

AGENDA



REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, MAY 20, 2009
at 6:30 P.M.

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

1. **Call to Order**
 2. **Roll Call**
 3. **Pledge of Allegiance**
 4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – May 6, 2009
 - b) **Set Next Meeting, Date and Time:**
 - 1) May 18, 2009 at 2:15 p.m. – Budget Work Session
 - 2) May 20, 2009 at 2:15 p.m. – Budget Work Session
 - 3) May 20, 2009 at 6:30 p.m. – Regular Session
 - 4) May 27, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - c) **Possible approval of a Memorandum of Understanding between the Arizona Counter Terrorism Information Center and the Camp Verde Marshal's Office to allow CVMO to establish computer connectivity to the Arizona Department of Public Safety's Terrorism Information Center.** There is no cost to the Town. (Staff Resource: Marshal David R. Smith)
 - d) **Possible approval of Resolution 2009-770, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2010 Fiscal Year Highway Safety Plan.** (Staff Resource: Marshal David R. Smith)
 - e) **Possible acceptance of a letter of resignation from Trails Committee Member Bea Richmond and presentation of a Certificate of Appreciation for her services.** (Staff Resource: Debbie Barber)
 - f) **Possible approval of Wells Fargo Self Administration Authorization form establishing the Town Manager and Senior Accountant as the Dual Control Administrators for the Wells Fargo Online Banking system.** (Staff Resource: Lisa Elliott)
 - g) **Possible approval of an agreement with FOUR-D LLC (Peter de Blanc) a Telecommunications Consultant to provide an assessment relative to the Town's network and telecommunications infrastructure needs for the next one to five years and to assist with the implementation of the InCode Software and other services to be identified.** This will be budgeted in the FY 09/10 budget. (Staff Resource: Michael Scannell)
 5. **Call to the Public for Items not on the Agenda.**
 6. **Council Informational Reports** (Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.)
 7. **Discussion, consideration, and possible approval of the Special Event Liquor License for the Verde Valley Mounted Sheriff's Posse for the Annual Cornfest scheduled for July 18, 2009.** (Staff Resource: Lynda Moore)
 8. **Census 2010 presentation by Arizona Partnership Specialist Gail M. Sandler, followed by discussion, consideration, and possible approval of a proclamation proclaiming full support of and participation in the overwhelming success of the Census 2010 through the formulation of a Complete Count Committee and the execution of the Town of the 2010 Census Partnership Agreement.** (Staff Resource: Debbie Barber)
 9. **Presentation by Community Development staff relative to Regional Planning Activities followed by possible discussion.** (Staff Resource: Nancy Buckel)
 10. **Discussion, consideration, and possible direction to staff relative to establishing an opening date of the Camp Verde Heritage Pool.** (Staff Resource: Lynda Moore)
 11. **Call to the Public for Items not on the Agenda.**
- There will be no Public Input on the following items:
12. **Advanced Approvals of Town Expenditures**
 - a) **There are no advanced approvals.**

13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
14. **Adjournment**

Posted by: *D. Jones*

Date/Time: 05-15-09 9:15 a.m.

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

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

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MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 6, 2009
6:30 P.M.

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

1. **Call to Order**

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

2. **Roll Call**

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

Also Present: Town Manager Mike Scannell, Mayoral Candidate Bob Burnside and Councilors-Elect Robin Whatley and Jackie Baker, Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by German.

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

a) **Approval of the Minutes:**

- 1) Special Session – April 22, 2009
- 2) Executive Session – April 22, 2009 (taped)
- 3) Regular Session – April 15, 2009
- 4) Special Session – April 15, 2009
- 5) Executive Session – April 15, 2009 (taped)
- 6) Special Session – April 8, 2009

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

- 1) May 13, 2009 at 6:30 p.m. – Joint Work Session with P&Z – Code Revisions
- 2) May 18, 2009 at 2:15 p.m. – Budget Work Session
- 3) May 20, 2009 at 2:15 p.m. – Budget Work Session
- 4) May 20, 2009 at 6:30 p.m. – Regular Session
- 5) May 27, 2009 at 6:30 p.m. – Council Hears Planning & Zoning

c) **Possible authorization for the Marshal's Office to apply for the Edward Byrne Memorial Justice Assistance Grant for \$22,985 for the purchase of a Voice logger/Recorder as required by the State 9-1-1 system; to replace old malfunctioning radios; and a wireless access point for the digital in-car cameras.** There is no cost to the Town for this grant. (Staff Resource: Marshal David R. Smith)

d) **Possible approval of Resolution 2009-768, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to certain exemptions for motor vehicles used by the Marshal's Office.** (Staff Resource: Marshal David R. Smith)

e) **Possible direction to staff to obtain prior approval from the Town Manager for all expenditures exceeding \$500 throughout the end of the 2008-09 Fiscal Year.** (Staff Resource: Lisa Elliott)

f) **Possible authorization to transfer \$1,000,000 from the General Fund bank account at Wells Fargo to the Local Government Investment Pool (LGIP) General Fund Account.** (Staff Resource: Lisa Elliott)

g) **Possible authorization to open an imprest account at Wells Fargo Bank for the sole utilization of payroll activities.** An imprest account is used to reduce the possibility of fraud by carrying a zero balance until a transfer is made in the exact amount of the net payroll checks. (Staff Resource: Lisa Elliott)

h) **Possible approval of a Proclamation declaring May 3, 2009 through May 9, 2009 as Municipal Clerks Week to extend appreciation to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities that they represent.** (Staff Resource: Debbie Barber)

i) **Possible approval of the revised language contained in the Special Warranty Deed for the sale of Town-owned property, consisting of .36-acre parcel of the northern boundary of the Community Park located at McCracken Lane to Carol German.**
Note: Council Member German has filed a Conflict of Interest Disclosure Memorandum with the Town Clerk pursuant to ARS §38-501-511 and will not discuss, vote, or otherwise participate in this item. (Staff Resource: Michael Scannell)

j) **Possible acceptance of letter of resignation from Tim Sykes from the Library Advisory Commission and possible presentation of a Certificate of Appreciation for his service.** (Staff Resource: Debbie Barber)

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

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

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

(Comments from the following individual are summarized.)

Howard Parrish reported that the event celebrating the Pony Express Ride was a great success, with over 130 people participating in the

barbecue. Several local merchants contributed donations; everyone is looking forward to an even bigger and better event next year.

There was no further public input.

6. **Council Informational Reports**

Garrison reported that NACOG has a weatherization program, planning to improve over 1,000 homes in the next three years; those who would like to have more information can call 928-774-3756. Garrison briefly outlined income requirements to qualify for the assistance.

German reminded everyone about the Book Sale tomorrow at the old Marshal's Office.

Hauser said she has been advised that the Fort will be closed on Tuesdays and Wednesdays; Arizona Highways will be here on May 30th and 31st. Membership is down; there is an internship program with the South Verde Campus; five students volunteer at the Chamber on Fridays. Hauser also attended the MatForce Mixer in Prescott; everyone was reenergized, knowing that the work they do is necessary and makes a difference.

Gioia reported on his attendance, by invitation from County Supervisor Chip Davis, at the presentation for the recent study done; Gioia said he requested that the presentation either be held in front of Council, or at the Verde Valley Transportation meeting so that information can be brought back by our Liaison. Gioia will be attending the meeting of ADOT's Board in Flagstaff and will once bring up Hwy 260. The Chamber Mixer welcoming the Verde Valley Guidance Clinic to the new offices on Finney Flat was well attended. Gioia also commented on the welcome home activities for returning veterans, and the importance of everyone showing their appreciation for their service.

7. **Discussion, consideration, and possible approval of the Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the annual Crawdad Festival scheduled for June 5 & 6, 2009.** (Staff Resource: Linda Moore)

On a motion by Hauser, seconded by Kovacovich, the Council voted 6-1 to approve the Special Event Liquor License for the Verde Valley Rangers as requested; **with a 'no' vote by Garrison.**

Parks & Recreation Director Moore introduced Jim Williams of the Verde Valley Rangers Sheriff's Posse who was available to respond to questions regarding the planned event; the Special Event Liquor License was being requested so that the group could operate a Beer Garden during the Crawdad Festival; the Marshal's Office has reviewed the application, and security issues have been addressed.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Bob Burnside requested clarification of the details on the Map that was provided, as well as the dimensions for the different activities. *Moore discussed with Burnside the specific areas on the Map planned for the various activities; Jim Williams confirmed the arrangements and that the food will be served in the Ramada.*

Jackie Baker questioned the insurance being provided. *Moore said that the group is meeting the insurance requirements; families will be allowed in the area designated for alcohol; Williams displayed the insurance certificate for \$1 million.*

There was no further public input.

Garrison made a statement of concern regarding the amount of insurance being provided, citing the financial impact that the Town of Bisbee had experienced because of a lawsuit over an injury on public land during a similar event; the \$1 million did not even cover attorneys' fees.

There was no further discussion.

8. **Presentation by Elaine Bremner of the Verde Valley Senior Center relative to their efforts in the Meals-on-Wheels program for Camp Verde citizens followed by possible discussion, consideration, and possible direction to staff to incorporate funding for the program in the FY 09/10 budget.**

Staff was directed to review the request, together with all the budget issues being faced during budget time, with the goal of trying to help the Senior Center.

Elaine Bremner, Executive Director of the Verde Valley Senior Center, first shared further information about the NACOG Weatherization Program, and provided packets for distribution to those interested in applying for the assistance, and described how the Program could not only help homeowners but could also help local contractors by providing work. Ms. Bremner reviewed the ongoing need to provide special services through the Senior Center and the importance of operating the Meals On Wheels Program, and the added strain on financial resources because of the current state of the economy. Along with the various services available, Ms. Bremner cited the number of meals being provided daily and the related mileage involved in covering the wide area being served in the Verde Valley; and the challenge of trying to cope with increased costs and decreased funding. Ms. Bremner outlined the many fund-raising events arranged by the Center locally and in concert with other Senior Centers. In summary, Ms. Bremner said she is requesting that the Council consider an increase this year in the funding for the Senior Center, in the amount of \$12,500.

The members acknowledged the importance and benefit of the Senior Center, describing some personal experiences and how much family members had enjoyed and been helped through the Meals On Wheels Programs. There was general agreement on the desire for the Town to be able to help fund the programs.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Irene Peobles explained that as an employee at Basha's she is in daily contact with seniors who describe how much they count on the Meals On Wheels to help stretch out their Social Security checks; many of them are on Food Stamps now; many of them deny themselves in order to be able to feed their pets.

John McReynolds spoke in support of Ms. Bremner's request; he has enjoyed meals at the Senior Center himself. Mr. McReynolds commended Ms. Bremner for the way she runs the Center; she has several times been the recipient of the prestigious Golden Plate award. Any money received by the Center will be put to good use, and the Town needs to support her request.

There was no further public input.

- 9. **Discussion, consideration, and possible appointment of a member to the Planning & Zoning Commission. Mr. Bill Carter and Mr. James H. Meredith have submitted applications for consideration. The term expires in September 2011.** (Staff Resource: Debbie Barber)

On a motion by Hauser, seconded by Garrison, the Council voted 6-1 to appoint **James H. Meredith** to the Planning & Zoning Commission for the term that expires in September 2011; **Roulette abstained.**

Mayor Gioia thanked the two candidates for their willingness to serve the community, and invited each of them to address the Council.

Bill Carter simply said he was applying for a job, and asked the members if they had any questions.

In response to the members' questions, Mr. Carter assured the Council that he would respect any possible conflict of interest because of his association with Camp Verde Realty; the needs of the Town would come first; he anticipates change and growth for the next five years and has not read the General Plan.

James Meredith outlined his desire to serve and his qualifications; he is familiar with the General Plan; has been a broker since 1979 and still maintains a property management business in Phoenix; has chosen Camp Verde to live in and is an active member of the Camp Verde Cavalry. Mr. Meredith has served as a member of the Arizona State Legislature and appreciates the need for responsible planning for small communities.

The members discussed with Mr. Meredith his familiarity with the General Plan, his current community involvement, his real estate background and his vision for the next five-year and ten-year periods of growth with careful planning to avoid hodge-podge development.

There was no public input.

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

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

On a motion by Hauser, seconded by Garrison, the Council voted unanimously to approve Resolution 2009-764, to include the statement that the Town is working with other Mayors and entities, and specifying the current five (5)-year Plan.

Gioia said that the request is for the Town to continue to pursue ADOT's Board and have them place the completion of Hwy 260 on their f-year plan, whether it gets funded or not, in order to keep it on the shelf for when funds do become available; Gioia said that through discussions with ADOT staff members he found that there was \$7 million left in the budget which he would like the Board to keep those funds in the same Hwy 260 line item. In contrast, Garrison said that through her conversations with ADOT personnel she has been assured that there is no way that the project will be put on the 5-year plan; in order to restore it to the 5-year plan it would be necessary to go back and reach an agreement on a design with all the communities originally involved, and then approach ADOT again. Furthermore, NACOG has indicated that because of the current economy the 5-year program will be nothing like what had been anticipated; those current projects will be dropped.

Gioia confirmed that approving the Resolution would keep the Town on record as wanting to see this construction; no staff time should be involved since the Resolution is already written and will be presented at upcoming meetings of the Board. Gioia outlined discussions and the work being done in concert with other communities to arrive at an agreement on a safe highway, and the recommendations from ADOT that include going forward with this action.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Bob Burnside suggested that the Resolution should specify just which 5-year plan is being discussed and that the Town is working with other communities. *Gioia responded that it should indicate the current 5-year plan.*

Jackie Baker asked whether Gioia has been working with the other Mayors of the Verde Valley so that there would be a cooperative effort shown for Hwy 260; perhaps this would not be the right time to submit the Resolution since it may appear that Camp Verde is acting independently.

