

REGULAR SESSION
MAY 6, 2009

ADDITIONAL INFORMATION
ITEM #11

Copied Council and Staff *D.B.*
l. moore
5-06-09

April 27, 2009

TO: Tony Gioia
Town of Camp Verde

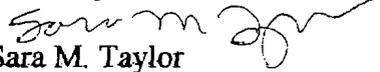
RE: Camp Verde Heritage Pool

Dear Mr. Gioia,

As we attended the swim team meeting to start out the Camp Verde Crocodiles season last Monday, we were saddened to hear that the pool will not be opening in-time if at all for swim team or open swim this summer. What a tragedy for the entire community! We realize the high school is withdrawing their contribution towards funding the pool, but are we just giving up?

Our town pool is so vital in this desert community, especially in keeping the youth active, and out of trouble during the summer months. Not to mention the ladies and gentlemen that participate in lap swim and water aerobics and all the youngsters that would like to learn how to swim at the swim lessons the pool offers. I think that closing the pool should be a last resort. If I wasn't pregnant and sick, I'd host a fundraiser myself. Before I cast my vote for mayor, I would like to know your thoughts and solutions to this problem.

Sincerely,



Sara M. Taylor
705 Azure Drive
Camp Verde, AZ 86322
scarybelle@yahoo.com

cc: Parks and Rec.

AGENDA



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

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) Approval of the Minutes:
 - 1) Special Session – April 22, 2009
 - 2) Executive Session – April 22, 2009 (taped)
 - 3) Regular Session – April 15, 2009
 - 4) Special Session – April 15, 2009
 - 5) Executive Session – April 15, 2009 (taped)
 - 6) Special Session – April 8, 2009
 - b) Set Next Meeting, Date and Time:
 - 1) May 13, 2009 at 6:30 p.m. – Joint Work Session with P&Z – Code Revisions
 - 2) May 18, 2009 at 2:15 p.m. – Budget Work Session
 - 3) May 20, 2009 at 2:15 p.m. – Budget Work Session
 - 4) May 20, 2009 at 6:30 p.m. – Regular Session
 - 5) May 27, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - c) Possible authorization for the Marshal's Office to apply for the Edward Byrne Memorial Justice Assistance Grant for \$22,985 for the purchase of a Voice logger/Recorder as required by the State 9-1-1 system; to replace old malfunctioning radios; and a wireless access point for the digital in-car cameras. There is no cost to the Town for this grant. (Staff Resource: Marshal David R. Smith)
 - d) Possible approval of Resolution 2009-768, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to certain exemptions for motor vehicles used by the Marshal's Office. (Staff Resource: Marshal David R. Smith)
 - e) Possible direction to staff to obtain prior approval from the Town Manager for all expenditures exceeding \$500 throughout the end of the 2008-09 Fiscal Year. (Staff Resource: Lisa Elliott)
 - f) Possible authorization to transfer \$1,000,000 from the General Fund bank account at Wells Fargo to the Local Government Investment Pool (LGIP) General Fund Account. (Staff Resource: Lisa Elliott)
 - g) Possible authorization to open an imprest account at Wells Fargo Bank for the sole utilization of payroll activities. An imprest account is used to reduce the possibility of fraud by carrying a zero balance until a transfer is made in the exact amount of the net payroll checks. (Staff Resource: Lisa Elliott)
 - h) Possible approval of a Proclamation declaring May 3, 2009 through May 9, 2009 as Municipal Clerks Week to extend appreciation to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities that they represent. (Staff Resource: Debbie Barber)
 - i) Possible approval of the revised language contained in the Special Warranty Deed for the sale of Town-owned property, consisting of .36-acre parcel of the northern boundary of the Community Park located at McCracken Lane to Carol German. Note: Council Member German has filed a Conflict of Interest Disclosure Memorandum with the Town Clerk pursuant to ARS §38-501-511 and will not discuss, vote, or otherwise participate in this item. (Staff Resource: Michael Scannell)
 - j) Possible acceptance of letter of resignation from Tim Sykes from the Library Advisory Commission and possible presentation of a Certificate of Appreciation for his service. (Staff Resource: Debbie Barber)
 - k) Discussion, consideration, and possible authorization to exceed the Council training and travel line items by approximately \$603 for training and travel expenses related to the League of Arizona's Newly Elected Officials Training. The total costs for the training and travel for up to four candidates are estimated at \$1,446.84. There is currently \$844.42 in the two line items. (Staff Resource: Debbie Barber)
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. Discussion, consideration, and possible approval of the Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the annual Crawdad Festival scheduled for June 5 & 6, 2009. (Staff Resource: Linda Moore)
8. Presentation by Elaine Bremner of the Verde Valley Senior Center relative to their efforts in the Meals-on-Wheels program for Camp Verde citizens followed by possible discussion, consideration, and possible direction to staff to incorporate funding for the program in the FY 09/10 budget.
9. Discussion, consideration, and possible appointment of a member to the Planning & Zoning Commission. Mr. Bill Carter and Mr. James H. Meredith have submitted applications for consideration. The term expires in September 2011. (Staff Resource: Debbie Barber)

Mayor Gioia requested item #10 that was carried over from the 4-15-09 meeting:

10. Possible approval of Resolution 2009-764, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, strongly urging the Arizona Department of Transportation (ADOT) to place in their five (5)-year Plan: 1) the construction of an eight mile, four-lane highway from Interstate 17 along State Route 260 to the present terminus of the four-lane divided highway at Thousand Trails; and 2) to utilize the excess seven million dollars remaining in the SR 260 budget for said construction.
11. Discussion, consideration, and possible direction to staff to delay the opening of the Camp Verde Heritage Pool until some point after the conclusion of the Town's budget hearings that are scheduled for May 18, and May 20, 2009. (Staff Resource: Lynda Moore)
12. Presentation and discussion of the financial status of the Town followed by possible direction to staff relative to actions necessary to ensure that expenditures are kept within the revenues collected for the remainder of the FY 2008-09 Fiscal Year. (Staff Resource: Lisa Elliott)
13. Discussion, consideration, and possible direction to staff regarding time allocation of staff resource Special Projects Administrator Matt Morris. (Staff Resource: Matt Morris)
14. Discussion, consideration, and possible nomination of a Council member or staff as a candidate for consideration of possible election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill a 4-year term that expires in 2011. (Staff Resource: Michael Scannell)
15. Update and report relative to the March 4, 2009 Council direction to the Clerk to prepare a Standard Procedure Policy for Council and Commissions. The report will include notification that changes to Resolution 2008-745 as discussed at the April 15, 2009 meeting have been incorporated into the draft document. (Staff Resource: Debbie Barber)
16. Discussion, consideration, and possible approval of the revised Citizen Complaint Procedures and form. (Staff Resource: Debbie Barber)
17. Call to the Public for Items not on the Agenda.

There will be no Public Input on the following items:

18. Advanced Approvals of Town Expenditures
 - a) There are no advanced approvals.
19. 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.
20. Adjournment

Posted by: 

Date/Time: 5:09

9:25 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 22, 2009
2:15 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 2:15 p.m.

2. Roll Call

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

Also Present: Town Manager Mike Scannell, Town Attorney Bill Sims (by telephone conference), Public Works Director Ron Long, Mayoral Candidate Bob Burnside, and Recording Secretary Margaret Harper.

3. Letters of support

After a brief discussion it was determined that Item 3 had been listed in error; the intent was to review the Letters of Support in Item 5, which was then addressed prior to hearing Item 4.

4. 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 Kovacovich, seconded by Gioia, the Council unanimously voted to go into Executive Session.

After calling the Special Session back to order at 3:25 p.m., Mayor Gioia stated that Council has given direction to the Attorney on the woodlot case; there are no public statements at this time.

5. Discussion, consideration, and possible approval of letters supporting the reauthorization of the federal surface transportation policy for three projects to include: 1) The widening of State Route 260 from I-17 to Thousand Trails, 2) Repair of Black Bridge on Montezuma Castle Highway and 3) Build Out Improvements to Finnie Flat Road. (Staff Resource: Ron Long)

On a motion by Garrison, seconded by Kovacovich, the Council unanimously voted to approve letters supporting the reauthorization of the Federal surface transportation policy for two projects, to include the widening of State Route 260 from I-17 to Thousand Trails; and to build out improvements to Finnie Flat Road.

Public Works Director Ron Long reported on his contact with Congresswoman Kirkpatrick's office at which time he was advised that the deadline for submitting reauthorization of transportation funds was Friday, April 24. Long said that staff had originally come up with the three projects indicated; however, one of them does not qualify for a transportation request, and that is the Black Bridge project. Long said he will pursue that one through NACOG since it fits in better with a local government transportation improvement program funding through that entity. Long detailed the improvements planned for the State Route 260 and Finney Flat projects, and requested Council to support the two projects by authorizing the proposed letters of support to be signed by the Mayor. Gioia commented on the immediate response by the Congresswoman's office following his earlier conversation regarding the need for funding. Long said he understands that no matching funds from the Town should be required in connection with the State Route 260 project; staff is

following up to make sure that is correct; as for Finnie Flat, the Town will need to contribute matching funds in the approximate amount of \$180,000. That amount would be payable over a 5 or 6 year period. Long added that any funds received would be restricted specifically to the requested project.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Bob Burnside questioned the amount of matching funds estimated by Long. *Long said he stood corrected.*

During further discussion, Gioia commented that Cottonwood has agreed to submit a letter supportive of the reconstruction of S.R. 260; he has also contacted the Yavapai-Apache Nation to request that their Council join in and have it ready by Friday, the 24th.

A recess was called at 2:32 p.m. to go into Executive Session; the meeting was called back to order at 3:25 p.m.

6. Adjournment

On a motion by Garrison, seconded by Kovacovich, the meeting was adjourned at 3:26 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 22nd day of April 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
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 15, 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 Garrison, Smith, Kovacovich, German and Roulette were present.

Also Present: Town Manager Mike Scannell, Mayoral Candidate Bob Bumside and Councilor-Elect Robin Whatley, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by German.
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Session – April 1, 2009
 - 2) Executive Session – April 1, 2009 (taped)
 - 3) Regular Session – April 1, 2009
 - b) **Set Next Meeting, Date and Time:**
 - 1) April 22, 2009 at 6:30 p.m. – Council Hears Planning & Zoning - CANCELLED
 - 2) May 6, 2009 at 6:30 p.m. – Regular Session
 - 3) May 18, 2009 at 2:15 p.m. – Budget Work Session
 - 4) May 20, 2009 at 2:15 p.m. – Budget Work Session
 - 5) May 20, 2009 at 6:30 p.m. – Regular Session
 - 6) May 27, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - c) Possible approval of proclamation declaring May 2009 as “Motorcycle Safety and Awareness Month”. (Staff Resource: Debbie Barber)
 - d) Possible authorization to for Mayor to sign letter rescinding the acquisition proposal between the Town and the US Forest Service for 223+ acres under the Town Site Act Purchase and Sale Agreement and to request a reimbursement of the remaining Collection Agreement deposit of approximately \$5,000. (Staff Resource: Michael Scannell)
 - E) Discussion, consideration, and possible direction to staff relative to re-appropriating CIP funds originally approved to replace the truck for the Street Inspector to the purchase of a used 2005 Kick Broom (street sweeper). There is \$32,000 budgeted in the CIP for the purchase of the Street Inspector’s truck. (Staff Resource: Ron Long)
 - F) Possible approval of Resolution 2009-765, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona establishing the Town of Camp Verde, Arizona Centennial Committee. (Staff Resource: Michael Scannell)
 - G) Possible approval of a revised FY 2009-10 Budget Calendar. (Staff Resource: Lisa Elliott)
 - H) Presentation of Certificate of Appreciation for her service on the Planning & Zoning Commission (Staff Resource: Mayor and Council)
 - I) POSSIBLE APPROVAL OF FUNDING FOR THE CAMP VERDE CAVALRY AND THE CAMP VERDE MISSOULA CHILDREN’S THEATER RESIDENCY FOR \$1,375 EACH FROM THE COMMUNITY DONATIONS LINE ITEM, AS RECOMMENDED BY THE NON-PROFIT FUNDING COMMITTEE AND AUTHORIZING THE MAYOR TO EXECUTE THE DOCUMENTS. THIS IS A BUDGETED ITEM. (Staff Resource: Debbie Barber)

On a motion by Hauser, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with items 4c), h), d) and f) pulled to be separately addressed.

