

AGENDA



**SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
Wednesday, July 30, 2008
6:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion, consideration, and possible direction to staff and/or possible approval of Resolution 2008-751, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolution 2003-568 and adopting the Town of Camp Verde Code of Conduct for Elected and Appointed Officials.** This item may include discussion, consideration, and/or direction to staff relative to the proposed Code of Conduct.
4. **Discussion, consideration, and possible direction to staff and/or possible approval of the proposed changes to the Town Code.** This item may include discussion of items relative to the Town Code, including, but not limited to correction of typographical errors, administrative duties, business licenses, Roberts Rules of Order, term limits, travel restrictions, per diem and travel rates and a review of local and state regulations concerning procurement and restricted payments to Council members.
5. **Discussion, consideration, and possible approval of Resolution 2008-753, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town Services.**
6. **Adjournment**

Posted by: *D. Jones*

Date/Time: 7-25-08 9:30 a.m.

Note: Pursuant to A.R.S. §38-431.03.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.

RESOLUTION 2008-751

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
SUPERSEDING RESOLUTION 2003-568 AND ADOPTING THE
TOWN OF CAMP VERDE CODE OF CONDUCT
FOR ELECTED AND APPOINTED OFFICIALS.**

WHEREAS, it is critical to the successful operation of any public or private organization and agency that rules, standards or norms be established to define the roles, responsibilities and expectations of the governing body and staff in the operation of the organization, and

WHEREAS, the establishment of rules, standards or norms by Council will promote understanding and trust among members of Council, Boards, Commissions and Committee members concerning their roles, responsibilities and expectations for the operation of the Town, and

WHEREAS, periodic review will assist each new member of Council, Boards, Commissions and Committees to better understand his or her responsibility and role,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE RESOLVE TO APPROVE AND ADOPT THE
TOWN OF CAMP VERDE 2008 CODE OF CONDUCT FOR ELECTED
AND APPOINTED OFFICIALS.**

PASSED AND APPROVED by a majority vote of the Town Council of Camp Verde, Arizona, this _____ day of _____ 2008.

Approved as to Form:

Town Attorney

Date: _____

Tony Gioia, Mayor

Attest:

Deborah Barber, Town Clerk

Town of Camp Verde Code of Conduct for Elected and Appointed Officials

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.

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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:

	Pages
• Overview of Roles and Responsibilities	2-3
• Policies and Protocol Related to Conduct	3-5
• <u>Conduct with One Another</u>	5-6
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• <u>Conduct with Boards and Commissions</u>	10-11
• <u>Conduct with the Media</u>	11-12
• Sanctions	12-13
• Principles of Proper Conduct	13-14
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• Glossary of Terms	15

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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.

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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.

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MAYOR

- Is directly elected by the people pursuant to ARS §9-821.01.
(Town Code, Section 2-2-1)
- ~~Acts as the official head of the Town for all ceremonial purposes~~
(~~Town Code, Section 2-2-4~~)
- Chairs Council meetings (Town Code, Section 2-2-4)
- Calls for special meetings (Town Code, Section ~~2-4-2~~ 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
- Serves as the liaison between the Council and the Town Manager and Town Attorney in regards to employee relations
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the Town of Camp Verde

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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 power than any other Council Member, and all should be treated with equal respect.

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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.~~
- 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

Deleted: Place activities and events on the Council's weekly activities calendar that invite official participation of all Council Members. A list of the activities of individual Council Members may also be submitted for public record at the option of the Council Member.

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.

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- 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 with advice, if requested, from the Town Attorney who acts as an advisory parliamentarian. 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 whom they are speaking on behalf of (individual or organization).

Policies & Protocol Related to Conduct

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.

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, that Council Member may check with staff on the best way to respond to the sender.

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.

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 ~~five~~ 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.

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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 ~~before a person is heard before a second time~~. 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

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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.

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 ~~Personnel Rules and Regulations, Section 13.4 Financial Operations Guide IV, dated 9/27/07~~. 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. The travel policy and budget for Council should be reviewed at each annual budget cycle.

Deleted: Council Members, who desire to make the first motion on issues, which they feel strongly about, should discuss their intention with the Chair in advance of the Council meeting.

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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.

IN PUBLIC MEETINGS

- **Use formal titles**

The Council should refer to one another formally during public meetings as Mayor, Vice Mayor or Council Member followed by the individual's last name.

- **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.

- **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 outlined in parliamentary procedure.

- **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.

- **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.

IN PRIVATE ENCOUNTERS

- **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.

- **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.

- **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.

- **Other Town Public Officials**

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

Council Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer 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.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific Town staff**

Consequently, remember Town staff is accountable to their supervisors. Tasks performed by staff that come 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 Attorney, Town Clerk,~~ or Department Heads. 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.

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Requests for follow-up questions to staff should be made only through the Town Manager ~~or the Town Attorney when appropriate.~~ 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.

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- **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.

- **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. ~~Comments about staff in the office of the Town Attorney should be made directly to the Town Attorney.~~

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- **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.

- **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.

- **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.

- **Limit request for staff support**

Routine secretarial support will be provided to all Council Members. All mail for Council Members is opened by the Town Clerk, ~~unless other arrangements are requested by a Council Member. Mail addressed to the Mayor is reviewed first by the Town Manager who notes suggested action and/or follow-up items.~~

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

- **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.

- **Other Town Public Officials**

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

Council Conduct with the Public

IN PUBLIC MEETINGS

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**

~~The Mayor will determine and announce limits on speakers at the start of the public hearing process.~~ Generally, each speaker will be allocated ~~five~~ 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.

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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 ~~unless the Mayor reopens the public hearing for a limited and specific purpose.~~

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- **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.

- **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.

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- **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.

IN UNOFFICIAL SETTINGS

- **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.)

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- **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.

- **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**

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

Council Conduct with Other Public Agencies

- **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 with interests or organization that could pose a conflict of interest. The following is in the current Town Code of Ethics; I suggest it also be included: *In order to assure their independence and impartiality on behalf of the common good, Public Officials shall 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 must 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.*

Deleted: If the Council Member is representing another organization whose position is different from the Town, the Council Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest.

- **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.

- **Other Town Public Officials**

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

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.

- **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 or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

- **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.

- **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."

- **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.

- **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.

- **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.

Council Conduct with the Media

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

- **The best advice for dealing with the media is to never 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.

- **The Mayor is the official spokesperson for the representative on City position.**

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.

- **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.

- **Other Town Public Officials**

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

Enforcement of the Ethics Policy

A. FILING COMPLAINTS

1. Contents. Any person who believes a Town official, in an official capacity, violated a mandatory requirement or prohibition in the Camp Verde Code of Ethics (Code) or violated any state or Town law may file a sworn complaint with the Town Attorney.

2. Time for filing. A complaint must be filed within 90 days after the date the violation was discovered.
3. False or Frivolous Complaints. A person who knowingly makes a false, misleading, or unsubstantiated statement in a complaint is subject to a potential civil liability.
4. Elections Complaints. Any complaints relating to Town elections shall be filed with or referred to the Town Clerk for review and disposition as required by law.

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B. RESOLVING COMPLAINTS

1. Initial Screening of Complaints. The Town Attorney shall review each complaint filed alleging a violation by an officially appointed member of a Town board, commission, committee, and/or task force. In all circumstances, the Town Attorney shall simultaneously notify in writing the complainant, the Town official subject to the complaint, and the Town Clerk regarding the action taken.
2. Review and Finding. For ethics complaints alleging violations of the Town's Code of Ethics or a Town law that should proceed for additional review, the Town Attorney shall investigate the allegations and, within 30 days submit to the Council, the complainant, the official who is the subject of the complaint, and the Town Clerk a report with findings of fact, conclusions of law, and a recommendation. The Town Council shall consider the Town Attorney's report at a public meeting. If the Town Council finds an ethical violation, then it may remove the member from the Town board, commission, committee, or task force. In resolving a complaint, the totality of the circumstances shall be taken into consideration, including the intent of the person accused of the wrongdoing.