John McReynolds said that regardless of whatever happened in the past the Town needs to move forward and get the highway issue straightened out and made safe; we need to get on whatever plan there is, 5-year, 2-year it is.

There was no further public input.

In response to the comments, Gioia confirmed that he has had positive feedback from the other Mayors in the Verde Valley on this Resolution and this request.

11. **Discussion, consideration, and possible direction to staff to delay the opening of the Camp Verde Heritage Pool until some point after the conclusion of the Town's budget hearings that are scheduled for May 18, and May 20, 2009.** (Staff Resource: Lynda Moore)
Staff was directed to continue to proceed with preparations to open the pool on May 26; this item will be returned to the agenda for direction to staff at the May 20th meeting.

Parks & Recreation Director Moore commented on the number of calls being received questioning when the pool will be opened; her request is to simply delay opening of the pool until after the budget hearings so that Council will be aware of the overall picture of the Town's financial condition. The members discussed with Moore the amount remaining in the current budget period, the costs of operating the pool, the unanticipated cost of repairs needed because of the recent wind damage, and the withdrawal of participatory funding by the school district. The members expressed complete agreement on the community's need for the pool, and Moore reiterated that the issue was only a request for a delay, perhaps one week, in opening the pool. Scannell said that everything is being done to prepare for the opening of the pool and it is conceivable that it could be opened on Memorial Day, which is the usual opening day for the general public; the intent of the request for a possible delay was simply to afford the Council the opportunity to make an informed decision based on review of the Town's finances.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Irene Peobles said that she understands the money is already in the budget to keep the pool open until June; she cannot understand what the problem of opening it is since the money is there. *Scannell explained the need to be fiscally responsible, and the dismal financial picture that could conceivably require moving a portion of this year's budget to next year in light of the projected shortfall.* Ms. Peobles acknowledged the comments by Scannell, and reiterated her belief that the pool should stay open regardless of any other consideration.

Jeremy Bach respects what Mr. Scannell is saying and hopes that he will find enough cash to open the pool for all the children in Camp Verde and especially the swim team.

Paul Taylor thanked the Council for their response to all the questions, and asked if there is any way the public can help more in some way with the repairs; he believes there are things that could be done to manage the pool better and save money.

Alicia Schafer said she is willing to help with repairs, and there are a lot of parents who would do that as well; she is speaking for the whole community.

John McReynolds believes that the pool should be run more as a business, perhaps raising the fees to offset the expense somewhat.

Renee Hanson said that she heard today that it is possible the pool would not open, and the children could be taken to the Cottonwood pool; as for a "five-year plan," the children of this community are the five-year plan, and the ability to swim can lead to scholarships to attend college. She has no problem with investing personal time, or paying higher fees.; there must be options available to make the pool more fiscally responsible and remain open.

Robin Whatley assured the community that every person sitting on Council wants to leave the pool open; that is a priority. The Town of Camp Verde survives on sales tax alone, and there will be difficult decisions ahead.

Jackie Baker commented on the wonderful offers of participation by the citizens, jumping forward to offer their help; there will still be difficult decisions to make between providing services and retaining personnel, but there have been many suggestions made that will help.

There was no further public input.

Moore responded to the offers for help, assuring the public that everyone is trying to work together to open the pool on time. There was further discussion on using volunteer help to augment what the Town can provide; the public was urged to share any suggestions they may have for better management of the pool or any cost-saving steps that could be implemented. After further discussion, Garrison stated that she needs to see the whole picture of the budget in order to make any decision regarding the pool, and Gioia reminded everyone that staff has indicated that a final decision could be made based on the May 20th budget meeting. Smith requested that this item be placed on the May 20th agenda.

A recess was called at 8:29 p.m.; the meeting was called back to order at 8:36 p.m.

12. **Presentation and discussion of the financial status of the Town followed by possible direction to staff relative to actions necessary to ensure that expenditures are kept within the revenues collected for the remainder of the FY 2008-09 Fiscal Year.** (Staff Resource: Lisa Elliott)
There was no action taken.

Scannell referred to the monthly update report attached to the agenda item that indicates no problem being anticipated for the remainder of this year. Scannell reviewed the report in general; there were no questions. Scannell detailed the anticipated very bleak financial picture for next year that will impact Town services and maintenance of roads and facilities, and will require making difficult decisions. A comprehensive report is being prepared and will be available on May 13th in advance of the May 18th budget session that will essentially be a draft budget document with all the schedules in it, along with a narrative explaining the recommended reductions. Scannell said that the Finance Department is doing everything possible to make sure the Council is remaining vigilant, and added that many of the counties and other incorporated cities throughout the state are facing similar challenges brought on by the current economic contraction. In response to a question from Council regarding how the community might be able to help, Scannell said that supporting local businesses would have a significant effect on keeping tax revenues for the benefit of Camp Verde, and the Town would be welcome the assistance from local contractors and volunteers. Scannell said that if any member wants to go over the draft budget with him prior to the May 20th meeting, let him know and the time will be made available.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jeremy Bach asked if the Town would be taking advantage of the municipal economic act that is getting ready to come through using TARP funding. *Scannell advised him that TARP will not be of any help; Scannell outlined in detail the steps that will be followed in order to educate the Council on the financial questions.*

There was no further public input.

13. Discussion, consideration, and possible direction to staff regarding time allocation of staff resource Special Projects Administrator **Matt Morris**. (Staff Resource: Matt Morris)

A motion by Garrison to allocate 100 percent of Matt Morris' time to working on updating the Town Land Use and Zoning Ordinances as recommended by staff failed for lack of a second.

On a motion by German, seconded by Smith, the Council voted 6-1 to postpone this agenda item until the first Council meeting after the Housing Commission meets in June, if Matt Morris would be willing to act as staff resource for that meeting; with a 'no' vote by Garrison.

Scannell reviewed the action taken by Council on November 19th to allocate 10% of Matt Morris' time to pursue a Regional Housing Authority to address the regional housing dilemma being faced; there does not seem to be much interest in forming a Regional Housing Authority in the Verde Valley. It therefore does not seem to make much sense to devote the 10% of Morris' time to that issue, given the criticality of the task that he has been assigned in connection with the Land Use Codes and Ordinances. Council is being requested to redirect Matt Morris to have him devote 100% of his time to that task.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

John McReynolds, a member of the Housing Commission, said he feels that Matt Morris is doing a fine job, that the Housing Commission is being squeezed out again, and requested that the Housing Commission be allowed to meet one more time to arrive at a consensus of what is happening.

Jeremy Bach also requested the ability to have one more last meeting to discuss how to best proceed, whether as a Commission or a Committee..

Jackie Baker said she wanted to thank the Commission members; they have worked very hard. She reminded everyone that the Commission could always be reinstated when things improve; the members should honor the need for Matt Morris to dedicate 100% of his time to the task assigned. In the meantime, the Commission members could operate as a citizens committee and still provide valuable information to Council.

There was no further public input.

The Council discussed the November 19th action that in essence eliminated the Housing Department, and there was no provision made to authorize or identify any administrative support for that group. There was considerable discussion regarding the request from the Commission members for one more meeting, and how that meeting could be supported by staff since there was no longer a department head to fulfill that requirement. It was suggested that the Council should authorize staff resource for at least one last meeting as a courtesy to the Commission to let them discuss options available, including forming a Committee to continue their work.

Morris said that as directed he had devoted his time and energy into building a credible Housing Department, and will now do whatever the Town desires. The task given to him now typically would be done by a team of planners; it would be difficult to try to allocate time to the Housing Commission since there is much more time involved beyond simply preparing agendas. Morris proposed inviting the Housing Commission to have one last meeting with the Council so that all options can be discussed together.

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

On a motion by Garrison, seconded by Kovacovich, the Council unanimously nominated Jackie Baker as a candidate for possible election to the AMRRP Board of Trustees to fill a 4-year term that expires in 2011.

Scannell explained that the Town is a member of the Arizona Municipal Risk Retention Pool, entering into contracts with them for joint purchase of insurance. Councilor-elect Baker served on that group in the past for a number of years, and the Town has been very well served by that organization. Having a member on the Board would provide input into the Board decision-making process. The name of the individual nominated by the Town as a candidate for consideration of possible election to the Board should be submitted by June 5, 2009.

Garrison reminded the members that Councilor-elect Baker did a remarkable job in that capacity in the past; action was taken after a brief discussion of possible alternate choices.

There was no public input.

15. **Update and report relative to the March 4, 2009 Council direction to the Clerk to prepare a Standard Procedure Policy for Council and Commissions. The report will include notification that changes to Resolution 2008-745 as discussed at the April 15, 2009 meeting have been incorporated into the draft document.** (Staff Resource: Debbie Barber)

There was no action taken.

Town Clerk Barber reviewed the direction from Council on March 4th to prepare the subject document, and draft copies have now been submitted to all Council members. Barber said she had incorporated all the rules and regulations adopted through the years from every possible source. Once all comments have been received from the members the document will be forwarded to the Town Attorney for review after which it will be ready for adoption at the first meeting in June. It will be approved by a Resolution that will supersede the Resolution that the Council has been working from; all the changes requested at the last meeting have also been incorporated. Barber said that comments on the draft document will need to be submitted to her by this coming Friday.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Bob Burnside questioned the sentence regarding the Call to the Public and the requirement to fill out a form. *Barber said that former requirement had been included inadvertently and would be corrected. Barber added that after everyone's comments have been received there will be another draft prepared for review.*

Robin Whitley asked when she will be able to discuss the document and ask questions. *Barber said that will be when it is presented to Council in June.*

There was no further public input.

16. **Discussion, consideration, and possible approval of the revised Citizen Complaint Procedures and form.** (Staff Resource: Debbie Barber)

There was no action taken.

Barber said that also in March Council directed staff to bring back a somewhat simpler form of the subject document that had been developed by Barber and former Councilor Charlie German. Barber briefly reviewed the proposed form and the changes that had been made. The Council questioned the standard of disallowing all documents other than signed originals. With input from Scannell, Barber outlined past difficulties dealing with fraudulent complaints. There was some discussion on the problem of how to help persons housebound for one reason or another; Barber confirmed that the form would be available online and could be completed and mailed. Barber said that it was necessary for signed originals to be filed in the Clerk's Office and able to be certified, and she would adhere to that requirement; the signed original documents may be submitted in person or by mail.

Gioia requested a correction to Item 3, third line in the paragraph, in part, adding the word as underlined, "...faxes or other forms of communication will not be considered."

PUBLIC INPUT

(Comments from the following individual are summarized.)

Bob Burnside commented on the Complaint document and the reference to the handling of a land use complaint, and questioned whether the statement about requiring a signature and date should specify "a" written complaint form, or "the" written complaint form.

There was no further public input.

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

There was no public input.

18. **Advanced Approvals of Town Expenditures**

a) **There are no advanced approvals.**

There were no advanced approvals of Town expenditures.

19. **Manager/Staff Report**

Scannell reported on an operation carried out yesterday by 40 to 50 law enforcement officers that successfully took down a drug house in Verde Lakes in the early morning hours, apprehending a large number of individuals who are involved in the drug scene; more information may

be obtained from the Marshal's Office.

20.

Adjournment

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:09 p.m.

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 6th day of May 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2009.

Debbie Barber, Town Clerk

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

Meeting Type: Regular

Meeting Date: May 20, 2009

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

AGENDA TITLE: Possible approval of a Memorandum of Understanding between the Arizona Counter Terrorism Information Center and the Town of Camp Verde Marshal's Office.

PURPOSE AND BACKGROUND INFORMATION: This MOU (memorandum of understanding) will allow the Marshal's Office to establish computer connectivity to the Arizona Department of Public Safety's Arizona Counter Terrorism Information Center (ACTIC). The Marshal's Office will assign a Detective as a Terrorism Liaison Officer (TLO) who will have access to the ACTIC. This will allow the Marshal's Office to enhance our ability to share intelligence and enhance our domestic preparedness for chemical, biological, radiological, nuclear, and explosive response services concerning the activities of terrorism.

STAFF RECOMMENDATION(S): Approve the Memorandum of Understanding between the Arizona Counter Terrorism Information Center and the Town of Camp Verde Marshal's Office.

LIST ALL ATTACHMENTS: Memorandum of Understanding (DPS Contract No. 2009-104)

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Town Manager/Designee: _____



ARIZONA DEPARTMENT OF PUBLIC SAFETY

2102 WEST ENCANTO BLVD. P.O. BOX 6638 PHOENIX, ARIZONA 85005-6638 (602) 223-2000

"Courteous Vigilance"

JANICE K. BREWER Governor ROGER VANDERPOOL Director

April 29, 2009

David R. Smith, Town Marshal
Camp Verde Marshal's Office
646 S. 1st Street
Camp Verde, AZ 86322

Re: Memorandum of Understanding – DPS Contract No. 2009-104
Arizona Department of Public Safety and Camp Verde Marshal's Office

Dear Marshal Smith:

Attached for review and signature are two (2) originals of the above referenced Memorandum of Understanding (MOU). Please acquire signatures on each of the agreements, retain one original for your records, and return the second original to the following address for DPS records:

Dan L. Wells, Commander
Intelligence Bureau
Arizona Counter Terrorism Information Center
Arizona Department of Public Safety
P. O. Box 6638, Mail Drop 3900
Phoenix, Arizona 85005-6638

The effective date of the MOU is the date upon which all signatures are completed.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan L. Wells".

Dan L. Wells, Commander
Intelligence Bureau
Arizona Counter Terrorism Information Center

DLW/bg

Attachment

MEMORANDUM OF UNDERSTANDING (MOU)
for TLO LEVEL C (CONNECTIVITY)
between
THE ARIZONA COUNTER TERRORISM INFORMATION CENTER
STATEWIDE TERRORISM LIAISON OFFICER PROGRAM
and
TOWN OF CAMP VERDE MARSHAL'S OFFICE

I. Purpose:

This MOU is to establish connectivity to the Arizona Department of Public Safety Arizona Counter Terrorism Information Center (ACTIC) Terrorism Liaison Officer (TLO) systems by Town of Camp Verde Marshal's Office to enhance the ACTIC Terrorism Liaison Officer (TLO) Program intelligence collection and domestic preparedness for Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) response services concerning the activities of terrorism.

