AGENDA

REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, MAY 16, 2007
at 6:30 P.M.

1. **Call to Order**

> *As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.*

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) May 9, 2007 – Budget Work Session
     2) May 4, 2007 – Special Session
     3) May 4 & 5, 2007 – Planning Retreat
     4) May 3, 2007 – Budget Work Session
     5) May 2, 2007 – Regular Session
     6) April 30, 2007 – Budget Work Session
   - **b) Set Next Meeting, Date and Time:**
     1) Council Hears Planning & Zoning – May 23, 2007 at 6:30 p.m.
     2) Regular Session – June 6, 2007 at 6:30 p.m.
     3) Regular Session – June 20, 2007 at 6:30 p.m.
     4) Council Hears Planning & Zoning – June 27, 2007 at 6:30 p.m.
   - **c) Possible approval of a Proclamation of the Mayor and Common Council of the Town of Camp Verde proclaiming May 25 and 26 as Memorial Poppy Days and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on these days.**
   - **d) Possible approval of Resolution 2007-725, 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.**
   - **e) Possible approval of an amendment to the Agreement for Joint Use of Athletics Facilities and Recreational Easement with Chester-Campbell LLC for Sunnyside Park. The amendment changes the agreement from 3 years to one year.**
   - **f) Possible acceptance of YF 2005-06 Annual Audit**
   - **g) Possible approval of a revised Cooperative Purchase Agreement with Mohave Educational Services Cooperative.**

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

6. **Presentation by the Victory Ranch for Children regarding their activities. This item may include discussion by Council.**

7. **Discussion, consideration, and possible appointment to the Library Advisory Commission to fill the vacant seat. The term expires in September 2007.**

8. **Discussion, consideration, and possible determination to either grant or deny an appeal to the Mayor and Council regarding the imposition of Impact Fees for Building Permit #2007140 SC for a single family residence to be constructed on parcel 404-04-040, submitted by Franklin and Karen Bueler, owners.**

9. **Discussion, consideration, and possible approval of an agreement with the Verde Valley Rangers Sheriff's Posse for alcohol sales and vendor fees at five Town Special Events.**

10. **Discussion, consideration, and possible approval of $20,324.50 from Parks Contingency for remote sensing project for Black Bridge Park to identify the presence and extent of any subsurface historic or prehistoric features that may require excavation.**

11. **Discussion, consideration, and possible approval of equipment rules, regulations, and rental fees for the Town-owned rodeo arena.**

12. **Discussion, consideration, and possible selection of options, funding, and direction to staff on how to proceed in recruiting a Town Manager. The discussion and direction to staff may include retaining the League of Arizona Cities & Towns at a cost of approximately $8,000.** There is $9,100 available in the Personnel Salaries line item for this expense.

13. **Discussion, consideration, and possible determination of resolution(s) that Council may wish to submit to the Arizona League of Cities and Towns for consideration.**

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

There will be no Public Input on the following items:

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

16. **Manager/Staff Report**

17. **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.

18. **Adjournment**

Posted by: Sharon McCarroll Date/Time: 5-11-07 8:30 Am

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
WORK SESSION
MAYOR and COMON COUNCIL
of the
TOWN OF CAMP VERDE
Council Chambers
Wednesday, May 9, 2007
4:00 p.m.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor Gioia called the meeting to order at 4:05 P.M.

2. **Roll Call**
Mayor Gioia, Councilors Kovacovich, Parrish, Smith and Baker were present. Councilor Parry arrived at 4:11 p.m. Vice Mayor Hauser was absent
Also Present:
Finance Director Bullard, Public Works Director Ron Long, Parks & Recreation Director Lynda Moore, Maintenance Foreman Mike Dumas, Candidate Garrison, Marshal Dave Smith, Recording Secretary Sharon McCormick were present. Judge Bluff and Court Supervisor Jacque Daughety arrived at 5:00 p.m.

3. **Pledge of Allegiance**
Councilor Kovacovich led the pledge.

4. **FY 2007/2008 General Fund Operating Budget**
Council discussed the following budget proposals: Public Works/Streets and Parks & Recreation Departments.

Public Works Director Ron Long discussed his budget with the Mayor & Council. Ron Long will get back to Council regarding the amounts for proposed Consultant Fees.

Parks & Recreation Director Lynda Moore discussed her budget starting with the Maintenance Division, Janitorial services, Buildings –Community Center & Old CVMO, Pool, and Parks & Recreation. Marshal Smith advised that he has been talking with the Chamber Director Roy Gugliotta regarding taking over some of the special events. Special Events will be discussed at the next Budget Work Session.

The Magistrate's budget will be continued to the next Work session

Council set the next Budget Meeting for May 14, 2007 at 4:00 p.m...

5. **Adjournment**
Mayor Gioia adjourned the meeting at 6:35 p.m.

_____
Sharon McCormick, Recording Secretary

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona held on the 9th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.
Dated this_____day of_____2007

_____
Deborah Barber, Town Clerk

MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
FRIDAY, MAY 4, 2007
at 5:00 P.M.

1. **Call to Order**
Mayor Gioia called the meeting to order at 5:00 p.m.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Perry and Parrish were present. Candidate Garrison was also present.

Also Present: Town Marshal David Smith, Town Clerk Debbie Barber and Recording Secretary Virginia Jones.

3. **Discussion, consideration, and possible appointment of an Interim Town Manager followed by possible direction to staff to begin advertising for the Town Manager position.**
On a motion by Gioia, seconded by Hauser, Council appointed Dave Smith as Interim Town Manager and directed staff to begin advertising for the position of Town Manager. The motion passed by a 6–1 vote, with a 'no' vote by Smith.

Ron Smith suggested appointing Dane Bullard, explaining he was concerned Dave Smith had enough responsibility with the largest department in the Town. Baker suggested we contacted the League of Cities and Towns to request assistance.

4. **Discussion, consideration, and possible authorization to retain NACOG to manage the Town's outstanding CDBG projects, with payment to come from the CDBG Administration Fund.** There is no impact on the General Fund.
On a motion by Gioia, seconded by Parry, Council directed staff to contact NACOG to manage the Town's outstanding CDBG projects, enter into an agreement NACOG, and bring back to Council for review, and Council would like to see a time-table for the Senior Center.

Town Clerk, Debbie Barber explained to Council the Town has two outstanding grants that need to be completed. The first grant is the completion of the Restrooms and Hollamon Street. The second grant is for 4th, 5th, 6th, Street and the Senior Center. Barber recommended Council contract with NACOG. Administration funds are available in the grant to pay NACOG. Baker stated she spoke with NACOG and they are very willing to assist the Town.

5. **Adjournment**
On a motion by Gioia, seconded by Parry the meeting was adjourned at 5:15.

_____
Virginia Jones – Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 4th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

_____
Debbie Barber, Town Clerk

MINUTES
PLANNING RETREAT
MAYOR and COMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
May 4 & 5, 2007
5:15 p.m.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. Call to Order
Mayor Gioia called the meeting to order at 5:15 P.M.

2. Roll Call
Mayor Gioia, Vice Mayor Hauser, and Councilors Baker, Kovacovich, Parrish, Parry and Smith were present.

Also Present:
Interim Town Manager Dave Smith, Town Clerk Barber, and Deputy Clerk Jones

4. Working Together for the Future
The Mayor introduced Lance Decker of Institute for Community Involvement who facilitated the Retreat. Mr. Decker led the discussion according to the Retreat Agenda and will provide a final report of the discussion, determinations, recommendations, and Council members' commitments to work together toward common goals. The final report becomes a permanent part of this record.

Council's final direction for staff to proceed included:

- Determine financing methods for the water company, and a public participation and education plan in order to somewhat mitigate the 'sticker shock' related to rate increases;
- Staff should become familiar with the Camp Verde Sanitary District IGA; become experts on Sanitary District operations; bring back information related to growth and expansion; and prepare a public participation and education plan similar to that needed for the water company purchase;
- SR 260 – stay abreast of the latest developments; work closely with the Town Engineer and ensure that he stays involved; and include updates in the Weekly Report. The Mayor suggested that a copy of his recent speech be sent to all State representatives and the Governor, though there was not a consensus from Council to do so.

5. Adjournment
Mayor Gioia recessed the Retreat at 9:00 p.m. and reconvened at 8:00 a.m. on May 5th. The Retreat was adjourned on May 5, 2007 at 12:00 p.m.

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Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Planning Retreat of the Town Council of Camp Verde, Arizona held on the 4th and 5th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this_____day of_____2007

_____

Deborah Barber, Town Clerk

MINUTES
WORK SESSION
MAYOR and COMON COUNCIL
of the
TOWN OF CAMP VERDE
Parks & Rec Conference Room
Thursday, May 3, 2007
4:00 p.m.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor Gioia called the meeting to order at 4:06 P.M.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, and Councilors Kovacovich, Parrish, Smith and Parry were present. Councilor Baker arrived at 4:15 p.m.
Also Present:
Finance Director Bullard, Library Director Gerald Laurito, Candidate Garrison, Marshal Dave Smith, Lt. Huff and Recording Secretary Sharon McCormick were present. Housing Director Matt Morris arrived at 4:25 p.m.

3. **Pledge of Allegiance**
There was no flag available in the Park& Rec Conference room.

4. **FY 2007/2008 General Fund Operating Budget**
Council discussed the following budget proposals: Marshal, Library, Housing & Grants Departments.

Marshal Smith explained to the Mayor & Council the increase in the Marshal's budget and the request for 2 additional sworn officers.

Library Director Laurito explained to the Mayor & Council some of the increases in budget and the need for a part-time Children's Library assistant.

Finance Director Bullard explained to the Mayor & Council that the Housing and Grants budget was combined at this time. The Manager recommends to Council how the Departments should be structured, the Council makes the final decision.

Housing Director Morris explained to the Mayor & Council that it was his idea to combine the Housing and Grants together. Director Morris explained the needs of the Housing Department with regards to administrative assistant.

Discussion by the Mayor and Council regarding the Grants Administration, the structure of the department, and whether to just hire a Grants Consultant.

Council set the next Budget Meeting for May 9, 2007 at 4:00 p.m. to include dinner.

5. **Adjournment**
Mayor Gioia adjourned the meeting at 6:00 p.m.

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Sharon McCormick, Recording Secretary

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona held on the 3rd day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this_____day of_____2007

_____

Deborah Barber, Town Clerk

MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 2, 2007
6:30 P.M.

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

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Attorney Brad Woodford, Finance Director Dane Bullard, Councilor-elect Greg Elmer, Town Engineer Ron Long, Community Development Director Nancy Buckel, Housing Director Matt Morris, Trails & Pathways Commission Chairperson Perry Haddon, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Hauser.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      1) April 24, 2007 – Budget Work Session
      2) April 18, 2007 – Regular Session
      3) April 18, 2007 – Executive Session
   b) **Set Next Meeting, Date and Time:**
      1) Budget Work Session – May 9, 2007 at 4:00 p.m.
      2) Regular Session – May 16, 2007 at 6:30 p.m.
      3) Council Hears Planning & Zoning – May 23, 2007 at 6:30 p.m.
   c) **Possible acceptance of the Housing Commission and Library Advisory Commission's Quarterly Report.**
   d) **Possible award of bid for Project #07-037 Supply and Delivery of Liquid Asphalt Products and authorization to execute the contract documents.** There is a budgeted item in the amount of $40,000.
   e) **Possible award of bid for Project #07-038 Supply or Supply and Delivery of Aggregate Base Course, 1 ½" Borrow, Washed Sand, and 3/8" Chips and authorization to execute the contract documents.** This is a budgeted item in the amount of $30,000.
   f) **Possible approval of a letter of support for the Camp Verde Fire District's 2007 AFG Grant.**

On a motion by Smith, seconded by Kovacovich, the Consent Agenda was approved as presented, with the addition of a Work Session on May 3, 2007 at 4:00 p.m.

5. **Call to the Public for Items not on the Agenda.**
(Comments from the following individuals are summarized.)
Jim Ellington spoke about a recent visit to Wickenburg to attend a wedding where he said he had been very embarrassed by comments from some persons ridiculing Camp Verde's "politics" and mud slinging among the Council members; the Council needs to "do something." (*In response, Mayor Gioia said he, too, has suffered with embarrassment and feels the same; however, a lot of folks other than Council members share in what causes the problem.)*

Darwin Savage expressed his concern about the Senior Center repairs that are not being taken care of despite his understanding that the grant money has been approved and is immediately available; he was informed by Lee that other projects have been holding up the planned repairs and that it may take another six months to get started. Mr. Savage described the serious problems with the building; attendance is falling off, and he cannot understand why no one cares.

Jerry Tobish referred to the meeting as "the best show in the Verde Valley," and also described his recent experience attending the dinner show at the Blazin' M Ranch where Camp Verde was the butt of the jokes; people from all over the world have now heard of Camp Verde.

Nancy Boyd outlined recent Council agenda items regarding scheduling performance reviews on the Finance Director and Town Manager, citing examples. She said she would like to see copies of documents on the procedures in place regarding the interviewing, hiring and qualifications of a Town Manager, including the current one.

Harold Ridenour said that he believes everybody attending owes the entire Council a debt for the job the Council is doing, the most under-paid overworked job that anyone could be doing; everyone should give the Council a hand in appreciation for what it has done.

There was no further public input.

A recess was called at 6:51 to move the meeting to Room 206-207 to accommodate the large number attending; the meeting was called back to order at 7:00 p.m.

6. **Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager. This agenda item shall be conducted with or without all Council members present provided a quorum of Council is present.**
On a motion by Parry, seconded by Smith, the Council voted unanimously to accept the resignation of the Town Manager, effective May 2, 2007, at 5:30 p.m., as outlined.

Mayor Gioia announced that a resignation letter had been received from the Town Manager, effective as of May 2, 2007 at 5:30 p.m., and he read the text of the letter into the record; the original copy of the letter is attached hereto and incorporated herein as Exhibit 1.

With no further discussion, Mayor Gioia thanked Bill Lee for his service to the Town, and action was taken to accept his resignation as stated.

There was no public input.

A recess was called at 7:05 to return to Council Chambers; the meeting was called back to order at 7:17 p.m.

Continuing to address Item 6, Mayor Gioia thanked Parry and Smith for their important roles in coming to the results that were just heard. Gioia then made a motion, with Hauser seconding, that Marshal Dave Smith be appointed as Acting Town Manager, and direct the Personnel Manager to advertise for the position immediately at a range starting at the present Manager's salary. Councilor Smith suggested that the motion include Council using the League of Cities and Towns to help in the coming selection process for a Town Manager, with Dave Smith serving in the interim. Town Attorney Woodford advised the Council that the discussion and the proposed motion should have been properly agendized and advertised; Gioia withdrew his motion and Hauser withdrew her second.

Woodford said that staff will carry out the paperwork that needs to be done for this item.

7. **Presentation by the Victory Ranch for Children regarding their activities. This item may include discussion by Council.**
The item was tabled; no representative from Victory Ranch was present.

8. **Discussion, consideration, and possible determination to either grant or deny an appeal to the Mayor and Council regarding the imposition of Impact Fees for Building Permit #2007101FP for a single family residence to be constructed on parcel 404-12-394 submitted by Destry Finch, agent for BG & GD LLC, owners.**
On a motion by Smith, seconded by Baker, to grant an appeal to the Mayor and Council regarding the imposition of Impact Fees for Building Permit #2007101FP for a single family residence to be constructed on Parcel 404-12-394 submitted by Destry Finch, **failed by a 2-4 vote,** with 'yes' votes by Smith and Baker, and 'no' votes by Kovacovich, Gioia, Hauser and Parrish; Parry abstained.

STAFF'S PRESENTATION
Community Development Director Buckel explained that this item involves a new process that was put in place at the time the impact fees established. Staff received directions that anyone wanting to appeal any impact fees that were applied to their building permit could appeal that to the Town Council. Buckel referred to the documents provided by the applicant and letter requesting reconsideration, together with Buckel's report on the staff procedures and decision that the impact fees would apply. Buckel reviewed the instructions given to the applicant at the time of the application for a building permit on February 16th, 2007, including notice that the impact fees would be charged at the time of the building permit issuance as well as the deadline for that issuance. A problem arose for the applicant in connection with obtaining the necessary septic permit from Yavapai County that in essence caused him to submit the complete paperwork required for issuance of the building permit well after the deadline. Buckel stressed that staff had worked diligently to try to accommodate and assist the applicant and complete the Town's part of the review in a timely manner.

Destry Finch, representative for the corporation, confirmed that he had been well aware of the documents required prior to issuance of building permits, but the complications that arose because Yavapai County had lost some of the paperwork and the applicant had to reapply for a new septic permit. By the time he obtained that, the deadline had passed and the new impact fees were applied. He believed that all of the necessary paperwork had been completed prior to the error on the part of the County, and imposition of the impact fees creates an extreme financial hardship for his development efforts out in Verde Lakes, an area he is trying to help begin to grow and develop, and the extra expense puts him over budget.

The Council discussed and confirmed with Mr. Finch his understanding of the procedures involved in applying for the building permit and the cooperation of the Building Department in trying to resolve the delay caused by Yavapai County. Buckel said that the fact remains that the deadline had been passed, that staff had nothing to do with the delay and that Yavapai County staff had worked very closely with staff as well, and therefore staff has recommended denial of the appeal. There was acknowledgement that the applicant's situation was unfortunate, but it appeared that staff and the County had done everything possible to resolve the problem; there was also concern expressed regarding the possibility of setting a precedent by granting an exception.

There was no public input.

9. **Discussion, consideration, and possible award of contract to Carter & Burgess for Project #07-035, Request for Proposal and Statement of Qualifications to conduct Professional Consultant Services for the Small Area Transportation Study.**

On a motion by Parry, seconded by Baker, the Council voted unanimously to award the contract to Carter & Burgess for Project #07-035, Request for Proposal and Statement of Qualifications to conduct Professional Consultant Services for the Small Area Transportation Study.

Ron Long, Public Works Director and Town Engineer, said that an existing IGA with ADOT was approved by Council in March to perform the subject study. Bids were solicited from multiple traffic engineering firms and three RFQ's have been received which were then reviewed by staff and ADOT. Staff and ADOT each selected Carter & Burgess independently, and Council is requested to award the contract as indicated, $124,295, of which $100,000 will be funded by ADOT. The Council briefly discussed with Long and confirmed what the study will cover; Long added it will be an excellent study for requesting funds in the future. Long also commented that with ADOT making a review of IGA's every five years, the subject agreement has the possibility of becoming a "living" document.

There was no public input.

10. Discussion, consideration, and possible award of contract to Carter & Burgess for Project #07-034, Request for Proposal and Statement of Qualifications to provide professional consultant services for the State Route 260 Access Management Plan, and discussion of possible alternatives.

Staff was directed to follow through with working with the Engineer from ADOT to bring this further along, as discussed, and to have proposals come before Council as soon as possible.

Ron Long said he previously had been asked to return to Council with a revised scope and a new cost proposal following a presentation to Council by the subject engineering firm. The new cost proposal was increased significantly, and Long said he is requesting that Council not approve the subject contract, but give him direction to work further with ADOT before making any engineering recommendation. Long met with Dallas Hammit of ADOT who confirmed that the proposed study would probably be of no effect. Long said he would be willing to take on the added responsibility, work with ADOT and property owners along 260 to try to determine access points, and work on a Master Plan for that corridor. The Council discussed with Long his commitment to work one-on-one with the ADOT engineer and to define backage roads and points of access that are agreeable with the State Transportation Board and ADOT. It was agreed that the first step would be the engineering study, after which it will be the task of the Town to sell it to the particular funding source to make it a reality. Long said that ADOT's proposal has not yet come before the State Transportation Board, and there is still time for Camp Verde to weigh in and make comments on the proposal. From his contacts, Long feels there is room for compromise and consensus.

PUBLIC INPUT

Tom Nielsen said he served on a committee three years ago regarding ADOT's proposal at that time to build a 5-lane highway similar to that going to Prescott; he cannot understand why that has now been changed.

There was no further public input.

11. Staff update and Council discussion pertaining to the recent April 11th ADOT meeting on Statewide Access Management Plan.

There was no action taken.

Matt Morris, Housing Director, said he has been working with Planning as part of a team, and had attended the subject meeting, and gave an update and Power Point presentation on what had been outlined, basically developing criteria for determining how access management should be handled on a Statewide basis. Morris said he had brought the information back to the Council for review and comment, and that the comments then would be forwarded to ADOT. Gioia

commented that Council would like to see the portion from I-17 to the Camp Verde northwest border changed to urban principle.

There was no public input.

12. Discussion, consideration, and possible approval of a collection agreement between the USDA, Forest Service, Coconino National Forest, and Camp Verde's Trails and Pathways Commission.

On a motion by Smith, seconded by Parrish, the Council voted unanimously to approve a collection agreement between the USDA, Forest Service, Coconino National Forest, and Camp Verde Trails and Pathways Commission.

Community Development Director Buckel explained that staff and the Trails Commission have been working with the Forest Service in connection with the funding that the Commission had budgeted for yearly expenses for trails and pathways.

Perry Haddon, Chairperson, Trails & Pathways Commission, reviewed the decision of the Commission to work with the Forest Service to use the funds that the Council has made available to the Commission and outlined the March 5th meeting with Bill Stafford of the Forest Service and their grant writer. Mr. Haddon pointed out that it is basically a five-year plan, a commitment from the Town and would facilitate cooperation for the next five years. Mr. Stafford confirmed that with the financial backing of the Town the Forest Service would be able to begin work on the connection to the General Crook Trail, approximately five miles, which Mr. Stafford described. The collection agreement would provide for initial costs including NEPA studies, and archaeological and biological surveys. The Council discussed the proposed general route and potential future plans with Mr. Stafford, the importance of the connection to the General Crook Trail, and the major step now being taken toward development of a trails system. A correction to the Agreement was made to provide that any refunds or redirection of funds to new projects would be authorized by the Council instead of the Commission.

