

**ADDITIONAL INFORMATION**

**JANUARY 21, 2009**

**LIBRARY ADVISORY COMMISSION  
QUARTERLY REPORT**

21-28-119402:43 #CVD

**4th Quarter, 2008 Report**

**to Camp Verde Town Council**

**from Town of Camp Verde Library Advisory Commission**

**Regular Meetings:** Oct. 18<sup>th</sup> and Nov 2008 met regular time and place 6:30 pm 3rd Thursday of the Month, RM 106 Camp Verde Town Hall

**Work sessions:** 0

**Special Sessions:** 0

**Library Commission Agenda Items:**

October:

1. Welcomed Amber Polo as a new commissioner. She took the place of Tom Neilson.
2. Elections were held: Lisa Mina – Chairperson, Karen Heuman – Vice Chairperson
3. Discussed an offer from Mr. Jim Penrod, regarding his building of a new library building on his land along Finney Flat road and then leasing the building to the Town. Mr. Penrod was not in attendance so the item was continued.
4. CCCVL in a formal proposal to the Commission and ultimately to town council asked
  - a. Pool all construction funds.
  - b. The library commission have input on any action regarding the "library" 5-acres
  - c. The town to commit to building a Leed certified building
  - d. Put the question of the site of the new library to a vote of the people.
  - e. Look into the level of funding from Yavapai County in relation to the amount of library tax paid by Camp Verde residents
  - f. A financial commitment from the town for the library project.

The commission has investigated the pooling of construction funds – CCCVL may deposit their funds into the Town's library construction fund.  
 The commission would support item "b"  
 The commission has recommended that council commit to building a Leed certified building.

The commission respectfully transmits the request of CCCVL to have the site of the new library be put to a vote of the people. In addition council should know that several of the commissioners have been receiving requests from the citizens of Camp Verde to put the location to vote. The amount of phone calls regarding a vote is increasing. We pass this information on the Town Council as a representative of the people of Camp Verde.

Gerry Laurito, Lisa Mina and Amber Polo all attended presentations by the Yavapai Library Network(YLN) regarding the new formula established to charge the 41 members of the YLN for usage. We each found it extremely fair. We would not recommend writing letters requesting a change. The same company that generated the new formula for the YLN has also been hired to generate a new formula for how the County accesses and delivers funds to the County Libraries. We each have faith that the chosen company will again deliver a fair formula for taxing and funds distribution. Again we would not recommend writing any letters requesting a change at this time.

In regards to Camp Verde formally setting aside funds for the library. At this time the Commission does not want to make any requests of Council due to the financial strain all communities are in. We do applaud the action taken by Rep. Anne Kirkpatrick in asking what assistance Camp Verde might need and the Town Employees assistant to the Mayor in being able to provide with the requested documentation. We are hoping that she will be able to procure funds for the Town of Camp Verde that will enable several of the projects requested of the Mayor to come to fruition. This would include the building of a new library.

5. Director Laurito and his staff delivered a list of library functions and services they would like to see in a new building. The commission will use this list and other lists they previously created to formulate a commendation to council when appropriate.

November:

1. Discussion continued on the CCCVL proposal. The results were previously mentioned above.
2. Discuss the new Prescott Valley Public Library Building and how Yavapai Community College and contributed to the building. We will keep the idea of contributions in mind for when there is actually funds for construction.

**Commission Vacancies: 0**

**ADDITIONAL INFORMATION**

**JANUARY 21, 2009  
HOUSING COMMISSION REPORT**

Housing Commission  
Quarterly Report  
October, November and December  
2008

01-21-19A03:03 RCVD

**Mission Statement**

**The Town of Camp Verde Housing Commission will strive to maintain and foster an environment where a variety of decent, safe and sanitary, and affordable housing opportunities are available for all age groups and socio-economic levels.**

The Town Council appointed the Housing Commission. The members of the Commission are:

Jeremy Bach (Chairperson, Term: October 2008 to September 2011)

Linda Buchanan (Vice-Chairperson, Term: November 2006 to September 2009)

Sharon Roddan (Term: April 2007 to September 2009)

John McReynolds (Term: October 2008 to September 2011)

Kathy Davis (Term: October 2007 to September 2010)

Tony Varela (Term: January 2008 to September 2009)

Gregory Blue (Term: October 2008 to September 2011)

The Commissions regular meetings are the third Tuesday of each month at 4:00 p.m. in room 106.

**October Regular Session:**

- Discussion, consideration, and selection of Chairperson:
    - Jeremy Bach was elected
    - Housing director Mr. Morris discussed the town code in regards to the election of commissioners
  
  - Discussion, consideration, and selection of Vice-Chairperson:
    - Linda Buchanan was elected
    - Although she was not in attendance of the meeting Mr. Morris stated she would be interested in the position
  
  - Discussion of regular monthly meeting schedule:
    - Third Tuesday of each month at 4:00 p.m. was unanimously decided by the commissioners.
  
  - Review and discussion of housing continuum including Arizona Department of Housing and USDA Rural Development programs:
    - Mr. Morris summarized what was in our packets
    - These included federal government funding programs, several different rural housing programs and photos, different funding opportunities in which the town was currently pursuing and the future funding opportunities.
    - Mr. Morris also challenged the members of the commission that if they wanted to be more informed and involved that he would schedule a meeting with a representative from the Department of Housing.
    - Staff updated on upcoming conferences and meeting
-

**November Regular Session: Cancelled**

**November 25<sup>th</sup> Special Session:**

- Public Hearing, discussion and possible recommendation for an exception from the HOME final rule, regarding Conflict-Of-Interest provision, to allow commissioner Roddan, through Diamond Homes Inc., to participate in the bidding process for invitation to bid for work pertaining to the town's HOME GRANT.
  - The commission decided unanimously to forward HUD the recommendation to allow Diamond Homes to participate in the bidding process for this project.
  
- Discussion and consideration to close the Housing and Neighborhood Revitalization Department and decommissioning of the Housing Department:
  - The item failed to pass, Vice-Chair Buchanan decided to table the item until the next appropriate meeting
  - Mr. Morris discussed the budget short falls and the direction from the town manager to 'ramp down' staff in the next couple of months
  - Mr. Morris also discussed the savings to the town for his expertise in another department.

**We would really like to thank Matt Morris, Teresa Goodwin and Loan Committee (Davis, McReynolds and Varela) for all of there dedication to making this process a huge success not only for the recipients but also for The Town of Camp Verde for paving the way to the Future**

**December 16, 2008-Cancelled**

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Jeremy Bach, Chairperson

ADDITIONAL INFORMATION

JANUARY 21, 2009

TRAILS COMMISSION QUARTERLY REPORT

**Trails & Pathways Commission**  
**4<sup>th</sup> Quarterly Report**  
**Submitted January 18, 2009**

01-21-09 SP03:14 RCVD

The Trails and Pathways Commission met on the 2<sup>nd</sup> Tuesdays of each month in 2008. In 2009 meetings will be moved to a bi-monthly timeframe. The Trails Commission function is to develop and maintain a Trails Policy, to propose new trails and to review all new subdivision proposals for possible trails and connectivity.

The 2009 Commissioners re Judie Piner, chairperson, Bill Mitton, vice chairperson, Lynn Reddell, Ele Espinosa, Larry Strubhar, and Bea Richmond, who is also the Commission's representative to the Dead Horse State Park Trails Coalition. We are currently one commissioner short and hope that the Town will recruit a new and enthusiastic replacement for Perry Haddon.

**General and ongoing work by the Trails Commission**

- **Subdivision proposals:** The Commission endeavors to determine each new subdivision's impact on the existing trail system and to recommend if any new trails or pathways should be included in their design. Such recommendations are forwarded to P&Z and to the Council
- **Trails Policy:** The Commission is working to formulate a coherent trails policy for the Town Council's approval, to include a trail standards description, a trails maintenance program and a trails volunteer policy.
- **New trails or trailheads:** The Commission works to identify existing, new, or historic trails and trailheads as areas of interest come to their attention. Some exist within the Town of Camp Verde, and/or connect with trails that exist in other jurisdictions. Some projects are long-range projects that are ongoing that require continual diligence and attention to keep moving forward. Others are in the early processes of identification and planning.
- **Forest Service Liaison:** The Commission endeavored to coordinate with other government entities and keep our policies in line with our US Forest and Park Service neighbors.
- **Other Assignments from Town Manager and/or Council:** From time to time the Trails Commission is given other projects to consider and comment upon.

**Subdivisions addressed:** No subdivisions were addressed during the 4<sup>th</sup> Quarter.

**Carryover Projects:**

- **Ryal Canyon proposed trailhead:** The Commission continues to follow up on the property trade that would provide for the trailhead.
- **Copper Canyon trailhead:** The Commission continues to monitor this project that is funded by a federal grant and is being advanced by the US Forest Service.
- **Commissioner Lynn Reddell and Councilman Smith continue as liaisons between various volunteers contributing in-kind work on the Copper Canyon Trailhead.**
- **Bea Richmond diligently continues her reports on the Dead Horse State Park Trails and the Verde Valley Regional Trails plan meetings.**

**Chronology:*****Meeting, October 14<sup>th</sup>, 2008***

During the call to the public, past Chairman Haddon thanks the members of the Commission for allowing him to serve as a member and as Chairman.

Commissioner Piner was appointed to be Chairperson of the Commission, Commissioner Piner was appoint to serve again as Vice Chairperson.

It was decided that the Trails Commission should meet earlier in the evening and it was voted that they should meet the second Tuesday of every month at 5:30 pm in Council Chambers.

There was discussion in regards to the August 12, 2008 presentation by Judy Adams and Heather Provencio from the USFS Red Rock District in regards to Jackson Flat. Perry Hddon spoke on the progress of the Jackson Flat Trail and that we hope to have a letter drafted notifying interested parties of the Town of Camp Verde's interest in the trail on the proposed land exchange site.

Discussion of ways the Commission can assist in moving forward the Crook Trail Crossing and request for clarification on property lines.

Discussion of a potential pathway/trail from Ace Hardware to present Camp Verde Library on the east side of Montezuma Castle Highway. Staff Liaison Moore informed the Commission that the town held no right-of-way on the east side of the highway.

Discussion of possible cleanup for urban trails/bicycle paths at Highway 260, Main Street, and Finnie Flat Road, and up to Montezuma Castle Road. It is recommended to look into policies and permissions and consider a cleanup project for Earth Day.

Discussion in regards to a bicycle path/urban trail loop at Montezuma Castle and Arena Del Loma. Liaison Moore is looking into what needs to be done to make this trail a reality.

***Meeting Scheduled for November 11, 2008 Cancelled******Meeting December 9, 2008***

It was with some surprise that Commissioner Piner found herself Chairperson (it pays not to be absent and to review the minutes).

Additional discussion in regards to the August 12 presentation by Judy Adams and Heather Provencio from the USFS Red Rock District in regards to Jackson Flat.

Discussion in regards to the past proposed trail system from the Envirozeum site, which the Trails Commission is interested in reviving. It was decided that letters of interest should be sent to Forest Service and State Parks, two entities involved in the original plan. Chairperson Piner met with Staff Liaison Moore (at a later date) to get further information needed to prepare the letters.

Liaison Moore reported on the Community Park project.

In accordance with the November 19<sup>th</sup> Council meeting, it was decided the the Trails Commission would meet every other month until further notified.

The Commission continues to discuss ongoing projects at every meeting: such as Copper Canyon, Ryal Canyon

## AGENDA



**REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, JANUARY 21, 2009  
at 6:30 P.M.**

*If you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off when you enter Council Chambers. Remove your hats for the Pledge of Allegiance. All Presentations are limited to 10 minutes.*

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Special Session – January 13, 2009
    - 2) Special Session – December 22, 2008
    - 3) Special Session – December 17, 2008
    - 4) Executive Session – December 17, 2008 (Recorded)
    - 5) Regular Session – December 17, 2008
  - b) **Set Next Meeting, Date and Time:**
    - 1) January 28, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
    - 2) February 4, 2009 at 6:30 p.m. – Regular Session
    - 3) February 18, 2009 at 6:30 p.m. – Regular Session/Council Hears Planning & Zoning
5. **Call to the Public for Items not on the Agenda.**
6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
7. **Presentation and possible approval of the Proclamation declaring February 14 – 21 as “Arizona Adult Literacy Week.”**
8. **Presentation and discussion of the Quarterly Reports from the following Commissions for the period covering October – December 2008:**
  - a) **Youth Commission**
  - b) **Board of Adjustments**
  - c) **Design Review Board**
  - d) **Planning & Zoning Commission**
  - e) **Parks & Recreation Commission**
  - f) **Housing Commission (written report was not submitted)**
  - g) **Library Advisory Commission (written report was not submitted)**
9. **Presentation and Review of the First Draft of the 2009 Heritage Grant application and possible direction to staff relative to the application. (Staff Resource: Lynda Moore)**
10. **Clarification of the intent of the language in Section 108-D, concerning swine Temporary Youth Organization Use Permit, specifically 5.1.1) and 2), and hearing of an appeal of the Community Development Director’s decision to not to accept the FFA Advisor’s agreement and to accept all authority concerning enforcement of Section 108-D regulations for all youth livestock activity under her supervision during 2009. (Staff Resource: Nancy Buckel)**
11. **Discussion, consideration, and possible approval of the FY 2008 Development Impact Fee Reports. (Staff Resource: Lisa Elliott)**

12. **Discussion, consideration, and possible approval of Resolution 2009-758, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Investment Policy". (Staff Resource: Lisa Elliott)**

Councilor Garrison requested item #13:

13. **Discussion and possible direction to staff relative to the recently released investigative report by the Town Marshal and the County Attorney concerning the failure of the Town's Internal Controls in the Town's Finance Department, to include, but not be limited to discussion of the following:**
- a) **How the failures listed in the report were allowed to occur;**
  - b) **Possible methods in which the Council can prevent similar failures in the future; and**
  - c) **Request the County Attorney to re-open the investigation.**

Councilor Smith requested item #14:

14. **Discussion and consideration of, but not limited to the following, with possible direction to staff on any or all of the matters listed:**
- a) **Update on the Town's current financial condition, to include information on where the Town's reserves are maintained and the interest rates earned;**
  - b) **Update of the external and internal costs to operate the Finance Department;**
  - c) **Explanation as to why Council has not received Monthly Financial Reports since June 2008; and**
  - d) **Possible direction to staff to proceed with hiring a Finance Director in order to possibly lower the operational costs of the Finance Department and to improve oversight, Internal Controls, and responsiveness.**
15. **Discussion, consideration, and possible approval/denial of the Verde Valley Concert Association-Missoula Theatre Project application for funding for \$1,750 from LTAF. (Staff Resource: Debbie Barber)**
16. **Discussion, consideration, and possible approval of Ordinance 2009-A360, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town Code Article 2-3-1, Regular Meetings and Article 4-2-A.3 Set the Regular Meeting Schedule. (Staff Resource: Debbie Barber)**
17. **Discussion, consideration, and possible approval of Resolution 2009-759, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting Meeting Dates and Times for Council and All Commissions/Committees for 2009. (Staff Resource: Debbie Barber)**
18. **Discussion, consideration, and possible authorization for the Mayor as the Town's Chief Elected Official to support or oppose certain Bills introduced during the legislative sessions when they adversely affect the Town's interests and need an immediate response. (Staff Resource: Debbie Barber)**
19. **Call to the Public for Items not on the Agenda.**

**There will be no Public Input on the following items:**

20. **Advanced Approvals of Town Expenditures**
- a) **There are no advanced approvals.**
21. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
22. **Adjournment**

Posted by: *O Jones*

Date/Time: *1-16-09*

*9:45 a.m.*

Note: Pursuant to A.R.S. §38-431.03.A.2 and 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.

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
TUESDAY, JANUARY 13, 2009  
3:00 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.**

**1. Call to Order**

Mayor Gioia called the meeting to order at 3:00 P.M.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, and Councilors Garrison, German, Kovacovich, and Smith were present.

Mayoral candidates Bob Burnside and Tim Sykes and Council candidate Jackie Baker were present.

**Also Present:**

Town Manager Michael Scannell, Parks & Recreation Director Linda Moore, Community Development Director Nancy Buckel, and Town Clerk Deborah Barber

Councilor Garrison led the Pledge of Allegiance.

**3. Discussion, consideration, and possible direction to staff relative to proceeding or not proceeding with the 2009 Pecan and Wine Festival that is scheduled for February 13, 14, and 15, 2009 due to the poor performance of the economy. (Staff Resource: Lynda Moore)**

Director Moore explained that she was before Council to advise that she anticipated a dramatic loss in the upcoming Pecan and Wine festival, noting that if attendance is down 20%, the Town could loose over \$6,000 and more if she purchased wine glasses. She explained that there were only two wineries and two antique vendors signed up for the show. She cited the downturn in the economy as the primary reason for the lack of vendor participation. She said that several of the antique dealers had explained that people who purchase antiques have discretionary income, and because of the economy, sales have been down over 50%. Moore also expressed her concern that proceeding with the event might damage its reputation if people who come from all over the state and there are no vendors.

After a lengthy discussion from Council members and input from the public, the Council directed staff to proceed with the Pecan and Wine Festival, stating a clear understanding that the event will not likely be self-sustaining, requiring subsidy from the Town, and to increase the door entry fee to \$12.00; to reimburse the wineries for the glasses poured for wine tasting; to waive vendor fees; to order 300 undated wine glasses; to seek out volunteers to reduce employee-related expenses; to utilize the Chamber of Commerce and other organizations to assist with advertising costs; and under no circumstance, would the insurance requirements be waived.