II. Authority:

DPS ACTIC is authorized and empowered to enter into this MOU pursuant to A.R.S. § 41-1713 and Town of Camp Verde Marshal's Office is authorized and empowered pursuant to ARS 9-240.B.12.

III. Agreement:

The Town of Camp Verde Marshal's Office agrees to assign a sworn police officer or law enforcement analyst who has been authorized by the Town of Camp Verde Marshal's Office to respond as needed in support of the Town of Camp Verde Marshal's Office and/or Department of Public Safety (DPS) Arizona Counter Terrorism Information Center (ACTIC) in accordance to the provisions of this MOU. The Town of Camp Verde Marshal's Office agrees to provide equipment (as referenced in section IV Equipment) and pay for all personnel expenses, salary and benefits related to participation in this program. Prior to receiving connectivity to ACTIC Terrorism Liaison Officer (TLO) systems, the TLO must successfully complete TLO training coordinated by DPS ACTIC. A person who successfully completes the training is classified as a certified TLO.

For the duration of the TLO's assignment, the certified TLO will perform TLO tasks as related to the purpose of this MOU. Specifically, the TLO will conduct activities related to domestic preparedness, CBRNE response services, any activities associated with terrorism awareness and any of the activities listed in Exhibit A the TLO Weekly Timesheet. The TLO must submit a TLO weekly timesheet to DPS ACTIC documenting work relating to the purpose of this MOU.

IV. Equipment

The equipment provided by the Town of Camp Verde Marshal's Office and assigned to said certified TLO shall be in compliance with the equipment list approved by the ACTIC Commander. Equipment shall remain in the custody of the Town of Camp Verde Marshal's Office for use by the certified TLO pursuant to this MOU.

All provided and assigned equipment issued to a certified TLO pursuant to this MOU will be maintained in good working order by Town of Camp Verde Marshal's Office. Equipment issued to a TLO shall only be used and accessed by the certified TLO having connectivity to DPS ACTIC Information Technology (IT) systems. Computer equipment and software used in this program will be specified by the DPS ACTIC Information Technology (IT) section in accordance with current ACTIC IT standards. DPS ACTIC will maintain control of the administrative rights of the computer in order to ensure system stability and security. All changes and/or modifications to said computer will require DPS ACTIC IT approval. In the event that equipment is damaged, lost, or no longer operative, the Town of Camp Verde Marshal's Office will be responsible for all expenses regarding replacement or repair. In the event the equipment is stolen the Town of Camp Verde Marshal's must immediately notify the ACTIC Watch Center, (602) 644-5805, of the loss.

V. Reimbursement for Travel Expenses

The Town of Camp Verde Marshal's Office is responsible to apply for reimbursement of all travel expenses related to a State of Arizona emergency incident (i.e. FEMA, AZ DEMA, etc.).

Travel for DPS ACTIC approved TLO training shall be reimbursed by DPS ACTIC, subject to availability of grant funding, in accordance with Arizona Department of Administration guidelines.

VI. Effective Date/Duration

This MOU shall become effective upon the final signatures on each of two (2) originals by both parties. This MOU shall remain in effect until such time that either party submits a 30-day written notice to terminate this MOU to the other party. Any modification of this MOU shall be by written amendment executed by the governing bodies of both parties.

This MOU replaces any and all previous MOUs regarding TLO Level C (Connectivity) participation executed by the parties regarding domestic preparedness CBRNE response services and the TLO program.

VII. Termination/Cancellation

Either party may terminate this MOU for convenience or cause upon thirty (30) days written notice to the other party.

Any notice required to be given under this MOU will be provided by mail to:

DPS	Camp Verde Marshal's Office
Commander of DPS Intelligence Bureau	Town Marshal
Arizona Counter Terrorism Center	646 S. 1 st Street
P.O. Box 6638 – MD 3900	Camp Verde, AZ 86322
Phoenix, Arizona 85005-6638	

VIII. Recordkeeping

All records regarding this MOU, including officer's weekly TLO timesheets, must be retained for five (5) years in compliance with A.R. S. § 35-214, entitled Inspection and Audit of Contract Provisions.

IX. Fees

In no event shall either party charge the other for any administrative fees for any work performed pursuant to this MOU.

X. Worker's Compensation Benefits

Pursuant to A.R.S. § 23-1022 D., for the purposes of worker's compensation coverage, all employees covered by this MOU shall be deemed to be an employee of both agencies. The primary employer shall be solely liable for payment of worker's compensation benefits.

XI. Jurisdiction

The Town of Camp Verde Marshal's Office accepts the responsibility to respond to all CBRNE and suspected terrorism related incidents in its jurisdiction and notify DPS ACTIC as soon as possible, and in accordance with the Town of Camp Verde Marshal's Office emergency response guidelines and Department of Homeland Security (DHS) guidelines.

XII. Indemnification

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, agents, employees, or volunteers.

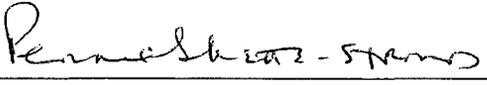
XIZII. Non-Availability of Funds

This MOU shall be subject to available funding, and nothing in this MOU shall bind any party to expenditures in excess of funds appropriated and authorized for purposes outlined in this MOU.

IN WITNESS WHEREOF, THE PARTIES HEREBY SUBSCRIBE THEIR NAMES:

State of Arizona

Camp Verde Marshal's Office

By: 
box Roger Vanderpool, Director
Arizona Department of Public Safety

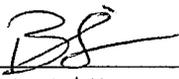
By: _____
Tony Gioia, Mayor
Town of Camp Verde

Date: 4/27/09

Date: _____

Approved as to Form:

Approved as to Form:


Assistant Attorney General

Bill Simms
Town Attorney

Date: 4/23/09

Date: _____

Attest: _____
Debbie Barber, Town Clerk

Date: _____

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

Meeting Type: Regular

Meeting Date: May 20, 2009

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

AGENDA TITLE: Possible approval of Resolution 2009-770, authorizing the Marshal's Office to submit a grant to the Governor's Office of Highway Safety in the amount of \$8,082 to purchase a radar trailer and four (4) PBTs (Portable Breath Testing devices).

PURPOSE AND BACKGROUND INFORMATION: The Marshal's Office plans to submit a grant application to the Governor's Office of Highway Safety in the amount of \$8,082 to purchase a Radar trailer and four (4) PBTs (Portable Breath Testing devices). Funding for the equipment would be contingent upon approval of the grant by GOHS. Notifications are generally made after October when federal funds become available.

STAFF RECOMMENDATION(S): Approve Resolution 2009-770 authorizing the Marshal's Office to apply for grant funding through the Arizona Governor's Office of Highway Safety.

LIST ALL ATTACHMENTS: Resolution 2009-770

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Town Manager/Designee: _____



RESOLUTION 2009-770

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION
IN ARIZONA'S 2010 FISCAL YEAR HIGHWAY SAFETY PLAN:**

WHEREAS, The Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the Town of Camp Verde, through the Camp Verde Marshal's Office, is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

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

1. THAT approval of the submission of projects for consideration in Arizona's 2010 fiscal year Highway Safety Plan is granted.
2. THAT Town Marshal David R. Smith is appointed agent for the Town of Camp Verde, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 20th day of May 2009.

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney



**TOWN OF CAMP VERDE
AGENDA ACTION FORM**

Meeting Type: Regular **Meeting Date:** May 20, 2009 **Type of Presentation:** Verbal

Reference Document:

Letter

Agenda Title: (Be Exact):

Possible acceptance of letter of resignation from Bea Richmond from the Trails & Pathways Commission and presentation of Certificate of Appreciation for her service.

Purpose and Background Information:

Bea Richmond submitted her resignation on May 12, 2009 from the Trails & Pathways Commission. Staff is advertising to fill the vacancy. There are currently two vacancies on the Trails & Pathways Commission.

Staff Recommendation(s): (Suggested Motion)

Move to Accept Resignation from Bea Richmond and thanks for the many years of service, also direct staff to advertise for the vacant position.

Comments:

Staff has started the advertising for the vacant position

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

Comments from Attorney:

Not Applicable

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

05-14-2009:10 RCVD

COPIED COUNCIL

e-mailed Council-hard copy
to Bob K

To the Honorable Mayor and Council
Town of Camp Verde

I herewith announce my resignation from the Trails Commission , effective this month,
May.

It is time for a change. I wish to join my efforts to those of other townspeople to work on
Fort Verde Days and the Corn Fest

Beatrice Richmond
12 May 2009

A handwritten signature in cursive script that reads "Beatrice Richmond". The signature is written in black ink and is positioned to the right of the typed name and date.

CERTIFICATE OF APPRECIATION

This certificate is awarded to

Bea Richmond

*In recognition of her valuable service
to the Town for her time serving on the
Trails and Pathways Commission.*

Mayor Tony Gioia

Date



TOWN OF CAMP VERDE

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

Meeting Date: May 20, 2009

Meeting Type: Regular Session

Type of Presentation: Consent Agenda

REFERENCE DOCUMENT:

Wells Fargo Self Administration Authorization

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval of Wells Fargo Self Administration Authorization form establishing the Town Manager and Senior Accountant as the Dual Control Administrators for the Wells Fargo Online Banking System.

PURPOSE AND BACKGROUND INFORMATION:

Wells Fargo's Online Banking System requires the establishment of at least one Company Administrator in order to utilize the Online Banking System. This position was previously designated as the Finance Director. When the position became vacant in September 2007, Staff contacted Wells Fargo to remove the prior Finance Director from the system. When this task was completed, Staff was not notified that in order to make future changes to the Online Banking System, a new Company Administrator would have to be assigned. This oversight was noticed when Staff tried to assign the ability to process the payroll direct deposits to the Finance Department's new Accountant.

Staff feels that it is in the Town's best interest to assign Dual Control Administrative Rights to the Town Manager and the Senior Accountant rather than having a single Administrator. Dual Control forces both Administrators to approve any change in a user's status (i.e. ability to process or access information).

As established in Resolution 2008-744, the Mayor, Vice-Mayor, Finance Director, and Town Clerk are the authorized signers on all Town bank accounts. As the Town Manager is also assigned the duties of Interim Finance Director, Staff believes that assigning the Town Manager to the Dual Control Administration task is a proper assignment of duties.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approval of the Wells Fargo Self Administration form establishing the Town Manager and Senior Accountant as the Dual Control Administrators for the Wells Fargo Online Banking System.

Type of Document Needing Approval:

Wells Fargo Self Administration Authorization form.

Finance Director Review

Budgeted/Amount

Attorney Review Yes No

Attorney Comments _____

Fund:

Line Item:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Town Manager/Designee:



Self Administration Authorization

1. TYPE OF REQUEST – Select request type with corresponding start date.

New Change Delete

Start Date: 5-21-2009

2. COMPANY INFORMATION – Complete all fields. NOTE: All SecurID tokens will be sent to the address and contact listed.

Company Name Town of Camp Verde		Company ID campv710
Company Address 395 S Main Street		
City Camp Verde	State AZ	Zip Code 86322
Alternate Mailing Address		
City	State	Zip Code

3. CUSTOMER CONTACT INFORMATION – Complete all fields.

Company Contact Name Lisa Elliott	Phone (928) 567 - 6631 Ext: 109
Email Address lelliott@cvaz.org	Fax (928) 567 - 6702

4. CONTROL AND GROUP MANAGEMENT OPTIONS – Select control and group management options. NOTE: Dual control is the recommended option.

Dual Single Forced Dual Customized Forced Dual – Complete section 6 & 7 YES NO (Default)

5. COMPANY ADMINISTRATORS – Complete applicable fields. NOTE: A minimum of two (2) Company Administrators is required for Dual Control.

Each Company Administrator will be sent a SecurID token (unless one has been assigned already) and will be authorized as an administrator for all company authorized CEO applications. Unless Company limits a Company Administrator's authority by checking the applicable field below, each Company Administrator can, without Bank intervention, activate new services and incur charges associated with those services for CEO linked accounts of Company. This authority may include without limitation linking new/additional accounts and ACH IDs.

COMPANY ADMINISTRATOR NAME	SECURID NUMBER (if existing)	USER ID (if existing)	ONLINE ACTIVATION ACCESS
Michael Scannell			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Lisa Elliott	39629904	lelliott	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

6. CUSTOMIZED PRODUCT/SERVICES DUAL CONTROL SETTINGS – Complete applicable fields ONLY if Customized Forced Dual Control option is selected.

PRODUCT / SERVICES	CONTROL SETTINGS	PRODUCT / SERVICES	CONTROL SETTINGS
ACH Fraud Filter	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Retail Lockbox Image	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
ACH Inquiry	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Self-Administration	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
ARP Register Maintenance	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Stop-Photo-Search	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Credit Management	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Treasury Information Reporting	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Event Messaging	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	WellsTax Payments	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Image	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Wholesale Lockbox Image	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Image Positive Pay	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Wire Transfer	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Internet ACH	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control		



Self Administration Authorization

7. CUSTOMIZED SELF-ADMINISTRATION CONTROL SETTINGS – Complete applicable fields ONLY if Customized Forced Dual Control option is selected.

SELF-ADMINISTRATION SETTINGS	CONTROL SETTINGS	SELF-ADMINISTRATION SETTINGS	CONTROL SETTINGS
Add/Edit User	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Customize Setups	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Password Reset	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Group Management	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Reassign RSA SecurID	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control	Wire Transfer Limits and Authorizations	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control
Online Activation	<input type="checkbox"/> Forced Dual Control <input type="checkbox"/> Single Control		

8. CUSTOMER APPROVAL – (AUTHORIZED SIGNATURE REQUIRED)

Each person who signs this form on Company's behalf is authorized to do so by resolution, agreement or other legally sufficient action of the governing body of Company, if Company is not an individual, or is an Authorized Signer on Company's account.

