

ADDITIONAL INFORMATION

FEBRUARY 18, 2009
REGULAR SESSION

ITEM #19

TOWN OF CAMP VERDE



BID POSTING

Request for Bid

BID #060

Purchase of Real Property owned by the
Town of Camp Verde and identified as a vacant 0.36 acre parcel of the
Northern boundary of the community Park located at
McCracken Lane in Camp Verde, Arizona

**Present: Lynda Moore, Parks & Recreation Director, Sharon McCormick, Admin
Assistant, Robert Brown and Dale Brown**

Bids

BIDS RECEIVED		
COMPANY or NAME	ADDRESS	AMOUNT OF BID
Carol German	1227 S. McCracken Lane Camp Verde, AZ 86322	\$12,077

Posted By: Sharon McCormick Date/Time 2/13/09 3:00 PM

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.

February 11, 2009

Ms. Debbie Barber
Camp Verde Town Clerk
473 South Main Street
Camp Verde, AZ 86322

**BID FOR:
PURCHASE OF McCracken Lane Property**

The following bid is being submitted for the purchase of McCracken Lane Property as identified by the legal description provided by Camp Verde Parks Director Lynda Moore, and as advertised in the newspapers on or about February 4 – 11.

BID: \$12,077

Bid is submitted by:

Carol German
1227 S. McCracken Lane
Camp Verde, AZ 86322
567-9042



Town of Camp Verde



Bid Opening

February 13, 2008

BID #060

Purchase of Real Property
Owned by the Town of Camp Verde
McCracken Lane Property
0.36 acre parcel

Bidder

Bid Schedule

Total Bid Amount

<u>Bidder</u>	<u>Bid Schedule</u>
	<u>Total Bid Amount</u>
1. <u>Carol German</u>	<u>\$ 12,077.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS**

**473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 18, 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) Regular Session – February 4, 2009
 - 2) Special Session – February 4, 2009
 - b) **Set Next Meeting, Date and Time:**
 - 1) February 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
 - 2) February 25, 2009 at 6:30 p.m. – Council Retreat
 - 3) March 4, 2009 at 6:30 p.m. – Regular Session
 - 4) March 18, 2009 at 6:30 p.m. – Regular Session/Council Hears Planning & Zoning
 - 5) March 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
 - c) **Possible authorization to add the Town's name to letter sent to Arizona legislators asking them to refrain from diverting the Arizona Heritage Fund for FY 2009 adjustments or for the FY 2010 budget.** (Staff Resource: Mayor Gioia)
 - d) **Possible direction to staff to amend the March 6, 2009 letter to Arizona State Parks requesting a Waiver of Retroactivity for Acquisition Projects to allow the Town to apply for a Heritage Grant as soon as funds become available and authorization for the Mayor to sign.** (Staff Resource: Mayor Gioia)
 - e) **Possible approval of the sublease with the Kiwanis Club of Beaver Creek in Rimrock to house the Beaver Creek Library Services (a branch of the Camp Verde Community Library).** (Staff Resource: Gerry Laurito)
 - f) **Possible approval of the Yavapai Library Network Participation Library Automation Agreement, an Intergovernmental Agreement between the Town of Camp Verde and the City of Prescott as agent of the Yavapai Library Network.** (This is a budgeted item.) (Staff Resource: Gerry Library)
 - g) **Possible approval of a special event liquor license application submitted by the American Legion Post #93 for the Verde Valley Highland Games to be held on March 28, 2009 at 30 E. Hwy. 260, Camp Verde.** (Staff Resource: Debbie Barber)
 - h) **Possible approval of the proposed 2009/10 Budget Calendar.** (Staff Resource: Michael Scannell)
 - i) **Possible direction to staff to prepare a letter of support to the State Legislature and Governor relative to the continued funding of the University of Arizona's Drachman Institute.** (Staff Resource: Vice Mayor Hauser)
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 by Lettie Connell relative to the Wreaths across America for the Prescott National Cemetery.**
8. **Presentation and update by Director Kathy McLaughlin relative to the Yavapai Family Advocacy Center's activities.**

9. **Presentation and possible approval of the Verde Valley Ranger's Mounted Sheriff's Posse's annual event calendar in which they will sell alcohol, specifically June 5-6, 2009 – Crawdad Festival, July 18, 2009 – Corn Festival, and October 9-10, 2009 – Ft. Verde Days.** This is a pre-authorization for the events and does not approve the actual Special Event Liquor License applications, but rather lets the organization know if it is practical to proceed with the applications.

Councilor Garrison requested item #10.

10. **Possible reconsideration of the action taken on February 4, 2009 to renew the Intergovernmental Agreement with the Camp Verde Unified School District for use of the triangle parking lot and trail adjacent to Butler Park and the District Office and authorization for the Mayor to execute the contract documents.** (Staff Resource: Lynda Moore)
11. **Discussion, consideration, and possible approval of Ordinance 2009-A362, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 2-1-4 of the Town Code, Vacancies in Council.** (Staff Resource: Debbie Barber)
12. **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 Town Code Chapter 4 Boards, Commissions, and Committees, Article 4-2.A.3 - Organization and Article 4-3 - Meetings.** (Staff Resource: Debbie Barber)
13. **Discussion, consideration, and possible approval of Ordinance 2009-A361, 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.** (Staff Resource: Debbie Barber)
14. **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)
15. **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)
16. **Discussion, consideration, and possible appointment of Council members and alternates to serve as the Sanitary District Liaison and the Chamber of Commerce Liaison.** (Staff Resource: Mayor and Council)
17. **Discussion, consideration, and possible development of projects to submit to Ann Kirkpatrick, Member of Congress for consideration in the American Recovery and Reinvestment Act followed by possible direction to staff to submit the projects in the required format.** (Staff Resource: Mayor Gioia)
18. **Discussion, consideration, and possible direction to staff to prepare an ordinance that adopts Robert's Rules of Order, as modified that best fits the Town's needs for Council consideration at the earliest possible date.** (Staff Resource: Michael Scannell)
19. **Discussion, consideration, and possible acceptance or rejection of bids for the Town-owned property consisting of .36 acre parcel of the northern boundary of the Community Park located at McCracken Lane. The bid opening is scheduled for February 13, 2009.** (Staff Resource: Lynda Moore)
20. **Discussion, consideration, and possible authorization to fill the position of Parks Administrative Assistant.** (Staff Resource: Lynda Moore)
21. **Presentation and possible reconsideration of Council's decision to have Town Staff enforce the Town's regulations concerning the youth livestock project activity for 2009 based on new information submitted by the FFA advisors, allowing the FFA advisors to proceed with the enforcement regulations for 2009.** (Staff Resource: Nancy Buckel)

Councilor Smith requested item #22:

- 22. **Discussion, consideration, and possible direction to staff relative to a) holding in abeyance any actions relative to enforcing the transaction privilege tax on residential and commercial properties in the Town of Camp Verde and b) to prepare an analysis for the Council's review and to deliver said analysis on or before March 4, 2009 of those options that exist with respect to developing new sources of revenue to offset the loss of revenue that may flow from the rescission of the transaction privilege taxes currently levied on residential and commercial properties in the Town of Camp Verde.**
- 23. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

- 24. **Advanced Approvals of Town Expenditures**
a) **There are no advanced approvals.**
- 25. **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.
- 26. **Adjournment**

Posted by:

Virginia Lewis

Date/Time:

2-13-09

10:00 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
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 4, 2009
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 Smith, Garrison, and Kovacovich; German has submitted his resignation; there are now two seats vacant.

Also Present: Town Manager Mike Scannell, Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Hauser

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 – January 21, 2009

b) Set Next Meeting, Date and Time:

1) February 18, 2009 at 6:30 p.m. – Regular Session/Council Hears Planning & Zoning

2) February 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**

3) March 4, 2009 at 6:30 p.m. – Regular Session

4) March 18, 2009 at 6:30 p.m. – Regular Session/Council Hears Planning & Zoning

5) March 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**

c) Possible approval to renew the Intergovernmental Agreement with the Camp Verde Unified School District for use of the triangle parking lot and trail adjacent to Butler Park and the District Office and authorization for the Mayor to execute the contract documents. (Staff Resource: Lynda Moore)

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the corrections noted.

Kovacovich requested that the Minutes of January 21, 2009 be corrected to reflect in Item 4 that Kovacovich had not been present at the meeting of December 22, 2008, instead of December 22, 2009; Garrison noted that the two references on Page 2, Item 8 to “Youth Commission” should be corrected to “Youth Committee.”

Gioia requested that a session be set for a discussion with SRP depending on Council’s availability.

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

(Comments from the following individuals are summarized.)

Jackie Baker, following up a reminder to herself, passed out candy treats to the members and staff.

Sharon Roddan, an attorney and business owner, distributed packets containing a written statement and supporting documents to the Town Clerk and members of the Council. Ms. Roddan read the statement that outlined in detail what she asserts was willful discrimination against her company, Diamond Homes, in connection with a recent call for a bid, based on what she claims was an erroneous claim of conflict of interest, resulting in a serious financial detriment to her company and its vendors. Ms. Roddan closed her complaint with a demand for a letter of apology.

Donna Stillwell, owner of D&N Tire located behind Ace Hardware, said she is absolutely against the Town’s position on A-Frame signs for only people on Main Street. Her business was granted an A-Frame sign for one year, but now she feels the Town has changed things based on a whim, and how will people know where her business is. Ms. Stillwell said she is very angry and feels the Town does not care.

Bob Burnside said he wanted to refute a report that has been circulating that he has withdrawn from the race for Mayor; to the contrary he is definitely in the running.

Linda Buchanan highly commended the Clerk for creating the web links that make information directly accessible to the public.

Tony Varela began to speak regarding the Housing Commission issue, and was reminded that he would have the opportunity when that item comes up on the Agenda.

There was no further public input.

6. **Council Informational Reports**

Smith announced that Town Clerk Debbie Barber has received her Master Clerk Certificate, the highest that can be achieved; there are not that many who have that certification in the State of Arizona; Mark, the Journal reporter, received an award for fair and balanced and objective reporting.

Hauser reported that a letter was received from Steve Ayres to remind people that all Arizona cities, towns, counties and Indian tribes are being looked at to develop a Legacy Project to commemorate Arizona's Centennial in 2012.

Gioia commented on the award from Sedona Recycling and their report on the dramatic recycling progress shown by Camp Verde. Gioia also reported on the status of the Wild & Scenic designation for Fossil Creek; 250 people are to be hired through the Yavapai College Camp Verde annex to work on the census; phone number 1-866-861-2010.

7. **Presentation by Mike Showers relative to the Performing Arts Studio.**

There was no action taken.

Mike Showers gave a presentation on the creation of the Performing Arts Studio, a non-profit entity, what the group is doing and what they hope to accomplish. Mr. Showers explained that their mission is to enrich lives in the Verde Valley through access to the performing arts and to establish and cultivate a community-based program focusing on music, dance, and dramatic presentations, and outlined the activities and classes through which they are pursuing that mission.

A brief discussion with Mr. Showers followed his presentation.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Robin Whatley, as a member of the ad hoc non-profit funding Committee, said that since this is the first year that the committee has distributed funds, she was grateful to hear Mr. Showers' report and the realization that the money will pay many dividends to all the youth and adults in Camp Verde.

There was no further public input.

*Mayor Gioia requested item #8: **AND 8A***

8. **Discussion, consideration, and possible direction to staff relative to improving signage that will direct tourists to the Townsite/Business District.**

On a motion by Gioia, seconded by Smith, the Council voted unanimously to direct staff to order an appropriate directional sign at the Montezuma Castle Road location delineated in the agenda packet, reading, "This Way to Historic Camp Verde Main Street." Staff is further directed to erect the sign on that designated spot.

Mayor Gioia gave an update on signs that ADOT has agreed to place; the Committee is trying to find different places for signs to bring in tourists. Gioia added that Montezuma Castle is the second biggest draw in this area, with the Casino the first. Gioia found that the Town has a right-of-way at the exit from the Montezuma Castle monument, and that is an opportune place for placing a sign to direct tourists to the Historic Main Street Camp Verde, and suggested that staff be directed to place the sign on that Town right-of-way.

Ginger Mason, speaking for the Committee, commented that the using the location described by Gioia is imperative, and that it might have helped the Fort in the situation it is facing right now. Some folks are actually being misdirected by the tourist information center, and proper signage would have perhaps corrected that. The right-of-way is a key

place. Ms. Mason said that she has spoken to merchants, and they have indicated they would share in the expense of erecting the signage. Councilor Smith suggested that the corner of Homestead and 260, which the Town owns, would also be suitable for signage; he also reminded everyone about the stipulation for Steve Coury to have signage at his place of business indicating the entrance to Camp Verde. Ms. Mason added that ADOT has been very helpful in working with the Committee in the last few months.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jackie Baker asked about the cost; *Gioia replied that it would be approximately \$200.* Ms. Baker suggested the corner of the parking lot by Fort Verde as another great location for a sign to direct the visitors to the businesses in Town. High school students might also be available to help with the signs and materials.

Bob Burnside suggested the Council consider moving the dirt on Oasis hill and create a View Point.

John McReynolds said that Camp Verde for 28 years has been a difficult place to do business; he is glad to see the wheels of progress are turning, and believes the Montezuma Castle area is a great place for signage; a billboard used to stand there 28 years ago.

There was no further public input.

Gioia reviewed his background of working on signs, together with the Committee; of the six signs requested, ADOT has granted four of them, free. Work will continue on finding other locations.

Gioia announced that staff is also working on a proposal for utilizing corner banners to notify tourists that there are other businesses off of Main Street; staff will be bringing back a presentation on that to Council.

8A. DISCUSSION, CONSIDERATION, AND POSSIBLE AUTHORIZATION FOR THE MAYOR TO ACT ON ISSUES TO RETAIN FORT VERDE STATE PARK; STATE PARKS IS RECOMMENDING THAT FORT VERDE PARK BE CLOSED.

On a motion by Smith, seconded by Gioia, the Council unanimously authorized the Mayor and Council signatures on a letter to the State Park to commit to keeping Fort Verde open.

Staff was directed to reach out to the other communities, including the Chambers and the people that the Town works with across the Verde Valley and invite them to do the same; Gioia will reach out to the Mayors.

Gioia said he has been in discussions with the Director of State Parks, and understands that the Director is not intending to close the Park and that it was a proposal he had to put before the Board; the intention is to try to move available funding to save the Parks. Hauser proposed that all members of the Council join in signing a letter to the Legislature, and it was further suggested that the Mayor be authorized to collect the signatures and follow through. Town Manager Scannell commented that the entire community should be invited to contact their Legislators and other people in a position of influence in a campaign to keep the Fort open.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Ginger Mason suggested that the newspapers could also be involved, as well as volunteers; also, State Parks might consider closing the Fort for two months out of the year and temporarily move personnel, to conserve costs.

Linda Buchanan said that the greater Region might be looked at for support on the effort; Camp Verde is not just a "little sandbox by itself"; help from other Chambers might be requested, as we have helped them.

Jackie Baker said that working collaboratively is important, and the Town has approached State Parks in the past to that end; we need a community effort to get as many signatures as possible working with the Chamber and volunteers

There was no further public input.

8B. DISCUSSION, CONSIDERATION, AND POSSIBLE ACCEPTANCE OF COUNCIL MEMBER CHARLEY GERMAN'S RESIGNATION, WITH APPRECIATION FOR HIS DEDICATION AND SERVICE TO THE TOWN OF CAMP VERDE.

Staff was directed to arrange for a Council photograph, to include Greg Elmer and Charley German.

Gioia commented, and the members agreed, that Charley German will be sorely missed, together with his professionalism, his great negotiating abilities and efforts. Councilor Smith reminded everyone that no photograph has been taken of the Council, and suggested that Greg Elmer and Charley German be invited to sit for a formal Council photograph.

There was no public input.

9. **Discussion, consideration, and possible approval of Resolution 2009-760, a Resolution of the Mayor and Common Council of the Town of Camp Verde, 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: Lisa Elliott)

On a motion by Hauser, seconded by Garrison, the Council unanimously approved Resolution 2009-760, a Resolution of the Mayor and Common Council of the Town of Camp Verde, 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."

Town Manager Scannell reported that in response to the Council request, three community meetings have been held in order to help to educate the community on what was being proposed by the subject document, with Donald Zelechowski serving on a panel together with representatives from the State Department of Revenue. Scannell said that he believes people have recognized what the Town is trying to do. The program envisioned is largely based on public education to increase the level of compliance with already existing tax requirements. Cottonwood has had the procedures in place for a number of years; it runs very smoothly and is not viewed as anything that would harm businesses in the community.

The members discussed their contacts with individuals who have expressed conflicting opinions on whether the proposal is a good idea in light of the economy, with the majority seeming to lean against. There was also discussion regarding wanting to create a level playing field, and the unfairness of those operating outside of the system and not paying their taxes; either eliminate the tax altogether or bring everyone into compliance.

Donald Zelechowski commented that the idea is to try to enforce the law that the Town has had for years. He understands the problems the business people are facing at this time, the concern over the word "audit," and those who just do not understand the tax. Mr. Zelechowski admitted that probably only about 85% will be brought into compliance, the rest will just ignore it, but added that every effort would be made to educate those people and make them aware of the tax that the Town has already had on the books. The Department of Revenue has failed the Town in collecting the tax, and that is the reason for a supplemental procedures. Mr. Zelechowski outlined how the program would work, based on a "desk audit," as opposed to a "field audit."

