement and shall continue **Thirty-Six MONTHS** until **October 28, 2018** unless terminated sooner by the parties, pursuant to Section IV below.

Section II. Compensation

Consultant shall provide **Structural Engineering and Traffic Engineering.** The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed.

The rates Consultant will be paid as consideration for performance of **Structural Engineering and Traffic Engineering,** on a monthly basis through a flat fee system. No further payment will be made for routine facsimile, telephone, postage, copy, or travel costs. Extraordinary costs, as identified and detailed shall be negotiated as part of the Scope of Work.

Section III. Billing

Consultant shall provide Consultant services to the Town, based on the negotiated Scope of Work and Fees The Town shall pay Consultant monthly, based upon work performed, completion to date and submission of invoices pursuant to Section II. Invoices should be mailed to the following address:

Town of Camp Verde
Public Works Department
395 S. Main Street
Camp Verde, AZ 86322

Section IV. Termination

The Town or the Consultant reserves the right to cancel the whole or part of this Agreement with or without cause and for any reason or no reason by giving **60 days** written notice to either party.

However, in the event that this Agreement is terminated the Town shall pay Consultant in full for all services already rendered pursuant to Section II, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. § 38-511.

Section V. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VI. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VII. Whole Agreement

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section VIII. Construction

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

Section IX. Insurance Requirements

The Consultant/SubConsultants agrees to procure and maintain at Consultant/Sub Consultant's sole expense and to provide a Certificate of Insurance/Endorsement evidencing insurance coverages below.

1. **COMPREHENSIVE COMMERCIAL GENERAL LIABILITY**

Combined single limit against claims for Bodily Injury, Death and Property Damage, in connection with services provided and in an amount not less than:

$1,000,000 each occurrence
$2,000,000 aggregate

General Liability Insurance certificates *shall name the Town of Camp Verde as an Additional Insured (with corresponding endorsement relative to the additionally insured status)* and provide a description of operations: Example: For Bid #: XYZ123

2. COMPREHENSIVE COMMERCIAL AUTOMOBILE LIABILITY

Combined single limit for Bodily Injury and Property Damage, in an amount not less than:

$1,000,000

Commercial Auto Liability Insurance policies or certificates *shall name the Town of Camp Verde as an Additional Insured (with corresponding endorsement relative to the additionally insured status).*

Required if the Consultant/SubConsultant is driving for the town beyond the normal commute to the job site.

Including:

1. Non-Owned
2. Leased
3. Hired Vehicles

3. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

Statutory Minimum $1,000,000

Plus Employer's Liability Coverage for:

A:	Each Accident	$1,000,000
B:	Each Employee	$1,000,000
C:	Disease, Each	$1,000,000

Exception: sign a waiver provided by the Town relative to being a sole proprietorship without any employees.

4. All carriers shall be approved to write insurance in the State of Arizona and possess an A- or better A.M. Best rating.
5. With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.
6. Consultant shall furnish to the Town of Camp Verde any renewal Certificates of Insurance (if coverage has an expiration or renewal dates occurring during the term of this Agreement).
7. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof. The policy shall not be suspended, voided canceled or reduced in coverage for the duration of the Agreement and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Risk Manager.
8. The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

9. Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.
10. The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.
11. Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section X. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subConsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde.

The Town agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Town's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Town is legally liable.

Neither the Town nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Section XI. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its SubConsultants ('SubConsultants") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or SubConsultant's employee who works on this Agreement to ensure that the Consultant or any SubConsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the SubConsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed.

Neither the Consultant nor any of the SubConsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or SubConsultant establishes that is has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

This Agreement is subject to termination pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this **October 28, 2015**

APPROVED AS TO FORM:

William Sims / November 12, 2015

Town of Camp Verde:

By: _____

Charles German, Mayor/Date

Consultant:

By: _____

Date: 2015-11-19

ATTEST:

The Mayor and Council approved this agreement for execution at the regular session of **October 28, 2015.**

Virginia Jones, Town Clerk

The Agreement was reviewed and delivered, as signed by the Town, to the Consultant on **December 3, 2015** , by **Virginia Jones, Town Clerk.**

Kimley»Horn

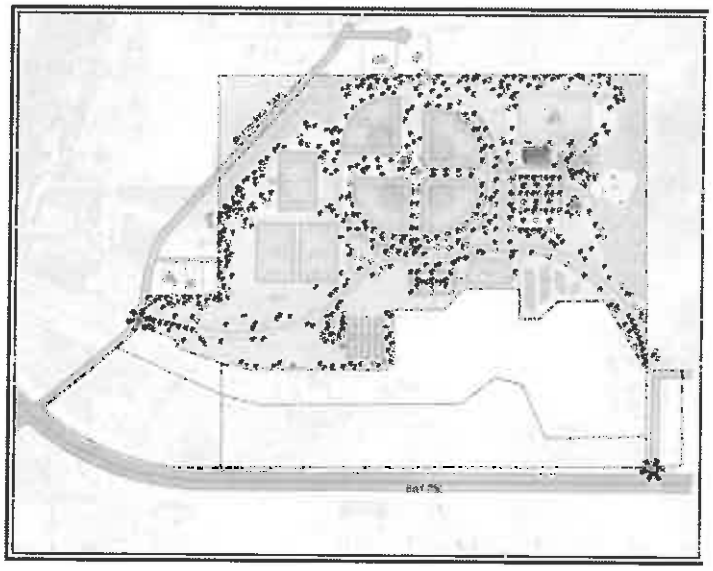
TOWN OF CAMP VERDE
COMMUNITY PARK

SCOPE OF SERVICES
Prepared November 21, 2016

Background

The Town of Camp Verde (Town) is moving forward with the 118 acre Community Park located north of SR 260 and east of McCracken Lane. In 2008, the Town approved the Community Park Master Plan (Figure 1), which laid out the park features, infrastructure and amenities based on a significant amount of input from the community. With the completion of the Camp Verde Community Library, the Town will focus on the development of the park over the coming years.

Figure 1 – Project Map (from 2008 Master Plan)



Goals

The goal of this design project is to make minor revisions to the current Park Master Plan (move ball fields, revise parking, etc.) and design the necessary infrastructure, grading and drainage to prepare the site for full park improvements in the future. The design is funded for this Fiscal Year (FY) 2017. The Engineers Opinion of Probable Cost (OPC) will be used to program the FY 2018 construction for the infrastructure and grading.

Additionally, the Town has secured a Grant for a multi-use trail around the perimeter of the park. This will be included in the design package for the Community Park.

Kimley-Horn Scope of Work

The scope of work to meet the goals for this project is as follows:

- Site Planning to modify the layout in the Master Plan to meet the present needs of the Town and Community.
- Construction Documents for Grading, Drainage, Storm Water Management, Utilities and Construction Phasing.
- Field services necessary to support the design and approval of the proposed improvements. This includes geotechnical investigations/report.
- Agency permitting/coordination
    - Town of Camp Verde – Construction Permitting
    - Yavapai County Flood Control District (YCFCD) – Storm Water Runoff Requirements/Permitting
    - Arizona Department of Environmental Quality (ADEQ) – Water and Sewer Requirements/Approval/Permitting
    - Arizona Department of Transportation (ADOT)
- Project Management/Coordination

The milestone submittals will consist of a 30%, 60%, 90% and 100% sealed documents. Each submittal will consist of both electronic (PDF) and hard copy, half size (11"x17") and full size (22"x34"). In addition Engineers Opinion of Probable Cost will be included at each milestone.

- The 30% submittal will consist of a site plan plot submittal and over the shoulder review meeting with Town Staff. After completion and documentation of this meeting, the Final geometry of the park will be set and the project will move into design documents.
- The 60%, 90% and 100% sealed submittals will consist of the following Construction Documents:
    - Drainage Report
    - Civil Plans
        - Grading and Drainage Plans (1" = 40')
        - Roadway Plan/Profile (1"=20') – Park Road, McCracken Lane, Sanitary District Road
        - Construction Phasing Plan (1"=100')
    - Utility Plans
        - Water Plan/Profile (1"=20')
        - Sewer Plan/Profile (1"=20')
        - Force Main Plan/Profile (1"=20')
        - Reclaimed Water Plan/Profile (1"=20')
        - Overall Utility Map (1"=100')
            - Private, Public Utilities
    - Storm Water Management Plans (1" = 40')
    - Trail Plans (Separate Submittal due to anticipated construction start date)
    - Engineers Opinion of Probable Cost (OPC)
    - Specifications

SCOPE OF SERVICES

Task 1. – Project Management and Coordination

a. Site Visit and Kick Off Meeting

b. Coordinate geotechnical investigations within the project limits.

c. General project management tasks such as project setup and project documentation.

d. It is anticipated that four meetings will be held with the Town and other Agencies for the duration of the design.

e. Utility Coordination includes plans from private utilities, clearances and two meetings.

f. Agency Coordination and Permitting: Town of Camp Verde, ADEQ, Yavapai County Flood Control, ADOT. This items includes all forms, calculations, reports and exhibits required for agency permits.

Deliverables: Agency Permitting

Proposed Fee: $19,900

Task 2. - Site Planning

a. 30% Concept Site Plan

b. Over the Shoulder Meeting with the Town to finalize Site Plan

Deliverable: Documentation of Final Site Plan

Proposed Fee: $10,500

Task 3. – Civil Plans

a. Kimley-Horn will provide Civil Plans for the Park. Two design reviews (60% and 90%) are assumed. Two weeks are assumed for each milestone review by the Town. All design submittals shall consist of construction drawings and an engineer's opinion of probable cost (submitted to the client).

b. Civil Plans are anticipated to include the following sheets:

   i. 1 - Cover Sheet

   ii. 1 - General Notes

   iii. 8 - Grading and Drainage Plan Sheets (1" = 40')

   - Pads for Amenities
   - Rough Grading for Parking Lots
   - Final Site Plan Layout included in Grading and Drainage Sheets

iv. 8 - Roadway Plan and Profile Sheets (1" = 20')
- Internal Park Road
- Tie in/Extension of McCracken Lane and Sanitary District Road

v. 2 - General Detail Sheets

vi. 2 – Construction Phasing Sheets (1'=100')

c. Engineers Opinion of Probable Cost

Deliverables: Construction Drawings, Engineer's Opinion of Probable Cost, Specifications

Proposed Fee: $49,600

Task 4. – Utility Plans

a. Kimley-Horn will provide Utility Plans for the Park. Two design reviews (60% and 90%) are assumed. Two weeks are assumed for each milestone review by the Town. All design submittals shall consist of construction drawings and an engineer's opinion of probable cost (submitted to the client). The Town shall provide the size of the water, force main and reclaimed line. Kimley-Horn will size the sewer based on fixture counts provided by the Town.

b. Utility Plans are anticipated to include the following sheets:

i. 1 - Cover Sheet

ii. 1 - General Notes

iii. 4 - Water Plan/Profile Sheets (1"=20') - New waterline from well location provide by the City to locations defined in Site Planning (Restrooms, Drinking Foundations)

iv. 4 - Sewer Plan/Profile Sheets (1"=20') - New sewerline from Restroom locations defined in Site Planning to Grinder/Lift Station location provided by the Town. Kimley-Horn to size the sewer line based on fixture counts provided by the Town.

v. 4 - Force Main Plan/Profile Sheets (1"=20') - New force main from Grinder Station location to Northeast corner of site.

vi. 4 - Reclaimed Water Plan/Profile Sheets (1"=20') – New reclaimed line from northeast corner of park (from WWTP) to amenity locations defined in Site Planning.

vii. 2 - Overall Utility Maps (1" = 100')
- Private Utilities – Power, Communications, Fiber
- Public Utilities – Water, Sewer, Force Main, Reclaimed Water

viii. 2 - General Detail Sheets

c. Engineers Opinion of Probable Cost

Deliverables: Construction Drawings, Engineer's Opinion of Probable Cost, Specifications