Printed Name of Authorized Signer

Tony Gioia, Mayor

Phone

(928) 567 - 6631 Ext: 103

Signature

X

Date

9. BANK INFORMATION – (AUTHORIZED SIGNATURE REQUIRED)

Printed Name of the Bank Officer

Phone

() - Ext:

Banker/Officer Signature*

X

Date

**By signing this document you are approving and acknowledging this individual is authorized to make these changes on behalf of this company.*

FOR IMPLEMENTATION USE ONLY

Originator Name	Phone	TED Case
	() - Ext:	

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

Meeting Date: May 20, 2009

Meeting Type: Regular

Type of Presentation: Verbal

AGENDA ITEM:

AGENDA TITLE: Discussion, consideration and possible approval of an agreement between FOUR-D LLC, (Peter de Blanc) a Telecommunications Consultant, and the Town of Camp Verde to provide an assessment relative to the Town's network and telecommunications infrastructure needs for the next one to five years and to help with the implementation of the Incode Software and other services to be identified. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION:

With the uncertainty as to whether we are taking advantage of all the telecommunications/technology options available to the Town and the planned purchase of the Incode Software, it would be prudent to have a telecommunications consultant help the Town with the following: 1) assess the Town's existing and future network infrastructure needs (1-5 years); 2) implement the Incode Software; and 3) identify other services as needed.

As part of the initial analysis it was suggested by Peter de Blanc that a Qwest representative participate in the information gathering/preliminary site visit to determine if the Town could save any money on the Town's telecommunications. A Qwest representative participated in one of the preliminary discussions and subsequently, determined that the Town could save over \$1800.00 annually by contracting our 'Plain Old Telephone Service' (POTS) lines vis a vis the AZ Carrier Services contract (State Contract). We are in the process of implementing the said telephone savings option.

In addition, Mr. de Blanc has already provided feedback relative to the cell phone service that the Town is currently using.

Four-D LLC is currently contracted with the Town of Clarkdale (part-time) to assist that municipality with their telecommunication needs. In addition, the Dewey-Humboldt Council recently approved an agreement between their Town and FOUR-D LLC (Peter de Blanc) for technical support via the RFP process.

Approving the agreement between the consultant and the Town is the next procedural step to implementing a telecommunications assessment, implementing the Incode Software; and identifying other services as needed.

STAFF RECOMMENDATION(S): Approve the agreement between FOUR-D LLC, (Peter de Blanc) a Telecommunications Consultant, and the Town of Camp Verde to provide an assessment relative to the Town's network and telecommunications infrastructure needs for the next one to five years and to help with the implementation of the Incode Software and other services to be identified.

Finance Director Review

Budgeted/Amount: Because there was no appropriation to support the above referenced Telecommunications Contract, if the contract is approved, there will be a transfer of \$5,100 from Contingency into the Non-departmental, Consulting Services to engage FOUR-D LLC, (Peter de Blanc).

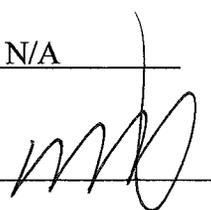
Fund: 01-20-17

Line Item: 7100

For FY 09/10 \$12,000 was budgeted in line item 01-20-17-7100 (Non-departmental, Consulting Services) for the Telecommunications Contract.

Attorney Review Yes No N/A

Submitting Department: Administration/Manager

Contact Town Manager Michael K. Scannell: *Signature* 

[Back to Top](#)

Town of Camp Verde

Consultant Agreement

For Professional Services
For A
Telecommunications Consultant
Between the
Town of Camp Verde
Camp Verde, Arizona
And
FOUR-D LLC

This Agreement is made and entered into on the ____ day of _____, 2009 and is for professional services as outlined below. The parties agree as follows:

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is by and between **FOUR-D LLC**, a Telecommunications Consultant ("Consultant") and the Town of Camp Verde, a municipal corporation ("Town") and is awarded pursuant to Project #09-066.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Consultant will be an independent contractor and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the Arizona state workers' compensation laws, the Arizona State unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including but not limited to unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent contractor to provide services to the Town under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

Section I. Period of Service

The term of this Agreement shall be for the period commencing on the date that the Town Council approves this Agreement and continuing until the _____ day of _____ or until the first phase of the Incode software installation is completed or unless terminated sooner by the parties, pursuant to Section V. below.

Section II. Compensation

Consultant shall provide telecommunications consulting services. The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed. No work by Consultant shall be performed unless directed to do so in writing by the Town Manager. In addition, Consultant shall obtain the prior written approval from the Town Manager for any travel or other costs. The rates Consultant will be paid for professional services for the Initial phase of intended results is \$5,100 as specified in the Scope of Services defined in Exhibit "A" (please see attachment) and, additional services compensated at an hourly rate of \$60.00 per hour pursuant to written direction from the Town Manager, not to exceed \$12,000 to also help the Town implement the Incode Software and other services to be identified.

Section III. Billing

Consultant shall provide Consultant services to the Town, based on the written needs of the Town as outlined in Exhibit "A" and, as directed by the Town Manager in writing. The Town shall pay Consultant, monthly, based upon work performed, completion to date and submission of invoices. Invoices should be mailed to the following address:

Town of Camp Verde
Finance Department
395 S. Main Street
Camp Verde, AZ 86322

Section IV. Termination

The Town has an option to renew the Agreement on a month to month basis at the expiration date of this Agreement. This Agreement shall automatically renew on a month to month basis unless written notice to the contrary is filed with either party not later than the last business day (Monday through Friday) of the calendar month preceding the calendar month in which the current contract period expires.

The Town reserves the right to cancel the whole or part of this Agreement due to failure by Consultant to perform under this Agreement. However, in the event that this Agreement is terminated, for any reason, the Town shall pay Consultant in full for all services already rendered, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. § 38-511.

Section V. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VI. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach.

The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VII. Whole Agreement

This Agreement, represent the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section XIII. Construction

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

Section IX. Professional Liability Insurance

The Consultant agrees to procure and maintain, at Consultant's sole expense, and to provide the following:

1. Certificate of Insurance (CIO) for a General Liability Insurance Policy with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage and names the Town of Camp Verde, AZ as an additional insured in connection with the consulting services as provided herein.
2. The Consultant shall keep said policies in force for the duration of the Agreement, and for any possible extension thereof.
3. All COI's captioned above and the fully executed said Agreement shall be returned simultaneously to the Town. Upon the Town's receipt of all the aforementioned documents the Agreement will be considered fully executed.
4. The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Section X. Indemnity

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

Section XI. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigrations laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subcontractors employee who works on this Agreement to ensure that the Consultant or any Subcontractor is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subcontractors to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor any of the Subcontractors shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subcontractor establishes that is has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIII. TOWN RESPONSIBILITIES

The Town shall accomplish the following:

Assist the Consultant by placing at its disposal all available information in possession of the Town pertinent to the Scope of Services for the project.

Use its best efforts at no additional cost to the Town to secure release of other data necessary for the Consultant to perform the Scope of Services held by others.

Give prompt written notice to the Consultant whenever the Town observes, or otherwise becomes aware of, any fault or defect in the project or non-conformance with this Agreement.

Provide the Consultant with a work station, office supplies, computer and any tools necessary for the Consultant to perform the Scope of Services identified in this contract, including keys to select facilities in the town complex.

Section XIV CONSULTANT RESPONSIBILITIES

The Consultant shall accomplish the following:

Give prompt written notice to the Town whenever the Consultant observes, or otherwise becomes aware of, any fault or deficit in the [work provided under this Agreement.] or any non-conformance with the Agreement.

Observe strict confidentiality in relations with all other parties regarding all of the Town's proprietary information and regarding any other information obtained in connection with the representation of the Town.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this the ____ day of _____, 2009.

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney

By: _____
Tony Gioia, Mayor

Consultant:

By: _____
FOUR-D LLC

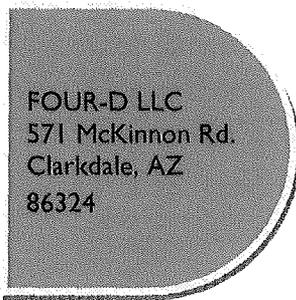
ATTEST:

The Mayor and Council approved this contract for execution at the regular session of _____

Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Contractor on _____

_____ 2009 by _____



Proposal

Town of Camp Verde

April 22, 2009

Network Infrastructure Baseline Assessment Project

Purpose: To assess the current state of the Town of Camp Verde's network and telecommunications infrastructure, to gain an understanding of the Town's anticipated 1-5 year network and telecommunications infrastructure needs, and to perform a high-level gap analysis between the current and projected needs which will assist in the development and budgeting of a network and telecommunications infrastructure update plan.

Intended Results:

- 1) Produce a report of the current hardware and software inventory
- 2) Produce a simple network and telecommunications diagram
- 3) Attempt to access current network and phone system capacity and expansion options
- 4) Perform a visual assessment of current wiring/cabling
- 5) Obtain a high-level set of requirements from the Town's Directors on their expected network and telecommunications needs, specifically staffing levels, workstation and server based programs they need, teleconferencing and telepresence expectations, telecommuting, remote access, etc.
- 6) Develop a set of high-level recommendations to be used in producing a more detailed telecommunications infrastructure update plan
- 7) Estimate an approximate range of costs to upgrade the telecommunications infrastructure to the desired state

Scope: This is an information gathering and analysis project only relating specifically to the Town's computers, networking and telecommunications infrastructure equipment, and software licensing.

Out of Scope Items: Items not specifically listed as in-scope for the project are considered out-of-scope. Below are examples of a few but not all possible of out-of-scope items.

- 1) Troubleshooting, repairs and/or maintenance type tasks
- 2) Configuration or operational tasks
- 3) Educational questions about how to use computers, software, etc.
- 4) Industry best practices recommendations beyond the scope of "Intended Result #6"

Indemnification: To the fullest extent permitted by law, the Town of Camp Verde, the Town's elected officials, officers, directors, partners, and employees shall hold harmless Four-D, LLC and its' partners, officers, and employees from any and all claims, costs, losses, and damages, including reasonable attorney's fees, that may inadvertently arise due to a system, configuration, equipment, hardware or software failure or malfunction that may occur while executing reasonable activities related to performing the assessment. For example, (1) We log in to a server to retrieve a hardware configuration, the server crashes, and there is no backup; (2) We open the cover of the Phone PBX to see if any slots are available and the PBX crashes and the Town's phones stop working.

Town Responsibilities:

- 1) Town staff will fully cooperate with Four-D, LLC staff in the assessment
- 2) Town will designate a person to act as a Single Point of Contact (POC) for Four-D, LLC and the POC will have the following responsibilities:
 - a. Provide access and passwords to computers, servers, networking and telecommunications equipment; facilities, rooms, wiring closets, etc; and existing documents and licensing information and accounts as needed to complete the assessment
 - b. Coordinate meeting times with key staff as needed
 - c. Interface with existing vendors and providers to obtain any information required to complete the assessment
 - d. Act as resident "Expert" for information about the Town and Town staff relating to how things are currently done, who the staff and department heads are, etc.
- 3) Town shall provide copies or reports of all software licenses purchased and in use
- 4) Town shall provide copies or details on existing service contracts, maintenance contracts, agreements, etc. related to networking and telecommunications equipment and software
- 5) Town shall provide a workspace with connection to the Town's network
- 6) Remit payment within 30 days upon project completion and acceptance by the Town to: Four-D, LLC, 571 McKinnon Road, Clarkdale, AZ 86324

Four-D, LLC Responsibilities:

- 1) Take reasonable care not to disrupt current production systems. In the event a production system will have to be taken "offline" to perform the assessment, Four-D, LLC will schedule the outage at a time that works best for the Town.
- 2) Diligently pursue all reasonable avenues to gather the information to complete the project
- 3) Interview key staff and department heads to develop an understanding of the Town's 1-5 year networking and telecommunications needs
- 4) Attempt to identify areas or items that could not be included in the assessment, and why
- 5) Prepare and present the findings

Fees and Payments: Four-D, LLC estimates this project can be completed within 85 billable hours broken down as follows:

13 hours on-site interviews with key staff
40 hours on-site hardware/software/license inventory
30 hours off-site analysis and report preparation
2 hours on-site present findings and recommendations
85 hours x \$60/hour Local Government rate equals \$5100 total.

Four-D, LLC provides services on an hourly rate basis. For this proposal the quoted price is a NOT TO EXCEED PRICE of \$5100. If the work is completed in less time, the Town of Camp Verde will only be billed for the actual hours worked. Payment in full is due within 30 days from the date upon which the related work has been completed and accepted in writing by the Town.

Proposal Acceptance

Town of Camp Verde,
an Arizona Municipality

Four-D, LLC
an Arizona limited liability company

 April 22, 2009

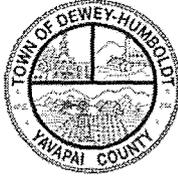
Michael Scannell, Town Manager, Date

Peter deBlanc, Member and Statutory Agent, Date

Peter de Blanc

ph: 928.634.0932

peter@fourdllc.com



TOWN OF DEWEY-HUMBOLDT
 P.O. BOX 69
 HUMBOLDT, AZ 86329
 Phone 928-632-7362 ▪ Fax 928-632-7365

Request for Proposal for Enterprise Technical Support

Item	Important Dates
Distribution of RFP	November 28, 2008
Proposal Due Date	4:00 p.m. Local time, December 19, 2008
Proposal Review	December 22-26
Contract Award	Late December
Implementation and Conversion	January (est.)