Councilor Garrison requested a correction to the Regular Session Minutes of April 1, 2009, Page 8, insert a statement following the paragraph at the top of the page, as follows: “The call for the question was made and the public was not allowed to address that issue.”

Gioia requested the addition of an Executive Session for April 22, 2009 at 6:00 p.m. regarding the Wood Yard; Gioia also requested that items c) and h) be pulled; German requested that items d) and f) be pulled for discussion as well.

4.c) Possible approval of proclamation declaring May 2009 as “Motorcycle Safety and Awareness Month.”

On a motion by Gioia, seconded by Smith, the Council unanimously approved the Proclamation declaring May 2009 as “Motorcycle Safety and Awareness Month.”

Town Clerk Barber read aloud the subject Proclamation in response to a request from Mayor Gioia.

4.d) Possible authorization to for Mayor to sign letter rescinding the acquisition proposal between the Town and the US Forest Service for 223+ acres under the Town Site Act Purchase and Sale Agreement and to request a reimbursement of the remaining Collection Agreement deposit of approximately \$5,000.

Staff was directed to find out the details on what the \$5,000 entitles the community to.

Town Manager Scannell reviewed the background of the remaining deposit amount of \$5,000 on the proposed original 223-acre park site; he had previously brought the issue before Council for instruction on whether to leave it with the Forest Service, since that parcel was no longer being considered for purchase at this time. After discussion it was agreed that the funds would be left on deposit pending research by staff on whether doing so could protect the Town's right to purchase, as well as to determine whether leaving the money where it is prevents the Forest Service from moving the property.

4.f) Possible approval of Resolution 2009-765, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona establishing the Town of Camp Verde, Arizona Centennial Committee.

On a motion by Kovacovich, seconded by Smith, the Council unanimously approved Resolution 2009-765.

Jan Starkey and Mary Liggett, members of the Arizona Centennial Committee, distributed a packet of information regarding the upcoming Centennial Year planning activities, and invited everyone to attend the May 26th meeting to be held in the County Board of Supervisors Offices in Cottonwood. The speakers outlined some tentative ideas to help celebrate and occasion and urged the public to share their ideas and to get involved.

4.h) Certificate of Appreciation for her service on the Planning & Zoning Commission.

There was a request to replace "her" in the Agenda title with "Carol German's"; Mayor Gioia then presented the Certificate of Appreciation to Councilor German, with special recognition from all the members.

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

(Comments from the following individuals are summarized.)

Howard Parrish said he had tickets for sale for the big BBQ; come on out, visit the townspeople and maybe make new friends.

There was no further public input.

6. Council Informational Reports

Smith reported on recent actions by the Sanitary District Board, and on his participation in the April 15th "Tea Party" activities in Cottonwood. Smith also reported that finishing the work on White Bridge is being held up by ADOT in connection with the guardrail.

Garrison said she had attended a luncheon meeting at which Ken Bennett, Secretary of State, was the guest speaker; it was a most informative meeting, and full disclosure of the budget details may be found on www.azsos.gov.

Hauser commented on the fun activities during the Easter Egg Hunt, and reported on her attendance at the WAC meeting and information that Camp Verde appears to do pretty well on water conservation measures.

Gioia reported on his attendance at the Mayors' meeting and the proposed ADOT 'Arizona Parkway Design Concept'; his participation in the Day of the Soldier, the Canoe Races, the Verde River-Big Chino meeting at Yavapai College, the Easter Egg Hunt, Monster Truck Crush and Bike Rodeo, and the opening of the Dollar General Store; and discussions with Kirkpatrick's office regarding the stimulus issue.

7. Presentation and discussion of the Camp Verde Chamber of Commerce report for the period covering November 2008 – March 2009.

There was no action taken.

Tracie Schimikowsky presented the Chamber of Commerce report for the subject period; it was followed by a discussion with Council and a request to further research the possibility of a revision to the Logo to better recognize the Verde Valley on its own merits, and not appear as a part of Sedona.

8. Presentation and discussion of the Quarterly Reports from the following Commissions for the period covering January – March 2009:

- a) Trails & Pathways Commission
- b) Board of Adjustments
- c) Design Review Board
- d) Library Advisory Commission
- e) Planning & Zoning Commission
- f) Parks & Recreation Commission
- g) Housing Commission

There was no action taken.

The Chairperson of each of the above Commissions, with the exception of the Library Commission, gave a Quarterly Report on the activities; Library Director Laurito reported for the Library Commission. Following the report from on the Library Commission, Councilor Garrison commented on a possible misconception regarding the Commission pursuing the issue of a public vote on the location of the Library; for

clarification, the Commission acts in an advisory capacity and as a team player to Council and works in support of a Council vote. The Council has voted on location; if public chooses it can certainly put an initiative on the ballot; however, the Library Commission should not act as instigators of dividing the community on what Council has already voted on. Laurito indicated his complete understanding. German pointed out that if the citizen group, CCCVL, wants to raise the issue of a public vote it should bring it before Council, not to the Library Commission. Garrison cautioned that continuing to include an agenda item for Commission meetings to discuss location of the Library is incorrect.

Gioia expressed the appreciation of the Council for the work the Commissions and the Board are doing on behalf of the Town.

9. **Discussion, consideration, and possible appointment to the Trails and Pathways Commission. The term expires September 2011.**
 (Staff Resource: Debbie Barber)
 On a motion by Hauser, seconded by Garrison, the Council unanimously voted to appoint Ed Mezulis to the Trails and Pathways Commission.

Ed Mezulis confirmed his occupation, background, and desire to serve the community and help the Trails Commission further its goals.

There was no further public input.

A recess was called at 8:07 p.m.; the meeting was called back to order at 8:14 p.m.

Councilor Garrison requested items 10 and 11 that were carried over from the 3-18-09 meeting:

10. **Discussion, consideration, and possible direction to staff relative to amending Resolution 2008-745, a resolution of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolution 2000-447 and establishing meeting policies and procedures for Council and all Town Commissions, to include an e-mail policy AND TO CORRECT OR AMEND INCONSISTENCIES IN THE RESOLUTION.**

Staff was directed as follows:

- Regarding No. 5: Current Events Summary: (Change to) The Mayor, Chair, all Council Members or Manager may recite..."
- Confidential Mail: Citizens who indicate "Confidential" must understand that the correspondence will be shared with other members, but will be held in confidence. If marked "Personal" staff will not open.
- Proclamations will continue to be placed on Consent Agenda.
- Regarding No. 3.C.: Council member discussion will continue to be limited to three (3) minutes per member. (Change to) The public may address the item more than one time.
- It will not be necessary to read all Consent Agenda items.
- Agenda items will include those that are already budgeted that need Council approval;
- Council Informational Reports will continue to be placed on the Agenda at the beginning.
- Gioia and Garrison will work with Barber to confirm the foregoing changes and decisions; Resolution 2008-745 will be revised accordingly and brought back to Council at the next meeting for approval.

Garrison reviewed the background of arriving at agreement on the final adoption of the subject Resolution 2008-745 on May 21, 2008. As one of several concerns, Garrison requested that the Mayor allow a moment for Council members to respond to public input at the end of the Call to the Public, which Gioia agreed to try to remember. Garrison detailed other concerns, including no opportunity for the public to speak on the Consent Agenda items; questioning how the inclusion of items on the Consent Agenda is determined, as well as the provision to not read some of the items aloud, which has not been followed; and the handling of e-mails and Confidential correspondence. Garrison requested that staff consolidate all the different documents pertaining to running a meeting into one document for uniformity and help in following the "rules of the game."

The Council members, together with input from Town Manager Scannell, discussed at length the issues raised, together with additional suggestions and subsequent agreement on either making changes or continuing to follow a particular procedure, all of which were summarized and set forth in specific directions to staff. In addition to preparing an amendment to the subject resolution as directed, Barber advised the Council that she is currently working on creating a document that pulls everything together, incorporating the amended Resolution, incorporating the Town Code, the Roberts Rules of Order, and all pertinent rules and policies; the draft document will be brought back to Council for review and adoption.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Bob Burnside said he had two questions: If each member does not follow the rules, the written procedure will not work; and who determines what goes on the Consent Agenda. Gioia explained that staff drafts a proposed agenda, the Mayor and Manager then have the responsibility to set the agenda at a meeting with staff.

There was no further public input.

11. **Discussion, consideration, and possible direction to staff to include detailed Point of Order and Call for the Question procedures in the modified version of Robert's Rules of Order that will be presented to Council for consideration at the earliest possible date. Discussion may include the method with which the Mayor handled the discussion and her Point of Order made during the January 21, 2009 meeting and the procedure for handling the "Call for the Question" during the April 1, 2009 meeting.**

There was no action taken.

Garrison referred to the Point of Order she requested at the January 21st meeting that she feels has not been yet addressed or resolved; she had questioned the way the meeting was being handled, since she had not been allowed to speak with the public during the public input phase of an item. Scannell recalled that at the meeting there had been no rulebook in place for a determination; a modified version of Roberts Rules of Order is currently being drafted by the Town Clerk. Barber explained that the modified version of Roberts Rules of Order is being included in the draft referred to in the preceding item; the draft will be sent to the Town Attorney for review, and it should be back to Council for approval before the next Council is seated.

There was no public input.

Councilor Garrison requested item 12 that was carried over from the 4-1-09 meeting:

12. **Discussion, consideration, and possible direction to staff regarding fast-tracking the revisions of the Planning & Zoning Ordinance.**
There was no action taken.

In response to Garrison's expressed concern about the estimated time that will be involved in the P&Z Ordinance revisions, Scannell outlined the task that was ahead for Matt Morris that included intensive public participation. As far as "fast-tracking" the project, Scannell offered Garrison the opportunity to make random calls from a list of every competent planning consultant in the Western States; he guaranteed that each one would confirm that the project could not be completed any sooner than a year, and quite possibly two. Scannell advised the Council that Morris, in coordination with the Town Engineer and Community Development Director, is preparing a strategic plan, or flow chart, for work on the project that he will present to the Council fairly soon; it will not be a quick fix.

There was no public input.

13. **Discussion, consideration, and possible direction to staff relative to monies in the amount of \$8,791.72 that were raised from the Main Street Stampede during 2004, 2005, and 2006 for the benefit of the Main Street Merchants.** (Staff Resource: Lynda Moore)
On a motion by Smith, seconded by Hauser, the Council unanimously voted to direct staff relative to the monies in the amount of \$8,791.72, plus reasonable interest that were raised from the Main Street Stampede during 2004, 2005 and 2006 for the benefit of the Main Street Merchants, as discussed.

Parks & Recreation Director Moore explained that the portion of the proceeds from the Main Street Stampede events allocated to the Main Street Merchants for 2004-05-06, had been deposited into the General Fund in error where it now remains. Moore said that the money should be distributed to the merchants, as originally intended. The funds could either be set up in a trust fund for the Town to administer for the merchants, or transferred directly to an account managed by the merchants themselves. The Council agreed that the funds should be turned over to the merchants, together with a reasonable amount of interest that would have accrued.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Louis Rezzonico, a member of the Main Street Committee, said that many of the original members are gone; however, the committee that is working on the signs could receive the money for deposit into a bank account and handled according to rules to be set up; he and Mr. Carter will work on the details and then coordinate the transfer with Scannell; the money will be used for all of the community.

Gioia offered an apology to the business members on how the funds had been handled, and expressed appreciation for the way the merchants had stepped in and worked on the events that benefited everyone.

There was no further public input.

14. **Discussion, consideration, and possible authorization for the Town Manager to complete an agreement with Heinfeld, Meech & Co., P.C. for the purpose of performing a cost allocation plan and user fee study for the Town of Camp Verde and establishing a budget appropriation in the amount of \$13,900 for completion of the study.** This is an unbudgeted item in the General Fund. (Staff Resource: Michael Scannell)
On a motion by Hauser, seconded by Roulette, the Council unanimously authorized the Town Manager to complete an agreement with Heinfeld, Meech & Co., P.C. for the purpose of performing a cost allocation plan and user fee study for the Town of Camp Verde and establishing a budget appropriation in the amount of \$13,900 for completion of the study.

Scannell explained the importance of having a cost allocation plan in place, which Camp Verde has never had. Scannell said that such a plan would provide a good and accurate mechanism for capturing costs and properly setting fees. In response to a question, Scannell said that after the initial cost and once the plan is created, periodic revisions could be made as a matter of maintenance.

There was no public input.