Proposed Fee: $64,700

Task 5. – Storm Water Management Plans

a. Kimley-Horn will provide Storm Water Management Documents for the construction of the park infrastructure and grading/drainage. Two design reviews are assumed (60% and 90%). Two weeks is assumed for each milestone review by the Town. The SWPP plans are included as a separate plan set to the Civil/Utility Plans.

   i. 1 - Cover Sheet

   ii. 1 - General Notes

   iii. 6 – SWPPP Sheets (1" = 40')

   iv. 2 - Details

Deliverables: Storm Water Pollution Prevention Plan Documents

Proposed Fee: $8,600

Task 6. – Trail Plans

a. Kimley-Horn will provide Trail Plans as an early construction package to meet the goal of the Town advertise for construction in March 2017. The Trail plans will be submitted for one review (90% submittal) in advance of the remaining infrastructure plans.

   i. 1 - Cover Sheet

   ii. 1 - General Notes

   iii. 4 - Trail Plans (1" = 40')

   iv. 2 - Details

Deliverables: Trail Plans

Proposed Fee: $12,000

Task 7. Drainage Report

a. Kimley-Horn will prepare a hydrologic analysis to determine offsite peak discharges reaching the park. Topography from United States Geological Survey (USGS) or Yavapai County will be used to delineate the offsite watershed. Kimley-Horn will follow the requirements set forth in the Drainage Design Manual for Yavapai County.
b. Using the results of the offsite hydrologic analysis, Kimley-Horn will prepare an offsite conveyance system to drain to the existing ADOT basin at the south side of the property. The offsite system design will be shown on the Grading and Drainage plans.

c. Kimley-Horn will prepare an onsite drainage design where the post-project conditions peak discharges will be equal to or less than the pre-project conditions peak discharges. The post-project conditions will include the ultimate park improvements. Detention basins with outlets will be used to detain the runoff. The outlets will discharge into the existing ADOT facilities.
d. Kimley-Horn will provide a Preliminary and Final Drainage Report for submittal to the Yavapai County Flood Control District (District). The drainage report will include the onsite and offsite analysis with supporting documentation and exhibits.

Deliverables: Drainage Report

Proposed Fee: $18,000

Task 8. – Geotechnical Investigations

Engineering & Testing Consultants, Inc. (ETC) will provide geotechnical investigations within the project limits

Deliverables: Geotechnical Report

Proposed Fee: $6,000

Budget Summary

Task 1 – Project Management and Coordination		$19,900
Task 2 – Site Planning		$10,500
Task 3 – Civil Plans		$49,600
Task 4 – Utility Plans		$64,700
Task 5 – Storm Water Management Plan Documents		$8,600
Task 6 – Trail Plans		$12,000
Task 7 - Drainage Report		$18,000
Task 8 – Geotechnical Investigation		$6,000
	Total Base Fee:	**$189,300**
	Estimated Expenses:	**$600**
Total Proposed Contract:		**$189,900**

Schedule

The Schedule can be adjusted as mutually agreed upon to meet your needs.

Key Milestone Dates for the Project:

• Project NTP*	January 1, 2017
• Site Visit/Kick Off	January 4, 2017
• 30% Meeting	January 25, 2017
• Geotechnical Report (4 weeks from NTP)	January 27, 2017
• 60% Construction Documents	March 3, 2017
○ 90% Trail Plans	March 3, 2017
• Agency Review (2 weeks)	March 17, 2017
○ 100% Trail Plans	March 31, 2017
• 90% submittal	April 28, 2017*
• ADEQ Submittal	April 28, 2017
• Agency Review (2 weeks)	May 19, 2017
• 100% sealed submittal	June 16, 2017
• Agency Approval	June 23, 2017
• ADEQ Approval (2 months)	June 23, 2017
• Advertise/Bid/Award (2 months)	August 18, 2017
• Construction Start	September 1, 2017

*Engineers Opinion of Probable Cost to City for FY 18 Programming

Assumptions

The shall provide the following:

- Sizing of Water, Reclaimed Water Line, Irrigation
- Fixture counts to calculate sewer size
- Topography
- Building size and pump sizes for the Grinder/Lift Station
- Specifications for the Grinder/Lift Station

The utilities shall extend to building envelope or pads of future amenities. There will not be a design for service feeds to buildings such as restrooms.

Reclaimed Lines will extend to the footprint of amenities. There will not be a design for irrigation lines to potential landscaped areas.

Exclusions

The following items/services are not included in this scope of work and fee proposal. If these items/services are determined to be required, a separate agreement by contract amendment or new contract shall be coordinated between the Town and Kimley-Horn.

- Permit fees
- Final plans for the Parking Lots
- Design for the Sanitary District Road
- Utility potholing
- Landscape architecture including park amenities
- Landscaping/Irrigation Plans
- Bid Phase Services
- Construction phase services
- Mechanical, Electrical and Plumbing Design

RESOLUTION 2009-766

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPERSEDING RESOLUTIONS 98-403, 99-426, 99-432, 2000-447, 02-538, 03-568, 08-745, and 08-751 AND ESTABLISHING TOWN COUNCIL POLICIES, RULES, AND PROCEDURES FOR COUNCIL AND ALL TOWN BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the Legislature made substantial modifications to the Open Meeting Law (OML), ARS Sections 38-431 through 38-431.09,effective July 18, 2000; and

WHEREAS, changes in the law concerning executive sessions, meetings, open calls to the public, and enforcement has been adopted by the Council as a policy and procedural directive to staff; and

WHEREAS, it is in the best interest of the Town to adopt Rules, Policies and Procedures, and place these into one document for the benefit of all parties; and

WHEREAS, it is in the best interest of the Town to adopt policies and procedures for meetings and conduct applicable not only to the Council but also to its boards, commissions, and committees, collectively named "public bodies" herein,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the "Town of Camp Verde Town Council Policies, Rules, and Procedures" for all elected and appointed officials.

ADOPTED AND APPROVED by a majority vote of the Common Council at the regular meeting of June 17, 2009.

Mayor Bob Burnside

Approved as to form:

Attest:

Deborah Barber 6-26-09

Town Clerk Deborah Barber

Town Attorney

Exhibit A attached

EXHIBIT A
Resolution 2009-766

TOWN OF CAMP VERDE
TOWN COUNCIL POLICIES, RULES, AND PROCEDURES

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Section 1 Rules of Procedure/Authority

1.1 Procedures

All meetings of the Town Council and its appointed Boards, Commissions, and Committees shall be governed by these procedures, as applicable. In addition, such meetings shall be governed by the following:

A. Applicable provisions of the Arizona Revised Statutes ("A.R.S."), including, but not limited to, the Arizona Open Meeting Law (A.R.S. §§ 38-431 *et seq.*, as amended) and the Arizona Conflict of Interest Law (A.R.S. §§ 38-501 *et seq.*, as amended); and

B. The Town of Camp Verde Town Code.

C. Where not inconsistent with these rules and procedures, the Arizona Revised Statutes and the Town of Camp Verde Town Code, and ***the current version of Robert's Rules of Order*** will be used as a supplementary guideline.

D. As used herein, the term "Member" shall refer to either a member of the Town Council or Board, Commission or Committee, as applicable. The term "Meeting" shall refer to a meeting of the Town Council, Board, Commission or Committee, as applicable.

1.2 Parliamentarian

A. The Town Clerk shall serve as Parliamentarian for all Town Council meetings. The Deputy Clerk shall serve as Parliamentarian in the absence of the Town Clerk.

B. The Town Clerk shall also serve as Parliamentarian for those Board, Commission, and Committee meetings that he or she attends.

C. The Chairperson of a Commission or Committee shall serve as Parliamentarian for each respective Board, Commission, or Committee meeting. The Vice-Chairperson shall serve as Parliamentarian in the absence of the Chairperson. The Chairperson Pro Tem shall serve in the absence of the Chairperson and the Vice-Chairperson. In the event that there is a lack of agreement to a parliamentary procedure, the Town Clerk shall serve as the resource for a final procedural determination.

1.3 Points of Order

The Presiding Officer shall, after consultation with the Parliamentarian, determine all Points of Order, subject to the right of any member to appeal to the entire Town Council or any Board, Commission or Committee. In which event, following a second, a majority vote shall govern, and conclusively determine such question of order.

1.4 Quorum

Four or more Council members shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time and compel the attendance of absent members. In any meeting where a quorum is present, it shall take a majority vote of the entire Council, or a minimum of four (4) votes, to enact any measure, resolution, ordinance, or other business on the agenda.

Section 2 Presiding Officer for Meetings

2.1 Mayor as Presiding Officer

The Mayor is the Presiding Officer of all meetings of the Town Council. In the Mayor's absence, the Vice-Mayor shall serve as the Presiding Officer. In the absence or disability of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the Town Clerk, whereupon the Town Clerk shall immediately call for the selection of a Presiding Officer Pro Tem. The Council members present shall, by majority vote, select a Presiding Officer Pro Tem for that meeting.

2.2 Chairperson as Presiding Officer

The Chairperson is the Presiding Officer of all meetings of the Board, Commission or Committee. In the Chairperson's absence, the Vice-Chair shall serve as the Presiding Officer. In the absence or disability of both the Chairperson and the Vice-Chair, the meeting shall be called to order by the Town Clerk or principal Town staff present, whereupon the Town Clerk or Town staff shall immediately call for the selection of a Presiding Officer Pro Tem. The Members present shall, by majority vote, select a Presiding Officer Pro Tem for that meeting.

Section 3 Meetings of Town Council and Boards, Commissions and Committees

3.1 Regular Meetings

A. The Council shall establish regular meeting dates, times, meeting place by Resolution in January of each year for Town Council and all Boards, Commissions, and Committee meetings.

B. When the day for a Regular Meeting falls on a legal holiday, no meeting shall be held on such holiday. The meeting shall be cancelled and be convened at the time and the location as designated by the Town Council or Board, Commission, or Committee.

3.2 Special Meetings

A. The Mayor, after a public vote of the Council may schedule a special session within the jurisdiction of the Town and shall direct staff to schedule a special session; or the Mayor and Manager may jointly schedule a special session to be held in appropriate facilities within Town limits, to begin at the time and place as designated in the motion.

B. Special and emergency meetings, as permitted by law, shall be called and posted in the same manner as regular meetings by the Mayor or the Town Clerk, after confirmation of the availability of a quorum.

C. Notices and agendas will be posted for the special sessions as required by law and additionally posted at the alternate site if applicable.

D. Special sessions herein will not be scheduled away from Town Hall if the agenda involves public hearings on controversial topics likely to interest citizens of the Town in general rather than a particular neighborhood.

E. A Board, Commission, or Committee may, upon majority vote and approval of the Town Manager, set a special meeting or work session.

3.3 Executive Sessions

A. The Town Council may hold an Executive Session pursuant to A.R.S. §§ 38-431.01. Boards, commissions, and committees may also hold Executive Sessions pursuant to A.R.S. §§ 38-431.01 with prior Council authorization.

B. All information distributed and all discussions during an executive session shall remain confidential indefinitely and are not to be divulged or provided to or discussed with persons who were not parties to the executive session or members of the Council or Board, Commission or Committee, except as permitted or required by A.R.S. § 38-431.03 or a court order.

3.4 Work Sessions

The Town Council or Board, Commission or Committee may schedule work or study sessions for the purpose of presentations and discussions on such issues that require more in-depth consideration by the Town Council or Board, Commission or Committee than may be possible at a Regular Meeting. No formal action may be taken by the Town Council or Board, Commission or Committee at such meetings, other than a general consensus or conveying direction to Town Staff for further action.

3.5 Emergency Meetings

As provided for in ARS § 38-431.02(D) and (E), Special Emergency Meetings, including a Special Emergency Executive Sessions, may be called to discuss or take action on an unforeseen issue where time is of the essence and there is not sufficient time for posting of a meeting notice 24-hours or more before the meeting. In such event, the meeting shall be held upon such notice as is appropriate or practicable to the circumstances. A Notice of an Emergency Meeting will be posted within 24-hours following the holding of an Emergency Meeting. The Notice will include the Agenda and a brief and complete description of the nature of the emergency.