Return Proposals to: Town of Dewey-Humboldt
 Town Clerk's Office
 2735 South Highway 69, P.O. Box 69
 Humboldt, AZ 86329

Competitive sealed proposals for the materials or services specified will be received by the Town Clerk's Office at the above specified location, until the time and date cited.

Proposals must in the actual possession of the Town Clerk's Office on or prior to the exact time and date indicated above. It is the bidder's responsibility to ensure that bids are received prior to the 4:00 P.M. closing time as LATE PROPOSALS WILL NOT BE ACCEPTED. The Town of Dewey-Humboldt reserves the right to award or reject bids in part or in whole and on any basis it deems in the best interest of the town.

Proposals must be submitted in a sealed envelope marked "Sealed Proposal" with the Request for Proposal subject and proposal opening date and time (4:00 P.M. LOCAL TIME, DECEMBER 19, 2008) clearly indicated on the envelope.

Questions regarding the general terms and conditions of this Request for Proposal (RFP) may be addressed to Jane Fuller, Administrative Services Assistant, jane fuller@dhaz.gov.

- General Information.** The Town of Dewey-Humboldt currently maintains on-call contracts for technical support, with internal staff providing assistance when able. The Town has determined that a review of the services offered by qualifying providers is appropriate at this time and is requesting proposals from qualified information technology and telecommunications providers that can provide the Town with above standard, flexible Enterprise Technical Support including, but not limited to enterprise server, remote connection, desktop management, training, software management, IT security, and telecommunications requirements. The successful bidder will be awarded an information technology and telecommunications service contract for the Term.

In order to be considered, Offerors must meet the mandatory requirements outlined in the Mandatory Criteria. Offerors that do not meet the mandatory requirements will be considered non-responsive.

1.1. General Vendor Qualifications.

- 1.1.1. The Contractor shall be in compliance with all applicable Federal, State, Local, A.N.S.I., and O.S.H.A. laws, rules, and regulations and all other applicable regulations for the term of this contract.
- 1.1.2. The Contractor, without additional expense to the Town, shall be responsible for obtaining and maintaining any necessary licenses and permits required in connection with the completion of the required service herein.
- 1.1.3. The Contractor may not subcontract any segment or services covered herein, without prior approval of the Town Manager. All subcontracted services shall be warranted by and be the responsibility of the Contractor.
- 1.1.4. Contractor shall have been conducting business within Arizona for a minimum of **2** consecutive years immediately preceding the date of this RFP.

1.2. Pricing.

- 1.2.1. Pricing shall be listed on the Schedule of Fees. Prices quoted by the Offeror shall be applicable during the entire term of the contract.
- 1.2.2. For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.). Proposals failing to comply with this requirement may be declared non-responsive.
- 1.2.3. All charges associated with this contract **MUST** be shown on the Schedule of Fees form returned by the Offeror or other supporting documentation. Any charges not listed on the Schedule of Fees form or supporting documentation submitted with the Offeror's Proposal, will not be allowed during the contract period and any applicable extensions.
- 1.2.4. Unit prices quoted shall be all inclusive and include all pertinent additional fees normally associated with this type of service. No additional charges beyond the quoted unit price (except applicable sales tax) shall be allowed, unless authorized by the Contract Administrator before final invoicing.
- 1.2.5. Unit prices quoted shall be applicable for any quantity ordered by the Town of Dewey-Humboldt or differentiated on the Schedule of Fees form or other supporting documentation.
- 1.2.6. The Offeror is strongly encouraged to offer additional pricing for related items and products which are not specifically addressed as line items in this RFP, but are directly related to the items and products requested by the Town herein and offered by the Offeror. Additional items and products proposed pricing should be noted on the Schedule of Fees form or a separate attachment to Offeror's submittal document.

1.2.7. Once the contract has been awarded, the Contractor will not be permitted to charge the Town for any service that is not clearly identified in terms of cost and detail within their original proposal to the Town. The only exceptions to this limitation will be if the Town specifically requests an additional service that was not identified in the RFP or in the Contractor proposal.

1.3. Preparation of Proposal.

1.3.1. All proposals must contain the proposal signature page included herein. Faxed proposals will not be considered.

1.3.2. The proposal document must be submitted with an original ink signature by the person authorized to sign the proposal.

1.3.3. Erasures, interlineations or other modification in the proposal shall be initialed in original ink by the authorized person signing the offer.

1.3.4. In case of error in the extension of prices in the proposal, the unit prices will govern.

1.3.5. Periods of time, stated as a number of days, shall be calendar days.

1.3.6. It is the responsibility of all Offerors to examine the entire Request for Proposal package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.

1.3.7. Submit one master (so marked) and 2 copies of your proposal. Format and Content of Proposal provides detailed instructions regarding submission of proposals.

1.3.8. All proposals must be sealed.

1.4. Inquiries.

1.4.1. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the Town. The Town will then determine the appropriate action necessary, if any, and issue a written amendment to the Request for Proposal. ORAL STATEMENTS OR INSTRUCTIONS WILL NOT CONSTITUTE AN AMENDMENT TO THIS REQUEST FOR PROPOSAL.

1.4.2. All questions must be received by December 19, 2008.

1.5. Offerors' Presentation. During the evaluation process, the Town Manager may, at his discretion, request any one of all Offerors to make oral presentations. Such presentations will provide Offerors with an opportunity to answer any questions the Town Manager may have on an Offeror's proposal. Not all Offerors may be asked to make such oral presentations. If invited, the Town Manager or his designee will notify the Offerors of the date and time of the presentation.

1.6. Late Proposal. Late proposals will not be considered.

- 1.7. Withdrawal of Proposal.** At any time prior to the specified proposal due time and date, an Offeror (or designated representative) may withdraw the proposal. Only written withdrawals delivered in person, by mail, or facsimile may be allowed.
- 1.8. Addenda.** All proposers must acknowledge any addendum issued as a result of any change in the Request for Proposal in one of the following manners:
- 1.8.1. Copies of all addenda must be attached to the submittal or the appropriate addenda acknowledgment section on the Proposal Signature Page must be completed.
- 1.8.2. Failure to indicate receipt of addenda in one of the above manners may result in a proposal being rejected as non-responsive
- 1.9. Taxes.** The Town of Dewey-Humboldt is exempt only from Federal Excise Tax. Exemption certificates will be furnished upon request. All prices quoted will reflect the total cost to the Town and will include all applicable taxes and delivery charges.
- 1.10. Award of Contract.**
- 1.10.1. Unless the Offeror states otherwise, or unless otherwise provided within the Request for Proposal, the Town reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the Town.
- 1.10.2. Notwithstanding any other provision of the Request for Proposal, the Town expressly reserves the right to; Waive any immaterial defect or informality, or Reject any or all proposals, or portions thereof, or Reissue a Request for Proposal, or Award separate items within the RFP to separate proposers as may be deemed to be in the best interest of the Town.
- 1.10.3. Response to a Request for Proposal is an offer to contract with the Town based upon the Terms, Conditions, Scope of Work contained in the Town's Request for Proposal. Proposals do not become contracts unless and until the Town Council awards it and a contract is signed.
- 1.11. Obligations.** The issuance of this Request for Proposal does not obligate the Town to pay any costs incurred in the preparation and submission of proposals.
- 1.12. Duration of Proposal.** Timely submitted proposals shall be irrevocable for a period of **90** days following the proposal due date set forth on Page 1 of this Request for Proposal.
- 1.13. Request for Taxpayer I.D. Number and Certification IRS W-9 Form.** Prior to any Contract Award, the I.R.S. W-9 Form must be completed and submitted to the Town's Finance Department.

1.14. Confidential Information.

- 1.14.1. Requests for nondisclosure of confidential information such as trade secrets and other proprietary data must be made known to the Town within the submitted proposal.
- 1.14.2. Offerors are instructed to clearly identify any proprietary information that may be submitted with your proposal, and, if feasible, package such information in a separate, sealed envelope labeled “Confidential” or “Proprietary.”
- 1.14.3. The Town is subject to Arizona statutes and Town Charter provisions that permit the inspection of public records. The Town cannot insure confidentiality of any portion of submitted proposal documents in the event of a public inspection requests is made.
- 1.14.4. This is the only notification concerning confidential information that will be given to potential Offerors, and this provision should be taken into consideration prior to submitting a proposal.
- 1.14.5. After contract award, and unless otherwise instructed by the Offeror, the Town shall destroy all information identified as confidential or proprietary in accordance with public records retention requirements.

2. Terms Common to All Town Contracts. The Contract between the Town and the Offeror shall consist of (1) the Request for Proposal, instructions, all terms and conditions, specifications, Scope of Work, attachments, and any amendments thereto, and (2) the offer submitted by the Offeror in response to the Request for Proposals. In the event of a conflict in language between the Request for Proposal documents and the submitted offer referenced above, the provisions and requirements in the Request for Proposal shall govern. However, the Town reserves the right to clarify any contractual terms in writing with the concurrence of the Offeror, and such Written Contract Amendment shall govern in all other matters not affected by the Amendment.

2.1. Term of Contract. The term of the contract shall be for a **3**-year period, with the option to extend the contract for a maximum of **2** additional **1**-year periods, subject to the approval of the Town Manager and contractor. Any contract/agreement made pursuant to this Request for Proposal must be accepted in writing by the Offeror within **10** days after receipt.

2.2. Contract Modification. A contract modification alters the terms and conditions of the contract and must be signed by all the parties signing the original contract.

2.2.1. The Town may, at any time as the need arises, order changes within the Scope of the Work without invalidating this Agreement.

2.2.2. The Town, also may at any time, by issuing a written Change Order from the Town Manager, make changes in the details of the work not affecting price. The Contractor shall proceed with the performance of any changes in the work so requested unless the Contractor believes that such written request entitles him

to a change in price, in which event Contractor shall give the Town written notice thereof within **5** days after the receipt of the Town Manager's written Change Request. The Contractor shall not execute such changes pending resolution as to the applicability of a formal Change Order as described below. If Contractor performs work authorized under a written Change Order and subsequently claims a price change, the Town shall not be obligated to the price.

2.2.3. Contractor may initiate changes in the work by completing a Change Order and submitting it to the Town Manager. Any Change Order submitted by the Contractor shall be submitted within **5** days of identifying the subject of the request. The Town Manager and the Contractor's Project Manager will assess the need to include the change in the Scope of Work as described herein. If the change is approved and does not affect price, the Change Request will be processed as outlined in the paragraph above.

2.2.4. Change Orders determined to require additional monies will not be included in the project unless the Town approves an increase in price. Contract Change Orders are subject to the Rules and Procedures within the Town's Principals of Sound Financial Management.

2.3. Price Escalation.

2.3.1. There will be no price escalation for the initial **3**-year period. Any price increases for the additional **1**-year periods must be requested **90** days prior to the anniversary date of the contract. Failure to do so may result in the denial of any increase requested.

2.3.2. Price increases will become effective only after written approval by the Town Manager and will be effective for at least one year from the date of approval. The percentage increase in the unit pricing may not exceed the percent of increase in the United States "Consumer Price Index" for all urban consumers (CPI-U) for the Percent Change from the Year-Ago as published by the U.S. Department of Labor, Bureau of Labor Statistics. This increase, however, shall not be allowed to exceed a limit of **3%**.

2.4. Termination.

2.4.1. Termination for Convenience: The Town reserves the right to terminate this contract or any part hereof for its sole convenience with **30** days written notice. In the event of such termination, and upon written statement by the Town to stop work, Contractor shall stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. Contractor shall not be paid for any work done after receipt of the notice of stop work, or for any costs incurred by contractors, suppliers or subcontractors that Contractor could reasonably have avoided, but will be paid for work completed after notice of termination and before a notice to stop work, if any. The notice of termination and the notice to stop work may be contained within the same document. Contractor shall not unreasonably anticipate the requirements of this contract

(i.e., order two years' worth of supplies in advance, or order significant equipment prior to Town authorization).

- 2.4.2. Termination for Cause: The Town may also terminate this contract or any part hereof with 7 days notice for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any of the terms and conditions of this contract. Late deliveries, deliveries of products, which are defective or do not conform to this contract, unsatisfactory performance as judged by the Town Manager, and failure to provide the Town, upon request, with adequate assurances of future performance shall all be causes allowing the Town to terminate this contract for cause. In the event of termination for cause, the Town shall not be liable to Contractor for any amount, and the Contractor shall be liable to the Town for any and all damages sustained by reason of the default that gave rise to the termination. If it should be determined that the Town has improperly terminated this contract for default, such termination may be deemed a termination for convenience. The Contractor will be liable for the cost of substitutionary performance obtained by the Town for a period of up to 30 days after the notice of termination for cause, which may have to be obtained at retail or emergency rates.
- 2.4.3. Termination for Conflict: In the event the Contractor is in violation of any Federal, State, County or Town law, regulation or ordinance, the Town may terminate this contract immediately upon giving notice to the Contractor. The Town may cancel any contract or agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the Town's departments or agencies is, at any time while the contract or any extension of the contract is in effect, an employee of any other party of the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract. In the foregoing event, the Town of Dewey-Humboldt further elects to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating this agreement on behalf of the Town of Dewey-Humboldt from any other party to the agreement arising as a result of this agreement. The cancellation shall be effective when all other parties to the contract receive written notice from the Town, unless the notice specifies a later time (A.R.S. 38-511). The Contractor will be liable for the cost of substitutionary performance obtained by the Town for a period of up to 30 days after the notice of termination for conflict, which may have to be obtained at retail or emergency rates.
- 2.5. **Rights and Remedies.** No provision in this document or in the Contractor's offer shall be construed, expressly or by implication, as a waiver by the Town of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of the Town to insist upon the strict performance or any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the

acceptance of materials or services, or the payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the Town to insist upon the strict performance of the contract.