**PUBLIC INPUT:**

**Jackie Baker** volunteered her assistance and noted that she agreed with Councilor Kovacovich that the Town is not in the charity business. She said that if Council should decide to proceed with the event that it should be done in the vein of helping local businesses, noting that the ski slopes up North are having to turn away people. She said that working with some of them might help attract visitors to the Town. She also

noted that it has always been the Town's policy to require insurance and she did not know when this requirement lapsed, but if it had, it was against Council policy. She also advised that cities and Towns throughout the State are canceling events and that if we put on an even without vendors, people would never come back.

**Tom Pitts**, President of the Jerome Chamber of Commerce, assured Council that this event was a keystone event for the Verde Valley and he offered his assistance with event planning and advertising and working with the Verde Valley Wine Consortium.

**Steve Goetting**, Parks Commission, stressed that the Town needs to keep up with the community advisory meetings to get input. He said that the Town should reimburse the wineries because they should not have to bear the expense of giving away their wine, noting that the wineries are not charities either. He asked for more detailed budget information so there could be a true picture of the economic impact that the events actually have on the Town's economy. He said that he encouraged corporate sponsorship and the banner ads on the street.

**Jim Ellington**, Parks & Rec Commission, thanked Moore for bringing this matter to their attention. He said it is better to have a positive event, noting that in the past, the only memory was how much it cost the Town. He said that because of that, the Commission changed their focus from tourism to community events. He suggested that the merchants take over the tourist focused events.

**Dick Tinlin**, pecan grower, said that he was surprised that there were no organizational meetings in December as there were in the past. He said that he travels throughout Arizona and he is always asked about the Pecan and Wine Festival. He said that these people come to our Town and buy 500 tanks of gas that brings \$20,000 into the Town. He said that he buys pecans and hires people, and that is also a shot in the arm of the economy. He said that he would like to see the multiplier because this event has to bring in hundreds of thousands of dollars into the Town.

**Linda Buchanan**, Chamber of Commerce & Housing Commission, said that it was too late to cancel the event, as people had already planned and the Chamber had already advertised. She said that this event was impacted because Council had reduced the participation from Commissions, noting that they had pulled the rug out from under the Mule Show and Corn Festival. She said that the Chamber had a contractual obligation with the Town and it was too late to cancel now. She suggested that staff had already made the decision.

**Howard Parrish**, warned that the event would be lost if it were cancelled and he suggested that Council waive the fees.

**Tracy Schimikowsky**, Chamber of Commerce, advised that they had sent out a general release to 750 media contacts advertising the event and she hoped that it would not be cancelled. She advised that it had been advertised as a Valentine Weekend getaway.

There was no other public input.

Item #5 was heard prior to Item #4 to accommodate the attorney that was present by telephone for an executive session for legal advice. The meeting was recessed at 4:47 p.m. and called to order at 6:14 p.m. Mayor Gioia read the following item aloud.

4. **Possible approval of either Ordinance 2008-A354-A, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 118 of the Zoning Ordinance to define A-Frame Signs, add exceptions for the projecting signs and A-Frame signs into the Right-of-Way for businesses along Main Street under Prohibited Signs, and define the criteria**

**under which projecting signs may be used under Business/Commercial/Industrial Signs OR Ordinance 2009-A359, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Section 118 of the Zoning Ordinance to define A-Frame Signs, add exceptions for projecting signs into the Right-of-Way for businesses along Main Street under Prohibited Signs, and define the criteria under which projecting signs may be used under Business/Commercial/Industrial signs. (Staff Resource: Nancy Buckel)**

On a motion by Smith, seconded by Kovacovich, the Council voted to reaffirm, Ordinance 2008-A-354.A, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 118 of the Zoning Ordinance to define A-Frame Signs, add exceptions for the projecting signs and A-Frame signs into the Right-of-Way for businesses along Main Street under Prohibited Signs, and define the criteria under which projecting signs may be used under Business/Commercial/Industrial Signs with Garrison voting no.

Buckle advised that she brought this item before Council because the minutes indicated that Council approved the ordinance based on the Planning & Zoning Commission's recommendation. She advised that the Commission had not recommended approval and she wanted to make sure that Council understood that.

#### **Public Input**

P&Z Commission Member and Mayoral Candidate **Bob Burnside** questioned how many merchants would be helped by the language in the ordinance.

**Jackie Baker** said that reaffirming the ordinance is a start, but more needed to be done.

There was no other public input.

- 5. Review, discussion, consideration, and possible approval of the Development/ Settlement Agreement among the Town of Camp Verde, California Hotwood, Inc., and business entities and affiliates related to the Zellner family. Note:** Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. (Staff Resource: Town Attorney)

Mayor Gioia read the item aloud. On a motion by German, seconded by Hauser, the Council voted unanimously to hear this item in executive session for legal advice. The meeting was recessed at 4:47 p.m. and reconvened at 6:14 p.m.

- 5a. DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF RELATIVE TO THE REAL PROPERTY IDENTIFIED AS A VACANT .36 ACRES PARCEL OF THE NORTHERN BOUNDARY OF THE COMMUNITY PARKLAND. Note:** Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(7) for discussion or consultation with designated representative(s) in order to consider Council's position and instruct its representative(s) regarding negotiations for the purchase, sale or lease of real property. (Staff Resource: Michael Scannell))

Councilor German declared a conflict and left the meeting at 6:42 p.m. Mayor Gioia read the agenda item aloud. On a motion by Hauser, seconded by Kovacovich, the Council voted to hear this item in executive session. The meeting was recessed at 6:43 p.m. and reconvened at 7:00 p.m.

Mayor Gioia announced that the Council directed staff to proceed with the auction with no minimum bid requirement, with Council retaining the right to reject any and all bids.

**6. Adjournment**

The meeting was adjourned at 7:03 p.m., following a motion by Hauser and seconded by Smith.

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Deborah Barber, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Work Session of the Town Council of Camp Verde, Arizona, held on the 13<sup>th</sup> day of January 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Debbie Barber, Town Clerk

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
Monday, DECEMBER 22, 2008  
3:15 p.m.**

**1. Call to Order**

The meeting was called to order at 3:15 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, and German were present; Councilor Smith was present (*by telephone conference*); Councilor Kovacovich was absent; there is one seat vacant.

**Also Present:** Town Manager Mike Scannell, Town Attorney Bill Sims (*by telephone conference*), and Recording Secretary Margaret Harper.

**3. Update, discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning Canyon Wood Supply owned by California Hotwood, Inc. formerly known as Zellner's Wood Yard. Note:**

Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. (Staff Resource: Town Attorney)

**On a motion by Hauser, seconded by German, the Council unanimously voted to go into Executive Session.**

Mayor Gioia announced that a citizen has requested to make a statement; the members agreed to accept public input prior to going into Executive Session.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Clint Gray** said that prior to 1969, anything before that was considered grandfathered in. The property owners were never notified of any of the expansion of Zellner's Wood Yard. The operation also runs all day Saturday and all day Sunday. The dates on the deeds show when the property was purchased. The Town has never collected any kind of revenue or sales taxes off of the local wood sold here in Town. Mr. Gray urged the Council to not postpone the date any further, but to get something done.

**John Gray** asked if a statement will be made after coming out of Executive Session. (*Gioia said that would depend upon what transpires in the Executive Session and what information is shared.*)

**A recess was called at 3:20 p.m. to go into Executive Session; the meeting was called back to order at 5:02 p.m.**

**4. Review, consideration, and possible approval of an Interim Settlement Agreement WITH THE PARTIES OWNING INTERESTS IN the Canyon Wood Supply.**

There was no action taken.

Staff was directed in accordance with the following recommendation by Town Attorney Bill Sims:

"Mayor and Members of the Council: Since May you have asked staff and your Town Attorney to explore options to figure how best to mitigate the impact of the Wood Lot on the neighborhood. We have tried any number of options to include even potential relocation to different locations. Staff is here to try to recommend an option that might hold the greatest likelihood of at least having some degree of some remediation measures that would address some of the impact on

the community. Our recommendation is as follows: We would ask for direction tonight to negotiate a settlement agreement that would include the following terms: It would acknowledge some degree of use on some of the existing parcels. It would shut down, at least for the short term, the discovery and the hearing on January 8<sup>th</sup> to allow the parties time to spend resources to see if a compromise could be attained. And the community would acknowledge, every time I've spoken before the community, I have identified litigation as "a zero sum game; there will be a winner and there will be a loser." And that I could not guarantee to you, my Council, and to the citizens of Camp Verde that we could get any degree of operational constraint if indeed the Town were to lose. The intent of my recommendation tonight is to hold out the prospect of operational constraint. So the Settlement Agreement will offer some degree of use, it will require the parties to negotiate the uses in a way that perhaps some reasonable remediation measures could be implemented. We would hope to do this by February 15<sup>th</sup>, at which time if we could agree upon an agreement, which you will have to do under the Statutes, that the agreement meets the needs of all concerned, then the litigation could be terminated.

So our request to you tonight is to ask direction to negotiate a settlement agreement that would incorporate those terms."

There was no further Council discussion; Mayor Gioia confirmed that the foregoing would be the Council's statement also.

**5. Adjournment**

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 5:05 p.m.

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Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 22<sup>nd</sup> day of December 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Debbie Barber, Town Clerk

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
Wednesday, DECEMBER 17, 2008  
4:00 p.m.**

**1. Call to Order**

Mayor Gioia called the meeting to order at 4:02 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Kovacovich, Garrison, and German were present. Councilor Smith was absent. (There is one vacancy on Council)

**Also Present:**

Town Manager Michael Scannell and Deputy Town Clerk Jones were present. Attorney Sims was present telephonically.

Mayor Gioia read the agenda items aloud and asked Council their pleasure. Garrison questioned the Attorney regarding giving the public some information on this matter in an open meeting. Attorney Sims stated the Town is dealing with delicate negotiations, and he needs to advise the Council on the latest events.

On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to discuss the agenda items in executive session.

The meeting was recessed at 4:05 p.m. and reconvened at 6:01 p.m.

- 3. Update, discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning Canyon Wood Supply owned by California Hotwood, Inc. formerly known as Zellner's Wood Yard.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. (Staff Resource: Town Attorney)

No action was taken on this item.

**4. Adjournment**

Following a motion by German, seconded by Kovacovich, the meeting was adjourned at 6:02 p.m.

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Virginia Jones, Deputy Town Clerk

**CERTIFICATION**

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona held on December 17, 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008

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Debbie Barber, Town Clerk

**MINUTES  
REGULAR SESSION  
COUNCIL HEARS PLANNING & ZONING COMBINED  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, DECEMBER 17, 2008  
6:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion**

**1. Call to Order**

The meeting was called to order at 6:30 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, Kovacovich, and German were present; Councilor Smith was absent; there is one seat vacant.

**Also Present:** Town Manager Mike Scannell, Sr. Planner Mike Jensen, Parks & Recreation Director Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Gioia.

**4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

**a) Approval of the Minutes:**

- 1) Regular Session – December 3, 2008
- 2) Special Session – December 3, 2008
- 3) Executive Session – December 3, 2008 (Taped)

**b) Set Next Meeting, Date and Time:**

- 1) December 24, 2008 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
- 2) January 7, 2009 at 6:30 p.m. – Regular Session
- 3) January 21, 2009 at 6:30 p.m. – Regular/Council Hears P&Z COMBINED
- 4) January 28, 2009 at 6:30 p.m. – Council Hears Planning & Zoning - **CANCELLED**

**c) Possible approval of Intergovernmental Agreement with the Camp Verde Unified School District for use of a parking lot and trail located on Camp Lincoln Road between the School District Office and Butler Park. (Staff Resource: Lynda Moore)**

**d) Possible authorization to go to public auction of real property identified as a vacant .36-acre parcel of residential land located east of McCracken Lane in the 1200 Block South, a portion of parcel 404-02-171 with a starting bid of \$20,000 and specifically laying out easement issues following the sale. (Staff Resource: Lynda Moore)**

**e) Possible approval of Councilmember German's and Town Manager Mike Scannell's out-of-state travel expenditures related to the December 10, 2008 settlement discussions with Canyon Wood Yard/California Hot Wood's owners. (Staff Resource: Michael Scannell)**

**f) Possible approval of Resolution 2008-757, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled, 'Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona.'. (Staff Resource: Michael Scannell)**

**g) Possible approval of Ordinance 2008-A356, an Ordinance of the Town of Camp Verde relating to privilege License Tax: adopting 'Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona' by reference; amending Article V-Administration of the Town Tax Code and Regulation 8-555.1; providing penalties for the violation thereof; providing severability and establishing an effective date. (Staff Resource: Michael Scannell)**

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with Items c), d), e), f) and g) pulled to be addressed separately.

Mayor Gioia requested that Items d), f) and g) be pulled for discussion; Councilor Garrison requested that the remaining Items c) and e) also be pulled.

**4.c) Possible approval of Intergovernmental Agreement with the Camp Verde Unified School District for use of a parking lot and trail located on Camp Lincoln Road between the School District Office and Butler Park.**

**On a motion by Garrison, seconded by Gioia, the Council voted unanimously to send this IGA document back to the newly convened School Board for January, for their agenda, to look this over.**

Garrison said she would like the subject document to come from the new Board that will include three new members to be seated in January; in addition, the terms of the proposed IGA appears to unfairly favor the School District. The Council members indicated agreement with that proposal.

**Note: Councilor German recused himself from the hearing on the following item based on conflict of interest, and left the Council Chambers.**

**4.d) Possible authorization to go to public auction of real property identified as a vacant .36-acre parcel of residential land located east of McCracken Lane in the 1200 Block South, a portion of parcel 404-02-171 with a starting bid of \$20,000 and specifically laying out easement issues following the sale.**

Staff was directed to meet with Mrs. German and Mr. Brown, together with the appraiser, bring back a recommendation as soon as possible; also to request the Town Attorney to provide a legal opinion to the Council in connection with A.R.S. 37-803, as cited by Mrs. German.

Gioia explained that he wanted to address this item in order to give the adjacent property owners the opportunity to address Council on the issue. Hauser acknowledged the fact that this issue had been addressed previously, but the decision was made to put the parcel up for auction in response to concerns from the property owners. Responding to a request from Garrison to share some of the background with the community, Manager Scannell reviewed the steps taken by staff pursuant to Council direction and how the Town arrived at the value of the subject parcel; he believes that the interested parties have some concern about the method of determining the value. Gioia suggested that the appropriate staff be allowed to review the appraisal, discuss with the property owners and bring it back to Council if there is anything worth divulging to Council. There was also opinion expressed that auction might not be necessary and the open market might dictate the value.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Carol German** questioned the minimum bid for the narrow strip of property, commented on its unique nature, and the process used for the appraisal that contained the admission that there was a lack of truly analogous sales data to rely upon. Ms. German referred to her review of A.R.S. 37-803 that appears to allow a direct sale with proper public notice, which would be a considerable savings.

**Robert Brown**, an adjacent property owner, agreed that the appraiser had no comparable parcels, pointing out errors made by the appraiser in selecting parcels upon which to base the final appraisal. He suggested that the Town use the original purchase price of the property as the basis for establishing a current fair price.

**Bob Burnside** outlined his mathematical review of the appraisal that indicated to him that in reality the value of the property would not total over \$10,000.

There was no further public input.

Garrison requested the Town Manager to discuss with Mrs. German and Mr. Brown the questions raised by Mrs. German as well as the issues discussed at this meeting, in order to perhaps arrive at a fair price and just sell it by posting the intent to sell pursuant to the A.R.S. section cited by Mrs. German. Scannell said he would be happy to meet with the principals again, together with the appraiser, and bring back a recommendation to Council as soon as possible; the issue will be addressed at the meeting set for January 21, 2009. Scannell will also ask the Town Attorney to provide a legal opinion to the Council based on his review of the statute cited by Mrs. German and the applicability of that statute to this issue.

**Note: Councilor German returned to the Council Chambers at 7:01 p.m.**

**4.e) Possible approval of Councilmember German's and Town Manager Mike Scannell's out-of-state travel expenditures related to the December 10, 2008 settlement discussions with Canyon Wood Yard/California Hot Wood's owners.**

On a motion by Kovacovich, seconded by Garrison, the Council unanimously approved the amount of \$1,040.80 for the subject out-of-state travel expenditures.

Town Manager Scannell reviewed the request by Council to try to find grounds for an agreement by negotiating directly with the business owners. He explained that after some preliminary contacts, it was concluded that a face-to-face meeting would be appropriate, and that a trip to California was immediately necessary since time was of the essence based on the upcoming January 8<sup>th</sup> court hearing. Garrison announced that the travel expenditure was \$1,040.84. German added his opinion that the Town would have been severely handicapped in any legal action had he and Scannell not taken the trip and had the meeting.

**(Note: The following two items were discussed together, after which the Council agreed to combine any decisions on Items f) and g) with the later discussion and action on Item 13.)**

- 4.f) Possible approval of Resolution 2008-757, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled, 'Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona.**
- 4.g) Possible approval of Ordinance 2008-A356, an Ordinance of the Town of Camp Verde relating to privilege License Tax: adopting 'Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona' by reference; amending Article V-Administration of the Town Tax Code and Regulation 8-555.1; providing penalties for the violation thereof; providing severability and establishing an effective date.**

Gioia introduced both of the above items to be discussed jointly and stressed that the issue involved an amendment, not to enact any changes to what is normally done. Gioia explained that the amendment is simply enabling legislation that would allow the Town to make a decision that is to be discussed in Item 13 on this agenda. Scannell reviewed the changes promulgated by the State to the standard operating procedure which basically has no effect on the community. The amendment simply allows the Town to do on its own what the State of Arizona does now on its behalf; that is, auditing for compliance with the sales and use tax provisions of State law. Scannell said he would recommend Donald Zelechowski to be the auditor to take on the auditing assignment; that recommendation is to be discussed and considered in Item 13 that follows later in this agenda. Scannell stressed the serious impact of the deteriorating economic situation, pointing out that the Town is simply looking for compliance with existing law, the community will benefit accordingly, and the proposed action is the prudent course to follow.