C. RESOLVING COMPLAINTS AGAINST THE MAYOR AND/OR OTHER MEMBERS OF THE TOWN COUNCIL.

1. Independent Ethics Reviewers. The Town shall use independent personnel to handle ethics complaints lodged against the Mayor and/or other members of the Town Council. The Town Attorney shall select a pool of 3 to 5 individuals who will serve as the Town's independent ethics reviewers to handle ethics complaints lodged against the Mayor and/or other members of the Town Council.
2. Initial Screening of Complaints. 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, or (b) refer a complaint to an independent ethics officer selected by

the Town Attorney, who will conduct the initial screening of the complaint and within 15 days issue a report of findings and conclusions and recommendations.

3. Review and Findings. If an independent ethics officer recommends referral of a complaint to an independent ethics panel for further review, then the Town Attorney shall immediately transfer the complaint to an Ethics Panel consisting of three (3) independent ethics reviewers. The members of the Ethics Panel shall investigate the complaint and report to the Town Council, the complainant, the official who is the subject of the complaint, the Town Attorney, and the Town Clerk its findings of fact and conclusions of law within 60 days. The Town Council shall consider the Ethics Panel's report at a public meeting and either accept or reject the Ethics Panel's report as submitted.

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Sanctions

- **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.

- **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.

- **Council Members Behavior and Conduct**

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. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Council Members should point out to the offending Council Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

~~It is the responsibility of the Mayor to initiate action if a Council Member's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.~~

~~If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council Members, the alleged violation should be referred to the Mayor. The Mayor should ask the Town Manager and/or the Town Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions Sanctions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration.~~

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.

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?

Glossary of Terms

attitude	The manner in which one shows one's dispositions, opinions and feelings
behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum manners	Suitable; proper; good taste in behavior A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Council Member considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Date: Jul 30, 2008

Meeting Type: Special Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Proposed Changes to Town Code

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible direction to staff relative to the proposed changes to the Town Code.

PURPOSE AND BACKGROUND INFORMATION:

Council directed staff to make various changes to the Town Code Chapter 2, Mayor and Council. In addition, Council previously directed changes to Chapter 9, Business licenses. These changes have been incorporated for your final review. Other changes were submitted by various departments to correct typographical errors and other administrative items.

STAFF RECOMMENDATION(S): (Suggested Motion)

Review each proposed change, accept or deny the change, and move to direct staff to come back with an Ordinance to change the Town Code at the next regularly scheduled meetings.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

N/A

Comments:

Fund:

Line Item:

Submitting Department:

Contact Person:

Debbie Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Council changes:

**CHAPTER 2
MAYOR AND COUNCIL
Article 2-1
COUNCIL**

Section 2-1-1 Elected Officers

A. The elected officers of the Town shall be a Mayor and six Council members. The Mayor and Council members shall constitute the Council and shall continue in office until assumption of duties of office by their duly elected successors.

B. The term of office of the Mayor shall be two years.

C. Council members shall serve four-year staggered terms as provided by ARS § 9-232.02, as may be amended, with three (3) members in each class.

Section 2-1-2 Corporate Powers

The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order or motion.

Section 2-1-3 Assumption of Office

Members of the Council shall assume the duties of office at the first meeting in June following the date of the general election at which the Council members were elected, or at any special meeting called to conduct business after the general election by the former Council. If a Council candidate, including Mayor, receives a majority of all votes cast at a primary election, then pursuant to ARS § 9-821.01, as may be amended, such candidate shall be declared elected to the office, but effective as of the date of the general election, to be seated as set forth herein.

Section 2-1-4 Vacancies in Council

The Council shall fill by appointment for the unexpired term any vacancy on the Council, including Mayor that may occur for any reason, within 60 days of the vacancy, unless a primary or general election for Council is set within 120 days. The vacancy shall not reduce any Council quorum requirements.

Section 2-1-5 Oath of Office

Immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the oath of office.

**Article 2-2
MAYOR**

Section 2-2-1 Direct Election of Mayor

A. The Mayor shall be directly elected by the people pursuant to ARS § 9-821.01. If a candidate receives a majority of all votes cast at a primary election, he or she shall be declared Mayor effective as of the date of the general election, and no general election shall be held for that position.

B. The term of the Mayor shall be for two years. In every election one of the declared vacancies on the Council shall be reserved for the election of the Mayor.

C. A candidate may not run for both Mayor and Council member at the same election, a seated Council member whose term is not expiring may not run for the office of Mayor. A Mayor whose term is expiring is permitted to run for the office of Mayor or Council member. Council member terms are limited to two (2) consecutive terms of four (4) years each for a maximum of eight (8) consecutive years in office. The Mayoral term is limited to two (2) consecutive terms of two (2) years each for a maximum of four (4) consecutive years in office.

Section 2-2-2 Vice Mayor

The Council shall select, at the first meeting in June ~~following the date of the general election at which the Council members were elected,~~ a Vice Mayor, who shall serve for a one-year term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, or resignation of the Mayor.

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Section 2-2-3 Acting Mayor

In the absence or disability of both the Mayor and Vice Mayor, the mayor will designate one of the current Council members to serve as acting Mayor who shall have all the powers, duties, and responsibilities of the Mayor during such absence or disability. In the event, the Town Council objects to any such designation, the Council may vote in a public meeting called pursuant to the provisions of this code, to override the mayor's designation and select an alternative person to serve as Acting Mayor.

Section 2-2-4 Powers and Duties of the Mayor

The powers and duties of the Mayor shall include the following:

A. ~~The Mayor shall be the Chief Elected Official executive officer of the Town and limited to the following duties: except as to the administrative duties delegated by Section 3-2-1 to the Manager, or other department heads, and in accordance with the procedures set forth in the code and applicable portions of any personnel manual adopted by the Town.~~

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A. ~~The Mayor shall be the chairperson of the Council and preside over its meetings and its agenda. The Mayor may make and second motions and shall have a voice and vote in all its proceedings shall not make motions unless he or she relinquishes the Chair for that item and the Mayor shall vote only in the case of a tie vote.~~

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B. ~~The Mayor shall execute and authenticate by his signature such instruments as the Council or any statutes, ordinances, or this code shall require.~~

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C. The Mayor and members of the Council may make such recommendations and suggestions to the Council, as they may consider proper.

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D. The Mayor may, by proclamation, declare a local emergency to exist due to fire, conflagration, flood, earthquake, explosion, war, bombing or any other natural or man-made calamity or disaster or in the event of the threat or occurrence of riot, rout or affray or other acts of civil disobedience which endanger life or property within the Town. After declaration of such emergency, the Mayor shall govern by proclamation and impose all necessary regulations to preserve the peace and order of the Town, including but not limited to:

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1. Imposition of a curfew in all or any portion of the Town.
2. Ordering the closing of any business.
3. Closing to public access any public building, street, or other public place.
4. Calling upon regular or auxiliary law enforcement agencies and organizations within or without the political subdivision for assistance.

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E. The Mayor shall perform such other duties required by state statute, and this code as well as those duties required as chief executive officer of the Town.

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F. 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.

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Section 2-2-5 Absence of Mayor

The Mayor shall not absent himself from the Town for a greater period than fifteen consecutive days without the consent of the Council.

Section 2-2-6 Failure to Sign Documents

If the Mayor refuses or fails to sign any ordinance, resolution, contract, warrant, demand or other document or instrument requiring his signature for five days consecutively, then a majority of the members of the Council may, at any regular or special meeting, authorize the Vice Mayor or, in his absence, an acting Mayor to sign such ordinance, resolution, contract, warrant, demand or other document or instrument which when so signed shall have the same force and effect as if signed by the Mayor.

Article 2-3 COUNCIL PROCEDURES

Section 2-3-1 Regular Meetings

Regular Council Meetings. The Town Council will hold regular meetings at 6:30 p.m. on the first and third Wednesday of the month at the Town Hall complex on Main Street for general business and public hearings as may be required by law, with the fourth Wednesday set aside for Planning & Zoning matters, and the second Wednesday set aside for work sessions as needed. A work session, in lieu of or in conjunction with a regular meeting, may be called. If a regular meeting or work session is cancelled, such as near a holiday, notice of the cancellation shall be posted.