Mayor Gioia requested item #15, 15.a and 15.b:

15. **Discussion, consideration, and possible development of a statement that addresses Council's views to present at a community forum hosted by the Camp Verde Unified School District on April 22, 2009 at 7:00 p.m. in the Multi-Use Complex Theater located at 280 W. Camp Lincoln Road. The statement may include, but not be limited to teaching and learning, communications and relationships, and use of resources.**

ITEM 15.a WAS MOVED FROM THE CONSENT AGENDA

15.a Possible approval of Resolution 2009-764, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, strongly urging the Arizona Department of Transportation (ADOT) to place in their five (5)-year Plan: 1) the construction of an eight mile, four-lane highway from Interstate 17 along State Route 260 to the present terminus of the four-lane divided highway at Thousand Trails; and 2) to utilize the excess seven million dollars remaining in the SR 260 budget for said construction. (Staff Resource: Mayor Gioia)

15.b **UPDATE TO COUNCIL AND REQUEST FOR FORMAL ACTION RELATIVE TO REQUESTING THAT ADOT MAKE A PUBLIC PRESENTATION IN THE NEAR TERM WITH RESPECT TO THE "ARIZONA PARKWAY DESIGN CONCEPT" THAT IS BEING CONSIDERED AS AN OPTION TO UPGRADE SR 260.**

On a motion by German, seconded by Garrison, the Council unanimously voted to direct staff to make a request that ADOT make a public presentation in the near term with respect to the "Arizona Parkway Design Concept" that is being considered as an option to upgrade SR 260.

Gioia said that a new concept is being supported by ADOT, and some consensus is needed to move it forward. The Parkway Design may resolve the question about rebuilding Hwy 260 into a four-lane highway, and serve to bring unanimity between the communities involved in the reconstruction. With a united front, the communities can take steps in another direction to get the job done on Hwy 260. At the Mayors and Managers meeting it was felt that all the Councils, as well as the Yavapai-Apache Nation, and a representative from the County, need to hear about the new concept from ADOT at a public presentation.

There was no public input.

COUNCILOR GARRISON REQUESTED ITEM #16

16. DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF RELATIVE TO THE BOARD OF ADJUSTMENTS AND THE POSSIBLE APPOINTMENT OF ALTERNATE MEMBERS TO SERVE IN THE ABSENCE OF APPOINTED MEMBERS.

There was no action taken.

Garrison said that she had been advised by Stan Bullard that some members of the Board of Adjustments are dealing with serious health issues. Garrison asked if it would be possible to appoint alternate members to be available to constitute a quorum as medical issues might arise. The Council discussed possible answers to the problem presented, including reducing the number of Board Members from 7 to 5. There was general agreement that adopting a special rule to allow for alternates might not be a good solution. Buckel pointed out the difficulty of finding members to serve. It was suggested that Buckel research former P&Z Commissioners, or past Board Members who had served from 1998 to the present, for possible replacements. Another suggestion was to review applications for candidates who had expressed interest in more than one Commission.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Al Roddan, Board of Adjustments Chairperson, said that not many meetings have been missed for lack of quorums; the last persons appointed to the Board have been younger. It would be better to recruit new members than to change the procedure.

Howard Parrish suggested appointing a liaison from P&Z to serve for a period of time on the Board of Adjustments. *Smith said that doing so would create a conflict of interest since an issue being heard by the Board might have been voted upon already by P&Z.*

Gioia said that staff has heard some creative and helpful suggestions from Council and can move forward accordingly.

There was no further public input.

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

18. Advanced Approvals of Town Expenditures
a) There are no advanced approvals.

19. Manager/Staff Report

20. Adjournment
A motion by Hauser, seconded by Smith, to adjourn the meeting at 9:59 was withdrawn.

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:20 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 15th day of April 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
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, APRIL 15, 2009
6:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.

1. Call to Order

Mayor Gioia called the meeting to order at 6:02 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, and Councilors Garrison, German, Kovacovich, Roulette, and Smith

Also Present

Town Manager Scannell and Town Clerk Barber

Gioia read the agenda item and explained that the attorney was not present for the discussion to determine the Town's position. He said that SRP representatives gave a presentation at the last meeting, but Council now needed to do their due diligence and act as though we are buying property.

Manager Scannell suggested that Council go into Executive Session to discuss the Town's strategy.

On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to enter Executive Session ARS §38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to instruct Town representatives regarding the purchase, sale, lease or other transfer of real property. (Staff Resource: Mayor Gioia)

The Special Session was recessed at 6:09 p.m. and reconvened at 6:27 p.m.

3. Discussion or consultation with the Town Attorney relative to settlement discussions in connection with the Gila River General Stream Adjudication now pending in the Maricopa County Superior Court.

The following is verbatim of Mayor Gioia's statement:

"Council directed staff to put together an informational session with the water attorney, and Council would like to be sure of vetting the issues around water rights and the Gila Adjudication and the dealings with SRP and water rights, for a finer understanding of the legalities of wet water-paper water and so on for the Council. We want the Council to have a knowledge based point for making decisions on our water rights and acquiring water rights in negotiating with the Gila Adjudication. So Council has directed staff to move forward with a tutorial from the water attorney after the new Council is seated."

4. Adjournment

Following a motion by Hauser, seconded by Kovacovich, the meeting was adjourned at 6:29 p.m.

Deborah Barber, Town Clerk

CERTIFICATION

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

Dated this _____ day of _____, 2009.

Deborah Barber, Town Clerk

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 8, 2009
5:00 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 5:00 p.m.

2. Roll Call

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

Also Present: Town Manager Mike Scannell, Mayoral Candidate Bob Burnside, Councilors-Elect Pete Roulette, Robin Whatley and Jackie Baker, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

Following the roll call, Mayor Gioia requested recital of the Pledge of Allegiance, which Councilor Kovacovich then led.

3. Discussion, consideration, and possible approval of Ordinance 2009-A364, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Sections 2-1-4, Vacancies in Council, and 15-2-5, Assuming Office, and declaring an emergency. (Staff Resource: Debbie Barber)

On a motion by Smith, seconded by Kovacovich, the Council unanimously approved Ordinance 2009-A364, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Sections 2-1-4, Vacancies in Council, and 15-2-5, Assuming Office, and declaring an emergency.

Town Clerk Barber stated that the subject Ordinance had been prepared pursuant to direction from the Council at the last meeting to amend the Town Code to bring it more in line with State law that allows for offices to be filled after an election and the vote has been canvassed; action was then taken to approve the amendment.

There was no public input.

4. Possible administration of the Oath of Office and seating of Council Member-Elect Pete Roulette. (Staff Resource: Debbie Barber)

There was no action taken.

Following adoption of the preceding amendment to the Town Code, the Oath of Office was administered to Pete Roulette by Barber and he then assumed his seat of office, filling the last remaining vacancy on the Council.

5. Discussion, consideration, and possible appointment of a Council member to serve on the Non-Profit Funding Committee. (Staff Resource: Debbie Barber)

There was no action taken.

Barber explained that the subject Committee meets on an as-needed basis to review applications and recommend approvals. Several applications are pending, there is funding left in the budget for this Fiscal Year, and there will be one more meeting for this year to determine how to allocate those remaining funds. Former Councilor Charlie German has agreed to continue to serve on the Committee, but will now be the citizen representative instead of a Council representative; a Council representative is now required, and the last meeting is scheduled for Friday, April 10. After a brief discussion, Councilor Garrison volunteered to serve as the Council representative for that one more meeting, which met with agreement of the Council.

6. Discussion, consideration, and possible authorization for the Mayor to sign a multi-governing body letter to Representative Andy Tobin urging opposition to a statewide suspension, rollback or moratorium on development impact fees as part of the FY 2010 budget or any proposed economic stimulus plan. (Staff Resource: Mayor Gioia)

On a motion by Hauser, seconded by Kovacovich, the Council unanimously voted to authorize the Mayor to sign on to the letter as it is written.

Mayor Gioia said that at the last Regional Quarterly meeting of State and County leaders, it was agreed that the letter should be submitted, and the League of Cities and Towns also requested participation in keeping the legislators informed on how the municipalities are relying on some of the impact fees, and the public had voted to have development pay for itself through the development impact fees.

There was no public input.

7. Presentation and discussion relative to water rights and water rights acquisition for the Town of Camp Verde. Speakers on this item include Payson Mayor Kenny Evans, Camp Verde Water Company Representative Stan Bullard, and representatives from Eureka Ditch and SRP. (Staff Resource: Mayor Gioia)

There was no action taken.

Gioia said that Council had requested that he continue working on some water rights issues and in discussions with SRP regarding understanding and requesting excess water rights from subdividers, and Steve Ayers, other possibilities for water rights came to light. It may be possible to reacquire close to 600 acre feet of historic water rights, and it appears that the wise approach at this time is to work with SRP to plan things out and come to some agreement before the litigation of appropriation reaches the Valley, for the betterment and future of Camp Verde water rights., Gioia explained that the subject speakers have been invited to share their input in order for everyone to better understand the issues involved.

Kenny Evans, Mayor of Payson, reviewed his personal battles over water rights, and his efforts as Mayor in developing "paper" water resources which affect the movement and application of "wet" water for the benefit of a community, as well as the conservation measures adopted by the town and related help from SRP. Payson now has a portfolio of water rights sufficient to provide for future development. Evans described the complex issues and steps taken regarding surface water that is a Federally administered issue, and groundwater that is regulated by the State, resulting in legislation that created the 1980 groundwater code. Evans pointed out that there are still some conflicting and compounding issues that remain. Based on his personal experience and significant legal costs in battling over water rights, Evans said he would counsel the Town to look to the interests of the community and choose to fix a problem instead of choosing a fight involving attorneys.

Stan Bullard, Camp Verde Water Company, commented that water rights will always be contentious. Bullard said he is on a study group from the Bureau of Reclamation to basically identify projected water needs in the year 2050 for Central Yavapai County; the study is being funded through a partnership between Yavapai County Water Advisory Committee, the Arizona Department of Water Resources and the Bureau of Reclamation. Participation of the regional stakeholders is key to the study, which is why all of the water utilities in the area through Prescott over to the Verde Valley had been contacted for the massive effort to determine current and future water needs. The study, which began in 2006 and is halfway completed, centers on the demand and availability of the water in the area; Bullard reviewed the issues that need to be addressed during the study and efforts to protect the water rights for Camp Verde.

Garrison questioned the difference between "surface water" and water farther down; Evans said that depth is no issue, and described in technical terms how a groundwater well influences the surface water; the current fight is basically over definition and how surface water is influenced.

Steve Ayers, Eureka Ditch representative, shared more details on the creation of the Groundwater Management Act that had been referred to by Mayor Evans. Ayers said that the entire water issue is a complete "gray" area, especially the interconnection between ground water and surface water, and he outlined the complexities of the geology. As for the Town perfecting its right to the water beneath the roads that were constructed as part of development activities, Ayers pointed out that it is a marketable commodity and the Town could possibly receive millions of dollars in exchange for transferring water rights to future developers. The Eureka Ditch group has chosen to cooperate with SRP to demarcate the lands which the Ditch waters and to reach an agreement between the maps of the two entities, which should be recognized by the Adjudication Court. Ayers said his advice is for the Town to work with SRP; SRP is cooperative. The final decision will be made by the Adjudication Court, and the water rights established for the Eureka Ditch will essentially be the Town's. **Garrison** posed an example of her understanding of the relationship between surface and ground water; Ayers invited her to visit his office where he will provide her with a simplified drawing of essentially what the argument is in some of the particular cases in the Verde Valley.

John McReynolds, also with the Eureka Ditch, said they are beginning to work with SRP consultants, and have agreed it will be easier to get along with them than to fight them.

Dave Roberts, SRP Manager, Water Rights & Contracts, said that his department, established in 1903, is involved in undertaking activities that quantify and resolve water and water rights, and resolve conflicts. Roberts described how SRP has worked with Indian Tribes to help them establish water rights and the ability to put that water to use. Roberts said it is critical for the Town to resolve wet water and paper water rights; the Town will probably never have a problem with the wet water, the issue is the paper water and the legal right to use that water. SRP wants to help the Town in determining those rights, including 2600 acres of lands within the Town that have historic water rights that SRP recognizes. Roberts said that SRP wants to assist the Town, share the information that SRP has collected over the years, and discuss how the Town can go about moving water rights around and planning for its future water supply. SRP would like to work with the Town to determine a way to move the water rights to a place where the Town can start beneficially using them, which SRP would support; otherwise those rights could be lost due to forfeiture from non-use. Roberts referred to the confidentiality agreement recently entered into between SRP and the Town; he said they feel comfortable in sharing data with the Town to use in confidence for the future, and will put together a proposal for the Town to consider. It will take time to put together, concepts will be outlined, but the immediate need is the lands under the roadways. Roberts suggested ways in which the Town could help resolve the litigation over water rights between SRP and the River Ranch development; SRP would rather negotiate than litigate. Roberts said that he is here to assure the Town that SRP is interested in working with the Town, to help in planning for the Town's future, since the Town will probably be in the water business in the future.