There was no public input.

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

Shirley Brinkman commented on the need for some kind of a program for Camp Verde Youth, that a young man had been killed in her neighborhood and described how he had fallen into using meth in his early teens, with a younger brother headed down the same road. She said it is heartbreaking to see and there has to be an answer on how to reach the good that is there in our youth. *(Hauser explained that Harvey Grady is working with Youth Count and the program involves the after school activities, which is a start toward preventing later problems.)*

There was no further public input.

14. Advanced Approvals of Town Expenditures

1. There are no advanced approvals.

There were no advanced approvals.

15. Manager/Staff Report

There was no Manager/Staff report.

16. Council Informational Reports

Smith reported on the Yavapai-Apache Nation Chairman Fullmer's desire for the two Councils to meet in June when the new Town Council is seated.

Baker said that she had received calls expressing appreciation for the direction signs being placed in Town and a request that signs be included to direct visitors and residents to the Marshal's

Office. ***Gioia directed that the request be conveyed to the appropriate staff in Streets Department.***

Kovacovich commented on the improvements made to the pool, adding that staff has done a great job putting some shades out there.

Hauser announced that the high school baseball team goes to State on Saturday. In contrast to earlier public comments regarding being ashamed of Camp Verde, Hauser stated that she loves to tell people she is from Camp Verde and proud to live here; nothing anyone, or the Council, can do could change how she feels about Camp Verde.

Parrish reported that a sign in front of the building that indicates "No Parking" is covered up by a banner hanging in front of it.

Gioia thanked everyone for attending.

17. Adjournment

On a motion by Baker, seconded by Hauser, the meeting was adjourned at 9:02 p.m.

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Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2nd day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

_____

Debbie Barber, Town Clerk

5/2/07

To Camp Verde Town Mayor and Council,

I wish to resign my position of Town Manager of Camp Verde effective today, May 2, 2007 at 5:30pm.

In exchange for my resignation, council will agree to an eleven-month salary severance package at my current salary.

Letters of recommendation from those council members who wish to do so will be allowable and written on Town letter-head.

A mutual agreement will be drawn up, by the Town's attorney, that indicates that neither side will bring litigation against the Town, Town Personnel, Council members individually or myself or family.

It has been my pleasure to serve the Town of Camp Verde and to work with an outstanding staff whom I am extremely proud of.

Sincerely Bill Lee

Questions for Bill Sims regarding Town of Camp Verde's documented procedures for performance reviews of the Finance Director and Town Manager.

1. What are the documented procedures for conducting the Performance Reviews of the Finance Director and Town Manager?

2. What documented procedures are in place regarding the hiring of a Town Manager regarding business experience, education experience, scheduled performance reviews, etc.?

3. Is it proper to place the Performance Reviews of either the Finance Director and/or the Town Manager on the **Council Planning and Zoning meeting agendas** and not on the Regular or Special Session Meetings of the Town Council? It does not seem appropriate to address performance reviews at Planning and Zoning meetings. Most of the public does not expect this to be discussed at Planning and Zoning, but at Regular or Special Sessions of the Town of Camp Verde Town Council Meetings.

4. I see all the focus on the performance review of the Town Manager, what is the status on the performance review of the Finance Director?

5. Is it proper/legal for the Town of Camp Verde Town Council to keep changing "the rules of the game" from one meeting to the next? Is the Town Manager supposed to get a Performance Review or not? .

Examples of inconsistencies:

- **Minutes of September 27, 2006 Town of Camp Verde Planning & Zoning Meeting**. Here are a couple of excerpts from the minutes:
  - **Item 5.a. Discussion with the Town Manager concerning his performance review**: ".....On a motion by Smith, seconded by Baker, the Council voted 4-3 to continue the Agenda Item 5.a until proper Town procedure is followed; with 'no' votes by Gioia, Hauser and Parry.
  - Item 5.a. **Discussion with the Town Manager concerning his performance review**: ".....There was acknowledgment in the discussion the Finance Director and Town Manager are both due for a review, but a point of order was made that there is a set procedure that should be followed and that has not been done." (see attached file of the full minutes)

- **Minutes of Regular Session Town of Camp Verde Council Wednesday, October 18, 2006.** Here are a couple of excerpts from the minutes:
  - **Item 15 Update regarding legal advice regarding the possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager. This discussion will not include any evaluation of the Town Manager.**
  - Please note that this item was moved to Executive Session and the public is not privy to the discussion. However, it should also be noted that the performance evaluation was NOT to be included in the discussion.

- **Minutes Special Session Mayor and Common Council Town of Camp Verde, Wednesday, April 4, 2007"**
  - **Item 3 Discussion with the Town Manager concerning his performance review**. "On a motion by Parry, seconded by Smith, the Council voted unanimously to table this item to next week's 6:30pm regular Session when all Council members are present."

- **Item 4 Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager**
- This was the meeting that was attended by Howard Parish by phone.

- Agenda for Wednesday, May 2, 2007 Regular Session of Town of Camp Verde Town Council:
  - **Item 6 Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager. This agenda item shall be conducted with or without all Council members present provided a quorum of Council is present.**

The agenda items bounce back and forth – between "performance reviews" and "Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager – seems logical that there must be a performance review to provide grounds for dismissal or promotion". Also, at the **Special Session Mayor and Common Council Town of Camp Verde, Wednesday, April 4, 2007** Council voted unanimously to table the item when **all** Council members are present; now at the meeting tonight (May 2, 2007) they don't care if all Council members are present; just a quorum.

I don't know what kind of distress this is causing Mr. Lee, but it is certainly causing the public a great deal of distress and frustration. I will be at the meeting tonight (May 2, 2007) and hope that you can answer the questions I have posed to you in this document.

Thank you,

Nancy Floyd

MINUTES
WORK SESSION
MAYOR and COMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
Monday, April 30, 2007
4:00 p.m.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor Gioia called the meeting to order at 4:00 P.M.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, and Councilors Kovacovich, Parrish, and Parry were present. Councilor Smith arrived at 4:15 p.m. Councilor Baker was absent.

Also Present:
Finance Director Bullard, Community Development Director Buckel, Candidate Garrison, and Town Clerk Deborah Barber were present. Manage Lee arrived at 4:15 p.m.

3. **Pledge of Allegiance**
Councilor Parrish led the pledge.

4. **FY 2007/2008 General Fund Operating Budget**
Council discussed the following budget proposals: Community Development, Planning & Zoning, Building, Mayor & Council, Manager, Clerk, Finance, Personnel, and Non-departmental.

Councilor Parry asked that Council's salary be increased to $300 per month as opposed to the current $50 per month. Council members discussed this and seemed to be in agreement. Bullard explained that Council must agendize this and vote and that the increase would not come into effect until a new Council is seated following the 2009 elections.

Councilor Smith asked that the travel budget not be decreased and suggested that the Town pay for spouse attendance at the League Conference. Council members were in agreement with this as well.

Council also discussed the possibility of increasing the salaries to the $50,000 range to attract qualified applicants for the Chief Building Official and Senior Planner positions that are still open.

Council set the next Budget Meeting for May 3, 2007 at 4:00 p.m. Barber advised that this meeting would likely be held at the Marshal's Office and encouraged Council members to check their agendas for the final meeting location.

5. **Adjournment**
Mayor Gioia adjourned the meeting at 6:14 p.m.

_____
Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona held on the 30th day of April 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this_____day of_____2007

_____

Deborah Barber, Town Clerk

MINUTES
COUNCIL HEARS PLANNING & ZONING
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 25, 2007
6:30 P.M.

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

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims (*by telephone conference*), Finance Director Dane Bullard, Community Development Director Nancy Buckel, Councilor-elect Greg Elmer, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Parry.

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) There are no minutes for approval.
b) Set Next Meeting, Date and Time:
1) Regular Session – May 2, 2007 at 6:30 p.m.
2) Regular Session – May 16, 2007 at 6:30 p.m.
3) Council Hears Planning & Zoning – May 23, 2007 at 6:30 p.m.

On a motion by Gioia, seconded by Hauser, the Consent Agenda was unanimously approved as presented, with the addition of a Budget Work Session scheduled for April 30, 2007 at 4:00 p.m.

Finance Director Bullard said that a Budget Work Session could be added for Monday, April 30th at 4:00 p.m.; the members agreed with that schedule.

5. **Call to the Public for Items not on the Agenda.**
Norma Garrison said she felt compelled to make a statement that, contrary to a published assertion that she had dropped out of the race for Council, she is definitely still in the running.

There was no further public input.

6. **Public Hearing and discussion, consideration, and possible approval of Resolution 2007-723, a Resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2007-01 for the purpose of developing Circle C Ranch Subdivision on parcels 403-21-007F, 403-21-007K, and 403-21-007L consisting of approximately 12 acres and 6 lots with the minimum lot size being 70,000 sq. ft. The site location is off Arena del Loma at the end of Apache Trail.**
On a motion by Baker, seconded by Gioia, the Council unanimously approved Resolution 2007-723, a Resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2007-01 for the purpose of developing Circle C Ranch Subdivision on parcels 403-21-007F, 403-21-007K, and 403-21-007L consisting of approximately 12 acres and 6 lots with the minimum lot size being 70,000 sq. ft.

On a motion by Gioia, seconded by Smith, the Council voted unanimously to amend the original motion to include the exception that there will be no chain link fencing.

STAFF PRESENTATION
Community Development Director first clarified that the location of the proposed development is not off of Arena del Loma; it is at the end of Apache Trail, and was correctly advertised. Buckel reviewed the deed restrictions calling for site-built homes only, the CC&Rs, maintenance of the private road, the plan for well and septic on each lot to be approved by the County Department of Environmental Services, service availability from APS and Cable. The developer is proposing a Letter of Credit from an Arizona banking institution, to be submitted to staff if the developer chooses to complete improvements and infrastructure before recordation of the plat. Water adequacy approval has not yet been received. No responses have been received from adjacent property owners; Buckel also reviewed the project meeting held on February 21st and comments from the two attending agencies. The P&Z Commission has recommended approval.

PUBLIC HEARING OPEN
Applicant's Statement
Jack Gilcrest, agent for the developer, said that Buckel had covered the project well, and had no further comments.

COMMENT FROM OTHER PERSONS
There were no comments from other persons.

APPLICANT'S REBUTTAL
No rebuttal was necessary.

PUBLIC HEARING CLOSED
Council Discussion
Smith commented on a concern expressed to him by neighbors regarding the need for adequate fencing for the project in connection with keeping animals on the property, and suggested chain link. Mr. Gilcrest said that final plans for fencing have not yet been made; the intent is to meet with the neighbors and staff to discuss and fully understand those concerns. The Council briefly discussed the issue of the fencing and animals, the septic and well systems, and how the homes will be built out and sold. The developer was commended for adhering to the existing zoning.

7. **Public Hearing, discussion, consideration, and possible approval of Ordinance 2007-A340, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to Article V (Assurances) of the Subdivision Regulations (87-A23), removing the County requirement of the Governing Agency to approve acceptance of the roadway improvements into the Street Maintenance System and adding the requirement for the developer to provide a one-year warranty on roadway improvements.**
There was no action taken.

Staff was directed to do further research on the Cottonwood requirements for acceptance of road improvements, as well as several other communities; how to handle the differences between developer/builder; developer, lot sales and private streets; homeowner associations maintenance and enforcing performance; from the standpoint of where the public funds are the most secure; and report back to Council.

STAFF PRESENTATION
Buckel explained that the proposed Ordinance was drafted in coordination with the Town Attorneys who had advised that some of the Town regulations contained ARS County requirements that were somewhat different from requirements placed on municipalities. Buckel reviewed the proposed language revision regarding the start of the warranty period of time for the developer; the time frame had been suggested by the Town Engineer. In essence, the amendment removes the County language and inserts the warranty provision.

PUBLIC INPUT
There was no public input.

Council Discussion
The Council discussed the issues of road improvements and acceptance into the Town street maintenance system and the warranty provided the developer, together with questions regarding acceptance provisions adopted by other communities, including requiring maintenance by Homeowners Associations. Sims said that a first option suggested concerning maintenance by HOAs was a good one in that the obligation for maintenance would be shifted to the community that has a vested interest; however, consistency would be of concern. If the proposed ordinance is passed, the protection for the Town would be through staff review of improvements both during the preliminary and final plats by Council to ensure compliance. As a second option Sims recommended deleting the County statutes and using staff to determine if the road meets conditions determined by the Town Engineer and Town standards; the Town has the right under the proposed language not to approve a final plat until then. The warranty period would start from that point. The discussion pointed out that the concern of the Council is to protect the public funds. Sims confirmed that he had based his recommendation on talks with several other communities. Sims also commented that two separate issues were being discussed; one, the posting of security, and the other whether or not the Town takes the dedication of the streets and under what conditions. Sims also advised that, if Council did not take action on the agenda item tonight, staff should continue the status quo as in the previous plat and not to use the statute that does not apply, as he recommended as a second option during the discussion.

8. **Discussion, consideration, and possible determination of the direction Council wishes to proceed and/or action that Council wishes to take regarding recent employee complaints.**
On a motion by Gioia, seconded by Parry, the Council voted unanimously to hire Professor Decker of L. L. Becker & Associates as a facilitator, and to have staff schedule the dates of May 4-5 to work with the facilitator, as discussed.

On a motion by Gioia, seconded by Baker, the Council voted unanimously to amend the original motion to approve an amount of not to exceed $4,000.

Smith said he felt it would be a good idea to consider hiring a facilitator who could come in and work out some differences between the Council and staff that have become an apparent problem. Bill Lee confirmed that he had researched his recent suggestion to use a facilitator who could perhaps help everyone to work together better. Lee reviewed the qualifications of two facilitators, and recommended Professor Decker of L. L. Decker & Associates who has quoted a fee of $3500 plus travel and lodging costs. Lee described the procedure to be followed in contacting Council and staff members; the dates of May 4 and 5, Friday evening and Saturday morning, were agreed upon for working on the process.

Sims cautioned that the agenda item does not involve a specific complaint, which should properly be addressed through the Town personnel manual process, within the confines of the Town and not publicly; as for the broader question, a third party stepping in might be a good move, relating to an atmosphere and trying to resolve a way to work together. The discussion continued on how a facilitator could help everyone learn to cooperate as a Council and with staff and that it would be very useful at this point. It was suggested that the Councilor-elect and two other individuals who possibly could be on Council following the run-off election be invited to work with the facilitator as well. Lee said that the meeting with Council would be open to the public.

There were comments from the Council following the public input to attempt to address some of the concerns expressed, and possibly some misunderstanding, and a reminder from Sims that the intent of the agenda item was to be more broadly defined, without discussion regarding a specific personnel complaint.

PUBLIC INPUT
(Comments from the following individuals are summarized.)

John Wischmeyer said the facilitation idea was very good, but objected that the wording of the agenda item is very vague, does not tell the public what is being discussed, and dances around an issue that was alluded to as a complaint against an elected official; no Council action should be taken because it is not a valid agenda item.

Tom Nielsen commented on what he referred as the bickering going on for the last two weeks; he urged the Council to work on making the Town a good one, he started the town and is sick and tired of the bickering.

Vera Peters, in response to an earlier comment by Smith, said that the applause was for the words from Parry who said, "Let's work together for the good of the Town." As for the complaint that was made public, Ms. Peters said that in the business world if you do not like the working conditions, you leave and go some place else. (*Smith said he felt that applauding is unprofessional and rude.)*

Nancy Floyd said she disagreed with the last speaker; the employees should not have the Mayor and Council telling them what to do; she commended the Council for getting a facilitator.

Paul Clawson said that everyone probably knows that the issue is about a single item that has come up recently; out of respect to those people who filed the complaint it should have remained a private issue between those people and the Council member the complaint is associated with. He added that in the current political climate, the only thing a facilitator will do is pad his own pockets.

Linda German wants to bring civility back to Town government and to work toward a new library; airing personnel matters in public continues to put the business of Camp Verde government on hold. It also destroys the public trust in the elected officials.

Robert Johnson said the Town is in a better position than it ever has been; he is happy about the way things are going, impact fees, water, sewer; this is not the time to be fighting.

Cheri Wischmeyer asked that as the Council moves forward with any investigations, to consider the confidentiality of the people involved; also, consider the difficult position that the Council is putting the Personnel Director in, since he will be asked to investigate something that may involve his bosses.

There was no further public input.

8a. DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CAMP VERDE SANITARY DISTRICT.
On a motion by Parry, seconded by Baker, the Council unanimously approved the Intergovernmental Agreement with the Camp Verde Sanitary District dated April 25, 2007, received at 5:59 p.m., with the final revisions as reviewed by Town Attorney Sims.

The Council agreed that discussion of the proposed Intergovernmental Agreement would take place in open session, and Attorney Sims then reviewed the final revisions that had been made and were incorporated in the proposed document received just prior to the meeting. Pointing out that the agreement has been negotiated with the Sanitary District, with many of the Town's objectives accomplished. Summaries of the revisions covered by Sims included:

The Town agrees that the election not occur until 2008;

The pledge will be for a term of 25 years instead of 20 years, to include a pledge of State Shared Revenues similar to the GADA loan;

The District is required to give a 90-day notice of intent to abandon which gives the Town the time to negotiate the assignment of contracts to prevent abandonment and gives the Town some degree of protection to be able to step in as a third party beneficiary and perform the District's contracts;

District will provide effluent at no charge to irrigate Town parks; the Town will have no right to sell the effluent, with all rights to sell remaining with the District;

Lease of 15 acres of District property at a rental rate of $100 per year;

Town employees will be trained to operate the facility and will be loaned to and paid by the District; the Town thereby retains control to make sure District is run efficiently.

Following the review by Sims, the Council further clarified some of the issues of concern, including the Town's financial commitment with input from Finance Director Dane Bullard, and input from Rob Witt on behalf of the Sanitary District. As for the provision that the "Town agrees to develop" the 15 acres to be leased "as reasonably acceptable to the District," Witt explained that the District cannot permit use of the property that would conflict with the operations of the District from an environmental standpoint, which is the reason for that provision. Witt confirmed that the Sanitary District acknowledges, and is in agreement with, the intent of the Town to establish and operate the Town Street Department Yard and the Animal Control facilities on that leased property. Witt also stated that with all the approvals obtained and documents and funding finalized by June 15th, as anticipated, construction must begin on July 15th, 2007 and be completed by July 15th, 2008. Sims also explained the need to authorize Town Manager approval of the drawdowns, based on the time requirement for prompt payment of invoices. John Crane outlined the history of and reasons for the original financing commitments by the Sanitary District, which were all agreed to by the citizens through elections. Sims gave a summary of his review of the final policy changes in the IGA as previously outlined.

PUBLIC INPUT
(Comments from the following individuals are summarized.)
John Crane said that what is happening should have happened a long time ago; the Town really needs it and it has to be done.

Norma Garrison said she is having a problem understanding dealing with money in the millions, and asked if someone would just come up with one figure on how many millions are involved, what is the total of all the indebtedness the Town is taking on. *(Rob Witt estimated an approximate total of $39 million over the 25 years.)*

There was no further public input.

(Councilor Smith was excused because of illness and left the meeting at 9:30 p.m.)

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

10. **Advanced Approvals of Town Expenditures**
a) There are no advanced approvals.
There were no advanced approvals of Town expenditures.

11. **Manager/Staff Report**
There was no Manager/Staff report.

12. **Council Informational Reports**
Hauser reported on the MatForce meeting today with over 200 kids attending; Hauser also gave updates on the WAC, Verde Watershed and Verde Greenway meetings. Hauser said that the

Baseball team came in second in the Region; they won their game yesterday and they play on Saturday.

Gioia said he attended part of the Verde Valley Seniors in Action Coalition; some of the subjects covered caregivers for elders and those with memory loss or Alzheimer's, and available resources for help and information for caregivers. The County and NACOG, Agency on Aging, can assist those with concerns for the aged.

13. **Adjournment**
On a motion by Gioia, seconded by Baker, the meeting was adjourned at 9:35 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 25th day of April 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

_____
Debbie Barber, Town Clerk

A Proclamation

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, millions who have answered the call to arms have died on the field of battle; and

WHEREAS, a nation at peace must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the Red Poppy has been designated as a symbol of sacrifice of lives in all wars; and

WHEREAS, the American Legion Auxiliary has pledged to remind American annually of this debt through the distribution of the memorial flower;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby proclaim May 25 and 26, 2007 as *Memorial Poppy Days*, and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on these days.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of Camp Verde on this 16th day of May 2007.

_____

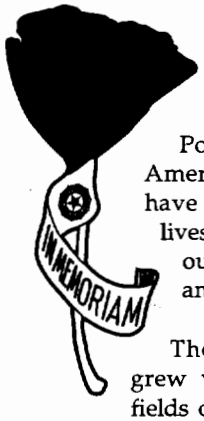
Tony Gioia, Mayor

Attest:

Deborah Barber

Deborah Barber, Town Clerk

THANK YOU FOR CARING



For over 70 years, the American Legion Auxiliary has sponsored Poppy Day to remind America that millions have sacrificed their lives and health to keep our nation strong and free.