Gioia said that he had attended one of the sessions, and from the questions asked and comments made, was pleased to find that most people wanted and needed to know what they are supposed to be doing. Gioia pointed out a problem that one contractor mentioned, that he was losing out on bids because he included tax and some competitors did not in order to lower their bids.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

George Young said that as an owner of a business in company, he is basically just a collection agent for the State and the Town; he has never heard any appreciation for the taxes he has turned over and he has to pay someone who handles his books and collects the sales tax for Phoenix and the State. Mr. Young agrees that the playing field should be leveled.

Holly Johnson, an accountant, said she heard mostly about rental properties at the meetings and the people who are not paying the tax; she suggested there should be an amnesty for the older people with maybe one property who do not know what is required and stand to lose everything. (Mike Scannell said the issue was not solely rental income; furthermore, there never has been any consideration of applying the rule retroactively; education is a critical component of the entire program.)

Sharon Roddan said that this is a death knell to the businesses in Camp Verde; the last thing a small business owner needs is another invasion into time and labor. Ms. Roddan said that the sales tax impacts the affordable housing her

business provides, and she listed all the departments that combine to over-regulate businesses. Ms. Roddan reiterated her complaint that because she served as a volunteer on the Housing Commission, her company was excluded from participating in a grant and \$400,000 went to out-of-town companies; there is no level playing field.

Debbie Roulette, a tax-paying citizens, questioned how the Town would level the playing field from people who did not want to pay the tax; there is no way to enforce it. The rest of the people have to work harder to make up for those who are not going to pay.

Therese Tobish said she was down in Cave Creek looking for a new business location; revenue is down and she would love to be able to pay more tax to keep the Town going. She suggested that if a contractor does not include taxes in its bid, then disqualify and rule that contractor out from the competition; we can help each other instead of putting stress on the ones that have licenses and are trying to do the right thing.

Bob Burnside questioned whether an answer had been received regarding a discussion with a speaker on an issue that is on the agenda; he also questioned whether the amount of \$10,000 to be paid to the audit consultant was for educating staff, and if he would be doing the field audit is he covered by the Town insurance in the case of an irate business owner.

Greg Blue said he believes the objection from the community is on the timing, budget constraints, across the board cuts; he disagrees that the consultant can bring in three times his salary. The timing is poor, the mechanism is poor, the Council wants an outside source to be the heavy. The staff needs education. Why charge tax on rent when there is no tax on food. The Town would be wasting money by passing these two items on ordinances.

Ginger Mason asked if those people working at home supplementing their income in various ways are being taxed. They need to be educated on what is right and what is wrong; that is their fear.

John McReynolds believes that the Town is negligent on the business license issue; as for rental properties, the website gives information on who owns which property.

Tom Nielson said he bought a newspaper at Circle K and he was charged 4 cents tax.

Linda Buchanan said she works for Yavapai College and was pleased to bring the panel together to educate the community; she also pointed out that using the code "CV" probably causes any tax to go to Chino Valley; the Camp Verde code is "CE". Ms. Buchanan also cited examples of the real need for continuing education on tax requirements.

There was no further public input.

The members discussed the issues raised by the speakers. Scannell stressed that his remarks were more focused on the educational aspect of the program, not the audit, and that hiring an outside source on a limited term basis makes sense in light of the workload of the staff; the Town could not fund its services by doing away with any tax. Garrison asked Scannell how much money does the tax that is on the books now bring into the coffers of Camp Verde from the people that are obeying the law and paying their taxes; Scannell said he could get the answer after reviewing all the figures. There was some discussion on whether staff could be properly trained, although it was pointed out that in the beginning it would be best to have an experienced contractor train staff. Also, for every dollar spent for the outside source, the yield is estimated to be 3 or 4, and perhaps more once those not paying taxes are brought into compliance. There was approval expressed for the ideas of sending out flyers to contractors, including information with business licenses, and being proactive. The public was assured that the decisions of Council weigh heavily on the members; no one likes taxes.

Gioia acknowledged that the public concerns appeared to be all about the need to know, the misinformation, and the need for education that has been the focus from the beginning; the Town does not intend to be retroactive. Scannell reiterated that the State has no interest in helping the Town collect rental tax. If the Town is only interested in educating the public, no action is required; if the Town wants to have the tools to bring about compliance, the documents presented will have to be approved.

A recess was called at 9:00 p.m.; the meeting was called back to order at 9:08 p.m.

10. **Discussion, consideration, and possible approval of Ordinance 2009-A356, an Ordinance of Town of Camp**

Verde, Arizona, relating to the 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: Lisa Elliott)*

On a motion by Hauser, seconded by Garrison, the Council unanimously approved Ordinance 2009-A356, an Ordinance of Town of Camp Verde, Arizona, relating to the 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; provisions of this Ordinance and the amendments to the Tax Code adopted herein shall become effective on April 5th, 2009.

Town Clerk Barber explained that adoption of the prior Resolution makes this Ordinance a public document and is part of the two-step process required to enact the law.

In response to a question regarding the effective date, Scannell advised that the education phase could begin now; the April 5th effective date is required as lead time for the State to process their paperwork. Scannell will bring the Zelechowski contract to Council and the Town can start the educational part of the program on its own. Gioia has invited volunteers to contact Scannell to offer their help, and requested that Scannell bring back a report to Council as soon as possible. Scannell will report back on his outreach efforts and keep the Council informed.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Greg Blue questioned what he believes was a statement from Scannell that the State does not participate in the collection of privilege tax; Mr. Blue said the enforcement falls upon the Town. Mr. Blue said the staff needs education first; the Town has gotten ahead of itself. *(Scannell explained that the State does not collect the rental tax; that is a tax imposed by the Town. Also, training of staff will be a part of the education.)*

John McReynolds commented that no matter how it is described, it is a local audit; the part about penalties is what scares him, and education is the main thing.

Jackie Baker said she understands that the Department of Revenue certainly does come in and do audits; they need to collect the revenues that all are going to share, and they had better be doing their job. Ms. Baker believes that the taxes are collected and go into a general fund to be redistributed. They know what the Town's taxes are and they should also be collecting rental sales taxes. *(Scannell said the State is not enforcing rental sales taxes; when the State comes to audit they are only interested in State sales taxes on products.)*

There was no further public input.

11. Discussion, consideration, and possible approval of the updated 2009-2014 Five-Year Master Plan for Parks and Recreation. *(Staff Resource: Lynda Moore)*

On a motion by Kovacovich, seconded by Hauser, the Council unanimously approved the updated 2009-2014 Five-Year Master Plan for Parks and Recreation.

Parks & Recreation Director Moore explained that in preparing documents for the Heritage Grant application it became known that the previous five-year plan had not been updated; the P&R Commission met in Special Session and made changes to the plan, and it is submitted for consideration and possible approval. Garrison commented that the reference to "Youth Commission" should be "Youth Committee." Gioia thanked Moore and the Commission for bringing the Plan up to date.

There was no public input.

12. Discussion, consideration, and possible direction to staff in consideration of the Camp Verde Housing Commission's recommendation not to decommission the Housing Commission. *(Staff Resource: Matt Morris)*

On a motion by Smith, seconded by Hauser, the Council voted 4-1 to **not** decommission the Housing Commission, and to have them meet on a quarterly basis; with a 'no' vote by Garrison.

Matt Morris said the Housing Commission had not had an opportunity to give their input at the November 19th meeting on what they were doing or where it goes from here. Morris said there are some ideas to discuss regarding perhaps

forming an interest group or a committee that would not necessitate the need for formal meetings and the red tape of the Open Meeting Laws. They decided as a Commission to recommend against the decommissioning. Several members are here, and Morris said they wanted to make a statement on the important issue of housing and whether the Town can move forward with the Commission.

Garrison said she had spoken to Matt several times on the issue. She stressed that the Council is doing all it can in this economy to keep all staff members; the Town Manager with regret had said that the Housing Department was not affordable at this time, and Garrison outlined how the financial situation has deteriorated even more throughout the State since November 19th. Garrison said the Council made a policy decision on that date, and she could not understand how the issue now was brought back to the Council. Morris explained that the Commissioners made the choice on their own to do so, and as the staff person Morris believed he had a duty to bring their recommendation to Council. Garrison objected that the standard procedure had not been followed; furthermore, nothing has changed for the better as far as the financial picture. Councilor Smith said he agreed with the comments made by Garrison, and at this time, under these circumstances, he cannot support the Housing Commission coming back in a formal way. Smith suggested considering an ad hoc committee as an alternative. Gioia pointed out that many cuts have been made based on what services are essential, and those decisions are extremely difficult. Gioia said he also is enthused to see the Commissioners give up their time and perhaps form a citizens committee, and is in favor of that. He added that he would like to hear from that committee through the 10% dedication of one department and from that staff member of the department that no longer exists. Gioia said that the Council made a decision that has to be accepted, that the Commission is no longer functioning and the department no longer exists. The request of Manager and staff to put this on the agenda is the same as some other request from staff and therefore was allowed.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tony Varela commented that he took exception to what Norma says, and asked what has the Commission cost the Town since the beginning of the year. He said the members are offering their services and have not cost one penny. He said the members "are your volunteers; we are worthy of your concern." He objected that the Commission has not been aware of the awarding of bids; "Matt will vouch for that." "If we continue serving you and the community at no charge," Mr. Varela wants to see that whatever the Commission is empowered to do, anything relative to the activities of the Commission, procedures that call for bids, and so forth, be cleared through the approval of the Housing Commission on the city's behalf. "We would also want to be informed of any new agendas, any input, so that we can act accordingly for serving the city's rights and the individual's rights. We are asking you to remain and recommend that you keep the Housing Commission active." Mr. Varela also said there were other issues, but would not comment on the conflict of interest issue; he said that in the short time he has been on the Commission they have done the best job they could. He urged the Council to reconsider keeping the Commission active and properly empowered to continue its activities.

Linda Buchanan spoke in protest, saying that she is not sure if she is a member of the Housing Commission or not anymore, but that she "used to be" the Vice Chair. She objected that she did not get a letter of appreciation or termination notice; she is not sure if there will be another meeting, and that "you really left us hanging," Ms. Buchanan said she appreciates, despite the issue of protocol, how they got on the agenda; she is sorry that "our devoted staff member has been chastised tonight." She read from the Housing Element of the General Plan referring to housing as one of the most basic human needs. Ms. Buchanan said that using the data from the Clerk's Office she determined that the Housing Commission used a total of 17 hours in 2008, and she estimated that cost approximately \$3900. She suggested that if the Town billed the volunteers at what they consider themselves as professionals, that would total a benefit of about \$12,000 to the Town. "Even if you value us at minimum wage, and I am suggesting tonight that possibly you do, we still met the cost of having your Recorder." Ms. Buchanan said that the newspapers have shown that Camp Verde is the only community in the Verde Valley that has not seen double digit decreases in housing, to the detriment of working people and mortgage financing. Ms. Buchanan asked how the community could afford not to spend \$3900 to cultivate an asset to help those in our community with the greatest need. Ms. Buchanan asserted that she speaks for a number of citizens who believe that the Town is on the wrong track to try to protect every single job, every single dime; she salutes Clarkdale who is shutting Town Hall down for one day a week to reduce the workload.

John McReynolds said that it is totally obvious that he serves at the pleasure of the Council on the Housing Commission, "but I don't have to agree with you." The members of the Housing Commission know what the Commission is all about; it has to do with families, with welfare, with housing help, keeping children and seniors warm. The Commission is now in the process of awarding five new houses. A special meeting was held in connection with the conflict of interest involving a local business; that was resolved, and the next minute the Commission was

decommissioned. Everyone has worked hard, all of a sudden "you are going along 100 per hour, and then all of a sudden you get stopped." Mr. McReynolds said his request is to not decommission the Housing Commission.

Jeremy Bach said he had the privilege to serve on the Commission with all "these great professionals." He said he does take offense at the fact that "the great respect that I have for Mr. Scannell's budget curbing abilities – as the fellow speakers before me have said, housing is a basic necessity." Mr. Bach commented that the land in Arizona is 14% privately held, and is getting smaller every year. The housing crisis has hit everyone, but the cost of housing has not changed. Mr. Bach asked, "Why in the world would we cut the Housing Commission, and no disrespect to any other Commission, before Trails & Pathways? Why not combine that with Parks & Rec? Why not combine P&Z with Design Review?" Also, "Matt has been either privileged or cursed with 10% of his time to go to our housing, or 208 hours roughly." Bach suggested quarterly meetings, or six meetings a year in coalition with meeting with the Housing Authority, all the other Mayors, different people, to be able to proceed forward, being able to ramrod and take it through. As far as breaking protocol, "we really felt it was important; there are so many things that come up that are far less important that get brought up to this Council every other month that don't have the ability to make a difference, as we have."

Robin Whatley, as Chairman of the Parks & Rec Commission, said she thought Mr. Bach had brought up some interesting ideas. She said she could understand closing the Housing Department, referring to the listing of savings. Ms. Whatley said the saving claimed by eliminating the Commission is not on the list. She found it unfortunate that the Town will not be using the expertise of the Commission members to help people who need affordable housing.

Greg Blue said that the Council had an opportunity to chastise the Commissioners "because they wanted to vent; the reason they wanted to vent is because they are very passionate about this subject." Mr. Blue spoke about his municipal experience and how budget are cut without singling out one department, adding that there is no "magic" in the budget cut, Morris will just be in another department. Mr. Blue said he deals in affordable housing, and the Town has "put me in retirement through all the regulations, impact fees." Mr. Blue said, "I chastise you all for that." Mr. Blue said that Mr. Morris has told him that "he is now going to be in charge 90% of the time to rewrite our Town Building Code and Ordinances." Mr. Blue said he asked Morris how that would work, and "he says we are probably going to need, it hasn't been formalized, but we are probably going to need outside people to help us, guide us, because there is a lot of problems with the Ordinance as it stands now." Mr. Blue feels that existing staff in the Building Department has sufficient capability to do their own writing of their Ordinance. He added, "Again I chastise you for not taking each department at 10%, 15%."

In response to Mr. Blue, Garrison reminded him that the Council also cut down their meetings by more than half; all Commission were not happy at the meeting cuts, each feeling they were more important than the other Commissions. The Council has stressed how it values everyone; but the budget is in trouble. Mr. Blue said he understands budgets, but cuts across the board are equitable. Garrison asked why the Commissioners could not be a committee; if they have the passion it should make no difference what they are called. Mr. Blue said that they have been asking if they could still be a body; the Council is not listening. Garrison reminded Morris that she had suggested forming a committee to work with him; Morris agreed that they could do that on their own, but commented on the importance of housing and that the Town is just shifting how to approach that. A brief discussion regarding the Regional Housing effort followed.

PUBLIC INPUT (Continued)

Dave Freeman said he had served on the Housing Commission as well as on Planning & Zoning. During the last 3 or 4 years, some things were on the meetings that should not have been, together with a certain amount of inefficiency as with any government body. Until there is something timely, specific and necessary, the P&Z Commission will not be having meetings; "when we do have a meeting we will focus on getting things done efficiently and quickly." Perhaps all the Commissions could become committees, but the input, the caliber of people and the recognition would not be there. Mr. Freeman recommends running tighter agendas, meeting when important, and reestablish the Housing Commission, with all Commissions working as needed.

There was no further public input.

There was further Council discussion, with Garrison confirming that instruction had been given to staff setting the last date for the Housing Department and Housing Commission as February 28, 2009. There was further assurance from the Council that all the Commissioners are highly valued for their help. Gioia reminded everyone that the Council has made a policy decision and he stands by Council's majority decision. Barber explained the difference between functioning as a citizen's committee and a formal advisory committee. Smith suggested having quarterly meetings of

the Housing Commission, and after further discussion offered a motion to that effect; action was taken accordingly.

Because of the late hour, the meeting was next formally adjourned, with no other actions taken.

13. 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)
14. 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)
15. 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)

Councilor German requested item 16:

16. Discussion, consideration, and possible direction to staff relative to 1) POSSIBLE APPOINTMENT OF A COUNCIL MEMBER TO SERVE AS THE SANITARY DISTRICT LIAISON; 2) proceeding with the development and/or modification of the Intergovernmental Agreement with the Camp Verde Sanitary District; 3) possible appointment of a new committee to address the IGA; 4) setting a tentative date to bring the IGA back to the respective Council and Sanitary District Board members for a vote; and/or 5) wait to address these items in June after the new Council members are seated.

Councilor Garrison requested item 17:

17. Discussion, consideration, and possible setting of a Work Session to discuss the structure and conduct of meetings to include, but not be limited to stating of motions, roll call votes, protocol, etc.

Mayor Gioia requested item 18:

18. Mayor's report of meetings with Congressional Representative Ann Kirkpatrick regarding an economic stimulus package as it relates to the Town of Camp Verde.
19. Call to the Public for Items not on the Agenda.
20. Advanced Approvals of Town Expenditures
 - a) There are no advanced approvals.
21. Manager/Staff Report
22. Adjournment
On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:24 p.m.

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 4th day of February 2009. 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

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 4, 2009
3:30 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 3:30 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Garrison, and Kovacovich were present; German has submitted his resignation; there are now two seats vacant.

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

3. Discussion, consideration, possible direction to staff and possible approval of a Nondisclosure and Confidentiality Agreement relative to settlement discussions in connection with the Gila River General Stream Adjudication, now pending in the Maricopa County Superior Court. 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: Mayor Gioia)

On a motion by Hauser, seconded by Garrison, the Council voted unanimously to execute the subject Nondisclosure Agreement, dependent on if SRP would remove Item 10.