Gioia expressed appreciation for the input from Roberts and the willingness of SRP to negotiate to resolve issues; Gioia commented that after earlier consultation with the Town Attorney it has been decided best not to go into Executive Session, as indicated in the next item, to further discuss the Adjudication matter.

The members also expressed appreciation for Roberts' input, and further discussed with him some of the issues, including reconciling the maps and aerial photos used; the use and return of water to the aquifer; the benefit of an unlined ditch and the influence of ditches on surface water; the value of the water, which varies; and the potential for the river significantly contributing to economic development.

PUBLIC INPUT

(During the presentations, the public was invited to ask and discuss questions with the speakers; the questions and responses are summarized.)

Jackie Baker had a question for Mayor Evans regarding banking of water that can be obtained as well as funding for conservation measures, since the Town does not own a water company. *Mayor Evans described ways to take advantage of funding available from WIFA (Water Infrastructure Finance Authority); as for the entitlements, those can be created, held and used without the Town being the supplier of the water in order to negotiate with SRP for those water rights, and Evans suggested some innovative ways to identify those rights.*

Howard Parrish commented on the river vegetation clean-up conducted by SRP a few years ago, and asked what would it take to have it cleared again. *Roberts said that it would probably not be done again, and explained that the main factor now depends on a balance between the riparian land in the area, the river itself, and the other consumptive uses in the area. SRP is interested in coming up with a sustainable way of managing the river so all needs can be met.*

Bob Burnside asked about Yuma pumping water to keep the level down, and what happens to the water. *Roberts said that the water being pumped by Yuma goes back into the river or into Mexico under an agreement with the U.S.* Burnside then questioned whether it would be advantageous for the Town to purchase meander lands for water rights. *Roberts said he would wager that there is not a lot of water rights under the meander lands, although there may be some that may be some that need to be transferred so they don't get lost. Roberts confirmed that an individual could transfer water rights to another individual.* Burnside asked if SRP could help the Town to force developers to allow the Water Company to bring in water rather than create their own wells. *Roberts said that issue has been on the agenda of SWAG (Statewide Advisor Group) for a number of year and as yet unresolved; it has never been a big concern of SRP. SRP would encourage using a water system for development rather than individual wells, but only because it is more manageable.* Burnside asked about the water pumped from the Big Chino past the overflow and how the SRP inventory is affected. *Roberts explained that the flood flows also are taken into account; the base flow of the Verde River amounts to about 15 to 20 percent and as much as 40 to 50 percent. Roberts confirmed that the conservation effort that needs to be looked at to preserve the Verde is from Point A all the way down.* Burnside then asked if SRP

has a grant to help communities process the water used by a sanitary district to Grade A effluent water. Roberts suggested using funds from WIFA. Roberts also stated that effluent can be used as a water source for exchanging one water source for another, and cited some examples used by SRP, as well as restrictions.

Bob Johnson questioned his understanding that Prescott can use its water how it wishes, and has almost pumped the Little Chino dry. Roberts explained the agreement for moving and recharging cross-cut water; the agreement was created with Chino Valley Irrigation District when the City of Prescott bought those water rights; there is no direct connection between the Big Chino and Little Chino, they both make their way down to the Verde River.

Robin Whatley, Councilor-elect, commented on her reading of the General Plan that consistently refers to protecting the Verde River as being in the top two priorities and concerns for the Town, which indicates that the community is very concerned about water.

There was no further public input.

- 8. Discussion or consultation with the Town Attorney and designated SRP representatives 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 Gioia, seconded by Hauser, the Council unanimously voted to table this Item 8.**
- 9. Adjournment**
On a motion by Hauser, seconded by Smith, the meeting was adjourned at 7:09 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 8th day of April 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 Type: Regular

Meeting Date: May 6, 2009

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal

AGENDA TITLE: : Discussion, Consideration, and Possible Approval to apply for a 2009 Edward Byrne Memorial Justice Assistance Grant.

PURPOSE AND BACKGROUND INFORMATION: The Edward Byrne Memorial Justice Assistance Grant is a non-competitive grant program that is part of the American Recovery and Reinvestment Act of 2009. Qualifying Cities and Towns are allocated funds based upon Uniform Crime Report (UCR) data and population. Camp Verde can apply for up to \$22,985 in grant funds. There is no local match required. The grant has been submitted because the deadline was April 18th, but we have until May 10th for Council approval for the grant to proceed.

The Marshal's Office submitted the grant to purchase a new Voice Logger/Recorder for Dispatch. The Voice Logger is required by the State 911 system. Our current logger/recorder is in poor condition and obsolete. Repairs can no longer be made because parts are not available. We also submitted a request for funds to purchase 8 new portable radios to replace old malfunctioning radios assigned to deputies and a wireless access point for the digital In-Car cameras. The total grant fund request submitted was \$22,807.

STAFF RECOMMENDATION(S): Approve the Camp Verde Marshal's Office request to proceed with the grant application under the 2009 Edward Byrne Memorial Justice Assistance Grant.

LIST ALL ATTACHMENTS:

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Town Manager/Designee: _____

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

Meeting Type: Regular

Meeting Date: May 6, 2009

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact): Consideration of Resolution 2009-768, authorizing exemptions for certain motor vehicles used by the Marshal's Office

PURPOSE AND BACKGROUND INFORMATION: ARS 38-538.03 allows for motor vehicle license plate exemptions for agencies that conduct felony investigations and/or activities of a confidential nature. These exemptions are for unmarked police vehicles assigned to the Marshal's Office. These vehicles are issued regular license plates and require renewal annually.

STAFF RECOMMENDATION(S): Approve Resolution 2009-768 authorizing exemptions for certain motor vehicles used by the Marshal's Office.

LIST ALL ATTACHMENTS: Resolution 2009-768

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Town Manager/Designee: _____



RESOLUTION 2009-768

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO CERTAIN EXEMPTIONS FOR MOTOR VEHICLES USED BY THE
MARSHAL'S OFFICE:**

WHEREAS, ARS 38-538.03 allows the head of an agency with the power and duty to conduct felony investigations or activities of a confidential nature to apply to the governing body of its political subdivision for exemptions for motor vehicles issued plates under its provisions; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde is the governing body authorized to grant the exemption for not more than one year; and

WHEREAS, Marshal David R. Smith is the head of the Camp Verde Marshal's Office, which has the power and duty to conduct felony investigations or activities of a confidential nature and is requesting the Mayor and Common Council to authorize exemptions for certain motor vehicles assigned to the Marshal's Office; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona as follows:

1. THAT approval for certain motor vehicles, whose make, model, year, and identification number is filed with the Town Clerk's Office and the Arizona Department of Transportation, is granted the exemption under ARS 38-538.03.
2. THAT Town Marshal David R. Smith is appointed agent for the Town of Camp Verde, to execute and submit all documents and any other necessary or desirable instruments in connection with such exemption.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 6th day of May 2009.

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

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

Meeting Date: May 6, 2009

Meeting Type: Regular Session

Type of Presentation: Verbal

REFERENCE DOCUMENT:

FY 2008-2009 Budget

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible direction to Staff to obtain prior approval from the Town Manager for all expenditures exceeding \$500 throughout the end of the 2008-2009 fiscal year.

PURPOSE AND BACKGROUND INFORMATION:

In an effort to reduce year end spending increases, Staff is requesting that Council give the Town Manager approval to place a restriction on all spending in excess of \$500 unless prior approval is obtained from the Town Manager.

Historically at year end, an increase in spending occurs as departments try to consume as much of their remaining budgets as possible. Frequently, these purchases are not necessary and are only used to prevent further decreases in the departments' budgets. Fiscal year 2007-2008 depicts an increase in spending of 21% in June over May's expenditures. Due to the decline in revenues and the efforts to keep expenditures in line with projected revenues, the year end spending increase must be contained.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approval of the direction to Staff to obtain prior approval from the Town Manager for all expenditures exceeding \$500 throughout the end of the 2008-2009 fiscal year.

Type of Document Needing Approval:

N/A

Finance Director Review

Budgeted/Amount N/A

Attorney Review Yes No

Attorney Comments _____

Fund:

Line Item:

Submitting Department: Finance

Contact Person: Lisa Elliott, Senior Accountant

Town Manager/Designee:



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

Meeting Date: May 6, 2009

Meeting Type: Regular Session

Type of Presentation: Verbal

REFERENCE DOCUMENT:

Analysis of Projected Annual Interest Earnings Versus Annual Bank Service Charges

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval of the transfer of \$1,000,000 from the General Fund bank account at Wells Fargo to the Local Government Investment Pool (LGIP) General Fund Account.

PURPOSE AND BACKGROUND INFORMATION:

Due to the continued decline in interest earnings received from the Town's investments, Staff has been researching various alternatives with which to increase interest earnings.

Currently, the Town has approximately \$1,150,000 in the Wells Fargo General Bank account. This account is used to fund the day to day operations of the Town. These monies previously earned interest from the majority of the monies being utilized in a "sweep account" where the monies were swept out each night, interest was earned on the monies swept, and then the monies were swept back to the account each morning along with the interest earned each night. The Town was being charged \$200 per month to participate in the sweep account. Due to the decline in interest rates, the Town realized a dramatic reduction in interest earnings from the sweep account. The decrease in interest earnings combined with the \$200 per month charge to participate in the sweep account resulted in a net loss to the Town. Staff has discontinued the participation in the sweep account.

In previous years, the Town had sufficient monies located in the Wells Fargo General Bank account that were not swept each night in the "sweep account" that earned "earnings credit" that were used to offset the bank service charges. The earnings credits are used to offset the amount of service charges that are realized (paid) by the Town. The earnings credit rate is set based on the current interest rates. As with interest rates, the earnings credit rate has also declined dramatically. December 2008 had a 0% (zero percent) earnings credit rate, the months since have experienced a 0.50% earnings credit rate. The result of the decline in the earnings credit rate has resulted in the Town incurring service charges, a realized expense that previously has not occurred. As of March 2009, the Town has accumulated \$3,549.82 in anticipated service charges. The Town is charged for any service charges accrued on an annual basis. At the current accumulation of service charges, Staff is anticipating a total of \$5,575 in service charges to be paid at June 30, 2009.

If the monies are transferred to the Local Government Investment Pool (LGIP), the increase in interest earnings is estimated to be \$1,000 through the end of June 30, 2009. This increase in interest earnings will help to offset the amount of service charges incurred. An analysis of estimated annual interest earnings versus annual bank service charges is attached to this staff report.

The LGIP provides access to the funds in the Town's account via wire transfer to the Town's General Bank account at Wells Fargo. No other bank account may receive funds unless specific authorization is received via Council action. Upon issuance of accounts payable and/or payroll checks, Staff will contact the LGIP and request a transfer in the amount needed to cover the total disbursements. If the request is placed prior to 10:00 a.m., the monies will be wired to the Town's account at Wells Fargo that same day. If the request is made after 10:00 a.m., the monies will be wired the next business day.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approval of the transfer of \$1,000,000 from the General Fund bank account at Wells Fargo to the Local Government Investment Pool (LGIP) General Fund Account.

Type of Document Needing Approval:

N/A

Finance Director Review

Budgeted/Amount N/A

Attorney Review Yes No

Attorney Comments _____

Fund: 01-00-00

Line Item: 1010

Submitting Department: Finance

Contact Person: Lisa Elliott, Senior Accountant

Town Manager/Designee:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

Analysis of Projected Annual Interest Earnings Versus Annual Bank Service Charges

Amount to Transfer: \$1,000,000

LGIP Interest Earnings:	6,111
Wells Fargo Service Charges:	7,385
Net Increase/<Decrease>:	<u><u>(1,274)</u></u>

Wells Fargo Services Charges were calculated using the actual monthly service charges for the months of August 2008 through March 2009 and the straightline method of projection. Currently the monies located in the Wells Fargo account (\$1,000,000) earn a "credit rating" which is used to offset the fees actually charged to the Town. As of the March 2009 bank statement, the anticipated fees to be incurred by the Town (actually charged) total \$3,549.82. The "credit rating" earnings fluctuate along with the Federal Interest Rates just as normal interest revenues only at a lower rate.