The poppy which grew wild on the battlefields of Flanders became, in the minds of the doughboys of World War I, a symbol of the sacrifice which they had endured. It had flourished among the shelled buildings and bomb-scarred landscape. Its brilliant red bloom, so much like the blood which had been shed there, became a sign of hope and renewal for those who lived and walked away. For those who would never leave, those who had sacrificed their lives, it was a perpetual memorial to their bravery.

American veterans brought home that image and planted it with the Auxiliary where it has bloomed every year for the benefit of those who served America. The Memorial Poppy contributions are devoted entirely to rehabilitation and assistance for veterans and their families.

On behalf of America's veterans, thank you for caring.

The American Legion Auxiliary invites you to join us in our conscientious efforts for the community. If you are eligible to join, won't you please contact a Unit near your home? You'll find The American Legion Post listed in your telephone directory. Your membership is important to us and to the millions of veterans who need our help.

ELIGIBILITY FOR MEMBERSHIP

1. The mother, wife, sister, daughter, granddaughter or great-granddaughter of a member of The American Legion.
2. The mother, wife, sister, daughter, granddaughter or great-granddaughter of a man or woman who was killed or died while serving WWI, WW II, Korean War, Vietnam War, Grenada, Lebanon, Panama, or the Persian Gulf War.
3. The mother, wife, sister, daughter, granddaughter or great-granddaughter of a veteran of one of the wars who has died since honorable discharge from war service.
4. Yourself, a woman veteran of WWI, WW II, Korean War, Vietnam War, Grenada, Lebanon, Panama, or the Persian Gulf War during the eligibility period.

ELIGIBILITY DATES

World War I:	April 6, 1917 to November 11, 1918
World War II:	December 7, 1941 to December 31, 1946
Korean War:	June 25, 1950 to January 31, 1955
Vietnam War:	February 28, 1961 to May 7, 1975
Grenada/Lebanon:	August 24, 1982 to July 31, 1984
Panama:	December 20, 1989 to January 31, 1990
Persian Gulf War:	August 2, 1990 to Cessation of Hostilities

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date:May 16, 2007**
Consent:☒ **Executive Session/Confidential:**☐ Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact):Consideration of Resolution 2007-725, authorizing exemptions for certain motor vehicles used by the Marshal's Office.

PURPOSE AND BACKGROUND INFORMATION: ARS 38-538.03 allows for exemptions in reference to motor vehicle license plates 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

LIST ALL ATTACHMENTS: **Resolution 2007-725**

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

☐ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☒ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ 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:_____

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

RESOLUTION 2007-725

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 16th day of May 2007.

_____ Date: _____

Tony Gioia, Mayor

Attest:

Approved as to form:

_____

Deborah Barber, Town Clerk

_____

Town Attorney

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date:**May 16, 2007
Consent:☒ **Executive Session/Confidential:**☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion, consideration, and possible approval to amend the (3) three year Agreement for Joint Use of Athletics Facilities and Recreational Easement with Chester-Campbell LLC for Sunnyside Park to a (1) one year agreement

PURPOSE AND BACKGROUND INFORMATION: On April 18, 2007 Council approved a (3) three-year agreement with Chester-Campbell LLC for joint use of Sunnyside Park. Betty Chester contacted Parks & Recreation and stated that she had requested a (1) one year agreement and would like to see the change made.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS:

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

☒ Acceptance/Approval	☒ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount N/A $
Comments:

Fund: Line Item/:

Submitting Department: Parks & Recreation **Contact Person:** Lynda Moore

Town Manager/Designee:_____

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

AGREEMENT
FOR
JOINT USE OF ATHLETIC FACILITIES
AND
RECREATIONAL EASEMENT

This Agreement ("Agreement"), made this ____day of_____, 2007, by and between the TOWN OF CAMP VERDE, a municipal corporation of the State of Arizona hereinafter called the TOWN, Chester-Campbell LLC, herein referred to as owners.

WHEREAS, it is in the best interests of the public that a private landowner may grant occasional recreational and educational use of his property, and to encourage such use the law provides for increased proof of negligent conduct for tort liability under *ARS 33-1551*; and

WHEREAS, the TOWN and the PROPERTY OWNERS agree to a joint use of a portion of the property of the SCHOOL, as indicated on Exhibit A; and

WHEREAS, the construction and joint use of the Facility increases the recreational capabilities available to students and the community as a whole.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter contained, it is agreed by and between the TOWN and the OWNERS as follows:

1. PURPOSE: This Agreement provides for the joint use of the Facility for the purpose of providing joint athletic facilities in the form of softball fields, soccer fields and baseball fields.

2. TERM: This Agreement shall be for a period of one (1) year, renewable by mutual consent for successive one (1) year periods.

3. FACILITY: The TOWN will construct or improve the property adding additional Ramada's, picnic tables, extending the parking lot, adding infield material to the softball fields and adding larger backstops.

   A. Either party may use the Facility during periods of non-use by the other party upon the written consent of the party entitled to the use.

4. CONSTRUCTION: The OWNERS agrees to pay for the irrigation water for the facility. The TOWN, contingent upon annual funding appropriated by Town Council, agrees to be responsible for the continuing maintenance of the Facility to a standard equivalent to other similar TOWN maintained athletic facilities, such as Butler Park. Contingent upon annual funding appropriated by the Town Council, the TOWN will prepare the play areas and furnish and supply all expendable materials for the preparation of the play areas. In the event that the Town Council does not appropriate sufficient funding for all purposes specified in this Agreement, the owners may cancel this Agreement upon thirty (30) days written notice to the TOWN. In the event of a termination of Agreement, the TOWN reserves the right to remove all portable facilities, such as bleachers, benches and picnic tables.

5. USE: The parties hereto agree that said Facility, shall be used exclusively for the benefit of the SCHOOL during all week days of the SCHOOL calendar year between the hours of 7:00 a.m. and 3:30 p.m. The OWNERS agree that the TOWN shall have unrestricted use of the Facility, for all other periods not reserved for the exclusive use of the SCHOOL under this paragraph. The parties agree that either party may use the Facility during the time of possession of the other party upon the written approval of the party entitled to possession and use.

6. INSURANCE: It is mutually agreed between the parties hereto that each has secured and shall continue in force public liability insurance as shall be deemed necessary for its own protection. Each party shall indemnify and hold harmless the other party from acts of negligence of its agents and employees. Each party shall be required to obtain and maintain insurance in the sum of not less than One Million Dollars covering its activities. This insurance may be comprised of self-insurance retention (SIR) and insurance in an aggregate sum of not less than One Million Dollars, provided that the SIR for either party's insurance policy shall not exceed Twenty-Five Thousand Dollars. The parties shall annually provide to each other a certificate of insurance that the insurance and/or SIR in the stipulated sum is in effect. The in insurance of the TOWN shall name the owners, together with Chester-Newton Charter and Montessori School as additional insured, which insurance shall be primary to any other available insurance for claims arising under this Agreement.

7. FUTURE AMENITIES/DEVELOPMENT: Future development of the Facility, such as lights, restrooms, storage and concession facilities, or additional fields or courts for other sports, must have approval of both parties, with all construction costs agreeable to both the TOWN and the OWNERS. The parties will either amend this Agreement accordingly or enter into a separate agreement regarding such future development. All development will have approval of property owners.

8. SEVERABILITY: If any terms, parts, or provisions of this Agreement are for any reason invalid or unenforceable, the remaining terms, parts, or provisions are nevertheless valid and enforceable.

9. NO PARTNERSHIP: Nothing in this Agreement constitutes a partnership or joint venture between the parties, and neither party is the principal or agent of the other.

10. SUCCESSORS AND ASSIGNS: This Agreement is not assignable unless both parties mutually consent otherwise in writing. The requirements of this Agreement are binding upon their heirs, executors, administrators, and assigns of both parties.

11. ARBITRATION: If the parties mutually agree, claims, disputes or other matters in question, may be submitted for arbitration and decided according to the Arizona Uniform Rules of Procedure for Arbitration. Demand for arbitration must be files in writing with the other party to this Agreement.

12. ATTORNEYS FEES AND COSTS: If either party brings an action or proceeding for failure to observe any of the terms or provisions of this Agreement, the prevailing party may recover, as part of the action or proceeding,

all litigation, arbitration and collection expenses, including, but not limited to, witness fees, court costs, and reasonable attorney fees.

13. VENUE: The parties must institute and maintain any legal actions or other judicial proceedings arising from the Agreement in a court of competent jurisdiction in Yavapai County, Arizona.

14. SALE OF PROPERTY: In the event the owners decide to sell any or all of the below parcel numbers - parcel #'s 404-02-006B the site of the historic Sunnyside building,: 404-02-007A the site of Chester Newton School; 404-02-005 the vacant lot; 404-02-097 the Town of Camp Verde will be duly notified at least fifteen (15) calendar days prior to either listing of the property for sale or, if the property is not to be listed, prior to executing a binding contract for the sale of the property.

16. COMPLIANCE WITH LAW: The parties must comply with all federal, state, and local laws and ordinances applicable to performance under this contract, including the Americans with Disabilities Act (ADA). The TOWN will install all improvements on the property shown on Exhibit A in compliance with the ADA and will hold the owners harmless from all claims under the ADA.

TOWN OF CAMP VERDE,
a municipal corporation

By_____
Town Manager

_____
Betty Chester Ed D

ATTEST:

_____
Debbie Barber, Town Clerk

_____
D.G. Campbell Ph.D.
Approved by Property Owners

APPROVED AS TO FORM:

_____
Town Attorney

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date:**May 16, 2007
Consent:☒ **Executive Session/Confidential:**☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact):Council acceptance of Fiscal Year 2005-2006 Annual Audit.

PURPOSE AND BACKGROUND INFORMATION: State Law (A.R.S. 9-481) requires an annual audit of municipal operations. The audit contains financial statements documenting the Town's fiscal operations during 2005/2006.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: None

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

☒ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount N/A $
Comments:Copies of the audit have been distributed to Council. Copies will be available for public review at the front desk in the Administration Office.

Fund: Line Item/:

Submitting Department:Finance **Contact Person:Dane Bullard**

Town Manager/Designee:_____

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

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date:**May 16, 2007
Consent:☒ **Executive Session/Confidential:**☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact):Discussion, consideration and possible approval of revised Cooperative Purchase Agreement for Mohave Educational Services Cooperative.

PURPOSE AND BACKGROUND INFORMATION: The revised Cooperative Purchase Agreement (CPA) enables the Town to purchase materials, services and construction under Mohave contracts. This CPA is required in order for Mohave to implement its announced change for processing member orders and payments. The new CPA enables members to make orders and payments directly to Mohave vendors rather than using Mohave as an intermediary.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: **Letter Dated April 11, 2007**

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

☐ Acceptance/Approval	☒ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount N/A $
Comments:N/A

Fund: Line Item/:

Submitting Department:Finance **Contact Person:Dane Bullard**

Town Manager/Designee:_____

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

MOHAVE
EDUCATIONAL SERVICES COOPERATIVE

April 11, 2007

Dane Bullard
City of Camp Verde
395 S Main St
Camp Verde, AZ 86322

Re: Revised Cooperative Purchase Agreement for Mohave Educational Services Cooperative

Dear Member:

Enclosed is a revised Cooperative Purchase Agreement (CPA) for Mohave Educational Services Cooperative, Inc. (Mohave). The completed CPA is the document that enables your agency to purchase materials, services and construction under Mohave contracts. We are requesting that your agency complete the revised CPA and return it to Mohave as quickly as possible.

The revised CPA is required in order for Mohave to implement its announced change for processing member orders and payments. The new CPA enables members to make orders and payments directly to Mohave vendors, rather than using Mohave as an intermediary. This long-requested change is planned for implementation on January 1, 2008.

We have begun the process of obtaining new CPAs early, in order to provide members with time for governing body approval. However, the new CPA is designed for use under both the existing and revised order and payment processes. Therefore, there is no benefit to delaying approval. Additionally, prompt approval will help ensure that your Mohave orders are not delayed when the new process begins on January 1, 2008.

I am available to answer any questions regarding the revised CPA. You may contact me by email, tom@mesc.org, by phone, 928-718-3205, or by fax, 928-718-3238.

We appreciate your prompt attention to this matter.

Sincerely,

Tom Peeler
Executive Director

Enclosure: Revised Mohave CPA

625 E. Beale Street * Kingman, AZ 86401 * (928) 753-6945 * (928) 718-3232 Fax

MOHAVE EDUCATIONAL SERVICES COOPERATIVE, INC.

COOPERATIVE PURCHASE AGREEMENT

625 East Beale Street • Kingman, AZ 86401-5920
(928) 753-6945 Phone • (928) 718-3232 Fax
www.mesc.org

This Agreement entered into the _____ day of _____ 20_____, by and between Mohave Educational Services Cooperative, Inc., an Arizona nonprofit corporation and public procurement unit established pursuant to provisions of A.R.S. § 11-952, A.R.S. § 11-952.01, and A.R.S. § 41-2632, hereinafter called "MESC," and _____, a local or public procurement unit, or a governmental public entity that is a political subdivision for purposes of federal income tax, or a nonprofit educational or public health institution that is a political subdivision for purposes of federal income tax or meets the requirements of § 115 of the Internal Revenue Code, hereinafter called the "Member," to permit the Member to purchase materials, services and construction from vendors at the prices and terms contained in contracts between MESC and those vendors. The governing body of any Member may enter into an Agreement with MESC for the purpose of utilization of term contracts by such Member (Arizona State Procurement Code, A.R.S. § 41-2631 *et seq*; A.R.S. § 15-213; Arizona State Board of Education School District Procurement Rules, R7-2-1001 *et seq.*).

In consideration of the mutual promises contained in this Agreement, and the mutual benefits to result there from, the parties agree as follows:

1. MESC shall:
   a. Provide the Member with information on contracts, products and services via MESC's website and/or other means as MESC determines appropriate.
   b. Use specifications, terms and conditions for products, materials, services, and construction determined appropriate by MESC.
   c. Conduct the procurement in compliance with the Arizona State Procurement Code and the Arizona State Board of Education School District Procurement Rules (A.R.S. Title 41, Chapter 23 and A.A.C. R7-2-1001 et seq). MESC will seek contracts for a variety of materials, services, equipment, and/or construction to enable Members to be/remain in compliance with local, State, or Federal laws or rules, and that promote the overall efficiency, effectiveness and economy of public procurement.
   d. Indicate that all Members will be eligible participants in any solicitation intended for general use by MESC's Members. In addition, MESC may invite Members to participate in specific solicitations. Members indicating an interest in participating in such specific solicitations will be eligible to participate in the resulting contracts.
   e. Hold the Member harmless from any liability which may arise from MESC's action or inaction relating to this Agreement.
2. The Member shall:
   a. Insure that purchase orders issued against MESC contracts are processed in accordance with the processes and procedures established by MESC, and the terms and prices established in said contracts.
   b. Pay for materials, services or construction in accordance with the terms of the applicable MESC contract. Payment for, and inspection and acceptance of materials, services or construction ordered by the Member shall be the exclusive obligation of the ordering Member.
   c. Not use an MESC contract as a method for obtaining additional concessions or reduced prices for similar material or services.
   d. Be responsible for ordering of materials, services or construction under this Agreement. MESC shall not be liable in any fashion for any violation by the Member of this Agreement, and the Member shall hold MESC harmless from any liability, which may arise from action or inaction of the member relating to the Agreement or its subject matter.

Welcome to Mohave

We need some information for your member record. We look forward to serving your purchasing needs.

Name of Organization _____

Correspondence Address

_____

Street City State & Zip

Billing Address

_____

Street City State & Zip

County _____

Type of Organization:

Public School	_____	College/University	_____
City Government	_____	County Government	_____
Federal Government	_____	Tribal Government	_____
BIA School	_____	Other Political Subdivision	_____
Nonprofit Education or Public Health Institution	_____		

(A nonprofit education or public health institution must be a political subdivision for purposes of federal income tax or meet the requirements of § 115 of the Internal Revenue Code. *Attach supporting documentation.*)

Contacts

Purchasing:

_____ Name _____ Phone #

_____ Fax # _____ Email Address

Accounts Payable:

_____ Name _____ Phone #

_____ Fax # _____ Email Address

Superintendent/ Director:

_____ Name _____ Phone #

_____ Fax # _____ Email Address

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Dr John W Watson

PHYSICAL ADDRESS: 2220 Reservation Loop Road

MAILING ADDRESS: PO Box 452

PHONE (HOME) : (WORK) 567-0415 :e-mail drjwatson@qwest.net

WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)

- ☐ DESIGN REVIEW
- ☐ BOARD OF ADJUSTMENTS
- ☐ BOARD OF APPEALS
- ☐ TRAILS & PATHWAYS COMMISSION
- ☐ HOUSING COMMITTEE
- ☐ EQUESTRIAN FACILITY COMMITTEE
- ☒ LIBRARY ADVISORY COMMISSION
- ☐ PARKS AND RECREATION COMMISSION
- ☐ PLANNING AND ZONING COMMISSION
- ☐ TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? To give back to our community.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. 7 YEARS Served on the Chamber Board, involved in Friends of Camp Verde, formerly a member of Kiwanis

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?
Teaching
Administration/Leadership
SERVED on Library Resource Review for Atwater Elementary School, Served on the AESD District Advisory Committee

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? 1) Planning 2) Research 3) advising 4) Fundraising

5. (*Answer only if you are applying for Planning & Zoning Commission*) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future?

SIGNATURE: John Wat DATE: May 7, 2007

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL

STAFF CONTACTING INDIVIDUAL

DATE APPEARED BEFORE COUNCIL

DATE APPOINTED

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

Rev 2-05
vj

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Tom L. Neilson

PHYSICAL ADDRESS: 521

MAILING ADDRESS: Box 323

PHONE (HOME): 567-3193 (WORK) :e-mail

WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)

- ☐ DESIGN REVIEW
- ☐ BOARD OF ADJUSTMENTS
- ☐ BOARD OF APPEALS
- ☐ TRAILS & PATHWAYS COMMISSION
- ☐ HOUSING COMMITTEE
- ☐ EQUESTRIAN FACILITY COMMITTEE
- ☒ LIBRARY ADVISORY COMMISSION
- ☐ PARKS AND RECREATION COMMISSION
- ☐ PLANNING AND ZONING COMMISSION
- ☐ TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I Would Like To Help Make Desisions For The Library And Ad My Knowledge In Desisions When Time Comes I Have Lived & Started The Library When We Incorporated 1986

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. I Was The First Council Member Chosen (Interum) 1986 I Moved Here 1982. Started Camp Verde Car Wash For 5 yr Then I Retired I Always Liked To Help With The Library It is The Center Of Attraction In Camp Verde

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

I Have Built Severol Structures
I Enjoye'd Building The Town Gazzebo
I Love Reading Good Books

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? AT THIS TIME THERE WILL BE A LOT OF STRUCTURE BUILDING + BLUE PRINTS AND I'M ASSOSIATED WITH BUILDING I WOULD LIKE TO BE A MEMBER OF THE LIBRARY BOARD.

5. (*Answer only if you are applying for Planning & Zoning Commission*) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future?

SIGNATURE: Jon L. Neilson DATE: 4/26/07

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL

STAFF CONTACTING INDIVIDUAL

DATE APPEARED BEFORE COUNCIL

DATE APPOINTED

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

Rev 2-05
vj

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: 5-16-07**
Consent: ☐ **Executive Session/Confidential:** ☐ Type(s) of Presentation: Verbal Only

AGENDA TITLE: An appeal to the Mayor and Town Council concerning the Town's Building Department charging impact fees for Building Permit #2007140SC for a single family residence to be constructed on parcel 404-04-040 submitted by Franklin and Karen Bueler, owners.

PURPOSE AND BACKGROUND INFORMATION: An application for a building permit was submitted to the Building Department on March 19, 2007 for a single family residence on parcel 404-04-040. According to Section 7-10-5 of the Town Code, impact fees will be charged to all new residential development in the Town of Camp Verde at the time of building permit issuance. The permit was issued on April 10, 2007 as noted on the copy of the receipt, after the Building Department received verification of the issuance of a Septic Permit #P52007001324 on April 10, 2007 as noted on copy of the site plan approved by Yavapai County Environmental Services Unit. Because this permit application was submitted before the 22nd, staff worked diligently to complete our review before the deadline of 21st. This particular application did not receive approval from Yavapai County Environmental Services before the deadline of the 21st as noted on the approved site plan for the septic system. It received its approval on April 10, 2007.

Part of the appeal is based on what the applicant claims is stalling tactics of the building department's representatives. I would offer that approval of the septic system comes from Yavapai County Environmental Services, not the Town of Camp Verde. Even if the information given to the applicant was not accurate, Yavapai County representatives should have clarified what was needed to be done for a permit and I believe they did. Our staff only offers information on what has been required in the past by Yavapai County Environmental Services as a way of helping the applicant understand the process and possible time line involved in obtaining a permit to construct from the County. Only after this permit is issued, could we issue their building permit.

Staff is recommending to Council denial of this appeal based on the issuance date of the septic permit being well past the date of initiation of impact fees of March 22, 2007. Only after receiving a septic permit number or approval of an existing system from Yavapai County Environmental Services is the building permit application request considered complete and therefore, ready for issuance.

STAFF RECOMMENDATION(S): Disapprove

LIST ALL ATTACHMENTS: Staff Report, copy of the Resolution 2007-720, copies of the issued permit, computation worksheet, receipt and check from applicant for the building permit; septic permit with approved and dated site plan from Yavapai County, and the applicant's appeal .