- 2.6. Alternative Dispute Resolution.** The parties agree to submit any disputes arising from this agreement to final and binding arbitration under the appropriate Commercial Rules of the American Arbitration Association. Arbitration expenses will be divided equally; however, special services requested by a party must be borne by that party alone (for example, if a party decides to have a court reporter transcribe the proceedings). If the amount in contention is less than \$50,000, only one arbitrator is needed; if more is in contention, then 3 arbitrators will be empanelled, with each party choosing one and then the two will choose a third. After the arbitrator(s) is (are) selected, the parties' counsel shall confer jointly with the arbitrator at the earliest convenient date to determine the discovery that shall take place. Each party shall have the right to take no more than 1 deposition of potential witnesses, and each shall have the right to serve no more than 1 set of interrogatories, none of which shall include more than 20 Interrogatories. Additional discovery shall be in the discretion of the arbitrator. All discovery shall be completed within 3 months after the selection of the arbitrator, unless this period of time is extended by the arbitrator for good cause. Unless extended by the arbitrator for good cause shown, arbitration hearings shall begin no later than 4 months after the selection of the arbitrator. 3 days shall be allotted to the arbitration hearings, and the arbitrator shall determine how much of the hearing time shall be allocated to the direct and cross examination of witnesses. The arbitrator shall allocate time equally amongst the parties. The arbitrator shall have the authority to award compensatory damages only. Arbitration awards are final and binding.
- 2.7. Billing and Payment.** The Town Manager, prior to payment, must approve all changes. The Town will not pay for services that are not provided according to the terms of the contract. The Contractor shall present an invoice, in duplicate, for services rendered. The billing shall be at the contracted price. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service and credit for services charged but not performed. Payment is due from the Town within 30 days after the receipt of an invoice, or within 30 days after resolution of any written objections by the Town to the invoice. Such objections, if any, must be made within 14 days of the receipt of the invoice by the Town. Any costs to the Town caused by the Contractor existing at or arising after the time of termination (including costs associated with a termination for cause or conflict) may be offset against any payments then due to Contractor.
- 2.8. Miscellaneous Contract Terms.**
- 2.8.1. Equal Employment Opportunity.** During the performance of this contract the Contractor will follow the Federal Government's Affirmative Action guidelines to

ensure that employees or applicants applying for employment will not be discriminated against because of race, color, religion, sex or national origin.

2.8.2. Successors and Assigns.

2.8.2.1. This Contract shall extend to and be binding upon Contractor, its successors and assigns, including any individual, company, partnership or other entity with or into which contractor shall merge, consolidate or be liquidated, or any person, corporation, partnership or other entity to which contractor shall sell its assets.

2.8.2.2. No right or interest covered by this contract shall be assigned in whole or in part without the prior written consent of the Town.

2.8.2.3. Contractor must immediately notify the Town of any merger, acquisition, or involuntary reorganization (or any legal action inaugurating such a shift), and the Town thereafter will have **30** days to provide or deny consent for the assignment or succession of the contract, in the Town's sole discretion and without stated reasons.

2.8.3. Subcontractors.

2.8.3.1. Contractor shall not enter into any future subcontract for any material, service or item specified within this Request for Proposal without prior written approval of the Town.

2.8.3.2. The Town may consider the qualifications and experience of subcontractors, suppliers, and other persons and organizations proposed for the work when such information is required to be submitted with the proposal.

2.8.3.3. Contractor shall require subcontractors to comply with the provisions of this RFP by insertion of the requirements hereof in any subcontract pursuant to this contract.

2.8.4. Arizona Law. This contract shall be governed and interpreted according to the laws of the State of Arizona.

2.8.5. Contract Applicability. The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific RFP. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the Town, are not applicable to this RFP or any resultant contract.

2.8.6. Advertising. No advertising or publicity concerning the Town using the Contractor's services shall be undertaken without prior written approval of such advertising or publicity by the Town Manager.

2.8.7. Force Majeure. Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts include, but not limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, communication line failures, power failures, earthquakes or other disasters.

2.8.8. Funds Appropriation. If funds are not appropriated by the Town Council to continue the contract awarded, and for the payment of changes hereunder, the Town may terminate the contract at the end of the current fiscal period. The town agrees to give written notice of termination to the Contractor at least **30** days prior to the end of its current fiscal period and will pay to the Contractor all charges incurred through the end of such period.

2.8.9. Compliance with Laws. Contractor agrees to fully observe and comply with all applicable federal, state and local laws, rules, regulations and orders pertaining to the production and sale of the goods ordered, and upon request, Contractor will furnish Town certificates of compliance with such laws, rules, regulations and orders.

2.8.10. Local Conditions, Rules and Regulations. The Contractor shall familiarize himself with the nature and extent of the Contract documents, work to be performed, all local conditions, and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the work.

2.8.11. Notices. All notices or demands required to be given pursuant to the terms of this contract shall be given to the other party in writing, delivered by hand or registered or certified mail, at the addresses set forth below, or to such other address as the parties may substitute by written notice given in the manner prescribed in this paragraph:

In the Case of the Contractor:

The address listed on the signature page of the proposal.

In the Case of the Town:

Town Manager, Town of Dewey-Humboldt
2735 S. Hwy. 69
P.O. Box 69
Humboldt, AZ 86329

Copy to:

Town Attorney, Town of Dewey-Humboldt
100 E. Union
P.O. Box 3840
Prescott, AZ 86302

2.8.12. Warranty. The Contractor expressly warrants that all services furnished under this proposal shall conform to this contract and applicable standards. Contractor warrants that all such services will conform to any statements made within their proposal of advertisements. Contractor warrants that all services furnished hereunder will be merchantable, and will be safe and appropriate for the purpose for which the services of that kind are normally used. If the Contractor knows or has reason to know that particular purpose for which the Town intends

to use the services, the Contractor warrants that such services will be fit for such particular purpose. Contractor agrees to replace or correct defects of any services not conforming to the foregoing warranty promptly, without expense to the Town, when notified of such nonconformity by the Town, provided the Town elects to provide the Contractor with the opportunity to do so. In the event of failure of Contractor to correct defects in or replace nonconforming services promptly, the Town, after reasonable notice to the Contractor, may make such corrections or replace such services and charge the Contractor for the Cost incurred by the Town in doing so. In such event, the Contractor shall reimburse the Town for the costs, delays, or other damages that the Town has incurred.

2.8.13. Intellectual Property. The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which may be brought against the Town or its agents or vendors for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this contract except for goods manufactured entirely to Town specifications and the Contractor further agrees to indemnify the Town against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein. The Town may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires. Intellectual property created by performance of this contract is and will remain the property of the Town.

2.8.14. Records and Audit Rights.

2.8.14.1. Contractor's records (hard copy, as well as computer readable data), and any other supporting evidence deemed necessary by the Town to substantiate charges and claims related to this contract shall be open to inspection and subject to audit and/or reproduction by the Town's authorized representatives to the extent necessary to adequately permit evaluation and verification of cost of the work, and any invoices, change orders, payments or claims submitted by the Contractor or any of his payees pursuant to the execution of the contract. The Town's authorized representative shall be afforded access, at reasonable times and places, to all of the contractor's records and personnel pursuant to the provisions of this article throughout the term of this contract and for a period of three years after final payment.

2.8.14.2. The Contractor shall require all subcontractors, insurance agents, and material suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in a written contract between Contractor and payee. Such requirements will also apply to subcontractors, etc.

2.8.14.3. If an audit in accordance with this article discloses overcharges of any nature by the Contractor to the Town in excess of **1%** of the total contract billings, the

Contractor shall reimburse the actual cost of the Town's audit to the Town. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within **30** days form presentation of Town's findings to the Contractor.

2.8.15. Indemnification. To the fullest extent permitted by law, the Contractor, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the Town of Dewey-Humboldt, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, action, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor relating to work or services in the performance of this contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees, regardless of whether or not caused in part by the active and or passive negligence of a party indemnified hereunder including the Town of Dewey-Humboldt, its agents, representatives, officers, directors, officials and employees. The amount and type of insurance coverage set forth in this contract shall not be construed in any way to limit the scope or magnitude of the indemnity provisions of this paragraph.

2.8.16. Insurance Representation and Requirements.

2.8.16.1. No Representation of Coverage Adequacy. By requiring insurance herein, the Town does not intend to imply an upper-limit on the Contractor's potential liability in its actions related to this agreement. The Town reserves the right to review any and all of the insurance policies and/or endorsements cited in this contract, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve the Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this contract.

2.8.16.2. Insurance Coverage. The Contractor shall maintain Contractor Coverage, including but not limited to, General Liability Coverage, Errors and Omissions, Computer Crime, Employee Dishonesty, and Theft, Robbery, and Burglary On and Off Premises coverage, naming the Town as Additional Insured and Loss Payee as applies to subject Enterprise Technical Support. Coverage shall be in the amount not less than the highest amount of total exposed dollars at any one time. If such coverage is not available, Contractor will disclose such unavailability in its proposal, together with a statement of insurance proposed.

2.8.16.3. Contractor shall submit, within **10** days of award, Certificate of Insurance or other evidence to the Town Manager verifying such coverage requirements and

containing **30**-day unequivocal advance notice of policy cancellation and or material change in policy.

2.8.16.4. Required Coverage. Coverages shall be written so as to be primary. Insurance coverage shall be written through carriers possessing an A.M. Best rating of at least **B+** or through Lloyds of London. Should coverage be written on a claims-made basis, the reporting period for claims shall be extended for at least two years beyond contract expiration.

2.8.16.5. The Town may require a financial statement so as to evidence the ability to fund the deductible.

2.8.16.6. Cancellation / Expiration Notice. If a policy does expire during the life of the contract, a renewal Certificate must be sent to the Town of Dewey-Humboldt's Town Manager **30** days prior to the expiration date.

2.8.17. Contract Administrator. The Town Manager or his designee will audit the billings, approve payments, establish delivery schedules, approve addenda to the contract and generally be responsible for overseeing the execution of the contract.

3. **Goal of the RFP Process.** The Town's goal is to enter into a contract to obtain required Enterprise Technical Support in the most efficient and cost-effective manner available. The Town is firmly committed to an ETS program which will do the following.

- **Enterprise server support;**
- **Remote connection;**
- **Desktop management;**
- **Software management;**
- **Training;**
- **Data security and backup; and**
- **Robust telecommunications.**

4. **Evaluation Criteria.** Proposals will be evaluated using four sets of criteria. Offerors meeting the mandatory criteria will have their proposals evaluated for both qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

4.1. Mandatory Criteria.

4.1.1. Offerors must adhere to the instructions in this Request for Proposal on preparing and submitting the proposal.

4.1.2. Must demonstrate knowledge of:

4.1.2.1. Principles, applications, and techniques of electronic data processing systems.

- 4.1.2.2. Computer systems design, programming, and operations.
- 4.1.2.3. Computer hardware and software systems planning and technical support functions.
- 4.1.2.4. Organization, management, and control of complex computer equipment and data processing facilities.
- 4.1.3. Must demonstrate ability to perform the full Scope of Work.

4.2. Expertise and Experience.

- 4.2.1. Experience with other municipalities.
 - 4.2.2. Demonstrated ability to perform requested services on a consistent, above-standard basis.
 - 4.2.3. The primary contact should have some combination of experience and education leading to the ability to perform the Mandatory Criteria, which typically includes three years of technical experience in directing a major program in a large scale data processing facility and a bachelor's degree in mathematics, business administration, computer sciences or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.
- 4.3. Price.** The price should be quoted per unit, per person, per hour, and otherwise as detailed as possible, except with regard to retainer arrangements.

5. Required Services; Scope of Work. The Contractor will perform the following services:

- **Establish guidelines and programs for effective information technology management;**
- **Provide data processing services required by the Town;**
- **Recommend long-range and short-range management information systems plans and ETS budgets to Town management;**
- **Make recommendations on major systems development and research projects;**
- **Establish Town-wide strategic policy for planning, development, and design of information needs;**
- **Research management information systems hardware and software including applicable vendor applications, data base management, and operational control packages;**
- **Set policies to ensure privacy data and security of data processing facilities;**
- **Establish guidelines and programs for effective database management utilization;**

- **Keep the servers, desktops, website, and phones of the Town working well, with a target problem resolution time of less than 48 hours 90% of the time and an emergency response of less than 2 hours 80% of the time;**
 - **Consult with and advise Town program heads on information technology management needs and problems; and**
 - **Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless citizen service.**
- 6. Format and Content of Proposal.** The Proposal must include the following, in the order presented, to be considered for evaluation:
- 6.1. Transmittal Letter.** A signed letter of transmittal briefly stating the following.
- 6.1.1. Offeror's understanding of the work to be done, and the assurance that it can perform the work within the time line and time frame of the Contract.
 - 6.1.2. Offeror's commitment to quality throughout the duration of the Contract.
 - 6.1.3. Why the Offeror believes itself to be best qualified to perform the services.
 - 6.1.4. That the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a Contract with the Town, and
 - 6.1.5. The proposal is a firm and irrevocable offer for **90** days
- 6.2. Title Page.** Title page must show the request for proposal subject, the Offeror's name; the name, address and telephone number of the contact person, and the date of the proposal.
- 6.3. Table of Contents.**
- 6.4. Mandatory Criteria Response.**
- 6.4.1. Offeror shall provide resumes of key professional staff, including the Town Liaison assigned to service the Town's information technology and telecommunications relationship.
 - 6.4.2. Offeror shall provide an organization chart depicting the various departments, including department location and contact names, which would be involved in the administration of the Town's information technology and telecommunications relationship.
 - 6.4.3. Offeror shall provide three references of similarly sized entities, preferably municipalities that are current customers.
- 6.5. Scope of Work Response.**
- 6.5.1. Formal Scope of Work solicitation response.