The LGIP Interest Earnings were calculated based on the interest rate reported on the March 2009 statement of 0.6094%.

The acceptance to move \$1,000,000 from Wells Fargo to the Town's LGIP account will result in a net decrease in expenditures in that the interest revenues earned will offset the service charges incurred at a higher rate than is currently experienced.

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

Meeting Date: May 6, 2009

Meeting Type: Regular Session

Type of Presentation: Verbal

REFERENCE DOCUMENT:

N/A

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval of the opening of an imprest bank account at Wells Fargo for the sole utilization of payroll activities.

PURPOSE AND BACKGROUND INFORMATION:

During the fiscal year 2007-2008 audit, the auditing firm, Lumbard & Associates, PLLC recommended that the Town open an imprest account for payment of payroll checks to employees. This recommendation was made for ease of tracking the sequential check numbers in both accounts payable and payroll and as a fraud deterrent. An imprest account is used to reduce fraud by carrying a zero balance other than when payroll checks are issued. When payroll checks are issued, a transfer is made to the account in the exact amount of the net payroll checks. This limited balance in the account prevents access to large sums of monies via fraudulent activities and makes it easier to spot checks clearing for incorrect amounts.

Staff agrees with the recommendation by Lumbard & Associates, PLLC in the establishment of an imprest account for payroll activities.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approval of the opening of an imprest bank account at Wells Fargo for the sole utilization of payroll activities.

Type of Document Needing Approval:

N/A

Finance Director Review

Budgeted/Amount N/A

Attorney Review Yes No

Attorney Comments _____

Fund:

Line Item:

Submitting Department: Finance

Contact Person: Lisa Elliott, Senior Accountant

Town Manager/Designee:



**TOWN OF CAMP VERDE
PROCLAMATION
Declaring
May 3, 2009 through May 9, 2009
As
“MUNICIPAL CLERKS WEEK”**

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Municipal Clerk proves the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Municipal Clerk serves as the information center on function of local government community; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk;

Now, Therefore, the Mayor and Council of Camp Verde do recognize the week of May 3, 2009 through May 9, 2009, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerks and to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities the represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Camp Verde, Arizona, this 6th day of May 2009.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk

CONSENT AGENDA

Meeting Type: Regular

Type of Presentation: Verbal

AGENDA ITEM: Revised language in the Special Warranty Deed for 0.36 acre parcel

AGENDA TITLE: Discussion, Consideration and possible approval of the revised language contained in the Special Warranty Deed for the Town-owned property exchange between the Town of Camp Verde and Carol German consisting of 0.36 acre parcel of the northern boundary of the Community Park located at McCracken Lane. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION:

At Carol German's request the week of April 20, 2009, I asked Yavapai Title to modify the language in the attached revised **Special Warranty Deed** for the sale of a 0.36 acre parcel.

Ms. German has approved the language, as per her signature on the attached form. If you approve the language in the Special Warranty Deed i.e. **"Grantor herein agrees that there shall not be any development including any park land improvements of any type within 100 feet south of the North property line of the herein described parcel"**, the Mayor will execute the Special Warranty Deed and I will close out this project.

STAFF RECOMMENDATION(S): Approve the revised language contained in the Special Warranty Deed for the Town-owned property exchange between the Town of Camp Verde and Carol German consisting of 0.36 acre parcel of the northern boundary of the Community Park located at McCracken Lane

Finance Director Review

Budgeted/Amount Yes No N/A X

Fund: Line Item:

Comments:

Attorney Review Yes No N/A X

Submitting Department: Administration/Manager

Contact Town Manager Michael K. Scannell: Signature 

Town of Camp Verde

I, **Carol German**, approve the modified language, i.e., "*Grantor herein agrees that there shall not be any development including any park land improvements of any type within 100 feet south of the North property line of the herein described parcel*", that is referenced in the Special Warranty Deed for the purchase of 0.36 acre parcel of land from the Town of Camp Verde.


Signature

CAROL GERMAN
Printed Name:

April 29, 2009
Date:

At the request of
YAVAPAI TITLE AGENCY, INC.

when recorded mail to
CAROL GERMAN
1227 S. MCCrackEN LANE
CAMP VERDE, AZ. 86322

09002062-EJ

Special Warranty Deed

For the consideration of Ten Dollars, and other valuable considerations, I or we,

TOWN OF CAMP VERDE, a municipality

do/does hereby convey to

CAROL GERMAN, A Widow

the following real property situated in YAVAPAI, County, State of Arizona:

See Exhibit A attached hereto and made a part hereof.

Restriction:

Grantor herein agrees that there shall not be any development including any park land improvements of any type within 100 feet south of the North property line of the herein described parcel.

SUBJECT TO: Current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the Grantor hereby binds itself and its successors to warrant and defend the title, against all acts of the Grantor herein, and no other, subject to the matters set forth.

Dated this March 16, 2009
TOWN OF CAMP VERDE

By:
ITS:

STATE OF Arizona)
)ss
County of YAVAPAI)

This instrument was willingly acknowledged before me this ____ day of _____, ____ by
TOWN OF CAMP VERDE

Notary Public
My commission expires: _____

STATE OF Arizona)
)ss
County of YAVAPAI)

This instrument was willingly acknowledged before me this ____ day of _____, ____ by

Notary Public
My commission expires: _____

Exhibit A

The following is a description of a parcel of land, located within the Northwest quarter of Section 5, Township 13 North, Range 5 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel of land described in Book 4583, page 637, Record Source #1(R1) records of the Yavapai County Recorders office, said parcel being more particularly described as follows:

BEGINNING at the BLM brass cap marking the Center North 1/16 corner of said Section 5, from which a BLM brass cap marking the North quarter corner of said Section 5, bears North 00°02'42" West, Basis of Bearing at a distance of 1,321.26 feet, thence South 89°56'13" West, a distance of 394.45 feet, along the South lines of those parcels of land described in Book 3991, page 182, Book 4577, page 456, and Book 488, page 305, records of the Yavapai County Recorders Office, to the East right of way line of McCracken Lane and a plastic cap atop a ½" rebar stamped L.S. 26925;

Thence South 07°38'59" West, a distance of 37.49 feet, along the said right of way line, to plastic cap atop a ½" rebar stamped L.S. 26925;

Thence South 89°14'34" East, a distance of 399.51 feet, to a plastic cap atop a ½" rebar stamped L.S. 26925;

Thence North 00°02'47" West, a distance of 42.87 feet to the POINT OF BEGINNING.



**TOWN OF CAMP VERDE
AGENDA ACTION FORM**

Meeting Type: Meeting Date: Type of Presentation:

Reference Document:

Agenda Title: (Be Exact):

Possible acceptance of letter of resignation from Tim Sykes from the Library Advisory Commission and presentation of Certificate of Appreciation for his service.

Purpose and Background Information:

On April 20, 2009 Tim Sykes turned in a letter of resignation from the Library Advisory Commission. The term of Office expires September 2009.

Staff Recommendation(s): (Suggested Motion)

Move to Accept Resignation from Tim Sykes and thank him for the time served on the Commission, also direct staff to advertise for the vacant position.

Comments:

Staff is currently advertising for 1) Parks & Recreation (1 seat available) term expires September 2010 (2) Library Advisory Commission (1 seat available) Terms expires September 2009 (3) Board of Adjustments (1 seat available) Term Expires September 2011 (4) Planning & Zoning (1 seat available) Term Expires September 2011

Fund: Line Item: Attorney Reviewed Yes No N/A

Comments from Attorney:

Not Applicable

Submitting Department: Contact Person:

Sharon McCormick

04-20-2009 02:34 PM

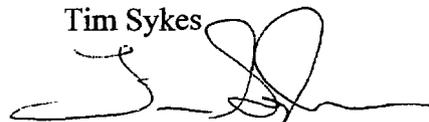
From: "Tim Sykes" <tcsykes2@ldsiving.com>
To: <smccormick@cvaz.org>
Sent: Monday, April 20, 2009 2:34 PM
Subject: Tim Sykes library commission

Copied Council and Staff

To whom it may concern,

I have been having to leave town each week by Thursday on business. I am missing my commission meetings because of this. I feel it is necessary for the wellness of the town and my fellow commissioners that I resign as a commissioner for the library. I have found it to be too hard to operate my business and keep the meeting schedule. I hope that I can help in the town government at a later date, that my schedule will permit. Thank you for the opportunity that you all have given me. I welcome future opportunities and will stay close to the progress in this town.

Tim Sykes



CERTIFICATE OF APPRECIATION

This certificate is awarded to

Tim Sykes

*In recognition of his valuable service to
the Town for his time serving on the
Library Advisory Commission.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date



**TOWN OF CAMP VERDE
AGENDA ACTION FORM**

Meeting Type: Regular-Advanced

Meeting Date: May 6, 2009

Type of Presentation: Verbal

Reference Document:

Advanced Approval

Agenda Title: (Be Exact):

Discussion, consideration, and possible authorization to exceed the Council training and travel line items by approximately \$603 for training and travel expenses related to the League of Arizona's Newly Elected Officials Training. The total costs for the training and travel for up to four candidates are estimated at \$1,446.84. There is currently \$844.42 in the two line items.

Purpose and Background Information:

Newly Elected Officials Training, sponsored by the League of Arizona Cities and Towns, is being held on Friday, June 12th and Saturday, June 13th at the Tempe Mission Palms Hotel In Tempe. The Town has 4 new Council Members, with a possibility of 5 new members. One Council member-elect has indicated they are not available. The training is \$165 per person and the motel is \$106.95, with the cost of travel is \$89.80 per person. If 4 members attend the training, the cost will be approximately \$1,446.84 plus room tax. The Council's Training line item currently has only \$527.20 and the Travel line item has \$317.22. Deadline for the registration is May 12, 2009. The cost of the training includes breakfast and lunch on Friday and breakfast on Saturday; however, the Council members would be on their own for dinner on Friday.

Staff Recommendation(s): (Suggested Motion)

Authorize the expenditure of approximately \$1,500.00 for the 2009 Newly Elected Officials Training.

Comments:

This is excellent training provided by the League. A few of the topics include: parliamentary procedures, open meeting law, public records law, Arizona Constitution, revenue sources, budget development, addressing constituent complaints, and basic media relations.

Fund: General Fund

Line Item:

Attorney Reviewed Yes No N/A

Comments from Attorney:

Submitting Department: Clerk

Contact Person: Deborah Barber

Back to Top Rev 2-09

BACK TO TOP

47

**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:

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 5 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.