3.6 Adjourned Meetings

Any meeting may be adjourned to a time, place, and date certain, but not beyond the next Regular Meeting. Once adjourned, the meeting may not be reconvened except at the time, date, and place provided for in the motion.

3.7 Meetings to be Open to the Public

A. Pursuant to the Arizona Open Meeting Law, with the exception of Executive Sessions, all Regular Meetings, Special Meetings, Work Sessions, and Emergency Meetings shall be open to the public.

B. All public meetings may be recorded or photographed by means of audio, video, or photographic equipment; provided however, that there is no interference with the orderly conduct of the meeting and the equipment is placed in non-hazardous locations as designated by Town Staff.

3.8 Conduct and Decorum

A. <u>Members</u>:

1. Any Member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, may speak. The Presiding Officer shall not unreasonably withhold such recognition. However, the Presiding Officer may call for a vote as to whether to continue a repetitive discussion or motion.

2. When two or more Members wish to speak, the Presiding Officer shall determine the order of speaking and recognize the first speaker.

3. While a Member is speaking, no other Member shall interrupt except to make a point of order or point of personal privilege. A point of order is raised when a Member raises a question of whether there has been a breach of the procedures. A point of privilege is raised when a disturbance occurs or when anything affecting the rights of the Members occurs and a Member states the problem; the Presiding Officer decides the question.

4. When a motion is made and seconded, the Presiding Officer shall ensure that the debate is confined to the motion.

6. The Town Council will not tolerate harassment, personal attacks, or discrimination against each other or by members of appointed Boards, Commissions, or Committees. Any Town Council appointee who violates this provision will be subject to removal by a majority vote. Elected Officials who violate this section may be subject to the provisions of Section 15.11 Sanctions.

7. If a Member acts in violation of these rules, the Presiding Officer shall, or any Member may, call that Member to order. The Member so called shall immediately cease speaking, but may appeal to the Town Council or Board, Commission or Committee, as applicable. Any such appeal shall be decided by a majority vote without debate. See Section 1.3.

B. Town Staff:

Town Staff and employees of the Town shall observe the same rules of procedure and decorum as the members of the Town Council.

C. Public:

Members of the public attending meetings shall observe the same rules of order and decorum applicable to the Town Council. Unauthorized remarks or demonstrations from the audience, such as applause, stamping of feet, whistles, boos, yells, and/or other demonstrations shall not be permitted. The Presiding Officer, or the Council or Board, Commission or Committee as applicable, by majority vote may, after issuing a verbal warning to persons causing such disturbances, direct a police officer to remove such offender(s) from the meeting.

Section 4 Meeting Agendas and Notices

4.1 Agenda Item Submittal for Council Regular and Special Meetings and Work Sessions

A. Items may be placed on a Regular, Special, Emergency Meeting Agenda, or Work Session Agenda for Town Council discussion and possible action by any Council member and Town staff.

B. Contracts, ordinances, resolutions and other documents requiring review by the Town Attorney shall be provided to the Town Attorney prior to placing the item on the Agenda and in sufficient time for legal review.

C. Any item placed on an agenda must be accompanied by supporting documents and an Agenda Action Form that contains, at a minimum, the following information:
1. Background information on the item;
2. Financial impact if approved; and
3. Proposed action.

The documents and Agenda Action Form must be submitted to the Clerk's Office sufficiently in advance to be included in the council packet, but no later than noon on the Wednesday prior to the regularly scheduled meetings. If the agenda item is requested by a Council member, it will be noted on the agenda and the requesting member should sign an Agenda Action Form.

4.2 Agenda Item Submittal for Executive Sessions

Items may be placed on the Agenda for a Town Council Executive Session for discussion if in compliance with the Town Code, these Rules of Procedure, and applicable provisions of the Arizona Revised Statutes, by the following process:

A. Items may be placed on an Agenda for Executive Session discussion by Council members, Town Staff, and the Town Attorney.

B. The Town Attorney may review items submitted for Executive Session discussion prior to placement on the Agenda to ensure that the item is legally permissible to be discussed in Executive Session pursuant to A.R.S. § 38-431.03.

4.3 Council Packets

A. Town Council packets contain the Agenda, unapproved Minutes of previous Town Council Meetings, Town Council communications, and any ordinances, agreements, or resolutions to be acted upon including Agenda Action Forms, and other documentation that may be attached to support items contained on a Town Council Agenda for all noticed meetings of the Town Council.

B. Full packets for all noticed Town Council Meetings (except Executive Session documentation) are placed in the Council member's box. Every effort will be made to distribute full packets by the Friday prior to each Regular Town Council Meeting and not less than 24 hours prior to any Special Session.

C. Material that is not received in a timely manner to include in the Council packets will be distributed to Council members with a bright green sheet attached, noting the agenda item number to which the document applies. These green sheets are used only in connection with agenda items to alert Council members that there is additional meeting information.

4.4 Preparation of Agenda

A. An Agenda is the formal description of items to be considered by the Town Council at a noticed meeting of the Town Council. Complete agenda items, the Agenda Action Form, and all supporting documentation must be submitted to the Clerk's Office no later than noon the Wednesday before the meeting. Incomplete agenda requests and/or late agenda items will be returned to the submitting department.

B. The Town Clerk shall prepare the agendas for all meetings of the Town Council based on the Agenda Action Forms that are submitted to the Clerk's Office. The Town Clerk may prepare an addendum to the Agenda for items that have emerged after the Agenda has already been distributed with the approval of the Town Manager AND the Mayor.

Addenda will be prepared on bright-green colored paper to catch the attention of Council members. Bright-green colored paper is reserved for agenda matters only and shall not be used by other Town staff.

C. Agenda Meetings are held no later than the Wednesday before the Council meetings at a time set by the Mayor and Manager. Agenda Meetings are attended by the Mayor, Manager, Town Clerk, and no more than two (2) interested Council members for the purpose of reviewing the agenda for appropriateness,

comprehensiveness, and order only. The Agenda Meeting will not be used for discussion or deliberation of the proposed agenda items. **Note: to avoid potential violations of Open Meeting Laws, no more than two Council members, in addition to the Mayor, may attend Agenda Meetings.** To avoid a possible quorum in attendance at an Agenda Meeting, interested members must notify the Town Clerk prior to an Agenda Meeting that he or she plans to attend.

Incomplete or inaccurate items and/or the timeliness of items shall cause them be removed from the agenda and returned to the appropriate department with a request to resubmit the item(s) upon resolution of the issue.

Special Session agendas are usually reviewed by the Manager and the Mayor only.

D. The final Agenda must be posted by Friday at noon prior to the Town Council's regular meetings. To meet this requirement, the packets are prepared no later than 10:00 a.m. on Friday mornings. Special, Executive, and Work Session agendas must be posted no later than 24-hours prior to the meeting.

4.5 Amended Agendas

The Town Clerk may amend a published Agenda, but not less than twenty-four (24) hours prior to the designated Meeting and only upon approval from the Mayor and the Town Manager. The Town Clerk may amend the agenda to correct minor errors upon notification to the Manager and/or Mayor. Subsequent amended Agendas will indicate the sequential number of the amendment and the date amended.

4.6 Preparation and Posting of Meeting Notices

Council Agendas are posted at each of the following locations at least 24 hours before each meeting:

1. The bulletin board on the wall outside Town Hall
3. The bulletin board at Basha's
3. The bulletin board at the Post Office, and
4. on the Town's Website.

Commission agendas are posted at the Town Hall Bulletin Board and on the Town's webpage.

4.7 Distribution of Agendas and Notices

A. The Town Clerk shall ensure that the Mayor and Town Council members receive copies of all Town Council Meeting Notices and Agendas, and any documentation provided for said Meeting, not less than twenty-four (24) hours prior to the Meeting.

B. The Town Clerk shall ensure that the Town Council Meeting Notices, Agendas, and documentation, as deemed necessary, are distributed to the Town Manager and the Town Attorney and necessary Town Staff.

Section 5 <u>Order of Business for Town Council Meetings</u>

5.1 Order of Business

The Order of Business of each meeting of the Town Council shall be as contained in the Agenda as prepared by the Town Clerk and approved by the Mayor and Manager. The Agenda shall be sequentially numbered by topic and list each item included under each agenda category followed by a brief description, including a dollar amount where appropriate.

5.2 Regular Meetings

The general form of the Agenda shall be as follows and may be changed as necessary:

AGENDA

Members of the Camp Verde Town Council may attend either in person or by telephone conference call.

I. **Call to Order**
II. **Pledge of Allegiance**
III. **Roll Call**
IV. **Consent Agenda**
V. **Call to the Public**
VI. **Council Informational Reports**
VII. **Business**
VIII. **Call to the Public**
IX. **Manager/Staff Report**
X. **Adjournment**

Presentations to the Town Council will be limited to 10 minutes, unless otherwise designated by a majority vote. Responses from the audience shall be limited to 3 minutes per speaker. Public input on items other than the Call to the Public for Items not on the agenda is at the discretion of the Council; however, public input is usually encouraged on non-administrative matters.

All Agendas shall have the following statement placed at the bottom of the Agenda: Persons with special accessibility needs should contact the Town Hall, 928-567-6631, at least 24-hours prior to the meeting.

5.3 Special Meetings

A. For Special Meetings, the Agenda will generally be prepared in the following order:

AGENDA

I. **Call to Order**
II. **Roll Call**
III. **Pledge of Allegiance**
IV. **Business**
V. **Executive Session (optional)**
VI. **Adjournment**

5.4 Work Session Meetings

Questions may be directed by the Town Council to a member of the public or another interested party, or in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an Agenda item or a particular question related to an Agenda item. Presentations to the Town Council will be limited to 10 minutes for the presentation and discussion period, unless otherwise designated by a majority vote. Citizens may attend work-study sessions, but can speak only after an open Call for Public Input. Speakers will be limited to 3 minutes per speaker.

The Agenda generally will be prepared in the following order:

AGENDA

I. **Call to Order**
II. **Pledge of Allegiance**
III. **Roll Call**
IV. **Agenda Items for Discussion (Items numbered for order). Normally, work session items listed are for discussion only. No Action will be taken unless the item(s) is properly agendized for action.**
V. **Adjournment**

5.5 Executive Sessions

The Agenda for an executive session generally will be prepared in the following order:

I. **Call to Order**
II. **Agenda Items for Discussion**
III. **Adjournment**

5.6 Items Considered in Order

A. The Presiding Officer, or the Town Council by a majority vote, may consider items out of sequence from the printed Agenda for the meeting.

B. Action may be taken on all items listed for action on the Agenda. In the event of an emergency, action may be taken on items not listed on the Agenda. However, the action must subsequently be noticed in accordance with A.R.S. §38-431.02, as amended.

5.7 Mayor and Council Members Report on Current Events

This is the time that Council members may present a brief summary on current events. Attendance at meetings and other important information shall be listed on the agenda or shall not be otherwise stated. Open Meeting Laws prohibit the Town Council from proposing, discussing, deliberating, or taking any legal action on the information presented unless the specific item is listed on the Agenda.

5.8 Manager/Staff Report on Current Events

The purpose of this section of the Agenda is to afford the Town Manager and/or staff an opportunity to provide the Town Council and the public with status reports or updates on Town projects and to alert them to upcoming Town events or regional events of potential interest. The topic of these reports shall be listed on the agenda. No discussion or action may be taken unless the specific item is listed on the Agenda.

5.9 Call to the Public

A. Presentation of petitions or public comments on Non-Agenda items are heard under "Call to the Public." All citizens and interested parties will be limited to a maximum of three (3) minutes to address the Town Council on a non-agenda item. However, the time limit may be waived by vote of the Town Council.

B. At the conclusion of all citizen comments, the Mayor or any Councilmember may take any or all of the following actions:

1. Ask Town Staff to review the matter.
2. Ask that the matter be put on a future Agenda.
3. Thank the citizens for their comments.