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

☐ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☒ Other:	☐ Presentation/Report Only

Submitting Department: P&Z **Contact Person: Nancy Buckel**

Town Manager/Designee:_____

Copied Council and Staff
NB
BC
04-05-07 RCVD

This is our appeal for the impact fees that were paid to the Town of Camp Verde, by Franklin and Karen Bueler 82 E Walker Rd.

3/19 Turned in 2 copies of plans, plot plan and other documents.

3/20 Went back next day to make sure all was done and complied with. A receptionist at the front desk said you might want to check with the county and obtain a repair septic permit that would be about $100. With this permit I would be good to go and that was all that would be needed. I proceeded to the county to obtain same and was told Camp Verde didn't know what they were talking about. It was suggested at this time I needed to have the septic tested as it was a 1950 vintage and unregistered system. Further note it had 2 houses working from this system quite well for an irrigated lot I might add.

3/21 Spoke with another official at the county level to move this along. He stated not to mess with the undocumented 1950 vintage system. What is needed is a perk test and a soil test and they will issue a permit acceptable to the Town. He further stated it sounds like Camp Verde is stalling in this situation.

3/22 Another visit to check on status of permit and was told to include impact fee as well

Has McDonald Bros Construction do the necessary digging and county came out and inspected the dig and tested the soil and approved the site.

We feel that we were unjustly dealt with in this matter and that it was all so matter of fact. Take it or leave it.

I have family who have lived here since 1938 and have visited here for numerous years. We feel we are good law abiding citizens and would continue to contribute to the benefit of the town.

Franki Bueler
928-202-8426

TOWN OF CAMP VERDE
473 S. Main St., Ste #108
Camp Verde, AZ 86322
928-567-8513

Building Permit

Page: 1
Printed: 4/10/07
Approved: 4/10/07

Permit Number: 2007140SC

Owner: Franklin & Karen Bueler
82 E. Walker Rd.
Camp Verde, AZ 86322

Zoning: R1L-70
Permit type: SFR
Block:
Section:
Township:
Range:
Area:

Parcel Number: 404-04-040

Legal Description: Metes & Bounds; Property is located in FIRM Zone Shaded X; Map #04025C: 2215C, approved. Well #040-1589; Septic #P52007001324

Conditions: Existing Residence must be removed within 30 days of completion of new home. A temporary certificate of occupancy will be issued until demolition is completed. Owner must obtain a permit for demolition of existing residence.

Building Fees:	**Number**	**Description**	**Amount**
	4010	Building Permit Fee	$ 1072.15
	4024	Plan Check	$ 696.90
	4023	Zoning Clearance	$ 85.00
		Total Building Fees:	**$ 1854.05**

Development Fees:			
	1640014001	General Government	$ 578.00
	1640024001	Police	$ 275.00
	1640034001	Library	$ 549.00
	1640044001	Parks & Recreation	$ 1225.00
		Total Development Fees:	**$ 2627.00**
	Receipt: 12402	Deposit	- $ 150.00
		Total Fees Due:	**$ 4331.05**

Pd. 4/11/07
Rec. # 12309

Paid Receipt: #

Construction Value: $113,267.29 **Structure Use:** Dwelling **Start Date:** 4/10/07

Purpose: Single Family Residence **End Date:** 10/10/07

Floor Areas		**Impervious Surfaces**
Living Space: 1441	**Basement/Storage:**	**House:**
Porch/Walk:	**Porches:** 472	**Garage:**
Other:	**Decks:**	**Grading/Exc:**
Total square footage: 1913 sq. ft.	**Total site area:**	**Percentage of Site:**

I hereby certify that this application and all submittals are true and correct. All laws and ordinances governing zoning, building and health will be complied with whether specified herein or not. The granting of this permit does not give authority to violate or cancel other laws regulating construction or the performance of the same.

Approved by Building Dept. Becky Quinn Date: 4-11-07

Approved by Zoning Dept. [illegible] Date: 4-11-07

Owner/Agent Signature Karen Bueler Date: 4-11-07

TOWN OF CAMP VERDE
Community Development
P.O. Box 710
CAMP VERDE, AZ 86322
(928) 567-6513

CASH RECEIPT

Date [illegible] 012309

Received From [illegible]

Address [illegible]

[illegible] Dollars $ [illegible]

For [illegible]

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH		
AMT. PAID	[illegible]		CHECK	✓	
BALANCE DUE			MONEY ORDER ☐ CREDIT CARD ☐		

By [illegible]

PRINTED IN U.S.A.

CRB 111-3

TOWN OF CAMP VERDE
Community Development Department
Building Division
473 S. Main Street, Suite 108
Camp Verde, AZ 86322
(928) 567-8513 • Fax (928) 567-7401

DATE RECV'D: 3-19-07

PERMIT NO. 20071405C

FAXED 3/20/07 KA

APPLICATION FOR PERMIT

PROPERTY AND BUILDING INFORMATION

PARCEL NO: 404 04 040 LEGAL DESCRIPTION 228.58' x 190.58' M & B

PHYSICAL ADDRESS 82 East Walker Road Camp Verde, Arizona 86322

DESCIPTION OF PROJECT Building House residence SQUARE FOOTAGE 2195 VALUATION 200K

Attention Applicant: If you are not the owner of this parcel, you must have something in writing from the owner granting you permission to take out this permit. Also, if you recently purchased this parcel you may have to show proof of ownership documentation.

RIL 70 ☒ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL ☐ OTHER

PROPERTY OWNER INFORMATION

OWNER NAME Franklin & Karen Bueler

MAILING ADDRESS 82 East Walker Road CITY Camp Verde

STATE Arizona ZIP 86322 PHONE 928-202-8426 / 928-567-5206

APPLICANT OR CONTRACTOR INFORMATION

☒ OWNER ☐ AGENT ☐ CONTRACTOR ☐ TENANT

APLLICANT NAME Franklin-Karen Bueler

MAILING ADDRESS 82 East Walker Road CITY Camp Verde

STATE Arizona ZIP 86322 PHONE 928-202-8426

CONTRACTOR'S LICENSE # _____ CLASS _____ TOWN BUSINESS LICENSE # _____

SPECIAL REQUIREMENTS:

ALL FRAMING WORK PER INTERNATIONAL CODE 2003
ALL ELECTRICAL WORK PER NATIONAL ELECTRIC CODE 2002
ALL PLUMBING WORK PER ARIZONA UNIFORM PLUMBING CODE
ALL MECHANICAL WORK PER INTERNATIONAL CODE 2003
ALL WORK PER INTERNATIONAL FIRE CODE 2003;2002NFPA;2003 A.S.T.M Standards
The Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.
Construction must be commenced within 180 days of the issuance of a permit or it becomes void. If construction is abandoned (i.e., no inspections) for 180 days permit becomes void.

The undersigned agrees to build in accordance with all applicable codes and town ordinances, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and to obtain final inspection before occupation of the structure, and understand that any violation of these conditions voids the permit.
The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing or tax requirements of the State or this Town is "unsworn falsification", a criminal misdemeanor Section 2704 of Title 13, Arizona Revised Statutes.

☒ OWNER ☐ APPLICANT (Special Power of Attorney or Agent)

APPLICANT NAME (PRINTED) Franklin/Karen Bueler

SIGNATURE Franklin/Karen Bueler

PERMIT FEES

BUILDING		
ELECTRICAL		
PLUMBING		
MECHANICAL		
FENCES		
POOLS		
ZONING CLEARANCE		
DEPOSIT	150	00
TOTAL		
RECIEPT# 12402		
CHECK# 1475		
PERMIT ISSUED BY:		
DATE OF ISSUE:		

YAVAPAI COUNTY DEVELOPMENT SERVICES
ENVIRONMENTAL UNIT

ON-SITE WASTEWATER SEWAGE SYSTEM
CONSTRUCTION CARD

Prescott Septic Inspection Line 928-771-3562
Cottonwood Septic Inspection Line 928-639-8137

APN: 404-04-040

PERMIT NO. P520070013 24 DATE 4/10/07 BY: SSE
ISSUED INITIALS

PERMIT EXPIRES 2 YEARS FROM THE ABOVE DATE.

APPROVED: DATE _____ BY: _____
INSPECTED INITIALS

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLA

Yavapai County Development Services Department
Environmental Services Unit

500 S. Marina St.
Prescott, AZ 86303
(928) 771-3214

10 S. 6th St.
Cottonwood, AZ 86326
(928) 639-8151

SEPTIC SYSTEM CONSTRUCTION AUTHORIZATION

Approval to Construct for a 4.02 General Permit (AAC R18-9-E302)

404-04-040 **P52007001324**

Date of Application: 4/10/2007

Residential **Septic System**

I. Property/Project Description:

Facility Owner/Contact Person for System Operation:	Current Address:
JOSSIE GREGG H & KATHRY	33 E WALKER RD
Phone Number:	CAMP VERDE, AZ 86322

Subdivision: M&B XX Lot no.: Acres:

Property Street Address:

Longitude and Latitude of Disposal Area: 34 32 06.76 N 111 51 10.34 W

Proposed Number of Bedrooms: 3 Fixture Count: 18

Sizing Calculations for Commercial Systems/Additional Permit Requirements:

404-04-040 3bdrm home

II. Proposed septic system Designed for and may not exceed 450 G.P.D. and 18 fixtures. The wasteflow characteristics are comprised of typical sewage. The minimum system components are as follows:

Disposal Type: Trench Tank Size: 1000 Gallons Disposal Area Required: 714 Sq. Ft.

Linear Length or # Chambers: 65 Chamber Type: Width: 3

Aggregate or Chamber Depth 4 Cover: 2 Total Depth: 6

Sq. Ft./Linear Ft.: 11 Perc Rate: 10 MPI SAR (g/day/sq. ft.): 0.63

III. Acknowledgement of Understanding:

As Property owner or designated agent, you agree to install or repair this sewage disposal system in accordance with Yavapai County and Arizona Department of Environmental Quality regulations. This Construction Authorization is based on the Notice ot Intent to Discharge submitted to YCDS-EU along with the signed plot plan, directions to property, any variances granted based on Arizona Administrative Code (AAC) R18-9-A312G and all Site Investigation information available. A final inspection must be requested and a Request for Discharge Authorization form must be submitted to YCDS-EU. The inspection must be completed and a Discharge Authorization (Approval to Operate) issued by YCDS-EU before the system can be covered and used. This permit will expire two years from the date of issue. Septic permits cannot be issued where public sewer is available.

ANY CHANGES FROM WHAT IS APPROVED IN THIS PERMIT WILL REQUIRE APPROVAL IN ADVANCE FROM YCDS-EU UNLESS THE CHANGE CONTINUES TO CONFORM WITH THE STANDARDS SET IN AAC R18-9-ARTICLE 3. ALL PARTS OF THE SEPTIC SYSTEM MUST BE AT LEAST 100 FEET FROM ALL WELLS. LEACH TRENCHES MUST BE INSTALLED ON THE CONTOUR WHERE SLOPE IS INVOLVED. ALL PORTIONS OF THE SEPTIC SYSTEM MUST BE 50 FEET FROM WASHES DRAINING GREATER THAN 20 ACRES AND UNDEVELOPED PROPERTY LINES.

IV. Applicant Information:

FRANKLIN/KAREN BUELER
(928)300-7181

82 E WALKER RD
CAMP VERDE, AZ 86322

Yavapai County Coordinated Permit Process

Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Frank Bueler — Signature

4-10-07 — Date

Area Map for parcels exceeding 2 acres or with dimensions over 300'.

Document #

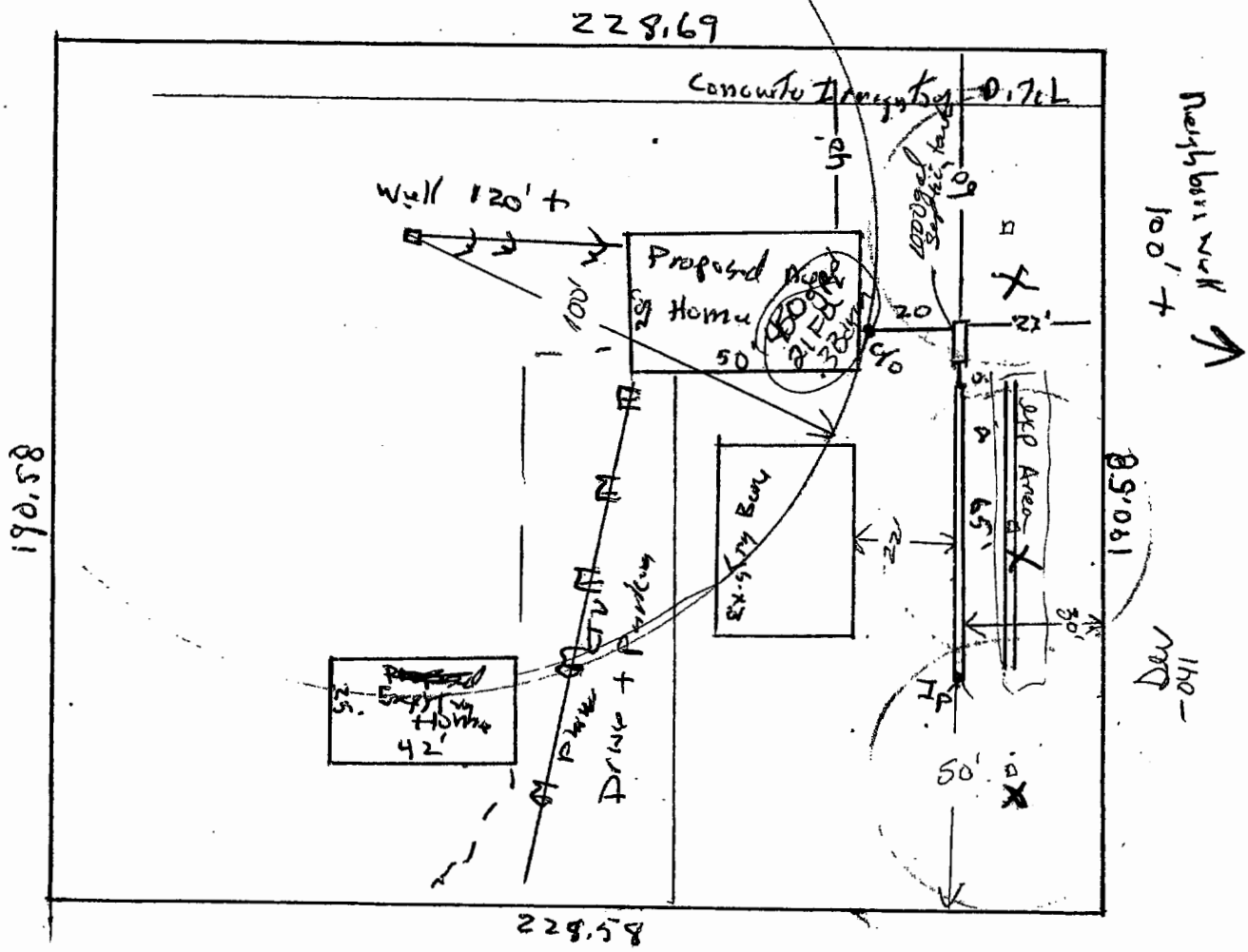
Sec

Twn

Rng

APN 404-04-040

Must be drawn to scale per checklist on back of this form.



East Walker Road

Franklin Bueler
82 E Walker Rd

Zoning:

Stories:

Height:

Slope: %

FY:

RY:

EY:

IY:

LC:

Lot Area

Lot %

Density Used:

Scale: 1" = 40'

North Arrow

Con...
(Ap...

Date: 4/10/07

Permit No. P52007001324

LAND USE APPROVAL BY:	DATE:	TOTAL SHIELDED LUMENS:

Yavapai County Development Services Department
Environmmental Services Unit

500 S. Marina St.
Prescott, AZ 86303
(928) 771-3214

(16250)

10 S. 6th St.
Cottonwood, AZ 86326
(928) 639-8151

REQUEST FOR ON-SITE SURVEY

Requested by:	MCDONALD BROS CONST. RANDY POB 785 CAMP VERDE, AZ 86322	Property Owner:	JOSSIE GREGG H & KATHRYN C RS
		Receipt:	
		Water Supply:	Well
Parcel No:	404-04-040	Subdivision:	

The following are soil descriptions of discovery holes observed on the property described above. This form does not authorize the installation of an on-site wastewater system nor does it constitute a guarantee that a system may be installed on this property.

Depth of test holes (Primary Disposal): #1: 10 #2: 10

Depth of test holes (Reserve Area): #1: 10 #2:

Depth to restricting layer or water table: unk Slope: level

*Suggested system design (primary disposal):

Trench Total Depth: 6 max Aggregate Depth: 4 Width: 3 Cover: 2

Perc Rate to be used: 10 Soil absorption rate: 0.63 sq. ft./linear ft.: 11

*This design is a suggestion based upon conditions observed at the timethe site assessment was done. Other design options may exist and may be pursued. New calculations will be needed for other designs.

Soil Description & Comments:

TH #1, 0-8', Sandy, Dk Brown Color, Moderate Structure, 0% cobble. SAR.63.. 8-10', Loamy Sand, brown color,moderate structure, 25% cobble.
TH #2, 0-9', Sandy, Dk Brown Color, Moderate Structure, 0% cobble. SAR.63. 9-10', Loamy Sand, brown color,moderate structure, 25% cobble.
TH #3, 0-9', Sandy, Dk Brown Color, Moderate Structure, 0% cobble. SAR.63. 9-10', Loamy Sand, brown color,moderate structure, 25% cobble.

TH 1-0-2', moderate structure, Sandy Clay Loam, Drak Brown color, SAR 0.33, 5% pebble. 2-6, moderate structure, coarse sandy loam, tan color, SAR 0.33, 5% pebble. 6-12', moderate structure, sandy loam, brown color, SAR 0.33, <5% pebble.
TH 2-0-2', moderate structure, Sandy Clay Loam, Drak Brown color, SAR 0.33, 5% pebble. 2-6, moderate structure, coarse sandy loam, tan color, SAR 0.33, 5% pebble. 6-12', moderate structure, sandy loam, brown color, SAR 0.33, <5% pebble.
TH 3-0-6', moderate structure, Sandy Clay Loam, Drak Brown color, SAR 0.33, 5% pebble. 6-12, moderate structure, fine sandy loam, tan color, SAR 0.33, 10% pebble.

Setback requirements for disposal system:
10' from all existing and planned buildings or structures, 50' from property line shared with any adjoining lot or parcel served by common drinking water system or an existing well, 5' from all other property lines, 100' from any existing or planned well, 50' from any wash or drainage easement with a drainageof more than 20 acres, 5' from driveway, easement.

Note: Septic sytstem sizing may be subject to change due to unusual fixtures, flood status or other unforeseen circumstances.

This site MAY be suitable for a conventional disposal system

GPS Coordinates: Method of Notification:

JACK BEDWELL 4/2/2007

Inspector Date of Inspection

Yavapai County Development Services Department
Environmmental Services Unit

500 S. Marina St.
Prescott, AZ 86303
(928) 771-3214

10 S. 6th St.
Cottonwood, AZ 86326
(928) 639-8151

REQUEST FOR ON-SITE SURVEY

Requested by:	MCDONALD BROS CONST. RANDY POB 785 CAMP VERDE, AZ 86322	Property Owner:	JOSSIE GREGG H & KATHRYN C RS
		Receipt:	
		Water Supply:	Well
Parcel No:	404-04-040	Subdivision:	

Must follow any and all ADEQ rules,and any and all local ordinances.

Surface characterization method described in ASTM D5879-95 (reapproved 2003) has been used to determine the existence of the following surface limitations:

NONE

Subsurface characterization method described in ASTM D5921-96 (reapproved 2003) has been used to determine the existence of the following subsurface limitations within 12 feet of grade:

NONE

The following are soil descriptions of discovery holes observed on the property described above. This form does not authorize the installation of an on-site wastewater system nor does it constitute a guarantee that a system may be installed on this property.

Depth of test holes (Primary Disposal): #1: 10 #2: 10

Depth of test holes (Reserve Area): #1: 10 #2:

Depth to restricting layer or water table: unk Slope: level

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Trench Total Depth: 6 max Aggregate Depth: 4 Width: 3 Cover: 2

Perc Rate to be used: 10 Soil absorption rate: 0.63 sq. ft./linear ft.: 11

*This design is a suggestion based upon conditions observed at the timethe site assessment was done. Other design options may exist and may be pursued. New calculations will be needed for other designs.

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Note: Septic sytstem sizing may be subject to change due to unusual fixtures, flood status or other unforeseen circumstances.

This site MAY be suitable for a conventional disposal system

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Method of Notification:

JACK BEDWELL

Inspector

4/2/2007

Date of Inspection

Yavapai County Development Services Department
Environmmental Services Unit

500 S. Marina St.
Prescott, AZ 86303
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REQUEST FOR ON-SITE SURVEY

Requested by:	MCDONALD BROS CONST. RANDY POB 785 CAMP VERDE, AZ 86322	Property Owner:	JOSSIE GREGG H & KATHRYN C RS
		Receipt:	
		Water Supply:	Well
Parcel No:	404-04-040	Subdivision:	

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Must follow any and all ADEQ rules,and any and all local ordinances.

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NONE

Subsurface characterization method described in ASTM D5921-96 (reapproved 2003) has been used to determine the existence of the following subsurface limitations within 12 feet of grade:

NONE

Note: Septic sytstem sizing may be subject to change due to unusual fixtures, flood status or other unforeseen circumstances.

This site MAY be suitable for a conventional disposal system

GPS Coordinates:

Method of Notification:

JACK BEDWELL
Inspector

4/2/2007
Date of Inspection

Yavapai County Coordinated Permit Process

Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature: [signature] Date: 3-29-07

Area Map for parcels exceeding 2 acres or with dimensions over 300'.