Name VERDE VALLEY MOUNTED SHERIFFS POSSE 100%
Percentage

Address P.O. BOX 2866, CAMP VERDE, AZ 86322

Name _____
Percentage

Address _____
(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)

2 # Police Fencing
3-5 # Security personnel Barriers

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

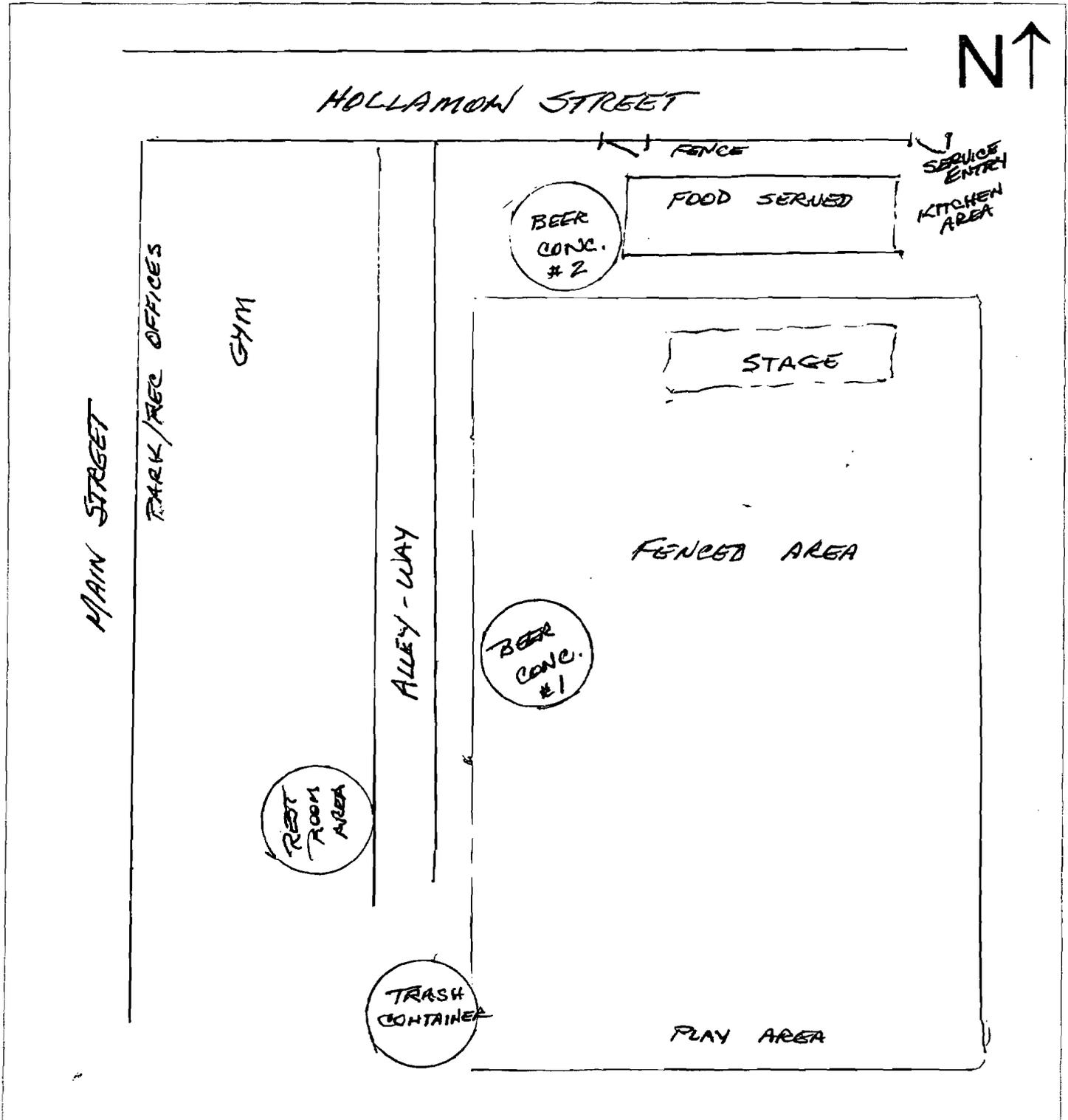
(ATTACH COPY OF AGREEMENT)

N/A _____ () _____
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. I, James L. Williams 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 _____ Chairperson _____ (928) 567-6107
(Signature) (Title/Position) (Date) (Phone #)

State of _____ County of _____

The foregoing instrument was acknowledged before me this

_____ Day _____ Month _____ Year

My Commission expires on: _____ (Date) _____ (Signature of NOTARY PUBLIC)

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

19. I, James L. Williams 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 _____ State of _____ County of _____
(Signature) The foregoing instrument was acknowledged before me this

_____ Day _____ Month _____ Year

My commission expires on: _____ (Date) _____ (Signature of NOTARY PUBLIC)

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)

#9



**TOWN OF CAMP VERDE
AGENDA ACTION FORM**

Meeting Type: Regular **Meeting Date:** May 6, 2009 **Type of Presentation:** Verbal

Reference Document:

Letter

Agenda Title: (Be Exact):

Discussion, consideration and possible appointment of James H. Meredith or Bill Carter to the Planning & Zoning Commission to replace Carol German. The Term of Office expires September 2011.

Purpose and Background Information:

When Council appointed Carol German to Town Council it created a vacancy on the P&Z Commission. Staff has advertised and received two letters of interest.

Staff Recommendation(s): (Suggested Motion)

Move to appoint James Meredith or Bill Carter to the Planning & Zoning Commission for a term of office expiring September 2011.

Comments:

Staff is currently advertising for 1 seat on Parks & Recreation- term expires September 2010, 1 seat on Library Advisory Commission- Term expires September 2009, and 1 seat on Board of Adjustments-term expires September 2011.

Fund: N/A **Line Item:** **Attorney Reviewed** Yes No N/A

Comments from Attorney:

Not Applicable

Submitting Department: Clerk **Contact Person:** Deborah Barber



Camp Verde, Arizona



Name: James H. Meredith	Date: April 17, 2009
----------------------------	-------------------------

Home Address:
1445 S. Rio Verde Lane Camp Verde, AZ 86322

Mailing Address, if different:

Email Address: rioverdeappleranch@msn.com

Home Telephone: 928-567-7575	Work Telephone: 602-540-0029 (cell number)
------------------------------	--

Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	--

Length of residency in the Town of Camp Verde: 3 years	Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--

Name and address of business (if applicable):

If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:
Az. Real Estate Broker (Jim Meredith Realty 4810 N. 35th Ave. Phoenix, AZ 85017)

Are you now serving, or have you ever served, on a Town of Camp Verde board or commission?
 Yes No If yes, please list names of board/commission and dates served:

Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:

1. Planning and Zoning Commission	3.
2. Parks and Recreation Commission	4.

Education and Community Service

Schools Attended:	Degree:	Year:
Northern Arizona University	BS in Management	1972

Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
Camp Verde Calvary and Mail Trail	Treasurer	2007	2009
Free and Accepted Masons Scottsdale Lodge #43	member	1977	2009

Please state why you would like to be appointed to a Town Board, Commission, or Committee:

To offer my experience both as a R.E. Broker and former AZ State Legislator to enhance our community.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) An arm of the Council, analyzing and making recommendations regarding issues before the commission.

(b) To consider the best interest of the community as a whole when making recommendations to council.

(c) To be an active member, with good attendance and willingness to listen to all member with an open mind

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: Having served in the Arizona House of Representatives for 10 years and being a
committee chair I relied on various volunteer groups to provide input on issues before the
committees I served on. I understand the importance of accurate information being presented
by these committees and I know the challenges that face our elected Mayor and Town Council
members.

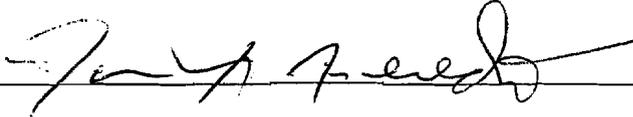
Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: 4/21/09

	Date:
Date Contacted & Invited to Appear before Council:	4-28-09
Staff Contacting Individual	U/over
Date Appointed by Council	
Board or Commission appointed to:	

James H. Meredith
1445 S. Rio Verde Lane
Camp Verde, AZ 86322

Home Phone: 928-567-7575
Cell Phone: 602-525-8651
E-Mail: rioverdeappleranch@msn.com

Profile: Licensed Real Estate Broker doing business in the State of Arizona as Jim Meredith Realty since 1979
Small Business owner, Quick n Clean Cleaners

Education: B.S. Business Administration, Management
Northern Arizona University 1972

Experience and Accomplishments:

- Board of Trustee for the El Zaribah Shrine 1996-2004
 - El Zaribah Public Relations Chairman 1994 & 1995
 - Northern Arizona University Citizen of the Year 1988.
 - Northern Arizona University Alumni of the Year 1984.
 - Board Member United Methodist Outreach Ministries 1992-1999.
 - Majority Leader, Arizona House of Representative 1988-1990.
 - Elected and Served in Arizona House of Representative 1980-1991.
-

Civic Activities and Service Organizations:

Camp Verde/Pine/Payson Mail Trail Director 2009
Camp Verde Calvary 2007 to date
El Zaribah Mounted Patrol 2006 to date
Phoenix Rotary 100 1980-1992
Lions Club 1978-1980
Mason and El Zaribah Shrine 1977 to date

References: Joe Butner, Yavapai County Asst. County Attorney,
P. O. Box 4252, Camp Verde, AZ 86322.

Howard Parrish, Camp Verde Community Activist, 928-301-3159.

Ray Hanna, Attorney at Law, Prescott, AZ, 928-533-3609.

Stan Stobierski, Owner Heritage Funeral Homes,
Prescott, AZ, 928-399-0492.

Greg Galpin, Galpin Ford Dealerships, Prescott, AZ.
928-445-3673.



Camp Verde, Arizona

Name: <u>Bill Carter</u>		Date: <u>4-6-09</u>	
Home Address: <u>2070 S. Hillcrest Dr.</u>			
Mailing Address, if different:			
Email Address: <u>BILL + CAR @ AOL.COM</u>			
Home Telephone: <u>567-6079</u>		Work Telephone: <u>567-6474</u>	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Length of residency in the Town of Camp Verde: <u>10 YEARS</u>		Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name and address of business (if applicable): <u>CAMP VERDE REALTY 295 S MAIN</u>			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>N/A</u>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: <u>HOUSING COMMISSION 2006</u>			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <u>PLANNING AND ZONING</u>		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	Year:
<u>High School</u>			<u>1965</u>
Civic Activities-Service Organizations		Office Held:	Year Begun:
<u>AMERICAN Legion Riders</u>			
<u>Veterans of Foreign Wars</u>			
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>I believe I can be helpful.</u>			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) <u>ANALYZE reviews and make recommendations to council</u>			
(b) <u>TO BE UNBIASED and honest.</u>			
(c) <u>LOYALTY + honesty</u>			

Cell phone # 593-9508

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

BECAUSE I AM A REALTOR (BROKER) I DEAL WITH VARIOUS ZONING MATTERS EVERY DAY. I BELIEVE I HAVE A GOOD COMMON SENSE AND I AM COMMITTED TO THE TOWN OF CAMP VERDE AND ITS SUCCESS.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Bill Carter Date: 4-6-09

	Date: <u>4-20-09</u>
Date Contacted & Invited to Appear before Council:	<u>1-28-09</u>
Staff Contacting Individual	<u>W Jones</u>
Date Appointed by Council	
Board or Commission appointed to:	

Town of Camp Verde



Resolution 2009-764

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, STRONGLY URGING THE ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) TO PLACE IN THEIR FIVE (5)-YEAR PLAN: 1) THE CONSTRUCTION OF AN EIGHT (8) MILE, (4)-LANE HIGHWAY, FROM INTERSTATE-17 (I-17) ALONG STATE ROUTE 260 (SR 260) TO THE PRESENT TERMINUS OF THE FOUR (4)-LANE DIVIDED HIGHWAY AT THOUSAND TRAILS; AND 2) TO UTILIZE THE EXCESS SEVEN (7) MILLION DOLLARS REMAINING IN THE SR 260 BUDGET FOR SAID CONSTRUCTION.

WHEREAS, not only has SR 260 had a long history of serious and fatal accidents, but it is one of the most dangerous highways in Arizona, and the two-lane, EIGHT (8)-MILE section of undivided highway (see attached map) is especially dangerous due to the topography, narrow winding roads, lack of critically needed upgrades, and increasing traffic, i.e. currently the Average Daily Trips are 17,000 and it is estimated to exceed 22,000 by year 2016; and

WHEREAS, it is critical to safely and efficiently move a considerable amount of traffic along this busy thoroughfare, as it is the only east-west highway connecting the towns of Camp Verde and Clarkdale, cities of Cottonwood and Sedona, Yavapai County and the Yavapai Apache Nation; and

WHEREAS, SR 260 is economically vital to the Verde Valley; and

WHEREAS, the Town of Camp Verde has been advised that presently ADOT has an excess of Seven (7) Million Dollars remaining in the SR 260 project budget.

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS: TO STRONGLY URGE THE ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) TO PLACE IN THEIR FIVE (5)-YEAR PLAN: 1) THE CONSTRUCTION OF AN EIGHT (8) MILE, (4)-LANE HIGHWAY, FROM INTERSTATE-17 (I-17) ALONG STATE ROUTE 260 (SR 260) TO THE PRESENT TERMINUS OF THE FOUR (4)-LANE DIVIDED HIGHWAY AT THOUSAND TRAILS; AND 2) TO UTILIZE THE EXCESS SEVEN (7) MILLION DOLLARS REMAINING IN THE SR 260 BUDGET FOR SAID CONSTRUCTION.

PASSED AND APPROVED by the Mayor and Common Council of the Town of Camp Verde, Arizona,
this _____ day of _____, 2009.