If a citizen has criticized one or more members of the Council, the Council may respond to such criticism, but only at the conclusion of the Call to the Public.

5.10 Presentations

This section of the Agenda is for allowing the Mayor, Council members, Town Staff, and invited interested parties to make informational presentations to the Town Council and the public. Presentations are limited to no more than ten minutes for the presentation and discussion. Such informational items may only be discussed if specifically listed on the Agenda. No action may be taken on Presentation items unless properly agendized. The Mayor or the Chair will monitor this.

5.11 Consent Agenda

A. The Consent Agenda includes items that (i) are of such a nature that discussion may not be needed or required or (ii) have been previously studied by the Town Council. These items may be adopted by a single motion, second, and affirmative vote of a majority (4) Council members. All routine, administrative-type items, such as contract awards and approvals, etc. shall be placed on the Consent Agenda.

B. Consent Agenda items will NOT be read aloud, except for resolution and ordinance titles and proclamations.

C. There is no discussion on items listed under the Consent Agenda beyond asking questions for simple clarification, unless a Council member requests that an item be removed for discussion.

D. If an item is pulled from the Consent Agenda for discussion, public input may be allowed on that item.

5.12 Business

A. The Presiding Officer will introduce each Business item by reading its title or description from the Agenda. Consent Agenda items will NOT be read aloud.

B. If a public hearing is required for a business item, the following sequence of events will generally be followed: Appropriate Town Staff will present its report and recommendation (if any). Council members will then have an opportunity to question Town Staff. The Presiding Officer will then open the public hearing. The first speaker will be the applicant (if any), who will have an opportunity to present comments, testimony, or arguments to the Town Council. The Presiding Officer will then ask for public comment. The applicant will then be afforded an opportunity for rebuttal and concluding comments. The public hearing will then close and no further public comments will be taken. The Town Council will then deliberate and take action.

C. Those speaking before the Town Council, other than the applicant, will be allowed three (3) minutes to address the Town Council, but time limits may be waived upon consensus of the Town Council.

5.13 Adjournment

The open public meeting of the Town Council may be adjourned by a motion, a second, and an affirmative majority vote.

Section 6 Procedures for Conducting the Meeting

Where practicable, executive sessions will be held prior to the regular business meetings, as opposed to during a meeting and/or following a meeting. Meetings will conclude at 10:00 p.m. unless a majority of Council votes to continue the meeting to a later time. Council member discussion may be limited by a majority vote if the agenda is large and the meeting is expected to last past 10:00 p.m. A break will be scheduled as close to 8:00 p.m. as possible.

6.1 Call to Order

All meetings shall be called to order by the Presiding Officer.

6.2 Participation of Presiding Officer

The Presiding Officer shall conduct the meeting. The Presiding Officer may debate and vote, subject only to such limitations of debate as are imposed on all Members.

6.3 Introduction/Explanation of Agenda Items

Except for Consent Agenda Items, the Presiding Officer shall introduce each Agenda Item by reading its full title and description, if any, and may provide whatever additional information he or she deems necessary or reasonable.

6.4 Maintenance of Order

The Presiding Officer is responsible for the maintenance of order and decorum at all times. All questions and remarks shall be addressed to the Presiding Officer.

Section 7 Motions

7.1 Motion Procedure

A. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate.

B. The maker of the motion has the right to modify his or her motion or to withdraw it entirely. If the motion is modified, the Member who has seconded it has the right to withdraw or affirm his or her second.

C. If a modification to a motion made by another Member is accepted by the maker of the motion, the Member who seconded the unmodified motion shall be requested to reaffirm his or her second after modification. If the Member refused to reaffirm the second, the second is presumed made by the Member suggesting the modification.

D. In the case of a tie in votes on any motion, the motion shall be considered defeated.

7.2 Motion to Approve or Adopt

A motion to approve or to adopt shall be to approve the Agenda item as proposed or as proposed with an amendment(s) or stipulation(s). After the motion is made and seconded, it shall require an affirmative majority vote (4 votes) to pass, unless the matter is subject to a super majority vote (two-thirds or three-quarters majority). If the motion fails, the Agenda item shall be deemed defeated, unless a new motion is introduced and seconded.

7.3 Motion to Deny or Disapprove

A motion to deny or to disapprove shall be to reject the Agenda item as proposed. After the motion is made and seconded, it shall require an affirmative majority vote (4 votes) to defeat the item. If the motion fails, the Agenda item will not be deemed approved, unless a separate motion to approve or adopt is made and seconded and passes by the requisite majority vote.

7.4 Motion to Postpone

A motion "to postpone" is used to postpone an item on the Agenda until a definite time or indefinitely. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.

7.5 Motion to Table

Motions to table or more properly, to "lay on the table" is a proposal to suspend consideration of the pending motion. Under Robert's Rules of Order, a motion to table is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has unexpectedly arisen and which must be dealt with before the pending motion can be properly addressed. Tabling a motion can be very useful to an assembly when 1) a presenter has been delayed or 2) timely information is not available, and staff needs to leave to retrieve or copy the information. Using the Motion to Lay on the Table enables Council to move on. When the delayed person arrives or the information is available, Council can then "take the item from the table" and resume discussion.

The use of a motion "to table" in order to 'kill' a motion is improper. A Member that seeks to avoid a direct vote on a main motion while cutting off debate should make a motion that requires a 2/3 vote, such as an "objection to consideration of the question" which is in order *before* debate has begun or a motion to "postpone indefinitely" (in order at any time with a simple majority), followed by an immediate motion for the "previous question" (2/3 vote required).

Although the motion is undebatable, the Chair can ask the maker of the motion to state his or her reason in order to establish the urgency and legitimate intent of the motion or the maker can state it on his or her own initiative.

7.6 Motion to Close, Limit, or to Extend Discussion

Commonly referred to as "Calling the Question," this motion is used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer shall immediately ask the Members to vote on whether to call for a vote on the main motion. The next vote will be on the main motion, which the Chair must state.

7.7 Motion to Amend

A. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to the amendment shall not be in order.

B. Amendments shall be voted on first, then the main motion as amended.

7.8 Motion to Continue

Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.

7.9 Division of Question

If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.

Section 8 Voting Procedure

8.1 Casting a Vote

A. In acting upon every motion, the vote shall be taken by casting an affirmative ("yes" or "aye") or negative ("no" or "nay") voice, roll call, or other vote method as determined by the Presiding Officer from which the vote of each Member ***can be clearly ascertained.***

B. The vote on each motion shall be entered into the Record by number of and the names of Members casting votes for and against, if called for by voice, roll call, or other method.

C. If a Member has declared a Conflict of Interest and is absent during the roll call vote, the Town Clerk shall include "Absent for the vote due to declared conflict of interest" in the Official Minutes as part of the results of the vote.

8.2 Abstention and Recusal

A. If a Member has a conflict of interest on a matter before the Council or Board, Commission or Committee, he or she shall declare a conflict of interest pursuant to Section 10 and recuse him or her from voting on a particular Agenda item on grounds of a declared conflict of interest.

B. Sometimes a Member may have a reason other than a statutory or non-statutory conflict of interest that he or she believes hinders, compromises, or impairs his or her ability to cast a vote for or against a particular Agenda item. In such event, the Member may abstain from voting.

8.3 Tie Votes

When there is a tie vote on a motion requiring a majority vote (4 votes) for adoption or approval, the motion shall be deemed defeated.

8.4 Reconsideration

Any Member who voted with the majority may, at the same meeting, move for reconsideration of any action taken at that meeting. A request may be made at a subsequent meeting to have the item be placed on the next available Agenda for reconsideration and action. Thus, reconsideration provides ample opportunity for staff and Council to further research the matter.

After a motion for reconsideration has been acted upon, no other motion for reconsideration thereof shall be made without the unanimous consent of the Town Council or Board, Commission or Committee.

8.5 Appointments by the Town Council of Board, Commission and Committee Members

A nomination that does not receive a second fails. Four votes are required for appointment of Board and Commission members.

Section 9 Meeting Records; Minutes

9.1 Meeting Records

The official record of each Town Council Meeting shall consist of any legal actions formally adopted or approved by the Town Council during the Meeting, including any attachments or exhibits thereto, and the final approved Minutes of the Meeting. The record shall also include any documents or other tangible matter submitted to the Town Council, Board, Commission or Committee or the Town Clerk for inclusion in the record by persons addressing the Council or Board, Commission or Committee in connection with agenda items during the Meeting. These records shall be maintained and preserved by the Town Clerk as the official custodian of records for the Town.

9.2 Minutes

A. The Town Clerk's office shall provide staff support at all Council meetings to include Regular, Special, and Emergency Meetings and Work and Executive Sessions for the purpose of taking notes and/or audio recordation of the Meeting or Session, as appropriate.

B. For Regular, Special, and Emergency Meetings, written action Minutes instead of verbatim Minutes shall be taken so that a brief accounting of the issues discussed and actions taken is compiled and entered into the permanent Minute Book of the Town and kept on file and of record in the Office of the Town Clerk. The Minutes shall reflect Member attendance for the entire meeting (including notations indicating when a Member arrives late or leaves early). Audio or video recordings of meetings will be retained 90 days after being transcribed or in accordance with the current State of Arizona approved Records Retention and Disposition Schedules.

C. Executive Session Minutes shall be confidential. Executive Session Minutes shall be taken in summary form and shall be restricted to indicating the topic discussed, the speakers, and a brief summary of what was said by each speaker. Executive Session Minutes shall be kept in a separate secure confidential file in the Office of the Town Clerk. Executive Session Minutes may be accessed only as provided by the Arizona Revised Statutes or court order.

D. All Minutes of Meetings are Public Records under the Arizona Public Records Law (A.R.S. §§ 39-121 *et seq.*, as amended), with the exception of Executive Session Minutes. Audiotapes and videotapes of public Meetings are also Public Records.

Section 10 Conflict of Interest

10.1 Arizona Conflict of Interest Law – Introduction

Sometimes a member of the Town Council or Board, Commission or Committee may face a situation which requires that Member not to participate in a discussion and voting on an agenda item. This situation exists when the member has a pecuniary or proprietary interest in the outcome of the vote. (*This results in a "conflict of interest" as defined by the Arizona conflict of interest law,* A.R.S. §§ 38-501, *et seq.*) This law establishes minimum standards for the conduct of public officers and employees who, in their official capacity, are, or may become involved with, a decision that may unduly affect their personal interests or those of their close relatives.

10.2 Purpose of Conflict of Interest Laws

The purpose of Arizona's conflict of interest law is to prevent self-dealing by public officials and to remove or limit any improper influence, direct or indirect, that may bear on an official's decision, as well as to discourage deliberate dishonesty.

10.3 Applicability of Arizona Conflict of Interest Law

The Arizona conflict of interest law, as now in effect and as it may be amended in the future, applies to all matters considered by and all actions taken by the Town Council or Boards, Commissions and Committees.

10.4 Disclosure of Interest

Any Member who believes he may have a conflict of interest should seek the opinion of the Town Attorney as to whether a conflict exists under the Arizona conflict of interest law. Any Member who has a conflict of interest in any agenda item or other matter discussed by the Council or Board, Commission or Committee must disclose that interest. The Member must file a signed written disclosure statement fully disclosing the interest, and declare the existence of the conflict and the reasons therefore at a Town Council or Board, Commission or Committee meeting. The Disclosure of the conflict shall include a statement that the Member withdraws from further participation regarding the matter. The Town Clerk shall maintain for public inspection all documents necessary to memorialize all disclosures of a conflict of interest by a Member.

10.5 Withdrawal from Participation

Having disclosed the conflict of interest and withdrawn from the matter, the Member must not participate in the decision-making process of the Council or Board, Commission or Committee. Further, the Councilmember should remove himself/herself from the room while the matter is being considered and decided.