Document #

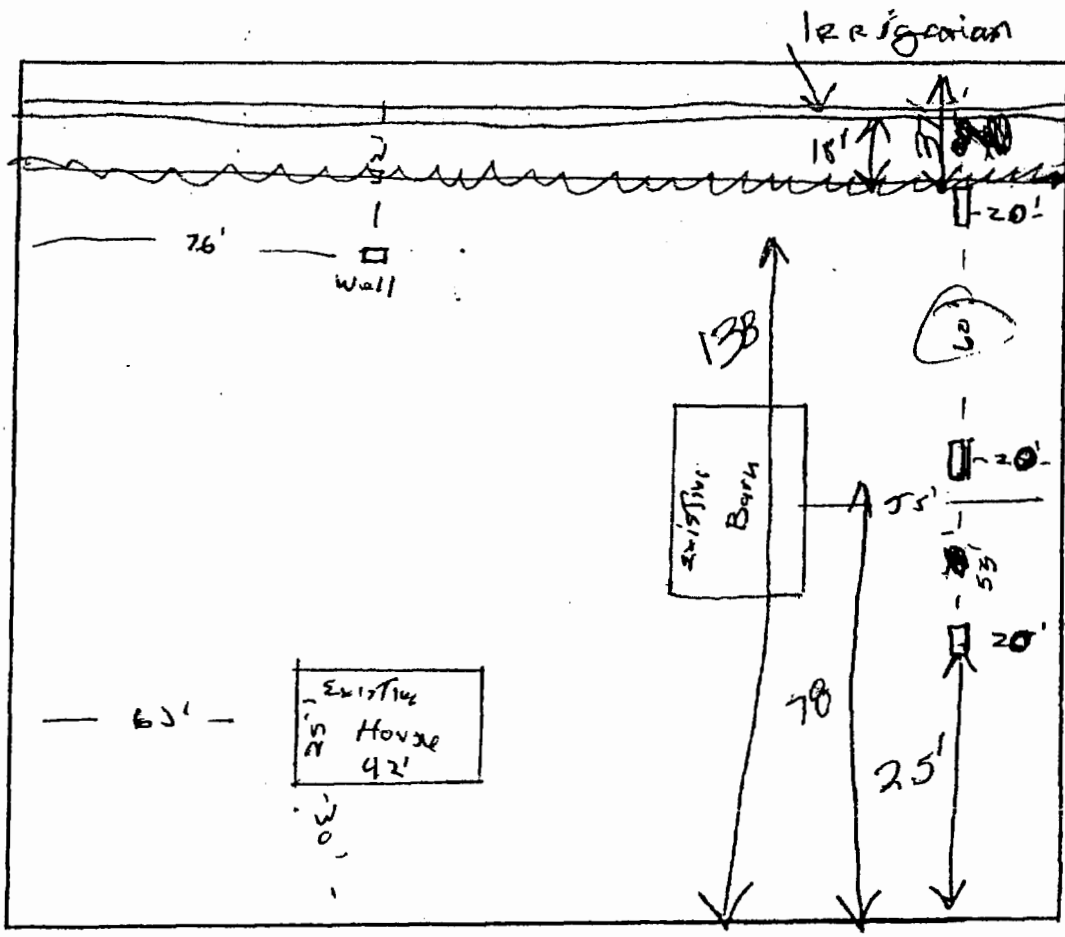
Sec

Twn

Rng

APN

Must be drawn to scale per checklist on back of this form



SAR-63

TH #1 10' depth
0-8 Sandy Loam, Moderate Structure 0% Cobble
8-10 Loamy Sand, 25% Cobble

TH #2 10'
0-10' Sandy Loam, moderate structure 5% Pebbles throughout

TH #3
0-9' Sandy loam Moderate Structure
9-10 Loamy Sand

East Walker Rd

Franklin Buellar
82 E. Walker Rd

10 mph 6, 4, 2, * level

Zoning:

Stories:

Height:

%

FY:

RY:

EY:

IY:

LC:

Lot Area

Lot %

Density Used:

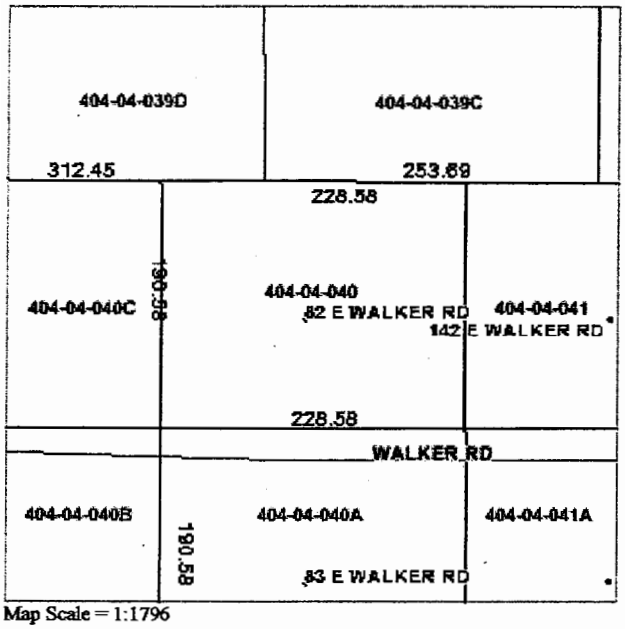
Scale: 1" 40'

North Arrow

LAND USE APPROVAL BY:	DATE:	TOTAL SHIELDED LUMENS:

Yavapai County, AZ-Parcel summary

Printed: 3/20/2007



Map Scale = 1:1796

Parcel ID
404-04-040

Owner
BUELER FRANKLIN S & KAREN R JT

Mailing Address
82 E WALKER RD

City	State	Zip
CAMP VERDE	AZ	86322

Secondary owner
N/A

Recorded Date	Last Transfer Doc Docket	Last Transfer Doc Page
7/21/2006	4418	540

Physical Address	Incorporated Area
82 E WALKER RD .	TOWN OF CAMP VERDE

DOR Acres	Calculated Acres	Subdivsion	Subdivision Type
1	1.004		N/A

School District	Fire District
CAMP VERDE SD #28	CAMP VERDE FD

Improvements (3)

Model Type	Total Floor Area	Const. Year
SINGLE FAMILY DWELLING	986	1957
SINGLE FAMILY DWELLING	625	1956
HAY SHED/LIVESTOCK SHELTER	1020	1956

Assessment Ratio	Legal Class
10	Rental Residential

2006 Taxes Billed	2005 Taxes Billed
$1,128	$1,087

2008 Full Cash Value	2008 Limited Value	2008 Net Assessed FCV
$180,733	$123,125	$18,073

2007 Full Cash Value	2007 Limited Value	2007 Net Assessed FCV
$137,877	$103,922	$12,312

Instrument Type	Legal Class
Other	04.00

Recent Sale Date	Sale Amount
6/1/2006	$185,000

Deed Type	Sale Docket	Sale Page
Warranty Deed	4418	540

Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. **No portion of the information should be considered to be, or used as, a legal document.** The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

DEVELOPMENT PERMIT FEES
COMPUTATION WORKSHEET

NAME Bueler, Franklin & Karen

PARCEL# 404-04-040

ADDRESS 82 E. Walker Rd.

TYPE OF CONSTRUCTION V B

OCCUPANCY CLASSIFICATION: R3

Livable 1441 SQ. FT. @$73.69 = $106,187.29
Porch 472 SQ. FT. @$15.00 = $ 7,080.00

TOTAL VALUE BASED ON IBC: $ 113,267.29

BUILDING PERMIT FEE (01-40-00-4010) $1072.15

PLAN CHECK FEE (01-40-00-4024) $ 696.90

ZONING CLEARANCE FEE (01-40-00-4023 $ 85.00

$ 1854.05

OTHER:

Development Fees:

GENERAL GOVERNMENT (1640014001) $578.00

POLICE (1640024001) $ 275.00

LIBRARY (1640034001) $ 549.00

PARKS & RECREATION (1640044001) $ 1225.00

TOTAL PERMIT FEES $4,481.05

LESS DEPOSIT RECEIVED $150.00

BALANCE DUE W/PERMIT $ 4,331.05

DATE

RECEIPT #

BY

REV 3/07

RESOLUTION 2007-720

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AND ADOPTING THE RESULTS OF THE PRIMARY ELECTION HELD ON MARCH 13, 2007

WHEREAS, the Town of Camp Verde ("Town"), held a Primary Election on March 13, 2007 for a Mayor and three Council Members and Proposition 401; and

WHEREAS, the election returns have been presented by the Yavapai County Elections Department have been canvassed by the Mayor and Council,

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

1. **The total number of ballots cast at the Primary Election, as shown on the poll lists, was 2,727 and the total number of registered voters in the Town was 4,591, for a turnout of 59.4%.**
2. **There were 84 rejected mail ballots and 2 provisional ballots rejected.**
3. **The number of votes cast was as follows:**

MAYOR

	CVA	CVB	Total	Percentage
Dickinson, Mitch	573	625	1198	44.90%
Gioia, Tony	679	784	1463	54.84%
Write-in Votes	5	2	7	.003%

COUNCIL

Baker, Jackie	522	602	1124	41.2%
Buchanan, Alan "Buck"	359	409	768	28.3%
Duke, Harry L	604	703	1307	47.9%
Elmer, Greg	773	827	1600	58.7%
Elms, Brent	27	18	45	.02%
Garrison, Norma	498	596	1094	40.1%
Parry, Mike	370	500	870	31.9%
Wischmeyer, John	387	384	771	28.3%
Write-Ins	10	2	12	0.004%

PROPOSITIONS

		CVA	CVB	Total	Percentage
Prop 401: Ordinance 2006-A337 – Imposition of Municipal Development Fees on all Residential and Non-Residential Development					
	Yes	798	874	1672	65.03%
	No	411	488	899	34.97%

4. **That it is hereby found, determined, and declared of record, that the following candidate did receive more than one-half of the total number of valid votes cast and is hereby issued a Certificate of Election, effective May 15, 2007, the General Election Day:**

Tony Gioia, Mayor
Greg Elmer, Council

5. **That it is hereby found, determined, and declared of record that the following four (4) candidates did receive the next greatest number of votes of the electors of the Town voted at said election and shall have their names placed on the general municipal election ballot of the Town of Camp Verde, Yavapai County, Arizona, to be held on the 15th day of May 2007, and are hereby issued Certificates of Nomination:**

Jackie Baker
Harry Duke
Norma Garrison
Mike Parry

6. **That it is hereby found, determined, and declared of record, that Proposition 401, Ordinance 2006-A337 – Imposition of Municipal Development Fees on all Residential and Non-Residential Development did receive more than one-half of the total number of valid votes cast and is hereby in effect as provided by manner of law.**

7. **This resolution shall be in full force and effect immediately upon its adoption.**

Passed and approved by the Mayor and Common Council of the Town of Camp Verde at their Regular Session of March 21, 2007.

Tony Gioia 3·22·07
Tony Gioia, Mayor

Attest: Deborah Barber 3·29·07
Deborah Barber, Town Clerk

Approved as to form:

Town Attorney

and the refunds shall be issued in accordance with the ownership shares of the conveyance documents. Any party obtaining a refund from the Town shall confirm current ownership and entitlement to this refund under oath and shall defend and indemnify the Town from any claims by any other party claiming a right to the refund for the same New Development.

b. Processing of Applications for a Refund. Applications for a refund shall be made on a form provided by the Town for such purposes and shall include all information required herein, as appropriate. Upon receipt of a complete application for a refund, the Town shall review the application and documentary evidence submitted by the Applicant as well as such other information and evidence as may be deemed relevant, and make a determination as to whether a refund is due. Refunds by direct payment shall be made following an affirmative determination by the Town.

c. Applications for refunds due to abandonment of a New Development prior to completion shall be made in or on forms provided by the Town and shall be made no later than sixty (60) days following expiration or revocation of the building permit. The Applicant shall submit (1) evidence that the Applicant is the property owner or the duly designated agent of the property owner, (2) the amount of the Development Fees paid by Public Facilities category and receipts evidencing such payments, and (3) documentation evidencing the expiration or revocation of the building permit or approval of demolition of the structure pursuant to a valid Town-issued demolition permit. Failure to apply for a refund within sixty (60) days following expiration or revocation of the building permit or demolition of the structure shall constitute a waiver of entitlement to a refund. No interest shall be paid by the Town in calculating the amount of any refunds.

d. The Town may, at its option, make refunds of Development Fees by direct payment, by offsetting such refunds against other Development Fees due for the same category of Public Facilities for New Development on the same property, or by other means subject to agreement with the property owner.

F. Appeals.

1. An appeal from any decision of a Town official pursuant to this Development Fee Code shall be made to the Mayor and Council by filing a written appeal pursuant to the appropriate Town form, if any, with the Town Clerk within thirty (30) days following the decision which is being appealed; provided, however, that if the notice of appeal is accompanied by a cash bond or letter of credit in a form satisfactory to the Town Attorney and the Finance Director in an amount equal to the Development Fee calculated to be due, a building permit may be issued to the New Development. The filing of an appeal shall not stay the imposition or collection of the Development Fee as calculated by the Town unless a cash bond or other sufficient surety has been provided.

2. The burden of proof shall be on the appellant to demonstrate that the decision of the Town is erroneous pursuant to the applicable legal standard.

3. All appeals shall detail the specific grounds therefor and other relevant information and shall be filed in such form as requested by the Town for such purposes.

Section 7-10-5 Development Fees

A. All new residential and non-residential development in the Town of Camp Verde shall be subject to the payment of a Municipal Development Fee payable at the time of building permit issuance by the Town, pursuant to this Ordinance as follows:

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: May**
Consent:☐ **Executive Session/Confidential:**☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact):Discussion, consideration and possible approval of agreement with the Verde Valley Rangers Sheriff's Posse for alcohol sales and vendor fees at (5) five Town of Camp Verde special events.

PURPOSE AND BACKGROUND INFORMATION: On April 4, 2007 Council directed staff to work with the Parks & Recreation Commission, the Verde Valley Rangers and Town Attorney Bill Sims to prepare an agreement and fees for alcohol beverage sells by the Verde Valley Rangers. The Parks & Recreation Commission is recommending fees of 10 times the normal vendor fee. Most cities/towns only charge a flat $75.00 alcohol vendor fee.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Draft vendor registration form and agreement and draft rules and regulations for alcohol beverage vendors.

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

☒ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount N/A $
Comments:

Fund: Line Item/:

Submitting Department: Parks & Recreation **Contact Person: Lynda Moore**

Town Manager/Designee:_____

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

DRAFT

Town of Camp Verde
Parks & Recreations
4th Annual Crawdad Festival
June 1-3, 2007

Alcohol Beverage Vendor Registration Form & Agreement

Name of Organization _____ Phone # _____

Name of Contact Person (*if applicable*) _____

Address _____

City _____ State _____ Zip _____

E-mail _____

ALCOHOL BEVERAGE VENDOR REGISTRATION FEE: $500.00

Do you need an electrical hook-up? ☐ Yes ☐ No (Remember, hook-ups are limited and require an extra $10 fee.)

If yes, describe your need: _____

Vendor will defend (or, at Town's option, Town may defend at Vendor's expense), indemnify, and hold the Town and its Council, officers, agents, and employees harmless from all claims, demands, suits, actions, proceedings, losses, fines, expenses, costs, and damages of every kind, including attorneys' fees and litigation expenses, which may be brought against or incurred by the Town or its respective officers, agents, and employees as a result of or as in any way related to the rental of booth or vendor space by Vendor. Vendor acknowledges that no Booth/Vendor space worker is an agent, representative, employee, or contractor of the Town of Camp Verde, its agents, or representatives.

Vendor will at all times comply with all applicable laws, regulations, and other requirements of all federal, state, and local governments or agencies. No later than fourteen (14) days prior to the commencement of the rental period, Vendor will obtain all necessary licenses, permits, and inspection certificates for the operation of any machine, property, or equipment.

Vendor will comply with all federal, state, and municipal laws, statutes, ordinances, or regulations relating to the payment of taxes or charges in connection with Vendor's use of vendor space.

At its sole cost and expense, Vendor will procure and maintain commercial general liability insurance, to include liquor liability, with a limit of not less than $1,000,000 per occurrence and a $2,000,000 general aggregate limit. The policy will include coverage for bodily injury, broad form property damage, personal injury, and blanket contractual liability. Such insurance many not be subject to a deductible or similar provision. All policies of insurance will be endorsed: (1) to provide that the coverage will not be invalid to any act or omission of the Vendor, Town, or their agents or employees; (2) to name the Town and its Council, officials, commissions, employees, volunteers, agents, or other related parties as additional insureds and to provide for cross-liability; (3) to be primary insurance as to any insurance maintained by the Town or its Council, officials, commissions, employees, volunteers, agents, or other related parties, so that the latter will be excess and not contributory to insurance provided by Vendor; (4) to waive the insurer's recovery (subrogation) rights against the Town; (5) to include contractual liability coverage for Vendor's Indemnity and other obligations under this Agreement; and (6) to require the issuer to notify the Town in writing at least thirty (30) days prior to any cancellation, alteration, or non-renewal of any policy. The Town reserves the right to review and reject any insurance policies failing to meet the criteria stated herein or any insurer provided coverage due to its poor financial condition or failure to operate legally.

Signature: _____ Date: _____

---------- *For Official Use Only* ----------

DATE RECEIVED _____ AMOUNT _____ RECEIPT # _____ RECORDED BY _____

☐ CHECK ☐ CASH ☐ MONEY ORDER ☐ ELECTRIC SPACE NUMBER _____

TOWN OF CAMP VERDE
PARKS & RECREATION

DRAFT

Alcohol Beverage Vendor Information, Terms and Conditions

Festival Name: **Arizona Crawdad Festival**

Festival Dates: June 1-3, 2007

Festival Hours: Fri. 5 p.m. to 11 p.m., Sat. noon to 11 p.m., Sun. noon to 4 p.m.

Insurance: At its sole cost and expense, Vendor will procure and maintain commercial general liability insurance, to include liquor liability, with a limit of not less than $1,000,000 per occurrence and a $2,000,000 general aggregate limit. The policy will include coverage for bodily injury, broad form property damage, personal injury, and blanket contractual liability. Such insurance many not be subject to a deductible or similar provision. All policies of insurance will be endorsed: (1) to provide that the coverage will not be invalid to any act or omission of the Vendor, Town, or their agents or employees; (2) to name the Town and its Council, officials, commissions, employees, volunteers, agents, or other related parties as additional insured's and to provide for cross-liability; (3) to be primary insurance as to any insurance maintained by the Town or its Council, officials, commissions, employees, volunteers, agents, or other related parties, so that the latter will be excess and not contributory to insurance provided by Vendor; (4) to waive the insurer's recovery (subrogation) rights against the Town; (5) to include contractual liability coverage for Vendor's Indemnity and other obligations under this Agreement; and (6) to require the issuer to notify the Town in writing at least thirty (30) days prior to any cancellation, alteration, or non-renewal of any policy. The Town reserves the right to review and reject any insurance policies failing to meet the criteria stated herein or any insurer provided coverage due to its poor financial condition or failure to operate legally.

License: Vendor is required to apply for a State of Arizona Special Event Liquor License. A copy of the liquor license must be turned into the Parks & Recreation Director at least (14) fourteen days prior to the event. All City, State and Federal Laws will be followed.

Fees: Alcohol beverage vendors are required to pay (10) ten times the event vendor fee. Fee must be received at least (14) fourteen days prior to the event.

Security: It is the vendor's responsibility to provide the proper amount of security for the event. Security will include identification check, security at each entrance of the event, as well as security patrolling overall area. Vendor is to meet with the Parks & Recreation Department at least (14) fourteen days prior to event to discuss event layout and security needs.

Clean-up: Vendor is responsible for all clean up of the beer garden area. The Town of Camp Verde will provide trashcans and trash bags for your convenience. All trash must be disposed of in one of the large dumpsters in designated area at the end of each day.

Set-Up Time: You must be set up and ready to open to the public at least (1) hour before event opens.

Electricity: Availability is very limited, and there is an additional **$10** fee for each hook-up. Please bring your own extension cord. You will need to bring at least 100 ft. of cord.

Overnight Security: The Town will provide general overnight security though a local service organization for the event premises. Each Vendor however, is solely responsible for security in the immediate area occupied by the Booth/Vendor space and inside the Booth/Vendor space itself. The Town is not responsible for damaged or stolen merchandise.

Liability: The Town of Camp Verde is not responsible for loss or damage to your property before, during or after the event.

Payment: Mail your check or money order, registration form and other required documents to:
Town of Camp Verde, Parks & Recreation Dept., 395 S. Main Street, Camp Verde, AZ 86322. Make all checks payable to: Town of Camp Verde.

Camp Verde Parks & Recreation reserves the right to refuse service to anyone.

For More Information, Contact:

Lynda Moore, Parks & Recreation Director
E-Mail: lmoore@cvaz.org
Phone: (928) 567-0535 ext. 136
Fax (928) 567-1540

www.cvaz.org

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: May**
Consent: ☐ **Executive Session/Confidential:** ☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion, consideration and possible approval of requests for funds in the amount of $20,324.50 from the Parks Contingency Fund to be used for the remote sensing project for Black Bridge Park.