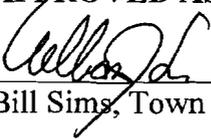
Tony Gioia, Mayor

Date

ATTEST:

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Bill Sims, Town Attorney



Upgrading the State Highway Network in the Verde Valley

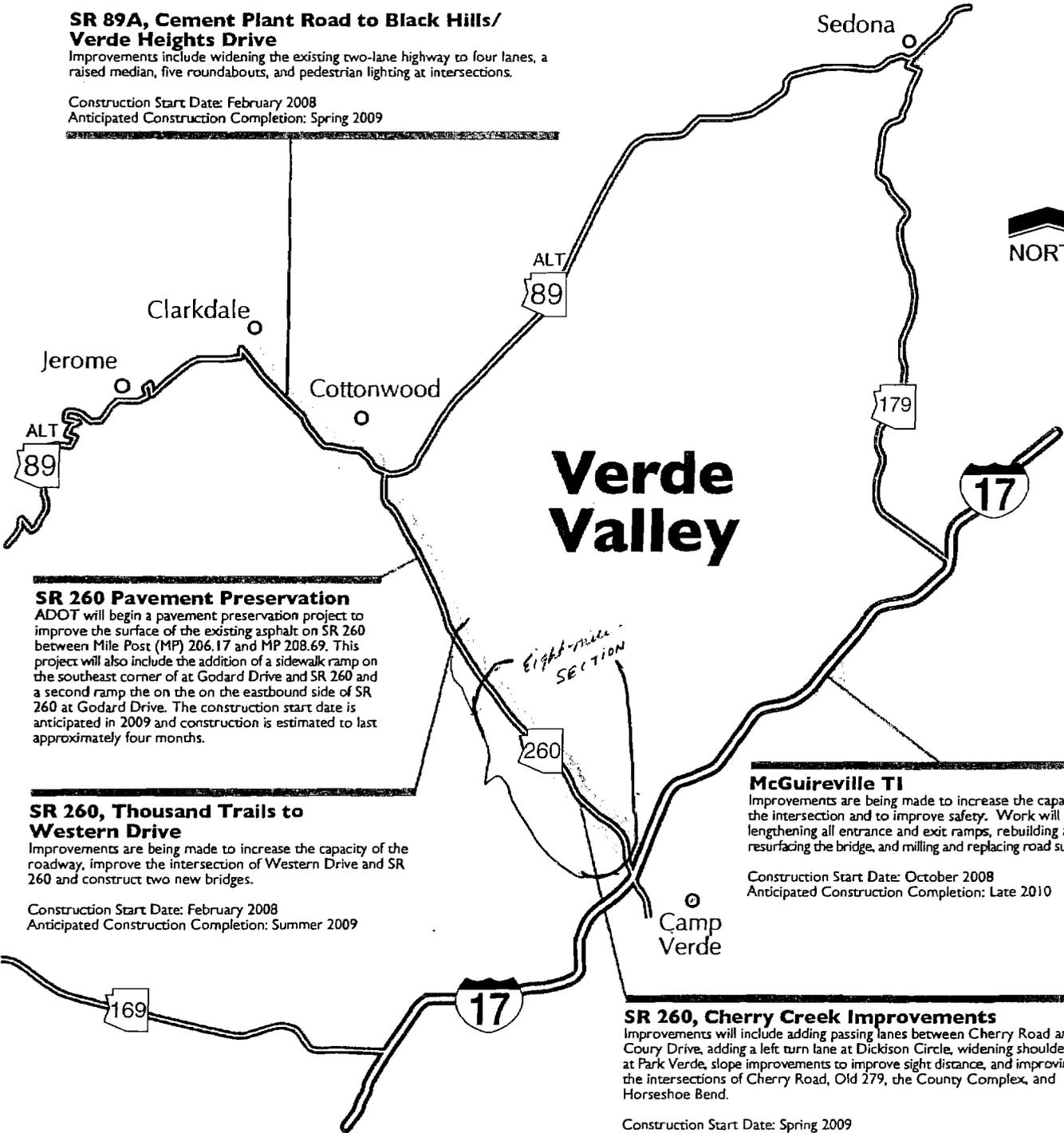


PROJECTS 2009

SR 89A, Cement Plant Road to Black Hills/ Verde Heights Drive

Improvements include widening the existing two-lane highway to four lanes, a raised median, five roundabouts, and pedestrian lighting at intersections.

Construction Start Date: February 2008
Anticipated Construction Completion: Spring 2009



SR 260 Pavement Preservation

ADOT will begin a pavement preservation project to improve the surface of the existing asphalt on SR 260 between Mile Post (MP) 206.17 and MP 208.69. This project will also include the addition of a sidewalk ramp on the southeast corner of at Godard Drive and SR 260 and a second ramp on the eastbound side of SR 260 at Godard Drive. The construction start date is anticipated in 2009 and construction is estimated to last approximately four months.

SR 260, Thousand Trails to Western Drive

Improvements are being made to increase the capacity of the roadway, improve the intersection of Western Drive and SR 260 and construct two new bridges.

Construction Start Date: February 2008
Anticipated Construction Completion: Summer 2009

McGuireville TI

Improvements are being made to increase the capacity of the intersection and to improve safety. Work will include lengthening all entrance and exit ramps, rebuilding and resurfacing the bridge, and milling and replacing road surfaces.

Construction Start Date: October 2008
Anticipated Construction Completion: Late 2010

SR 260, Cherry Creek Improvements

Improvements will include adding passing lanes between Cherry Road and Coury Drive, adding a left turn lane at Dickison Circle, widening shoulders at Park Verde, slope improvements to improve sight distance, and improving the intersections of Cherry Road, Old 279, the County Complex, and Horseshoe Bend.

Construction Start Date: Spring 2009
Anticipated Construction Completion: Late 2009

#11



TOWN OF CAMP VERDE
AGENDA ACTION FORM

Meeting Type: Regular

Meeting Date: May 6, 2009

Type of Presentation: Verbal

Reference Document:

Heritage Pool Opening Date

Agenda Title: (Be Exact):

Discussion, consideration and possible direction to staff to delay the opening date of the Camp Verde Heritage Pool until some point after the conclusion of the Town's budget hearings that are scheduled May 18, and May 20th.

Purpose and Background Information:

Due to the austere condition of the budget, staff does not feel it is in the best interest of the Town to open the Heritage Pool prior to the conclusion of the budget hearings. By delaying the decision of the pool opening until the conclusion of the budget, Council will have the opportunity to make a more informed decision about the allocation of the Town's Financial Resources.

Staff Recommendation(s): (Suggested Motion)

Delay the opening of the Heritage Pool until the conclusions of the budget meeting process.

Comments:

Fund: N/A

Line Item:

Attorney Reviewed Yes No N/A

Comments from Attorney:

Not Applicable

Submitting Department: Parks & Recreation

Contact Person: Lynda Moore

Back to Top Rev 2-09

BACK TO TOP

#12

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

Meeting Date: May 6, 2009

Meeting Type: Regular Session

Type of Presentation: Verbal

REFERENCE DOCUMENT:

FY 2008-2009 Budget; Report dated April 29, 2009

AGENDA TITLE: (Be Exact):

Presentation of the financial status of the Town followed by discussion, consideration, and possible direction to staff regarding actions to take to ensure that expenditures are kept within the revenues collected for the remainder of the 2008-2009 fiscal year.

PURPOSE AND BACKGROUND INFORMATION:

On November 19, 2008, Staff presented to Council a financial update detailing the revenue shortages projected through the end of the 2008-2009 fiscal year along with a listing of proposed expenditure adjustments to bring expenditures in line with expected revenues.

Staff is continuing to monitor the revenues and expenditures of the Town along with projecting these items through fiscal year end. The attached report details the updated projections through the end of the 2008-2009 fiscal year.

STAFF RECOMMENDATION(S): (Suggested Motion)

Acceptance of financial update report.

Type of Document Needing Approval:

N/A

Finance Director Review

Budgeted/Amount N/A

Attorney Review Yes No

Attorney Comments _____

Fund:

Line Item:

Submitting Department: Finance

Contact Person: Lisa Elliott, Senior Accountant

Town Manager/Designee: 



Town of Camp Verde

Finance Department

395 S. Main Street

Camp Verde, AZ 86322

Telephone: (928) 567-6631

Fax: (928) 567-6702

To: Council and Department Heads
From: Lisa Elliott, Senior Accountant
Date: April 29, 2009
Subject: May 6, 2009 Council Meeting Financial Update Report

In the November 12, 2008 report, Staff reported a projected budget shortfall in revenues totaling \$515,000. This amount was comprised of a decrease of \$255,000 in Town Sales Tax, \$100,000 in decreased State Sales Tax, \$80,000 in decreased Interest Revenues, and \$80,000 in decreased HURF Revenues. This shortfall was mitigated by reduction in expenditures that were approved by Council on November 18, 2008.

In the February 27, 2009 report, Staff reported an increase in the performance of the Town Sales Tax of \$100,000, a further deterioration of HURF Revenues of \$40,000, and a further decline in Interest Revenue of \$40,000. Staff also requested an additional appropriation in Legal Fees of \$40,000. Staff believed that these fluctuations would net out and not result in any significant change at year end.

With the additional information that Staff has received since the February report, Staff has seen a slight decline in Town Sales Tax resulting in the projection reverting back to the amount reported in November 2008 of a \$255,000 decline. State Sales Tax, Interest Revenue and the HURF revenues all seem to be holding constant with the February 2009 projections.

With regards to the Legal Fee expenditures, a total of \$80,000 has been requested, and approved by Council, for additional appropriations to cover the Zellner Wood Yard litigation. These additional appropriations resulted in a total of \$105,000 budgeted for Legal Services in the Community Development budget. At the end of April 2009, the total amount expended was \$44,216.57. This amount includes billings through the end of March 2009. At the current rate of billing, the total amount expended as of June 30, 2009 may approximate \$65,000. If actions with the case increase, the amount expended will obviously increase.

Staff has observed a small number of additional under-expended items since the November 2008 report that will help reduce total expenditures at year end and assist in bringing in total expenditures in line with revenues received. Cautious spending throughout the remainder of the fiscal year is imperative to the Town's success in maintaining a balanced budget and contributing to Fund Balance at year end.

If you have any questions, please feel free to contact me at extension 109 at any time.

#13

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

Meeting Date:

May 6, 2009

Meeting Type:

Regular Session

Type of presentation:

Verbal Only

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible direction to staff regarding time allocation of staff resource Matt Morris, Special Projects Administrator.

PURPOSE AND BACKGROUND INFORMATION:

At the November 19, 2008 meeting, the Town Council abrogated the Housing Department in order to mitigate a pending shortfall. In addition the Council allocated 10% of Matt Morris's time to promote a regional housing approach for the Verde Valley. Subsequent to this action, Mr. Morris has researched varying regional approaches, including the prospect of partnering with Northern Arizona Council of Governments (NACOG). NACOG has since indicated a reluctance to advance such a strategy at this time given the uncertainty associated with grant funding prioritization by the Arizona Department of Housing. Other strategies such as establishing a Verde Valley Regional Housing Authority are difficult to advance given the current fragile state of the economy. Given these circumstances, the establishment of a regional housing effort at this time is highly unlikely. Therefore, the advancement of a regional concept may be better suited for a later date. Given these circumstances, staff is recommending the reallocation of Mr. Morris's time to concentrate solely on updating the Town's zoning ordinances.

STAFF RECOMMENDATION(S): (Suggested Motion)

To allocate 100% of Matt Morris's time to work on updating the Town's zoning ordinances.

Type of Document Needing Approval:

N/A

Finance Director Review

Budgeted/Amount

N/A

Comments:

Fund

N/A

Line Item:

N/A

Submitting Department:

Administration

Contact Person:

Matt Morris

Town Manager/Designee:

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

#14

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

Meeting Date: May 6, 2009

Meeting Type: Regular

Type of Presentation: Verbal

Agenda Item: Arizona Municipal Risk Retention Pool Board Member Nomination (see attachment)

AGENDA TITLE: Discussion, consideration and possible nomination of a member of Council or staff as a candidate for possible election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill a (four) 4-year term that expires in 2011. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION:

Arizona Municipal Risk Retention Pool (AMRRP) is a nonprofit corporation that provides an insurance risk sharing group of certain public agencies of the State of Arizona. The public agencies, such as the Town of Camp Verde, enter into contracts with AMRRP for the joint purchase of insurance, or to pool retention of their risks for property and liability losses and workers' compensation claims to provide for the payment of such losses or claims made against any member of the Corporation. To that end, having a Town liaison on the AMRRP Board of Trustees would provide the opportunity for our Town to have input into the Board's decisions.

