

RESOLUTION NO. 12-998

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI AND STATE OF ARIZONA, AMENDING RESOLUTION NO. 11-976 RELATING TO THE CHINO VALLEY ROADS AND STREETS COMMITTEE BY AMENDING SECTION 3 "MEMBERSHIP," SECTION 4 "QUORUM," SECTION 5 "MEETINGS OF THE COMMITTEE," SECTION 8 "MEETING AGENDA," AND SECTION 9 "STANDING RULES"

WHEREAS, on August 27, 2009, the Town Council adopted Resolution No. 09-915 creating a Roads and Streets Advisory Board and setting forth its duties, responsibilities, and Rules of Procedures; and

WHEREAS, on December 31, 2011, at the recommendation of the Roads and Streets Advisory Board, the Town Council adopted Resolution No. 11-976, renaming the Roads and Streets Advisory Board as the Roads and Streets Committee and further amending Section 3: Membership; and

WHEREAS, on July 10, 2012, at the recommendation of the Roads and Streets Committee ("Committee"), the Town Council discussed reducing the membership of the Committee and elected to make certain amendments to the provisions relating to Committee membership;

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, County of Yavapai, State of Arizona, that Resolution No. 11-976 is hereby amended to amend Sections 3, 4, 5, 8 and 9 relating to membership of the Roads and Streets Committee as follows:

Section 1: TITLE OF PUBLIC BODY

The Roads and Streets Advisory Board shall henceforth be called the Roads and Streets Committee.

Section 2: PURPOSE OF ROADS AND STREETS COMMITTEE

The purpose of the Chino Valley Roads and Streets Committee ("Committee") is as follows:

- A. To advise the Mayor and Common Council regarding policies relating to Roads and Streets, their service, function, purpose, and for the enhancement of long term road development, geometrics, intersection configuration, planning and prioritizing based on current and future roadway demands.
- B. To establish criteria for the ranking and prioritizing of roadways and intersections to be improved.
- C. To establish roadway maintenance strategies and policies based on the best management practices of the industry and funding levels of the Town.
- D. To make recommendations to the Mayor and Common Council regarding Roads and Streets budget matters and potential funding mechanisms.
- E. To present to the Mayor and Common Council during a regularly scheduled Town Council meeting, in sufficient time to allow Council to incorporate any budget necessary item, an Annual Report describing the accomplishments of the Committee in the previous year and plans for the next year.

Section 3: MEMBERSHIP

- A. The Committee shall consist of ~~nine (9)~~ SEVEN (7) members ~~appointed by the Mayor and Common Council at the first appropriate regular Common Council meeting held after this Resolution becomes operative. Thereafter, u~~Upon expiration of each Committee member's term, the members of the Committee shall be appointed by the Mayor and Common Council at a Common Council meeting in June. Each member to serve for a term of two (2) years, with ~~four (4)~~ THREE (3) terms expiring on June 30 of even-numbered years and ~~five (5)~~ FOUR (4) terms expiring on June 30 of odd-numbered years. Appointments to fill un-expired terms shall be for the remainder of the term.
- B. UP TO three (3) Council Members shall be appointed to the Committee and a ~~maximum of five (5)~~ IF THEY ARE AVAILABLE AND QUALIFY, UP TO THREE (3) members of the Committee ~~must~~ SHOULD have a background in Civil Engineering, Public Works Construction, Transportation System Planning, or some combination of practical experience relating to roadways and transportation systems.
- C. The staff liaison shall make recommendations to the Council Appointments Committee for appointments to fill expired terms or vacancies on the Committee. The Council Appointments Committee shall review the applications and make a recommendation to the Mayor and Common Council for such appointment(s). A person may be appointed to serve as a Committee member for an unlimited number of terms.
- D. Members of the Committee shall serve at the pleasure of the Council.

- E. Persons eligible to serve as Committee members shall live within the Town limits, except three (3) members who may reside outside Town limits in Yavapai County and in an area normally served by the Town's transportation system.
- F. Full and part-time Town employees are not eligible to serve as voting Committee members. An individual who works for the Town in the capacity of a temporary employee is not eligible to serve as a Committee member. The Public Works Director/Town Engineer shall serve as the primary staff liaison to the Committee in a non-voting status.

Section 4: QUORUM

A majority of the Committee, ~~five (5)~~ FOUR (4) members, shall constitute a quorum.

Section 5: MEETINGS OF THE COMMITTEE

- A. The Committee shall meet monthly, or as needed; the day, time and place of such meetings to be determined by the members of the Committee.
- B. The Chair may call special meetings at least forty-eight (48) hours in advance of such meetings, or a meeting may be called at the request of ~~four (4)~~ THREE (3) members of the Committee, or, additional meetings may be established prior to the end of a regular scheduled meeting.
- C. The Committee shall adhere to all relevant provisions of Arizona Revised Statutes, the Chino Valley Town Code of Ordinances and this Resolution. For rules of procedure not otherwise set forth, Robert's Rules of Order, Newly Revised shall govern the proceedings of the Committee.