Section 2-3-1.1 Times and Places of Special Meetings

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

B. Notices and agendas will be posted for the special sessions as required by law, and additionally posted at the alternate site.

C. 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.

Section 2-3-2 Special Meetings

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.

Section 2-3-3 Posting of Notices

A. Notice of Council meetings and agendas shall be posted at Town Hall, the United States Post Office, Bashas' store at Outpost Mall, and on the Town's website. Other public notices, such as public meetings of Commissions, committees, or boards, bidding, holidays, auctions, and zoning matters, will be posted at Town Hall only, but may also be posted on the Town's website. Locations for posting may be changed by Council resolution.

B. All notices shall contain a statement of posting signed by the Town clerk or a designated representative showing the date and time of posting.

C. **Posting of Alternate Meeting Locations.** In addition to the locations and content specified by 2-3-3 (Posting of Legal Notices), the Town Manager or Mayor may request that a meeting with an agenda item or public hearing which may attract a large audience, or need special presentation facilities, be scheduled for the gymnasium, school auditorium, or alternate site suitable for public participation. If the Council votes to change the location for that meeting, notice of the location change shall be posted in the normal locations, plus at the site, and the meeting may be called to order at the site without first being called to order at the Town Hall Council Chamber. This does not preclude the Council from relocating a meeting that is in progress to accommodate a crowd that exceeds maximum occupancy limits as established for Council Chambers.

Section 2-3-4 Meetings to Be Public

All proceedings of the Council shall be open to the public, except that upon approval by a majority vote of the Council, the Council may meet in a closed executive session pursuant to the provisions of state law.

Section 2-3-5 Quorum

No action shall be taken unless a quorum is present. Four or more Council members (the Mayor counting as a member) shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time to 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 2-3-6 Preparation of Agenda

A. Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an agenda, whichever is earlier, the manager shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be submitted to the Council, prepare an agenda in consultation with the Mayor and members of the Council according to the order of business and furnish each Council member, the Mayor and the attorney with a copy of the agenda and other necessary reports and materials together with a copy of the minutes of the last preceding Council meeting.

From time to time, addenda and late additions to the agenda are required and may be authorized by the Manager and Mayor due to extenuating circumstances beyond the control of the person requesting the addendum or late addition.

All Council members are authorized to place item(s) on the agenda. Agenda item requests are to be submitted in written form to the Clerk. If the number of previously scheduled agenda items prevents the scheduling of a requested agenda item, the Mayor (with the consent of the requesting Council member) may schedule the requested item to be heard at the next meeting of the Council.

B. The Town may use a consent agenda to dispose of routine matters coming before the Council.

Section 2-3-7 Order of Business

The business of the Council shall be the following items, not necessarily in that order:

A. Call to Order: The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum and decide all questions of order and conduct. Questions from the staff or public are addressed to the chair.

B. Pledge of Allegiance.

C. Roll Call. Before proceeding with the business of the Council, the clerk or the clerk's designee shall record the roll of the members and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-3-5 of this code.

D. Consent Agenda: (Routine business, meeting dates, disbursements, and resolutions). Unless a member of the Council requests a reading of the minutes of the Council meeting,

the minutes of the preceding meeting shall be considered approved if correct, and errors rectified if any exist.

E. Call to the Public. The Council on items designated for public input may hear petitions, remonstrances, communications, comments or suggestions from citizens present. All such remarks shall be addressed to the Council as a whole, and not to any member thereof, or the staff. Such remarks shall be limited to ~~five 3 minutes, unless the Mayor grants additional time.~~ No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. There will also be a Call to the Public for items NOT on the agenda. Council may direct staff to follow up on the item with a report or placement on an upcoming agenda.

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F. Ordinances/Resolutions/Other Actions Requiring Council Approval. The Council shall consider any ordinances or resolutions or other actions requiring Council approval as may be listed on the agenda.

G. Reports by Officers. Town officials and committees shall present any reports required by the Council.

H. Information and Updates.

I. Adjournment. The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A motion to adjourn shall always be in order and decided without debate.

Section 2-3-7.1 Management of Meetings

- A. ~~Where practicable, executive sessions will be held prior to the regular business meetings, as opposed to during or following a meeting.~~
- B. ~~Meetings will conclude at 10:00 p.m. with planned recesses during the meetings.~~
- C. ~~Council member discussion is limited to three (3) minutes per member. If an item is opened for public input, the public may address the item ONE time. Public input is limited to three (3) minutes.~~
- D. ~~All routine, administrative-type items such as contract awards and approvals, proclamations, etc. shall be placed on the Consent Agenda.~~
- E. ~~Previously approved items, such as budgeted items do no require further Council action and will not be placed on an agenda.~~
- F. ~~Consent Agenda items, excluding all Ordinance and/or Resolution titles will NOT be read aloud.~~
- G. ~~All presentations are limited to ten (10) minutes for the presentation and discussion period.~~

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Section 2-3-8 Voting

~~A. The Mayor shall vote as a member of the Council. The Mayor may (but is not obligated to) vote whenever his or her vote will affect the result – that is, he or she can vote either to break or to cause a tie, or, in a case where a 2/3 vote is required, he or she can either vote to cause or to block the attainment of the necessary 2/3 requirement.~~

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B. If requested by a Council member, the minutes shall show the ayes and nays of any question to be taken. Council members wishing to abstain for a conflict of interest shall state such on the record prior to any discussion or vote on the item and shall file a written

declaration with the Clerk as soon as possible following the meeting. Any other abstention must be declared at the time of the calling for a vote, or a silence will be recorded as an affirmative vote. The Mayor or chairman of the meeting will announce on the record whether the motion passed or failed.

Section 2-3-9 Declaration of Vacancy

The office of any Council member is deemed vacant pursuant to ARS § 38-291, as may be amended, if such member fails to discharge the duties of his or her office for three (3) consecutive months, including failure to attend Council meetings unless otherwise authorized by the Council.

Article 3-2

OFFICERS

Section 3-2-1 Town Manager

A. Office Established. The office of Town Manager is hereby established.

B. Appointment of Town Manager. The Town Manager shall be appointed by majority vote of the Council on the basis of executive and administrative ability and shall hold office at the pleasure of the Council.

C. Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council. The Town Manager shall be a resident of the Town, unless such requirement is waived by the Council.

D. Powers and Duties of Town Manager. The Town Manager is the Chief Executive Officer and administrative head of the government of the Town under the direction and control of the Council, except as otherwise provided in this article. He shall be responsible for the efficient administration of all the affairs of the Town that are under his control. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the following powers:

1. Law Enforcement. To see that all laws and ordinances of the Town and all franchises, contracts, permits, and privileges granted by the Council are faithfully observed and to report any failure in that regard to the Council. The Council shall then give such instruction and direction as it may desire for remedial, corrective or terminating action by the Manager.

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2. Authority Over Employees. To control, order and give direction to all heads of departments (other than Council-appointed officers) and to subordinate officers and employees of the Town under his jurisdiction through their department heads.

3. Power of Appointment and Removal. To appoint, remove, promote, and demote any and all officers and employees of the Town, ~~except the Finance Director, the Town Attorney, and the Town Magistrate~~, all of whom shall be appointed by the Council. As to these officers, he shall recommend appointment and removal to the Council. All such actions of the Manager shall be subject to all applicable personnel ordinances, rules and regulations and state statutes.

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4. Administrative Reorganization of Offices. To conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the town's business.

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5. Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.

6. Attendance at Council Meetings. To attend all meetings of the Council unless the Mayor excuses him individually or unless the Council excuses him, except when his removal is under consideration, in which case the Town Manager's attendance at a meeting shall be governed by the Arizona Open Meeting Act (A.R.S. § 38-431 *et seq.*, as may be amended). He may present recommendations relative to each item on the agenda for approval, rejection, or modification by the Council, and prepare the agenda as provided in Section 2-3-6.A.