Donald Zelechowski reviewed for the Council his qualifications and experience, and explained that the Tax Code is difficult to understand and that his intent is to educate the businesses and the public as to what their responsibilities are. Mr. Zelechowski confirmed that the audit provision in the document does not contemplate the imposition of new taxes, it will only allow collection of revenue and review of records. In discussion with the Council, Mr. Zelechowski said he would provide sample letters for the Town to use in the business license process to help to inform the applicants. He also recommended that any auditing commence from this date forward and not review past records, although that is allowed by law.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Linda Buchanan** said she had requested separate consideration of these items in order to help inform the community, and hopes the issue will be agendized properly in future meetings; she requested that action on these two items as well as Item 13 be forestalled until they can be considered on an upcoming agenda.

**Perry Haddon** suggested that Item 13 could be addressed right now, out of sequence, pursuant to Roberts Rules; that would be of great benefit.

**Bob Burnside** questioned whether adoption of this amendment means that it will be necessary to hire a new employee to act as the Resolution Officer as provided in the document.

**Ramona Aldridge**, owner of the Health Foods Store, questioned the proposed recovery rate in the Auditor's letter and the reference to the \$10,000 fee and "breaking even."

**Ginger Mason** commented that the way the agenda item was vaguely worded may have instilled fear in the business

owners; they appreciate help getting through red tape, but the word "audit" is what is upsetting, making the businesses feel they are being attacked; the words "educational" or "informational" would have been helpful.

There was no further public input.

Mayor Gioia requested that action on these items be delayed until after discussion on Item 13; he apologized for the way these items were placed the agenda, and the resulting concern that was generated among the business community.

5. **Call to the Public for Items not on the Agenda.**

There was no public input.

6. **Council Informational Reports**

**German** reported on his attendance at the recent Chamber luncheon and his enthusiasm regarding the Chamber's Board of Directors 2009 Objectives; he said that the Sanitary District has voted to entertain the Town's participation and share the benefits of that participation.

**Hauser** expressed gratitude for the results of the Adopt-A-Family project; out of 32 requests for bicycles, it has been possible to fulfill 16 of those requests.

**Garrison** wished everyone a Merry Christmas; she also commended the attendance of the several candidates for Council and Mayor seats who were in the audience.

**Kovacovich** thanked everyone who turned out on the cold and windy night to enjoy the Lights Parade last Saturday.

**Gioia** reported on efforts regarding further extension of Hwy 260, and also commented on the sad effects being seen in the community from the current economical situation. Gioia reported on the Water Advisory Committee and Verde River Basin Partnership and the return of some funds because of upcoming inactivity. Gioia said he will be meeting with the new Congress person to discuss what Camp Verde can do with the possible receipt of a portion of the economic stimulus package; staff is gathering information in that regard. Gioia wished everyone a Merry Christmas.

7. **Presentation by Bob Rothrock from Verde Valley Land Preservation Institute, Inc. regarding activities, goals, and accomplishments, followed by discussion.**

There was no action taken.

Bob Rothrock gave a Power Point presentation on the mission of the Verde Valley Land Preservation Institute, including the efforts to foster the public and municipal collaborative processes, and related scientific research, emphasizing preservation of open space.

**PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Ramona Aldridge**, referring to Fox Ranch property being designated as a Conservation Easement, asked about the original tax break, and whether the Conservation Easement designation remains throughout future possible sales of the property. (*Mr. Rothrock assured her that it would.*)

There was no further public input.

*Mayor Gioia requested item #8:*

8. **Report and update on the Mayor's efforts with the Chamber of Commerce, the Signage Subcommittee, and ADOT to improve signage along SR 260 and along I-17 with directional signs to the Historic Downtown Main Street.**

There was no action taken.

Gioia invited the Chamber of Commerce President and members from the Subcommittee on Signage to join in on his report. Gioia commented on the desperate need in these economic times to bring more people into Town and the deep concern of Council on that issue. He reviewed his efforts to elicit information from ADOT, as well as meetings with the Chamber Subcommittee on Signage outlining requests for signage with ADOT. Ginger Mason spoke on behalf of the Subcommittee and, together with input from Gioia, reviewed the main areas where specific signs were requested.

There was no public input.

9. **Discussion, consideration, and possible approval of Ordinance 2008-A354A (amending Ordinance 2008-A354 approved on October 22, 2008, but not processed based on attorney advice) an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 118 of the Zoning Ordinance to define A-frame signs, add exceptions for projecting signs and A-Frame signs into the right-of-way for businesses and Main Street under Prohibited Signs, and define the criteria under which projecting signs may be used under Business/Commercial/Industrial signs. (Staff Resource: Nancy Buckel)**

On a motion by German, seconded by Gioia, the Council voted 5-1 to approve Ordinance 2008-A354A as proposed by the Planning & Zoning Commission, with the changes made by insertion of "events" in Paragraph 12.a. on Page 2, and "side" in Paragraph A.5 on Page 3; with a 'no' vote by Garrison.

Staff was directed to work with the Planning & Zoning Commission to start moving forward on creating the Overlay Zone.

#### **STAFF PRESENTATION**

Sr. Planner Mike Jenkins explained that at the Council's public hearing on October 22, 2008, regarding allowing projected signs, language was added to also allow A-frame signs. This necessitated a further public hearing by the Planning & Zoning Commission, resulting in a recommendation to Council to approve the changes discussed, including the suggestion to reconsider Ordinance 2008A-354 dated October 22, 2008, in its original form, with the addition of two words, and to suggest that business owners along Main Street apply for variances to display A-frame signs until such time as an Overlay Zone is created that addresses the special conditions present along Main Street.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Ramona Aldridge** questioned whether the reference to applying for a variance pertained to only one sign per business. (*Jenkins confirmed that it referred to an A-frame or similar sign.*)

**Bob Burnside** stated, for clarification only, that the ordinance in the agenda packet does not reflect a copy of what the staff and the P&Z Commission had recommended; it is a copy of what Council proposed at its last meeting.

Mr. Burnside's comment was followed by a discussion and review of the two words that had been added to the October 22, 2008 proposed ordinance. The issue of including a specific time period to allow A-frame signs was also discussed, as well as the suggestion to allow them through a variance procedure. Jenkins confirmed the steps and time involved in applying for a variance, and that each business owner would have to separately apply. There was also the suggestion that perhaps the Town Attorney could determine a process whereby a group could apply for a variance initially, with subsequent applications made on an individual basis. Jenkins reiterated the recommendation to Council made by the P&Z Commission that was intended to accomplish in the easiest and fastest way what Council wanted, namely, the variance procedure, and the subsequent creation of an Overlay Zone.

#### **FURTHER PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Linda Buchanan** suggested that the person being assigned to re-write Code might address this issue as a top priority, to find a simple solution.

**Perry Haddon** said that as he recalls, Councilor Smith said that in essence all of these rules did not apply to Main Street; furthermore, he heard nothing about any timeframe, the problem will never go away.

**Jackie Baker** described her past experience working on the A-frame signs issue; if an ordinance change is required, that should be done to get it over with in order to help our businesses.

**Bob Burnside** said that he understands that when Camp Verde created its historical district, the 15 parcels that were acquired for the road were allowed as non-conforming uses and were issued encroachment permits forever. The original outcry objecting to A-frame signs did not include Main Street.

**Howard Parrish** commented that he remembers that at several of the meetings there was no reference to any time limit imposed, only "until times got better than they are now."

There was no further public input.

During further discussion by the Council on the issues raised, including creation of an Overlay Zone, Jenkins called the attention of the Council to Item 12 of the proposed Ordinance that allows an exception to allow A-frame signs along Main Street between Arnold Street and General Crook Trail during regular business hours. The variance procedure that had been recommended was apparently unnecessary, the proposed Ordinance would allow A-frame signs along Main Street, and based on that understanding, the Council took action to adopt Ordinance 2008-A354A as recommended by the P&Z Commission.

10. **Presentation, discussion and possible direction to staff concerning the encroachment of a garage owned by Aileen Smart onto the Town's property located on Basham Circle.** (Staff Resource: Nancy Buckel)  
Staff was directed to inform the Town Attorney of the Town's intent to enforce compliance and request his advice regarding the Town's rights and available law.

Sr. Planner Jenkins reviewed the background of the encroachment, the negotiations with the property owner, accommodations made by the Town to assist her, and her agreement to remove a portion of the encroaching building from the Town's property. The property owner now has advised that she does not intend to follow through with removing the encroaching portion of the building since she no longer has the funds to do so.

The Council discussed with Jenkins the history of the construction of the original building, the acquisition of the property owned by the Town and the determination that an encroachment existed, the cooperation with the property owner, her commitment to bring the building into compliance, and her subsequent refusal to do so. Jenkins said he understands that government is exempt from adverse possession, and suggested that the Town Attorney might be able to help.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Jackie Baker** reviewed her memory of addressing the subject problem a few years back, suggesting that the Town may not have owned the property at the time the garage was built.

**Debbie Roulette** said that the Town could either give the property to her or give it to the attorney.

**Pete Roulette** said that she did not mean to give the property, she meant give her the money to have the building renovated, or to the attorney to figure out what to do.

There was no further public input.

11. **Discussion, consideration, and possible direction to staff relative to the requirement for vendors of Special Events to provide a certificate of insurance for General Liability of at \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured.** (Staff Resource: Lynda Moore)  
On a motion by German, seconded by Garrison, the Council voted unanimously to continue to require vendors to provide a certificate of insurance for General Liability for at least \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured.

Parks & Recreation Director Lynda Moore explained that the Town's insurance representative had found that the Town was lacking in requiring vendors to provide liability insurance, and he had strongly recommended that this should be corrected. Moore said that vendors are objecting to that requirement; she has also confirmed that other communities require that insurance. Moore added that she also tries to inform vendors in advance of the need for insurance, and has recommended sources they might use to obtain it fairly inexpensively.

**PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Jackie Baker** had other suggestions for insurance coverage available to the vendors at inexpensive prices.

There was no further public input.

12. **Discussion, consideration, and possible appropriation of \$100,000 from the CIP Fund to the Parks Fund and direction to staff to begin Request for Proposal process to engage a consultant to complete design work for initial projects for the Community Park.** (Staff Resource: Michael Scannell)  
On a motion by Hauser, seconded by Garrison, the Council unanimously approved the appropriation of no more than

\$100,000 from the CIP Fund to the Parks Fund and direct staff to begin the Request for Proposal process as outlined.

Scannell referred to the staff report that requests moving the \$100,000 from the Capital Improvement Fund into the Parks Fund for use in funding design work for the Community Park. Scannell explained how such a commitment would not only place the Town in a position to be prepared to begin work immediately on the Park pending the anticipated receipt of the Heritage Grant. The fund balance is in the Capital account, is restricted to be used for Capital Improvements, and is an acceptable use of those funds. Gioia added that committing those funds for design work would also serve to strengthen the Town's standing in being considered for the Heritage Grant. Scannell confirmed that the Council would have another opportunity to review and consider letting a contract for the design work following receipt of the proposals, and the amount contemplated would be less than \$100,000.

There was no public input.

**(Note: As previously agreed, Item 13 was addressed prior to Items 10, 11, and 12.)**

13. **Discussion, consideration, and possible authorization for the Town Manager to complete the contract to engage consultant Donald Zelechowski for the purpose of performing sales tax audit services.** *(Staff Resource: Michael Scannell)*

On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to continue Item 13 and Items 4.f) and 4.g) to the Council meeting scheduled for January 21, 2009.

The Town Manager was directed to follow through with his recommendation to get together with the Chamber of Commerce between now and January 21<sup>st</sup> to help the community understand what is occurring in connection with the subject items discussed.

In light of the preceding discussion on the sales tax audit issue, Scannell said he felt it would be best to continue this matter until January 7<sup>th</sup>. or later, to give the community more time to discuss the ordinance. Discussing the agreement before adoption of the ordinance makes no sense. If the Town were to elect to adopt the ordinance, there would be a 60-day period before any audit work would be done. In addition, the program would not be activated until such time as the Town engages someone to do the work; there is no staff available or trained to do this type of work. It was generally agreed that it would be well for the community to have more time to become educated on the issue. Mr. Zelechowski proposed sending information letters to the Town at this time so that the Town could see how complicated the contracting issue is; he also offered to share the information with the Chamber for the benefit of the public as well.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Charlotte Floyd**, with a business in the Wingfield Plaza, said that the news was received through e-mails; she said she does not need a lot more paperwork to do, it is an intrusion of her privacy. The State and the IRS can deal with it; it is not relevant for the Town to hire someone to come in and check on the merchants. Ms. Floyd read a statement of another business owner who basically expressed indignation at the prospect of the Town looking at his books; the Town should quit bullying and harassing the local business people. Ms. Floyd said another business owner was threatening to get a lawyer to defend against what is being proposed. Ms. Floyd added that she is embarrassed to be a part of the town right now.

**Therese Tobish**, of Ancient Bear Gallery, said she has pulled the paperwork and is educated on the issue. She objected to all the points being proposed, as well as the \$10,000 fee for the auditor that will only benefit Scottsdale. Ms. Tobish read a letter submitted by the owner of The Golden Bone outlining how businesses are suffering and even closing, and suggesting that the \$10,000 could be better used to improve the shelter for the animals or give it to the Bread of Life.

**Debbie Roulette** suggested that the \$10,000 would be a good investment for welcoming businesses with a packet of information to educate them.

**Perry Haddon** offered a quick calculation to refute the statement that the Town would break even by expending the \$10,000 fee for the audit, in essence finding \$500,000 from people cheating. Mr. Haddon said that if the Town thinks that \$1,500,000 in taxes will be found to be unreported, there is "no way in hell the Town will find that in this community."

**Linda Buchanan** cited personal examples by way of her family owning some property and considering renting some

pasture for farming alfalfa, and not knowing what their responsibility would be. Ms. Buchanan does not consider the proposed audit an attack on the businesses and is in favor of any opportunity to educate the public.

There was no further public input.

Mayor Gioia commented that the information had been available for the public to review; there is no secret. He said that this discussion for the Council was proposed by our Town Manager out of concern for the Town's finances, and the discussion is open to everybody. The members stressed that there has never been any intent to hurt the businesses in Town; this is an effort to gather information, create an equal playing field for all businesses and educate the community, while trying to help the financial situation in which the Town finds itself. Furthermore, it is staff's job to keep the Council informed and aware of what needs to be looked at so that Council can make the difficult decisions.

Scannell spoke further regarding his recommendation for an audit program that is in response to Council members' expressions of concern about the lack of compliance across the board in the business community. Scannell stated that collection of sales taxes in no way affects the viability of a business; it is simply a pass-through and does not drive businesses out of town as claimed by one of the speakers. Two of the former speakers again spoke involuntarily in defense of what they perceived as an unfair attack on businesses. Scannell reiterated that he is simply trying to do whatever he can to achieve compliance and present options, as requested by the Council; it is critically important to do that. He added that to the honest, tax-compliant individuals this audit proposal means nothing, and they may even applaud the Council for bringing everyone into compliance.

**A recess was taken at 9:40 p.m.; the meeting was called back to order at 9:49 p.m.**

After a brief discussion following the recess, it was agreed to continue further consideration of the three subject agenda items to January 21<sup>st</sup>, and action was taken accordingly.

- 14. **Call to the Public for Items not on the Agenda.**  
There was no public input.

- 15. **Advanced Approvals of Town Expenditures**  
a) **There are no advanced approvals.**  
There were no advanced approvals.

- 16. **Manager/Staff Report**  
There was no Manager/staff report.

- 17. **Adjournment**  
On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 10:24 p.m.

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Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 17th day of December 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

---

Debbie Barber, Town Clerk



**TOWN OF CAMP VERDE  
PROCLAMATION**



**Declaring February 14 – 21, 2009 as**

***Arizona Adult Literacy Week***

***Whereas,*** Adult Literacy is a major problem in Arizona today, adversely affecting the quality of life and economic standards of many families; and

***Whereas,*** the Town of Camp Verde believes there should be help for those who need to learn to read and for those who wish to improve their reading and learning skills; and

***Whereas,*** the Town of Camp Verde supports educational opportunities for all,

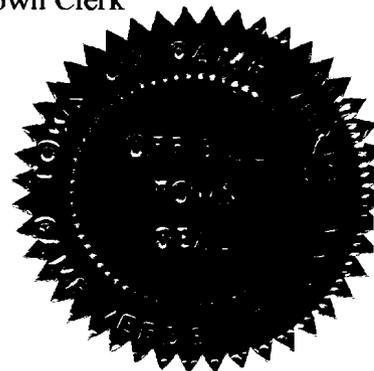
***Now, therefore, be it resolved*** that the Mayor and Common Council of the Town of Camp Verde designate the week of February 14-21 as *Arizona Adult Literacy Week* and resolve that this Official Proclamation be presented to the Camp Verde Adult Reading Program with sincere appreciation of their efforts to assist those in need.

Issued this 21<sup>st</sup> day of January 2009.