Mayor Gioia reported on the meetings he had attended with Salt River Project in connection with details that will become a part of the adjudication when it reaches the Verde Valley. The aim was to be able to find water for a large park when it becomes a reality, and avoid the possibility of being faced with a lawsuit from SRP. SRP did not wish to meet to discuss water rights and ownership unless some of the information they are willing to share was privileged, and has requested the Town to enter into the subject Nondisclosure and Confidentiality Agreement. It appears that the efforts to negotiate will bring the Town close to 600 acre feet of historic water rights underneath the Town roadways. Gioia said that Council will have the opportunity for a discussion with representatives of SRP so that everyone is informed. Payson has been successful in negotiating with SRP; Gioia will ask their water person to discuss their experience from the municipal side before the Town goes into any negotiations. Gioia explained that he previously had been given the authority by Council to discuss water rights based on the issue of trying to acquire water rights with subdivisions.

During the discussion of the subject agreement, there was strong objection expressed that such discussion was not being made public. Town Attorney Sims explained that SRP is arguing that this is all pursuant to litigation and therefore should not be public for fear that would harm the position in litigation. Sims pointed out that the nondisclosure agreement does not relate to the substance of the underlying Gila River General Stream Adjudication, and is only a preliminary step to allow the exchange of information. Sims added that he believes the Mayor is trying to assist the Town in terms of monitoring the rights relative to the Adjudication, and to avoid the expense of meeting with numerous water lawyers. Under the Open Meeting Law, an exchange of information pursuant to litigation is acceptable to be confidential. Sims suggested that Mike Scannell could call Bob Hardy in Cottonwood, based on their experience, to confirm that it is appropriate to use a non-lawyer, such as the Mayor, to participate in meetings. Sims confirmed that he is also opposed to the provisions stated in Paragraph 10. Sims recommended that the Council should decide to participate with adjudication, to delegate the Mayor to attend the meetings and to keep the Council advised with periodic updates of what is going on. Sims explained that it is Gioia's intent is to keep the

Council involved, so that Council can decide when it would be appropriate to bring in a lawyer to evaluate to protect the Town's interest, and Sims supports that recommendation.

There was no public input.

Gioia said that he will arrange a work session with SRP so that all can move forward and acquire water rights for the community of Camp Verde. Sims commented on the issue of private property owners severing and transferring water rights and his understanding that the private property owner would pay the fees; if there is disagreement that subject should be agendaized for discussion.

4. **DISCUSSIONS OR CONSULTATIONS WITH DESIGNATED REPRESENTATIVE(S) CONCERNING POSSIBLE 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. 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: Lynda Moore)**

There was no action taken.

Town Manager Scannell said that as a result of a productive meeting today, it was determined that there is no discrepancy in the survey, it is proper, and all parties are ready to move ahead with the bid openings on February 13th. Lynda Moore will be coming to Council on February 18th with a report on the bidding process and a request to consummate the sale.

There was no public input.

5. **Discussion, consideration, and possible direction to staff relative to litigation and/or possible development of 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)**

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

PUBLIC INPUT

Clint Gray said that it appears to him that the Council is discussing making a deal with California Hotwood to let them stay where they are. He reiterated his belief that only a portion of the use of the property was grandfathered in, and reviewed the noise and extreme fire danger and threat to the neighborhood. He would like to see the business moved out of there.

There was no further public input.

A recess was taken at 4:16 p.m. to go into Executive Session.

On a motion by Hauser, seconded by Garrison, the Executive Session was adjourned at 5:15 p.m.

The Special Session was called back to order at 5:16 p.m.

A recess was called at 5:16 p.m.; the meeting was called back to order at 6:20 p.m.

6. **Brief summation to the public regarding a possible Plan of Action.**

Mayor Gioia announced that in connection with the Nondisclosure Agreement that is the subject of Item 3, the discussions with SRP about pending litigation are about the Adjudication and stem from discussions he has been having with SRP on considering water rights that belonged to the Town of Camp Verde and have been lost by not invoking the severance transfer of those historic water rights. With the Park development the Town could lose water rights or become another party to litigation with SRP. The Town has the opportunity to perhaps work out close to 600 acre feet that should be the Town's historic water rights and come back to the Town. The document, which Council has authorized the Mayor to sign, is for the comfort of SRP in what information they may disclose to Council in negotiations.

The statement from Council on Item 5 regarding the litigation or settlement agreement with California Hotwood, and business entities and affiliates related to the Zellner family, is that the Council exited the Executive Session with the Town Attorney with the understanding that Council since May has tried to settle by relocation of the Woodyard, by settlement agreement, and at this point no possible agreement has come forward, so it seems the Town has no choice but to respond to the litigation and the hearing is still set for early March.

7. Adjournment

On a motion by Hauser, seconded by Kovacovich, the meeting was adjourned at 6:24 p.m.

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 4th day of February 2009. 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
Council Agenda Action Form**

Meeting Date: February 18, 2009

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT: N/A

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible authorization to add the Town's name to a letter sent to Arizona legislators asking them to refrain from diverting the Arizona Heritage Fund for FY 2009 adjustments or for the FY 2010 budget.

PURPOSE AND BACKGROUND INFORMATION:

The State has indicated that it plans to divert Heritage Funds to compensate for the budget deficit. This could impact the ability to get funding for Town parks.

COUNCIL RECOMMENDATION(S): (Suggested Motion)

Authorize staff to add the Town of Camp Verde to the letter going to the State legislators.

Type of Document Needing Approval: Special Consideration

Finance Director Review: []

Budgeted/Amount: []

Comments: []

Fund: []

Line Item: []

Submitting Department: Council

Contact Person: Mayor Gioia

Arizona Heritage Alliance

Protecting Arizona's Heritage Fund Today and Tomorrow

Help Protect the Fund Now!

If you or your organization would like to sign the following letter to protect the Arizona Heritage Fund, send us an e-mail and include your name, mailing address, e-mail, and state legislative district. To locate your district, click here. Thank you for your interest and support.

Dear Arizona Legislator:

We are writing to urge you to please refrain from diverting the Arizona Heritage Fund for fiscal year 2009 adjustments or for the fiscal year 2010 budget. We understand that these are very difficult times and that budgets are tight, but also believe that it is important to protect during this difficult time core Arizona resources — our true capital: parks and wildlife, prehistoric and historic sites, trails, and other cultural and outdoors amenities which will serve well the citizens of Arizona during this bleak period.

Since 1990, the Arizona Heritage Fund has helped to protect wildlife, conserve habitat, preserve historic buildings and archaeological sites, and provide safe playground equipment for children in community parks, among other accomplishments. The Heritage Fund has benefitted and continues to benefit every legislative district in the state.

Protecting these important resources and providing parks, including state parks that are well maintained, are essential to our state's economy, unique quality of life, and the future of our children and their children. During difficult budget times, it is as important, if not more important, to invest in these resources and secure their protection for the future. Since its passage, there has been no increase in the actual dollars to the Heritage Fund; that means that the current allocation adjusted for inflation funds a lot less. It is essential to Arizona and Arizonans who created the Heritage Fund to protect those dollars.

It is also important to note that parks and wildlife programs have already been severely affected by cuts in local, state, and federal budgets. As it is now, Arizona State Parks faces two dire choices – allow our parks to deteriorate or close them altogether – if funds for proper maintenance and protection are not increased. Cutting them would truly endanger those parks so important to the state's economy and that of many small communities. Cuts in wildlife funding will result in less federal funding for both non-game and game programs. Our state's wildlife need solid, ongoing and predictable funding to withstand the ever-increasing pressures from development, road-building, and other activities that fragment and destroy habitat.

We ask that you agree to keep the Heritage Fund intact in the budget adjustments for FY 2009 and in the FY 2010 budget. Thank you for your consideration.

1. Agua Fria Open Space Alliance, Inc.
2. Anglers United
3. Appleton-Whittell Research Ranch
4. Arizona Antelope Foundation
5. Arizona Association For Environmental Education

6. Arizona Boating & Watersports News Magazine
7. Arizona Heritage Alliance
8. Arizona Humanities Council
9. Arizona Land & Water Trust
10. Arizona Native Plant Society
11. Arizona-Nevada Academy of Science
12. Arizona Parks & Recreation Association
13. Arizona Preservation Foundation
14. Arizona Rivers Project
15. Arizona-Sonora Desert Museum
16. Arizona State Parks Foundation
17. Arizona Trail Association
18. Arizona Walks
19. Arizona Watchable Wildlife Tourism Association
20. Arizona Wilderness Coalition
21. Arizona Wildlife Federation
22. Arizona Zoological Society
23. Audubon Arizona
24. Back Country Horsemen of Central Arizona
25. Be Outdoors Arizona
26. Borton Environmental Learning Laboratory
27. Borton Primary Magnet School PTA
28. Center for Biological Diversity
29. Center for Desert Archaeology
30. Center for Environmental Innovation
31. Cienega Watershed Partnership
32. City of Benson
33. City of Casa Grande, Parks & Recreation
34. City of Douglas
35. City of El Mirage
36. City of Maricopa
37. City of Show Low
38. City of Williams
39. Coalition for Sonoran Desert Protection
40. Coalition of Pinnacle Peak
41. Coconino County, Parks & Recreation
42. Coconino Rural Environment Corps
43. Competitive Environment, Inc.
44. Cuenca Los Ojas Foundation
45. Desert Archaeology, Inc.
46. Desert Rivers Audubon Society
47. Environment Arizona
48. Environmental Fund For Arizona
49. Florence Preservation Foundation
50. Grand Canyon Trust
51. Grand Canyon Wildlands Council
52. Gray Hawk Nature Center
53. Heritage Public Advisory Committee, AZGFD
54. Huachuca Audubon Society
55. Ironwood Tree Experience of Prescott College
56. League of Conservation Voters Education Fund

57. Maricopa Audubon Society
58. Maricopa Council on Youth Sports & Physical Activity
59. Maricopa Trail & Parks Foundation
60. Marshall Magnet School, Science Council
61. McDowell Sonoran Conservancy
62. Mohave Sportsman Club
63. National Trust for Historic Preservation, Western Office
64. Native Seed/SEARCH
65. Nature Conservancy, Arizona Chapter
66. Neighborhood Coalition of Greater Phoenix
67. Nexus Heritage
68. Phoenix College Biology Department Faculty & Staff
69. Prescott Audubon Society
70. Public Employees for Environmental Responsibility
71. Republicans for Environmental Protection
72. Riparian Institute
73. St. Luke's in the Desert, Inc.
74. Save The Scenic Santa Ritas
75. Sierra Club, Grand Canyon Chapter
76. Sky Island Alliance
77. Sonoran Audubon Society
78. Sonoran Institute
79. Southeastern Arizona Bird Observatory
80. Southwest Center For Education & the Natural Environment
81. SRI Foundation
82. Statistical Research, Inc.
83. Town of Buckeye
84. Town of Chino Valley
85. Trust for Public Land, Arizona Office
86. Tucson Arundo Removal Project
87. Tucson Audubon Society
88. Tumamoc: People and Habitats
89. Verde Canyon Railroad
90. Western Resources Advocates
91. White Mountain Audubon Society
92. White Mountains Land Trust
93. Wildlife Society, Arizona Chapter
94. Wild At Heart
95. Yavapai Trails Association
96. Yuma Audubon Society

Published on January 8, 2009 at 10:21 am



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Comments are closed.

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<http://azheritage.wordpress.com/about-the-heritage-fund/sign-on-to-protect-the-arizona-her...> 2/11/2009

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

Meeting Date: February 18, 2009

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT: N/A

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible direction to staff to amend the March 6, 2009 letter to Arizona State Parks requesting a Waiver of Retroactivity for Acquisition Projects to "The Town anticipates applying for a Heritage Grant as soon as funds become available" as it relates to the Community Park funding and authorization for the Mayor to sign the letter.

PURPOSE AND BACKGROUND INFORMATION:

The Town received a waiver in anticipation of 2009 Heritage Grant Funding. These funds have been suspended and this would permit us to continue with the application when the funds are available.

COUNCIL RECOMMENDATION(S): (Suggested Motion)

Direct staff to amend the March 6, 2009 letter to Arizona State Parks requesting a Waiver of Retroactivity for Acquisition Projects to "The Town anticipates applying for a Heritage Grant as soon as funds become available" as it relates to the Community Park funding and authorization for the Mayor to sign the letter.

Type of Document Needing Approval: Special Consideration

Finance Director Review []

Budgeted/Amount []

Comments: []

Fund: []

Line Item: []

Submitting Department: Council

Contact Person: Mayor Gioia



TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061

Marshal 567-6621 ◆ Parks & Recreation 567-0535 ◆ Community Development 567-8513 ◆ www.campverde-az.gov

March 6, 2008

Pat Dutrack
Grants Coordinator
Arizona State Parks
1300 W. Washington Street
Phoenix, AZ 85007

Re: Waiver of Retroactivity for Acquisition Projects

Dear Ms. Dutrack:

The Town of Camp Verde recently is acquiring the following property for \$2,400,000.00 to construct a community park (see attachments):

118 acres of United States Forest Service Administrative Site (Parcel "A")
located at Highway 260 and near McCracken Lane, Camp Verde, Arizona

As per your regulations, please let this letter serve as the Town's formal request for a Waiver of Retroactivity for Acquisition Projects. I understand that the Waiver of Retroactivity must be submitted prior to the property closing date for the property referenced above. The property closing date, established by the USFS, is March 24, 2008.

The Town anticipates applying for a Heritage Grant in February 2009. We plan to use the acquisition cost of the aforementioned parcel to seek matching Heritage Grant funds.

Please feel free to contact Parks and Recreation Director Lynda Moore at (928) 567-0535 x 136 if you have any questions, comments or concerns regarding this matter.

Sincerely,

Tony Gioia, Mayor
(928) 567-6631 x 307
mayorgioia@cvaz.org

Cc: Camp Verde Town Council
Town Manager Michael K. Scannell
Parks and Recreation Director Lynda Moore
Town Clerk Debbie Barber

TG:cjb



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

Meeting Date: February 18, 2009

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT:

Sublease with the Kiwanis Club of Beaver Creek for part of Suite 2 at 3095 E. Beaver Creek Rd. in Rimrock Arizona

AGENDA TITLE: (Be Exact):

Approval of Sublease with the Kiwanis Club of Beaver Creek for part of Suite 2 at 3095 E. Beaver Creek Rd. in Rimrock Arizona

PURPOSE AND BACKGROUND INFORMATION:

Moving our branch to this new location will reduce rent payments from \$1250 per month to \$500 per month. The new location is a more visible one and should attract more usage

STAFF RECOMMENDATION(S): (Suggested Motion)

Staff recommends approval of this sublease.

Type of Document Needing Approval: Acceptance/Approval

Sublease with the Kiwanis Club of Beaver Creek

Comments:

Fund: Library Facility Rent

Line Item: 01-20-71-7553

Town Attorney Reviewed Yes No N/A

Comments from Attorney:

Mr. Sims concerns with a first draft were addressed in the document submitted here. Mr. Sims was concerned with consistency of language and the identity of the landlord

Submitting Department: Library

Contact Person: Gerard Laurito

Town Manager/Designee:

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

Meeting Date: 2/18/9

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT:

Yavapai Library Network Participation Library Automation Agreement

AGENDA TITLE: (Be Exact):

Discussion consideration and possible approval of the Yavapai Library Network Participation Library Automation Agreement, an Intergovernmental Agreement between the Town of Camp Verde and The City of Prescott as an agent of the Yavapai Library Network

PURPOSE AND BACKGROUND INFORMATION:

This is an update of an intergovernmental agreement signed by the town in 1993 to participate in the Yavapai Library Network. New technologies are dealt with, Language has been updated, and a new formula for our contribution to network funding is added.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approval of the Yavapai Library Network Participation Library Automation Agreement, an Intergovernmental Agreement between the Town of Camp Verde and The City of Prescott as an agent of the Yavapai Library Network

Type of Document Needing Approval: Acceptance/Approval

Intergovernmental Agreement

Comments:

Fund: Dynix-Lib Automation

Line Item: 01-20-70-7642

Town Attorney Reviewed Yes No N/A

Comments from Attorney:

Mr. Sims had a minor concern about with Section 5.B. He suggested an introductory clause "To the extent permitted by law" be added. Other entities approving the same document felt that that was implied and were comfortable with the documents language as presented. Mr. Sims said that he could live with that if we could.

Submitting Department:Library

Contact Person: Gerard Laurito

Town Manager/Designee:

**YAVAPAI LIBRARY NETWORK
PARTICIPATING LIBRARY AUTOMATION AGREEMENT**

This Participating Library Automation Agreement (“Agreement”), made and entered into this _____ day of _____, 2009, by and between the City of Prescott (“City”), a municipal corporation in the of State of Arizona, on behalf of the Prescott Public Library acting as both a party to the agreement and as an agent for each participating library within the consortium of libraries, solely for the purpose of entering into this agreement on behalf of the Yavapai Library Network, hereafter referred to as “YLN” or “Network”, and pursuant to the authority of Article 1, Section 3 of the Prescott City Charter, and the **Town of Camp Verde**, a participating member in the Yavapai Library Network, for the purpose of including **Camp Verde Community Library** as part of the Network’s Integrated Library System.