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7. Financial Reports. To keep the Council at all times fully advised as to the financial condition and needs of the Town, ~~in consultation with the Finance Director.~~

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8. Budget. To prepare and submit a proposed annual budget and a proposed annual salary plan to the Council.

9. Investigations and Complaints. To make investigations into the affairs of the Town and performance of any obligations of the Town and to report all findings to the Council. Further, it shall be the duty of the manager to investigate all complaints in relation to matters concerning the administration of the Town government. If the investigation involves the conduct of a person reporting directly to the Council (the Town Manager, ~~Finance Director~~, or Town Attorney) the Mayor and Vice-Mayor shall designate a person to conduct the investigation. If the Mayor and Vice Mayor cannot agree on such designation, the matter shall be referred to the Council.

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10. Public Buildings. To exercise general supervision over all public buildings, parks, and other public property under the control and jurisdiction of the Council.

11. Additional Duties. To perform such other duties as may be required by the Council, not inconsistent with federal law, state law, or Town ordinances.

12. Salary Schedule. To recommend to the governing body a standard schedule of pay for each appointive office and position in Town service, including minimum, intermediate and maximum rates. To authorize the payment of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformity with rates and salaries enacted by the Council.

E. Internal Relations.

1. Council-Manager Relations. The Council and its members shall deal with the administrative services of the Town only through the Town Manager, except for the purpose of inquiry, and neither the Council, nor any member thereof shall give orders or instructions to any subordinates of the Town Manager. 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. ,

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2. Attendance at Commission Meetings. The Town Manager may attend any and all meetings of the planning and zoning commission and all other commissions, boards or committees created by the Council. He shall cooperate to the fullest extent possible with the members of all commissions, boards, or committees appointed by the Council.

F. Other Departments. The Town Manager may, with the concurrence of the Council, establish other departments (in addition to the departments set forth in this Code) to conduct the business and affairs of the Town.

G. Before appointing a person to fill the positions of Town Clerk, Town Marshal, Director of Public Works/Town Engineer or any other department head position, the Town Manager shall solicit input from no more than three persons serving on the Council.

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Clerk changes:

**CHAPTER 9
BUSINESS REGULATIONS
Article 9-1
CASUAL BUSINESS LICENSE**

- 9-1-1 Definitions
- 9-1-2 License Required
- 9-1-3 Applications
- 9-1-4 Fees
- 9-1-5 Fees for Charitable, Religious or Civic Organizations
- 9-1-6 License to be posted
- 9-1-7 Location Restrictions
- 9-1-8 Undue Noise Prohibited
- 9-1-9 Enforcement by Police Officers
- 9-1-10 Revocation
- 9-1-11 Signs to be Observed

Section 9-1-1 Definitions

In this article unless the context otherwise requires:

A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

Section 9-1-2 License Required

It is unlawful for any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor to engage in such business within the corporate limits of the Town without first obtaining a Casual Business license in compliance with the provisions of this chapter. This article shall also govern all special event sales and operations within the Town limits. This article does not apply to participants of Town Events who have paid booth fees, garage sales, auctions, sidewalk sales, student fund raising sales, and bake sales that occur less than three (3) times per year, events occurring more than three (3) times per year must obtain a Casual Business License.

Section 9-1-3 Applications

A. Applicants for a Casual Business license under this chapter must file with the clerk a sworn application in writing, on a form to be furnished by the clerk, which shall give the following information:

1. Name and description of the applicant.
2. Address, legal and local.
3. A brief description of the nature of the business and the goods to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
4. Verification of a Transaction Privilege Tax License.
5. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
6. The length of time for which the right to do business is desired. No Casual Business License shall be issued for a period longer than three (3) consecutive days.
7. If a vehicle is to be used, a description of the same, together with license number of any vehicles to be used in or near the display area or other area of business, and other means of identification.
8. A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor, or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore.
9. Obtain the written permission of the property owner and tenant, if any, for the operation.
10. Obtain any necessary health or other regulatory permits required by law.

B. No license issued hereunder shall be transferable.

Section 9-1-4 Fees

A. The license fees for peddlers, solicitors, canvassers, and transient merchants and the application fee provided in Section 9-1-3 shall be determined by resolution of the Council.

B. No fee shall be required of any resident of the Town of Camp Verde selling products of the farm or orchard actually produced by the resident.

Section 9-1-5 Fees for Charitable, Religious or Civic Organizations

There shall be no fees for charitable, religious, or civic organizations. It shall be the duty of the clerk or the Town Marshal to determine if the organization making the application is a charitable, religious, or civic organization and that the individual making the application is a member of the organization. The determination by the clerk or the Town Marshal may be appealed to the Town Manager, which may at his discretion decide such appeal or refer it to the Council.

Section 9-1-6 License to be Posted

The license issued by the clerk shall be posted in a conspicuous place if the licensee is using a vehicle or a building in his business and otherwise must be kept by the person and exhibited at any time upon request.

Section 9-1-7 Location Restrictions

No peddler, canvasser, or transient merchant shall locate on the public street or property, and must have written permission of a property owner for private property. It is unlawful for any peddler, canvasser, or transient merchant to operate in any stationary location, to operate within three hundred feet of a public school ground, or to operate in any congested area where such operation might impede or inconvenience the public or cause traffic or parking hazards. The judgment of a law enforcement officer exercised in good faith shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Section 9-1-8 Undue Noise Prohibited

No licensee, nor any person on the licensee's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud speaking radio or sound amplifying system, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell upon any of the streets, alleys, parks or other public places of the Town or upon any private premises in the Town where sound of sufficient volume is emitted or produced that is capable of being plainly heard upon the public thoroughfares.

Section 9-1-9 Law Enforcement

It shall be the duty of any law enforcement officer of the Town to enforce the provisions of this article. The Town Marshal shall report to the clerk all convictions for violation of the provisions of this chapter, and the clerk shall maintain a record for each license issued and record the reports of violations therein.

Section 9-1-10 Revocation

~~The clerk after notice and hearing for any of the following causes may revoke permits and licenses issued under the provisions of this chapter:~~

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- ~~A. Fraud, misrepresentation, or false statement contained in the application for license;~~
- ~~B. Fraud, misrepresentation, or false statement made in the course of carrying on business;~~
- ~~C. Any violation of this article;~~
- ~~D. Conviction of any crime or misdemeanor involving moral turpitude;~~
- ~~E. Conducting business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.~~

Section 9-1-11 Signs to be Observed

It is unlawful for any peddler, solicitor, canvasser or transient merchant, in the course of his business to ring the doorbell or knock at any building whereon a sign bearing the words "No Peddlers," "No Solicitors," "No Canvassers," "No Transient Merchants," or a similar message is exposed to public view.

**Article 9-3
BUSINESS LICENSES**

- 9-3-1 Purpose
- 9-3-2 Registration and License
- 9-3-3 Issuance of Business License
- 9-3-4 Payment
- 9-3-5 Posting of Business License
- 9-3-6 License not Transferable
- 9-3-7 Fees
- 9-3-8 Penalty

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Section 9-3-1 Purpose

The Council has determined that it is in the best interest of the public to maintain a list of business activities within the Town to provide contacts for emergency services, directories, compliance with zoning codes, building and fire codes, tax, or other ordinances and statutes.

Section 9-3-2 Registration and License Required

It is unlawful for any person, firm, organization, corporation or other entity to engage in business within the corporate limits of the Town without first obtaining a Business License in compliance with the provisions of this chapter. A person actively conducting any business subject to taxation under Chapter 8 of this code and any business, profession, game, calling, or occupation shall procure a Business License of registration from the Town Clerk.

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Section 9-3-3 Issuance of Business License

It is the duty of the Town Clerk to prepare and issue a Business License under this article for every person, firm, company, or corporation liable therefore; the period of time covered; the name of the person, firm or corporation for whom issued; the type of business; the location or place of business and verification of privilege tax license.