ATTEST:

\_\_\_\_\_  
Tony Gioia, Mayor

\_\_\_\_\_  
Deborah Barber, Town Clerk



## Quarterly Report Youth Commission

The Teen Center is currently up and running. The youth commission is happy to see this project become a reality. We know that the center will make a difference in the community and we would like to thank the Town council for supporting this project.

Our next step when it comes to the development of the center is to find the necessary staff to help keep the doors open and the programs available to the community. Youth Count and our community youth coalition have showed tremendous dedication to this aspect of the center. Currently we have a couple of people interested in possible positions at the center.

As week look back on our first year in operation as a youth commission the teen center was our biggest success. Now as we look into the future we plan to make the most of the teen center, as we make plans for programs and activities for teens. Currently the center is open Wednesday's from 3:00 P.M. to 8:00 P.M. and Friday's from 5:00 P.M. to 10:00 P.M. Then center will also be hosting a grand opening on Friday February 20, 2009 and we would like to take this time to invite the mayor and town council to this kick off event. Thank you for this time to present our quarterly report.

**QUARTERLY REPORT  
Board of Adjustments  
October - December 2008**

**REGULARLY SCHEDULED MEETINGS: 3**

**October 14, 2008 – Regular Session**

**Present:** Chairman – McIntyre, Board Members: Reddell, Bullard, & Hoover.

**Absent:** Vice Chair McDonald, Members: Roddan & Stevens

**November 11, 2008 – Regular Session**

**CANCELLED**

**December 09, 2008 – Regular Session**

**CANCELLED**

**SPECIAL SESSION MEETINGS: 0**

**WORK SESSIONS: 0**

**THE FOLLOWING APPLICATIONS WERE APPROVED:**

There were no applications approved.

**THE FOLLOWING APPEAL WAS DENIED:**

**October 14, 2008: Public Hearing, Discussion and Action Appeal on BOA 2008- 04:** filed by Pamela R. D’Arca, owner of parcel 404-11-015U, of the Director’s decision. Property located at 3751 S. Pearce Lane.

Sr. Planner Mike Jenkins briefly explained the issues involved in this appeal, and Community Development Director Nancy Buckel gave an overview of the history of this parcel. Buckel reminded the Board that this meeting was just an appeal of her determination letter and the findings are all that can be discussed.

Ms. D’Arca gave her statement, and understood now that permits should have been taken out for the work.

The Board voted unanimously to uphold the Community Development Directors findings, and that she acted in accordance with her duties and in accordance with the code.

**THE FOLLOWING APPLICATIONS WERE DENIED:**

No applications were denied

**THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:**

**October 14, 2008, Set meeting date and time for Board of Adjustment & Appeals meetings for 2008-2009:** The Board Voted unanimously to set the meeting date and time for Board of Adjustment & Appeals meetings for the second Tuesday of the month, 3:00 PM in the Council Chambers for 2008-2009 year.

**QUARTERLY REPORT  
DESIGN REVIEW BOARD  
WORK SESSION PRESENTATION  
TOWN OF CAMP VERDE COUNCIL CHAMBERS  
WEDNESDAY, JANUARY 14, 2009  
6:30 PM**

**REGULARLY SCHEDULED MEETINGS: 3**

**October 28, 2008 – REGULAR MEETING**

**Present:** Chairperson Binick, Vice Chairperson Hough, Members Brinkman, Norton, Darby and Holguin were present. P&Z Liaison Howard Parrish was absent.

**November 25, 2008 – REGULAR MEETING**

**Present:** Chairperson Binick, Vice Chairperson Hough, Board Members Brinkman, Darby, Holguin, Norton and P&Z Commissioner Liaison Parrish were present.

**December 23, 2008 – REGULAR MEETING**

**Present:** Chairperson Jim Binick, Members Brinkman and Darby and P&Z Liaison Howard Parrish were present. Vice Chairperson Norton, Members Hough and Holguin were absent.

**SPECIAL SESSION MEETINGS: 1**

**December 9, 2008 – SPECIAL SESSION**

**Present:** Chairperson Jim Binick, Vice Chair Michael Hough, Members Brinkman, Norton and P&Z Liaison Howard Parrish were present. Vice Chairperson Norton and Member Darby were absent.

**WORK SESSIONS: 0**

**Membership Changes**

During the October 28, 2008 session, Chairperson Binick was re-elected Chairperson and Member Norton was elected Vice Chairperson.

P&Z Commissioner Liaison Howard Parrish has completed his tenure with the Board. We would like to express our thanks to Mr. Parrish for his active participation on the Board. We especially appreciated the history and background knowledge that Mr. Parrish brought into our discussions.

**THE FOLLOWING APPLICATIONS WERE APPROVED:**

**October 28, 2008**

- 6. Public Hearing, Discussion and possible approval of DRB 2008-39: An application submitted by Daniel Nitta of Arizona Solar Power, agent for Robert T. Noone, owner of parcel 404-28-155A located at 430 Finnie Flat Road. This approval is for a 1,237 square feet Parking Structure with Solar Panels on top.**

On a motion by Binick, seconded by Holguin, the Board unanimously approved DRB 2008-39, an application submitted by Daniel Nitta of Arizona Solar Power, agent for Robert T. Noone, owner of parcel 404-28-155A located at 430 Finnie Flat Road with the stipulation that the solar panel angle not exceed 22-1/2 degrees to avoid reflection toward the residences on the hillside.

**November 25, 2008**

- 6. Public Hearing, Discussion and possible approval of DRB 2008-43: to amend DRB 2008-18, An application submitted by Robbie Allen, owner of parcel 404-23-034C, for design review approval to install a distressed corrugated metal roof instead of the previously approved asphalt shingles with the color to be similar to that manufactured by Elk, color item (Capstone), located at 564 Main Street on the Sutler Building.**

On a motion by Norton, seconded by Holguin, the Board unanimously approved DRB 2008-43 as presented.

**December 9, 2008**

**Discussion and possible final approval of DRB 2008-45. An application submitted by the Town of Camp Verde Parks Department for a restroom facility, covered structure, monument sign and perimeter fencing at Rezzonico Family Park on parcel 404-19-018C as owned by the Town of Camp Verde. The park is located at 175 Montezuma Castle Hwy.**

On a motion by Parrish, seconded by Hough the motion was passed unanimously with the follow stipulations:

- That the 5' privacy wall be made out of rough sawn lumber.
- Registered brands be burned into the privacy wall.

**December 23, 2008**

6. **Discussion and possible approval of Amendment to DRB 2008-14 for the change in Solar Power Panel Design for the Verde Ranger Station as requested by the Prescott National Forest Service located on parcel 800-02-011N directly east of McCracken Lane and the North side of Highway 260 at the current Ranger Station location. The parcel is comprised of approximately 13 acres within National Forest Service Lands.**

On a motion by Binick, seconded by Darby, the Board unanimously approved Amendment to DRB 2008-14 as presented.

**THE FOLLOWING APPLICATIONS WERE DENIED:**

There were no applications denied this quarter.

**THE FOLLOWING ITEMS WERE REVIEWED BY BOARD WITH NO ACTION TAKEN:**

**November 25, 2008**

**Discussion and Conceptual review of DRB 2008-44: An application submitted by J.C. Nichols from Blue Rhino, agent for Camp Verde Ace Hardware Store, owner of parcel 404-22-116A, requesting conceptual review of a proposal to place a propane tank display rack in front of the Ace Hardware located at 285 S. Main Street.**

There was no action taken.

**THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:**

**October 23, 2008**

7. **Presentation and Discussion on 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.**

There was no action taken.

**QUARTERLY REPORT  
Planning and Zoning Commission  
October - December 2008**

**REGULARLY SCHEDULED MEETINGS:        6**

**October 2, 2008 – REGULAR SESSION**

**Present: CANCELLED**

**Absent:**

**October 9, 2008 – REGULAR SESSION**

**Present:** Chairperson Butner, Commissioners Freeman, Buchanan, German, Hisrich, Burnside

**Absent:** Commissioner Parrish

**November 6, 2008 – REGULAR SESSION**

**Present:** Chairperson Butner, Hisrich, Freeman, Burnside, Parrish

**Absent:** Commissioners German and Buchanan

**November 13, 2008 – REGULAR SESSION**

**Present:** Vice Chairperson Hisrich, Commissioners Freeman, Buchanan, Burnside, Parrish

**Absent:** Chairperson Butner and Commissioner German

**December 4, 2008 – REGULAR SESSION**

**Present:** Vice Chairperson Hisrich, Commissioners Freeman, Buchanan, Burnside and German

**Absent:** Chairperson Butner and Commissioner Parrish was absent

**December 11, 2008 – REGULAR SESSION**

**Present: CANCELLED**

**Absent:**

**JOINT WORK SESSIONS: 0**

August 30, 2007 with all Boards and Commissions

**SPECIAL SESSIONS: 0**

**THE FOLLOWING RECOMMENDATIONS WERE MADE TO COUNCIL:**

**October 9, 2008 – Regular Session**

1.) Public Hearing, Discussion and Possible recommendation to Council on AMD 2008-01: amending Section 124 (Design Review) of the Town of Camp Verde Planning and Zoning Ordinances under DEFINITIONS items 7 & 8;

**ADMINISTRATION AND PROCEDURES, item I numbers 1-3, 5g, 7 and 8. (continued from 9/11/08 meeting)**

On a motion by Hisrich, seconded by Buchanan, the Commission approved a recommendation to Council on AMD 2008-01: amending Section 124 (Design Review) of the Town of Camp Verde Planning and Zoning Ordinances under DEFINITIONS items 7 & 8; ADMINISTRATION AND PROCEDURES, item I numbers 1-3, 5g, 7 and 8, as previously discussed, with the additional changes as discussed during this meeting.

**2.) Public Hearing, discussion and possible recommendation to Council on AMD 07-05: Amendment to Section 118.IVA2 (Town of Camp Verde Sign Ordinance, PROHIBITED SIGNS) to allow for an Exception of Signs for businesses immediately adjacent and fronting the right of way of Main Street, from Arnold Street to General Crook Trail, to project over the said right of way; to add the definition to Section 118.III (Definitions) for "A-Frame Signs"; to add "A-Frame Signs" to Section 118.IV (PROHIBITED SIGNS) item 12 except as a temporary use to advertise Community Wide Events and to add to Section 118.IX (BUSINESS / COMMERCIAL / INDUSTRIAL SIGNS), item 5, outlining criteria for placing projecting signs over the described Main Street area for Businesses.**

On a motion by German, seconded by Burnside, the Commission voted unanimously to recommend to Town Council approval on AMD 07-05 Amendment to Section 118.IVA2 (Town of Camp Verde Sign Ordinance, PROHIBITED SIGNS) to allow for an Exception of Signs for businesses immediately adjacent and fronting the right of way of Main Street, from Arnold Street to General Crook Trail, to project over the said right of way; to add the definition to Section 118.III (Definitions) for "A-Frame Signs"; to add "A-Frame Signs" to Section 118.IV (PROHIBITED SIGNS) item 12 except as a temporary use to advertise Community Wide Events and to add to Section 118.IX (BUSINESS / COMMERCIAL / INDUSTRIAL SIGNS), item 5, outlining criteria for placing projecting signs over the described Main Street area for Businesses, with the changes discussed.

**November 6, 2008 – Regular**

**NO RECOMMENDATIONS.**

**November 13, 2008**

**NO RECOMMENDATIONS.**

**THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:**

**November 13, 2008 – Regular Session**

- 1.) Presentation and Discussion on amendment to Section 118, Sign Regulations as approved by Council and amended by staff to include the**



Camp Verde Parks and Recreation Commission  
Quarterly Report October, November, December 2008

*Chairman: Robin Whatley*

*Vice Chairman: Jim Ellington*

*Commissioners:*

*Lucille Clawson*

*Bruce George*

*Steve Goetting*

*Marlin Parker*

October 7, 2008

Meeting cancelled—

November 4, 2008

All members were in attendance with the exception of Commissioners George, Parker, and Tobish.

The commission unanimously re-elected Robin Whatley as Chairperson, of the commission and Jim Ellington as Vice-Chairperson.

The commission was given an update on the development of Blackbridge Park, specifically the park name, sign, road and restroom, as well as developments with the Community Park Master Plan Project.

Commissioner Ellington requested that staff develop a brochure on the Parks Department activities. Staff has not had sufficient time to follow through on that project.

There was a presentation on Camp Verde's fingerprint policy. It was suggested that commissioners might want to serve as review board for those volunteers who might have had a felony record as teenagers, but have been law abiding thereafter. The commission rejected that idea, instead suggesting that they would like to work on drafting a set of guidelines to follow in some special circumstances.

December 2, 2008

All commissioners were present; there is one seat vacant because of the resignation of Teresa Tobish from the commission.

The commission welcomed their newest member, Mr. Marlin Parker.

Commissioners were informed of the council's decision to limit meetings to every other month until further notice as a cost cutting measure. Commissioner Goetting voiced opposition to limiting the number of meetings.

Commissioners discussed with Ms. Moore about ways that the commission could become more involved in the decision making process. Some commissioners asked about their limited input into the park planning process. The commission was not able to give any recommendation to Council concerning the park, although, the commission was represented on the Tactical Committee by Commissioner Ellington. Moore suggested commission members could be of help in the future by volunteering for special events, etc.

Updates were given on the Community Park Project, the Heritage Grant, and funding sources for the park, as well as, updates on Christmas Events, Pecan and Wine Festival and changes to the Pecan Festival. Some of the changes were to charge the wineries for participating, using local musicians, and getting free advertising from the Chamber of Commerce.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date:**

January 21, 2009

**Meeting Type:**

Regular Session

**Type of Presentation:**

**REFERENCE DOCUMENT:**

Heritage Grant Review

**AGENDA TITLE: (Be Exact):**

Presentation and review of the first draft of the 2009 Heritage Grant Application and direction to staff relative to the application.

**PURPOSE AND BACKGROUND INFORMATION:**

Each States SCORP (Statewide Comprehensive Outdoor Recreational Plan) must identify outdoor recreation issues of statewide importance based upon input from the public participation program. The grant rating criteria for the Heritage Grant is based on the priority issues identified through the SCORP process. Staff is coming before you with the first draft of the Heritage Grant application. Staff would like for you to review the first draft of the Heritage Grant application and recommend any changes that you feel would make our grant stronger in the rating process.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

No staff recommendation.

**Type of Document Needing Approval:**

**Finance Director Review**

Budgeted/Amount

Attorney Review  Yes  No

Attorney Comments \_\_\_\_\_

**Fund:**

**Line Item:**

**Submitting Department:**

Parks & Recreation

**Contact Person:**

Lynda Moore

**Town Manager/Designee:**

The Arizona State Parks Board adopted a new vision for the agency in 2004 emphasizing that part of the agency’s mission to not only manage the state’s *recreational* resources but also its *natural and cultural resources*. The ASPB directed staff to implement this vision throughout its parks and programs, including the numerous grant programs administered by the agency.

**Vision:** *Arizona State Parks will be recognized locally and nationally as the outstanding resource management organization.*

The following grant rating criteria for the LRSP and LWCF programs reflect this new vision. The rating criteria are based on the priority issues identified through the SCORP process and were developed by the SCORP Work Group and Arizona State Parks Grants staff.

**Table 100. FY 2008 LRSP/LWCF Rating Criteria**

Grant Rating Criteria Summary	Points
<b>1. Long-Range Planning</b>	<b>20</b>
<b>2. Project Need (Project Specific Planning/Public Involvement)</b>	<b>35</b>
<b>3. Conservation of Resources</b>	<b>20</b>
a) Implementation of conservation actions, or	
b) Protection of existing resources	
<b>4. Leveraging Funds through Donations</b>	<b>5</b>
<b>5. Project Sustainability</b>	<b>10</b>
<b>6. Past Grant Administrative Compliance</b>	<b>10</b>
- Administrative Performance	4
- Post-Completion Compliance	4
- Workshop Attendance	2
<b>TOTAL POINTS</b>	<b>100</b>

**What has Changed?**

The new rating criterion focuses more on the demonstration of conscious planning and decision-making processes designed to meet the needs of local or regional recreation users.

Although the overall “big picture” remains important, more emphasis will be placed on the specific project and how it came to the forefront (project need). The priority issues identified in the SCORP are reflected in the new criteria and applicants will be asked to address such issues as supply and demand, user conflicts, and special population needs.

The old criteria also emphasized resource conservation. However, it was somewhat limited to energy conservation and low-maintenance features. The new criteria and point values focus on: 1) project specific issues, 2) how resource conservation and protection will be addressed, as well as, 3) how the projects will be maintained (project sustainability).

# **1. Long Range Planning**

## **A. Long Range Planning**

### **Identify your long-range plan.**

The Town recognizes the importance of planning for parks and open space in our community and has been very committed in planning for the needs of additional parks and open space.

Evidence of the Towns planning is provided in the Parks & Recreation five-year Master Plan. (attachment?, pg. ) This Master Plan was incorporated within the Town General Plan (attachment?, pg. ) and the Community Survey conducted by NAU in 1999. (attachment?, pg. ) Attached are minutes of Parks & Recreation Commission meetings (attachment?, pg. ) and Town Council meetings (attachment?, pg. ) that support our planning process.

### **When was it adopted?**

Voters approved the 2004 Camp Verde General Plan on March 8, 2005.

### **When you plan to update it?**

### **How does the plan address outdoor recreation and open space in your community?**

## **B. How does the long range plan to address the following issues in relation to outdoor and/or open space?**

### **B-1. Sustainable funding**

In March of 1999 the Town Council passed Ordinance No. 99-A148 (attachment?, pg. ) for a one-percent sales tax increase of which 40 percent of that one-percent was to be set aside for Park and Recreation land acquisition and development. In April 2003 the Town Council voted to extend the tax increase for an additional 10 years. Revenue from this tax generates approximately \$440,000 per year to be used for parkland acquisition and development.