WHEREAS, the purpose of the Yavapai Library Network is to develop, share in the purchase, operation, and benefits of an integrated library system including: the charging and discharging of library materials, the collection and reporting of circulation statistics, the sending of overdue and reserve notices to library patrons, the maintenance of patron files including delinquencies, the maintenance of library catalogues, the acquisition of materials, serials control, community bulletin boards, and gateways to other libraries. In addition, the integrated library system will facilitate intralibrary loans between these parties, as well as other participating libraries, and to other library systems in the State of Arizona. It is intended to include all library materials held by the participating libraries;

WHEREAS, it is in the best interest of the general public as well as the library patrons, and library staff of **Camp Verde Community Library** that they be entitled to reciprocal use privileges with the participating libraries of the Yavapai Library Network;

WHEREAS, the Yavapai County Library District, a participating library in the Yavapai Library Network, has purchased an Integrated Library System to serve the Yavapai Library Network;

WHEREAS, the Prescott Public Library, referred to as the “Central Site” will house, operate, and maintain the system on behalf of the **Yavapai County Library District** and the Yavapai Library Network; and provide centralized administrative coordination for the participating libraries in the Yavapai Library Network, including entering into and administering a Maintenance Agreement with YLN’s Integrated Library System vendor;

WHEREAS, the City on behalf of the Prescott Public Library and **Town of Camp Verde** desire to share in the cost both of automated services made possible and provided by the Integrated Library System, and other services as determined and agreed to by the Yavapai Library Network.

NOW THEREFORE, the parties agree as follows:

1. GOVERNING COMMITTEE: All participating libraries shall agree to abide by the Bylaws and the policies of the governing committee, hereafter called the “Network Management Committee” composed of the Library Directors and the Library Network Manager.

This committee will meet regularly to discuss such matters as file maintenance, telecommunications, standards for database maintenance and operating protocols, equipment needs, service objectives, fees, and enhancements, including: software and hardware upgrades or additions. The cost of such upgrades or additions for the exclusive use of one participating library will be the responsibility of that library. The cost of such upgrades or additions for shared use will be borne by the parties based on the formula in effect at the time.

2. INTEGRATED LIBRARY SYSTEM: Each participating library agrees to acquire, license, and install, at its sole expense, staff and public access workstations and peripherals as needed by the participating library as well as the necessary cabling and hardware to make the connection to the integrated library system at the Central Site, and to procure and arrange for the necessary telecommunications to connect the participating library to the integrated library system at the Central Site as prescribed, planned and approved by the Yavapai Library Network Management Committee.

3. OPERATION OF THE SYSTEM:

(A) Prescott Public Library will operate the integrated library system continuously, as well as other Network-approved additions to the system. When maintenance and backup routines are required, Network members will be notified in advance of scheduled shutdowns.

(B) Prescott Public Library shall cause the integrated library system to produce reports and notices specified by participating libraries, according to accepted protocols and instructions and authorized by the Library Network Manager, in a timely fashion. Where appropriate, participating libraries will be authorized to produce reports and notices at their library.

(C) The Network Management Committee will continuously review telecommunications options for maximum benefit to users and cost efficiencies to the participating libraries. The Committee will implement such changes as deemed appropriate and consistent with Network Bylaws (Addendum #1) and distribute costs that are of a Network nature utilizing the formula in effect at the time.

(D) Interfaces between the bibliographic utilities in use locally and the integrated library system are included in the current system configuration; subsequent interfaces will be the responsibility of each participating library in consultation with the Library Network Manager.

4. MAINTENANCE:

(A) Participating libraries may execute and maintain in effect at their own expense a separate Maintenance Agreement relating to the maintenance of their own circulation stations and peripherals referred to in Section 2 (Integrated Library System) above, or may provide maintenance at their own expense on their own equipment.

(B) Prescott Public Library will enter into and maintain in effect the Integrated Library System vendor's Maintenance Agreement relating to the Central Site hardware, Central Site software, and peripheral (client) software.

(C) In the event of the future expansion of Central Site hardware, or an event not covered under the terms of the Maintenance Agreement for the Integrated Library System, all participating libraries shall share in the capital and/or maintenance costs of such expansion or repair on the basis of their proportional share under the funding formula laid out in Section 8 of this Agreement.

5. ACCESS TO DATA:

A) The participating libraries agree that full and free access shall be allowed to the information stored in the integrated library system relating to the bibliographic descriptions of library materials at each of the libraries and relating to the holdings, availability, and circulation status of such library materials.

(B) The participating libraries each agree to maintain the confidentiality of the information stored in the integrated library system relating to patrons of each library.

(C) Prescott Public Library shall allow participating libraries access to the machine-readable information stored in the integrated library system relating to the patrons, titles, holdings, and circulation status of each respective participating library, and shall provide and maintain facilities to extract and/or copy said information in machine-readable or other form. Actual extraction of data shall be at the sole expense of each requesting library.

6. SUPPLIES, LICENSES AND TELECOMMUNICATIONS: All participating libraries shall purchase supplies, licenses and telecommunication connectivity to the Central Site at their sole expense. Supplies should be cleared with the Library Network Manager prior to purchase to confirm compatibility with the system. Licenses must be approved and ordered by the Library Network Manager and purchased through the Yavapai County Library District, as fiscal agent for the Network. Said licenses may be purchased either by each participating library or by the Network as a whole with the approval of the Network Management Committee. Installation costs and monthly charges for connectivity to the Central Site, as well as any maintenance costs for locally purchased and installed telecommunications equipment, are the sole responsibility of each participating library. Costs for Network-authorized telecommunications projects, such as frame relay, will be based on the formula for shared costs in effect at the time as described in Section 8.

Participating libraries shall pay telephone installation costs and monthly bills on their dedicated lines (if any) located at the Central Site, as well as any maintenance contracts for equipment installed locally and at their request (if any), and shall share in future Network-authorized telecommunication projects, such as frame relay, based on a cost distribution formula outlined below in Section 8.

7. MARC RECORDS: All participating libraries agree to comply with the Yavapai Library Network protocols with regard to machine-readable cataloging; to requirements for conversion and authority control; and to supplemental inclusion of foreign or locally constructed databases. The costs associated with authority control will be shared on the basis of the proportional number of titles each participating library has in the database at time of authority control processing.

8. FORMULA FOR SHARED COSTS: The Yavapai Library Network has agreed on a method for assessing participating libraries for costs associated with the purchase, maintenance, and

operation of the shared integrated library system. This method is detailed in Exhibit A to this Agreement and is incorporated here by reference to Exhibit A.

The formula included in Exhibit A may be recalculated and its weights and weighting factors revised on an annual basis. The authority to recalculate the formula in Exhibit A rests with the Network Management Committee. The vote for any such revision must be a majority of those present, which shall require a quorum. As required by Article 3, Section 7 of the Bylaws of the Yavapai Library Network, a quorum is two-thirds of the voting members. The City of Prescott will provide any revision in writing to the **Town of Camp Verde**, accompanied by a document prepared by the Network Management Committee outlining a rationale for and details of any changes. Annual review of the formula and notification of changes will take place on a schedule agreed to by the Network Management Committee.

Whenever a participating library joins or withdraws from the Network, the assessment amounts will change to the benefit or detriment of existing members.

The annual maintenance obligation of each participating library will be calculated each year based on current values in effect at the time for each participating library and the Network as a whole, using the formula in Exhibit A. The annual calculation will occur on a schedule that meets City of Prescott invoicing requirements. Notification of maintenance obligation amount will be provided by the Network Management Committee to participating libraries at the same time the information is provided to the City of Prescott.

Maintenance costs arising from the exclusive use of any upgrade or addition to the system that is not system-wide will be billed back to that library, or libraries, making such sole use of the addition and/or upgrade.

Prescott Public Library will underwrite the cost of the Central Site, including utilities, backup tapes, and Central Site supplies.

Other costs determined to be of a general Network nature; e.g. upgrades, authority control, added interfaces, added databases and other peripheral services will be reviewed by the Network Management Committee and assessed on a prorated basis to all, or such subgroup of members, consistent with the formula for the distribution of Network costs in effect at the time such cost commitments are made.

9. INVOICES: Prescott Public Library shall submit invoices for maintenance costs as reflected by the Maintenance Agreement entered into between the City of Prescott and the Integrated Library System vendor, and assigned to participating libraries as per the formula in effect on July 1 of each year, as well as other maintenance related to the integrated library system such as uninterrupted power supply, routers, hubs, switches, and other system-related elements not maintained by the vendor.

Invoices will be submitted during the first quarter of each calendar year. Yavapai County Library District as fiscal agent for the Network will bill each participating library annually for the proportional share of the membership assessment as determined by the Network Management Committee as per the Bylaws and distributed as per formula in Section 8 of this Agreement.

Payments are due and payable for all invoices and billings pursuant to this Agreement within thirty days of said billing or invoice.

10. INCLUSION OF ADDITIONAL LIBRARY AGENCIES: If any participating library elects in the future to sign on or include a library agency not heretofore encompassed by this Agreement but located within its jurisdiction or library system, additional fees will be charged under this Agreement for each library agency added. These extra charges shall include those costs set forth by Sections 8 and 9 above. For example, if the Prescott Unified School District #1 decided to add Prescott Mile High Middle School to the system, it would be charged these additional fees set by the Network and in effect at that point in time for this installation site.

In addition each new participating library will be obligated for one-time fees to the Network's Integrated Library System vendor for various costs associated with software modules, data loading and/or conversion, and custom programming that they select.

11. PARTICIPATING LIBRARY AGREEMENT AND BYLAWS: The parties contemplate that there may be other libraries within Yavapai County which may join in the use of the automation system in the future. Participation in the Network is in accordance with the Yavapai Library Network Bylaws and is conditional on entering into a Participating Library Agreement with the City of Prescott.

12. LICENSES: Licenses remain the property of the participating library and are transferable within the Network.

13. OWNERSHIP: Ownership of the Integrated Library System license will reside with the Yavapai County Library District in trust for the Network on the same basis as costs having been assessed. The residual value of the system is expected to be minimal. Ownership of system components shall be the property of the entity purchasing the component.

14. TERM: The initial term of this Agreement shall be for one (1) year to commence as of the date first above written and shall automatically continue for consecutive annual renewal terms unless terminated by either participant upon giving written notice to the other participant six (6) months prior to their effective date of withdrawal. However, any existing contracts shall remain binding upon all other participating libraries under this Agreement. Termination shall forfeit any rights and interests of the withdrawing party to any property held jointly by the members.

Pursuant to A.R.S., Section 38-511, any political subdivision may cancel this agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the agreement on behalf of the political subdivision is, at any time while the agreement or any extension of the agreement is in effect, an employee or agent of any other part to the agreement in any capacity or a consultant to any other party of the agreement with respect to the subject matter of the agreement. In the foregoing event, such political subdivision may elect to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating this agreement on behalf of said political subdivision from any other party to the agreement arising as a result of this agreement.

IN WITNESS WHEREOF, executed this _____ day of _____, 2009.

CITY OF PRESCOTT
individually and as agent for YLN

By _____
Jack Wilson
Mayor

ATTEST:

Elizabeth A. Burke, MMC
City Clerk

APPROVED AS TO FORM:

Gary Kidd
City Attorney

IN WITNESS WHEREOF, executed this _____ day of _____, 2009.

TOWN OF CAMP VERDE

By _____
Tony Gioia
Mayor

ATTEST:

Debbie Barber
Town Clerk

APPROVED AS TO FORM:

William Sims
Town Attorney

Determinations of Counsel

In accordance with A.R.S. § 11-952, this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in appropriate form and within the powers and authority granted to the City of Prescott.

By _____ Date _____
Counsel for the City of Prescott

In accordance with A.R.S. § 11-952, this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in appropriate form and within the powers and authority granted to the Town of Camp Verde.

By _____ Date _____
Counsel for the Town of Camp Verde

**Yavapai Library Network
Participating Library Automation Agreement**

Addendum #1: By-Laws – Yavapai Library Network

**ARTICLE I
NAME AND PURPOSES**

I Sec.1 Name. The name of this Network shall be the Yavapai Library Network.

I Sec.2 Purpose. Yavapai Library Network is organized to provide a countywide consortium of academic, public, school, and special libraries to support the needs of Yavapai County residents for quality library services, information, and materials.

I Sec.3 Specific purposes. Within the scope of the purpose stated in I Sec.2, the Yavapai Library Network shall also have the following purposes:

- a. To promote and provide a shared library automation system for multi-type libraries within Yavapai County.
- b. To establish and maintain county wide, multi-type library cooperative sharing of resources and reciprocal borrowing privilege programs.
- c. To provide standards governing the shared bibliographic database management, circulation control, and document delivery systems.
- d. To assist in the development of the full potential of libraries in the network through planning and development.
- e. To utilize the financial assets of member libraries to provide depth and breadth of resources by minimizing expensive duplication of materials.

**ARTICLE II
REGION SERVED**

Yavapai Library Network is established and operated to serve the needs of libraries and related educational institutions in Yavapai County, Arizona.

**ARTICLE III
MEMBERSHIP**

III Sec.1 The membership of the Yavapai Library Network shall be composed of nonprofit and/or educational library agencies.

III Sec.2 Voting Member. A paying agency that has signed a Participating Library Agreement with the City of Prescott and meets all contractual requirements for participation in the Network, including payment of all applicable fees, shall be a Voting Member of Yavapai Library Network.

III Sec.3 Voting Member Representation. The administrator of each Yavapai Library Network member library or his/her designee will register with the Chairman of the Management Committee as the official representative to the Management Committee.

The Library Network Manager shall be a nonvoting member of the Management Committee.

III Sec.4 Substitute Representation. A member may be represented by a substitute representative from its institution in the event of a vacancy. The staff member so designated shall have and exercise all of the rights, duties, and obligations of the official representative at any meeting at which said designee is acting as official representative in the event of the absence of the official representative.

III Sec.5 Membership.

Each library within the network (even those under another agency's Participating Library Agreement) shall adhere to the criteria of membership. Each library agrees:

- a. To loan circulating library materials to residents of Yavapai County as they meet registration eligibility.
- b. To contribute bibliographic data holdings into the catalog.
- c. To protect the security and access to the catalog and further agrees to comply with the Yavapai Library Network protocols with regard to machine-readable cataloging as outlined in the YLN Cataloging Manual; to requirements for conversion and authority control and to supplemental inclusion of foreign or locally constructed databases.
- d. To maintain confidentiality of the information stored in the integrated library system relating to patrons of each library.
- e. To adhere to Intra-library loan document delivery procedures as outlined in the YLN Circulation Manual.
- f. To designate a computer coordinator or technician who can maintain computer problems resolution and who is responsible for consulting with the Library Network Manager in regard to matters relating to the operation of the automated system.

g. To purchase, operate and maintain at its sole expense its own circulation, cataloging, and public access stations as well as telecommunications equipment; and will be responsible for ensuring that any equipment purchase is fully compatible with the central site equipment.

III Sec.6 Voting. Each voting member, in the person of the official representative appointed by the member agency (as defined in Article III Section 2), shall have one (1) vote at any meeting on each issue.

III Sec.7 Quorum. At all meetings of the Yavapai Library Network, a simple majority of the members shall constitute a quorum.

III Sec.8 New members. Subject to Article II, any library, library organization or library agency may make application to become a member of the Yavapai Library Network by interviewing with the Management Committee prior to consideration of the Participating Library Agreement with the Administrative Agent.

The petitioning member must follow appropriate application procedures and must meet the membership criteria as outlined in as outlined in Article III Section 5.

An applicant shall become a member of the Yavapai Library Network upon the two-thirds majority vote of the Management Committee, having the appropriate Participating Library Agreement, and acceptance by the applicant institution of the By-Laws.

Any library that is covered under another agency's Participating Library Agreement shall have to be interviewed by the management committee, be accepted by a two-thirds vote of the management committee, and agree to the By-Laws.

The Library Network Manager shall be responsible for sending an acceptance letter to the new member and for including a copy of the By-Laws. This will constitute a binding agreement.

III Sec.9 Fees. The Management Committee has the authority to levy fees and/or assessments upon the members.

III Sec.10 Resignation and Termination. Any member institution may terminate their membership by filing a written termination with the Chairman of the Management Committee at least 180 days prior to the effective date of withdrawal and in accordance with the agreement with the Administrative Agent. Such resignation or termination shall not relieve the institution of the obligation to pay fees, assessments, or other charges, if any, theretofore accrued and unpaid.

The written termination must be received before November 30 to allow for the various fiscal years of each agency.

ARTICLE IV ORGANIZATIONAL STRUCTURE

IV Sec.1 Management Committee. There shall be a Management Committee composed of one member administrative representative from each library agency that has signed a Participating Library Agreement and the Library Network Manager.

IV Sec.2 Library Network Manager. There shall be a Library Network Manager appointed from the central site staff and confirmed by consent of the majority of the membership.

IV Sec.3 Circulation Committee. There shall be a Circulation Committee composed of interlibrary loan/circulation staff from each library agency.

IV Sec.4 Technical Services Committee. There shall be a Technical Services Committee composed of technical staff from each library member.

IV Sec.5 Technology Committee. There shall be a Technology Committee composed of technology-oriented staff from each library agency.

IV Sec.6 Public Services Committee. There shall be a Public Services Committee composed of public services staff from each library agency.

IV Sec. 7 Ad hoc committees. Other ad hoc and standing committees will be established by the Management Committee as needed to serve specific functions.

ARTICLE V MANAGEMENT COMMITTEE

V Sec.1 Chairman. The Library Network Manager shall be the chairman of the Management Committee. If the Library Network Manager is absent, the chairman shall be elected from within the Management Committee members on a temporary basis until such time as the Library Network Manager is able to attend.

The Management Committee may appoint such assistant officers to serve on the Committee, for example, as secretary, as from time to time it may determine and may define their powers and duties. These officers do not have to come within the management committee; however, these officers must be affiliated with a library within the Yavapai Library Network.

