



# Town of Paradise Valley

6401 E Lincoln Dr  
Paradise Valley, AZ 85253

## Meeting Notice and Agenda

### Town Council

*Mayor Jerry Bien-Willner*  
*Vice Mayor Mark Stanton*  
*Council Member Ellen Andeen*  
*Council Member Christine Labelle*  
*Council Member Scott Moore*  
*Council Member Julie Pace*  
*Council Member Anna Thomasson*

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Thursday, May 9, 2024

3:00 PM

Council Chambers

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#### 1. CALL TO ORDER / ROLL CALL

*Notice is hereby given that members of the Town Council will attend either in person or by electronic conference system, pursuant to A.R.S. §38-431(4).*

#### 2. EXECUTIVE SESSION

[24-169](#)

Discussion and consultation with the Town Attorney, as authorized by A.R.S. §38-431.03(A)(3), for legal advice regarding the Paradise Valley Employee Handbook update.

[24-154](#)

Discussion of Town Manager annual performance review as authorized by A.R.S. §38-431.03(A)(1).

[24-155](#)

The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).

#### 3. STUDY SESSION ITEMS - IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION

*The Study Session is open to the public for viewing, and the following items are scheduled for discussion among the Council, Staff, and their designees. The Town Council will be briefed by staff and other Town representatives. There will be no votes and no final action taken on discussion items. The Council may give direction to staff and request that items be scheduled for consideration and final action at a later date. The order of discussion items and the estimated time scheduled to hear each item are subject to change.*

**[24-164](#)**

**Discussion of Police Pension Funding Policy, Financial  
Management Policy, and Budget Follow Up Items  
30 Minutes**

**Staff Contact:**

Leslie DeReche, 480-348-3696

**Attachments:**

[A. Staff Report](#)

[B. Presentation](#)

**24-161****Discussion of Town of Paradise Valley Employee Handbook Update  
60 Minutes****Staff Contact:**

Gina Monger 480-348-3542

**Attachments:**[A. Staff Report 05092024](#)[AA. AP-10.5 Miscellaneous Leaves 05092024](#)[B. Employee Handbook - current 02261998](#)[BB. AP-11.1 Miscellaneous Benefits 05092024](#)[C. Article I Definition of Terms - adopted 06092023](#)[CC. AP-12.1 Employee Grievances 05092024](#)[D. Section 201 Purpose - adopted 06092023](#)[DD. AP-13.1 Employee Investigations 05092024](#)[E. Section 703 Unclassified Service - adopted 06092023](#)[EE. AP-14.1 Discipline and Appeals 05092024](#)[F. Section 810 Overtime - adopted 06092023](#)[FF. Presentation - Employee Handbook Update 05092024](#)[G. Section 812 Premium Pay - adopted 06092023](#)[H. Section 904 Sick Leave - adopted 06092023](#)[I. Section 905 Annual Vacation Leave - adopted 06092023](#)[J. Employee Handbook - draft 05092024](#)[K. AP-04.1 Code of Conduct 05092024](#)[L. AP-04.2 Discrimination and Harassment Prevention 05092024](#)[M. AP-04.3 Reasonable Accommodation and Fitness-for-Duty 05092024](#)[N. AP-04.4 Drug- and Alcohol-Free Workplace 05092024](#)[O. AP-05.1 Recruitment and Selection 05092024](#)[P. AP-05.2 Probationary and Review Periods 05092024](#)[Q. AP-05.3 Performance Reviews 05092024](#)[R. AP-06.1 Classification Plan 05092024](#)[S. AP-07.1 Compensation 05092024](#)[T. AP-07.2 Bilingual Services 05092024](#)[U. AP-08.1 Hours of Work and Overtime 05092024](#)[V. AP-09.1 Insurance Benefits 05092024](#)[W. AP-10.1 Designated Holidays 05092024](#)[X. AP-10.2 Vacation and Personal Leaves 05092024](#)[Y. AP-10.3 Sick Leave 05092024](#)[Z. AP-10.4 Family and Medical Leave Act Leave 05092024](#)

**24-160**

**Discussion of FY 2024 Community Services Program and FY 2025 Homelessness Initiative Funding Recommendations**

**Staff Contact:**

Andrew B. Ching, 480-348-3690

Duncan Miller 480-348-3690

**Attachments:**

[A. Staff Report](#)