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No operation of any business will be allowed or Business License issued within the limits of the Town without the issuance of a Certificate of Compliance from the Building Department. The Certificate of Compliance requires a physical inspection of the building to verify that the proposed business activity and building are in compliance with all zoning, building, and fire codes.

Issuance of the Business License does not imply that the Town in any way regulates or warrants the manner in which the operator does business.

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Section 9-3-4 Payment

A. All business Business License fees shall be paid at the office of the Town Clerk in such manner as may be specified by the clerk.

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B. Business Licenses are issued for a 12-month period. Annual renewal payments are due on the first day of the month in which the license was first issued. For example, renewal fees for License #000 issued on January 30, 2008 would become due on January 1, 2009.

C. A late charge of ten dollars shall be added The Business License and registration for all businesses which do not pay the required fees within thirty days of their due date will be cancelled. After sixty days, an additional late fee of fifty dollars per month shall be charged. A new application and associated fees will be required to reinstate the Business License.

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D. A full fee shall be paid for each fee period or portion of a fee period in which a business is carried on.

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E. A separate Business License must be obtained for each branch established or separate place of business in which any business is carried on.

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Section 9-3-5 Posting of Business License

Every person, firm, company, or corporation, having a Business License under the provisions of this article, shall keep such Business License posted and exhibited, while in force, in some conspicuous part of the place of business. Every person having such Business License and not having a fixed place of business shall carry such Business License with him at all times while carrying on that business for which the same was granted. Every person, firm, company, or corporation having a Business License under the provisions of this article shall produce and exhibit the same whenever requested to do so by any officer authorized to issue, inspect, or collect by the Town.

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Section 9-3-6 License not Transferable

No Business License issued under the provisions of this article shall in any manner be assignable or transferable to any other person, firm, company, or corporation other than as specified in this article ~~without permission from the Town Clerk.~~

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Section 9-3-7 Fees

All businesses liable shall pay a set fee as set forth by the Council by resolution. Fees are non-refundable and are not set on a pro rata basis.

Section 9-3-8 Penalty

It is unlawful for any person to commence, transact, or carry on any business within the Town without first having obtained a license from the Town, ~~if required,~~ or to comply with all provisions of this article. Violations shall be punishable under Article 1-8 ~~as a petty offense~~ with each day that such business is practiced, transacted or carried on constituting a separate offense.

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It shall be the duty of any law enforcement officer of the Town to enforce the provisions of this article. The Town Marshal shall report to the Town Clerk all citations and convictions for violation of the provisions of this Chapter, and the Clerk shall maintain a record for each license issued and record the reports of violations therein.

DRAFT

1. **Section 3-2** - concerning the appointment of an Acting Town Manager in the Town Manager's absence.

"OFFICERS

Pursuant to ARS §9-237, as may be amended,....Clerk. Other officers include the Town Manager, Finance Director, Community Development Director, Library Director, Magistrate, Parks and Recreation Director, Housing Department Administrator and Street Superintendent. In the temporary absence of the Town Manager (vacation or sick leave) the Town Manager shall appoint an Acting Town Manager, In the temporary absence of an officer other than the Town Manager, or the officer shall appoint a temporary replacement in consultation with the Town Manager.

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Deleted: or the Town Attorney, the officer shall appoint a temporary replacement in consultation with the Mayor and Vice-Mayor.

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Section 3-2-5 Director of Community Development

A. Office Established. The Office of Director of Community Development is hereby established. The Director of Community Development shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code.

B. Powers and Duties

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Section 5-2-4 Assistant Magistrate

The Town Magistrate may recommend to the Council the names of individuals qualified to serve as assistant magistrate, subject to the assignment and direction of the Town Magistrate, once appointed. All assistant magistrates shall serve for a specified term, subject to removal by the Council. All duly appointed assistant magistrate shall be compensated per a fee established by the Council, and subject to the reimbursement of those travel expenses and other out-of-pocket allowances permitted for Town employees. All assistant magistrates are deemed to be part-time Town employees subject to contributing to the Arizona State Retirement under certain conditions and paying payroll taxes, but are not eligible for benefits such as health insurance and paid time off.

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Section 9-4-2 Definitions

O. "Permittee,"

Section 9-4-3 B, b,1 Permitting Requirements and Procedures

1) Transportation.....traffic routes.....

Section 10-2-2 (top of pg 85)

You have the right to appeal.....following address: Zoning Inspector, Town of Camp Verde, 473 S. Main Street, Ste. 108, Camp Verde, AZ

Parks Changes

Section 11-1-6 Parks - Alcohol Use

Definitions: "Public Recreation Area" shall include a Town park, district or regional parks, riverfront parks, or areas so designated by the Town Council of the Town Hall complex, such as the adjoining sports fields, parking lots, or gymnasium, or other Town property.

Prohibition on Alcohol Use. It is unlawful for any person to consume, possess, give, or sell any alcoholic beverage within the boundaries of any public recreation area in the Town limits, or in a public thoroughfare.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to \$2,500 and 6 months in jail or to the limits as may be amended by State law.

Posting. Signs shall be posted in all public recreation areas warning the public of the provisions of this ordinance.

Section 11-

Deleted: , except that persons may sell, purchase, or consume beer by permit from the Town specifying the areas and conditions of use, and a special event license from the Arizona Department of Liquor Control, if it is required. If the beer is not going to be sold, but distributed as part of a private function, only a Town permit is required. ¶

Permit Procedures. The Town Manager will establish permit procedures under this ordinance, except that the Town Council may by motion or resolution determine which events sponsored by the Town will have beer sold under a Town special event license.

P&Z Changes:

Section 11-1-7 Signs and Banners

It is unlawful for any person to place any banner or sign upon any Town property, streetlight pole, traffic signal pole, or utility pole within the Town without first obtaining authorization from the manager or his or her designee.

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SUBJECT: TRAVEL AND TRAINING

POLICY: The policy of the Town of Camp Verde is to encourage training opportunities for employees and supervisors so their services rendered to the Town shall be made more effective, and that employees may become, at the same time, qualified for promotion to higher level positions. The Department Head, consistent with the budget and this policy, shall authorize attendance at conferences, seminars, meetings, conventions and other courses that directly benefit the Town of Camp Verde.

I. ELIGIBLE INDIVIDUALS

- A. Town employees (classified, part-time classified, and non-classified employees)
- B. Others - Members of boards, commissions, authorities, council members and committees who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.

II. GENERAL TRAVEL PRINCIPLES - The Town shall authorize employee travel in accordance to the following principles:

- A. All Town travel arrangements should reflect an understanding of the Town of Camp Verde's Travel Policy.
- B. Travel is usually warranted when personal contact is the most economical method of conducting official Town business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
- D. The most economical method of transportation shall be selected in terms of expense to the Town and the employee's time away from the office.
- E. Employee travel, in-state and out-of-state, is conducted according to the Town Travel Policy regardless of funding source (i.e. Grant requirements do not supersede the Town requirements).
- F. Shared lodging is encouraged, wherever possible. Non-shared lodging requires approval of the Department Head.
- G. Any travel claims shall be submitted to the Finance Department using the "Travel Reimbursement Report" (exhibit I) within two (2) days after the end of the trip.
- H. Any expenses incurred for items such as telephone calls (except when business related), in room movies, etc. shall not be covered by the Town and are the employee's responsibility.

SUBJECT: TRAVEL AND TRAINING

III. PROCEDURE

Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings, shall submit a "Travel Reimbursement Report" (exhibit I) to the Finance Director or his/her designee, not later than ten (10) working days prior to the date that travel for such schooling or training is to commence.

The "Travel Reimbursement Report" (exhibit I) must depict all of the anticipated expenditures and documentation. Quotes for lodging and registration forms shall be attached to the "Travel Reimbursement Report." All forms shall be printed or typed and complete in their entirety and submitted to the Finance Director for review and authorization within the previously mentioned time frame. No training outside the local area for which compensation is requested shall be authorized, nor will compensation be made, unless the travel request form has been completed and authorized by the Department Head and Finance Director prior to departure as provided herein, except one-day (not overnight) out-of-town travel.