PURPOSE AND BACKGROUND INFORMATION: If these funds are approved, we will be able to contract with ASU for the remote sensing project at Black Bridge Park. Once they determine the presence and extent of any historical features then we will be able to move forward with Black Bridge Park.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Email letter from Arleyn Simon of ASU to Bill Lee, letter to Lynda Moore and the draft budget from Aryleyn Simon from ASU.

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

☒ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review DS
Budgeted/Amount N/A (No)
Comments: Parks Contingency
Fund: 04-50-00 Line Item/: 9999

Submitting Department: Parks & Recreation **Contact Person:** Lynda Moore

Town Manager/Designee:_____

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

Carol Brown

COPY

From: "Arleyn Simon" <arleyn.simon@asu.edu>
To: <cjbrown@cvaz.org>
Sent: Friday, May 04, 2007 9:57 AM
Attach: CV07 BUDGET DRAFT 5-4-07.xls
Subject: FW: camp verde update - ASU remote sensing project

Dear Carol,
I just received the automated response that Bill Lee has resigned.

Please let me know as soon as possible if the project for the riverside park is still on the forward track.
I hope that we can be of service.

Best regards,
Arleyn

From: Arleyn Simon
Sent: Friday, May 04, 2007 9:53 AM
To: 'Bill Lee'
Subject: camp verde update

Hi Bill,

The remote sensing project for the Town of Camp Verde, riverside park project will use two complementary techniques (GPR – ground penetrating radar, and magnetometry – magnetic readings). Dr. Larry Conyers, U of Denver, and his assistant Jennie Sturm will be assisted by one ASU graduate student in the field. Dr. Conyers is not charging for his time, only travel expenses for the initial startup of the project. Likewise, I will not charge for my time on the project. Jennie Sturm and our ASU graduate student (Tatsuya) are both very experienced and will complete the work professionally.

The remote sensing survey, data processing, and report will identify the presence and extent of any subsurface historic or prehistoric features which may require excavation. In particular, the state law required idenfication and excavation of any human burials prior to construction projects. The remote sensing project will enable the archaeologists to determine whether such excavation is needed. If so, the results of the remote sensing project will enable us to pinpoint and accurately estimate the effort needed to do this additional work.

The remote sensing project is scheduled for the period between June 5th and June 15th (to fit between other projects by Dr. Conyers and Jennie Sturm). The project team will conduct the remote sensing and data processing at Camp Verde as on off-campus location.

I include the draft budget for the project. The project may take a maximum of 10 days, but if all goes well, it may be possible to finish in less days, possibly 5 days. So this budget reflects the maximum cost, and it may come in lower depending on the remote sensing results (less complex data take less time to process).

Have you any word on the allowable overhead rates for the Town of Camp Verde? We can use the off-campus ASU rate which runs about 25% (our grants person is checking on the current rates). This is half of the on-campus rate (now 50-52%), so a considerable savings.

Please let me know if you have any questions and whether we may proceed to formalizing the budget and agreement for completion of this project.

Best regards,

Arleyn

From: Arleyn Simon
Date: 5/8/2007 6:10:21 PM
To: Lynda Moore
Cc: Jodi Guyot
Subject: Updated budget for Parks project

COPY

Hi Lynda,

Thank you for sending the letter by fax, this should help secure the projected overhead rate for the project.
I am attaching the revised budget with a few minor corrections to rates (ERE, meals, lodging).

Jodi Guyot is our grants coordinator for our department and so I am copying her with this note.

I will be traveling from May 9 – 16, but will have email access most days. I will be back in the office on May 17th.
If you do need to reach my by phone, call ARI for Kim at 480-965-9231 and she will know how to reach me.

Thank you for your assistance in getting this project approved.
If you have any questions or need further information, please feel free to contact us.

Best regards,
Arleyn

Arleyn W. Simon, Ph.D.
Director, Archaeological Research Institute
School of Human Evolution and Social Change
(formerly Department of Anthropology)
P.O. Box 872402
Arizona State University
Tempe, AZ 85287-2402

Phone: 480-965-6957
Fax: 480-965-7671
Email: arleyn.simon@asu.edu

Archaeological Research Institute http://archaeology.asu.edu
WWW Virtual Library of Archaeology http://archnet.asu.edu

Camp Verde Budget **DRAFT** **5/4/2007** **Arleyn Simon, ASU**

Personnel	Name	Affiliation	Role	Rate	# of Days	Total
	Larry Conyers, PhD	U Denver	Director	no charge	3	$ -
	Jennie Sturm	U Denver	Consultant	$500/day	10	$ 5,000.00
	Arleyn Simon, PhD	ASU	Director	no charge	3	$ -
	Tatsuya Murakami	ASU	Hourly	$18.00/hour	10	$ 1,440.00
			ERE	4%		$ 57.60
					Total	**$ 6,497.60**

Travel						
	Airfare	Denver to Phoenix round trip			2 people	$ 500.00
	Camp Verde - lodging	2 people	$ 60.00		2	$ 240.00
		2 people	$ 60.00		10	$ 1,700.00
	Car rental -economy car	1 car	$30/day+tax		3	$ 120.00
		1 car	$145/week+tax		10	$ 260.00
	Meals & Incidental Expenses	2 people	$ 34.00		3	$ 102.00
		2 people	$ 34.00		10	$ 340.00
					Total	**$ 3,262.00**

Equipment & Supplies				
	GPR Rental	$ 250.00	12	$ 3,000.00
	GPR shippping - Fedex roundtrip	$ 350.00		$ 350.00
	Magnetometer Rental	$ 200.00	12	$ 2,400.00
	Magnetometer shipping - Fedex roundtrip	$ 250.00		$ 250.00
	Field Supplies	$ 500.00		$ 500.00
			Total	**$ 6,500.00**
Direct Costs			**TOTAL**	**$ 16,259.60**

Indirect Costs (rate)	25%	F&A		**$ 4,064.90**
			GRAND TOTAL	**$ 20,324.50**

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: May**
Consent: ☐ **Executive Session/Confidential:** ☐ Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact):Discussion, consideration and possible approval of Town owned rodeo arena equipment rules, regulations and rental fees.

PURPOSE AND BACKGROUND INFORMATION: The Town of Prescott Valley Rodeo Committee has used the rodeo arena on two occasions. The Parks & Recreation Commission feels it is time that we have rental fees in place for the use of the arena. It may be several years before we are able to permanently set the arena up and we have the only full arena in the area that can be moved at this time. The Parks & Recreation Commission would like to allow others the use of the arena, but charge a rental fee to assist in recovering the cost that the Town of Camp Verde paid for it, as well as cover any damages.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Rules, Regulations, Rental Fees and Application

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

☒ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☐ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount N/A $
Comments:

Fund: Line Item/:

Submitting Department: Parks & Recreation **Contact Person:** Lynda Moore

Town Manager/Designee:_____

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

Town of Camp Verde Rodeo Arena Equipment Rules, Regulations, Rental Fees and Application

1. APPLICATION - PRIORITIES

(a) The primary use of municipal public recreation buildings, facilities and equipment is for activities of a constructive recreational nature, organized and conducted by the Parks and Recreation Division.

(b) Town activities, Town sponsored groups and Town agencies will have priority use of the facilities and equipment over other applications. When conflict occurs, equipment use permits held by non-sponsored groups may be cancelled as authorized by the Director of Parks and Recreation.

(c) The application for use of Parks and Recreation rodeo arena equipment will be made at least (30) thirty days before the anticipated use. If a deposit is required, the equipment will not be considered reserved until deposit is made.

(d) Any request for exception to rules or service charges for use of rodeo arena equipment must be presented in writing to the Parks and Recreation Department no later than one (1) month prior to the date requested. Request will be presented to Camp Verde Town Council for review and determination of request.

(e) The use of the rodeo arena shall not be granted when, as determined by the Director of Parks and Recreation, such use of the equipment is not in the best interest of the Town. Anyone refused use of the rodeo arena may appeal the decision of the Parks and Recreation Director. Appeal must be presented before Town Council. Council Meetings are the First and Third Wednesday of each month. Item must be on the agenda to be discussed.

(f) Application shall be issued to responsible adults (over 21 years of any), who shall be in attendance when application is made.

2. RESERVATION, FEES AND DEPOSIT POLICIES AND PROCEDURES

(a) Equipment Use Permits shall be submitted to the Camp Verde Parks & Recreation Department in person, by mail or via fax.

(b) The application for use of the Parks & Recreation rodeo arena must be made at least (30) thirty days before the anticipated date of use.

(c) The equipment will not be considered reserved until the deposit is made.

(d) All fees must be paid in full (10) ten days prior to date of use.

(e) At least one Parks & Recreation employee will be present at the time the equipment is loaded and an inventory sheet by the applicant must be turned in to the Parks & Recreation Director.

(f) At least one Parks & Recreation employee will be present at the time the equipment is returned to check off the equipment and the condition of the equipment from the inventory sheet.

(g) Deposits will be refunded within (30) thirty days following the return of the equipment. If any damage is done to equipment refund will not be returned.

3. APPROVAL / REVOCATION - RULES OF CONDUCT FOR ACTIVITIES

(a) At the discretion of the Parks and Recreation Director, all activities may be required to be under competent, adult supervision, with the organization using the equipment assuming full responsibility for any damage to the equipment. If a Parks and Recreation Department employee is on duty, he/she shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it shall be the responsibility of the recreation leader on duty to report it to the Parks and Recreation Director.

(b) All permits shall be immediately revocable by the Director of Parks and Recreation upon his determination that a violation of any rules, this code, or other Town Ordinance or State Statue has occurred. If notice of cancellation of a request is not received at the office of Parks and Recreation at least (48) forty-eight hours prior to the date of the event, the permit holder may be held responsible for all charges at the discretion of the Director. Also, any person or persons guilty of violating any of the following provisions may be prohibited, at the discretion of the Parks & Recreation Director, from future use of equipment.

4. CLASSIFICATIONS

Class A - Town co-sponsored organized groups or agencies. These organizations may be exempt from rental fees with the agreement of community service of some kind. (Discretion of Parks and Recreation Director)
Class B - Nonprofit, individuals, groups or organization using facilities whose purpose is clearly of a non-profit nature and benefits the Town in part or whole.
Class C - Profit making individuals, groups or organization using facilities for raising money or whose purpose is clearly of a profit making status.

5. RENTAL FEES

Classification	Class A	Class B	Class C
Security Deposit	$500.00	$500.00	$500.00
Panels	N/C or by agreement	$20.00 per panel per day	$35.00 per panel per day
Bucking Chutes	N/C or by agreement	$50.00 per day per chute	$65.00 per day per chute
Roping Chutes	N/C or by agreement	$50.00 per day per chute	$65.00 per day per chute
Loading Chutes	N/C or by agreement	$50.00 per day per chute	$65.00 per day per chute
Stalls	N/C or by agreement	$15.00 per day per stall	$20.00 per day per stall

6. STALL RENTAL FEES FOR STALLS LOCATED AT ARENA DEL LOMA

(a) There are currently 34 Stalls set up and available at Arena Del Loma
(b) Use of stalls requires an application and fees paid to Parks & Recreation (7) seven days prior to date of use.
(c) Stalls must be cleaned within 7 days following date of use or cleaning deposit will not be refunded.
(d) If stalls are left unclean, Parks & Recreation will contact Camp Verde FFA or another youth group or civic group to assist in cleaning, at which time they will receive the $300.00 cleaning deposit for the work done.
(e) Applicants that are not returned deposits for two consecutive times may be refused use of stalls in the future or charged a cleaning deposit of $600.00.

Classification	**Class A**	**Class B**	**Class C**
Cleaning Deposit	$300.00	$300.00	$300.00
Stalls	N/C or by agreement	$200.00 per day	$300.00 per day

Town of Camp Verde
Parks & Recreation
395 S. Main Street
Camp Verde, AZ 86322
928-567-0535 fax 928-567-1540

Town of Camp Verde
RODEO ARENA RENTAL APPLICATION

Name: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Work: _____

Email address: _____

Date of Application: _____ Date of Event: _____

I HAVE READ THE ACCOMPANING RULES AND REGULATIONS AND AGREE TO ABIDE BY SAID RULES AND REGULATIONS.

Applicants Signature: _____ Date: _____

Classification: _____

Security Deposit $_____

Stalls at Arena Del Loma How many days _____ $ _____

Panels How many _____ X how many days _____ $ _____

Bucking Chutes How many _____ X how many days _____ $ _____

Roping Chutes How many _____ X how many days _____ $ _____

Loading Chutes How many _____ X how many days _____ $ _____

Stalls How many _____ X how many days _____ $ _____

TOTAL AMOUNT DUE **Receipt #** _____ **$** _____

☐ APPROVED ☐ NOT APPROVED DEPOSIT RETURNED ☐ YES ☐ NO

_____ _____
Parks & Recreation Director Date

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: May 16, 2007**

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

AGENDA TITLE: Discussion, consideration and possible selection of options, funding and direction to staff on how to proceed in recruiting a Town Manager.

PURPOSE AND BACKGROUND INFORMATION: To determine the best options and provide direction to staff in recruiting a Town Manager.

STAFF RECOMMENDATION(S): Hire LACT at a cost of approximately $8,000 to recruit a Town Manager

LIST ALL ATTACHMENTS:

1. LACT Recruitment Guide
2. LACT Town Manager Recruitment Brochure
3. Analysis of Recruiting Services

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

☐ Acceptance/Approval	☐ Agreement/Contract	☐ Emergency Clause
☐ Final Plat	☐ Grant Submission	☐ Intergovernmental Agreement
☐ Liquor/Bingo Application	☐ Ordinance	☐ Preliminary Plat
☐ Public Hearing	☐ Resolution	☒ Special Consideration
☐ Special/Temp Use Permit	☐ Other:	☐ Presentation/Report Only

Finance Director Review
Budgeted/Amount: Yes
Comments: Currently, there is $9,100 in the line item below:

Fund: General Fund - Personnel Salaries Line Item: 01 50-57-6000

Submitting Department: Adm. **Contact Person: David R. Smith**

Town Manager/Designee:

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

Town Manager Recruitment

The League of Arizona Cities and Towns (LACT) can provide the following categories of support in recruiting a Town Manager :

1. LACT web site - complimentary
   a. Job description or
   b. Advertisement
   c. Send to rkuehner@az.league.org

2. (Complimentary)
   a. LACT Guide and Brochure (attached) – detailing what the services the LACT can provide
   b. LACT can meet with Town Council to explain recruiting steps, develop a plan and provide: 1) salary comparisons; 2) recruiting timeline; and 3) place advertisements. The Town pays all advertising expenses ($800- $1,000).

3. LACT Executive Recruiting Services **(new)**
   a. Cost– Approx. $8,000 (1/3 the cost of private recruiters)
   b. Contact
      i. Greg Flynn – 602.256.5786 (preferably); or
      ii. Ken Strobeck - # SAA

4. LACT provided the two names below:
   These contacts are with the "Arizona County/City Mgrs. Range Riders". They can provide names of individuals who have Town Manager experience and recruiting resources.
   i. Lloyd Harrell (480) 812-9396
   ii. Mike Hutchinson (480) 832-1590

Experience with the LACT's Town Manager Executive Recruitment Services

Wickenburg –

The Town is in the beginning phase of recruiting a Town Manager. They hired the LACT to do the recruiting. Therefore, they could not provide any comments or results on the LACT's Executive Recruiting Services. The HR Director was willing to provide the Town with copies of Town Manager applications after they hired their Town Manager. The HR Director indicated that in their cost analysis the least expensive private recruiter was approximately $19,000.

Queen Creek –
A Sr. HR Analyst indicated that in her personal opinion the LACT's Executive Recruiting Service was very helpful, smooth and professional. The process is a partnership between Council, staff and LACT representatives.

The LACT provided Queen Creek the following help:

1. Provided an interview question list, which the Town modified to meet their specific needs

2. Prepared a Town Manager profile with Council's input
3. Prepared and placed advertisements (the Town paid the advertising expenses)
4. Developed a brochure summarizing desired qualifications and outlined the Town's unique demographics
5. Received and screened all applications (with commentary on how they categorized applications)
6. Did reference checks

Although, the LACT provided the above services the staff and Council still had hands-on in the meet and greet and hiring process. Council did require the following 3 part interview process: 1) the interview; 2) applicant oral presentation; and 3) written response to a question posed by Council.

Mercer Group, Inc.

$16,500	Executive Search Turnkey (approximate)
$ 8,000	Expenses not to exceed
$ 24,500	Total

They guarantee a successful placement and will go to round 2 or 3 if necessary to find the right person for Camp Verde

Mr. Mercer can e-mail us a proposal; if we wish.

EXECUTIVE RECRUITMENT GUIDE

Prepared by

TABLE OF CONTENTS

INTRODUCTION AND RECRUITMENT APPROACH	PAGE 1
PROS AND CONS OF THE THREE APPROACHES	PAGE 2
EXECUTIVE RECRUITING FIRMS	PAGE 4
LEAGUE OF ARIZONA CITIES AND TOWNS EXECUTIVE RECRUITMENT SERVICE (ERS)	PAGE 5
INTERIM MANAGEMENT	PAGE 6
STEPS IN THE EXECUTIVE RECRUITMENT SERVICE PROCESS	PAGE 7
APPENDIX A-L	

Introduction

As a city/town council member, one of the most important responsibilities you may have during your tenure is selecting a new manager or administrator. Your city/town manager or administrator (referred to as "manager" in this guide) is the most essential employee in your organization. He or she functions as the critical link between the council and staff. The manager assures that council policy becomes reality in day-to-day services and that those services are delivered effectively.

The optimal relationship between the manager and council, employees and the community is different for each city or town. As circumstances or needs change within a community, it is common for cities and towns to hire a new manager with the skills and abilities which reflect those needs. Because hiring a manager is such an important decision you will want to be very careful. For the sake of your community, it is crucial that a thorough, well defined processed be used in selecting the best candidate possible.

Fortunately, most cities and towns don't have to replace managers very often. However, this means that cities and towns generally don't have a lot of experience in the recruitment process, which leads to uncertainty about how best to proceed. This guide is a product of the Executive Recruitment Service (ERS), a new program created by the League of Arizona Cities and Towns to assist cities and towns in Arizona to recruit quality managers.

This Executive Recruitment Service can help your council to review the required steps; devise a recruitment plan that meets your community's needs, recruit a manager, and execute an employment agreement or contract. The option below will be discussed in greater detail, and the tools will be provided to help the governing body carry out specific steps.

Alternative Recruitment Approaches

There are three basic alternatives available to a city or town that is seeking a manager. The alternatives are:

1. Hire a private recruiting firm to do all or some of the following: develop position profile, position advertisement, search for appropriate candidates, screen the candidates based upon city/town requirements, set up interview schedules and assist the council with the interview and selection;
2. Utilize the recruitment and screening services of the League of Arizona Cities and Towns or;
3. The city/town can perform all the steps itself.

Pros and Cons of the Three Approaches

Approach	Pros	Cons
Private Executive Recruiting Firm	➢ Full service relieves staff and council from recruiting/screening chores. Level of service depends on community's specifications ➢ Actively solicits candidates ➢ May be able to dedicate more time than the city/town to the project ➢ Knows current availability of managers, often throughout the United States, who are seeking a new community ➢ Have experience, can verify success record ➢ Acquainted with many managers on regional or national basis	➢ Often expensive, depending on level of service purchased ➢ May not be familiar with community or its specific current needs ➢ Maybe difficult to contact the firm's representatives easily and conveniently ➢ If only partial services are purchased, need to ensure good coordination with elements of process provided locally
League of Arizona Cities and Towns	➢ Full service relieves staff and council from recruiting/screening chores. Level of Service depends on community's specifications ➢ Knows local communities, their needs and the idiosyncrasies of Arizona ➢ Less expensive than private firms ➢ Knows most of Arizona's managers better than a private firm because of regular working relationships ➢ Good contacts with other Leagues and cities for background checks	➢ If only partial services are purchased, need to ensure good coordination with elements of process provided locally ➢ Does not normally solicit candidates ➢ Generally less familiar with managers outside of Arizona

Approach	Pros	Cons
Self-Administered Recruitment Process	➢ Least expensive ➢ Provides council with greatest involvement in process ➢ Works when city/town has professional human resources program	➢ Unfamiliarity with process may result in serious or costly mistakes ➢ Compared to the alternatives, requires the most time from council members ➢ Council doesn't normally solicit or know possible candidates ➢ Outside resources required for references unless full service human resource program is available ➢ Recruitment can interfere with normal city/town business and requires extensive staff time ➢ Timeline may lengthen due to advance notice required for council to meet

Executive Recruiting Firms

The following firms have performed recruitment for cities in Arizona. This list is not all-inclusive.

Avery Associates, Inc.
3 ½ North Santa Cruz Avenue, Suite A
Los Gatos, CA 95030
(408) 399-4424

Bob Murray & Associates, Inc.
1677 Eureka Road, Suite 202
Roseville, CA 95661
(916) 784-9080

Colin Baenziger & Associates
12970 Dartford Trail, Suite B
Wellington, FL 33414
(561) 707-3537
(561) 792-2137 Fax

CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
(800) 822-4277

Custom Research Solutions, Inc.
16400 Pacific Coast Highway, Suite 221
Huntington Beach, CA 92649
(888) 722-6697

DMG Maximus, Inc.
17310 Red Hill Avenue
Irvine, CA 92614
(949) 440-0845

Korn/Ferry International
1900 Avenue of the Stars, Suite 2600
Los Angeles, CA 90067
(310) 552-1834

Ralph Anderson & Associates
5800 Stanford Ranch Rd, Suite 410
Rocklin, CA 95765
(916) 630-4900
(916) 630-4911 Fax

RJA Management Service, Inc.
550 West Duarte Road, Suite 6
Arcadia, CA 91007
(626) 447-3318
(626) 447-1124 Fax

The Mercer Group, Inc.
551 West Cordova Road, Suite 234
Santa Fe, New Mexico 87501
(505) 466-9500
(505) 466-1274 Fax

The PAR Group, Inc.
100 North Waukegan Road, Suite 200
Lake Bluff, IL 60044
(847) 234-0005
(847) 234-8309 Fax

Waldron & Company
6720 N. Scottsdale Rd, Suite 150
Scottsdale, AZ 85253
(480) 778-1678

League of Arizona Cities and Towns
Executive Recruitment Service (ERS)

To help council members conduct a successful and positive recruitment, this booklet presents guidelines for seeking and selecting a city/town manager. While no two jurisdictions require precisely the same qualifications and responsibilities from their manager, the principles outlined here provide the basis for determining priorities.