10.6 Rule of Impossibility

In the unlikely situation that a majority (4) of the Members have a conflict of interest on a matter such that the Town Council or Board, Commission or Committee is unable to act in its official capacity, less than a quorum may act on the matter upon approval of the Town Attorney.

10.7 Improper Use of Office for Personal Gain

Public officers and employees are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.

10.8 Sanctions for Violations

Violations of the conflict of interest provisions set forth herein shall be punished as provided for by state law.

10.9 Non-Statutory Conflicts of Interest

The Council is committed to an open and transparent government and as such, endeavors to avoid all *appearances* of impropriety. As such, if a Member feels ethically constrained from participating in the discussion and voting on an agenda item, even though the circumstances may not technically amount to a conflict of interest under the Arizona conflict of interest law. Such conflicts may not violate the state law, but may create an appearance of impropriety. Under such circumstances, the Member should consider disclosing the conflict on the record, formally recusing himself, and stepping down from the dais until the Town Council or Board, Commission or Committee has concluded the public hearing and its discussion and voting upon the item.

Section 11 <u>Boards, Commissions, and Committees</u>

The Town Council may create such Boards, Commissions, and Committees, as it deems necessary to assist in the conduct of the operation of Town government.

11.1 Boards, Commission, and Committees

A. All Boards, Commissions, and Committees of the Town shall be classified as a regularly scheduled or unscheduled Board, Commission, or Committee. Regularly scheduled Boards, Commissions, and Committees are those that meet on a regularly scheduled basis or may be quasi-judicial in nature. Unscheduled Boards, Commissions, and Committees meet on an as called basis. All Boards, Commissions and Committees serve at the pleasure of the Council.

B. The Town's current regularly scheduled Boards, Commissions, and Committees are:
   1. Planning and Zoning Commission
   2. Parks & Recreation Commission
   3. Library Advisory Commission
   4. Trails & Pathways Commission
   5. Housing Commission (meets on a quarterly basis)

C. The Town's current unscheduled Boards, Commissions, and Committees are:

   1. Board of Adjustment
   2. Design Review Board

D. Any Board, Commission, or Committee the Town creates shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by the Town Council.

11.2 Selection of Board, Commission, and Committee Members

A. The Town Council generally makes appointments to the Town's Boards, Commissions, and Committees in January of each year and on an as-needed basis. The Town continually accepts applications from Camp Verde residents interested in serving on a Board, Commission, or Committee. The application form is available from the Town Clerk or on the Town's web site. Completed applications are kept on file for consideration when vacancies occur.

B. A call for applications to fill vacant seats shall be published via media public service announcements, advertising where budget permits, posting, web site, and other means available to the Town.

C. Persons applying for the vacant seats must fill out and submit the Town application form to the Town Clerk.

D. After reviewing the completed applications, the Town Clerk shall place selection of the new Board, Commission, or Committee members on the next available Regular Meeting Agenda. The Council Packet for the meeting shall include copies of all applications received for the vacant seats.

E. All applicants shall be notified of the time and date of the public meeting for selection of the new Board, Commission, or Committee members and shall be invited to attend so that they may answer questions by the Town Council. The public will not be able to ask questions of the applicants.

F. At the conclusion of the question and answer session, the Council members shall vote to fill each vacancy by casting a vote in favor of one of the applicants.

   The applicant receiving the lowest number of votes will be dropped, and the Council will continue to vote until one applicant receives a majority of four (4) votes.

G. Each vacancy will be voted on separately.

11.3 Qualifications for Appointment

A. All members of Boards, Commissions, and Committees shall meet the following minimum qualifications upon their appointment, unless the Town Council by a majority vote waives or alters the requirement:

1. At least eighteen years of age.

2. A full-time resident of the Town of Camp Verde for at least one year. Residency will be determined in the same manner as residency is determined for purposes of voting in Town elections.

B. Town employees or appointed officers shall not be eligible for appointment to any Board, Commission, or Committee, but may be requested to provide support thereto. Council members may serve on Committees or as a liaison to a Board or Commission, unless provided otherwise.

11.4 Term, Vacancies, and Removal

A. All members of the Town's Boards, Commissions, and Committees shall serve at the pleasure of the Council and any Board, Commission, or Committee member may be removed by the Town Council.

B. A vacancy on a Board, Commission, or Committee shall be deemed to have occurred upon the following:

1. Death or resignation of a member of a Board, Commission, or Committee.
2. A member ceasing to be a Town of Camp Verde resident.
3. Three consecutive unexcused absences by a member from Board, Commission, or Committee meetings.
4. Failure to attend mandatory meetings as set by Council (i.e. work sessions, Quarterly Report meetings, or the Annual Training meeting for all Boards and Commissions).

11.5 Applicability of Arizona's Open Meeting Law and Conflict of Interest Law

All Boards, Commissions, and Committees are subject to the Arizona Open Meeting Law and Conflict of Interest Law.

Section 12 Council and Candidate Relations with Town Staff

12.1 Use of Town Staff

No Councilmember shall request any staff project without first seeking approval of the Town Manager.

Section 3-2-1.E of the Town Code: Council to Act through Manager: Except for the purpose of inquiry, the council and its members shall deal with the administrative branch solely through the manager, and neither the council nor any member thereof shall give orders or instructions to any subordinate of the manager either publicly or privately. The Town Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council and no individual Council member shall give orders or instructions to the Town Manager.

12.2 Information Provided to All Candidates

A. For purposes of these Rules of Procedure, Town Council "candidates" shall be those who qualify as candidates when the nominating period closes. For purposes of these Rules of Procedure, the time period between when nominations close and the final election shall be known as the "Campaign Period."

B. Once the candidates, including incumbents running for re-election, have been identified, all candidates shall receive Council Packets for each Town Council Meeting that is scheduled during the Campaign Period.

C. During the Campaign Period, when one candidate submits a public information request to the Town, all of the other candidates shall be notified that the request has been made and, if the information is provided to the requestor, shall be afforded the opportunity to request and obtain the same information.

12.3 Staff Communications through Town Manager

At all times, all formal communications by Town Council members to Town Staff shall be made through the Town Manager or the appropriate department head.

12.4 Staff Communications through Town Clerk

During the Campaign Period, all communications to Town staff regarding the pending election by Town Council members running for re-election and candidates to Town Staff shall be made through the Town Clerk, and the Clerk shall notify all other candidates of each communication. This provision shall not preclude a Councilmember speaking directly to the Town Manager regarding any matter related to Town business.

12.5 Prohibition against Using Town Resources for Election

Pursuant to A.R.S. § 9-500.14, no Town Council member or other representative of the Town may use Town personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcome of an election. In addition, copies of candidate filings will not be provided free of charge. This rule applies to all candidates, including incumbents.

Section 13 Correspondence Policies and Use of Personal Computers and Personal Electronic Devices for Town Business

13.1 Definitions

A. Personal Computers (PCs) means: home, business, and lap top computers not owned by the Town.

B. Personal Electronic Devices or (PEDs) means cell phones, palm pilots, and any other equipment capable of sending or receiving electronic messages.

C. E-Mail means messages and communications sent to or received by others through any type of technological device concerning Town business and/or matters that are or could be a future agenda item.

D. Legal Opinion means a written opinion given by the Attorney.

E. Incidental Correspondence means routine items that do not set policy.

F. Policy Correspondence means that which purports to set or explain official Town policy.

G. Implementation Correspondence means that which implements a policy or a position that is already established by Council.

H. Citizen Complaint Correspondence means a written complaint form that has been filed by a citizen.

I. Mail Distribution means incoming mail that is distributed by Clerk's Office staff to the appropriate party.

13.2 Public Access and Storage of E-Mail

A. The Town cannot guarantee that PCs and PEDs used by Town Council members in conducting Town business will be protected from public access. All public records are subject to public records requests. In addition, e-mails, and other documents related to Town business not otherwise classified as public records may be subject to discovery orders in litigation. Thus, all e-mails or other correspondence pertaining to Town business that is received or sent by a Council member should be copied to the Town Clerk for the public record.

B. Town Council members who send or receive e-mails related to Town business from PCs or PEDs shall copy the e-mail to the Town Clerk at the townclerk@cvaz.org e-mail address each time an e-mail is sent or received. The copies will be distributed either electronically or hard copied to all Council members.

C. The Town shall maintain a repository for all e-mails that are received or sent by Town Council members for the time prescribed by law. The repository will be subject to public records, discovery, and other lawful requests. The Town does not have resources to delete personal comments from e-mails. Town Council members shall have no expectation of privacy with respect to the contents of e-mails copied to or forwarded to the repository.

D. E-mails and documents related to Town business shall be retained on PCs and PEDs only for such time as needed and may be deleted from PCs and PEDs after they have been copied to or forwarded to the Camp Verde e-mail address.

13.3 Correspondence

A. **Incidental Correspondence** are routine items that do not set policy for the Town, such as acknowledging receipt of documents, public relations responses, letters of appreciation, and congratulations for special activities and events. Incidental correspondence may be answered by the Mayor or other Council members. Note cards with the Town logo are available for Council use. Individual Council members may review the correspondence and comment to the Mayor or a Council member on a particular response or request a review by the full Council.

B. **Policy Correspondence** is that which purports to set or explain official policy of the Town, such as letters of support, expressions of position or opinion, or assertions of intent. It must first receive approval of a majority (4) of the Council at public meeting and will then be signed by the Mayor or other such member authorized by Council on behalf of the Council.

At the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor, as the Town's Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response.

C. **Implementation Correspondence** is that which implements a policy or position already established by the Council, such as continuing letters of support on legislation, positions on actions by other governmental agencies, responding to public information requests, and other administrative steps identified in the initial representation of the issue and approved by the Council. It will be signed by the Mayor and/or other such members authorized by Council.

D. **Public Inspection** each type of correspondence will be kept chronologically in a separate binder available for public inspection.

E. **Citizen Complaints** is that correspondence that is addressed to the Town, the Mayor, and/or any other Council member and that is signed or otherwise verified and identified to be a citizen complaint concerning any issue(s) relating to official Town business or responsibility as authorized by statute or

other legal authority shall be directed to the Town Manager upon receipt to assign appropriately for resolution. Appropriate tracking measures shall be established in order for resolution to be reported back to the Town Manager, complainant, and the Town Council.

F. **Mail Distribution** takes place upon receipt of mail addressed to the Town of Camp Verde, the Council as a whole, or to a particular staff member or department. Mail addressed to the Mayor and/or Council will be opened, date stamped, and copied to the entire Council. Documents will only be maintained as confidential if permitted under the Arizona Public Records Act. Thus, all mail marked "Personal and confidential" or "Confidential" will be opened and placed in the appropriate Council member's box. Should the Mayor or individual Council member determine that a citizen is making a complaint or citizens, the correspondence shall be immediately referred to the Town Manager in order for the appropriate assignments to be made and allowing for the resolution process to be started. Note: all personnel matters MUST be kept confidential unless the attorney advises otherwise.

Staff and department mail will not be opened; however, the envelopes will be date-stamped and placed in the appropriate box.

Section 14 Council Budget

14.1 Adoption of Town Council Budget

The annual budget for the Town adopted by the Council will contain a line item designated for Council members' expenditures. This line item shall be the maximum amount that may be reimbursed to or expended by individual Council members pursuant to this section. This line item is a part of the approved Town Council Budget.

14.2 Use of Budgeted Funds; Procedures

A. The Council budget may be used only for expenses incurred by individual Council members for participation in business activities and events at which a Council member is representing the Town in the Councilmember's official capacity.

B. In order to receive reimbursement for amounts expended for participation in activities or events described in Paragraph A, a Councilmember shall submit a receipt(s) to the Finance Director showing the amount expended and the purpose of the expenditure. If no receipt was received for the expenditure, reimbursement may be given if satisfactory evidence of the expenditure is submitted to the Finance Director. If there is uncertainty regarding whether the expenditure is an expense for which the Council member may be reimbursed pursuant to this section, the Finance Director shall obtain approval from the Town Manager prior to providing reimbursement to the Councilmember.