[B. CASS Community Impact Report](#)

[C. Duet Community Impact Report](#)

[D. Phoenix-CBI-Rio Fresco Report to Paradise Valley](#)

[E. Presentation](#)

**4. BREAK**

**5. RECONVENE FOR REGULAR MEETING 6:00 PM****6. ROLL CALL****7. PLEDGE OF ALLEGIANCE\*****8. PRESENTATIONS\*****24-158****Discussion and Possible Action to Recognize 3228 E San Miguel Place as an Historic Property**

**Recommendation:** Approve the Historical Advisory Committee's recommendation to recognize 3228 E San Miguel Place as an official historic property in Paradise Valley

**Staff Contact:** Duncan Miller, 480-348-3610

**Attachments:** [A. Staff Report](#)  
[B. Historical Committee Recommendation](#)  
[C. Proclamation](#)  
[D. Plaque](#)

**9. CALL TO THE PUBLIC**

*Citizens may address the Council on any matter not on the agenda or any item on the Study Session (Section 3 on the agenda). In conformance with Open Meeting Laws, Council may not discuss or take action on this matter at this Council meeting, but may respond to criticism, ask that staff review a matter raised, or ask that it be placed on a future agenda. Those making comments shall limit their remarks to three (3) minutes. Please fill out a Speaker Request form prior to addressing the Council.*

**10. CONSENT AGENDA**

*All items on the Consent Agenda are considered by the Town Council to be routine and will be enacted by a single motion. There will be no separate discussion of these items. If a member of the Council or public desires discussion on any item it will be removed from the Consent Agenda and considered separately. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

**24-156****Minutes of Town Council Meeting April 25, 2024**

**Attachments:** [Town Council Minutes April 25 2024](#)

**24-162****Discussion and Possible Action to Adopt Resolution 2024-06  
Designating the Town's Filing Agent for the Annual Expenditure  
Limitation Report for FY 2024-2025**

**Recommendation:** Adopt Resolution 2024-06 designating a Chief Fiscal Officer for the submission of the annual expenditure limitation report.

**Staff Contact:** Duncan Miller, 480-348-3610

**Attachments:** [A. Staff Report](#)  
[B. RES 2024-06 - Designating CFO for ELR purposes \(001\)\(5.01.24\)\(6167027.1](#)

**11. SPECIAL MEETING / PUBLIC HEARING**

*The Town Council may hear public comments and take action on any of these items. Citizens may address the Council regarding any or all of these items. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

**24-163****Discussion and Possible Action to Adopt Resolution 2024-07  
Approving the Final Budget for Fiscal Year 2024/2025**

**Recommendation:** Adopt Resolution 2024-07 approving the Final Budget for Fiscal Year 2024/2025.

**Staff Contact:** Leslie DeReche, 480-348-3696

**Attachments:** [A. Staff Report Final Budget FY25](#)  
[B. Resolution 2024-07 FY 25 Final Budget](#)  
[C. Presentation](#)

**RECONVENE REGULAR MEETING****12. ACTION ITEMS**

*The Town Council May Take Action on This Item. Citizens may address the Council regarding any or all of these items. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.*

**13. FUTURE AGENDA ITEMS**

*The Town Council May Take Action on This Item. The Mayor or Town Manager will present the long range meeting agenda schedule and announce major topics for the following meeting. Any member of the Council may move to have the Town Manager add a new agenda item to a future agenda. Upon concurrence of four more Members, which may include the Mayor, the item shall be added to the list of future agenda items and scheduled by the Town Manager as a future agenda item within 60 days, or longer with Council approval.*

**24-157****Consideration of Requests for Future Agenda Items**

**Recommendation:** Review the current list of pending agenda topics.

**Staff Contact:** Town Manager, 480-348-3690

**Attachments:** [2024 Council Agenda Schedule](#)

**14. MAYOR / COUNCIL / MANAGER COMMENTS**

*The Mayor, Council or Town Manager may provide a summary of current events. In conformance with Open Meeting Laws, Council may not have discussion or take action at this Council meeting on any matter discussed during the summary.*

**15. ADJOURN**

AGENDA IS SUBJECT TO CHANGE

*\*Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.*

*The Town of Paradise Valley endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for disabled persons at public meetings. Please call 480-948-7411 (voice) or 480-483-1811 (TDD) to request accommodation to participate in the Town Council meeting.*