- 6.5.2. **Optional Services.** The Town would like Offerors to propose any optional services or make recommendations they feel would enhance the technical capabilities of the Town. Offerors should feel free to make suggestions or add additional information not requested in this proposal; however, to be considered responsive, all Offerors must submit a proposal addressing each required service in the proposal format requested. Optional services should be summarized in one section of the Proposal, which follows the Scope of Work section.
- 6.6. Schedule of Fees.** Offeror must provide a Schedule of Fees. The Schedule should quote the best prices for the latest technology. The schedule should also include all start-up fees.

Request for Proposal (RFP) for Enterprise Technical Support Signature Page

The undersigned hereby offers and agrees to furnish the material, or service, in compliance with all the terms and conditions, instructions contained in this Request for Proposal document and any written exceptions in the offer accepted by the Town, and represents that such signer has the full authority to bind the below-named entity, if any.

_____	_____
Date	Signature of Authorized Person
_____	_____
Company Name	Printed Name of Signer
_____	_____
State and type of organization	Title of Signer

Company Address	

Company phone number and contact email	

The Offeror hereby acknowledges receipt of and agrees this submittal is based on the following Addenda.

ADDENDUM # _____	DATED _____
ADDENDUM # _____	DATED _____

MASTER

Transmittal Letter

Thank you for the opportunity to respond to your request for proposal (RFP) for Enterprise Technical Support. On December 1st, 2008, the Town Staff provided me with a tour of your offices and a description of your needs and expectations. Based on this tour and the details in the RFP, my understanding of the work to be done is as follows. Items are not listed in any particular order:

- Provide PC, communications, and general technical support for seven full time Town Staff, seven Town Council members, a contract attorney and a magistrate.
- The Town currently has one server that provides critical services such as email, database applications and file sharing. Since most of the Town's operations are dependent on this server, high system availability and reliability of the server is required.
- Provide any required support for the Granicus streaming solution utilized in Council meetings.
- Develop protocols and educate staff on best practices related to file management, database utilization, email, and communications.
- Assist staff in IT related product evaluation and selection. Provide guidance for future IT projects and initiatives.
- Develop, implement, maintain and support all existing systems and future projects and initiatives.
- Ensure sensitive information is secure from unauthorized access.
- Make recommendations to staff of applicable new technology and industry trends.
- Work with staff and council to develop long and short term technology plans that will support the present and future needs of Dewey-Humboldt.
- Provide 24 x 7 emergency support for all systems with a two hour response time.
- Manage all work, projects and initiatives to plan and to budget.
- The duration of the contract shall be three years with optional one year extensions.

Basically, Dewey-Humboldt is looking for knowledgeable, reliable, prompt and professional IT and Technology support for all the Town's systems and staff, both present and future.

#7

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

Meeting Date: May 20, 2009

Meeting Type: Regular Session

Type of Presentation:

REFERENCE DOCUMENT:

Cornfest Liquor Licenses

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible approval of the Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the Annual Cornfest scheduled for July 18, 2009.

PURPOSE AND BACKGROUND INFORMATION:

On February 18, 2009, you approved the Verde Valley Rangers Mounted Sheriff's Posse's annual event calendar in which they would sell alcohol. This is the liquor license for the Annual Cornfestg.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve the special event liquor license for the Verde Valley Rangers Mounted Sheriff's Posse for the Annual Cornfest that is scheduled for July 18, 2009.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

Attorney Review Yes No

Attorney Comments

Fund:

Line Item:

Submitting Department: Parks & Recreation

Contact Person: Lynda Moore

Town Manager/Designee:

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 6 days this year, including this event
(not to exceed 10 days per year).

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

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

Name VERDE VALLEY MOUNTED SHERIFF'S POSSE 100%
Percentage

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

Name _____ Percentage

Address _____

(Attach additional sheet if necessary)

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

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

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

2 # Police Fencing
5 # Security personnel Barriers

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

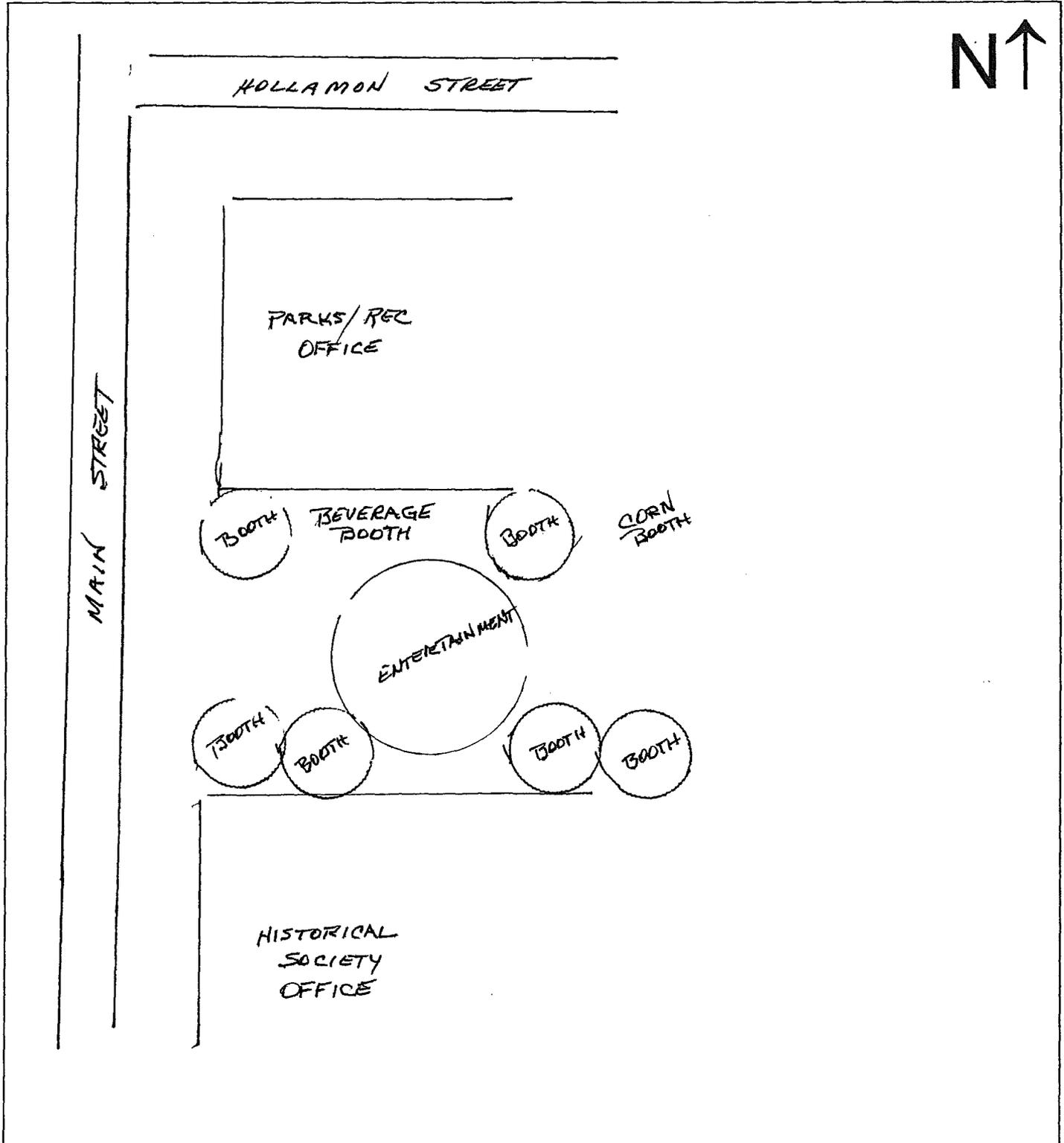
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

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

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

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



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

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

X _____ CRPT _____ (928) 301-1007
 (Signature) (Title/Position) (Date) (Phone #)

State of _____ County of _____

The foregoing instrument was acknowledged before me this

_____ Day _____ Month _____ Year

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

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

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

X _____ State of _____ County of _____
 (Signature) The foregoing instrument was acknowledged before me this

_____ Day _____ Month _____ Year

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

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

LOCAL GOVERNING BODY APPROVAL SECTION

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

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 _____ (Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____
 _____ (Title) _____ (Date)

Back to Top

#8

**COMPLETE COUNT PROGRAM
PARTICIPATION RESPONSE**
United States 2010 Census

Return this
form to:

Denver (31): **Bureau of the Census**
Regional Census Center
6950 W. Jefferson Avenue, Suite 250
Denver, CO 80235
Attn: Cathy L. Illian
Regional Director
Phone: (720)475-3640

Title and Address of chief executive/highest elected official

Name:	Title:	
Address:	Contact Information	
	Phone:	
	Fax:	
	Email:	

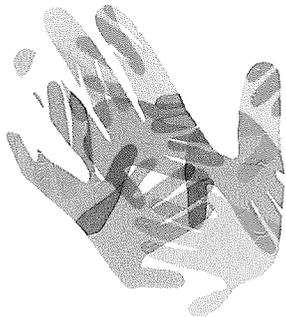
Contact Person (if different from above)

Name:	Title:	
Address:	Contact Information	
	Phone:	
	Fax:	
	Email:	

- 1. I plan to establish a Complete Count Committee to implement local promotion activities.
- 2. I have already established a Complete Count Committee.
- 3. I plan to use an existing structure or program to implement local promotion activities.
- 4. I do not plan to establish a Complete Count Committee for the following reason(s).

NOTES

Signature:	Date:
------------	-------



IT'S IN OUR HANDS

2010 Census Partnership Agreement Form

Thank you for becoming an official 2010 Census partner! The U.S. Census Bureau appreciates your support in ensuring the success of this monumental effort.

Your support as a 2010 Census partner is important. Here's why:

- ▲ Every year, more than \$300 billion in federal funds are awarded to states and communities based on census data. That's more than \$3 trillion distributed over a 10-year period.
- ▲ Census data guide local decision-makers in important community planning efforts, including where to build new roads, hospitals and schools.
- ▲ Census data affect your voice in Congress. The census determines how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts.

The goal of the Census Bureau's partnership program is to combine the strengths of local governments, community-based organizations, faith-based organizations, schools, media, businesses and others, to ensure a complete and accurate 2010 Census. The Census Bureau will provide promotional materials, regular updates and data assistance to partners to assist in this effort. Together, through this partnership, we can ensure the 2010 Census message is delivered to every corner of the nation. **Achieving a complete and accurate 2010 Census is in our hands.**

When you complete this form please mail or fax form to the Denver Regional Census Center.

Denver Regional Census Center
Attn: Partnership
6950 W. Jefferson Ave. Suite 250
Denver, CO 80235

Phone 720.475.3670

There are many ways your organization can get involved and support the 2010 Census:

**Please check activities in which you are interested in participating.*

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Use 2010 Census drop-in articles, messages and logos in newsletters, mailings, and other in-house communications (e-mail, Web site, etc.). <input type="checkbox"/> Appoint a liaison to work with the Census Bureau. <input type="checkbox"/> Encourage employees and constituents to complete and mail their questionnaire. <input type="checkbox"/> Display and/or distribute 2010 Census promotional materials. <input type="checkbox"/> Identify job candidates and/or distribute and display recruiting materials. <input type="checkbox"/> Provide space to test job applicants. <input type="checkbox"/> Provide space to train new employees. <input type="checkbox"/> Provide space for Be Counted sites and/or Questionnaire Assistance Centers. <input type="checkbox"/> Provide volunteers for census promotional events. <input type="checkbox"/> Put the 2010 Census on the agenda at meetings and/or allow presentations by Census Bureau staff. <input type="checkbox"/> Organize and/or serve as a member on a Complete Count Committee. <input type="checkbox"/> Sponsor community events to promote participation in the 2010 Census. <input type="checkbox"/> Allow the Census Bureau to post your organization's name on the 2010 Census Web site. <input type="checkbox"/> Link to the 2010 Census Web site from your organization's Web site. | <ul style="list-style-type: none"> <input type="checkbox"/> Use and distribute educational materials. <input type="checkbox"/> Participate in a speakers bureau for the 2010 Census. <input type="checkbox"/> Provide a translator and/or translate 2010 Census materials. <input type="checkbox"/> Issue a public endorsement for the 2010 Census and send an endorsement to members, chapters or affiliates. <input type="checkbox"/> Place 2010 Census articles in your newspapers/newsletters/magazines. Write census editorials, and cover census events/programs. Donate space for census advertisements. <input type="checkbox"/> Air 2010 Census PSAs and B-Roll, and cover census events/programs. <input type="checkbox"/> Engage regional and local chapters of your organization. <input type="checkbox"/> Provide speaking opportunities and exhibit space at conferences or trade shows. <input type="checkbox"/> Participate in 2010 Census partnership kick-off meetings. <input type="checkbox"/> Highlight key 2010 Census operational events in newsletters or other publications. <input type="checkbox"/> Volunteer or participate in Census Bureau-sponsored events. <input type="checkbox"/> Other: _____ |
|---|--|

We would like to acknowledge your organization as a partner for the 2010 Census. Please fill out the information below so we can keep you and your organization updated on what's happening with the 2010 Census communications campaign, send you updates on relevant events and activities and provide you with outreach materials.

Name: _____
 Title: _____
 Organization: _____
 Phone: _____
 E-mail: _____
 Signature: _____
 Date: _____

Name: GAIL M SADLER
 Title: AZ Partnership Specialist
 Organization: U.S. Census
 Phone: 928 600 1390
 E-mail: gail.m.sadler@census.gov
 Signature: Gail M Sadler
 Date: _____

Congratulations and thank you again for being an official 2010 Census partner! Together, through this partnership, we can ensure a complete and accurate 2010 Census.



United States
**Census
2010**

April 27, 2009

Today

An Information Service of the Denver Regional Census Center

On the One Hand...

2010 Census Once Every Ten Years

The 2010 Census will be a short-form only census and will count all residents living in the United States. This includes people of all ages, races, ethnic groups, citizens and non-citizens. It will ask for name, sex, age, date of birth, race, ethnicity, relationship and housing tenure - ten questions take ten minutes to complete.