Section 15 Code of Conduct for Elected and Appointed Officials

15.1 Summary

The Three Rs of Camp Verde Government Leadership: Roles, Responsibilities and Respect

The Town Code provides information on the roles and responsibilities of Council Members, the Vice Mayor and the Mayor. This is a Code of Conduct for the Town of Camp Verde's elected officials.

This Code of Conduct is designed to describe the manner in which Council Members and appointed officials of the Town (collectively, "Public Officials") should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Camp Verde. It reflects the work of defining more clearly the behavior,

manners and courtesies that are suitable for various occasions. This is designed to make the public meetings and the process of governance run more smoothly.

The content of this Code of Conduct includes:

- Overview of Roles and Responsibilities
- Policies and Protocol Related to Conduct
- Council Conduct with One Another
- Council Conduct with Town Staff
- Council Conduct with the Public
- Council Conduct with Other Public Agencies
- Council Conduct with Boards and Commissions
- Council Conduct with the Media
- Sanctions
- Principles of Proper Conduct
- Checklist for Monitoring Conduct

The constant and consistent theme through all of the conduct guidelines is "respect." Public Officials experience significant workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, Public Officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Public Officials to do the right thing in even the most difficult situations.

15.2 Overview of Roles and Responsibilities

Other resources that are helpful in defining the roles and responsibilities of Public Officials can be found in the Town of Camp Verde Code and in the Elected Officials Guide published by the League of Arizona Cities & Towns.

Mayor

- Is directly elected by the people pursuant to ARS §9-232.03. (Town Code, Section 2-2-1)
- Acts as the official head of the Town for all ceremonial purposes
- Chairs Council meetings (Town Code, Section 2-2-4)
- Calls for special meetings (Town Code, Section 2-3-2)
- Recognized as spokesperson for the Town of Camp Verde
- Makes judgment calls on proclamations, agendas, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Sign documents on behalf of the Town of Camp Verde

Vice Mayor

- Serves at the pleasure of the Council (Town Code, Section 2-2-2)
- Performs the duties of the Mayor if the Mayor is absent (Town Code, Section 2-2-2)
- Chairs Council meetings in the absence of the Mayor
- Represents the Town at ceremonial functions at the request of the Mayor

All Council Members

All members of the Town Council, including those serving as Mayor and Vice Mayor, have equal votes. No Council Member has more authority than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in Town Council meetings and other public forums while demonstrating kindness, consideration, and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor or at the request of the Council.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Camp Verde government
- Provide contact information with the Town Clerk in case of an emergency or urgent situation arises while the Council Member is out of Town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

Meeting Chair

The Mayor will chair official meetings of the Town Council, unless the Vice Mayor or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda items under consideration
- Makes parliamentary rulings. Chair rulings may be overturned if a Council Member makes a motion as an individual and the majority of the Council votes to overrule the Chair.

Former Council Members

Former members of the Town Council who speak to the current Town Council about a pending issue should disclose for whom they are speaking.

15.3 Policies and Protocol Related to Conduct

A. Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council Member should be asked to serve as a substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

B. Correspondence Signatures

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. The Town Clerk will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Council Member or the Town Clerk.

If correspondence is addressed only to one Council Member, then that Council Member may check with staff on the best way to respond to the sender.

C. **Endorsement of Candidates**

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Town meetings.

D. **Public Announcements in Council Meetings**

Council Members who want to speak during the Call to the Public or Council Members Report portion of the Council meeting should notify the Chair in advance. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each, and should keep the focus on matters of community-wide interest. Matters that may require Council action or direction should not be discussed and those items on the agenda should not be used for any form of campaigning.

E. **Public Hearing Protocol**

The applicant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. All speakers should be heard. All statements should be made to and through the Chair. The applicant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Council Members should not express opinions during the public hearing portion of the meeting, except to ask pertinent questions of the speaker or staff. All Council Member comments or questions should be directed to the Chair. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for the question or a point of order. Only Council Members, who voted on the prevailing side, may make motions to reconsider. Motions to reconsider must be made prior to adjourning the meeting.

F. **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official Town business by Council Members is according to the Town of Camp Verde Financial Operations Guide, as may be amended. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the Town and/or be reimbursed by the Town for travel costs, must be approved in advance by the Council. In addition, all out of state travel for which the Council Member expects to officially represent the Town and/or be reimbursed by the Town for related travel costs, must be approved by the entire Council PRIOR to taking the trip. The travel policy and budget for Council should be reviewed at each annual budget cycle.

15.4 Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

A. **IN PUBLIC MEETINGS**

1. **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make

belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

2. **Honor the role of the Chair in maintaining order**
It is the responsibility of the Chair to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlines in parliamentary procedure.

3. **Avoid personal comments that could offend other Council Members**
If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

4. **Demonstrate effective problem-solving approaches**
Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

B. **IN PRIVATE ENCOUNTERS**

1. **Continue respectful behavior in private**
The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

2. **Be aware of the lack of security of written notes, voicemail messages, and e-mail**
Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

3. **Even private conversations can have a public presence**
Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more council members or the "linking" together through a common source of four or more individual conversations.

4. **Other Town Public Officials**
The foregoing guidelines concerning "Conduct with One Another" shall be followed not only by Council Members but also by other Town Public Officials.

15.5 Council Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

A. **Treat all staff as professionals**
Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Inappropriate behavior towards staff is not acceptable.

B. **Limit contact to specific Town staff**
Consequently, remember Town staff is accountable to their supervisors. Tasks performed by staff that comes from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Clerk or Department Heads, or the Department Head's designee. The Office of the Town Manager should be copied on any request. In accordance with Town Code Section 3-2-1-E, no Council Member shall give orders or instructions to any subordinate of the Town Manager other than instructions for the purpose of inquiry without the consent of the Town Manager.

Requests for follow-up questions to staff should be made only through or with the consent of the Town Manager. When in doubt about what staff contact is appropriate, Council Members should ask the Town Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

C. **Do not disrupt Town staff from their jobs**
Council Members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

D. **Never publicly criticize an individual employee**
Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

E. **Do not get involved in administrative functions**
Council Members must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

F. **Check with Town staff on correspondence before taking action**
Before sending correspondence, Council Members should check with the Town Manager to see if an official Town response has already been sent or is in progress.

G. **Do not attend meetings with Town staff unless requested by staff.**
Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

H. **Limit request for staff support**
Routine secretarial support will be provided to all Council Members by Clerk's Office staff. Routine secretarial support consists of simple requests that consume minimum staff time, such as an occasional letter or note, travel arrangements for Council-approved events, or providing copies of requested material. Secretarial support does not include making phone calls or other support for non-Council-sanctioned events and/or maintaining an appointment calendar.

The Clerk's Office staff will prepare and/or process all correspondence and documents that have been approved in a duly convened Council meeting by a majority of the members. All requests for secretarial support must be made through the Town Clerk.

Requests for additional staff support – even in high priority or emergency situations – should be made through the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

The Clerk's Office opens all mail for Council Members and distributes per the Correspondence policy. Mail delivered to Town Hall and marked 'confidential' will not be treated as confidential unless permitted under the Arizona Public Records Act, but will be distributed according to the Correspondence policy.

I. **Do not solicit political support from staff**
Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace.

J. **Other Town Public Officials**
The foregoing guidelines concerning "Conduct with Town Staff" shall be followed not only by Council Members but also by other Town Public Officials.

15.6 Council Conduct with the Public

A. **IN PUBLIC MEETINGS**

1. **Making the Public Feel Welcome** is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

   Be welcoming to speakers and treat them with respect

   Be fair and equitable in allocating public hearing time to individual speakers

   Generally, each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

   No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted.

2. **Give the appearance of active listening**
   It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

3. **Ask for clarification, but avoid debate and argument with the public**
   Only the Mayor, no individual Council Members, can interrupt a speaker during a presentation. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

   If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal

opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

4. **No personal attacks of any kind, under any circumstances**
Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

B. IN UNOFFICIAL SETTINGS

1. **Make no promises on behalf of the Council**
Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book; plant new trees, etc.)

2. **Make no personal comments about other Council Members**
It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

3. **Remember Camp Verde is a Small Town**
Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Camp Verde. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Other Town Public Officials
The foregoing guidelines concerning "Conduct with the Public" shall be followed not only by Council Members but also by other Town Public Officials.

15.7 Council Conduct with Other Public Agencies

A. **Be clear about representing the Town or personal interests**
If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement in order to assure their independence and impartiality on behalf of the common good. Public Officials should not use their official positions to influence government decisions in which they have a substantial financial interest or a relationship that may give the appearance of a conflict of interest. Public Officials should abstain from participating in deliberations and decision-making where conflicts of interest may exist as defined under Arizona law. Public Officials should discuss issues of conflict of interest with the Town Attorney.

B. **Correspondence also should be equally clear about representation**
Town letterhead may be used when the Council Member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

Town letterhead should not be used for correspondence of Council Members representing a personal point of view, and is best not used to express a dissenting point of view from an official Council position. However,

should Council Members use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly, so the reader understands the difference between the official Town position and the viewpoint of the Council Member.

C. **Other Town Public Officials**
The foregoing guidelines concerning "Conduct with Other Public Agencies" shall be followed not only by Council Members but also by other Town Public Officials.

15.8 Council Conduct with Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

A. **If attending a Board or Commission meeting, be careful to only express personal opinions**
Council Members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board of Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

B. **Limit contact with Board and Commission members to questions of clarification**
It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

C. **Remember that Boards and Commissions serve the community, not individual Council Members**
The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

D. **Be respectful of diverse opinions**
A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

E. **Keep political support away from public forums**
Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Council Member.

F. **Inappropriate behavior can lead to removal**
Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council.

15.9 Council Conduct with the Media

Council Members are frequently contacted by the media for background and quotes.

A. **The best advice for dealing with the media is to <u>never</u> go "off the record"**
Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

B. **The Mayor is the official spokesperson for the Town.**
The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Town position or a personal viewpoint.

C. **Choose words carefully and cautiously**
Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

D. **Other Town Public Officials**
The foregoing guidelines concerning "Conduct with the Media" shall be followed not only by Council Members but also by other Town Public Officials.

15.10 Enforcement of the Ethics Policy

A. **Complaints**

1. Public Officials themselves have the primary responsibility to assure compliance with this Code of Conduct.
2. The Chairs of commissions, boards, and committees and the Mayor have the additional responsibility to intervene when actions of the Public Officials appear to be in violation of this Code of Conduct.
3. If the Mayor or the chair of the applicable board, commission or committee fails to intervene, two members of the Council, board, commission may request the Mayor or the chair of the applicable public body to intervene. If the complaint arises out of actions or inactions of the Mayor or the chair, the matter shall be directed to the vice-mayor or vice-chair. If the Mayor, chair, vice-mayor or vice-chair fails to intervene, then the matter shall be referred to the Town Attorney.
4. The Town Attorney shall review the complaint and shall simultaneously notify in writing the Town official subject to the complaint of such review.
5. Within 30 days, the Town Attorney shall submit the results of his or her review to the complainant, to the official who is the subject of the complaint, and to the Mayor or chair of the public body on which the official who is the subject of the complaint sits. If the matter cannot be resolved within ten days, the matter shall be referred to the Town Council. The Town Council shall consider the Town Attorney's report at a public meeting. If the Town Council finds an ethical violation by a person serving on a commission, board or committee, then the Town Council may remove the member from the Town board, commission, or committee. In resolving a complaint, the totality of the circumstances shall be taken into consideration, including the intent of the person accused of the wrongdoing.

6. In addition, the Town Council may impose sanctions on Public Officials whose conduct does not comply with this Code of Conduct, such as reprimand, censure, loss of seniority or committee assignment, or official travel restrictions.

B. Resolving Complaints against the Mayor and/or other Members of the Town Council.

1. When complaints are levied against the Mayor or members of the Town Council, the Town Attorney shall have the authority to decide either to (a) act directly on any complaint filed against the Mayor and/or other members of the Town Council pursuant to subparagraph A above, or (b) refer a complaint to an independent reviewing authority such as a city or town attorney from another jurisdiction or an attorney from the office of the county attorney.