Section 6: OFFICERS

- A. Officers of the Committee shall be a Chair, Vice-Chair and Secretary. These Officers shall also serve as the Executive Committee.
- B. In the event that the term of a Committee member serving as an Officer expires and said Committee member is re-appointed to the Committee by Mayor and Council, said Committee member shall not automatically resume his previous position and duties. All appointments to serve as an Officer of the Committee must be filled by election at the annual July meeting. If an Officer position becomes vacant during the term, an election shall be conducted at the next scheduled Committee meeting to fill the position for the remainder of the term.

C. The Chair shall:

1. Set the agenda for meetings of the Committee and advise the Secretary no less than one week prior to the regular meeting.
2. Preside at all meetings of the Committee.
3. Call special meetings of the Committee, unless an additional meeting is determined during a regular meeting.
4. Make reasonable best efforts to mediate any problems arising among Committee members.
5. Present both written and verbal reports to the Mayor and Council, in a sufficient time to allow Council to incorporate any necessary budget items, as to the progress of the Committee.

D. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

E. The Secretary, or designee, shall:

1. Post copies of meeting agendas no less than twenty-four (24) hours prior to a meeting of the Committee.
2. Mail or deliver meeting minutes, agenda, and appropriate attachments to all members of the Committee no less than five (5) days prior to the regular meeting. The distribution of information is to include the Town Manager, for distribution to the Mayor and Council.
3. Keep a true and accurate account and minutes of all proceedings of the Committee and its meetings
4. Provide copies of the minutes of any regular or special meeting to all Committee members and to the Town Manager and, after Committee approval, to the Town Clerk. Upon request, minutes from meetings may be presented to the public and comply with the provisions of Arizona law regarding public meetings, including, without limitation, A.R.S. Sections 38-431 and 38-431.01.

Section 7: SUBCOMMITTEES

- A. The Committee shall create such Special Subcommittees as it deems necessary. These may include, but are not limited to: Speed Limit Review; Right of Way Acquisition; Construction/Specifications, Maintenance, Studies and Finance relating to the funding of roadways.

- B. At the annual July meeting, the Chair of the Committee shall appoint a Chair for each of the Subcommittees. The term for all Subcommittee Chair positions shall be for one year.
- C. Any Special Subcommittee may be disbanded after said Subcommittee has made its final report to the Committee.

Section 8: MEETING AGENDA

- A. Any agenda request shall be presented to the Chair or Secretary at least one (1) week prior to a Committee meeting.
- B. The Chair shall determine the items to be placed on the agenda.
- C. Meeting agendas shall be posted as required by state law.
- D. ~~The format of the agenda for Committee meetings may be as follows~~ EACH COMMITTEE MEETING SHOULD INCLUDE THE FOLLOWING AGENDA ITEMS IF APPLICABLE:
 - 1. CALL TO ORDER
 - 2. ROLL CALL
 - 3. APPROVAL OF MINUTES
 - 4. PUBLIC WORKS/TOWN ENGINEER'S REPORT
 - 5. COMMITTEE CHAIR REPORTS
 - 6. CALL TO THE PUBLIC
 - 7. CORRESPONDENCE
 - 8. OLD BUSINESS
 - 9. NEW BUSINESS
 - 10. FUTURE AGENDA SUGGESTIONS
 - 11. ADJOURNMENT

Section 9: STANDING RULES

The Committee may draft Standing Rules to govern procedures so long as they are not in conflict with the provisions of this Resolution. Such Rules shall be adopted by an affirmative vote of two-thirds majority (~~6~~ 5) of the members of the Committee.

Section 10: ABSENCES; REMOVAL FOR UN-EXCUSED ABSENCES

- A. Except in emergencies, a Committee member shall notify the Chair or the Secretary of any intended absence from a Committee meeting not less than twenty-four (24) hours prior to that meeting.
- B. In the event that a Committee member misses three (3) consecutive meetings without being excused by the Chair or Secretary, or in the event that a Committee member misses five (5) regular meetings without being excused by the Chair or Secretary within a twelve (12) month period, the Committee shall forward a recommendation to the Town Manager for consideration by the Council of removal of said Committee member.

Section 11: RESIGNATIONS

- A. A Committee member who wishes to resign shall submit the resignation in writing to the Chair stating the effective date of the resignation.
- B. The Chair shall immediately forward the resignation to the Town Manager for Council action.

Section 12: COMMITTEE MEMBERS SHALL COMPLY WITH THE LAW

Committee members shall be bound by the Town Code of Ordinances, Chapter 35; Code of Ethics, and by all other provisions of applicable law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 24th day of July, 2012.

Chris Marley, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove, Drutz & Kack, PC
Town Attorney