The business affairs of AMRRP are conducted by a Board of Trustees consisting of nine members that serve for a term of office of up to 4 years. The 2 candidates chosen from the nominee list will fill two openings created by term expirations.

As per the Board's Nominating Committee's request, if the Council chooses to nominate either a member of Council or staff, the Town needs to advance to the Committee the name of the nominee along with their brief biography by June 5, 2009.

STAFF RECOMMENDATION(S): Possibly nominate a member of Council or staff as a candidate for possible election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill a (four) 4-year term that expires in 2011.

Finance Director Review

Budgeted/Amount Yes No N/A X

Fund: Line Item:

Comments: N/A

Attorney Review Yes No N/A X

Submitting Department: Administration/Manager

Contact Town Manager Michael K. Scannell: Signature 

AMRRP

Board of Trustees

2009

Call for Nominations

Any employee or elected official of an AMRRP Member city or town is eligible for nomination. If you are interested in serving on the Board, or if you wish to nominate someone from a Member municipality, please provide the Nominating Committee with the candidate's name along with a brief biography by June 5, 2009.

Trustee Terms Expiring in 2009

Scott Barber
Admin. Services Director
City of Casa Grande

Richard Sousa
Council Member
City of Goodyear

Arizona Municipal Risk Retention Pool

Trustee Terms Expiring in 2010

Lenore Lancaster
Management Services Director
Town of Paradise Valley

Jean Poe
Risk Manager
City of Surprise

Trustee Terms Expiring in 2011

Gary Duncan
Risk Manager
Town of Queen Creek

Kelly Udall
Town Manager
Town of Pinetop-Lakeside

Teresa Williams
Finance Director
City of Globe

Trustee Terms Expiring in 2012

George Hoffman
City Manager
City of Apache Junction

Jesus "Rudy" Rodriguez
Finance Director/Treasurer
City of Cottonwood



Nominations due no later than:
June 5, 2009.

Those received after this date may not be considered.

The AMRRP Board of Trustees requested the League of Arizona Cities and Towns' assistance in conducting the election. Nominations should be sent to:

AMRRP Nominating Committee

League of Arizona Cities & Towns
1820 West Washington Street
Phoenix, Arizona 85007
Fax: 602.253.3874
E-Mail: kstrobeck@azleague.org

Annual Members' Meeting

July 17, 2009 10:00 AM

League of Arizona Cities & Towns

**Arizona
Municipal
Risk
Retention
Pool**

*Southwest Risk Services
Administrator
14902 North 73rd Street
Scottsdale, AZ 85260
Main Phone: 602.996.8810
Fax: 602.996.9045
www.amrrp.org*



BACK TO TOP



Arizona Municipal Risk Retention Pool

Nine Trustees serve on the Board of Trustees, each for a term of office of up to four years. Trustee terms of office are staggered, with the terms of approximately 1/4 of the Trustees expiring annually.

Each Trustee shall hold office until his/her successor is duly appointed or elected. A Trustee may resign at any time upon written notice to the Board or a Trustee may be removed from the Board subject to the Pool's Bylaws.

To fill openings created by term expirations, this year two Trustees will be elected to the AMRRP Board. Each new Trustee will be elected for a four-year term. In the event of a tie, AMRRP Members present at the Annual Members' meeting on Friday, July 17, 2009, will vote to break the tie.

BACK TO TOP

Trustee Responsibilities

The Board of Trustees directs the AMRRP. Such direction includes but is not limited to:

- ◆ Adopting policies, rules and procedures for the administration and operation of the Pool, consistent with law and AMRRP's Articles of Incorporation and Bylaws
- ◆ Retaining the services of an administrator, legal counsel, actuaries, auditors, engineers, private consultants and advisors as the Board deems necessary to carry out the business and purposes of the Pool
- ◆ Authorizing payment of claims pursuant to, and limited by, the Members' Coverage Agreement with the Pool
- ◆ Authorizing the purchasing, leasing or renting of any real or personal property deemed necessary
- ◆ Entering into financial and service agreements with investment managers and banks

Trustee responsibilities include, but are not limited to:

- ◆ Establishing terms, conditions, limits and exclusions of coverage
- ◆ Ensuring all claims are promptly paid
- ◆ Establishing procedures to safeguard the financial and physical assets of the Pool
- ◆ Oversight of the recording and maintenance of minutes of the Board and Committee meetings
- ◆ Designating an administrator to: manage the policies established by the Board; provide day-to-day administration of the Pool and; make recommendations to the Board concerning all issues requiring Board consideration and action
- ◆ Attending at least four Board of Trustees meetings, one annual Membership meeting, and any properly called "special meetings" throughout the year. Prior to each Board of Trustees meeting, Trustees should review all materials circulated with the meeting agenda
- ◆ Serving as a representative of the Pool in its marketing and administrative functions



2009

Call for
Nominations

Arizona Municipal Risk Retention Pool
Southwest Risk Services, Administrator
14902 North 73rd Street
Scottsdale, AZ 85260
602.996.8810 / 602.996.9045 FAX
www.amrrp.org

15

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

Meeting Date: 5-6-09

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

Update and report relative to the March 4, 2009 Council direction to the Town Clerk to prepare a Standard Procedure Policy for Council and Commissions. The report will include notification that changes to Resolution 2008-745 as discussed in the April 15, 2009 meeting have been incorporated into the draft document.

PURPOSE AND BACKGROUND INFORMATION:

At the 3-4-09 Regular Session, Council directed staff to draft a Standard Procedure Policy for Council and Commission meetings. Staff has worked diligently since that date researching and compiling into one comprehensive document all of Council procedures and policies from sources such as the Town Code, various resolutions, the Code of Conduct, and Robert's Rules of Order. This document will be adopted by a Resolution that will supersede Resolution 2008-745, which has been established as outdated and inaccurate. At the April 15, 2009 meeting Council directed staff to make corrections to Resolution 2008-745. The amendments discussed during the 4-15 meeting have been incorporated into the Manual. Staff expects to have the Procedure Policy Manual ready for legal review by the middle of May and ready for Council adoption by the first meeting in June. The Manual will be adopted by a resolution that will supersede Resolution 2008-745.

STAFF RECOMMENDATION(S): (Suggested Motion)

This is an update only. Staff has distributed a draft copy of the document and is seeking Council comments. Once the comments are incorporated into the document, staff will submit it for legal review and then to Council for adoption.

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.

#14

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

Meeting Date:

May 6, 2009

Meeting Type:

Regular Session

Type of Presentation:

REFERENCE DOCUMENT:

Citizen Complaint Procedure

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible approval of the revised Citizen Complaint Procedure.

PURPOSE AND BACKGROUND INFORMATION:

During the Council Meeting of March 18, 2009 Council directed staff to take a look at Councilor German's Citizen Complaint procedure and try to make it somewhat simpler. Staff has revised the form, sent it to all departments heads for input and streamlined the procedure, to include a tracking system.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approved the revised Citizen Complaint Procedure as presented by staff.

Type of Document Needing Approval:

Citizen Complaint Procedure

Finance Director Review

Budgeted/Amount

NA

Attorney Review Yes No

Not applicable

Attorney Comments

Fund:

None

Line Item:

None

Submitting Department:

Clerk's Office

Contact Person:

Deborah Barber

Town Manager/Designee:

Rev.8-08

BACK TO TOP



FOR OFFICE USE ONLY

Complaint # _____
Received by: _____
Date: _____
Forwarded to: _____
Review Deadline: _____
(10 working days)

TOWN OF CAMP VERDE
CITIZEN COMPLAINT PROCEDURE
473 S. Main Street, Suite 102 – Camp Verde, AZ 86322
928-567-6631

The Town of Camp Verde has initiated a policy for receiving citizen complaints to ensure a fair review of concerns of the public about policy, procedures, ordinances, codes, personnel, and/or similar issues.

Have you attempted to resolve your complaint with the appropriate department? Yes No

When to File a Formal Complaint

If, after notifying a Department Head that you have a valid concern and you have not received a satisfactory response, you may proceed to the next step by filing a Formal Complaint.

How to File a Complaint:

Complete a written complaint form following the instructions listed below. Complaint Forms are on file in the Clerk's Office at 473 S. Main, Ste. 102 or you can download a blank copy online at www.cvaz.org. All Complaints must be received by the Clerks Office and must be signed and dated.

You must sign and date a written complaint form and deliver it to the Clerk's Office. (Under no circumstances, will phone calls, emails, faxes or other forms of communication be accepted). The Complaint must state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statements by other witnesses, you must submit their signed and dated statements with your complaint. Your complaint cannot be amended and the Clerk's Office cannot receive additional information related to your complaint once it has been submitted.

TYPE OF COMPLAINT

- Personnel** **Name of Employee:** _____
- Non-Personnel** **Department:** _____
- Zoning** **Location:** _____ **Parcel#:** _____
- Other** **Be Specific:** _____

What to expect:

1. Upon receipt of your written complaint, the Clerk's Office will date stamp the complaint, assign a complaint Number (i.e. C-09-01) and forward by e-mail to the appropriate department head, and to the Town Manager. You will receive a receipt noting the complaint number, date received, and person who received the written complaint.
2. The Department Head has ten (10) working days after receipt of the complaint from the Clerk's Officer to respond in writing. This written response will be mailed to you and a copy will be filed in the Clerk's Office. A copy of the response will be submitted by the Clerk's Office to the Town Manager. All original complaints and responses will be on file in the Clerk's Office. If the complaint is concerning land use activity and it is found to be justified, the Community Development Department will begin a compliance process that is outlined in Section 102 of the Planning & Zoning Ordinance.
3. If the response is not satisfactory to you, you have ten (10) working days from the date of the written response to request that the Manager to review the matter. The request must be filed, in writing, with the Clerk's Office, and must reference the original complaint number. Note: phone calls, emails, faxes or other forms of communication will be considered. The Manager will review the matter within ten (10) working days, and notify you of his determination with regard to your complaint. The Manager may concur with the response of the Department Head or recommend additional action.

Complaint # _____

Name: _____

Mailing Address: _____

Physical Address: _____

Telephone #: _____

State the details of your complaint or information: Use the reverse side if necessary. If you have any relevant documents, please attach photo copies only. DO NOT ATTACH ORIGINAL DOCUMENTS.

The information presented in this complaint form is true, correct and complete to the best of my knowledge, Furthermore, I acknowledge that I have read and understand the procedures. Note: a complaint is a public record and by law we must provide the name of the complainant.

X _____
Signature

X _____
Date

For Office Use Only

<input type="checkbox"/>	Copy to Manager _____	Date _____		
<input type="checkbox"/>	Sent to Department head for review _____	Date _____	Review Deadline _____	Date (10 working days) _____
<input type="checkbox"/>	Action Taken _____	Date _____		
<input type="checkbox"/>	Manager Review (if applicable) _____	Date (if applicable) _____	Review Deadline _____	Date (if applicable) _____

RELEVANT DEPARTMENT

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Building | <input type="checkbox"/> Clerk's Office | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Library | |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Marshal's Office | <input type="checkbox"/> Magistrate Court | |
| <input type="checkbox"/> Commission: _____ | | | |

COMPLAINTS FILED

COMPLAINT #	Filed by	DATE RECEIVED	FORWARDED TO	REVIEW DEADLINE 10 working days	ACTION TAKEN
C-09-01		4/20/2009	Nancy Buckle	5/4/2009	
C-09-02					
C-09-03					
C-09-04					
C-09-05					
C-09-06					
C-09-07					
C-09-08					
C-09-09					
C-09-10					
C-09-11					
C-09-12					
C-09-13					
C-09-14					
C-09-15					
C-09-16					
C-09-17					
C-09-18					
C-09-19					
C-09-20					

April 20, 2009

[REDACTED]
P.O. Box [REDACTED]
Camp Verde, AZ 86322

Re: Complaint 09-01

Dear [REDACTED]:

Our office is in receipt of your complaint dated April 20, 2009. The Town of Camp Verde is dedicated to providing the best possible service to our citizens. As such, your complaint has been forwarded to the Community Development Director this date. You will receive an answer from Ms. Buckle within 10 working days.

Please feel free to contact me at 567-6631 ext. 100 if I can be of further assistance.

Sincerely,

Sharon McCormick
Administrative Assistant Clerk's Office