15.11 Sanctions

A **Public Disruption**
Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

B. **Inappropriate Staff Behavior**
Council Members should refer to the Town Manager any Town staff that does not follow proper conduct in their dealings with Council Members, other Town staff, or the public. These employees may be disciplined in accordance with standard Town procedures for such actions.

C. **Council Members Behavior and Conduct**
In addition to sanctions imposed pursuant to paragraph A.6 above, Town Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Camp Verde or with inter-government agencies) or have official travel restricted.

15.12 Principles of Proper Conduct

Proper conduct IS . . .

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT . . .

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors

- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals . . . respect for the validity of different opinions . . . respect for the democratic process . . . respect for the community that we serve.

15.13 Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Section 16 Summary of Good Government Rules for Elected and Appointed Officials

16.1 Summary and Notice of Statutory Authority. The following is a brief summary of many of the items addressed in this document, along with the statutory authority. If you have a question or concern about any situation, it is best to speak to your Department Liaison, the Town Clerk, or the Town Manager *before* taking action.

16.2 The Public's Property. Public property belongs to the people in general, and should not be used to benefit specific public officers. *Examples* of misuse of public property are requiring employees to do tasks for superiors that are not work-related; using public computers or personnel for a personal side business; claiming false travel expenses; destroying public records; using public vehicles for personal errands; and using public employees, equipment, supplies, or facilities for political campaigns.

- Personal use of public resources is *theft* (ARS §13-1802)
- Making false representations to obtain a benefit is punishable *fraud* (ARS §13-2310)
- Computer fraud occurs when a person exceeds authorization of use of any computer (ARS §13-2316)
- Destroying, altering, or falsifying a public record is *tampering with a public record* (ARS §13-2407/§38-421)
- Using public personnel or equipment to influence the outcome of an election is *prohibited political activity* (ARS §500.14.A)

16.3 **Public Money.** Arizona law strictly regulates the receipt, custody, control, and expenditure of public money to protect taxpayers (ARS §35-196/301). Arizona Constitution, Article IX, Section 7, prohibits governmental bodies from expending public monies to give advantage to special interests or engage in non-public enterprises. **Use of public money must always be for a public purpose.**

16.4 **Public Procurements.** Laws regulate the expenditure of public money for procurement or any materials, services, construction, or property in order to promote competition, obtain the best product or service at the lowest price, and treat vendors equally. *Examples* of violations of this policy are sharing confidential bid information with vendors or third parties; purchasing an item outside of the required process simply because the product or price seems superior; obligating public funds without authorization; contracting for services without a purchase order (PO) and without quotes; bid-rigging to eliminate competition; and misuse of change orders to exceed budget or authorization. Intentional violations of the State code are class 4 felonies, with lesser penalties for violations of local ordinances. Personal civil liability even for inadvertent violations may also attach, including a 20% penalty, interest, costs, and damages. (ARS §41-2616.A). Contracts may be canceled and all amounts paid recovered by the public body. (ARS §38-506.A/511). State and federal *antitrust laws* apply, regardless of which procurement code is being followed, and procurement personnel risk being implicated in an anti-competitive combination if a vendor seeks direct influence by writing the specifications, seeks removal of a competitor from a vendor list, seeks inside information about competitors' bids before a bid award, asks about competitors' prices, or seeks modification of the contract after the bid is awarded. There are treble civil damages and criminal penalties for violations.

16.5 **Conflicts of Interests.** Public policy requires that personal interests not exist as a possible factor influencing a public official in the performance of his duties. Any pecuniary or proprietary interest, direct or indirect, of public officers or employees (or their relatives), is deemed a "substantial interest" which triggers a conflict, unless it falls within one of the 11 statutory exceptions set out in ARS §38-502.10. A conflict must be declared on the public record and by filing a paper signed by the public officer or employee which fully discloses the substantial interest (ARS §38-502.3). The filing shall be in a special file established pursuant to ARS §38-509. If a conflict is made known, it is not enough to simply refrain from voting. The public officer or employee may not participate in the discussion or decision of the matter on which there is a conflict with other members of the public body before, during, or after the meeting. These steps must be taken even if there is little or no likelihood that the public servant would participate in the matter, and even if the person is confident that neither his nor her objectivity nor the public interest would be harmed by participation. The conflict of interest statutes are mandatory. Criminal penalties apply for knowing violations of the statutes, and public servants may be subject to prosecution even if they were unaware of a conflict when they took official action (ARS §38-510.A.2). In addition to civil and criminal penalties, assessment of damages, attorneys fees and costs, removal from office, and other equitable relief, a contract made on behalf of the public agency in violation of the conflict of interest laws is voidable at the discretion of the agency (ARS §38-506.A/511).

16.6 **Compensation.** Arizona law prohibits all public officers and employees from receiving any money, tangible thing of value, or financial benefit, whether directly or indirectly, for any service rendered in connection with their duties (ARS §38-505)(Class 4 felony under ARS §38-444). The acceptance of a gift, even if given in the best intentions (without attempting to influence the public servant though rarely will gifts be brought by persons other than those who are dealing with the Town!), can still violate the law. State code section R2-5-501.C.4 prohibits employees from receiving anything of economic value as a gift, gratuity, favor, entertainment, or loan, which may even appear to be designed to influence the employee's official conduct.

16.7 **Favoritism.** Federal and state laws are numerous which prohibit discrimination, and the reverse conduct of favoritism. Related to this are requests by constituents for assistance in dealing with other agencies or branches of government. Public officials should not use their positions to improperly influence the outcome of proceedings in which they play no official role, such as matters in other agencies or branches of

government. Responses to requests by constituents should be limited to inquiry about the status of a matter, and to help the constituent understand the procedures that may be involved, and not directly or indirectly interfere.

16.8 **Public Records.** Public records and other matters in the office of any officer at all times during office hours shall be open to inspection by any person (ARS §39-121). The public records include records reasonably necessary or appropriate to maintain an accurate knowledge of the public officer's or public body's official activities. "Other matters" means documents which are not required by law to be filed as public records, and are held by the public officer in his or her official capacity, and in which the public's interest in disclosure outweighs the governmental interest in confidentiality. These may include informal communications such as notes, memos, calendars, and e-mail that is related to or could be related to some future Town business. *Examples* of problems areas are refusing to produce public records; purposefully delaying the release; refusing to release records based on speculation that they may contain information that does not need to be produced; refusing to disclose records because they are "only drafts" or are incomplete; refusing to disclose because of a promise of confidentiality when there is no statutory basis of confidentiality. One example of confidentiality of interest is that during and for 2 years following a public servant's position, that person may not disclose or use for personal profit confidential information acquired in the course of official duties (ARS §38-504.B). Portions of personnel files containing a peace officer's home address, home telephone number and personal cell phone, and photograph if serving or scheduled to serve as an undercover agent, are confidential.

hand out 12-14-2016 #9

Human Resource Office

♦ 473 S. Main Street♦ Camp Verde, Arizona 86322 ♦
♦Telephone: 928.554.0011 ♦
♦ www.campverde.az.gov ♦

Dear Potential Participant:

The Town of Camp Verde is hosting a volunteer fair. This will be free to you as an organization that may be in need of volunteers to help do all the wonderful tasks you do for our community each day.

The Town plans to provide a fingerprint table, should your organization require them in order to volunteer, although the Town will have the staff to do the fingerprints, ink and washing station, you will need to provide your own cards with your particular Department of Public Safety's ID number on it. You will also need to mail in your own fingerprint cards and pay any fees that DPS may require, we will waive the print process fee we generally charge.

We also plan to have copy machines and miscellaneous other office items you may need to process a volunteer on the spot. There will be a table with 2 chairs for each signed up participant.

What you will need to provide is any required documents you would normally use to hire a volunteer at your organization, any literature you want to provide and a staff person or two to man your table.

Attached is a flyer with the date, time and location. You may copy and share with others that may wish to join us.

Please contact Barbie Bridge to sign up. You must be signed up no later than 5pm on Wednesday, January 4th, 2017.

Thank you,
Barbie Bridge

Town of Camp Verde
Human Resource Specialist
Office - 928-554-0011
Fax – 928-567-9061
Barbara.bridge@campverde.az.gov

For our Government pages go to : http://www.campverde.az.gov

2017 VOLUNTEER RECRUITMENT FAIR

Please visit each organization's booths to see what they offer our community and what is needed from their volunteers. It may be a perfect match for you and the time you want to volunteer.

Find the perfect place where you fit in

January 12, 2017 4:00pm – 8:00pm

Camp Verde Community Library

Together we can make a difference!

hand out 12-14-2016 #9

2016-2017
TOWN CLERK

HELD THE POSITION OF TOWN CLERK FOR ALMOST 2 YEARS, WORKED FOR THE TOWN FOR 20 YEARS

- WORKED WITH 7 MANAGERS
- WORKED WITH 8 MAYORS
- 35 COUNCIL MEMBERS
- BEEN INVOLVED AND ASSISTED WITH 22 ELECTIONS
  - 4 RECALLS
  - 18 REGULAR OR SPECIAL

- WHAT WE DO
  - **PRESERVE THE TOWN'S HISTORY BY KEEPING ACCURATE SECURE RECORDS**
    - PREPARING COUNCIL PACKETS
    - MINUTES
    - ORDINANCES
    - RESOLUTIONS
    - DEEDS AND EASEMENTS
    - CONTRACTS AND AGREEMENTS
  - SECURE RECORDS
    - ALL PERMANENT RECORDS ARE BACKED UP, NOT ONLY TO THE SERVER, I HAVE PRESERVED THEM IN TWO LOCATIONS IN THE EVENT OF A NATIONAL DISASTER AND INTERNET IS NOT AVAILABLE.
  - **MUNICIPAL ELECTIONS**
  - PUBLIC RECORDS REQUESTS
  - PROCESS BUSINESS LICENSE APPLICATIONS AND RENEWALS
  - **ENSURE PUBLIC'S BUSINESS IS CONDUCTED IN PUBLIC**

- WHAT HAVE WE ACCOMPLISHED (SURVIVED) IN THE PREVIOUS YEAR?
  - RECALL ELECTION
  - REGULAR ELECTION
  - 2016 PROCESSED 45 RECORDS REQUESTS
  - REVAMPED AND PURGED DOCUMENTS IN RECORDS ROOM-ONGOING PROJECT
  - COMBINED PROCESS FOR ADMINISTRATION ACCOUNTS PAYABLE PACKETS

- WHAT DO I WANT TO ACCOMPLISH IN THE NEXT YEAR?
  - CONTINUE PURGING AND ORGANIZING RECORDS
    - HOUSING PROGRAM
    - BOA & P&Z MINUTES-SCANNING PACKETS AND CREATING A SUMMARY INDEX FOR QUICK SEARCHES
  - CREATE TICKLER FILE FOR AGREEMENTS THAT IS IN CONNECTED WITH THE YEARLY BUDGET
  - CONDUCT A CITIZENS ACADEMY
  - WORKING WITH I.T. TO DEVELOP UPDATED E-MAIL POLICY
    - CURRENTLY NO WRITTEN POLICY FOR E-MAIL ON SERVER

WHEN COURT IS RE-LOCATED PAINT AND UPGRADE COUNCIL CHAMBERS

2017 COUNCIL MEETINGS

REGULAR

WORK

COUNCIL HEARS P&Z

CANCELLED

OFFICE CLOSED

JANUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

hand out 12-14-2016

Rezzonico Family Park
Design Principles

Vision: Rezzonico Family Park is a park intended to capitalize on its access to the Verde River, location in the Riparian zone and proximity to the Camp Verde Community Library. Development level is intended to be medium with a significant amount of the natural environment remaining. Design will be guided by Verde River Recreation Goals from the 2016 Town of Camp Verde, Verde River Master Recreation plan.