Subsistence expenses, such as lodging for official trips, shall be compensated on the basis of the actual expenses incurred for the lowest reasonable comparative rates. Meals shall be based on the per-diem schedules listed on page 4 of 8 of this section.

IV. TRAVEL COMPENSATION GUIDELINES

- A. Tips and other gratuities for all meals are included in the Per Diem.
- B. Alcohol will not be reimbursed and will not be considered as part of the meal per diem.
- C. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- D. Subsistence will not be permitted when the training received is for the direct benefit of the employee and not required by the job.
- E. Only those costs requested on the travel request form authorized by the Department Head and the Finance Director will be approved for compensation.
- F. Employees having questions concerning subsistence and travel allowance should obtain a determination from the Finance Director when completing the "Travel Reimbursement Report" (exhibit I).
- G. An employee on Town travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the Town, will not be entitled to the allowance for that meal or if applicable, lodging.

SUBJECT: TRAVEL AND TRAINING

- H. The Department Head shall approve or disapprove the "Travel Reimbursement Report" (Exhibit I).
- I. If approved, the employee requesting travel funds shall submit either the "Check Request Form" (exhibit O) or "Purchase Order" (exhibit N) with a copy of the "Travel Reimbursement Report" (exhibit I) to the Finance Department for check disbursement.

V. IN-STATE LODGING AND MEAL PER-DIEM

- A. In-State Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling within the State of Arizona boundaries.
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside a 100-mile radius of the corporate Town limits and a multi-day event or an early morning meeting.
 - c. Lodging must be at a commercial establishment.
 - d. Lodging will be covered at the single room rate unless sharing a room with another Town Employee.
 - e. Employee is required to submit three quotes for lodging in the general area if the recommended block of reserved rooms costs over \$100.
 - f. Employee is required to request the lowest available rate, traditionally being governmental.
 - 2. Documentation
 - a. The commercial establishment's original receipt is required.
 - b. Lodging receipts must be itemized.
 - c. If original lodging receipt is lost or destroyed:
 - 1) A photocopy may be submitted with the statement Treat as the Original.
 - 2) The employee and the Department Head must sign the photocopy.
 - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (MIE) - Per Diem
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside a 20-mile radius of the corporate Town limits.
 - c. Meals must be at a commercial establishment.
 - 2. Documentation - Compensation is based on the schedule listed in Section C & D. Detailed receipts are required to be returned documenting the items purchased and the amount spent. Any amount of the per diem not spent must be returned to the Town with the Travel Reimbursement Report (Exhibit I). Any amounts not accounted for with receipts or reimbursed to the Town will be reported on the employee's W-2 at year end as taxable wages (per IRS).

SUBJECT: TRAVEL AND TRAINING

3. Meal Allowances

- a. Breakfast - Reimbursable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours.
- b. Lunch - Lunch is only reimbursable if the traveler is away from work for over-night travel
- c. Dinner - Reimbursable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three hours or when the traveler leaves for overnight travel on or before 6:00 p.m.

4. Meals Provided

- a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging site.
- b. If a special meal is required due to dietary restrictions, notice must be given in writing at the time of compensation request.

C. Per Diem Rates (per Council approval on 7/6/05)

Breakfast Meal	\$7.00
Luncheon Meal	\$12.00
Dinner Meal	\$18.00

D. In State Travel (Overnight Stay)

Depart Camp Verde on or prior to 6:00 a.m.	\$37.00
Depart Camp Verde prior to 11:00 a.m.	\$30.00
Depart Camp Verde after 11:30 a.m.	\$18.00
Daily rate thereafter	\$37.00

Lodging - As approved by the Department Head and Finance Director in accordance to the lodging policy.

When returning to Camp Verde, the day travel rates (per diem) will be in effect.

VI. OUT-OF-STATE LODGING AND MEAL PER-DIEM

- A. Out-of-State Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling outside the State of Arizona boundaries.
 - 1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Travel must be outside the State of Arizona boundaries.
 - c. Lodging must be at a commercial establishment.

SUBJECT: TRAVEL AND TRAINING

- d. Lodging will be covered at the single room rate unless sharing a room with another Town employee.
 - e. Employee is required to submit three quotes for lodging in the general area if the recommended block of reserved rooms costs over \$100.
 - f. Employee is required to request the lowest available rate, traditionally being governmental
2. Documentation
 - a. The commercial establishment's original receipt is required.
 - b. Lodging receipts must be itemized.
 - c. If original lodging receipt is lost or destroyed:
 - 1) A photocopy may be submitted with the statement Treat as the Original.
 - 2) The employee and the department head must sign the photocopy.
 - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (MIE) - Per Diem
1. Eligibility
 - a. Employee must be on authorized travel status.
 - b. Meals must be at a commercial establishment.
 - c. Travel must be outside the State of Arizona boundaries.
 2. Documentation - Compensation is based on the schedule listed in Section C & D. Detailed receipts are required to be returned documenting the items purchased and the amount spent. Any amount of the per diem not spent must be returned to the Town with the Travel Reimbursement Report (Exhibit I). Any amounts not accounted for with receipts or reimbursed to the Town will be reported on the employee's W-2 at year end as taxable wages (per IRS).
 3. Meal allowances
 - a. Breakfast - Reimbursable when travel commences on or before 6:00 a.m. and the traveler's normal workday is extended by two hours.
 - b. Lunch - Lunch is only reimbursable if the traveler is away from work for overnight travel
 - c. Dinner - Reimbursable when travel extends to 7:00 p.m. or beyond and the traveler extended his/her normal workday by three hours or when the traveler leaves for overnight travel on or before 6:00 p.m.
 4. Meals Provided
 - a. The traveler is not entitled to a meal allowance for meals provided at the conference, seminar or lodging site.
 - b. If a special meal is required due to dietary restrictions, notice must be given in writing at the time of compensation request.

SUBJECT: TRAVEL AND TRAINING

C. Out-of-State Travel (Overnight Stay) Per Diem Rates (per Council approval on 7/6/05)

Breakfast Meal	\$ 7.00
Luncheon Meal	\$12.00
Dinner Meal	\$18.00
Daily Rate	\$37.00

Lodging - As approved by the Department Head and Finance Director in accordance to the lodging policy.

VIII. TRANSPORTATION - Compensation will be made only for the method of transportation which is in the best interest of the Town considering travel expense, vehicle condition, as well as the employee's time. When more than one employee uses the same motor vehicle, only one claim for mileage compensation will be allowed.

A. Requirement for Using Town Owned Vehicle

1. Authorization - by the Department Head prior to use of Town owned vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
3. Vehicle reservation - each department shall reserve a pool vehicle with the Assistant to the Town Manager or receptionist at least 24 hours before needed.
4. Reporting - pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, and fuel level.
5. Returning of Pool Vehicle - fuel level must be full upon return from an out of town trip and any problems or incidents with the vehicle must be reported to the Assistant to the Town Manager. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed).
6. NO SMOKING in Town vehicles.
7. Only Town Staff, Council, Board & Commission members or another municipality staff may ride in a Town Vehicle.

B. Requirement for using personal vehicle

1. Authorization - by the Department Head prior to use of personal vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
3. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the Town's insurance will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of their employment.

SUBJECT: TRAVEL AND TRAINING

- b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town will not reimburse for any physical damage to the motor vehicle.
4. Compensation Basis
 - a. Compensation is based on Map Mileage using official state highway maps or mapping programs.
 - b. Beginning address and ending location address must be submitted for compensation.
 - c. Compensation will be using the most direct route.
 - d. Mileage compensation shall be at the Arizona Department of Administration approved rate. When the Arizona Department of Administration adjusts, the Town will automatically adjust the mileage rate. The mileage rate includes all travel and maintenance expenses of the vehicle.
 - e. If the traveler drives their privately owned vehicle and uses a Town credit card for gasoline purchases, they will not be reimbursed for mileage.