The League of Arizona Cities and Towns can provide a full range of services to cities and towns for the recruitment and selection of a manager. Recognizing the importance of quality managers for all communities, the League provides some complimentary services to members - including this guide. The League charges a fee for other elements of recruitment. Following is a description of services available from the League.

Complimentary Services

1. A copy of this guide will be provided to cities and towns that request information about the League's services, along with a brochure detailing the components of the process that the League can provide.
2. Members of League staff are available to meet with the city/town council to explain the steps in the recruiting process and to help the council develop a recruiting plan. At this meeting, League staff will help the city/town prepare advertisement and a recruitment timeline, as well as offer salary comparisons if requested.

Fee Services

The League will also provide a full range of additional recruiting services. The fee covers direct costs to the League such as travel, staff time and telephone calls. If recurring long distance trips are necessary, additional fees may be requested of the council. Fees charged to cities are at a reduced member rate, based on population. Services include:

1. Assist the council in developing a "manager profile." The profile is critical to secure the best candidate who meets the city/town's needs.
2. Place advertisements in a number of national, regional and local publications.
3. Receive and screen applications (including drafting and sending acknowledgement letters)
4. Perform background and reference checks on candidates selected by the council (includes sending letters to those not selected for further considerations)

The League can assist with candidate travel and suggested interview questions, but the city/town has the responsibility to appoint interview panel members, finalize interview questions, and arrange tours of facilities, etc. for candidates.

Interim Management

Often the first question elected officials must face when vacancy occurs are:

- What should we do to ensure that the affairs of the local government are properly administered until a new manager is selected and on board?
- Who should be in charge?

First and foremost, local government officials must avoid acting impulsively and succumbing to the temptation to hurriedly appoint a new permanent manager. Local government officials need an interim period to carefully select the best possible successor who meets their criteria.

To ensure a smooth transition and to allow the city/town the time necessary to consider the right skills and qualifications needed, an interim manager can help buy valuable time.

Here are several steps for the council to consider:

- Appoint an interim manager. It is important to clarify who will be responsible for directing the city/town while the new manager is being recruited. The interim manager could be a staff member in whom the council has confidence or could be an individual available elsewhere for interim positions. The League will have information about individuals who might be available to serve as an interim manager.
- Ensure the organization understands the interim manager has the same authority and responsibilities as the regular manager. Regardless of who is appointed it should be clear to all local government officials and staff that the interim manager is in charge. It should also be clear that this person does not have the inside track to the new position. If the interim manager is ultimately selected, it is because that person proves to be the best of the applicants.
- Defer key actions when possible. Obviously, the local government must continue to operate during the recruitment period. The council and interim management team should do whatever is necessary to make sure that important projects and the delivery of services continue to move ahead.
- However, major actions should be deferred whenever possible until the new manager is appointed. After all, to ensure effective administrative leadership in the future, it is desirable that the new manager be involved in as many policy decisions as possible. Filling a vacant department head position, for example, is an opportunity for the new city/town manager to begin building an administrative team. In fact, such an opportunity can be used successfully to pique the interest of potential candidates during the recruitment process.
- The recruitment process should not be unnecessarily delayed for any length of time. However, council members should bear in mind that an impulsive response to community pressure can be divisive for the government officials and can damage their credibility.

Steps in the Executive Recruitment Service Process

The following explains each step in the League's selection process. In addition, rough estimates of the time that each step may take are indicated on the right side. After reading this selection, it is useful for the council to work with League staff to develop a recruiting plan, complete with estimated time frames, for your community.

Step 1. Define Position and Develop Profile
Time required: up to 2 weeks

The city/town council meets to review recruiting steps and adopt a schedule. A blank profile form is distributed to council members who complete the form at this or a subsequent meeting.

Review any charter provisions or ordinances creating the manager/administrator position and the manager's job description to ensure it continues to accurately reflect the city/town's expectations and job requirements.

The council should prepare a profile of the skills, training and qualities of the "ideal" candidate. This is discussed more in Appendix B. This step is critical to several steps later in the recruiting and screening process.

Step 2. Prepare Advertisement and Review Salary Range
Time required: can be completed within time identified for Step 1.

A review of the present salary range is useful in order to ensure the city/town remains competitive. The annual salary survey published by the League of Arizona Cities and Towns is a useful source on salaries for Arizona Managers.

Draft a complete job announcement. Words saved now will probably cost extra effort and money later in screening unqualified applicants. Sample announcements can be found in Appendix C. A closing date should be specified and should be set a minimum of four weeks after publication of the final announcement.

Remember, many national publications require four to six weeks' notice for publication and at a minimum the advertisement should include the following items:

- Name of the local government
- Title of the vacant position
- Population
- Amounts of the operational and capital budgets
- Number of full time employees
- Type of services provided
- Statement of starting salary or that salary is open and commensurate with background and experience. A local government with a formal salary policy should openly declare it on the announcement.

- Filing deadline, including any special items of information desired such as salary history, writing sample, and work related references.
- Brief description of key areas of interest and desirable experiences and qualifications
- Where and to whom to send resumes
- Web site address of local government

Step 3. Decide Where to Advertise

The most common publications in which Arizona cities advertise are the League, ICMA Newsletter, national publications, and bulletin boards. These publications will generally reach the vast majority of interested and qualified applicants. Addresses and general publication information are also found in Appendix C. Most jurisdictions also choose to advertise in their local newspapers (Arizona Republic, The Tribune). Some choose to include major regional newspapers (Los Angeles, San Francisco, Portland, Las Vegas, Albuquerque, Denver, etc.) although they are more costly. Placing the ad on the Internet is also effective.

Step 4. Acknowledgement Letter

A letter thanking the candidate for his or her interest should be sent on city/town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the city/town and the geographic area. Many cities insert a brochure describing the community. Details of the selection process should also be provided to avoid numerous phone calls and personal inquires. A sample can be found in Appendix D.

Step 5. Screening of Applicants
Time required: 2 weeks

Screening can begin following the closing date. Whether the full council (or a subcommittee), a private firm, or the League conducts the screening, the primary document used in the screening should be the profile developed earlier in the process by the council. The ERS process selects a maximum of ten to twelve candidates, which closely fit the profile developed. However, all applications received are forwarded to the council.

Occasionally, a city/town prefers to further narrow applicants by asking for submission of writing sample or response to essay questions relative to the position. The council can use the responses to evaluate their opinions, breadth of experience and expertise. The written response is useful to evaluate timeliness, thoroughness, use of English language, etc. From these responses, a smaller number are selected for background checks or interviews. Note: IF this option is taken, generally allow three to four weeks additional time.

Confidentiality is an important consideration in any recruitment. The elected body should determine at the outset, the extent to which the recruitment process will be public. Until

the finalists are selected, the confidentiality of résumés should be maintained and should be consistent with applicable with state law and advice of local governments.

Regret letters will be mailed throughout the process at each appropriate step along the way.

Step 6. Background Checks

Time required: 3-4 weeks depending on the number of candidates and who performs the checks.

Generally, a list of four to seven finalists is a good beginning point for background checks. This should produce three to six suitable candidates for interviews. A larger starting list is necessary if the city/town wishes to interview more candidates. However, transportation and other costs may limit the number of candidates that can be interviewed.

Background checks are conducted with work-related contacts. Although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive, and time-consuming process even if it is done well. However, time and money spent during this step of the process will save in the long run by avoiding travel costs for interviewing unqualified candidates. A minimum of three weeks is normally necessary to complete background checks. See Appendix J for more details.

Step 7. Interviews

Time required: 2 weeks

Prior to the interviews, the council may wish to send the applicants additional information about the city, such as the budget, comprehensive plan, charter, etc. Occasionally, applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.

Also prior to interviewing applicants, the council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not to arrange tours, etc. It is common for a city/town to pay for transportation costs, meals and lodging for candidates being interviewed. Many cities and towns arrange for tours of the community and facilities for candidates prior to their interview.

The entire council should interview the finalists; however, interviews should be conducted in executive session so as to comply with the Arizona Opening Meeting Laws. Consensus is important when selecting a new manager. Consensus is not likely to be achieved if only one or two people are conducting the interviews and informing the rest of the council of the selected candidate.

Interviews should be scheduled as close together as possible–preferably the same day- in order to assure equal treatment of the candidates. Job-related questions should be prepared in advance and asked of all candidates. The manager profile is useful in deciding

which questions to ask and in evaluating responses. See Appendices E through G for interviewing techniques, sample questions and an interview rating form.

If the council is not able to select a new manager following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the city/town may want to pay expenses of the candidate's spouses to accompany them.

In recent years, employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative is to use an assessment process in addition to the oral interview. The concept of an assessment process is to ask each candidate to perform a task he/she would have to perform on the job. Additional information on Assessment Centers can be found in Appendix I.

Step 8. Selection and Negotiations

When the city/town selects its preferred candidate, there are still several decisions to be made. A member of the council may wish to visit the candidate's present community in order to speak personally with individuals about the manager's performance. Although this can add to the expense, it has proven very worthwhile.

Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The council should also be prepared to discuss an employment contract with the new manager. See Appendix J for details.

Other finalists should not be rejected until the city/town has reached a final agreement with the successful candidate. Negotiations between the city/town and its top candidate occasionally break down, requiring the city/town to turn to another choice. Sometimes, there will be one finalist who meets the city/town's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

Most managers will require a minimum of 30 days to give notice to present employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.

As soon as the new manager has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. A sample announcement can be found in Appendix L.

Step 9. The New Manager Arrives

It is desirable to have an initial work session with the new manager to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of the issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.

Any information and introductions that the council can provide to the new manager will be most welcome and helpful in making the transition to the city/town smooth.

Approximate time required including relocation: 20-28 weeks

Conclusion

If you feel a little overwhelmed by the task or the choices involved, don't be. Remember, hiring a new manager is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality manager you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some city/town councils have found that the process of recruiting a new manager provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

APPENDIX A

Selection Process Checklist

(For Council Use)

Steps	Description	Estimated Time Required	Assigned To	Targeted Completion Date
1	Define position and develop profile			
2	Prepare advertisement and review salary range			
3	Decide where to advertise			
4	Prepare and send acknowledgement letters			
5	Screen applicants			
6	Conduct background and reference checks (if conducted before interviews)			
7	Select candidates for interviews			
8	Determine level of reimbursement for candidate (travel, lodging meals, spouse expenses)			
9	Select top candidate(s)			
10	Negotiate with top candidate(s)			
11	Make hiring decision			
12	Issue press release/announcement of new manager			
13	Advise any candidates still in the selection process that a new manager has been selected and has accepted			
14	Welcome the new manager			

APPENDIX B.1

Format for Manager Profile – Suggested Areas for Skills and Experience

This form shows one possible format that the council can follow to develop a "manager profile." Typically, individual council members complete this form, describing under each category the qualities and skills they desire in the manager. Each area is then ranked as high, medium, low in importance. Once all council members have completed their forms, a single person in the city/town or at the League combines the individual forms into one profile that represents the tally of the council. The entire group then reviews the combined profile, makes necessary changes, and adopts it.

In addition to assisting the council (and any recruiting service the council may hire) in the selection process, the profile can be an important community document. It allows the city/town to see the qualifications the council will seek in the next manager. Some cities/towns obtain public comment on what kind of manager their citizens' desire.

A blank copy of the profile form is found in Appendix B.2 for use by the council to use when developing a manger profile.

Education

Many cities prefer a Bachelor's degree or a Master's degree in public administration, business administration, or related field. The requirement is usually interpreted liberally, and it is common to allow a candidate to substitute experience for some required education.

Experience

Most cities will seek someone with management experience, either as a city manager, assistant city manager, or department head. Any special experience desired, such as operating an electric utility, is important to note here. The required number of years of experience should be included in the announcement.

Most cities and towns will require the skill and/or proven experience in the following areas:

Administrative and Management Ability

Does the applicant have the ability to create a plan, organize and set goals? These skills are needed to help determine whether the applicant can manage the size and complexity of the particular city or town that is seeking the manager.

Governmental Budget and Finance

Does the applicant have an understanding of the fundamentals of debt management, enterprise accounting and other special funding mechanisms depending on the needs of the local government?

Labor Relations and Personnel Experience

What is the applicant's labor relations and personnel experience? The greater the experience in this area will allow the manager to be effective in negotiating labor contracts and managing a diverse group of employees. Level of experience and training will depend on city/town's organizational structure and complexity.

Community Relations Experience

The applicant manger should be an effective public speaker and able communicate with the media and citizens in a variety of methods.

Council Relations Experience

Will the manager work effectively with the entire council as well as individual members? What is the applicant's prior experience in this area?

Intergovernmental Relations

What is the applicant's past experience with intergovernmental organizations? Experience in this area will allow the manager to work effectively with state legislatures, councils, and other intergovernmental organizations such as councils of governments to the extent the city/town desires.

Innovations and Major Achievements

What are the applicant's achievements, creative solutions in past positions, etc.? This area should be highlighted in which the council seeks additional information about a candidate. Common areas of innovation include responses to environmental regulations, financing services in times of decreasing revenue, leading major capital improvement projects, and effectively delivering services to diverse populations.

APPENDIX B.2

Format for a City/Town Manager Profile

(For council use)

Describe the background, skills and qualities you believe your city/town needs in a City/town Manager based on the suggested skills listed in appendix B-1 and other attributes that are necessary for your community.

Skill/experience area	Notes/comments	Rate Importance
Education		High Medium Low
Experience		High Medium Low
Administrative and management ability		High Medium Low
Governmental budget and finance		High Medium Low
Labor relations and personnel experience		High Medium Low
Community relations experience		High Medium Low
Council/commission relations experience		High Medium Low
Intergovernmental relations		High Medium Low
Innovation and major achievements		High Medium Low
Other important skills and experience		High Medium Low

APPENDIX B.3

SAMPLE

City/Town of _____

Draft City/Town Manager Profile

Education and Experience

A Bachelor's degree or equivalent experience in municipal government required. A minimum of three years of public administration experience is required with five years preferred. Experience must demonstrate performance in specific areas including municipal engineering and public works; grants procurement and administration; economic development strategies and understanding of state laws, including budget process, purchasing and other related matters. Prior experience in the Southwest preferred. Experience and knowledge in municipal accounting is desirable.

Administrative Ability

The candidate must have demonstrated performance in personnel relations for a community having not less than 7-9 employees. Communication skills are a must, including the ability to listen, communicate with various segments of the community and develop good relations with the business community. Person must be willing devote whatever time is necessary to achieve the goals and guidelines established by the council. Knowledge of how to organize municipal departments and demonstrate leadership qualities is essential.

Council Relations

Ability to take time and interest in working with council members to keep them informed and explain technical processes. The Candidate should be able to adequately inform the council on a regular basis so there are no surprises. Both written and oral communications with the council are essential. The person must be able to accept constructive criticism. Candidate must be open and honest with the council and able to present all sides of an issue that affect the city. The individual must be able to carry out the intentions and directions of the council enthusiastically.

Budget and Finance

Should have demonstrated prior experience in managing a "big business" since the city has a $ 4.5 million budget. With a tax base of $3,750,000, it is essential that a candidate has knowledge in local budget law and, in addition, is frugal with expenditure of funds. Additionally, experience and expertise in grantsmanship are desirable, as well as dealing with city owned utility finances.

Labor Relations/Personnel

The candidate should have some knowledge of Arizona labor relation's law, with demonstrated ability in the collective bargaining process. Since the public works crew is unionized, strength in personnel management is desirable. Must demonstrate a personality which can communicate city goals and needs to employees and who can (with fairness) increase productivity among city/town employees.

Community Relations

The candidate must have demonstrated background of involvement in community activities. Prior experience in working with and understanding the needs of the business community is highly desirable. The candidate should be able to present a confident image of the city to the community at large and must be able to demonstrate a positive, productive attitude to citizens of the community. Prefer Southwest residency in order to better relate to an Arizona community.

Intergovernmental Relations

Must be able to relate to and develop a good working relationship with councils of government, city/town governments, schools, and state and federal agencies. Person should have prior experience in working with intergovernmental agencies, dealing with such areas as financial projects and grants and be able to use resources of other agencies to community's benefit.

Innovations and Major Achievements

The candidate must be able to manage with a lean budget and the ability to continue the good relations that currently exist with the public safety sector, including the sheriff's department and the rural fire district. Person must be able to set personal and employee goals, and be creative and aggressive in seeking solutions to city problems. The individual must be able to seek and receive support and involvement from the council, employees and the community on various topics. Knowledge and ability to develop alternatives in the area of economic development, including tourist promotion, would be desirable.

Facilities/Special Needs

The candidate should be familiar with the operation of public utilities, including electric utility and improvements for water and sewer systems. Knowledge of street drainage is also desirable. Ability to deal with maintenance and project funding is desirable, including the ability to deal with engineering firms and other types of consultants. The candidate should have experience in contracting for services like solid waste hauling and recycling, along with working knowledge of information technology.

APPENDIX C

Common Publications Used to Advertise Vacancies

ICMA Newsletter

The International City/County Management Association (ICMA) Newsletter is an excellent national publication for advertising city manager positions. The ICMA Newsletter is published every two weeks. There is a per-character fee for ads. A standard format is used; if needed the ICMA staff will edit an ad to fit their format. Following is an example of a job announcement in the ICMA Newsletter.

> City of Excellent, AZ (9,700) City Manager. Salary DOQ; current salary $69k + benefits. Mayor & 6-member council. $14M overall budget; 91 employees; located in Northern Arizona; economically and culturally diverse community, thriving on agriculture & tourism. Requires bachelor's degree & 5 years progressively responsible management experience. Desire public relations, personnel management, municipal finance/grantsmanship, urban renewal, & intergovernmental experience. Résumé, salary history & references to Excellent Management Recruitment, PO Box 309, Williams, AZ 86046 by 1/31/2007.

Address: ICMA Newsletter
777 North Capitol St. NE, Suite 500
Washington, D.C. 20002-4201
Phone: (202) 962-3650
Fax: (202) 962-3500

Jobs Available

This is a primarily a West Coast Publication devoted exclusively to job announcements in the public sector. Jobs Available is published every two weeks. There is a fee based on the size of the Ad. Following is an example of a job announcement in the Jobs Available.

> City Manager – City of Bannock, AZ population 19,700 (Salary: $90,770-$120,430, DOQ; benefits. Located in Northern Western Arizona, with excellent outdoor recreational opportunities. Diverse community thriving on agriculture, timber, higher education, tourism. Mayor & 6-member council. $24M overall budget; 191 employees; Minimum Requirements include Bachelor's degree (MPA or MBA preferred), & 8 years progressively responsible management experience with at least five of those years in municipal government; history of strong leadership and management skills. APPLY BY: March 16, 2007. Send résumé to: City of Bannock, Recruitment P.O. Box 928, Bannock, AZ 86046. Nominations of qualified candidates are solicited.

Address: Jobs Available
P.O. Box 1040
Modesto, CA 95353
Phone: (209) 571-2120
Fax: (209) 576-1249

APPENDIX D

Sample Acknowledgement Letter

(City/Town Letterhead)

Date:

Dear_____:

Thank you for your application for the position of City Manager for the City of Bannock, Arizona. Here are some details about our selection process an outline of our general time frame.

Applications will be reviewed based on a profile that was developed by the city council. Approximately 10-12 applicants will be presented to the council for further consideration. The council will screen those applications and by mid-January identify a smaller group on which to perform background checks. We expect that the background checks will be completed by late January. Shortly thereafter, a few individuals will be scheduled for interviews. The council hopes to make their final selection by late July.

We will try to keep you advised of the status of your application as decisions in the selection process are made.

Enclosed is some information about our community that you might find interesting and helpful.

Thank you for your interest in the Great City of Bannock.

Sincerely,

Mayor
City of Bannock, Arizona

APPENDIX E

Interview Guidelines

Prior planning and organization are the keys to ensuring a successful interview. The interview process should be well organized and the setting comfortable. Consensus among council members is important when selecting a new manager and is not likely to be achieved if only one or two council members are conducting the interviews. It is suggested that the entire council interview the finalists; however, interviews should be conducted in an executive session so as to comply with the Arizona Opening Meeting Laws.

During both formal and informal meetings between the council and the finalist, discussions and questions should focus on the criteria for the position that was established at the outset of the recruiting process. The council may choose to supplement the usual discussion between the council members and the finalists by inviting staff or community leaders to participate. For example, finalists may meet with department heads or other staff to review departmental operations in more detail or receive a tour of the local government.

The interview panel should plan on at least one hour. It is difficult to pursue a range of questions in less time, and it is in your best interest to maximize the interview time with the candidate who may have traveled some distances for the meeting.

