

ORDINANCE 94-A91
AMENDMENT OF THE TOWN MANAGER ORDINANCES

**AN ORDINANCE OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY,
ARIZONA, AMENDING TOWN MANAGER ORDINANCES (87-A03, 87-A08, 87-A11)
CONCERNING QUALIFICATIONS, DUTIES, AND EMPLOYMENT AGREEMENTS**

Section 1: Eligibility of Council Members. The restriction in Section 3-1-3 of Ordinance 87-A03 prohibiting the appointment of a person as town manager if he or she has served on the Council is reduced from two years to one year from the time the person left office.

Section 2: Succession in Office. Section 3-1-5.A of Ordinance 87-A03, and Ordinance 87-All in its entirety, are deleted. The order of persons to serve as acting manager in the temporary (a period greater than 2 working days) absence or disability of the manager will first be the Town Clerk, then the Town Marshal, and, if neither are available, the manager shall designate another department head. If there is a permanent vacancy, by resignation, death, or termination, the Council shall designate an acting manager to serve until a new manager is hired.

Section 3. Compensation. Sections 3-1-6 and 3-1-10 of Ordinance 87-A03 are amended to reflect the following:

- (a) no employment contract may provide for severance benefits totalling more than three (3) months' salary and benefits whether designated salary, medical benefits, retirement plan contributions, vacation pay, or otherwise, and the severance pay shall be accrued as one month's pay and benefits after 12 months of service, 2 months' after 24 months of service, and three months' after 36 or more months of service. Benefits in this paragraph are in addition to any accrued salary benefits that the manager is entitled to at the time of separation, such as vacation time. Unused sick leave shall not be paid, whether accrued during employment or as a severance payment.
- (b) reimbursement for expenses shall only include meals, transportation (if a Town car is not provided), and lodging necessary for official functions of the Town, or pursuant to assignments with governmental agencies and agenda items discussed by the Council.

Section 4. Expenditure Limits. Section 3-1-7.I, Ordinance 87-A03, is hereby amended to reflect:

- (a) department heads may authorize expenditures within budget limitations of up to \$ 500.
- (b) expenditures over \$1,000 shall be recommended by the manager, and submitted to Council for approval.

Section 5. Citizen Complaints. Section 3-1-7.J, Ordinance 87-A03, is amended to reflect the policy and procedures adopted by the Council at its December 15, 1993, meeting.

Section 6. Remaining Provisions All remaining provisions of the manager ordinances not modified or amended herein shall remain in effect.

PASSED AND ADOPTED in open meeting by the Town Council, Town of Camp Verde, Arizona, on this 18th day of May, 1994, to be effective June 17, 1994, pursuant to ARS 19-142.B.

Approved: A. Carter Rogers, A. Carter Rogers, Mayor

*ATTEST: Dane Bullard
Dane Bullard, Clerk*

Approved as to Form:

[Signature], Town Attorney