V Sec.2 Duties. The Chairman shall preside over the meetings of the committee.

V Sec.3 Functions. The functions of the Management Committee may be modified, increased, or eliminated by action of the Committee.

- a. To oversee the administration of a library automation system in a network environment.
- b. To establish criteria of membership and approve contractual membership agreements made between the Management Committee and libraries applying for participation in the library network.
- c. To determine the most cost-effective means by which optimum library services can be provided.
- d. To develop policy, procedure, and resource development plans for implementing a cost-effective delivery system for achieving the above.
- e. To incorporate, as feasible, all the libraries of Yavapai County in the process of resource sharing, as members of the Yavapai Library Network.
- f. To provide for consistent and uniform information and public relations efforts concerning utilization of the shared library resources.
- g. To develop a mechanism for cooperative action in acquiring financial resources in support of resource sharing and resource acquisition.
- h. To evaluate the 5-year plan for the network on an annual basis; this must be submitted by the Library Network Manager to the committee by March 1 each year.
- i. To review and approve the Yavapai Library Network budget on an annual basis.

ARTICLE VI ADMINISTRATIVE AGENT

VI Sec.1 Administrative Agent. The City of Prescott/Prescott Public Library shall be the administrative/operations agent for the Network.

VI Sec.2 Functions. The Administrative Agent with approval and direction of the Management Committee shall:

- a. Hold a contractual agreement with each participating library within the Network.

- b. Enter into and maintain in effect an agreement for the maintenance of the central site shared computer hardware and software with the vendor selected by the Network Management Committee.
- c. House the central site hardware necessary to operate a shared automation system.
- d. Employ the necessary computer personnel to operate the system, including but not limited to, the Library Network Manager.
- e. Take proper precautions to insure the security and safety of Central Site equipment.
- f. Assess an annual fee from the members for compensation to the City in acknowledgement of the role of the System Administrator's efforts on behalf of Network members.

ARTICLE VII FISCAL AGENT

VII Sec 1 Fiscal Agent. The Yavapai County Free Library District shall be the fiscal agent for the Yavapai Library Network.

VII Sec 2 Functions. The Fiscal Agent, with the approval and direction of the Management Committee, shall:

- a. Bill each participating library annually for its network membership fees.
- b. Pay Network bills as directed by the Library Network Manager.
- c. Provide financial reports to the Management Committee at every regular Management Committee meeting.
- d. Bring notice to the Management Committee of monetary default by any of the libraries within the Yavapai Library Network.
- e. Regarding "ownership", recognize that each participating library has proportional equity in the system as provided by formula in the participating library agreement, and that such equity resides with the Administrative Agent on behalf of the members of the Network.

ARTICLE VIII LIBRARY NETWORK MANAGER

VIII Sec.1 Library Network Manager. The Administrative Agent shall have in its employ a Library Network Manager.

VIII Sec.2 Responsibilities. The Library Network Manager shall:

- a. Serve as the point of contact for all network-related central site hardware and software issues.
- b. Coordinate the operations of the central site hardware
- c. Be responsible for system security
- d. Be responsible for database integrity and access
- e. Assist in necessary training to network members
- f. Be responsible for the overall administration of the day-to-day operations of the automated system.
- g. Furnish to each member a copy of all appropriate vendor documentation and publications at the member's expense.

ARTICLE IX MANAGEMENT COMMITTEE MEETINGS

IX Sec.1 Regular Meetings, Time, Place. The Management Committee shall meet at least four times per year. The Chairman will announce meetings by e-mail or in writing 5 working days in advance.

All meetings shall be open.

IX Sec.2 Purpose. The network's 5-year plan will be approved at the regularly scheduled spring meeting. The Network fiscal needs for the following fiscal year will be reviewed at the fall meeting.

The chairman of each committee shall report to the management committee at each management committee meeting. Committee proposals will be discussed and voted on.

IX Sec.3 Special Meetings. Special Meetings may be called by the Chairman of the Management Committee or by written request (this includes email) of any member.

Written notice of any special meetings must state the time, place, and purpose or purposes for which the meeting is called and shall be received by each member at least five working days before the meeting date, unless such a notice is waived or waiver is given by attendance at the meeting.

If a special meeting is not feasible and a decision needs to be made, the decision can be made via email as long as a majority (two-thirds if the decision is of a fiscal nature) of management members vote on the issue. A date and time in which voting is concluded must clearly be established.

IX Sec.4 Decision Making. A vote made by the Management Committee binds all members of the network to that vote. A simple majority of votes cast shall decide any motion except a two-thirds majority vote shall be necessary to determine the following:

- a. Allocation of funds
- b. Determination of priorities
- c. Participation in contractual agreements
- d. Determination of policy
- e. Utilization of complex software programs
- f. Determination of standards and conditions of membership
- g. Any amendment or modification of the By-Laws

ARTICLE X FISCAL YEAR

The fiscal year of the Yavapai Library Network shall be from July 1 of one calendar year through June 30 of the following calendar year.

ARTICLE XI AMENDMENTS

XI Sec.1 Amendments. These By-Laws may be amended by two-thirds vote of those members of the Network Management Committee present at any regular meeting, or special meeting of the Committee called for such a purpose.

ARTICLE XII TECHNICAL SERVICES COMMITTEE

XII Sec.1 Chairman. Members of the Network Technical Services Committee shall select a chairman, who will call meetings and preside over the meetings of the committee. The chairman shall have a term of two years and be elected at the first meeting of each even-numbered year by the members of the committee.

Recorder. A recorder shall be elected after the election of the Chairman and shall have the primary function of recording the contents of each meeting. They shall have a term of two years and be elected at the first meeting of each even numbered year. The recorder shall be responsible for the distribution of the committee's minutes.

XII Sec.2 Functions.

- a. To make recommendations to the Management Committee about bibliographic and technical concerns in order to maintain the integrity of the database.
- b. To create and adhere to guidelines for entering bibliographic records into the shared automated database.
- c. Guidelines for entering full MARC records will include:
 1. Sources from which full MARC is acceptable.
 2. Local editing options open to members.
 3. Conventions already existing in the database especially concerning original cataloging.
 4. Authority control.
- d. To provide training and assistance to member libraries.

ARTICLE XIII CIRCULATION COMMITTEE

XIII Sec.1 Chairman. Members of the Network Circulation Committee shall select a chairman who will call meetings, set agendas, and preside over the meetings of the Committee. The chairman shall have a term of two years and be elected at the first meeting of each even-numbered year by the members of the committee.

Recorder. A recorder shall be elected after the election of the Chairman and shall have the primary function of recording the contents of each meeting. They shall have a term of two years and be elected at the first meeting of each even-numbered year. The recorder shall be responsible for the distribution of the committee's minutes.

XIII Sec.2 Functions.

- a. To make recommendations to the Management Committee about circulation and interlibrary loan concerns in order to maintain consistency in procedures.

- b. To create and adhere to guidelines for internetwork loans among network member libraries.
- c. Guidelines for Yavapai Library internetwork loans will include:
 - 1. Place a hold
 - 2. Borrowing materials
 - 3. Requesting items and periodical articles
 - 4. Delivery of materials
 - 5. Statistical and annual reports
- d. To provide training and assistance to member libraries.

ARTICLE XIV TECHNOLOGY COMMITTEE

XIV Sec.1 Chairman. Members of the Network Technology Committee shall elect a chairman who will call meetings, set agendas, and preside over the meetings of the Committee. They shall have a term of two years and be elected at the first meeting of each odd-numbered year.

Recorder. A recorder shall be elected after the election of the Chairman and shall have the primary function of recording the contents of each meeting. They shall have a term of two year and be elected at the first meeting of each odd-numbered year. The recorder shall be responsible for the distribution of the committee's minutes.

XIV Sec.2 Functions.

- a. To make recommendations to the Management Committee about technology and how it will affect the libraries within the network.
- b. To create and adhere to guidelines concerning technology standards for all YLN members.
- c. The duties of this committee are as follows:
 - 1. Assist the Library Network Manager in the creation and approval of network wide technology plan. This plan shall be created once every five years and revised annually.

2. Advise the Management Committee as needed on technological breakthroughs and how they impact library automation.
 3. Assist the Library Network Manager in creating a standard for all computers in the network.
- d. To provide training and assistance to member libraries.

ARTICLE XV PUBLIC SERVICES COMMITTEE

XV Sec.1 Chairman. Members of the Public Services Committee shall elect a chairman who will call meetings, set agendas, and preside over the meetings of the Committee. They shall have a term of two year and be elected at the first meeting of each odd-numbered year.

Recorder. A recorder shall be elected after the election of the Chairman and shall have the primary function of recording the contents of each meeting. They shall have a term of two years and be elected at the first meeting of each odd-numbered year. The recorder shall be responsible for the distribution of the committee's minutes. XV Sec.2 Functions.

- a. To make recommendations to the Management Committee about public services and how they can help the libraries within the network.
- b. Disseminate promotional tools and educational resources to YLN member libraries.
- c. Provide training and educational services for staffs of member libraries to facilitate use of library services by the public.

ARTICLE XVI YOUTH SERVICES COMMITTEE

XVI Sec.1 Chairman. Members of the Youth Services Committee shall select a chairman who will call meetings, set agendas, and preside over the meetings of the Committee. They shall have a term of two years and be elected at the first meeting of each odd-numbered year.

Recorder. A recorder shall be elected after the election of the Chairman and shall have the primary function of recording the contents of each meeting. They shall have a term of two years and be elected at the first meeting of each odd-numbered year. The recorder shall be responsible for the distribution of the committee's minutes.

**YAVAPAI LIBRARY NETWORK
PARTICIPATING LIBRARY AUTOMATION AGREEMENT**

EXHIBIT A: NETWORK COST ASSESSMENT FORMULA

FORMULA FOR SHARED COSTS: The Yavapai Library Network has agreed on the following method for assessing participating libraries for costs associated with the purchase, maintenance, and operation of the shared integrated library system:

1. Twenty-five percent (25%) of cost to be based on usage of core features per library in the Integrated Library System.
2. Twenty-five percent (25%) of cost to be based on all borrowing requests made between libraries in the Network, calculated per library.
3. Twenty percent (20%) of cost to be based on the number of staff, volunteers, and students using the ILS to perform staff functions (checkin, checkout, patron registration, etc.) Staff, volunteers, and student employees who do not use the ILS (for example, custodians) will not be considered in the equation. In this hypothetical example, volunteers, student workers, and employees of Library A combine to equal 2 FTE.

<u>Position</u>	<u>Hours</u>	<u>FTE</u>
Volunteers	10	0.25
Student Helper	10	0.25
Part-time employee	20	0.50
Full-time Employee	40	1.0
Total	80	2.0

4. Twenty percent (20%) of cost to be based on the sum of all circulated items and holds placed on library items in the Network, calculated per library
5. Ten percent (10%) of cost to be based on the number of items held per library in the Network and number of active patrons per library. The term active patron is defined as one who has in some way been authenticated by the ILS within the last two years.

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

Meeting Date: Feb 18, 2009

Meeting Type: Regular Session - Consent Agenda

Type of Presentation:

REFERENCE DOCUMENT:

Liquor License Application for American Legion Post #93

AGENDA TITLE: (Be Exact):

Possible approval of special event liquor license application by Keith Tucker for the American Legion Post #93 to promote Scottish Culture. The Event is for the Verde Valley Highland Games Association to be held on March 28, 2009. The event will be at 30 E Highway 260, Camp Verde.

PURPOSE AND BACKGROUND INFORMATION:

The application was received on February 9, 2009

STAFF RECOMMENDATION(S): (Suggested Motion)

No Recommendation

Type of Document Needing Approval:

Application for Special Event Liquor License

Finance Director Review

Budgeted/Amount NA

Attorney Review Yes No

Attorney Comments _____

Fund: None

Line Item:

Submitting Department: Administration

Contact Person: Deborah Barber

Town Manager/Designee:

Rev. 8-08

BACK TO TOP

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?

YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 1 days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name American Legion, Post 93 25
Percentage

Address P.O. Box 1570, Camp Verde, Az. 86322

Name Verde Valley Highland Games Assoc. 75
Percentage

Address 2835 Frisco Peaks Dr., Prescott, Az. 86301
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

 # Police Fencing
10 # Security personnel Barriers

FENCED FIELD - WITH GATE - WITH SECURITY PERSONNEL.

16. Is there an existing liquor license at the location where the special event is being held? YES NO

If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

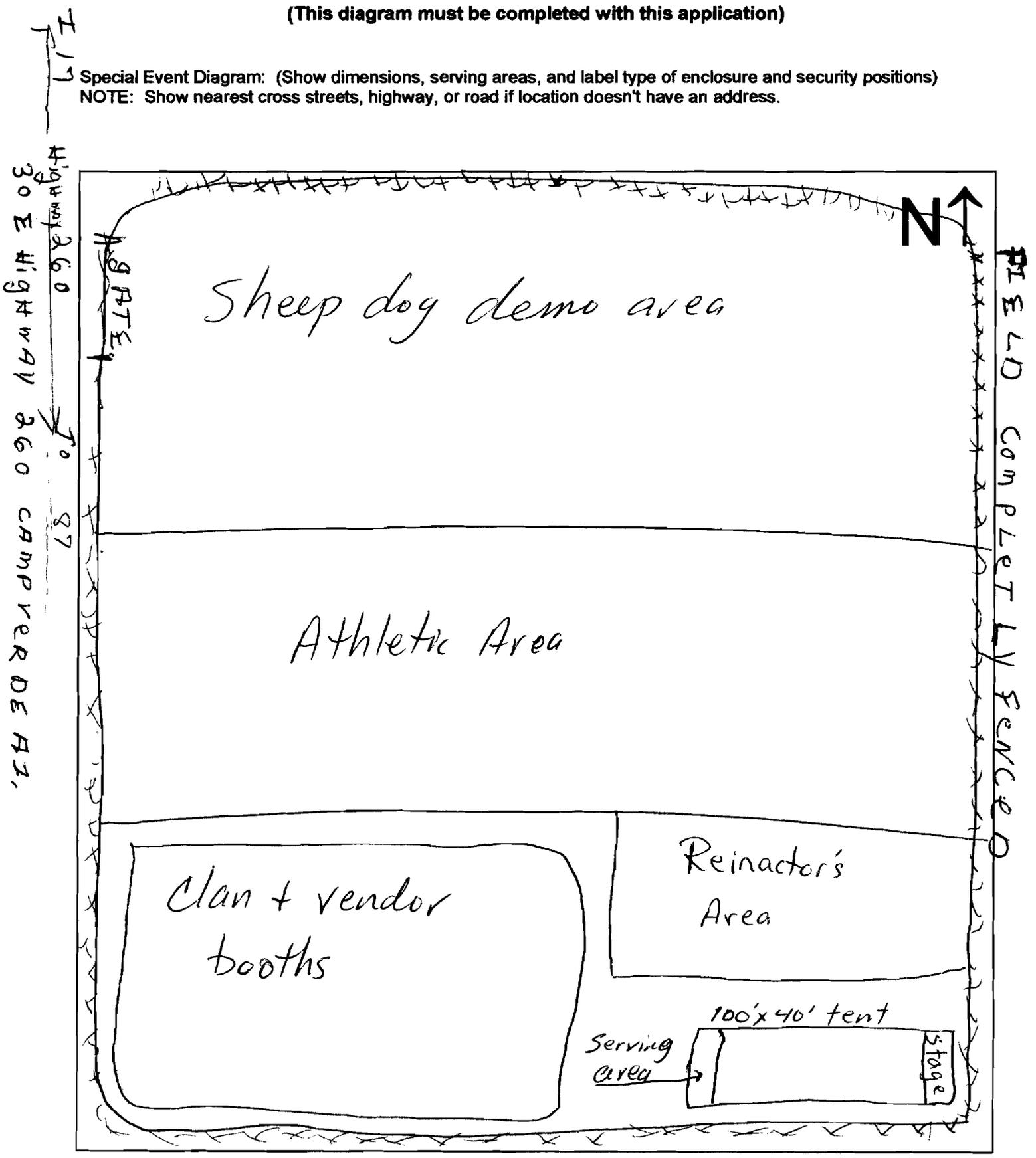
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

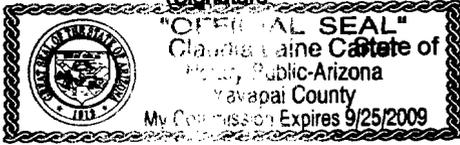
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. KEITH ARNOLD TUCKER declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Keith A. Tucker 2nd Vice Commander 2-2-09 (482) 567-6154
 (Signature) (Title/Position) (Date) (Phone #)



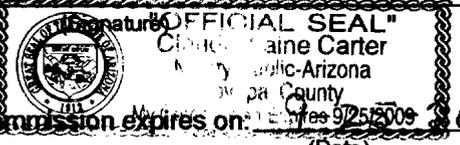
ARIZONA County of YAVAPIA
 The foregoing instrument was acknowledged before me this 2 Feb 2009
 Day Month Year

My Commission expires on: 9-25-2009 Claudia Laine Carter
 (Date) (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. KEITH ARNOLD TUCKER declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Keith A. Tucker State of ARIZONA County of YAVAPIA
 The foregoing instrument was acknowledged before me this



Feb 2 February 2009
 Day Month Year
Claudia Laine Carter
 (Signature of NOTARY PUBLIC)

My Commission expires on: 9-25-2009
 (Date)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____
 (Title) (Date)

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

Meeting Date: February 18, 2009

Meeting Type: Regular

Type of Presentation: Visual

AGENDA TITLE: Possible approval of the FY 2009/10 proposed budget calendar.
(Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: Staff has developed a budget calendar for guidance on completing budget tasks to ensure the adoption of the FY 2009/10 budget by June 17, 2009. Staff has identified dates to meet with Council to review, amend and approve the budget documents as prepared by Staff. Staff is requesting Council approve the proposed budget calendar and allocate time in Council's schedule for budget work sessions with Staff.