In addition, in March of 2007 the Town of Camp Verde held a Primary Election in which Prop 401, Ordinance 2006-A337, (attachment?, pg. ) Imposition of Municipal Development Fees on all Residential and Non-Residential Development went to the vote of the community. Prop 401 was passed with 65 percent of the vote.

### **B-2. Planning for growth**

In 1991 the Arizona Department of Commerce and the Town of Camp Verde hired BRW Consultants. BRW was hired to produce a Comprehensive Land Use/Transportation Study. Attached is BRW report (attachment?, pg. ) on Parks & Recreation Facilities. In this report it points out that in 1990 the Town had a shortage of 119 acres of parkland. It is now 18 years past this report and the Town has only added 12.5 additional acres of parkland. BRW report indicates a strong need for additional developed parkland. The

Parks and Recreation Commission and Staff have been addressing long-range goals outlined in the Parks & Recreation five-year Master Plan. (attachment?, pg. ) This Master Plan was developed and coordinated with the Town General Plan (attachment?, pg. ) and the Community Survey conducted by NAU in 1999. (attachment?, pg. ) The Planning and Zoning Subdivision Regulations (attachment?, pg. ) provides for the orderly growth of the Town and secures adequate provisions for recreation areas within new subdivisions. In March of 2007 Town Council adopted Ordinance No. 2006-A337 (attachment?, pg. ) to provide for the imposition of a municipal development fee to offset the costs associated with providing necessary public services to new development. (attachment?, pg. ) As you can see from the Development Fee Table (attachment?, pg. ), a large portion is dedicated to Parks & Recreation.

### **B-3. Securing open space**

### **B-4. Partnering/Collaborative Planning**

## **2. Project Need**

### **A. What brought this project to the forefront and why is it a priority?**

As mentioned earlier, in 1990 the BRW report (attachment?, pg. ) indicates the Town had a shortage of 119 acres of parkland. It is now 18 years past this report and the Town has only added 12.5 additional acres of parkland. The Community Park has been a priority for the past 10 years. In March of 1999 the Town Council passed Ordinance No. 99-A148 for a one-percent sales tax increase of which 40 percent of the one-percent was to be set aside for Park and Recreation land acquisition and development. The ordinance also mentions the Town Council Priority List. (Please see priority list followed by Resolution 2001-471, Page ). We have also attached minutes from Parks and Recreation Commission meetings as well as Town Council meetings, and newspaper articles that show commitment and desire to build this park. (attachment?, pg. ) We have also attached the Town Capital Improvement Plan that indicates the planning process for the park. (attachment?, pg. )

The Town had been working with the United States Forest Service since 1997 to acquire parkland through the Town Site Act. After 10 years of running into one obstacle after another the Town was still unsuccessful at acquiring the property needed for a Community Park.

On November 14, 2007 the United States Forest Service offered three parcels for sale through an online auction. The Town was interested in one of the parcels, which consisted of 118.7 acres and saw this as a perfect opportunity to finally acquire enough property to fill the recreational needs of the community.

The acquisition price and minimum bid for this parcel was 2.4 million dollars. Town Council requested and received a letter of retroactivity from Arizona State Parks and directed staff to place a minimum bid of 2.4 million. The Town was successful in their bid and took possession of the 118.7-acre site in March of 2008.

On August 28, 2008, the Town contracted with RBF Consulting (attachment?, pg. ) to assist with the creation of a community park master plan (attachment?, pg. ) for the 118.7 acre site. On November 12, 2008, Council (attachment?, pg. ) approved the community park master plan. With the strong need for additional parkland, the Town recognizes the need to move forward as quickly as possible for park development. On December 17, 2008 Council appropriated \$100,000 from the Capitol Improvement Fund to hire ??????. If the Town of Camp Verde is fortunate and receives the Heritage Grant, the reimbursement for acquisition costs will be earmarked for park development.

**B. What did you do to solicit public involvement?**

As previously mentioned, the Town hired and conducted two separate surveys. The first in 1991 by BRW (attachment?, pg. ) was funded in part by the Arizona Department of Commerce. The second was conducted by Northern Arizona University in 1999. (attachment?, pg. ) The second survey allowed for the community to communicate their desires for public recreation and open space. In addition to the surveys, the public has had opportunities to discuss with the Town Council, Parks and Recreation and the Town's Trails Commissions on monthly basis. Town staff has exercised a great amount of effort in gathering information through presentations at meetings of other agencies, and non-profits. Once the parkland was purchased in March of 2008, the Town of Camp Verde hired RBF Consulting on August 28, 2008 to assist with the creation of a park master plan for a 118-acre parcel. Town staff and RBF created an extensive Community Immersion program (attachment?, pg. ) designed to garner as much participation as possible from Camp Verde residents.

**C. How was the public involved in determining the need-how did they respond to your efforts?**

The community has been the backbone of our planning. As stated the entire community was asked to provide information during the 1999 Northern Arizona University Survey of Parks and Recreation facilities and activities. Attached questionnaire (attachment?, pg. ). The results of the survey helped guide our five-year master plan and general plan. (attachment?, pg. )

Minutes from Town Council meetings and Parks and Recreation Commission where the General Plan, Parks and Recreation Five-Year Master Plan and the NAU Survey were presented to the general public. (attachment?, pg. ) A collection of newspaper articles help to describe the efforts of our community. (attachment?, pg. ) One of the best examples of community support is the resolution to increase sales tax. (attachment?, pg. ) As almost anyone knows, tax increases are nearly always challenged and this tax went into effect without a word against it.

**D. How does this project address all of the following?**

**D-1. Filling the gaps between supply and demand**

If the Town were successful in receiving the Heritage Grant, the funds reimbursed would be used for the first stage of development of our community park. Development would include interior road, parking, restroom and two softball fields. The Town currently has one lit softball field and one lit soccer/football field that are used for youth sports. As the population of Camp Verde continues to grow, so does the enrollment in youth sports. Currently there are 400 children who participate in Little League, 400 in AYSO and 300 who participate in Youth Football. New fields would allow for much needed practice areas for our youth sports as we only have one field for games and practice. It would also allow for adult and senior adult softball to be played in Camp Verde. Camp Verde Parks & Recreation has been able to provide a successful adult Co-Rec. Softball League for the past several years, but now finds that the program must be cancelled in order to allow for additional field time for youth sports. Adults in our community must now drive to Cottonwood to play or practice.

**D-2. Resolving user conflicts**

During the park master plan process, RBF Consulting and Staff developed a comprehensive community outreach program to solicit maximum input. The surrounding residents attended every public meeting and expressed their concerns with having a community park in their neighborhood. Through this public process, the surrounding neighbors and community was able to design a well- planned balance of land use that will meet the recreational needs of the community and be sensitive to the neighborhood concerns. As you can see on the master plan (attachment?, pg. )

The greatest recreational need in our community is ball fields, but through public participation we heard from a very diverse group ranging in age, and interests. As we move forward with the development of the community park, we have developed a master plan to meet the needs of all ages and interests. Equestrian recreation is very important to the community and the Town Trails Commission is continuously working on trails and pathways. The Trails Commission is currently working on trails policies that will address non-motorized and motorized trail use. The community park will have a trailhead ???

**D-3. Meeting the needs of special populations and changing demographics.**

The Town's current park system does allow recreational opportunities for people with special needs or for the senior population. We also do not have enough parkland to meet the increase in population growth. The master plan that was developed by our community will meet the recreational needs of all ages and for those with disabilities.

The community park will be developed to be ADA accessible and will provide recreational opportunities for people with special needs, such as ADA walking path with exercise stations and playground equipment for children with special needs.

The Camp Verde Youth Commission has been the voice for the teens in our community and assisted in the master plan. With a newly opened Teen Center we still do not meet the need for outdoor recreation. The development of this community park will allow us provide programs that will engage children with the natural environment. Camp Verde Parks and Recreation would like to provide more opportunities in the national movement to “leave no child indoors”, but we currently do not have the park facilities to provide the programs needed in our growing community.

Mention summer program, game and fish clinic and hunter education

Staff and RBF met with the Yavapai-Apache Tribal Council in a special vision session. This session was specifically geared towards historical and cultural influence into the park. This will ensure that preservation of cultural awareness for generations to come.

### **3. Conservation/Preservation of Resources**

#### **A. CONSERVATION**

Explain and document:

How this project will incorporate design elements, sustainable products or habitat enhancement to conserve water or energy or enhance natural resources.

Will look at artificial turf, solar and low wattage lighting, discuss trail heads, natural 100 foot buffer to create a natural landscape with designated grass areas specific to park immenities.

The anticipated benefits that will occur when you incorporate design elements, b-products or habitat enhancement.

#### **B. PROTECTION**

Explain and document:

How this project will protect existing natural resources within the project boundaries-size of area and uses that will be allowed.

How this project will protect existing cultural resources within the project boundaries: include extent and significance of the cultural resources and uses to be allowed.

Natural areas and use of tribal names designated areas for stargazing

If this project acquires, protects or designates open space, provides buffers around existing natural areas-types and size of area, and uses that will be allowed.

*100 ft buffer, to allow for wildlife and natural landscapes to go undisturbed.*

#### **4. Leveraging Funds through Donations**

- How much (\$) of your match will come from outside donations?
- Where are the donations coming from?

#### **5. Park Operations and Maintenance**

How will your agency operate, maintain or manage this project for the required term of use?

#### **6. Past Grant Administrative Compliance**

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: 1-21-09**

**Meeting Type: Regular**

**Type of Presentation: Verbal**

**REFERENCE DOCUMENT: SECTION 108 D ANIMALS**

**AGENDA TITLE:** Clarification of the Intent of the Language in Section 108 D concerning swine temporary youth organization use permit, especially 5.a.1) & 2) and an appeal of the Community Development Director's decision not to accept the FFA Advisor's agreement to accept all authority concerning enforcement of Section 108 D regulations for all youth livestock activity under her supervision during 2009.

**PURPOSE AND BACKGROUND INFORMATION:** Starting in October, staff made several attempts to contact the FFA advisor concerning the regulations for the youth livestock projects for this year and to ascertain whether or not the advisor was planning on accepting the enforcement authority for the livestock projects as allowed for in Section 108 D.5.e. Contact was finally made in January and a meeting was set to discuss the regulations and requirements outlined in the P&Z Ordinance Section 108 D. Unfortunately, the deadlines set in the Ordinance of September and December 1<sup>st</sup> have passed and, therefore, as Director I cannot waive the regulations.

In addition, while reviewing the language in the ordinance, it became apparent that 5. a. 1) & 2) is not structured correctly. They are not enforceable under 5.a. allowances or criteria. This language was recommended by FFA group during the approval process. In an effort to work with the FFA advisor and the youth of the community, we are bringing this issue before Council for clarification.

At the end of December, we began receiving calls about youth project swine being kept in neighborhoods. Staff is trying to apply new regulations but there is confusion on the intent of the language. Before enforcement procedures are implemented, this needs clarification.

**STAFF RECOMMENDATION(S):** Clarify the intent of the language in 108 D.5.a.1) & 2) and provide a decision on the appeal of the FFA advisor.

**Type of Document Needing Approval:**

**Submitting Department: Planning Zoning**

**Contact Person: Nancy Buckel**

**D. ANIMALS: (Revised 5/28/08)**

The provisions of the Ordinance are not intended to authorize the keeping of animals, regardless of number, size or type, in a manner which impairs the enjoyment or use of nearby properties or violates other legal restrictions to which the properties are subject. Zoning where the animals are kept must be a density district of not less than 25 and a calculated size of not less than ½ acre (21,780 sq ft.)

1. **Allowed Livestock:** Any of the species listed below which are cared for by the property owner or occupant according to the following Animal Points. All livestock activity within the Town limits will be considered an accessory use to the principal use on any parcel except in the Agriculture District.

**ANIMAL POINTS ALLOWED PER ACREAGE**

One-half acre through one acre:	<b>24 POINTS</b>
One acre plus:	each additional contiguous ¼ acre allows for the increase of points by an increment of 6 points.

<b><u>SPECIES</u> (or associated types)</b>	<b><u>POINTS</u></b>
Alpacas:	3 POINTS
Emus:	3 POINTS
Pygmy goats:	3 POINTS
Sheep, Goats:	4 POINTS
Llamas:	6 POINTS
Miniature horses, Ponies and Sicilian donkeys:	6 POINTS
Ostriches:	6 POINTS
Cattle:	12 POINTS
Domestic deer:	12 POINTS
Horses, Mules, and Donkeys:	12 POINTS

2. **Prohibited Livestock:** Swine are prohibited within residential zones, unless excepted under paragraph 3c.
3. **Exceptions:**
  - a. Young nursing animals are not counted.

- b. Fowl (chickens, ducks, geese, turkeys and peacocks), Rabbits, and Guinea pigs which are cared for by the property owner or occupant are limited by management, husbandry, fly and odor situations, not by numbers.
- c. Swine may only be raised on property of an acre or more under the following conditions:
  - (1) 1 pet or butcher pig per parcel.
  - (2) Additional Swine, breeding or reproduction stock requires a (UP) in accordance to Section 108 I.
  - (3) All pens containing swine must meet the setback requirements for the zoning district.
  - (4) Additional 4-H or FFA swine will require a Temporary Youth Organization Use Permit as defined in 5.d below.

**4. Use Permit:** A use permit is required for any of the following:

- a. Any Commercial Livestock Activity that exceeds allowed animal points and defined as raising livestock for sale for pecuniary gain and selling more than one litter, or more than ten animals in one year, other than horses and cattle.
- b. Any livestock Breeding Activity as defined as an ongoing breeding project that involves two or more reproducing adults, other than horses or cattle. (Swine breeding is addressed in paragraph 3.c).

**5. Temporary Youth Organization Use Permit:** The Community Development Director may issue a temporary use permit allowing the following livestock using reasonable discretion:

- a. Supervised youth livestock market project of one market animal conducted on property less than  $\frac{1}{2}$  acre, or for one swine on less than 1 acre, for a period specified by a start and stop date not to exceed 10 month in duration.
  - 1) One additional market swine project will be allowed with each additional  $\frac{1}{2}$  acre, not to exceed 5 per parcel.
  - 2) Swine will be restricted to one market swine project per youth Organization member.
- b. Supervised youth livestock market project that exceeds the number animals allowed according to the animal points on property greater than  $\frac{1}{2}$  acre in size.
- c. An application for the temporary permit shall be submitted to the Community Development Director, or designee, who shall determine that the application meets the criteria set forth in Section 108 I. There will be no charge for the permit.
- d. An application shall bear the signature of the local livestock youth advisor acknowledging that the project is a valid youth project, and the signature of at least one parent or guardian, as well as the signature of the youth acknowledging and accepting complete responsibility for the project.

- e. If the Youth Advisor agrees in writing to accept all enforcement responsibility for his/her members, no review will be required by the Community Development Director.
    - 1) In September the Youth Advisor must register with the Community Development Department agreeing to this commitment.
    - 2) The Youth Advisor will provide the following documentation to the Community Development Department by December 1<sup>st</sup>.
      - i. A roster with the name, address and project type for all active members under their supervision.
      - ii. Property owner's permission to conduct livestock activity on the subject parcel.
      - iii. Parent's statement of responsibility.
      - iv. Contact information for the Youth Advisor.
    - 3) A sign must be posted on the property where the livestock activity will be conducted, indicating membership in the Youth Livestock Organization, the year in which the project is conducted, and number of livestock.
    - 4) If complaints are received and compliance cannot be met, the Youth Advisor will notify the Code Enforcement Official and will support any action taken by the Town.
    - 5) The ultimate decision on whether the activity is in compliance with this Section 108 will be made by the Community Development Director or designee.
  - f. A decision of the Community Development Director or designee may be appealed to the Town Council pursuant to Section 108 I. (3) (i).
  - g. The livestock market projects shall be of a limited duration specified by a start and stop date not to exceed ten (10) months in one calendar year, allowing for care, feeding and grooming of such animals to be shown and/or sold annually at such events such as the Verde Valley, Yavapai County and/or Arizona State Fair.
  - h. In the instance that a prize-winning animal is to be entered into competition more than one time, an extension of the permit may be applied for, and after evaluation by the Community Development Department, conditionally extended.
6. **Maintenance of Livestock Facilities.**
- a. All structures and pens for animals shall be maintained in a clean and sightly manner so as not to be a nuisance to their neighbors.
  - b. Stables, barns, or structures used for housing or feeding animals must observe the same setbacks or yards as the dwelling unit.
  - c. Where the keeping of such animals becomes a nuisance, as defined in Section 108A, the Code Enforcement Official shall have the authority to Determine a reduction in the number and removal of the animals is Necessary to comply with Section 108.
  - d. The Code Enforcement Official has the authority to determine that removal of the animals in circumstances where they constitute a health or safety hazard to human beings is necessary to comply with Section 108.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date:** January 21, 2009

**Meeting Type:** Regular Session

**Type of Presentation:** Visual

**REFERENCE DOCUMENT:**

FY2008 Development Impact Fee Report Form

**AGENDA TITLE: (Be Exact):**

Discussion, consideration, and possible approval of the Fiscal Year 2008 Development Impact Fee Report.

**PURPOSE AND BACKGROUND INFORMATION:**

Per the Town Code, Section 7-10-3 B states that at least once every year, and not later than January 1 of each year, the Town Manager or his designee shall coordinate the preparation and submission of an Annual Report to the Mayor and Council on the subject of Development Fees enacted pursuant to this Article.