IX. MISCELLANEOUS TRAVEL ISSUES

- A. Communication Expense
 1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
 2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
 3. No personal calls will be reimbursed.
- B. Extending Business Trips with Vacation Time
 1. With the Department Head's approval, traveler may extend a business trip using vacation time.
 2. The Town will cover the lodging, map mileage and per-diem for the period the traveler is conducting Town business. Additional costs to extend the trip will be borne by the traveler.
- C. Local Transportation, Tolls and Parking
 1. Taxi, bus, and street car use is classified as local transportation and can be claimed with receipts.
 2. Claims for local transportation will not be allowed where the Town provides for other transportation (Town, personal or rental vehicle).
 3. Bridge and road tolls are reimbursable with receipts.
 4. Travelers must use the free or discounted parking when traveling on Town business.
 5. Receipts are required for reimbursement of allowable parking fees.

CAMP VERDE TOWN CODE

Section 3-3-12 Purchases from Mayor or Council members

Pursuant to ARS § 38-503(C), as may be amended, the Town, through its common Council, may purchase supplies, materials, and equipment not to exceed three hundred dollars in cost in any single transaction or a total of one thousand dollars annually, or as may be adjusted by law from the Mayor or any member of the common Council without using competitive public bidding procedures according to an annually adopted Town policy.

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38-503. Conflict of interest; exemptions; employment prohibition

A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.

B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

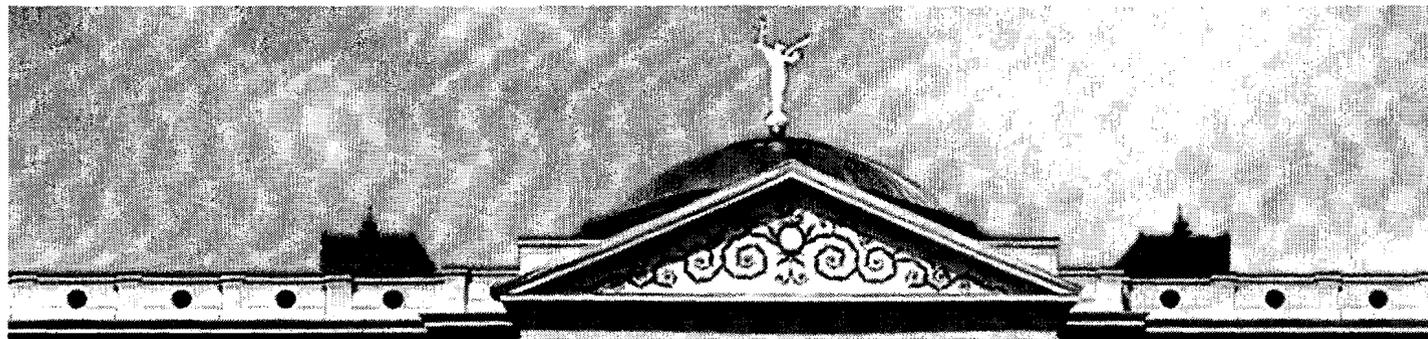
C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that:

1. A school district governing board may purchase, as provided in sections 15-213 and 15-323, supplies, materials and equipment from a school board member.
2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars in cost in any single transaction, not to exceed a total of one thousand dollars annually, from a member of the governing body if the policy for such purchases is approved annually.

D. Notwithstanding subsections A and B of this section and as provided in sections 15-421 and 15-1441, the governing board of a school district or a community college district may not employ a person who is a member of the governing board or who is the spouse of a member of the governing board.

Arizona State Legislature

Bill Number Search: _____



Forty-eighth Legislature - Second Regular Session

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[ARS TITLE PAGE](#) [NEXT DOCUMENT](#) [PREVIOUS DOCUMENT](#)

38-621. Persons eligible to receive travel expenses

A. The provisions of this article shall apply to every public officer, deputy or employee of the state, or of any department, institution or agency thereof, and to a member of any board, commission or other agency of the state when traveling on necessary public business away from his designated post of duty and when issued a proper travel order.

B. The designated post of duty of members of boards, commissions, authorities, councils and committee who are not fulltime employees of the agency served by the board, commission, authority, council or committee shall be deemed to be their place of residence.



SUBJECT

State of Arizona Travel Policy
Supplement I - Maximum Transportation, Lodging and Meal Reimbursement Rates

THE FOLLOWING RATES APPLY TO EMPLOYEES TRAVELING ON OFFICIAL STATE BUSINESS:

1. Personal Vehicle Mileage Reimbursement: **44.5 cents per mile effective 11/15/06**
2. Privately-owned aircraft: 99.5 cents per mile. Requires prior GAO approval. Based on the shortest air routes from origin to destination. Landing and parking fees are allowed except at the location where the aircraft is normally based.
3. In-State Lodging and Meal Rates: **Effective 11/15/06**

State	Primary Destination	County	Begin	End	Lodging	Meal
Default Rate	All cities not listed below	All counties not listed below			\$60	\$34
Arizona	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Oct 1	Oct 31	\$81	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Nov 1	Feb 28	\$65	\$39
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Mar 1	Sep 30	\$81	\$39
	Kayenta	Navajo			\$71	\$49
	Phoenix / Scottsdale	Maricopa	Oct 1	Dec 31	\$103	\$54
	Phoenix / Scottsdale	Maricopa	Jan 1	Mar 31	\$141	\$54
	Phoenix / Scottsdale	Maricopa	Apr 1	May 31	\$109	\$54
	Phoenix / Scottsdale	Maricopa	Jun 1	Aug 31	\$74	\$54
	Phoenix / Scottsdale	Maricopa	Sep 1	Sep 30	\$103	\$54
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Oct 1	Feb 28	\$107	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Mar 1	May 31	\$118	\$59
	Sedona	City Of Sedona Which Falls Within Yavapai And Coconino Counties	Jun 1	Sep 30	\$107	\$59
	Sierra Vista	Cochise			\$66	\$34
	Tucson	Pima	Oct 1	Dec 31	\$83	\$44
	Tucson	Pima	Jan 1	Mar 31	\$119	\$44
	Tucson	Pima	Apr 1	Sep 30	\$83	\$44
	Yuma	Yuma			\$71	\$34



SUBJECT

State of Arizona Travel Policy
Supplement I - Maximum Transportation, Lodging and Meal Reimbursement Rates

5. Meal Expense Breakdown for partial day travel:

Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00
Lunch	\$ 10.00	\$ 11.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00
Dinner	\$ 17.00	\$ 20.00	\$ 22.00	\$ 25.00	\$ 27.00	\$ 30.00
	\$ 34.00	\$ 39.00	\$ 44.00	\$ 49.00	\$ 54.00	\$ 59.00

6. Long-Term Subsistence: At least 30 consecutive days in travel status outside a 50 mile radius of residence and post of duty.

Up to the first seven (7) days may be reimbursed at the allowable rates stated above if arrangements for housing cannot be made before travel.

In-State: Lodging \$19.00 per night
 Meals \$20.00 per day
 Not to exceed a total of: \$39.00 per day

Out-of-State: Determined on a case-by-case basis. Please submit request to Arizona Department of Administration with sufficient details to determine appropriate rate.

7. Out-of-Country

For the current out-of-country rates you may contact the GAO at (602) 542-1750 or visit the Department of Defense website for the latest rates:

- Go to the GAO website (www.gao.state.az.us) and click on the Travel link,
- Click on the Current Out-of-Country / Alaska, Hawaii Lodging and Meal Index link. This will take you to Department of Defense website; then
- Click on Per Diem Rates and click on Per Diem Rates again. Next find the OUTSIDE CONUS, NON-FOREIGN OVERSEAS AND FOREIGN rates and select the COUNTRY/STATE from the drop down menu.
- Locate the travel destination and associated lodging and meal rates

The breakdown for partial day Meal for out-of-country can be done using the following percentages:

Breakfast	20%
Lunch	25%
Dinner	55%



Town of Clarkdale Travel Request/Advance Form

This form is used to request travel authorization and advance monies for travel. Travel reimbursements require a separate form. Please submit the completed form to the Finance Department at least 14 days prior to the date funds are needed. All required documentation should accompany this form.