STAFF RECOMMENDATION(S): Approve the FY 2009/10 proposed budget calendar.

Finance Director Review

Budgeted/Amount Yes No N/A X

Fund:

Line Item:

Comments:

Attorney Review Yes No N/A

Submitting Department: Administration/Manager

Contact Town Manager Michael K. Scannell: Signature 

Proposed Budget Calendar for FY 2009/10

Date	Task to be completed
February 18, 2009	Brief Council and obtain approval of the budget calendar
February 25, 2009	Council off-site retreat for the purpose of providing staff with policy guidance relative to strategic objectives that they want to pursue in the 2009/10 budget and to provide guidance to staff for special funding requests.
March 5th to 15th	Finance Department completes non departmental revenue estimates
March 16, 2009	Finance Department distributes budget worksheets/instructions to department heads w/estimated general fund support levels
April 3, 2009	Department Heads submit worksheets to Finance
April 3 to May 6	Finance Dept. compiles budget workpapers/meets with Department Heads to discuss their requests
May 8, 2009	Distribute draft budget with supplementary documentation to Council in advance of work session to be scheduled with Council
May 18 to May 20	Council budget work sessions
May 27, 2009	Submit agenda item introducing June 3 for 1st public hearing on budget
June 3, 2009	Council makes final budget adjustments
June 17, 2009	Town Council adopts the FY 2009-10 budget including resolutions et al.

*Please note that dates may change if necessary due to delayed information.

Dear Friends:

I am writing to you on behalf of the staff, faculty, and students of the Drachman Institute of the College of Architecture and Landscape Architecture (CALA) at the University of Arizona to let you know that our ability to continue our statewide community outreach work in architecture, planning, and landscape architecture is now seriously imperiled by the recent cuts proposed by the State Legislature for the University of Arizona.

As you know, the Drachman Institute is dedicated to the environmentally sensitive and resource-conscious development of neighborhoods and communities. We engage our students, staff, faculty, and citizens in a collaborative, research-based outreach enterprise to make our communities healthier, safer, more equitable and more beautiful places to live.

Since 1987, we have been working throughout the State of Arizona to assist communities in a variety of project types, including: affordable housing assessment and design, housing for people with disabilities, neighborhood planning, community park and landscape design, historic preservation, developing "healthy communities," and a wide range of other community development projects. We have organized conferences on critical community topics. This past year we assisted in the Arizona Town Hall on "Housing Arizona."

In most cases, where our project partners have limited resources, our work is without charge. We do this work for a variety of reasons:

- to fulfill the Land Grant Mission of the University of Arizona
- to mobilize the human resources of the College of Architecture and Landscape Architecture to the service of the State; and
- to provide our students with a "service learning" experience in the professional fields of planning, architecture, and landscape architecture.

We have worked with you and your community or organization in the past and hope to continue to do so in the future. We understand that our state and nation are in financial crisis. Rest assured that the Drachman Institute has worked very hard to be efficient with our modest State funding. But the extreme and disproportionate cuts currently being proposed may force us to close our doors. If you value the work of the Drachman Institute and would like to see its mission continue, then we need your help now.

Please let your representatives in the State Legislature and the Governor know that you care about the outreach work of the Drachman Institute and that it is important to you that it continue.

Additionally, please copy any of your correspondence to:

- President Robert Shelton, Administration Building, University of Arizona, Tucson AZ 85721, robert.shelton@arizona.edu; and
- Dean Jan Cervelli, CALA, University of Arizona, Tucson, AZ, 85721, jcervell@email.arizona.edu

Sincerely,



Corky Poster, Architect and Planner
University Distinguished Professor of Outreach
Director, Drachman Institute, College of Architecture and Landscape Architecture

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

Meeting Date:

Meeting Type:

Type of Presentation:

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

PURPOSE AND BACKGROUND INFORMATION:

STAFF RECOMMENDATION(S): (Suggested Motion)

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

Attorney Review Yes No

Attorney Comments _____

Fund:

Line Item:

Submitting Department:

Contact Person:

Town Manager/Designee:

INTERGOVERNMENTAL AGREEMENT
TRIANGLE PARKING LOT AND TRAIL

This Intergovernmental Agreement (“Agreement”) for use of a parking lot and trail is entered into this 4th day of February, 2009, by and between Camp Verde Unified School District No. 28, a political subdivision of the State of Arizona (“CVUSD”), and the Town of Camp Verde, an Arizona municipal corporation (the “Town”), each individually a “Party” and jointly “the Parties”.

RECITALS

The Town and CVUSD agreed to the construction and Town use of the triangle parking lot and access trail adjacent to Butler Park and the District Office (the “Facility”) as a public parking lot and trail on CVUSD property and to cooperatively act to maintain the Facility.

The Facility has been built by the Parties and the Parties desire to enter into this Agreement for the use and management of the Facility.

CVUSD is authorized to enter into this Agreement pursuant to Arizona Revised Statutes Section 15-342(13), Section 15-364(A), and Section 11-952.

The Town is authorized to enter into this Agreement under ARS Section 15-364(B) and Section 11-952.

Now therefore, for the mutual covenants and consideration contained herein, the Parties agree as follows:

AGREEMENT

1. TERM. The term of this Agreement shall commence on February 4, 2009, and end on February 4, 2012. This Agreement may be extended by either Party for successive terms of four years upon written notice of intent to extend delivered to the other Party not less than thirty (30) days prior to the end of the then-current term.
2. PURPOSE. The purpose of this Agreement is to set forth the responsibilities and contributions of the Parties with respect to the operation of the Facility and the sharing of operational costs and maintenance of the Facility.
3. USE. The Parties each represent that the Facility will be used only for the purpose of a vehicle parking and pedestrian trail. The Parties agree to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of CVUSD pertaining to the use and occupancy of the Facility. Neither Party shall use or allow any portion of the Facility to be used for any unlawful purpose. Neither Party shall commit or allow to be committed any waste or nuisance in or about the Facility, or

subject the Facility to any use that would damage any portion of the Facility or raise or violate any insurance coverage maintained by CVUSD.

4. FINANCIAL CONTRIBUTIONS.

A. Pursuant to ARS Section 15-1105(A), CVUSD may lease school property to any organization for recreational purposes in the interest of the community. CVUSD must charge a reasonable use fee for such lease, which fee may include goods contributed or services rendered by the Town to CVUSD.

The reasonable use fee for lease of CVUSD property shall be services rendered by the Town as follows:

Town will operate and maintain the Facility.

Town will set fees for use of the Facility and collect the same.

Town will use fees collected to pay all expenses of operation and maintenance (including but not limited to utilities, supplies, and personnel) of the Facility except as expressly provided elsewhere in this Agreement.

B. CVUSD shall provide non-potable water and pay for electricity used by the Facility. This provision shall survive termination of this Agreement as long as Town is operating the Facility; provided, however, that if such termination occurs and Town continues to operate the Facility, CVUSD and Town may negotiate for Town to reimburse CVUSD for the expenses of water and electricity provided by CVUSD to the Facility.

C. The Parties shall review the income and expenses relating to the Facility as frequently as the Parties shall agree, but not less than once during each Term of this Agreement.

D. To the extent of available funds, each Party shall include in its budget each year an amount necessary to meet the Party's financial responsibilities, as set forth in this Agreement.

E. In the event the Facility is abandoned for a period of one year or is permanently closed, then Town shall be responsible for the cost of restoring the site to its condition prior to construction of the Facility.

5. INSURANCE.

A. CVUSD will procure, at its expense, and maintain during the term hereof, a policy of general liability insurance against claims for bodily injury, death and property damage occurring in connection with the use of the Facility as part of its general policy.

B. Town will procure, at its expense, and maintain during the term hereof, a policy of general liability insurance against claims for bodily injury, death and property damage occurring in connection with the use of the Facility as part of its general policy.

6. LIABILITY. Town agrees to conduct its activities in the Facility in a careful and safe manner. Where both CVUSD and Town, including their employees, agents or representatives participated in the liability causing event, each Party shall contribute to the common liability a pro rata share based upon its relative degree of fault as established by compromise, arbitration or litigation; provided, however, that notwithstanding any other provision of this Agreement to the contrary, any agreement by a Party to defend, hold harmless or indemnify the other Party shall be limited to, and be payable only from, available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of a general liability insurance program.

7. ENTIRE CONTRACT. This Agreement is the entire contract between Town and CVUSD. The Parties shall not be bound by or be liable for any statement or representation of any nature not set forth in the grant application or this Agreement. Changes of any of the provisions of this Agreement shall not be valid unless reduced to writing and signed by both Parties.

8. TERMINATION. This Agreement may be terminated by a majority vote by the governing board of either Party. The Party terminating the Agreement must notify the other Party in writing prior to December 15 of the year prior to the effective date of termination. The effective date of termination will be June 30 of the year after notification.

9. RIGHT OF FIRST REFUSAL. If CVUSD sells the real property upon which the Facility is located, CVUSD shall first offer to the Town the Facility and real property of a size to effectuate the purpose for which the Facility was constructed at a price which is fair market value less an amount which is the total of the funds contributed by Town for original construction of the Facility plus all subsequent capital contributions to the Facility by Town.

10. WAIVER. The failure of either Party to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement, or either Party's delay in the exercise of any such rights or remedies shall not release the other Party from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of the Party to insist upon strict performance of this Agreement.

11. ASSIGNMENTS AND SUBLETTING. Town shall not have the right to assign this Agreement or allow any other person or entity to use or occupy any or all of the Facility without the prior written consent of CVUSD, which consent may be granted or withheld at CVUSD's sole discretion.

12. DEFAULT. In the event that the Town fails to pay any fee or other sum required to be paid by the Town hereunder when due, or otherwise fails to comply with or observe any other provisions of this Agreement, in addition to any other remedy that may be available to the CVUSD by reason of such failure, whether at law or in equity, the

CVUSD may immediately terminate this Agreement and all rights of the Town hereunder.

13. ARBITRATION. In the event of a dispute hereunder, the parties agree to use arbitration insofar as required by Arizona Revised Statutes Sections 12-1518 and 12-133, and the rules promulgated thereunder.

14. CONFLICT OF INTEREST. The Parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of the Arizona Revised Statutes.

15. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Arizona, the courts of which state shall have jurisdiction of the subject matter hereof.

16. RELATIONSHIP.

A. The Parties agree that neither the Town nor any employees or other personnel of the Town will for any purpose be considered employees of CVUSD, and with respect to the Town and any employees or other personnel of the Town, CVUSD shall not be responsible in any manner for the supervision, daily direction and control of the Town and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security), workers' compensation and disability benefits for Town and any of its employees or other personnel.

B. The Parties agree that neither CVUSD nor any employees or other personnel of the CVUSD will for any purpose be considered employees of the Town, and with respect to CVUSD and any employees or other personnel of CVUSD, the Town shall not be responsible in any manner for the supervision, daily direction and control of CVUSD and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security), workers' compensation and disability benefits for CVUSD and any of its employees or other personnel.

17. AUTHORITY.

A. The individual signing below on behalf of the Town hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Town and that this Agreement is binding upon the Town in accordance with its terms.

B. The individual signing below on behalf of CVUSD hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of CVUSD and that this Agreement is binding upon CVUSD in accordance with its terms.

In Witness whereof, the Parties execute this Agreement:

FOR CVUSD:

By: _____
Dennis Sterrett, Governing Board President

Attest: _____
Tonya Brogdon, Superintendent/Board Secretary

This Agreement is in the proper form and is within the power and authority granted under A.R.S. Section 11-952 *et seq.*:

By: _____
Attorney for CVUSD

FOR TOWN:

By: _____
Tony Gioia, Mayor

Attest: _____
Deborah Barber, Clerk

This Agreement is in the proper form and is within the power and authority granted under A.R.S. Section 11-952 *et seq.*:

By: _____
Town Attorney

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

Meeting Date: 2-18-09

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Ordinance 2009-A362

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval of Ordinance 2009-A362, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 2-1-4 of the Town Code.

PURPOSE AND BACKGROUND INFORMATION:

Councilor German resigned on February 2, 2009, creating a vacancy. The Town Code requires that a vacancy be filled by election if the vacancy occurs within 120 of a primary or general election. The vacancy occurred after the primary election ballots were printed. This will require that candidates for German's seat run as write-in candidates in the May 2009 General Election. If the candidate does not receive 50% +1 vote in that election (the primary election for German's seat), a General Election will be required in September 2009. This will result in an unanticipated election costing approximately \$10,000 and leave that seat vacant for 9 months. Changing the Code to eliminate the General Election requirement only will still meet Council's original goal of allowing the electorate to select their representative if the vacancy occurs within 120 of a Primary Election. If Council approves this change, Council must make an appointment no later than April 2, 2009. There is a regular session scheduled for April 1, 2009.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve Ordinance 2009-A362 or direct staff to proceed with the current Code requirements, advertising for write-in candidates and budgeting for a possible General Election in September 2009.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount: N/A

Comments:

Fund:

Line Item:

Submitting Department: Clerk's Office

Contact Person: Debbie Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



ORDINANCE 2009-A362

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE,
YAVAPAI COUNTY, ARIZONA,
AMENDING SECTION 2-1-4 OF THE TOWN CODE, VACANCIES IN COUNCIL**

Section 2-1-4 Vacancies in Council is amended as follows:

Section 2-1-4 Vacancies in Council

The Council shall fill by appointment for the unexpired term any vacancy on the Council, including Mayor that may occur for any reason, within 60 days of the vacancy, unless (i) a primary ~~or general~~ election for Council is set within 120 days **AND (II) ALL STATUTORY REQUIREMENTS FOR FILING CANDIDACY PAPERS CAN BE SATISFIED.** The vacancy shall not reduce any Council quorum requirements.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 18th day of February 2009.

Tony Gioia, Mayor

Approved as to form: _____
Town Attorney

Attest:

Deborah Barber, Town Clerk

Date

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

Meeting Date: February 18, 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 Chapter 4 Boards, Commissions, and Committees Article 4-2.A.3, Organization, and Article 4-3 Meetings 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 Town Code Chapter 4 Boards and Commissions Article 4-2.A.3, Organization, and Article 4-3 Meetings 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 Chapter 4 Boards, Commissions, and Committees
Article 4-2.A.3 - Organization and Article 4-3 - Meetings

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. COMMISSIONS MAY SCHEDULE SPECIAL MEETINGS AND WORK SESSIONS WITH THE PRIOR APPROVAL OF THE TOWN MANAGER.

Chapter 4, Boards & Commissions, Article 4-3 Meetings
Section 2-4-3

c. Special or Work Sessions. The board or commission may, upon majority vote AND WITH PRIOR APPROVAL OF THE TOWN MANAGER, set a special meeting or work session. In addition, if determined necessary by the affected department head, a special meeting or work session may be called upon discussion with the chairperson.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 18th day of February 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: February 18, 2009

Meeting Type:

Type of Presentation:

REFERENCE DOCUMENT:

Ordinance 2009-A361

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible approval of Ordinance 2009-A361, 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.

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)

If Council wishes to leave the meetings as they are, then make no motion and the Town Code will stay as it is. If Council wishes to reduce their meetings to two per month, move to approve Ordinance 2009-A361, 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..

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-A361
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**

**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.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 18th day of February 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: February 18, 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,

Type of Document Needing Approval:

Resolution 2009-759

Comments:

[Empty text box for comments]

Fund: Non-Departmental

Line Item:

Town Attorney Reviewed Yes No N/A

Comments from Attorney:

[Empty text box for attorney comments]

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. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.

Mayor and Common Council of the Town of Camp Verde 2009 Meeting Schedule		
Regular Session/Council Hears P&Z	January 21, 2009	6:30 p.m.
Regular Session	February 4, 2009	6:30 p.m.
Regular Session	February 18, 2009	6:30 p.m.
Council Hears P&Z	February 25, 2009	6:30 p.m.
Regular Session	March 4, 2009	6:30 p.m.
Regular Session	March 18, 2009	6:30 p.m.
Council Hears P&Z	March 25, 2009	6:30 p.m.
Regular Session	April 1, 2009	6:30 p.m.
Regular Session	April 15, 2009	6:30 p.m.
Council Hears P&Z	April 22, 2009	6:30 p.m.
Regular Session	May 6, 2009	6:30 p.m.
Regular Session	May 20, 2009	6:30 p.m.
Council Hears P&Z	May 27, 2009	6:30 p.m.
Regular Session	June 3, 2009	6:30 p.m.
Regular Session	June 17, 2009	6:30 p.m.
Council Hears P&Z	June 24, 2009	6:30 p.m.
Regular Session	July 1, 2009	6:30 p.m.
Regular Session	July 15, 2009	6:30 p.m.
Council Hears P&Z	July 22, 2009	6:30 p.m.
Regular Session	August 5, 2009	6:30 p.m.
Regular Session	August 19, 2009	6:30 p.m.
Council Hears P&Z	August 26, 2009	6:30 p.m.
Regular Session	September 2, 2009	6:30 p.m.
Regular Session	September 16, 2009	6:30 p.m.
Council Hears P&Z	September 23, 2009	6:30 p.m.
Regular Session	October 7, 2009	6:30 p.m.
Regular Session	October 21, 2009	6:30 p.m.
Council Hears P&Z	October 28, 2009	6:30 p.m.
Regular Session	November 4, 2009	6:30 p.m.
Regular Session	November 18, 2009	6:30 p.m.
Council Hears P&Z	November 24, 2009	6:30 p.m.
Regular Session	December 2, 2009	6:30 p.m.
Regular Session	December 16, 2009	6:30 p.m.
Council Hears P&Z	December 22, 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.**

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

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.**

Board of Adjustments of the Town of Camp Verde 2009 Meeting Schedule		
1. Regular Session (as needed)	January 20, 2009	3:00 p.m.
2. Regular Session (as needed)	February 17, 2009	3:00 p.m.
3. Regular Session (as needed)	March 17, 2009	3:00 p.m.
First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.		
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.
Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.		
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.
Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.		
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.
Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.		