The report details total collections and expenditures throughout the fiscal year along with the number of building permits issued that result in development fee collections separated by permit type. Total square footage is also listed for non-residential development.

The Town Code states that Council may take such action as it deems appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Approval of the Fiscal Year 2008 Development Impact Fee Report.

**Type of Document Needing Approval:**

FY2008 Development Impact Fee Report

**Finance Director Review**

Budgeted/Amount

Attorney Review  Yes  No

Attorney Comments \_\_\_\_\_

**Fund:** N/A

**Line Item:** \_\_\_\_\_

**Submitting Department:** Finance

**Contact Person:** Lisa Elliott, Senior Accountant

**Town Manager/Designee:** \_\_\_\_\_

**Development Impact Fees Report Form**  
**Statement of Revenue, Expenditures and Change in Fund Balances**  
**For the Fiscal Year Ended June 30, 2008**

	General Government	Police Services	Library	Parks & Recreation	Total
<b>Revenues</b>					
Impact Fees	\$ 18,426.00	\$ 13,952.00	\$ 14,457.00	\$ 32,258.00	\$ 79,093.00
Interest	\$ 91.82	\$ 53.09	\$ 62.39	\$ 226.21	\$ 433.51
<b>Total Revenues</b>	<b>\$ 18,517.82</b>	<b>\$ 14,005.09</b>	<b>\$ 14,519.39</b>	<b>\$ 32,484.21</b>	<b>\$ 79,526.51</b>
<b>Expenditures</b>					
General Government					
Specific Project/Equipment	\$ -				\$ -
Physical Location	\$ -				\$ -
Police Services					
Specific Project/Equipment		\$ -			\$ -
Physical Location		\$ -			\$ -
Library					
Specific Project/Equipment			\$ -		\$ -
Physical Location			\$ -		\$ -
Parks & Recreation					
Specific Project/Equipment				\$ -	\$ -
Physical Location				\$ -	\$ -
Debt Service on Bonds					\$ -
Repayment of Loans					\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 18,517.82</b>	<b>\$ 14,005.09</b>	<b>\$ 14,519.39</b>	<b>\$ 32,484.21</b>	<b>\$ 79,526.51</b>
<b>Fund Balance as of June 30, 2007</b>	<b>\$ 7,971.95</b>	<b>\$ 4,199.44</b>	<b>\$ 6,775.73</b>	<b>\$ 15,125.43</b>	<b>\$ 34,072.55</b>
<b>Fund Balance as of June 30, 2008</b>	<b>\$ 26,489.77</b>	<b>\$ 18,204.53</b>	<b>\$ 21,295.12</b>	<b>\$ 47,609.64</b>	<b>\$ 113,599.06</b>

**Number of Building Permits Issued:**

**Residential:**

Single Family Residence	17
Multi-Family Residence	1
Manufactured Housing Residence	8

**Non-Residential**

Number of Permits Issued	5
Total Square Footage	8389

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: January 21, 2009**

**Meeting Type: Regular Session**

**Type of Presentation: Verbal**

**REFERENCE DOCUMENT:**

Investment Policy for the Town of Camp Verde

**AGENDA TITLE: (Be Exact):**

Discussion, consideration, and possible adoption of Resolution 2009-758 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting that certain document filed with the Town Clerk and entitled "Town of Camp Verde Investment Policy".

**PURPOSE AND BACKGROUND INFORMATION:**

In the Internal Control Review completed by Lumbar & Associates presented to Council on January 16, 2008, it was identified that the Town should formally adopt an investment policy. In compliance with the findings identified in the Internal Control Review Report, staff obtained the sample investment policy from the Government Finance Officers Association of Arizona and adapted the sample policy to fit the Town of Camp Verde. This Investment Policy conforms to applicable Federal and State laws and other legal requirements set forth in A.R.S. §35-323 as well as establishes guidelines for the proper investing of Town funds, desired outcomes and priorities.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Adopt Resolution 2009-758, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting that certain document filed with the Town Clerk and entitled "Town of Camp Verde Investment Policy".

**Type of Document Needing Approval:**

Resolution 2009-758

**Finance Director Review**

Budgeted/Amount

Attorney Review  Yes  No

Attorney Comments \_\_\_\_\_

**Fund:**

**Line Item:**

**Submitting Department: Finance**

**Contact Person: Lisa Elliott, Senior Accountant**

**Town Manager/Designee:**



**RESOLUTION 2009-758**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
ADOPTING THAT CERTAIN DOCUMENT  
FILED WITH THE TOWN CLERK AND ENTITLED  
"TOWN OF CAMP VERDE INVESTMENT POLICY".**

**Whereas**, the Town of Camp Verde desires to create a guide for the investment of Town of Camp Verde funds to outline proper investing, desired outcomes and priorities; and

**Whereas**, the Town of Camp Verde's objective is to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns; and

**Whereas**, the Town of Camp Verde's investment program must operate in conformance with Federal, State and other legal requirements, including, but not limited to, those requirements set forth in A.R.S. §35-323.

**NOW THEREFORE BE IT RESOLVED**, that the Town of Camp Verde's Investment Policy shown on the accompanying documents, is hereby adopted as the Investment Policy of the Town of Camp Verde.

Passed and adopted by a majority vote of the Common Council at the regular meeting of January 21, 2009.

\_\_\_\_\_  
Tony Gioia, Mayor

**Attest:**

**Approved as to form:**

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney



Investment Policy  
For  
Town of Camp Verde, Arizona

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Investment Policy  
For  
Town of Camp Verde, Arizona

**I. Purpose**

The purpose of this policy is to create a guide for the investment of Town of Camp Verde (hereinafter referred to as "the Town") funds. The Town currently has no written guidelines advising how the Town should invest its funds, nor guidelines detailing the desired outcomes and priorities. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director (hereinafter referred to as "the Finance Director"), to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

**II. Governing Authority**

The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35-323.

**III. Approval of the Investment Policy**

The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

**IV. Scope**

- This policy is designed to apply to the investment needs of the Town.
- The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
- Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- The Finance Director will follow A.R.S. §35-323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

## V. Investment Policy Objectives

The primary investment objectives of the Town in order of priority are:

- Safety
- Liquidity
- Optimal yield
- Collateralization

These objectives are defined below:

**Safety** - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.

### a. Credit Risk

The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:

- Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323. When possible, analysis of the credit worthiness of all individual debt issuers held in the portfolio should be conducted on an annual basis in an effort to guard against investing in weak or deteriorating credit situations;
- Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
- Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.

### b. Interest Rate Risk

The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:

- Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
- Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
- Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.

**Liquidity** - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool which offers same-day liquidity for short-term funds.

**Optimal Yield** - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.

**Collateralization** – Securities will be registered in the name of the Town of Camp Verde.

#### **VI. Investment Management Authority**

Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director.

If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:

- Periodic investment portfolio reporting;
- Evaluating the performance of the externally managed portfolio;
- Monitoring manager compliance with the investment policy;
- Conveying the investment needs of the Town to the external manager;
- Developing investment strategy with the external manager.

#### **VII. Brokers/Dealers**

When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:

- Audited, most recent annual financial statements within six months of the close of the fiscal year;
- Unaudited, most recent quarterly financial statements;
- Proof of National Association of Security Dealers certification;
- Proof of Arizona registration (as needed);
- A signed letter acknowledging that they have read and agree to abide by the investment policy.

## **VIII. Portfolio Criteria**

### **Acceptable Asset Classes**

As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:

1. Certificates of deposit in eligible depositories.
2. Certificates of deposit in one or more Federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
3. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
4. Repurchase agreements with a maximum maturity of one hundred eighty days.
5. The pooled investment funds established by the state treasurer pursuant to § 35-326.
6. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
7. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
8. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.

9. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
  - (a) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
  - (b) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
10. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
11. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.

All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

**Benchmark**

The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.

Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

**Maturity Parameters**

Funds Maximum Maturity:	3 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / - 20% of the Portfolio Duration Target

**Concentration and Diversification**

At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

**Minimum Acceptable Credit Quality**

As indicated in the table below, all corporate portfolio holdings at the time of purchase must have a minimum rating (\*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	(i) S & P	(ii) Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

\*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

**Safekeeping and Custody**

**Delivery vs. Payment** - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

**Safekeeping** - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

## **IX. Reporting**

The Finance Director shall produce for the governing body of the Town or their designee an investment report at least quarterly. The purpose of the report is to enable the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should include:

- A list of individual securities held at the end of the reporting period;
- The realized and unrealized gains or losses in the portfolio;
- The duration of the portfolio and of each security held in the portfolio;
- The maturity date of each security held in the portfolio;
- The book value and market value of each security in the portfolio;
- The percentage of the total portfolio market value that each security represents;
- The yield to maturity of the portfolio and of each security held in the portfolio;
- The periodic interest earnings of each security held in the portfolio;
- The credit quality of each security held in the portfolio;
- A periodic summary of portfolio transactions, including fees incurred for external management and custody services.

**Custodian Reconciliation** – The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

## **X. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

## **XI. Policy Considerations**

**Exemption** – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

Any deviation from the preceding policy shall require the prior specific written authority of the Town Council or Town Administration.

## **XII. Investment Training**

Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two year period and receive no less than ten hours of instruction relating to investment

responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.

The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town.

Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

## **Guideline Glossary**

**U.S. Treasury Bills, Notes and Bonds:** U.S. government guaranteed securities. Represent the most liquid and creditworthy security in the domestic market.

**U.S. Federal Agency Securities:** Debt obligations issued by agencies of the U.S. government such as the Federal National Mortgage Association (FNMA) and the Federal Farm Credit Bank (FFCB). While not explicitly guaranteed by the government, the securities are generally traded with an “implied” guarantee.

**Collateralized Mortgage Obligations (CMO’s):** Pass-through securities collateralized by residential mortgages for which prepayments are segmented to allow for more predictable cash flows. Issuers are primarily FNMA and FHLMC (Freddie Mac).

**Repurchase Agreements:** Standardized, simultaneous purchase and sale of the same security by approved brokers/dealers. Repurchase Agreements are, in effect, short-term (overnight) loans collateralized by securities. Two types of collateral are authorized: U.S. Treasury securities and U.S. Government Agency securities.

**Commercial Paper:** An unsecured promissory note (maturities 1-270 days) issued by banks, corporations, public entities and finance companies.

**Corporate Notes and Bonds:** Corporate debt instrument. Maturities range from nine months to 30 years.

**Floating Rate Securities:** Corporate or Federal Agency debt in which the periodic coupon is reset based upon a formula stated at the time of issue.

**Municipal Obligations:** Taxable or tax-exempt municipal securities typically secured by general governmental funds from tax revenue or a municipally operated enterprise.

**Certificates of Deposit:** A marketable receipt for funds deposited in a bank or thrift institution for a specific time period at a stated rate of interest.

**Funds Maximum Maturity:** The longest acceptable time to maturity that any one security in the portfolio may have at the time of purchase.

**Maximum Maturity for Repurchase Agreements:** The longest acceptable time to maturity that any one repurchase agreement in the portfolio may have at the time of purchase.

**Portfolio Duration Target:** Duration is the weighted average maturity of a portfolio’s cash flows, where the present values of the cash flows serve as the weights. Thus, portfolio duration target is a pre-determined duration at which a portfolio is expected to be maintained.

**Portfolio Duration Range:** An acceptable range in which the actual portfolio duration can deviate from the Portfolio Duration Target.

**Prudence:** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."  
*Source: GFOA Sample Investment Policy*

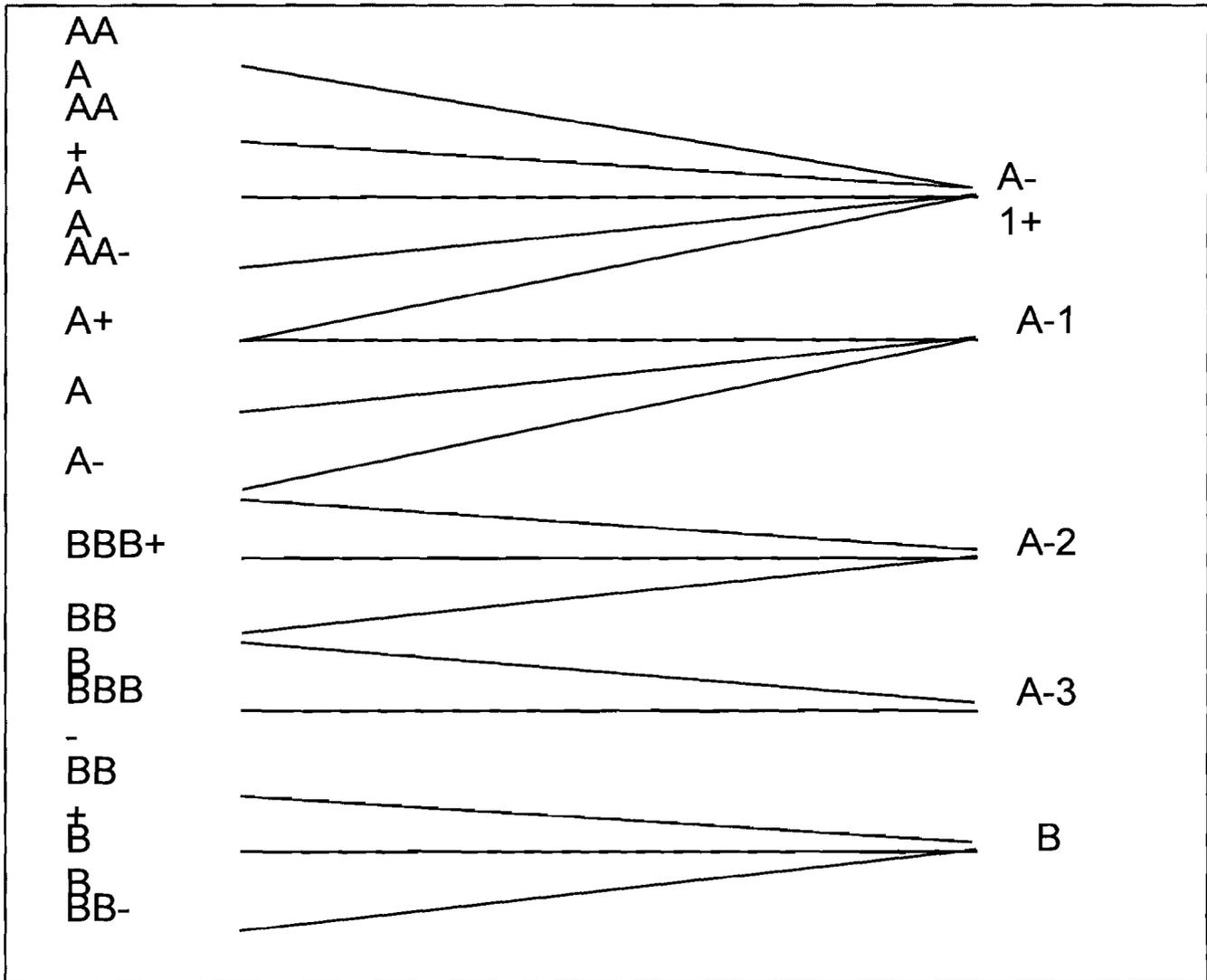
**Delegation of Authority:** Authority to manage the investment program is granted to the Finance Director or his designee and derived from the following: A.R.S. §§35-321, 35-323. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. *Source: GFOA Sample Investment Policy*

Exhibit 1:

The relationship between long-term ratings and short-term ratings using Standard & Poor's rating convention is as follows:

**Long-term Ratings**

**Short-term Ratings**



#13

**THE FOLLOWING ARE EXERTS FROM THE INDICATED MINUTES REGARDING FINANCIAL ISSUES**

**April 24, 2007**

**4. FY 2007/2008 General Fund Operating Budget**

Dane Bullard, Finance Director gave a power point presentation regarding the budget, starting with a budget overview that included projected sales tax, construction tax and total estimated revenues. He then explained General Fund Revenues vs. Expenditures and provided a 7-year comparison. He discussed payroll related issues, current staffing levels, additional staffing requests, and a new salary schedule proposal.

Bullard explained how the 1% sales tax is split, and how the bed tax comes into the general fund. There was discussion regarding the position of Public Works/Engineer and Maintenance Departments and discussion regarding possible outsourcing of these tasks.

**May 16, 2007**

**13a. DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF TO CONTRACT FOR A FOUR (4) YEAR AUDIT.**

Staff was directed to prepare RFQ's and then come back to Council with recommendations on a financial audit and a proficiency audit.

Parrish explained that several citizens had suggested that since there will be a new Manager, the Town should have an audit done in order to have a level playing field for the new Manager to take over. Parrish said that is usually what is done, including an inventory, in companies when a new CEO comes in. The members discussed the suggestion, with several disagreeing as to the need, and an alternative suggestion for perhaps an audit of the procedures followed by the Town to determine that there have been no illegal acts, if that is a concern. Bullard explained that in-depth audits are performed by an outside independent firm in compliance with State Statutes; a four-year audit would probably come up with very close to the same result as what is in the Town files from the last four years. However, Bullard said that if Council directs, then an RFQ could be prepared to solicit a new auditing firm, possibly to be available for the upcoming audit, but to go back and audit prior years would be an excessive expense.

Following public comments and further Council discussion with input from Bullard and Sims, it was suggested that staff could be directed to come back to Council with recommendations concerning a proficiency audit and services of a new auditor; Sims also said that a second year audit could be solicited, if discrepancies are noted in the first year.

