

Article 3-1 TOWN MANAGER

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Section 3-1-1 Definitions

- A. Manager. Whenever the word "manager" is used, it shall be construed to mean the town manager of the town of Camp Verde, Arizona.
- B. Ratification. Whenever "ratification" by the council is required under this chapter, it shall be effected only by a majority vote of the seven (7) member town council, as then constituted, convened in a regular or special council meeting.

Section 3-1-2 Office of Town Manager Established

The office of town manager is hereby established. The town manager shall be appointed by majority vote of the council on the basis of his administrative and executive ability and shall hold office at the pleasure of the council.

Section 3-1-3 Eligibility and Residence

No member of the council, their spouse or relatives to the 1st degree shall be eligible for appointment as town manager until two (2) years have elapsed after such council member shall have ceased to be a member of the council.

Residence in the town at the time of appointment of a town manager shall not be required as a condition of the appointment, but within ninety (90) days after reporting for work the manager must become a resident of the town unless the council approves his residence outside the town.

Section 3-1-4 Bond

The manager shall furnish a corporate surety bond to be approved by the council in such sum as may be determined by the council, and shall be conditioned upon the faithful performance of the duties imposed upon the manager as herein described. Any premium for such bond shall be a proper charge against the town.

Section 3-1-5 Acting Town Manager

A. In the event of the temporary absence or disability of the manager, the powers and duties of that office shall devolve upon the clerk. In the event of the absence of the clerk, the manager shall then designate an officer of the town to be the temporary acting Town Manager.

B. In the event of a vacancy in the office of manager, such as that created by termination, resignation or death, the council may assign the powers and duties of the office of manager to another person until such time that the manager shall be replaced.

Section 3-1-6 Compensation

A. The town manager shall receive such compensation as the council shall fix from time to time.

B. The town manager shall be reimbursed for all actual expenses incurred by him in the performance of his official duties and endorsed by the council.

Section 3-1-7 Powers and Duties

The town manager is the 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 which 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:

A. Law Enforcement. It shall be the duty of the manager to see that all laws and ordinances of the town, and that all franchises, contracts, permits and privileges granted by the council are faithfully observed and to report any failure in that regard to the council, and the council shall give such instruction and direction as it may desire for remedial, corrective or terminating action by the manager.

B. Authority Over Employees. To control, order and give direction to all heads of departments and to subordinate officers and employees of the town under his jurisdiction through their department heads.

C. Power of Appointment and Removal. To appoint, remove, promote and demote any and all officers and employees of the town of Camp Verde except the town clerk and/or town treasurer/finance director, the town attorney and the town marshal, 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 statutes of the State of Arizona.

D. 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.

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

F. Attendance at Council Meetings. It shall be the duty of the manager to attend all meetings of the council unless he is excused therefrom by the mayor individually or by the council, except when his removal is under consideration. He may present recommendations relative to each item on the agenda for approval, rejection or modification by the council.

G. Financial Reports. To keep the council at all times fully advised as to the financial condition and needs of the town.

H. Budget. To prepare and submit a proposed annual budget and a proposed annual salary plan to the council.

I. Expenditure Control and Purchasing. To see that no expenditures shall be submitted or recommended to the council except on approval of the town manager or his authorized representative; to be responsible for the purchase of all supplies for all the departments or divisions of the town, provided that the purchase of any item in excess of five hundred dollars (\$500.00) shall be approved by the council. In case of accident, disaster or other circumstances creating a public emergency, the manager may award contracts and make purchases for the purpose of meeting said emergency, but he shall file promptly with the council a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures. It shall be the duty of the manager to see that no indebtedness is incurred or expenditure made in violation of the Arizona Constitution, the State budget law and Arizona Revised Statutes Section 42-303 (d) in particular.

J. Investigations and Complaints. It shall be the duty of the manager 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 and in regard to the service maintained by public utilities in said town and report findings to the council.

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

L. Additional Duties. Perform such other duties as may be required by the council, not inconsistent with federal law, state law or town ordinances.

M. Recommend to the governing body a standard schedule or pay for each appointive office and position in town service, including minimum, intermediate and maximum rates. 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 town council.

Section 3-1-8 Internal Relations

A. 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 councilman shall give orders or instructions to the town manager.

B. Attendance at Commissions 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.

Section 3-1-9 Removal Procedure

A. The town manager may be removed from office by a majority vote of the town council. In case of his intended removal by the council, the manager shall be furnished with a written notice stating the council's intention to remove him at least thirty (30) days before the effective date of his removal. If requested, the council shall grant him a public hearing within thirty (30) days following notice of removal. During the interim, the council may suspend the manager from duty with or without pay.

B. Limitation on Removal. Notwithstanding the provisions of this section, the town manager shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any general municipal election held in the town at which election a member of the council is elected or when a new councilman is appointed. After the expiration of the ninety (90) day period, the provisions of this section as to the removal of said town manager shall apply and be effective. The purpose of this provision is to require any newly elected or appointed member of the council or a reorganized council to observe the actions and ability of the manager in the actual performance of the powers and duties of his office.

Section 3-1-10 Employment Agreements

Nothing in this article shall be construed as a limitation on the power or authority of the council to enter into any supplemental agreement with the town manager delineating additional terms and conditions of employment and not inconsistent with any provisions of this article. All items of this ordinance will be in accordance with federal, state, county and local laws.

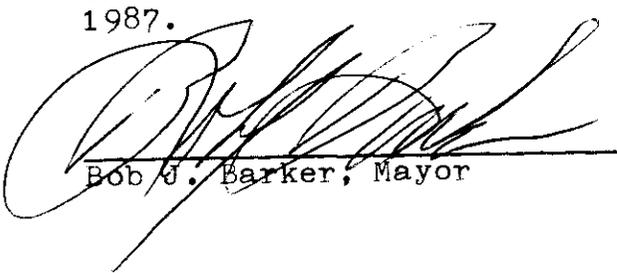
EMERGENCY CLAUSE - Whereas it is necessary for the preservation of the peace, health and safety of the town of Camp Verde, Arizona, an emergency is declared to exist, and this ordinance shall become immediately operative and in force from and after the date of posting hereof.

Ordinance 87-A03

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PASSED AND ADOPTED by the mayor and the Common Council of the Town of Camp Verde this 16th day of February, 1987.

APPROVED by an affirmative vote of all members of the Common Council of the Town of Camp Verde on this 16th day of February, 1987.



Bob G. Barker, Mayor

ATTEST:



Susan Marshall
Acting Town Clerk