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**

Design Review Board of the Town of Camp Verde 2009 Meeting Schedule		
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.
First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.		
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.
Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.		
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.
Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.		
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.
Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.		

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..**

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

Housing Commission 2009 Meeting Schedule		
1. Regular Session	January 20, 2009	4:00 p.m.
First Quarterly Report for Period January 2009 through March 2009 will be heard at the April 15, 2009 Council Meeting.		
2. Regular Session	March 17, 2009	4:00 p.m.
Second Quarterly Report for Period April 2009 through June 2009 will be heard at the July 15, 2009 Council Meeting.		
3. Regular Session	June 16, 2009	4:00 p.m.
Third Quarterly Report for Period July 2009 through September 2009 will be heard at the October 21, 2009 Council Meeting.		
4. Regular Session	September 21, 2009	4:00 p.m.
Fourth Quarterly Report for Period October 2009 through December 2009 will be heard at the January 20, 2010 Council Meeting.		
5. Regular Session	December 20, 2009	4:00 p.m.

Camp Verde Chamber of Commerce 2009 Quarterly Report Schedule		
1. Regular Session	April 15, 2009	6:30 p.m.
2. Regular Session	July 15, 2009	6:30 p.m.
3. Regular Session	October 21, 2009	6:30 p.m.
4. Regular Session	January 20, 2010	6:30 p.m.

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.**

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

Memo:

To: Camp Verde Town Council
From: Camp Verde Library Commission

Re: Reduction of Commission Meetings.

1. The Camp Verde Library Commission respectfully requests that the Town Council consider allowing each commission to decide at the beginning of each year when it is most beneficial for them to meet rather than arbitrarily setting their meeting to occur every other month. This would allow the Commissions to tailor their schedules around upcoming events and responsibilities that they support.

The Library Commission would like to meet January, March, April, June, Sept, November. This will enable them to support spring budget considerations and organize an event they would like to conduct during Fort Verde Days in October. The Library Commission has usually voted not to meet in August or December due to time conflicts the various members tend to have during those months.

2. The Camp Verde Library Commission respectfully requests that the Town Council consider allowing each commission to elect officers at their first scheduled meeting after September 30. This will enable the various commissions to meet in a month other than October.

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

18
Meeting Date: February 4, 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:

Congress of the United States
House of Representatives
Washington, DC 20515-0301
February 5, 2009

Mike Scannell
Town Manager
473 S Main Street, Ste. 102
Camp Verde, AZ 86322

Dear Mike,

I write after another week of difficult economic news for Arizonans. I am committed to using my role in Washington to serve Arizona and assist our community -- not by advocating for "hand outs" but by making smart investments in our local infrastructure, improving our local economies and ensuring we have resources to prepare a ready and able workforce. As you know, Congress continues consideration of the American Recovery and Reinvestment Act and in the next month must complete legislation funding the federal government for Fiscal Year 2009.

Despite these challenges, I am preparing to receive requests for funding during the Fiscal Year 2010 appropriations legislation. Attached you will find the guidelines and instructions for submitting your requests. All requests must be received by 6:00 pm MT (8:00 pm ET) on Friday, February 27, 2009.

I am committed to prudent and responsible use of taxpayers' money. The request process will be transparent, and all requests will be subject to public review on my website (www.house.gov/kirkpatrick). When a Congressional request is successful, it is incumbent on the recipient to be responsible for the use of these taxpayer dollars and to ensure its proper use and speedy implementation. I will remain interested in the oversight projects and will require periodic updates from you.

Please feel free to contact me or my staff to further discuss the particular challenges in your community. In Washington, you can reach Betsy at (202) 225-2315, or in my Prescott office, Carmen can be reached at (928) 445-3434.

Sincerely,



Ann Kirkpatrick
Member of Congress

BACK TO TOP

Assistance Obtaining a Federal Appropriation

Congresswoman Kirkpatrick is committed to prudent and responsible use of taxpayers' money. The request process will be transparent and all requests to the Congresswoman will be posted on her website for public review. When a Congressional request is successful, it is incumbent on the recipient to be responsible for the use of these taxpayer dollars and to ensure its proper use and speedy implementation. The Congresswoman will remain interested in the oversight of the projects and will require updates from recipient organizations.

Requests Made to Congresswoman Kirkpatrick's Office

The federal fiscal year begins on October 1, but Congress begins work on the budget a year in advance. Therefore, requests for Fiscal Year 2010 should be made to my office as soon as possible, but no later than 8:00 pm ET on February 27, 2009.

Requests must be directed to Congresswoman Kirkpatrick in accordance with the following instructions and signed by the appropriate executive of your organization or municipality. We welcome supporting material to more fully describe your request. If appropriate, please include with your letter a feasibility study, photographs or maps of the impacted area, and information indicating any community support for the project.

Please send your requests and supporting documents via email to:
AZ01.Appropriations@mail.house.gov.

****Please be aware that information about appropriations requests will be made public on the Congresswoman's website. This information may include all or a portion of what you submit to Congresswoman Kirkpatrick, including organization name, project, amount requested, and justification for using federal funds to support the project.****

Appropriations Request Check List

- ✓ Formulate your proposal to be funded under an existing federally-authorized program. Consider whether an application for a federal grant is more appropriate. Congress names only a small fraction of the appropriation requests it receives, and please keep in mind that appropriations funding for construction and personnel needs are extremely limited.

- ✓ Write a formal letter of request to Congresswoman Kirkpatrick, describing the request and answering questions listed below.

- ✓ Supply answers to the attached questionnaire, to augment your letter.

- ✓ Attach supplemental documents - images, letters of community support, or financial analyses - to the proposal.

- ✓ Submit the proposal, including formal letter, the questionnaire, and supplemental documents to AZ01.Appropriations@mail.house.gov by 8:00pm ET on Friday, February 27, 2009.

- ✓ Keep in contact with Congresswoman Kirkpatrick's staff. They will help you determine if follow-up meetings in Washington are needed. Often meetings in DC are not necessary and most information can be easily conveyed over the phone.

Letter Requesting Assistance

To facilitate requests for assistance seeking an appropriation, interested agencies and organizations must submit a letter for each request to Congresswoman Kirkpatrick's office on appropriate letterhead and signed by an authorized executive. This letter is distinct from community letters of support, which may take any format.

The letter should contain the following information:

Name (agency or organization) of potential recipient;

Project description and history of community involvement and support, including any job creation involved and why federal funding is important;

Federal agency from which you are requesting funding;

Account/authorization from which you are requesting funding, if appropriate (if requesting from Defense, include budget line number and title);

Amount requested for FY10;

Total project cost over all years, sources of other funding (especially state, private, local match);

If there was past federal funding, how it was used.

If the organization is making multiple requests, please provide rank for each (for example, "Priority 1 of 5").

Appropriations General Questionnaire

(Please list all appropriate contacts, including staff or consultants.)

Contact Name:

Phone and e-mail:

Organization name:

Mailing Address:

Emergency Contact:

1. State who will be the recipient of the funding, and provide a brief description of the project for which funding is requested. Indicate whether this request is for construction, equipment, other "one-time" expenses, or if funding is for ongoing expenses. (If requesting from Defense, include budget line number and title.)
2. Provide a brief budget for the requested funding and a justification for each major item.
3. Specify whether requests will be made for funding for this project in subsequent fiscal years. If so, please provide a budget estimate of these additional years.
4. In less than four or five sentences, explain why the federal government has a responsibility to fund this project.
5. Detail other funding sources that are contributing to this project, and how much each source is contributing (please include local, state, federal and private sources).
6. Please describe previous requests for funding (no more than six years back), the amount received, and how the funding was used. Include past funding from any federal agency; Congressional office; and state, local, or private source.
7. Is the project eligible for funding under the American Recovery and Reinvestment Act (stimulus)?
7. Indicate whether the entity requesting funding is receiving funding for this or any other activity from the federal government.
8. Indicate other Congressional or Senate offices to which you are also submitting this request.
9. Provide a short title of the project (for example, Main Street Improvements, Building Construction/Renovation, or Communications Equipment Upgrade).

Appropriations Timeline

Each year is different, so your patience with the Congressional process is appreciated. Here is what to expect as you consider your request.

November thru February - Agencies and organizations begin drafting proposals for funding requests.

February 27 - Deadline for submitting appropriations request to Congresswoman Kirkpatrick's Office. Please submit to AZ01.Appropriations@mail.house.gov.

Late February thru Spring - House and Senate Appropriations Subcommittees begin hearings on all appropriations bills and begin "marking-up" (amending) bills. Members must submit funding requests for projects prior to the start of these hearings.

Summer - House and Senate work to approve their versions of the 12 appropriations bills. Some bills will go through Conference Committee, approved by the House and Senate and sent to the President.

September - Remaining conference committees meet to finalize appropriations bills. They are voted on and sent to the President for signature. In recent years, the remaining appropriations bills have been rolled into a large omnibus bill, voted on late in the year.

October 1 - New fiscal year begins. If any bills have not been signed into law, Continuing Resolutions are approved to allow the federal government to continue working under previous year's budget authority until their appropriations for the current fiscal year are approved.

**** Even after bills with approved projects are signed into law, it can take months for the Executive Agencies to distribute funding, and additional paperwork may be required.****

**TOWN OF CAMP VERDE
ECONOMIC RECOVERY PROJECTS**

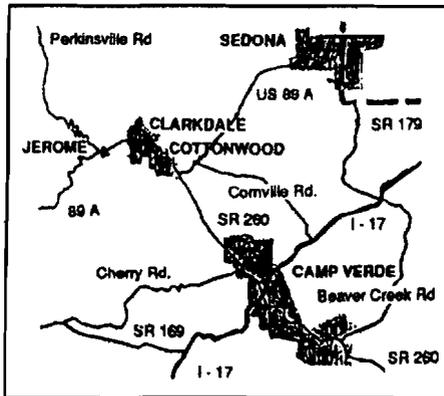
Project Location	Project Description	Estimated Cost	Specific Location	Scope Of Work	Status	Rank
Finnie Flat Rd Sidewalk & Landscaping	2660' Sidewalk, Curb & Gutter, Landscaping	**Supplemental Project: \$231,366	Finnie Flat Rd. West of Out Post Mall to Main and MCH	Install Curb/Gutter & Sidewalk on North side of Finnie Flat Rd TEA-CMV 0-(201)A	Shovel Ready Enhancement Grant	1
Hollamon Street Completion of TownSite Phase I	Install 5' Sidewalk	\$ 463,000	Beginning at Main St. West on Hollamon St to 6th Street	Install 5' Concrete Sidewalk Curb and Gutter	Environmental Complete, Project in Town ROW	2
Black Bridge	Preventative Maintenance Safety Repairs	\$ 1,293,400	Montezuma Castle Highway at Black Bridge Loop Rd. (ADOT Bridge #9298)	Bridge repairs as outlined in 2008 inspection including compression seals, elastomeric pads, guardrail repair	Environmental Not Required,	3
Phase II TownSite	Road Reconstruction	\$ 532,856	2nd through 5th Streets between Arnold Terrace & Arnold St. to Hollamon	Remove & mill existing surface, resurface with 3" asphalt overlay	Environmental not required, existing road in Town ROW	2
Salt Mine Rd.	Road Reconstruction	\$ 3,745,000	Salt Mine Rd. beginning at Hwy.260 - Town Row, ending at the South Town Boundry; Apx. 2.7 Miles	Mill existing surface and re-surface Salt Mine Road 2" - 3" asphalt	Environmental not required, existing road in Town ROW	3
Yaqui Circle	Box Culvert	\$ 362,500	On Yaqui Cr. at the Verde Ditch crossing.	Remove the existing, deteriorating box culvert, stabilize the bank on each side and replace with new box culvert	Environmental Not Required	5
General Crook Tr.	Road Reconstruction	\$ 3,000,000	Apx. 2 Miles, from I-17 Exit 285 to SR-260	Remove and mill existing surface and re-surface w/2"-3" asphalt	Environmental Not Required	6
Finnie Flat Rd	Widen to 5 Lanes	\$ 3,052,500	Cliffs Parkway, West to SR-260; Apx 1 Mile	Add two travel lanes to existing road with curb, gutter and sidewalk	Environmental Not Required	7
Middle Verde Rd.	Road Reconstruction	\$ 3,885,000	From I-17 to Reservation Loop	Remove and mill existing surface and re-surface 2" to 3" asphalt	USFS Easement Required	8
McCracken Rd.	Road Reconstruction	\$ 1,367,000	From Hwy 260 to Dead End Apx. 1.5 Mi.	Remove and mill existing surface and re-surface 2" to 3" asphalt	Environmental Not Required	9

**TOWN OF CAMP VERDE
ECONOMIC RECOVERY PROJECTS**

Montezuma Castle Highway (MCH)	Install 5' Sidewalk, widen and restripe	\$ 1,087,500	Work to be done in Town ROW on both East and West sides of MCH	Bike Lane on East Side of MCH and a 6' wide pedestrian sidewalk/walkway on west side	Environmental Assessment Not Required	10
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** This Project is to be coordinated with ADOT's project #H7171. The supplemental Amount is in addition to \$423,266 Federal Funds awarded November 2005 under Round 13 Transportation Grant

Non-Infrastructure Projects - Capital Improvements			
Town Library	Approximately 30,000 square feet	Steel Building	Alternative \$7,000,000 \$3.4 million
Chamber of Commerce	Remodel for Administrative Offices		\$700,000
Town Computer System	Upgrade Network including software systems adding CAD, ArcView to assist in construction projects		\$500,000



Verde Valley Transportation Planning Organization (VVTPO)

*Camp Verde • Clarkdale • Cottonwood • Jerome • Sedona
Yavapai County*

DATE: February 12, 2009

TO: Mr. Chris Fetzer, NACOG
119 East Aspen Avenue
Flagstaff, AZ 86001
cfetzer@nacog.org

FROM: Verde Valley Transportation Planning Organization Members (VVTPO)

RE: Economic Recovery Fund Projects – Verde

The VVTPO met today and ranked projects located in the Verde Valley. All towns/cities and the County were represented except for Jerome. Below is the list of priority projects in the order ranked by the group. You will notice that the Town of Clarkdale ranked #3 with two projects for a total dollar figure of \$804,100. These projects can be considered as one or separately.

Agency	Location	Description	Estimated Cost	Scope of Work	Status
1. Yavapai County Government	Cornville Road – Aspaas to Beaverhead Flat (3.8 miles)	Cold in place recycle reconstruction	\$823,010	Cold in place recycle reconstruction	Meets criteria
2. City of Cottonwood	S. 6 th Street; SR89A to Mingus Avenue	Pavement Replacement	\$780,000	Remove and replace pavement on 2-lane, collector street	Meets criteria. No clearances or design at this time; no new ROW needed
3. Town of Clarkdale	Broadway Road from the Town boundary with the City of Cottonwood North to the intersection at Tuzigoot Road	Mill and overlay approx. 1.33 miles of major collector road	\$493,350	Pavement preservation, 2" full mill and replace with ACFC	Preliminary designs completed; town owned ROW; no relocation of utilities
	Main Street at Ninth Street Intersection N. to Broadway Road	Mill and overlay approx. 0.8 miles of major collector road	\$310,750	Pavement preservation, 2" full mill and replace with ACFC	Preliminary designs completed; town owned ROW; no relocation of utilities
4. City of Sedona	Airport Road intersection on SR 89A	Traffic signal; sidewalks; improve intersection	\$370,000 (Project total is \$731,584; Sedona will pay half)	Improve intersection with traffic signal and sidewalks	Meets criteria
5. Town of Camp Verde	Salt Mine Road beginning at SR 260; ending at Oasis Road	Road Reconstruction	\$500,000	Mill existing surface & resurface 2"-3" asphalt	Environmental not required; in the Town ROW

Page 2
February 12, 2009
Economic Recovery Fund Projects

The VVTPPO understands there may be funding changes and will continue to adjust as necessary.

Thank you for your consideration.

John Bradshaw
VVTPPO Chairman

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

Meeting Date: February 18, 2009

Meeting Type:

Type of Presentation: Verbal

REFERENCE DOCUMENT:

N/A

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible direction to staff to prepare an ordinance for Council consideration at the earliest possible date that adopts Robert's Rules of Order, as modified to fit the Town's needs.

PURPOSE AND BACKGROUND INFORMATION:

I have received a number of concerns from different sources regarding the conduct of meetings. After research, it is apparent that the Town has no formal rules or guidelines established to ensure that everyone's needs and concerns are addressed.