**PUBLIC INPUT**

**Nancy Floyd**, a former information system auditor, said that all the firms use the same general accounting principles; they use software and it is a check sheet for everybody and an in-depth audit; to spend the extra money is ridiculous.

**Vince Polo** asked if the audits are made public. *He was advised that all the Town records are public and available in the Clerk's Office.*

There was no further public input.

### **September 5, 2007**

#### **8. Discussion, consideration, and possible selection of an audit firm to conduct the FY 2006-2007 year-end audit.**

On a motion by Hauser, seconded by Elmer, the Council voted unanimously to appoint the firm of Lisa Lombard & Associates to conduct the FY 2006-07 year-end audit, including CAFR, in the amount of \$23,840.

Finance Director Bullard said that in response to Council direction, new quotes to include the CAFR cost were requested from the audit firms being considered, and two bids were received, one from Lisa Lombard & Associates in the amount of \$23,840, and the other from Heinfield & Meech for \$25,500. A brief discussion followed regarding the benefit as well as the initial extensive research required by staff by adding the CAFR requirement.

There was no public input.

### **September 17, 2007 – Special Session**

#### **3. Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Finance Director/Personnel Director.**

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to go into Executive Session.

A motion by Gioia that Dane Bullard is retiring as the Town Finance Director pursuant to the terms of the Town Code failed for lack of a second.

On a motion by Gioia, seconded by Parry, the Council voted unanimously to approve the resignation of Dane Bullard according to Town Code Section 3-1-3(B) based on a severance package of nine months pursuant to the terms discussed, and conditioned upon a release signed by Bullard.

Finance Director Bullard requested that the meeting go to Executive Session since he had no materials to go on and there was no staff present who could add anything to the meeting.

**The meeting was adjourned at 4:33 p.m. to go into Executive Session; following the Executive Session, the meeting was reconvened at 5:35 p.m.**

Gioia announced that Bullard is retiring as the Town Finance Director/HR Director, pursuant to the terms of the Town Code, with appreciation of the Town for his years of service.

### **January 16, 2008 – Special Session**

3. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the Town's financial procedures.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding possible litigation.

### **January 16, 2008**

#### **6. Presentation and discussion of Internal Control Agreed upon Procedures Engagement by Lisa Lombard, CPA, CGFM of Lombard & Associates, PLLC**

Town Manager was directed, acknowledging his existing time constraints, to finalize the Policies & Procedures and the related recommendations into a document to be adopted by Council,

together with a draft of his views and directions to staff as to how to execute each and every procedure, for review by the Council.

Town Manager Scannell reviewed the decision to engage Lumbard & Associates in response to his concern about inadequacies in the internal controls in the Town's financial system, adding that Lisa Lumbard was present to give her report on the internal controls review that was recently completed.

Lisa Lumbard prefaced a comprehensive review of her written subject report by explaining that internal controls consist of procedures that are in place in order to prevent the possibility as well as to help deter the possibility of fraudulent activities occurring. Ms. Lumbard presented a page-by-page review of the report that evaluated the adequacy of the internal control over specific categories involving all financial transactions and accounting and included recommendations for corrective procedures to be put into place. In summary, Ms. Lumbard said her firm understands that the Town is experiencing significant weaknesses in segregation of duties, partially due to the small size of the staff; however, she said she does believe there are areas of segregation that could be improved upon with the existing staff, and getting a qualified Finance Director will definitely be of help. Ms. Lumbard extended appreciation to the current Town personnel for their courteous cooperation, and commented that her firm was not rendering an opinion as to adequacy of controls, but is only reporting the results of the audit.

The members discussed the report with Ms. Lumbard, including her recommendation that definitive Town Policies & Procedures should be finalized and communicated to all employees together with training sessions so that everybody is aware of the Policies & Procedures. Manager Scannell outlined for the Council some of the items in the report beginning to be addressed, and assured the members that each and every recommendation is legitimate and those improvements will be made with the support of the Council. Scannell added that the Finance Department staff is an outstanding group of employees who are doing the best they can.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Jerry Tobish**, a local business owner, said he understands what is needed because he has worked in internal controls professionally; he commented on the importance of following through with the recommendations and findings contained in Ms. Lumbard's report and put everything in order.

There was no further public input.

#### **January 30, 2008 – Special Session**

- 1. Update on the Town's Fiscal Year 07/08 Financial Status followed by discussion, consideration, and possible direction to the Manager to implement corrective actions related to the expenses and revenues that will accrue by June 30, 2008.** Staff resource: Michael Scannell

Mayor Gioia commented that many questions that Council has been asking for quite some time are being answered and compared this activity to Camp Verde moving into a 'renaissance' era.

Scannell gave an overview of the report he prepared for Council explaining the \$1,800,000.00 shortfall in the budget. The memo is attached and becomes a permanent part of this record. Scannell explained the difference between a deficit and a shortfall, and assured Council that the problem is fixable. Scannell explained the reasons for the shortfall that included inflated projections of General Purpose Sales Tax Revenue and the downturn in the economy, which included lackluster housing starts and construction. He also explained there is no appropriation of funds included in the budget for the payment on the new Marshal's Facility or the pledge of funds

to KOCH Financial for the Sanitary District. He advised that the Parks & Recreation Department is projected to lose \$110,000 on Special events promoting the Town. He pointed out that with the \$130,000 that is given to the Chamber of Commerce; the Town spends \$275,000 to promote Camp Verde. He advised the Court has a shortfall of approximately \$55,000 and the Finance Department will be short \$40,000.

Scannell stated mitigating the shortfall will be a challenge and reviewed suggestions included in the report. He advised the Department Head team spent the few couple of weeks assessing their respective funding needs and reducing departmental expenditures, which yielded approximately \$300,000 to the General Fund.

### **Public Input:**

Steve Ayres asked about the development of the park. Scannell explained that the Town has been attempting to acquire the 118 acre Forest Service site that was up for auction. He said that the bids were to close today at 3:00 p.m. and at 2:45 p.m., there were no bids offered. He explained that the Town did not offer a bid, hoping that this would force the GSA to reconsider the \$20,000 per acre price.

Robin Whatley thanked the Council for spending the extra dollars to fund the outside audit. Whatley thanked Mr. Scannell for the five-page report that tells the citizens about our financial situation and how it can be fixed.

Hank Hoover stated Scannell looked like he is going to stop a runaway horse before we have a property tax. He stated he does not want to have a property tax.

There was no other public input.

Council thanked Scannell and the entire staff for their work and agreed that the Town needs to move forward. Garrison noted her trust level in 'audits' was zero because she had been assured that all the checks and balances were in place, and that was not the case. Garrison questioned how the Town got to this position.

Council agreed to meet with the Parks & Recreation Commission as soon as possible to determine what direction they should go with regard to special events. Scannell reminded Council that they had difficult decisions ahead and it would not be a walk in the park. He noted some feathers would be ruffled and needed total Council support. He noted it would be a challenge, but if they were up to it, and staff, the Town would be able to move forward. He asked for a vote of confidence and everyone in the room, including Council members, raised their hand. Scannell explained staff is working on a new template for a budget that would be easier to understand where the revenues and expenditures for each department would be coming from.

## **April 2, 2007**

- 7. Presentation and discussion of the February 2008 Financial Update Report.** *Staff Resource: Lisa Elliott*  
There was no action taken.

**Lisa Elliott** explained that the subject report is the first of a series of monthly reports that staff will be bringing to Council on the Town's financial condition. Elliott compared the budgeted departmental amounts with the expenditures to date that reflect an amazing job that the departments are doing in saving the Town money. Elliott reviewed the non-departmental line items, and said that staff will be bringing to Council on April 16<sup>th</sup> a request for approval to put a freeze on expenditure line items so that all amounts over \$1,000 will require review by the Town Manager and either approved or denied. Some declines in estimated revenue line items, including

sales taxes, were also pointed out. Elliott added that staff believes that all the situations outlined are very manageable, and there will be a balanced budget at the end of the year; staff will continue to update the Council monthly.

Town Manager Scannell said that as more data points become available, the forecasts should become somewhat more accurate; he commended the departments for their commitment and serious efforts to control spending. Scannell said that if staff believes that the financial picture is starting to deteriorate, the Council will be advised accordingly. Scannell added that staff plans to recommend a freeze on filling positions; those should be viewed individually to determine the degree to which they are absolutely required.

Gioia asked that the Manager relay to the departments the appreciation of Council for their efforts to keep in line with the budget. Scannell said that staff will be coming to Council with a series of Work Sessions to discuss the budget requests of the departments; he will go over the new budget format which will be more understandable and easier to work with. There was also a discussion on the need and plans for a new software program; Scannell stressed the importance of planning ahead and reviewed the research staff is doing to help make the best decision for the Town.

There was no public input.

#### **April 16, 2008**

##### **13. Manager/Staff Report**

Scannell requested confirmation of the planned allocation of the monies received from the Yavapai-Apache Nation; after discussion the members determined that the allocation recommended by the Nation when the funds were presented was duly authorized by Council acceptance at that time.

Scannell reported that the proposed amendment to Section 108D with respect to animal regulations will not be on the agenda for April 23<sup>rd</sup> but is advertised for hearing on May 28<sup>th</sup>; there was some concern expressed by the members regarding FFA representatives being available on that date; the subject and date will be discussed further.

Scannell clarified on the cash flow figures questioned by Gioia; he also assured the Council that the glitch in distributing the monthly financial report has been corrected and the members will be receiving the report on a monthly basis. Scannell apologized that he has been unable to follow up on the Rio Verde Plaza problem because of other demands; he is still working on it and will bring back a report on May 7.

Scannell said that the members will be receiving copies of the P&L Statement for the Pecan & Wine Festival; changes are being instituted for next year that will prevent the major loss experienced this year. Scannell also reported on the potential savings to be realized from eliminating the Crawdad Festival and the Gun & Knife Show.

#### **May 21, 2008**

##### **5. Presentation and discussion of the April 2008 Financial Update Report. Staff Resource : Lisa Elliott**

There was no action taken.

Finance Department Accountant Lisa Elliott presented the April 2008 Financial update report, including the declines in sales tax revenues; because of a plan that was derived to remediate the downfall, a gap in estimated shortfall of revenues to the General Fund has been closed from the amount of \$438,000 to approximately \$118,000. Elliott commended the different departments for doing an excellent job of ratcheting expenses back and squeaking through; Council joined in

with commendations.

There was no public input.

### **May 22, 2008**

#### **3. Presentation by Lisa Lumbard of Lumbard and Associates, PLLC updating Council regarding single audit for the fiscal year ended June 30, 2007, followed by discussion and possible direction to staff.**

Ms. Lumbard was late, arriving at 3:35 p.m. prior to her arrival, Council discussed the Condition – Weakness in Controls over Disbursements as listed on page 51 of the audit. Garrison expressed her lack of trust in the process, noting that Council had been told several times that they could trust an independent audit. German asked if there would be 'spot checks' to ensure these issues do not occur in the future. Scannell explained the audit process and advised that corrective measures had already been taken to ensure a clean audit the next time. He noted that the accounting standards were changing and becoming more stringent. He advised he expected to have some 'dings' on the next audit, but this would be taken as constructive criticism and an opportunity to take corrective action.

Smith noted that this audit did not uncover the chaos that was expected under the previous Finance Director. He said that at best, the Town had a sloppy Finance Director, not a criminal one. He said that he was elected to serve our citizens and he asked Scannell how he felt about the audit and how this could have been avoided.

Scannell explained that it was critical to rotate auditors every two years. He explained that the Town had a long-term relationship with the previous auditors and that it was easy to become complacent. He suggested that Council periodically go to RFP for audits to avoid cozy relationships. In answer to Garrison's concerns, he advised that though it has been a challenge, it is his daily goal to improve credibility and restore trust. He said that when he came here, the credibility bank had been depleted for Council, for staff, and for the community. He said that each day, we endeavor to improve the deposits to the credibility bank, but it is a tall order, noting that the fear here was palpable. He advised that he had spoken with Mrs. Roberts of Heinfeld & Meech, our consulting CPA firm, about developing a "Whistle Blower Policy" that would have an outside investigation team.

Gioia said that he was aware of the depletion and it had taken Council several years to get to this point. He said that they have confidence that they are now heading in the right direction.

Scannell advised that it is a team effort and we strive for continuous improvement.

Lisa Lumbard presented the audit, covering the document page-by-page. She explained that the 'findings' were the result of an entire suite of new accounting standards. She noted that if the Town could not draft their own financial statements, it would be a significant deficiency. She referred to the Manager's response on page 53 and noted that management has been a pleasure to work with. She advised that management is progressively responsive and they do not argue, but rather ask, "What can we do to fix it?" She said that sufficient training could alleviate many of the issues and that the Town had made an excellent choice in bringing in Heinfeld & Meech. She said it would have been too difficult for a new Finance Director to concentrate on finding and correcting the issues in a short time. She commended staff on their proactive involvement in the process.

Lumbard answered Council questions.

### **July 16, 2008**

#### **4. Manager/Staff Report**

Scannell reported that the State budget was adopted, and the Town's estimates of anticipated funding were very close to what was approved. Notice was received from Arizona Municipal Risk Pool that a dividend will be received for slightly more than \$20,000 in the form of a reduced premium as a result of current risk management practices limiting exposure to liability. Scannell has sent a letter to the Sanitary District on behalf of the Council asking for their acknowledgment that the Town is interested in the 15 acres as noted in the IGA. Much interest has been shown through the bidding on the proposal for the Park consultant; the pre-bid conference was held last week. Letters have been sent out to community members who have expressed interest in serving on the Technical Advisory Committee to select a consultant. Following up the last report on the budget, fuel prices are having an impact on travel and related sales tax revenues from motels and hotels; he will be monitoring that issue very closely and giving updates and estimates for future income. Scannell has been working with the Rio Verde Plaza tenants who have indicated problems with maintenance issues that need to be addressed; a report will be forthcoming at the next meeting. Scannell advised that he will be absent next week attending the meeting of the Arizona City Management Association, but will be available by telephone.

#### **October 1, 2008**

#### **5. Accountant Lisa Elliott will update Council on the revenue/expenditure figures for the fiscal year ending June 30, 2008. (Staff Resource: Lisa Elliott)**

Lisa Elliott gave an update on the subject financial preliminary figures that show a savings of \$500,000, adding that last year ended on a good note; she plans to get a report to Council on the first quarter activities by November at the latest. Scannell said that the figures show the fund balance increased by approximately \$400,000.

There was no public input.

#### **November 19, 2008**

#### **6. Report of the Town's financial condition, followed by discussion, consideration, and possible authorization to implement the Manager's recommendations relative to adjusting expenditures in order to bring them in line with current revenue projections. Adjustments may include, but not be limited to reorganization of staff and/or Town resources, reducing and/or eliminating expenditures in various line items, etc. (Staff Resource: Michael Scannell)**

On a motion by Garrison, seconded by Smith, the Council voted 6-1 that Commissions, excluding Planning & Zoning, Board of Adjustment and Design Review Board, meet every other month until further notified; with a 'no' vote by Hauser.

On a motion by Hauser, seconded by Garrison, the Council unanimously authorized the implementation of the Manager's recommendations relative to adjusting expenditures as outlined.

On a motion by Smith, seconded by Garrison, the Council unanimously authorized having two Council meetings per month until further notice.

Town Manager Scannell gave a comprehensive update on the negative effect of the declining statewide economic activity on the current financial condition of the Town, and his proposed cost-saving measures to compensate for the projected general fund shortfall. Scannell outlined in detail the recommendations as set forth in his written report. The first recommendation, in essence, was to shut down the Housing Department, reassign the Director and the Administrative Assistant to other departments and responsibilities, and eliminate the Housing Commission as a result of closure of that department. In that regard, Scannell suggested that Director Morris could be authorized to allocate perhaps 10 percent of his time, over time, to forward the housing issues on a regional basis. Other cost-saving measures were to cease publication of the Town Page in

the print media and to reclassify and reassign certain personnel to other departments. Scannell included with his written report a spreadsheet to outline the total estimated expenditure savings.

The members acknowledged the worsening economical situation in the State and Town, and suggested several other possible cost-cutting measures, including limiting the yearly number of Commission meetings, making the meetings shorter, reassessing the need for Work Sessions, and considering doing away with televising meetings. The possible cost-savings to the Town through limiting the frequency and length of Commission meetings was also discussed. There was some support for rescheduling Commission meetings for every other month, and a suggestion that Council adopt a resolution to go to two meetings per month and to have Executive Sessions and Special Sessions either right before or after those meetings.

During the discussion Gioia recommended that those Commission members present tonight put on their next Commission or Committee meeting an agenda item to discuss the necessity or possibility of less frequent meetings, have that go through the Manager's Leadership Group, with a recommendation back to Council. Gioia said he would also like to see hard figures on possible cost savings in that regard. There was disagreement with that request by Councilors Garrison, Kovacovich, Smith, and Elmer, all noting that this was a Council decision. There was further discussion on the issue of having the Commissions meet only every other month, with the exception of Planning & Zoning and the Design Review Board.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Linda Buchanan** spoke at length in support of the need for the Housing Commission, adding that she also believes in pursuing working with a Regional Housing Authority, and supports the Manager's recommendation to work with Morris to continue the good work performed by the Housing Department. Ms. Buchanan suggested retaining the Housing Commission on a reduced schedule of meetings.

**Tony Varela**, as a neophyte member of the Commission, expressed dismay over being cut off; he appreciated the report from the Manager, and suggested looking at the income as well.