Department _____ Date Prepared _____ Employee Name _____

Dates of Travel _____ Destination _____ Purpose of Travel _____

Meals (per diem – please see chart below to calculate per diem rates)

- Per Diem does not require the submittal of receipts after monies are expended.
- Meals provided at training or hotel will be deducted from per diem

Meal	In-State Travel	Out-of-State Travel
Breakfast	\$6.00	\$8.00
Lunch	\$8.00	\$10.00
Dinner	\$14.00	\$16.00
Daily Total	\$28.00	\$34.00

Transportation (airline, train, taxi, shuttle, etc.)

- Town vehicle is required for most transportation. If not applicable, other means may be paid for in advance with Town credit card or check. Documentation is required.

Lodging

- Accommodations may be made in advance by Town credit card or check. Documentation is required.

Revised 10/12/05

Advance Calculation

Meals: _____ Full Day(s) X \$ _____ /day = \$ _____

_____ Partial Day(s) X \$ _____ /meal = \$ _____ Total Meals = \$ _____

Transportation (attach invoice*): method of transportation: _____ Cost = \$ _____

Lodging (attach invoice*): Note if over \$100, you must attach three quotes Cost = \$ _____

Total Advance Requested: \$ _____

If expense paid by Town credit card or check, do not include in advance amount.

Employee Signature

Department Head Authorization



RESOLUTION 2008-753

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING FEES FOR TOWN SERVICES**

WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE
RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public as set forth in Exhibit A are hereby adopted, effective August 30, 2008.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of July 30, 2008:

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

**Camp Verde Community Library
Fee Schedule
2008 / 2009**

- Photocopies \$.10 per copy
- Printouts from Public access computers \$.10 per page
- Temporary library card for seasonal residents (**refundable***) \$25.00
- Replacement of lost cards \$3.00
- Overdue items (from our library) \$.10 per item per day
- Overdue videotapes (from our library) \$.50 per tape per day
- Overdue items (from libraries inside County) Varies from library to library
- Overdue items (from libraries outside County) \$1.00 per item per day
- Items placed on hold and not picked up after 8 days \$1.00 Per item
- **Items marked “Do Not Put In Book Drop” or similar wording \$.25 per item**
- Lost book, magazine, or other library item Replacement cost of the item plus \$5.00 processing fee and any overdue fines.

*** Provided the card is clear at the time of the requested refund (no fines, no over due items & nothing checked out on the card**

Office of the Town Clerk
2008 Fee Schedule

Notary Services	No Charge – Available by Appointment
Duplication Rates:	
Current Agenda Packets	10 cents per page*
Minutes	25 cents per page*
Recordings	\$2.00 per CD*
All other Public Record Requests	25 cents per page*
Commercial Public Records Request	\$200.00 for the Business License list, plus cost of reproduction
Publicity Pamphlet Arguments	\$200.00 per argument

*These items are available at no charge on the Town's website at www.cvaz.org

Business License Fees:

New or Change in Ownership or Location:

Inspection/Setup Fee	\$50.00
Business License Fee (annual)	30.00

Renewal:

Business License Fee (annual)	\$30.00
Name Changes Only (in addition to annual fee)	10.00

Service Providers Only:

Business License Fee (annual)	\$30.00
Name Changes Only (in addition to annual fee)	10.00

Casual Business Permits (per day) (waived if vendor purchases booth for Town-sponsored event(s))	\$50.00
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Rental Unit Fees:

Residential Rental Fee

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Commercial Rental Fee

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Storage Unit Rentals

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Liquor License Permits

Application/Posting/Inspection Fee	\$150.00
Business License (annually) + the following:	30.00
Series 4 – Wholesaler (annually)	50.00
Series 6 – Bar (annually)	50.00
Series 9 – Liquor Store (annually)	50.00
Series 10 – Beer & Wine Store (annually)	50.00
Series 11 – Hotel-Motel (annually)	50.00
Series 12 – Restaurant (annually)	50.00
Series 14 – Club (annually)	50.00
Special Event Permits (annually)	100.00

MUNICIPAL COURT FILING FEES

Effective August 25, 2004

HB 2128, Chapter 3

The filing fee schedules offered through this web page reflect the state fees established by statute. Please check with the court for additional local fees.

A.R.S. § 22-404		
CLASS	DESCRIPTION	BASE FEE
E	MINIMUM CLERK FEE	\$17.00
	RESEARCH IN LOCATING A DOCUMENT	17.00
	RECORD DUPLICATION	17.00
F	PER PAGE FEE	\$0.50
G	SPECIAL FEES	
	INJUNCTION AGAINST HARASSMENT	N/C
	DOMESTIC VIOLENCE, ORDER OF PROTECTION PURSUANT TO SECTION §13-3602	N/C
A.R.S. § 12-284		
CLASS	DESCRIPTION	BASE FEE
G	SPECIAL FEES	
	MARRIAGE LICENSE (Includes covenant marriages) (1)	\$50.00

(1) Pursuant to A.R.S. § 25-127, if a city or town is more than 4 miles from the county seat, the clerk of the superior court may allow a city or town clerk within the county to issue marriage licenses.

NOTE: Fee to convert an existing marriage to a covenant marriage - courts are advised to charge the superior court's \$18 minimum clerk fee "Demand for notice, filing paper, or performing any act for which a specific fee is not provided by statute."

Field Rental Fees

	Class A	Class B	Class C
Ball Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Soccer Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Lights (per hour)	No charge or by agreement	\$40 per hour	\$50 per hour

AN \$80 TURN ON FEE WILL BE CHARGED FOR LIGHTS PLUS THE HOURLY RATE

Cancellations of light reservations must be made 24 hours prior to reservation date or the hourly fee will be charged.

Facility Rental Fees

Key Deposit	\$50.00	\$50.00	\$50.00
Community Center (Gym)	No Charge or by agreement	\$50 per hour	\$100 per hour
Floor Preparation	No Charge or By agreement	\$50.00	\$75.00
Cleaning Deposit Community Center	\$500.00	\$500.00	\$500.00
Meeting Room Rental	No Charge	\$10 per hr.	\$20 per hr.
Park or Town Ramada Reservation	No Charge	\$10.00	\$20.00
Electric at Town Parks, Gazebo And Ramada	No Charge	\$20.00	\$20.00

YOU ARE RESPONSIBLE FOR SETTING UP ANY ADDITIONAL TABLES AND/OR CHAIRS IN THE MEETING ROOMS.

FEE AND DEPOSITS

Swimming Pool Admission

	<u>Per Visit</u>	<u>Season</u>	<u>10 Visits</u>
Adults (18 & Over)	\$2.00	\$60.00	\$15.00
Children	\$1.50	\$50.00	\$12.50
Family Pass (Immediate family only)		\$100.00	\$25.00

(Season passes can be paid in two payments: 1/2 on June 1st and 1/2 on July 1st)

Season passes for open swim and Family Nights only. Lap swimmers and Aerobics may purchase 10 visit passes or pay by the visit.

Swim Lessons \$21.00 - 30 minutes

Private use: Sundays only. \$25.00 per hour plus staff wages. \$100.00 refundable cleaning deposit.

Weight Room Fees - Individual membership

Daily	\$ 3.00	Monday through Sunday
Monthly	\$ 15.00	8:00 a.m. to 8:00 p.m.
3 Months	\$ 30.00	
Annual	\$100.00	

Key Card \$5.00 (Replacement cost is \$10.00 per key card)

Family Key Cards \$25.00 (Replacement cost is \$10.00 per key card)

Specialty classes: Town Sponsored:

20% of fees generated to Town and 80% to Instructor (adult programs)

15% of fees generated to Town and 85% to Instructor (youth programs)