A final guideline, regardless of which interview technique is used the council should continue to take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, the interview process and related follow up activities should move forward as promptly as possible so as not to lose momentum or cause desirable applicants to have second thoughts.

APPENDIX F.1

Summary of Suggested Interviewing Techniques

The following are some of the things you should and shouldn't do when interviewing candidates. Remember the law does not prohibit employers from obtaining all the information about a candidate they deem important, as long as the questions are job related and do not elicit information which could be used for discriminatory purposes.

Do

- Create a comfortable atmosphere. Remember you are trying to impress the candidate as well as the candidate attempting to impress you.
- Let the applicant do most of the talking.
- Question objectively. Questions should be job-related and consistent from one applicant to the next.
- Ask questions that require more than a yes or no answer. Use general or open-ended questions.
- Avoid unduly sympathetic or unsympathetic words, gestures, or facial expressions, which would make the candidate, think you agree or disagree with his/her answers.
- Avoid posing a problem or situational question combined with possible solutions. Let the candidate generate his/her own solution.
- Develop questions based on earlier statements made by the candidate or information provided by the applicant in his/her resume, application or other source.
- Ask questions designed to encourage the candidate to reveal his/her knowledge and opinions.
- Avoid "trick" questions.
- Avoid displaying your personal opinions or viewpoints through the questions you ask.
- Listen attentively to ever question asked and every answer given. Maintain eye contact with the candidate while he/she is speaking to show that you are listening.

Don't

- Let early biases form. Finish the interview before forming a final opinion of the candidate.
- Ask unnecessarily long questions or do most of the talking. Remember, you want to learn about the candidate, not share your own views.
- Let the candidate digress beyond the point of answering the question satisfactorily or showing that he/she is unable to answer the question.
- Ask stress-producing questions that are not relevant or related to the job. Delicate questions of this type should be pre-planned and should not be used to humiliate the candidate. Remember, if you like the candidate, you want to ask questions that would encourage him/her to accept the job.

APPENDIX F.2

Sample Interview Questions

The following lists some suggested interview questions. Of course, the questions you choose to ask should be custom-fit to your city/town's particular needs and circumstances. Typically, fifteen to twenty well-planned questions will create sufficient responses for an hour-long interview.

1. How would you characterize your style of management?
2. What style of management do you use when in an emergency/stressful situation?
3. How do you relate to employees, department heads, advisory committees, the council, and the general public? How would they describe your ability to relate to them?
4. What do you perceive to be the manager's role in dealing with the council?
5. What do you do when an individual council member asks to perform a task that isn't approved by the entire council?
6. How do you view the role of the council in dealing with the manager and the administration?
7. Based on your education, experience, and background, what do you consider to be your strengths when addressing a local problem/issue? What are your weaknesses?
8. Recognizing the limits of span of control in an organization, how and when do you delegate responsibility and authority?
9. In your opinion, what role should the manager play within the community?
10. What benefits, if any, would a manager or city/town gain if the manager became an active member of a service organization within the community?
11. To what extent do you believe contact with citizens and citizen groups are important? How do you typically handle this responsibility?
12. What is your approach in dealing with the news media? Give an example.
13. What experience have you had in labor negotiations?
14. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table.
15. How have you dealt with mediation, fact finding, or arbitration? Have you ever managed a strike?
16. What approach have you used in dealing with personnel problems?

17. Describe how you would handle a situation where you had to discipline an employee. Have you ever fired an employee? Explain how you handled that situation.
18. What experience have you had in training or motivating employees?
19. What steps have you taken to adhere to state and federal laws relating to diversity in the workplace, non-discrimination and equal opportunity?
20. Describe your experience, if any, in dealing with charges of discrimination or grievances filed against you or the city/town you served?
21. What involvement have you had in developing personnel rules, regulations and procedures?
22. What is your municipal finance experience?
23. What role have you played in the preparation of a budget?
24. What style of budget do you prefer?
25. In budgets that you have prepared, how do you communicate the effectiveness of service delivery?
26. If you were designated as the budget officer, how did you present the budget to the city council?
27. Have you ever gone to a vote of the people for a funding/bonding measure?
28. What was your role in the campaign?
29. What was your rate of success? What would you consider to be the keys to success?
30. Have you ever been involved in a vote to establish a new tax base?
31. What is your experience with debt management?
32. What is your experience with enterprise funds?
33. What experience have you had in administering grant programs?
34. What success have you had in attaining grants for various projects in a city?
35. Specifically, what programs have you administered with either state or federal grants?
36. Describe any experiences you may have had in developing and recommending policies to the council relating to growth (e.g., annexation, expansion of utilities, subdivision standards, etc.).
37. In the field of intergovernmental relations, what experience have you had in dealing with:
    a. Councils of Government

b. Neighbor Counties

c. Neighbor Cities

d. State Agencies

e. Federal Agencies

f. State Legislature

g. Congress

h. National League of Cities

i. State Municipal Leagues

38. What legislative committees have you appeared before?

39. In what way have you been an active participant in the activities of the International City/County Management Association (ICMA) and other professional organizations?

40. What is the extent of your experience in the field of public works, and did it cover the following:

    a. Street maintenance and construction

    b. Operation, maintenance and construction of utilities

    c. Supervision of construction projects

    d. Funding

41. What advantage would there be for a city/town to establish a special improvement or redevelopment district?

42. Have you been involved in the formation of a public/private partnership for the purposes of redevelopment?

43. What was being constructed or improved?

44. How would you put together a general obligation bond measure?

45. What experience have you had in land use planning and zoning requirements?

46. Why did you apply for this position?

47. What conditions would you set up for accepting this position if it were offered?

48. What will your first steps be upon assuming responsibility for this position?

49. What would you hope to accomplish in the first year?

50. Is there anything you would like to add?

APPENDIX G

Sample Oral Interview Rating Form

Applicant: _____

Date: _____

Category	1 Not Recommended	2 Somewhat Qualified	3 Qualified	4 Well Qualified	5 Superior
Applicability of experience to the city/town's challenges					
Involvement in all phases of local government operations					
Depth of Experience					
Degree of responsibility in previous positions					
Level of education, college or advanced degree					
Specialized training					
Informed on new technology, management techniques and advancements					
Ability to transmit ideas clearly					
Ability to organize ideas, summarize, and express them with confidence					
Non-verbal communication skills (e.g. physical, eye contact)					
Ability to work with others					
Ability to make decisions					
Open to alternative approaches					

Individual type of leadership fits with city/town					
Fits your idea of individual for position					
Manner in which applicant presents him/herself					
Personality traits					
Approach to the news media					
Possible blend in the organization					
Understanding the mechanics of budget					
Grasp of financial administration					
Formation of local government districts					
Ability to work with scarce resources					
Experience with personnel problems					
Ability to delegate authority					
Training and employee motivation					
Overall knowledge of community growth problems					
Experience in downtown/urban development					
Experience in urban renewal					
Knowledge of street construction and maintenance practices					
Knowledge of operation, maintenance and construction of utility services					
Knowledge of public works administration					
Experience in working with other governmental agencies					

APPEDNIX H

Sample Candidate Written Questionnaire

Dear Applicant:

You have been selected to enter the second stage of the application evaluation process for the position of City/Town Manager. The purpose of this questionnaire is to get further information about your qualifications and management style.

You may type your responses on a separate page. Please limit each response to no more than on half page. Please provide responses no later than (date). You may mail your responses to _____ or by email to _____. Please call _____ at (480) 555-5555 if you have questions or need further information.

Thank you.

1. Describe actions that you have taken that best demonstrate your management style.

2. Describe a professional accomplishment that you feel best demonstrates your skills as a City/Town Manager.

3. Why did you choose our community to live in and why do you feel that you will be successful here as City/Town Manager?

4. Economic Development is a critical concern of our community. What successes have you had in stimulating or organizing economic development activities in a community?

5. One (or two) of the greatest challenges our community faces is _____. How would you address this issue if you were selected?

APPENDIX I
Assessment Center

In some cases, employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative is to use an assessment process in addition to the oral interview. The concept of an assessment process is to ask each candidate to perform a task he/she would have to perform on the job.

For example, for a City Manager position, ask each candidate to make a presentation before a group of citizens, and then answer follow up questions. If having a manager who works well with citizens groups is important to you, this may be an appropriate activity to make part of your selection process. For group presentations, it is important to note the people you pick to listen to the candidate's presentations generally are not the ones rating the candidates - this is your job. You may invite group participants to fill out comment cards on each candidate but clearly state the comments will be considered as one of several factors in your evaluation of the candidates.

If you are particularly interested in writing or grant writing skills, ask the applicants to draft a letter or fill out a simple grant application form. Another common writing exercise is an "in basket" exercise, which is described below. Assessment Center Options:

Public Presentation Exercise

The purpose of this exercise is to evaluate the ability of candidates to interact with the public, think on their feet, and to respond to community issues. Invite community members to attend a presentation by candidates. Ask each candidate to introduce themselves to the audience, make a ten-minute presentation on a topic you choose or their approach to management in general, and answer questions from the audience for five to ten minutes.

The selection panel sits in the back of the room and takes notes on how well the candidates interact to the public, the quality of their presentation, etc. A sample evaluation card for staff/public presentation can be found in Appendix I.2. Audience members may fill out comment cards to help interviewers and provide additional feedback. However, such responses should be kept confidential and it should be made clear the selection team makes the final decision.

Initial Staff Meeting Exercise

The purpose of this exercise is to evaluate how candidates interact with staff and their management style. Candidates are asked to make a presentation to municipal staff and answer questions as if it were their first staff meeting after they are hired. Invite current staff that reports directly to the manager to participate in a "mock" staff meeting exercise. Staff members may be invited to fill out comment cards to help interviewers. However, such responses should be kept confidential and again, it should be made clear that the selection team will make the final decision.

In-basket Exercise

The purpose of this exercise is to evaluate candidate writing, decision-making, and delegation skill. In this exercise, candidates are given the contents of the manager's in-basket and are given a certain amount of time, typically one hour, to read the contents. Then they are asked to write out how they would prioritize and resolve each item.

Traditional Oral Interview

An assessment center usually includes a traditional oral interview.

APPENDIX I.2

Assessment Center

Sample evaluation card for staff/public presentation

Name of applicant _____date _____

1 (poor) to 5 (outstanding)

1. Did the candidate present his/her ideas in a clear, persuasive, and effective manner?
(Circle) 1 2 3 4 5 Comments:

2. Did he/she encourage others to speak and respond well to questions?
(Circle) 1 2 3 4 5 Comments:

3. Did he/she "connect" with the audience or inspire trust in their message?
(Circle) 1 2 3 4 5 Comments:

4. Did he/she appear to be flexible and open to public comments?
(Circle) 1 2 3 4 5 Comments:

5. Was he/she comfortable under pressure?
(Circle) 1 2 3 4 5 Comments:

APPENDIX J

Reference/ Background Checks

The council checks the candidate's integrity and quality of previous work through a **check of references** by letter or phone or through a visit to the city where the candidate has served as manager. (Ask the candidate if persons who have not been listed as references may be contacted.) For example, speaking with the editor of the local newspaper, president of the local chamber of commerce, or a state legislator whose district encompasses the city in question, etc. may be valuable. The investigation should be both thorough and to the point. It is a good idea to prepare a standard list of questions to ask the references who will be called and to write down their responses to be included in the evaluation of candidates.

Many communities ask their police departments, sheriff office or the department of public safety to run a criminal background check on candidates. Be advised, ***written permission*** from the candidate should be obtained before a candidate is checked in this manner. If there are any questions about this process, speak to a city/town attorney or human resource professional.

Sample Telephone Reference Check

Name of applicant _____

Name of interviewer _____ Date _____

Name of reference interviewed _____ phone _____

I'm calling from the City of _____. I am checking job references for _____ who has applied for the position of city manager.

May I ask you a few questions?

1. How long did you work with _____ and in what capacity?

2. Can you tell me about one or more specific examples of work situations or other situations that you observed that demonstrate the applicant's best qualities as a manager or leader?

3. Other questions that relate to the key skills or abilities.

APPENDIX K

Sample Employment Contract

This is not intended to substitute for an employment agreement. It is a list of topics that should be considered during contract negotiation. Some cities/towns decide to have formal employment agreements, while others do not. Employment agreements are becoming more common because they are intended to give a manager more stability and to make the expectations of both the council and the manager clear.

It is always best to seek professional legal advice if you wish to execute a formal written agreement. A detailed sample of a model employment agreement can be viewed on the International City/County Management Association's website, or simply conduct a web search for ICMA Model Contract.

Term of the agreement:

- Employment can be open-ended with no termination date, or, for example, limited to one, three, or five years, before it must be renegotiated.

Duties:

- List tasks/assignments expected to be completed by the manager, especially in regard to working with the council/assembly, hours of work, etc.

Termination Provisions:

- Managers usually works "at the pleasure" of the city council or assembly which means that the manager has fewer employment rights than other employees.
- Termination provisions can specify how much notice of termination the governing body must give the manager; if there will be "severance pay," and/or moving expenses to another location.
- Provisions may be different for cases where the manager voluntarily decides to take another job, or leave for other reasons, before the end of the contract period.

Salary and Benefits:

- Base salary
- Retirement/deferred compensation.
- Health, disability, life insurance.
- Vacation, holidays, sick leave, military, and any other leave.

Special benefits:

- Will the municipality cover moving expenses? If so, must some or all of the expenses be repaid if the manager fails to fulfill the term of the contract?
- Will the municipality provide automobile, housing, or other benefits?
- Will funding be provided to pay for training, conferences, membership fees, dues, publication subscriptions, etc?

Performance Evaluation of the Manager:

- Will there be a formal evaluation? If so, what time frame and specify process.

APPENDIX L

Sample Press Release

(City/Town Letterhead)

Date:
Contact Information:

The city/town of _____, announces that John Smith of Excellent, Arizona has been selected as the new manager for Bannock. Mr. Smith was selected from among six applicants interviewed by the city following a regional recruitment effort.

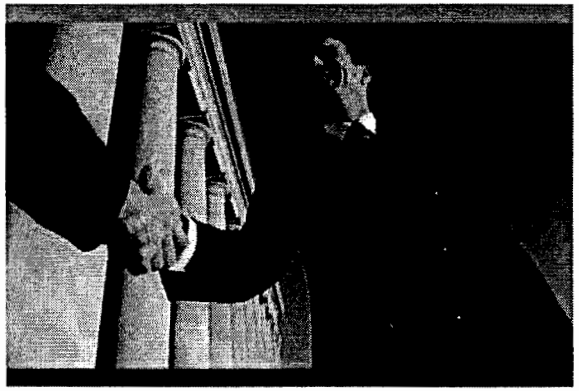
Mr. Smith brings to the city sixteen years of top-level administrative experience in the states of Nevada, New Mexico and Arizona. His was instrumental in seeing his last city through the construction of a new civic center, library and regional mall.

Mayor Laura Jones stated, "We are really looking forward to John's arrival. We have many projects for him to complete and we believe he will take our growing city to the next level."

Mr. Smith replaces, City Manager Adam Thompson, who retired at the end of last year. Mr. Smith will begin his duties August 1, 2007.

###

Choosing a new city/town manager is one of the most important actions taken by a council. In order to ensure that the selection process is one that yields the best possible results, it is important that certain steps are taken from the very beginning of the process. This brochure is meant to be a general guide to the council concerning a city manager recruitment. No matter who administers the process, the council and the applicants should feel that it was as fair and productive as possible. The League of Cities and Towns would like to visit with your council, provide them an overview of options for League assistance and present them a packet of information to assist them with this very important task. We hope that you will take advantage of the information and assistance we have to offer.



League of Arizona Cities and Towns

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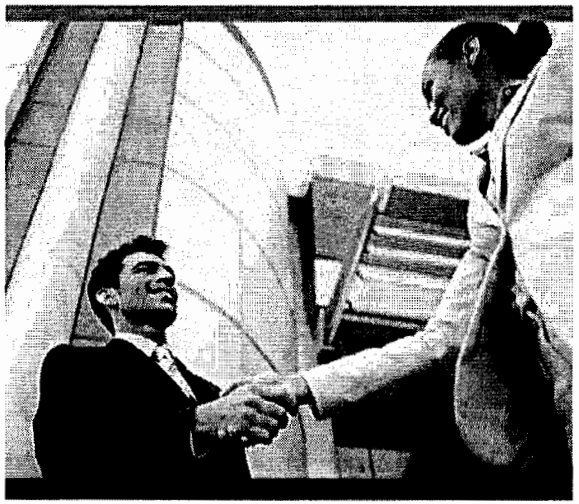
Recruiting a City/Town Manager



League of Arizona Cities and Towns

1. Appoint an interim city manager. If no internal candidates are appropriate, the League, working with the ACMA Range Rider, can provide a list of retired managers and other professionals who would be willing to discuss with the Council serving as the interim manager. Lloyd Harrell (480) 812-9396 or Mike Hutchinson (480) 832-1590 provides names & resources

2. Decide how the selection process will be managed.

Options are:

a. Hire an outside firm that specializes in manager recruitments.
b. Retain the League to conduct a recruitment and screening service.
c. Appoint someone on the council or board to work with your HR Department and manage the process.

3. Each individual member of council or board completes a personal qualification questionnaire that identifies the attributes and experience required of the new manager. These questionnaires should be tabulated and a meeting should be held to arrive at a group consensus. Information will also be used later for employment ads.

4. Develop and approve a recruitment timeline. Normally, recruitment will take between 5-7 months from the time it starts to the time that the new manager is on board.

5. Prepare a position profile. Working with the results of the questionnaire and follow up consensus, a community and position profile is prepared.

6. Place employment ads in appropriate publications. This would include the League, ICMA Newsletter, national publications and bulletin boards, maybe local papers or NLC. When placing ads check the publication schedules for all publications. Application deadline should not be set earlier than 30 days after the publication of the last ad.

7. Prepare a position description or recruitment brochure for the position. Examples are available from the League.

8. Receive resumes and send letters of acknowledgement to each applicant. These letters should include the recruitment brochure and a tentative schedule for filling the position. At this point the resumes should be kept confidential.

9. Mail the recruitment brochure to individuals who might be potential candidates. Include a letter encouraging them to apply. A wide distribution of this brochure is desirable.

10. Following the close of the application period, screen resumes to a semi-finalist list of 10-20. Screening should be done on the basis of the qualification questionnaire done at the start of the process.

11. Notify semi-finalists of their status and confirm continued interest in the position. No contact with current employers should occur unless permission has been given by the candidate.

12. Conduct background checks on the candidates. These checks should involve Internet searches, criminal background checks and conversations with several people who know the candidates. Listed references are of limited value at this stage of the process.

13. Select the finalists. (4-6 is the normal number) Entire council or board makes the decision based upon a review of the resumes and background reports. At this point, the finalist list should be made public if so requested by your media. All candidates should be notified before the names are released to the press.

14. Notify the finalists and make interview/trip arrangements. Most candidates expect their interviews expenses to be paid and many communities invite the spouses to make the interview trip and cover his/her expenses as well.

15. Conduct the interviews. Some of the interview may be open to the public or all of the events can be conducted in executive session. Community tours should be made available to the candidates prior to the interview. Spouse activities should be arranged. A group social event may be appropriate with community leadership.

16. Meet and select the new manager. A reinterview may be required of the top 2-3 finalists. Often this can happen on the day following the formal interviews. Some communities choose to send representatives to visit the applicant's community and talk to community representatives at this stage.

17. Provide guidance as to acceptable contract provisions and delegate the responsibility to negotiate the contract with the candidate. A sample contract recommended by ICMA is available from the League.

18. Approve the contract formally and notify all remaining candidates of the result.

19. New manager reports to work normally 30-60 days following approval.

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular **Meeting Date: May 16, 2007**

Submitting Department: Manager **Contact Person: Dave Smith**

Consent: ☐ **Regular:** ☐ **Requesting Action:** ☒ **Report Only:** ☐

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

☐ Acceptance/Approval
☐ Final Plat
☐ Liquor/Bingo Application
☐ Public Hearing
☐ Special/Temp Use Permit
☐ Agreement/Contract
☐ Grant Submission
☐ Ordinance
☐ Resolution
☒ Other:
☐ Emergency Clause
☐ Intergovernmental Agreement
☐ Preliminary Plat
☐ Special Consideration

Agenda Text (Be Exact): Discussion, consideration, and possible determination of resolution(s) that Council may wish to submit to the Arizona League of Cities & Towns for consideration.

Staff Recommendation: None Budgeted/Amount N/A $_____

_____

Finance Director Review (if item in unbudgeted, under budgeted, or exceeds budgeted amount)

Line Item/Fund:

Purpose of Item and Background Information: July 2, 2007 is the deadline for Resolutions to be submitted to the League Office for consideration. The League strongly recommends that proposed resolutions are thoroughly researched and that the Mayor knows the pitfalls and political realities of our proposed resolutions. If Council wishes to propose resolutions, we should begin the process now to allow sufficient time to complete the research and to find at least two other communities that are willing to support the proposed resolution(s).

The timeline is as follows: May 7, 2007 - Letters are sent to Mayors appointing them to the Resolutions Committee; June 15, 2007 - Deadline for Mayors to accept or designate a Council member to serve on the Committee; Late July 2007 - Resolution Packets are sent to Committee members; Early August - Resolution Subcommittee meets; August 28, 2007 - first Resolution Committee meeting; TBD - Final meeting of the Resolution Committee.

List All Attachments as Follows: None

Type(s) of Presentation: Verbal Only

Signatures of Submitting Staff:

Name:_____**Title:**_____

Town Manager/Designee:_____