**Jeremy Bach** said he agreed with all that Ms. Buchanan said, and added that until they are asked to leave they are not leaving. Mr. Bach said he is looking forward to working with Mr. Scannell further on some other issues

There was no further public input.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: January 21, 2009**

**Meeting Type:**

**Type of Presentation:**

**REFERENCE DOCUMENT:**

**Application for funding for Verde Valley Concert Association-Missoula Theatre in the amount of \$1,750**

**AGENDA TITLE: (Be Exact):**

Discussion, consideration and possible approval/denial of the Application for Funding to Verde Valley Concert Association-Missoula Theatre for \$1,750. This item was previously approved by Council on September 19, 2008 with stipulations. The Verde Valley Concert Association did not agree to the stipulations.

**PURPOSE AND BACKGROUND INFORMATION:**

On September 19, 2008, Council approved the application to Verde Valley Concert Association-Missoula Theatre in the amount of \$1,750 with the stipulations that the Association provide documentation that the entire \$1,750 will be paid to the Camp Verde Children's Theatre who is one of the community organization sponsoring the 2009 Missoula Children's Theater Project, and if the documentation is not provided, the request will be denied. Staff received a phone call from the Concert Association advising of concerns regarding the stipulations. The Committee met again on October 31, 2008 and was advised there are two organizations working with Missoula. The Committee voted NOT to fund the application and give the Camp Verde Missoula a chance to apply for non-profit funding.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Move to approve or decline the Non-Profit Funding Committee's recommendation to deny funding to the Verde Valley Concert Association for the Missoula Theater Project.

**Type of Document Needing Approval: Other**

**Comments:**

**Fund:** Non-Departmental

**Line Item:** 01-20-17-7950

**Town Attorney Reviewed**  Yes  No  N/A

**Comments from Attorney:**

**Submitting Department:** Clerk's Office

**Contact Person:** Debbie Barber

**Town Manager/Designee:**

**Minutes  
Ad-Hoc Committee  
Non-Profit Funding  
TOWN OF CAMP VERDE  
Parks & Recreation Conference Room  
395 S. Main Street  
Friday, October 31, 2008  
at 9:00 A.M.**

**DRAFT**

1. **Call to Order**

Town Clerk, Deborah Barber called the meeting to order at 9:00 a.m.

2. **Roll Call**

Town Clerk, Deborah Barber, Council Member Charlie German, Committee Members Robin Whatley, Howard Parrish, and Mark Ware were present.

**Also Present**

Susan Oliphant and Arlene Wright from Verde Valley Concert Association, and Deputy Clerk Virginia Jones were present. Helen Freeman and Kitty Jalving from Camp Verde Children's Theater were also present.

3. **Approval of Minutes**

On a motion by German, seconded by Whatley, the minutes were approved as presented.

4. **Presentation by Susan Oliphant from Verde Valley Concert Association-Missoula Children's Theatre Project followed by discussion, consideration, and possible recommendation to the Camp Verde Town Council regarding their grant application for \$1,750.**

Barber explained to the Committee that she had received a call from Verde Valley Concert Association representative, Susan Olephant, who expressed concerns regarding the stipulation in the funding agreement that funds would be transferred to the Camp Verde Children's Theater for use in the 2009 Missoula Children's Theater Project. Barber explained she was not aware that two groups were working with Missoula, and felt it was only fair the Committee hear both sides of the story.

Olephant stated that she has been involved in the Verde Valley Concert Association for over 2 years, and she had applied for the grant when she saw the advertisement in the local newspaper. Olephant explained the Verde Valley Concert Association has sponsored the Missoula Children's Theater Project in Camp Verde for the past 20 years. She explained the Verde Valley Concert Association currently sponsors programs in Camp Verde, Cottonwood, Clarkdale and Sedona. Olephant noted the Verde Valley Concert Association pays the insurance fee; and fronts the money to Missoula in advance of the performances. Olephant explained that if the Committee insisted on keeping the stipulation on the grant, the Verde Valley Concert Association would withdraw there application, she did not feel that it was legal for a non-profit to give the money to a group that did not have a 501-3(c) non-profit status.

Jalving explained she has been involved with the Missoula program since 1987 and in the past, the balance of funds available, after all expenses were paid, was given to the Verde Valley Concert Association. Jalving noted, that because the funds were raised in Camp Verde, they felt the funds should stay in Camp Verde and they opened there own bank account under the name of Camp Verde Children's Theater.

Barber pointed out to the Committee the application that was submitted came from the Verde Valley Concert Association and the funding request will come from the LTAF account.

On a motion by Whatley, seconded by Ware the Committee voted **not** to fund the application from the Verde Valley Concert Association and give the Camp Verde Missoula a chance to apply for non-profit funding.



5. **Adjournment**

The meeting adjourned at 9:45 a.m.

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Virginia Jones, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Committee during the Special Session of the Ad-Hoc Committee for Non-Profit Funding of Camp Verde, Arizona, held on the 31<sup>st</sup> day of October 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Debbie Barber, Town Clerk and Staff Liaison

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: January 21, 2009**

**Meeting Type:**

**Type of Presentation:**

**REFERENCE DOCUMENT:**

**Ordinance 2009-A360**

**AGENDA TITLE: (Be Exact):**

Discussion, consideration and possible approval of Ordinance 2009-A360, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Article 2-3-1, Regular Meetings and Article 4-2-A.3 Set the Regular Meeting Schedule of the Town Code.

**PURPOSE AND BACKGROUND INFORMATION:**

On November 19, 2008, the voted to reduce meetings of Council and Commissions in order to reduce expenses with the downturn of the economy. This direction required changes to the Town Code.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Move to approve Ordinance 2009-A360, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Article 2-3-1, Regular Meetings and Article 4-2-A.3 Set the Regular Meeting Schedule of the Town Code

**Type of Document Needing Approval:**

**Ordinance 2009-A360**

**Comments:**

**Fund: Non-Departmental**

**Line Item:**

**Town Attorney Reviewed**  Yes  No  N/A

**Comments from Attorney:**

**Submitting Department: Clerk's Office**

**Contact Person: Debbie Barber**

**Town Manager/Designee:**



**ORDINANCE 2009-A360  
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE,  
YAVAPAI COUNTY, ARIZONA,  
AMENDING TOWN CODE ARTICLE 2-3-1, Regular Meetings  
and Article 4-2.A.3 Set the Regular Meeting Schedule**

**Section 2-3-1  
Regular Meetings**

The Council will hold regular meetings at 6:30 p.m. on the first and third Wednesdays 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 meetings, may be called. If a regular meeting or work session is cancelled, such as near a holiday, notice of the cancellation shall be posted.

**Article 4-2  
Organization**

A. First Meeting. Each board and commission, during its first meeting of the month of ~~October~~ JANUARY of each calendar year, shall:

1. Elect a Chairperson. The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. Elect a Vice-Chairperson. The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.
3. Set the Regular Meeting Schedule. The COUNCIL SHALL ESTABLISH MEETING DATES & TIMES BY RESOLUTION IN JANUARY OF EACH YEAR. ~~board or commission shall review and approve a meeting schedule that~~ establishes the regular meeting time, regular meeting date and regular meeting place. Such schedule shall contain, at the very least, one regular meeting EVERY OTHER a-month. ~~The regular meeting date shall be on a recognized day or days of the month such as the first Thursday of the month.~~ The Town Council may schedule special meetings and work sessions.

**PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 21<sup>ST</sup> day of January 21, 2009.**

\_\_\_\_\_  
Tony Gioia, Mayor

Approved as to form: \_\_\_\_\_  
Town Attorney

Attest::

\_\_\_\_\_  
Deborah Barber, Town Clerk

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: January 21, 2009**

**Meeting Type:**

**Type of Presentation:**

**REFERENCE DOCUMENT:**

**Resolution 2009-759**

**AGENDA TITLE: (Be Exact):**

Discussion, consideration and possible approval of Resolution 2009-759, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting Meeting Dates and Times for Council and All Commissions/Committees.

**PURPOSE AND BACKGROUND INFORMATION:**

On November 19, 2008, the voted to reduce meetings of Council and Commissions in order to reduce expenses with the downturn of the economy. This Resolution clarifies meeting dates and times, establishes the 2009 Holiday Schedule, and the hours of operation for all public facilities.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Move to approve Resolution 2009-759, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, setting meeting dates and times for Council and all Commissions/Committees, and setting the 2009 Holiday Schedule.

**Type of Document Needing Approval:**

**Resolution 2009-759**

**Comments:**

**Fund:** Non-Departmentmental

**Line Item:**

**Town Attorney Reviewed**  Yes  No  N/A

**Comments from Attorney:**

**Submitting Department:** Clerk's Office

**Contact Person:** Debbie Barber

**Town Manager/Designee:**



**RESOLUTION 2009-759**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
SETTING MEETING DATES AND TIMES FOR  
COUNCIL AND ALL COMMISSIONS/COMMITTEES**

**WHEREAS**, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities; and

**WHEREAS**, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Commissions, and Committees as follows:

**Mayor and Council, Board, and Commission Meeting Schedule**

**Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting.**

<b>Mayor and Common Council of the Town of Camp Verde 2009 Meeting Schedule</b>		
Regular Session/Council Hears P&Z	January 21, 2009	6:30 p.m.
Regular Session	February 4, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	February 18, 2009	6:30 p.m.
Regular Session	March 4, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	March 18, 2009	6:30 p.m.
Regular Session	April 1, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	April 15, 2009	6:30 p.m.
Regular Session	May 6, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	May 20, 2009	6:30 p.m.
Regular Session	June 3, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	June 17, 2009	6:30 p.m.
Regular Session	July 1, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	July 15, 2009	6:30 p.m.
Regular Session	August 5, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	August 19, 2009	6:30 p.m.
Regular Session	September 2, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	September 16, 2009	6:30 p.m.
Regular Session	October 7, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	October 21, 2009	6:30 p.m.
Regular Session	November 4, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	November 18, 2009	6:30 p.m.
Regular Session	December 2, 2009	6:30 p.m.
Regular Session/Council Hears P&Z	December 16, 2009	6:30 p.m.

**Regular Meetings of the Planning & Zoning Commission**

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2009 unless there is a paid application, which in this case, the meeting will be held on the first Tuesday of the month as a Special Session. Additional Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

<b>Planning &amp; Zoning Commission of the Town of Camp Verde 2009 Meeting Schedule</b>		
<b>1. Regular Session</b>	<b>January 1, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	January 8, 2009	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
Special Session (as needed)	February 5, 2009	6:30 p.m.
Special Session (as needed)	February 12, 2009	6:30 p.m.
<b>2. Regular Session</b>	<b>March 5, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	March 12, 2009	6:30 p.m.
Special Session (as needed)	April 2, 2009	6:30 p.m.
Special Session (as needed)	April 9, 2009	6:30 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
<b>3. Regular Session</b>	<b>May 7, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	May 14, 2009	6:30 p.m.
Special Session (as needed)	June 4, 2009	6:30 p.m.
Special Session (as needed)	June 11, 2009	6:30 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
<b>4. Regular Session</b>	<b>July 2, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	July 9, 2009	6:30 p.m.
Special Session (as needed)	August 6, 2009	6:30 p.m.
Special Session (as needed)	August 13, 2009	6:30 p.m.
<b>5. Regular Session</b>	<b>September 3, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	September 10, 2009	6:30 p.m.
Special Session (as needed)	October 1, 2009	6:30 p.m.
Special Session (as needed)	October 8, 2009	6:30 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
<b>6. Regular Session</b>	<b>November 5, 2009</b>	<b>6:30 p.m.</b>
Special Session (as needed)	November 12, 2009	6:30 p.m.
Special Session (as needed)	December 3, 2009	6:30 p.m.
Special Session (as needed)	December 10, 2009	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Regular Meetings of the Board of Adjustments**

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the third Tuesday of every month at 3:00 p.m. as needed.**

<b>Board of Adjustments of the Town of Camp Verde 2009 Meeting Schedule</b>		
1. Regular Session (as needed)	January 20, 2009	3:00 p.m.
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
2. Regular Session (as needed)	February 17, 2009	3:00 p.m.
3. Regular Session (as needed)	March 17, 2009	3:00 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
4. Regular Session (as needed)	April 21, 2009	3:00 p.m.
5. Regular Session (as needed)	May 19, 2009	3:00 p.m.
6. Regular Session (as needed)	June 16, 2009	3:00 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
7. Regular Session (as needed)	July 21, 2009	3:00 p.m.
8. Regular Session (as needed)	August 18, 2009	3:00 p.m.
9. Regular Session (as needed)	September 15, 2009	3:00 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
10. Regular Session (as needed)	October 20, 2009	3:00 p.m.
11. Regular Session (as needed)	November 17, 2009	3:00 p.m.
12. Regular Session (as needed)	December 15, 2009	3:00 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Regular Meetings of the Design Review Board**

Notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board of the Town of Camp Verde will hold **Regular Meetings on the fourth Tuesday of each month at 3:00 p.m. as needed**

<b>Design Review Board of the Town of Camp Verde 2009 Meeting Schedule</b>		
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
1. Regular Session (as needed)	January 27, 2009	3:00 p.m.
2. Regular Session (as needed)	February 24, 2009	3:00 p.m.
3. Regular Session (as needed)	March 24, 2009	3:00 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
4. Regular Session (as needed)	April 28, 2009	3:00 p.m.
5. Regular Session (as needed)	May 26, 2009	3:00 p.m.
6. Regular Session (as needed)	June 23, 2009	3:00 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
7. Regular Session (as needed)	July 28, 2009	3:00 p.m.
8. Regular Session (as needed)	August 25, 2009	3:00 p.m.
9. Regular Session (as needed)	September 22, 2009	3:00 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
10. Regular Session (as needed)	October 27, 2009	3:00 p.m.
11. Regular Session (as needed)	November 24, 2009	3:00 p.m.
12. Regular Session (as needed)	December 22, 2009	3:00 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Regular Meetings of the Parks & Recreation Commission**

Notice is hereby given to the members of the Parks & Recreation Commission and to the public that the Parks & Recreation Commission of the Town of Camp Verde will hold **Regular Meetings on the first Tuesday during the months of January, March, May, July, September and November, at 5:30 p.m..**

<b>Parks &amp; Recreation of the Town of Camp Verde 2009 Meeting Schedule</b>		
1. Regular Session	January 6, 2009	5:30 p.m.
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
2. Regular Session	March 3, 2009	5:30 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
3. Regular Session	May 5, 2009	5:30 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
4. Regular Session	July 7, 2009	5:30 p.m.
5. Regular Session	September 1, 2009	5:30 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
6. Regular Session	November 3, 2009	5:30 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Regular Meetings of the Library Advisory Commission**

Notice is hereby given to the members of the Library Advisory Commission and to the general public that the Library Advisory Commission of the Town of Camp Verde will hold **Regular Meetings on the third Thursday during the months of January, March, May, July, September and November, at 6:00 p.m.**

<b>Library Advisory Commission of the Town of Camp Verde 2009 Meeting Schedule</b>		
1. Regular Session	January 15, 2009	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
2. Regular Session	March 19, 2009	6:30 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
3. Regular Session	May 21, 2009	6:30 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
4. Regular Session	July 16, 2009	6:30 p.m.
5. Regular Session	September 17, 2009	6:30 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
6. Regular Session	November 19, 2009	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Regular Meetings of the Trails & Pathways Commission**

Notice is hereby given to the members of the Trails & Pathways Commission and to the general public that the Trails & Pathways Commission of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday during the months of January, March, May, July, September and November at 6:30 p.m.**

<b>Trails &amp; Pathways Commission of the Town of Camp Verde 2009 Meeting Schedule</b>		
1. Regular Session	January 13, 2009	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2008 through December 2008 will be heard at the January 21, 2009 Council Meeting.</b>		
2. Regular Session	March 10, 2009	6:30 p.m.
<b>First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.</b>		
3. Regular Session	May 12, 2009	6:30 p.m.
<b>Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.</b>		
4. Regular Session	July 14, 2009	6:30 p.m.
5. Regular Session	September 8, 2009	6:30 p.m.
<b>Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.</b>		
6. Regular Session	November 10, 2009	6:00 p.m.
<b>Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.</b>		

**Passed and adopted by a majority vote of the Common Council at the regular meeting of January 21, 2009.**

\_\_\_\_\_  
Tony Gioia, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
William Sims

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: January 21, 2009**

**Meeting Type:**

**Type of Presentation:**

**REFERENCE DOCUMENT:**

None

**AGENDA TITLE: (Be Exact):**

Discussion, consideration and possible authorization for 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 need an immediate response.

**PURPOSE AND BACKGROUND INFORMATION:**

Town Code states that 'at the first meeting of each year, Council shall adopt a policy statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response. In March 2008 Council unanimously authorized the Mayor, to (1) support legislation that protects the ground water aquifer Verde River Basin; (2) oppose legislation that compromises the integrity of the ground water aquifer Verde River Basin; (3) support legislation that maintains the State Shared Revenues; (4) oppose legislation that erodes State Shared Revenues; (5) support legislation that maintains land use authority for municipalities in Arizona; and/or (6) oppose legislation that erodes the land use authority for municipalities in Arizona.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Move to continue authorization for the Mayor to support legislation for water protection, State Shared Revenues, and municipal land use authority as discussed and additional item(s) as determined by Council (please define additional items).

**Type of Document Needing Approval: Other**

**Comments:**

**Fund:**

**Line Item:**

Town Attorney Reviewed  Yes  No  N/A

**Comments from Attorney:**

**Submitting Department: Clerk's Office**

**Contact Person: Debbie Barber**

**Town Manager/Designee:**