Users: Design users are individuals, families and small groups. Priority is for unorganized recreation or organized programs focusing on the natural environment or cultural enrichment. The Camp Verde Community Library is considered an integral resource to expand park programming and guide park improvements.

Environment: Park is intended to be a mostly natural environment with improvements designed to enhance and compliment the vision and design users. Plantings will be mostly native species and whenever possible low water and drought tolerant. Structures and other improvements will be appropriate for the vision and design users.

Design restrictions: Some improvements, structures and users are not considered compatible with the Park's vision. These include regular large group activities, large enclosed buildings, irrigated natural turf playing fields, night time area lighting and other improvements intended for use by large groups. Care will be taken to minimize disruption to neighbors.

Preliminary specific design restrictions: The following structures and improvements are currently considered not appropriate for this park;

- Irrigated natural turf sports fields such as baseball & soccer fields
- Large area lighting such as sports fields and large parking lots
- Large enclosed structures for use as meeting rooms, community buildings or gymnasium space
- Large surfaced parking lots

Preliminary specific design ideas: The following structures and improvements are currently considered appropriate for the park;

- Align park access road to opposite Library entrance on Mosher Rd.
- Park identification sign beside access road from Mosher Ln.
- Access control fencing around east and south sides of park
- Remove part of old section of Black Bridge Rd parallel to river
- Covered picnic ramadas with tables for small and medium groups
- Walking/interpretive trail around eastern side of park
- Interpretive & other signage in park, including changeable sign boxes
- Star gazing area with hardened surface and support infrastructure
- Improved river access for pedestrians and small boat access
- Upgrade bathrooms to flush toilets
- Security lighting as appropriate

Rezzonico Family Park
Design Principles

Verde River Recreation Goals from Camp Verde River Recreation Master Plan 2016

- Connect the residents of Camp Verde with the Verde River, and increase awareness and appreciation of the river as a natural treasure.
- Respond to concerns of riverfront property owners, since those landowners are currently experiencing the highest impacts due to unmanaged recreational use.
- Provide safe, healthy, quality river recreation experiences for community residents and visitors.
- Provide for family-friendly outdoor activities along the river corridor.
- Manage recreational use appropriately to ensure that sensitive riparian habitat is protected.
- Support economic development through tourism amenities.

Created 10/16

Presentation by Mike Marshal

TOWN OF CAMP VERDE

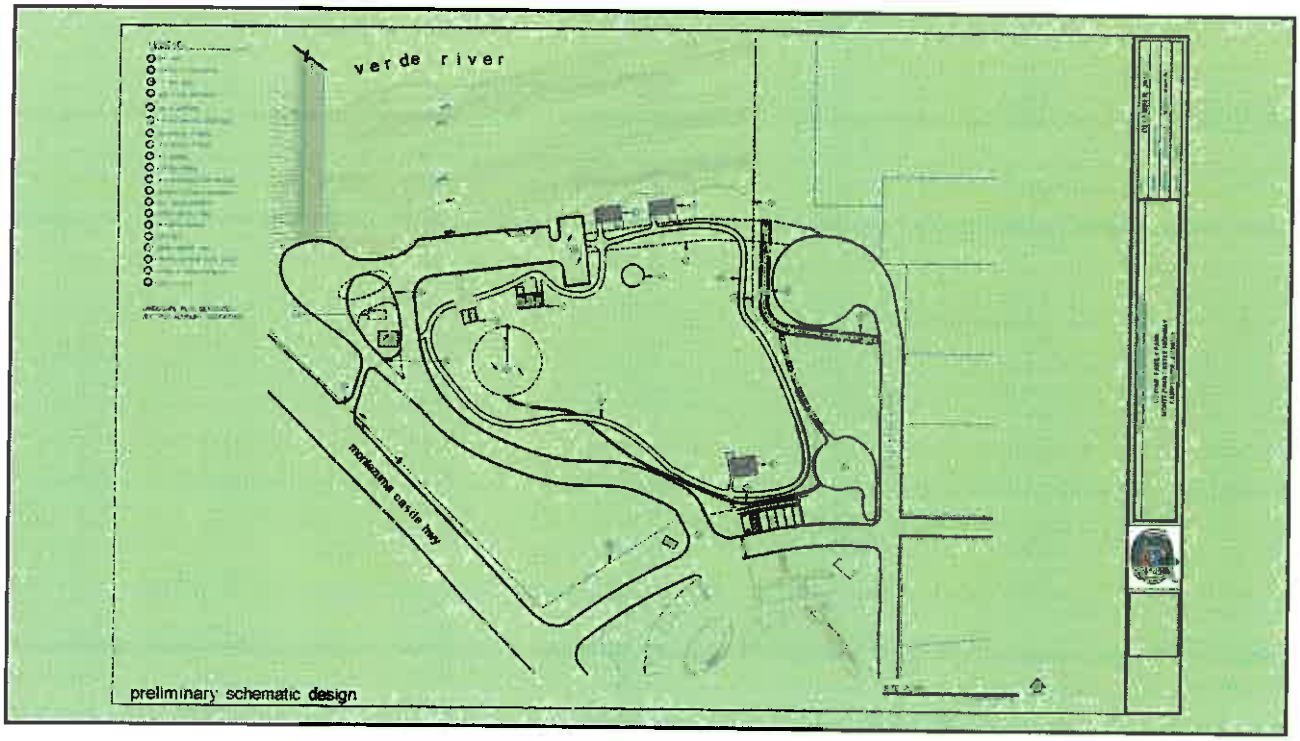
PARKS & RECREATION

REZZONICO & COMMUNITY PARK DESIGNS

REZZONICO FAMILY PARK

- SCHEMATIC MASTER PLAN

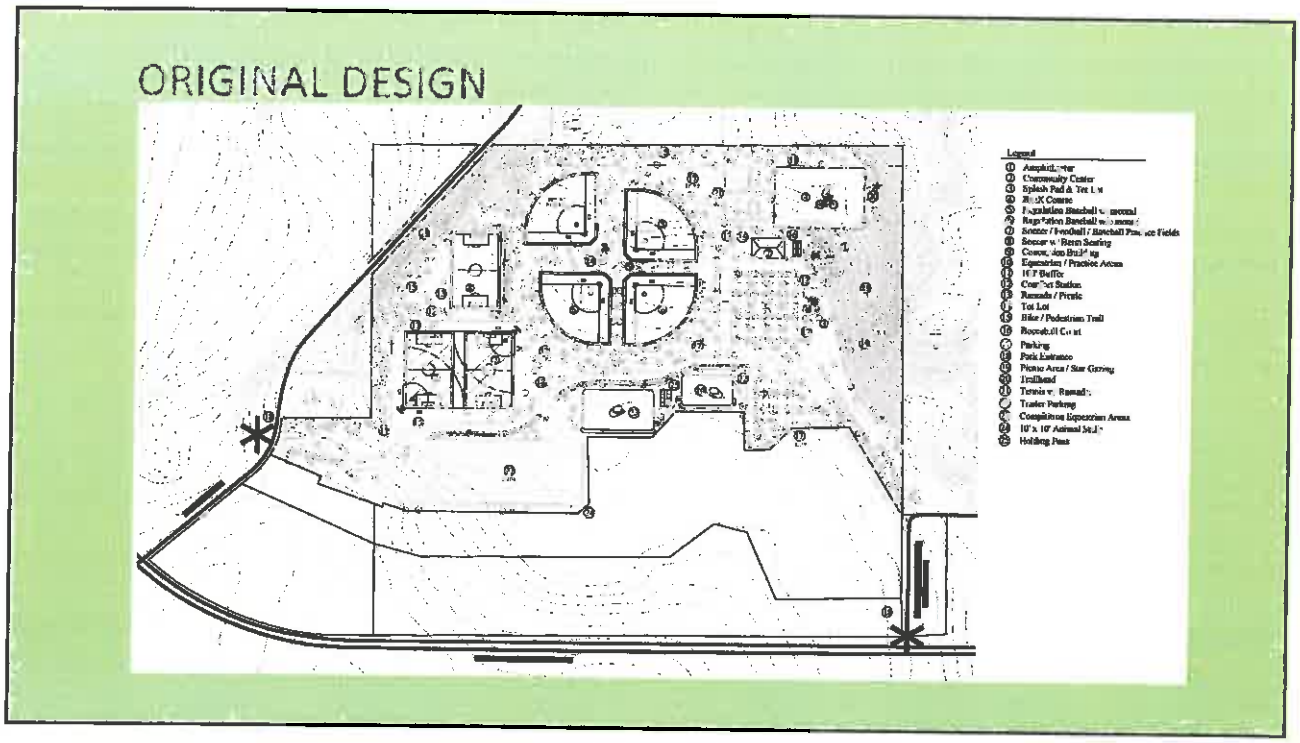
AERIAL IMAGE

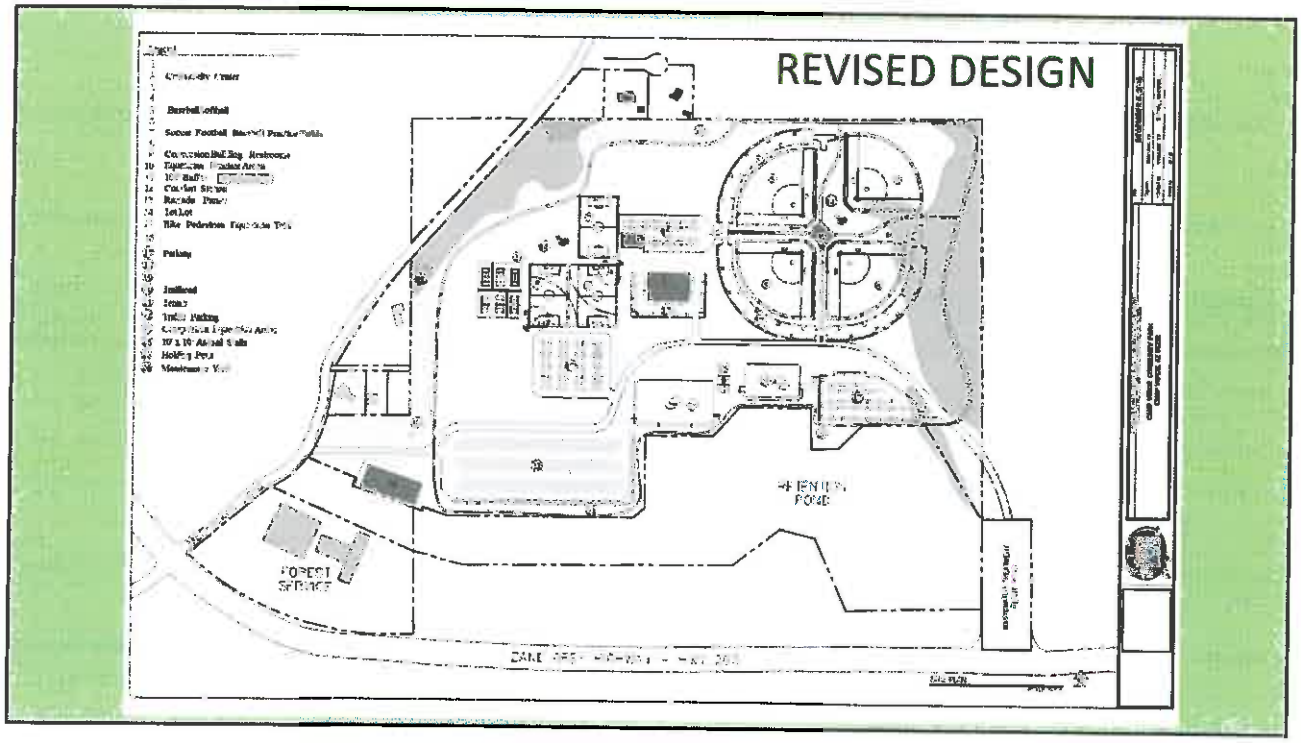


COMMUNITY PARK

- CONCEPTUAL DESIGN

EXISTING SITE CONDITION


ORIGINAL DESIGN


REVISED DESIGN