STAFF RECOMMENDATION(S): (Suggested Motion)

Move to direct staff to prepare an ordinance adopting a modified version of Robert's Rules of Order that will be based on the Town's needs and that will apply to Council and all committees, boards, and commissions.

Type of Document Needing Approval:

Comments:

Fund:

Line Item:

Town Attorney Reviewed Yes No N/A

Comments from Attorney:

Submitting Department: Manager

Contact Person: Michael Scannell

Town Manager/Designee:

A

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

Meeting Date: February 18, 2009

Meeting Type: Regular Session

Type of Presentation:

REFERENCE DOCUMENT:

Public Auction for Real Property

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible approval to except the highest bid for the 0.36 acre parcel of the northern boundary of the Community Park located at McCracken Lane.

PURPOSE AND BACKGROUND INFORMATION:

Sealed bids were opened on Friday, February 13th, 2009. Council has the right to reject any and all bids.

STAFF RECOMMENDATION(S): (Suggested Motion)

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:

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

Meeting Date: February 18, 2009

Meeting Type: Regular Session

Type of Presentation:

REFERENCE DOCUMENT:

Parks Admin. Position

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible authorization for staff to fill the position of Parks Administrative Assistant/Events Coordinator.

PURPOSE AND BACKGROUND INFORMATION:

This position is the primary administrative support for Parks & Rec., Maintenance and Janitorial and also serves as the events coordinator. The Parks Admin. Assistant also serves as the recording secretary for the Trails and Pathways Commission. Although many of the events have been cut, we have replaced them with local, family events and activities.

STAFF RECOMMENDATION(S): (Suggested Motion)

Authorize staff to fill the position of Parks Administrative Assistant/Events Coordinator

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:

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

Meeting Date: 2-18-09

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT: SECTION 108 D ANIMALS

AGENDA TITLE: Presentation and Possible Reconsideration of Council's decision to have Town Staff enforce the Town's regulations concerning the youth livestock project activity for 2009 based on new information submitted to staff by the FFA advisors.

PURPOSE AND BACKGROUND INFORMATION: At the Council's meeting of 1-21-09, the Council directed staff to enforce the livestock regulations for youth livestock activity for the year of 2009 based on no submittal by the FFA advisor to accept the authority by the deadline outlined in Section 108 D.5. After the Council meeting, Mr. Cody Carter came to the Community Development office and submitted three letters and a complete list of members and their projects detailing the difficulty in communicating with staff. He also provided a letter each from him and Ms. Mulcaire indicating their willingness to accept enforcement authority over the youth livestock activity for 2009.

It appears that there were several communication problems experienced by the Advisors. First, the Community Development Director never received a letter e-mailed in August advising the Town that Mr. Carter was willing to accept the responsibility of enforcing the livestock regulations on his FFA students. Secondly, a link to our Section 108D. regulations from the FFA website took the members and their parents to a historic document that was embedded in our website that had the code language that has since been amended. This resulted in no one knowing they had to apply for a youth permit from the Town. This has been resolved by Town staff and the historic language has been removed. The third problem experienced by the youth group is that sign up for the PAL program under the direction of Ms. Mulcaire does not conclude until the first week in February. Finally, we have identified some issues with the new language that is not clear and open to various interpretations that needs to be clarified. One such issue is the one discussed with Council on the 21st of January on the issue of additional swine allowance.

Staff has met with the advisors twice since the Council meeting and has outlined a procedure and timeline for resolution of any zoning complaint received. Staff will be e-mailing a scanned copy of the complaint form and property information map from the Yavapai County with the zoning, setbacks and property size noted on it. A site visit will be made within 5 days and a report submitted to the Code Enforcement Official. Resolution of any existing issue must be completed within 10 days and verified in a report to be sent to the Town. Our communication will all be done by phone and/or e-mail. The new e-mail addresses have been tested and are working. Staff and advisors will be working on an amendment to Section 108 D. to clarify the problems outlined in this report shortly so that in the fall no further miscommunication will occur. The only remaining requirement that is outlined in the regulations that have not been met is the installation of the signs with attached stickers to indicate the year and type and number of projects being conducted on property. The advisors are working on obtaining the signs and staff is working on creating the stickers from the submitted list.

STAFF RECOMMENDATION(S): Because this is a new regulation that has an impact on the youth livestock projects of our community, staff is recommending Council re-consider their decision and allow the FFA advisors to proceed with the enforcement of our regulations for 2009.

Type of Document Needing Approval:

Submitting Department: Planning Zoning

Contact Person: Nancy Buckel



ORDINANCE 2006-A328

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; ADOPTING "THE 2006 AMENDMENTS TO THE TAX CODE OF THE TOWN OF CAMP VERDE" BY REFERENCE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY AND PROVIDING PENALTIES FOR VIOLATIONS.

NOW, THEREFORE, be it ordained by the Mayor and Common Council of the Town of Camp Verde that:

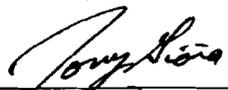
Section 1: That certain document known as "The 2006 Amendments to the Tax Code of the Town of Camp Verde," three copies of which are on file in the office of the Town Clerk of the Town of Camp Verde, Arizona, which document was made a public record by Resolution No. 2006-688 of the Town of Camp Verde, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

Section 2: The provisions of this ordinance and the public record adopted herein are effective from and after July 1, 2006.

Section 3: Any person found guilty of violating any provision of these amendments to the Tax Code shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

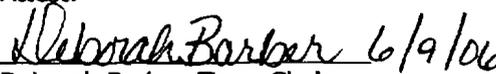
Section 4: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the Tax Code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED in open meeting by the Mayor and Town Council of the Town of Camp Verde, Arizona, on the 7th day of June 2006.

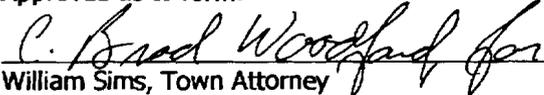


Tony Gioia, Mayor

Date: 6/08/06

Attest:


Deborah Barber, Town Clerk

Approved as to form:


William Sims, Town Attorney

**2006 AMENDMENTS TO THE
TAX CODE OF THE TOWN OF CAMP VERDE**

Section 1. Section 8-445 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-445. Rental, leasing, and licensing for use of real property.

- (a) The tax rate shall be at an amount equal to two percent (2%) of the gross income from the business activity upon every person engaging or continuing in the business of leasing or renting real property located within the Town for a consideration, to the tenant in actual possession, or the licensing for use of real property to the final licensee located within the Town for a consideration including any improvements, rights, or interest in such property; provided further that:
 - (1) Payments made by the lessee to, or on behalf of, the lessor for property taxes, repairs, or improvements are considered to be part of the taxable gross income.
 - (2) Charges for such items as telecommunications, utilities, pet fees, or maintenance are considered to be part of the taxable gross income.
 - (3) However, if the lessor engages in telecommunication activity, as evidenced by installing individual metering equipment and by billing each tenant based upon actual usage, such activity is taxable under Section 8-470.
- (b) If individual utility meters have been installed for each tenant and the lessor separately charges each single tenant for the exact billing from the utility company, such charges are exempt.
- (c) Charges by a qualifying hospital, qualifying community health center or a qualifying health care organization to patients of such facilities for use of rooms or other real property during the course of their treatment by such facilities are exempt.
- (d) Charges for joint pole usage by a person engaged in the business of providing or furnishing utility or telecommunication services to another person engaged in the business of providing or furnishing utility or telecommunication services are exempt from the tax imposed by this Section.
- (e) (Reserved)
- (f) A person who has less than three (3) apartments, houses, trailer spaces, or other lodging spaces rented, leased or licensed or available for rent, lease, or license within the State and no units of commercial property for rent, lease, or license within the State, is not deemed to be in the rental business, and is therefore exempt from the tax imposed by this Section on such income. However, a person who has one (1) or more units of commercial property is subject to the tax imposed by this Section on rental, lease and license income from all such lodging spaces and commercial units of real estate even though said person may have fewer than three (3) lodging spaces.
- (g) (Reserved)
- (h) (Reserved)
- (i) (Reserved)
- (j) Exempt from the tax imposed by this Section is gross income derived from the activities taxable under Section 8-444 of this code.

- (k) (Reserved)
- (l) (Reserved)
- (m) (Reserved)
- (n) Notwithstanding the provisions of Section 8-200(b), the fair market value of one (1) apartment, in an apartment complex provided rent free to an employee of the apartment complex is not subject to the tax imposed by this Section. For an apartment complex with more than fifty (50) units, an additional apartment provided rent free to an employee for every additional fifty (50) units is not subject to the tax imposed by this Section.
- (o) Income derived from incarcerating or detaining prisoners who are under the jurisdiction of the United States, this State or any other state or a political subdivision of this State or of any other state in a privately operated prison, jail or detention facility is exempt from the tax imposed by this Section.
- (p) Charges by any hospital, any licensed nursing care institution, or any kidney dialysis facility to patients of such facilities for the use of rooms or other real property during the course of their treatment by such facilities are exempt.
- (q) Charges to patients receiving "personal care" or "directed care", by any licensed assisted living facility, licensed assisted living center or licensed assisted living home as defined and licensed pursuant to Chapter 4 Title 36 Arizona Revised Statutes and Title 9 of the Arizona Administrative Code are exempt.
- (r) INCOME RECEIVED FROM THE RENTAL OF ANY "LOW-INCOME UNIT" AS ESTABLISHED UNDER SECTION 42 OF THE INTERNAL REVENUE CODE, INCLUDING THE LOW-INCOME HOUSING CREDIT PROVIDED BY IRC SECTION 42, TO THE EXTENT THAT THE COLLECTION OF TAX ON RENTAL INCOME CAUSES THE "GROSS RENT" DEFINED BY IRC SECTION 42 TO EXCEED THE INCOME LIMITATION FOR THE LOW-INCOME UNIT IS EXEMPT. THIS EXEMPTION ALSO APPLIES TO INCOME RECEIVED FROM THE RENTAL OF INDIVIDUAL RENTAL UNITS SUBJECT TO STATUTORY OR REGULATORY "LOW-INCOME UNIT" RENT RESTRICTIONS SIMILAR TO IRC SECTION 42 TO THE EXTENT THAT THE COLLECTION OF TAX FROM THE TENANT CAUSES THE RENTAL RECEIPTS TO EXCEED A RENT RESTRICTION FOR THE LOW-INCOME UNIT. THIS SUBSECTION ALSO APPLIES TO RENT RECEIVED BY A PERSON OTHER THAN THE OWNER OR LESSOR OF THE LOW-INCOME UNIT, INCLUDING A BROKER. THIS SUBSECTION DOES NOT APPLY UNLESS A TAXPAYER MAINTAINS THE DOCUMENTATION TO SUPPORT THE QUALIFICATION OF A UNIT AS A LOW-INCOME UNIT, THE "GROSS RENT" LIMITATION FOR THE UNIT AND THE RENT RECEIVED FROM THAT UNIT.

Section 2. Section 8-542 of the Tax Code of the Town of Camp Verde is amended to read:

Section 8-542. Prospective application of new law or interpretation or application of law.

- (a) Unless expressly authorized by law, the Tax Collector shall not apply any newly enacted legislation retroactively or in a manner that will penalize a taxpayer for complying with prior law.
- (b) If the Tax Collector adopts a new interpretation or application of any provision of this Chapter or determines that any provision applies to a new or additional category or type of business and the change in interpretation or application is not due to a change in the law:
 - (1) The change in interpretation or application applies prospectively only unless it is favorable to taxpayers.
 - (2) The Tax Collector shall not assess any tax, penalty or interest retroactively based on the change in interpretation or application.

- (c) For purposes of subsection (b), "new interpretation or application" includes policies and procedures which differ from established interpretations of this Chapter.
- (d) ~~Tax liabilities, penalties and interest paid before a new interpretation or application of a provision of this Chapter shall not be refunded unless the taxpayer requesting the refund provides evidence satisfactory to the Tax Collector that all such amounts will be refunded to the person who paid an added charge to cover the tax.~~ (RESERVED)

Section 3. Section 8-560 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-560. Erroneous payment of tax; credits and refunds; limitations.

- (a) Except as provided in Section 8-565, the period within which a claim, MEETING THE REQUIREMENTS OF SUBSECTION (c) OF THIS SECTION, for credit may be filed, or refund allowed or made if no claim is filed, shall be as provided in A.R.S. Sections 42-1106 and 42-1118. FOR PURPOSES OF THIS SECTION, "CLAIMANT" MEANS A TAXPAYER THAT HAS PAID A TAX IMPOSED UNDER THIS ARTICLE AND HAS SUBMITTED A CREDIT OR REFUND CLAIM UNDER THIS SECTION. EXCEPT WHERE THE TAXPAYER HAS GRANTED A CUSTOMER A POWER OF ATTORNEY TO PURSUE A CREDIT OR REFUND CLAIM ON THE TAXPAYER'S BEHALF, CLAIMANT DOES NOT INCLUDE ANY CUSTOMER OF SUCH TAXPAYER, WHETHER OR NOT THE CLAIMANT COLLECTED THE TAX FROM CUSTOMERS BY SEPARATELY STATED ITEMIZATION.
- (b) (Reserved)
- (c) ~~(Reserved)~~ A CREDIT OR REFUND CLAIM SUBMITTED BY A CLAIMANT FOR CREDIT OR REFUND OF ANY TAXES, PENALTIES, OR INTEREST PAID MUST BE IN WRITING AND:
 - (1) IDENTIFY THE NAME, ADDRESS AND CITY TAX IDENTIFICATION NUMBER OF THE TAXPAYER; AND
 - (2) IDENTIFY THE DOLLAR AMOUNT OF THE CREDIT OR REFUND REQUESTED; AND
 - (3) IDENTIFY THE SPECIFIC TAX PERIOD INVOLVED; AND
 - (4) IDENTIFY THE SPECIFIC GROUNDS UPON WHICH THE CLAIM IS BASED.
- (d) ~~Interest shall be allowed at the rate set forth in Section 8-540(a) on any credit or refund authorized pursuant to the provisions of this Chapter. Interest shall be calculated from the time of the claim made to the Town by the taxpayer. Interest shall be allowed at the rate set forth in Section 8-540(a) on any credit or refund authorized pursuant to the provisions of this Chapter. Interest shall be calculated from the time of the claim made to the Town by the taxpayer.~~ (RESERVED)
- (e) (Reserved)
- (f) ~~The denial of a refund by the Tax Collector is subject to the provisions of A.R.S. Section 42-1119.~~ INTEREST SHALL BE ALLOWED ON THE OVERPAYMENT OF TAX FOR ANY CREDIT OR REFUND AUTHORIZED PURSUANT TO THIS SECTION AT THE RATE AND IN THE MANNER SET FORTH IN SECTION 8-540(a). INTEREST SHALL BE CALCULATED FROM THE DATE THE TAX COLLECTOR RECEIVES THE CLAIMANT'S WRITTEN CLAIM MEETING THE REQUIREMENTS OF SUBSECTION (c) OF THIS SECTION.
- (g) ~~Any refund paid under the provisions of this Section shall be paid from the Privilege Tax revenue accounts.~~ THE DENIAL OF A REFUND BY THE TAX COLLECTOR IS SUBJECT TO THE PROVISIONS OF A.R.S. SECTION 42-1119.
- (h) CLAIMANTS SHALL BE SUBJECT TO THE STATE TAXPAYER BILL OF RIGHTS (A.R.S. SECTION 42-2051 ET. SEQ.), EXCEPT THAT REASONABLE FEES AND OTHER COSTS MAY BE AWARDED AND ARE NOT SUBJECT TO THE MONETARY LIMITATIONS OF A.R.S. SECTION 42-2064 IF THE TAX COLLECTOR'S POSITION WAS NOT SUBSTANTIALLY JUSTIFIED OR WAS BROUGHT FOR THE PURPOSE OF HARASSING THE CLAIMANT , FRUSTRATING THE CREDIT OR REFUND PROCESS OR DELAYING THE CREDIT OR REFUND . FOR THE

PURPOSES OF THIS SECTION, "REASONABLE FEES AND OTHER COSTS" MEANS FEES AND OTHER COSTS THAT ARE BASED ON PREVAILING MARKET RATES FOR THE KIND AND QUALITY OF THE FURNISHED SERVICES, NOT TO EXCEED THE AMOUNTS ACTUALLY PAID FOR EXPERT WITNESSES, THE COST OF ANY STUDY, ANALYSIS, REPORT, TEST, PROJECT OR COMPUTER PROGRAM THAT IS FOUND TO BE NECESSARY TO PREPARE THE CLAIMANT'S CASE AND NECESSARY FEES FOR ATTORNEYS OR OTHER REPRESENTATIVES.

- (i) (RESERVED)
- (j) ANY REFUND PAID UNDER THE PROVISIONS OF THIS SECTION SHALL BE PAID FROM THE PRIVILEGE TAX REVENUE ACCOUNTS.

Section 4. Regulation 8-250.1 of the Tax Code of the Town of Camp Verde is amended to read:

Reg. 8-250.1. Excess tax collected.

If a taxpayer collects taxes in excess of the combined tax RATE from any customer in any transaction, all such excess tax shall be paid to the taxing jurisdictions in proportion to their effective rates. The right of the taxpayer to charge his customer for his own liability for tax does not allow the taxpayer to enrich himself at the cost of his customers. TAX PAID ON AN ACTIVITY THAT IS NOT SUBJECT TO TAX OR THAT QUALIFIES FOR AN EXEMPTION, DEDUCTION, EXCLUSION OR CREDIT IS NOT EXCESS TAX COLLECTED.