Census questionnaires will be mailed or delivered to every household in the United States in March 2010. The questions ask you to provide information that is accurate for your household as of April 1, 2010. The Census Bureau must count everyone and submit state population totals to the U.S. President by December 31, 2010.

The U.S. Constitution (Article I, Section 2) mandates a headcount of everyone residing in the United States. The population totals determine each state's Congressional representation. The numbers also affect funding in your community and help inform decision makers about how your community is changing. Households that still do not respond will be called or visited by a Census worker. (Census workers can be identified by a census badge and bag.)

www.2010census.gov



On the Other Hand...

Census Bureau Surveys Conducted Periodically

Between and during the Once Every 10 Year Census, the Census Bureau is the nation's leading fact-finder, reporting regularly on who and where we are and what we are doing.

The more detailed socioeconomic information is now collected through the American Community Survey. The survey provides current data about your community every year, rather than once every 10 years. It is sent to a small percentage of the population on a rotating basis throughout the decade. No household will receive the survey more often than once every five years. The bureau conducts annual, quarterly, and monthly surveys year-round. In fact, it conducts about 175 surveys a year.

On the economic side, the bureau produces monthly retail trade surveys. It also produces the monthly employment rate for which the bureau interviews 60,000 households for the Bureau of Labor Statistics (BLS). The Census Bureau works with the Department of Education to collect information about schools, and helps the Department of Housing and Urban Development stay up to date with the American Housing Survey. Public health planners rely on the Health and Hospital Surveys. The Bureau itself produces more than 2,000 reports based on these surveys.

The Census Bureau uses a workforce of trained federal employees to conduct surveys throughout the year by telephone and in-person interviews, as well as by mail. If someone from the Census Bureau has visited you, and you have any questions, you may speak directly via telephone or e-mail with the Denver Regional Census Office:

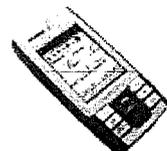
Tel: (303) 264-0202 or 1-800-852-6159

E-mail: denver.regional.office@census.gov

Are You In A Survey Link: <http://www.census.gov/epct/mso/>

Census Bureau employees are explicitly prohibited by Title 13 of the U.S. Code from revealing confidential census information that would identify any individual, household, or establishment. Data collected may be used only for statistical purposes.

www.census.gov



USCENSUSBUREAU
Helping you make informed decisions.

United States
**Census
2010**

2008 Census Dress Rehearsal

United States
**Census
2010**

**Ensayo General del Censo del
2008**

This is your official U.S. Census form. It is quick, easy, and your answers are protected by law. Please complete your form in the language most comfortable for you and return it today.

Start here

Use a blue or black pen.

The Census must count every person living here on May 1, 2008.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on May 1, 2008.
- Leave these people off your form, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

The Census must also include people without a permanent place to stay, so:

- If someone who has no permanent place to stay is staying here on May 1, 2008, count that person. Otherwise, he or she may be missed in the census.

1. How many people were living or staying in this house, apartment, or mobile home on May 1, 2008?

Number of people =

2. Were there any additional people staying here May 1, 2008 that you did not include in Question 1?

Mark all that apply.

- Children, such as newborn babies or foster children
- Relatives, such as adult children, cousins, or in-laws
- Nonrelatives, such as roommates or live-in baby sitters
- People staying here temporarily
- No additional people

3. Is this house, apartment, or mobile home —

Mark ONE box.

- Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- Owned by you or someone in this household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

4. What is your telephone number? *We may call if we don't understand an answer.*

Area Code + Number

Este es su cuestionario oficial del Censo de los EE.UU. Es fácil y rápido de contestar y sus respuestas están protegidas por ley. Por favor, complete su cuestionario en el idioma que se sienta más cómodo y devuélvalo por correo hoy.

Comience Aquí

Use un bolígrafo de tinta azul o negra.

El Censo tiene que contar a cada persona que vive aquí el 1 de mayo de 2008.

Antes de contestar la Pregunta 1, cuente a las personas que viven en esta casa, apartamento o casa móvil usando nuestras instrucciones.

- Cuente a todas las personas, incluyendo a bebés, que viven y duermen aquí la mayor parte del tiempo.

La Oficina del Censo también lleva a cabo recuentos en instituciones y otros lugares, por lo tanto:

- No cuente a alguien que no vive aquí por estar en la universidad o en las Fuerzas Armadas.
- No cuente a alguien que está en un hogar de convalecencia, cárcel, prisión, centro de detención, etc., el 1 de mayo de 2008.
- No incluya a estas personas en su cuestionario, aunque vuelvan a vivir aquí después de salir de la universidad, hogar de convalecencia, ejército, cárcel, etc. De otra manera, serán contadas dos veces.

La Oficina del Censo también tiene que incluir a las personas sin un lugar permanente donde quedarse, por lo tanto:

- Si alguien sin un lugar permanente donde quedarse se está quedando aquí el 1 de mayo de 2008, cuente a esa persona. De lo contrario, puede que no sea contada en el censo.

1. ¿Cuántas personas vivían o se quedaban en esta casa, apartamento o casa móvil el 1 de mayo de 2008?

Número de personas =

2. ¿Había personas adicionales quedándose aquí el 1 de mayo de 2008 que usted no incluyó en la Pregunta 1?

Marque todas las que apliquen.

- Niños, tales como bebés recién nacidos o hijos de crianza (foster)
- Parientes, tales como hijos adultos, primos o parientes políticos
- Personas que no son parientes, tales como compañeros de cuarto o niñeras que viven en el hogar
- Personas que se quedan aquí temporalmente
- No hay personas adicionales

3. ¿Es esta casa, apartamento o casa móvil —

Marque UNA casilla.

- Propiedad suya o de alguien en este hogar con una hipoteca o préstamo? *Incluya los préstamos sobre el valor líquido de la casa.*
- Propiedad suya o de alguien en este hogar libre y sin deuda (sin una hipoteca o préstamo)?
- Alquilada?
- Ocupada sin pago de alquiler?

4. ¿Cuál es su número de teléfono? *Puede que lo llamemos si no entendemos una respuesta.*

Código de Área + Número

- -



Person 1

5. Please provide information for each person living here. Start with a person living here who owns or rents this house, apartment, or mobile home. If the owner or renter lives somewhere else, start with any adult living here. This will be Person 1.

What is Person 1's name? *Print name below.*

Last Name

First Name MI

6. What is Person 1's sex? Mark ONE box.

Male Female

7. What is Person 1's age and what is Person 1's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on May 1, 2008 Month Day Year of birth

→ NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↘

9. What is Person 1's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↘

- Asian Indian Japanese Native Hawaiian
- Chinese Korean Guamanian or Chamorro
- Filipino Vietnamese Samoan
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.* ↘
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.* ↘

Some other race — *Print race.* ↘

10. Does Person 1 sometimes live or stay somewhere else?

- No Yes — Mark all that apply.
- In college housing For child custody
- In the military In jail or prison
- At a seasonal or second residence In a nursing home
- For another reason

→ If more people live here, continue with Person 2.

Persona 1

5. Por favor, provea información para cada persona que vive aquí. Comience con la persona que es dueña o alquila esta casa, apartamento o casa móvil. Si el dueño o inquilino vive en otro lugar, comience con cualquier adulto que viva aquí. Este será la Persona 1

¿Cuál es el nombre de la Persona 1? *Escriba a continuación el nombre*

Apellido

Nombre Inicial

6. ¿Cuál es el sexo de la Persona 1? Marque UNA casilla.

Masculino Femenino

7. ¿Cuál es la edad de la Persona 1 y cuál es su fecha de nacimiento?

Escriba 0 para los bebés que tengan menos de 1 año de edad.

Escriba los números en las casillas.

Edad el 1 de mayo de 2008 Mes Día Año de nacimiento

→ NOTA: Por favor, conteste la Pregunta 8 sobre origen hispano Y Pregunta 9 sobre raza. Para este censo, origen hispano no es una raza.

8. ¿Es la Persona 1 de origen hispano, latino o español?

- No, no es de origen hispano, latino o español
- Sí, mexicano, mexicano americano, chicano
- Sí, puertorriqueño
- Sí, cubano
- Sí, otro origen hispano, latino o español — *Escriba el origen, por ejemplo, argentino, colombiano, dominicano, nicaragüense, salvadoreño, español, etc.* ↘

9. ¿Cuál es la raza de la Persona 1? Marque una o más casillas.

- Blanca
- Negra o africana americana
- India americana o nativa de Alaska — *Escriba el nombre de la tribu en la que está inscrito(a) o la tribu principal.* ↘

- India asiática Japonesa Nativa de Hawaii
- China Coreana Guameña o Chamorro
- Filipina Vietnamita Samoana
- Otra asiática — *Escriba la raza, por ejemplo, hmong, laosiana, tailandesa, paquistaní, camboyana, etc.* ↘
- Otra de las islas del Pacífico — *Escriba la raza, por ejemplo, fijiana, tongana, etc.* ↘

Alguna otra raza — *Escriba la raza.* ↘

10. ¿Vive o se queda a veces la Persona 1 en algún otro lugar?

- No Sí — Marque todas las que apliquen.
- en vivienda universitaria por custodia de niños
- en el servicio militar en la cárcel o prisión
- en vivienda de temporada o segunda residencia en un hogar de convalecencia por alguna otra razón

→ Si más personas viven aquí, continúe con la Persona 2.





Town of Camp Verde Camp Verde, Arizona

PROCLAMATION

- Whereas,** the next *Dicennial Census* will be taken in the year 2010; and political representation to the United States House of Representatives, state legislatures, and local governments is determined by the Dicennial Census, and the Town of Camp Verde recognized the equal importance of each resident in the 2010 Census Count; and
- Whereas,** the Town of Camp Verde has agreed to be one of 40,000 government entities in partnerships with the United States Bureau of the Census; and
- Whereas,** the Town of Camp Verde understands that its primary role in this partnership is to formulate a Complete Count Committee that should include, but is not limited to the following subcommittees: *Government, Education, Media, Religion, Community-based Organizations, Business, Recruiting and Special Housing*; and
- Whereas,** the role of the *Government subcommittee* is to bridge all gaps between the community and the Census Bureau on geographic matters, outreach activities, and information centers; and
- Whereas,** the role of the *Education subcommittee* is to create census awareness programs for pre-kindergarten to college age students and college students to apply for Census jobs; and
- Whereas,** the role of the *Media subcommittee* is to utilize all aspects (print and electronic) of its industry to inform, motivate, and educate the Town's residents in the necessity and importance of their rapid response and 100% participation in Census 2010; and
- Whereas,** the role of the *Religion subcommittee* is to form a cross-denominational coalition for the dissemination of Census information, inclusion of special announcements in church bulletins and sermons, hosting of Census awareness activities, and circulation of Census job opening bulletins; and
- Whereas,** the role of the *Community-based Organizations subcommittee* is to make the community aware of the many ways Census data are used to obtain funding for essential services and programs; and
- Whereas,** the role of the *Business subcommittee* is to encourage all area businesses to advertise the Census message in sales advertisement, promotional materials and displays, and to sponsor Census 2010 community awareness activities; and
- Whereas,** the role of the *Special Housing subcommittee* is to assist in the location of shelters, soup kitchens, non-sheltered outdoor locations, group quarters, and other non-conventional housing facilities;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Town of Camp Verde do hereby proclaim full support of and participation in the overwhelming success of Census 2010 through the formulation of a *Complete Count Committee* and the execution by the Town of the 2010 Census Partnership Agreement.

IN WITNESS THEREOF, I have set my hand and caused the seal of Camp Verde to be affixed this 20TH day of May 2009.

Issued this 20th day of May 2009.

ATTEST:

Tony Gioia, Mayor

Deborah Barber, Town Clerk

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#9

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

Meeting Date: 5-27-09

Meeting Type: Regular

Type of Presentation: Verbal & Power Point

REFERENCE DOCUMENT: Regional Land Use Plan

AGENDA TITLE: Presentation and Discussion on the Regional Planning activity by Community Development staff.

PURPOSE AND BACKGROUND INFORMATION: This presentation is to provide a review of the last ten years of the regional planning effort conducted by an established group of planners made up of professional staff, other governmental agency representatives, and community groups in the Verde Valley. A brief history of the Regional Planning effort is also provided, and update on the progress of the implementation strategy outlined in the Regional Land Use Plan. This plan was designed to coordinate the land use planning and development decisions in the Verde Valley.

In 1998 a group of regional planners met to strategize on developing a regional planning effort for the Verde Valley area. Resolution 1998-409 was approved by the Camp Verde Town Council agreeing to the establishment of common bonds and principals for this planning effort. Yavapai County Board of Supervisors adopted Resolution 1156 on November 16, 1998 reflecting the fourteen guiding principals recommended by the participating agencies, municipalities, and community groups for regional planning effort.

On October 18, 2006, the Town Council adopted Resolution 2006-706 supporting the adoption of the Regional Land Use Plan with some revisions to the section that pertained to Camp Verde. This was a culmination of an eight-year effort on the part of the regional partnership. This plan is available for viewing on Yavapai County's website www.co.yavapai.az.us.

In 2007 this same plan received the Governor's Excellence in Rural Development Award for Community Planning and Development. Through the collaborative effort of planners from the participating municipalities and local community groups, the following implementation actions have been achieved:

- The scheduling of regular meetings of the Verde Valley Regional Planners Group.
- A Conflict Resolution Team established and representatives appointed from each of the participating groups. *(There has been no issue presented for the team to review as of yet. The Town's representative is the Community Development Director, Nancy Buckel.)*
- Verde Valley Regional Housing Task Force has been formed.
- Verde Valley Regional Economic Organization has been incorporated.
- Open Space acquisitions priority map has been created.
- A Regional Transportation Study has been conducted
- Regional Trails Group is in the process of developing a map of the regional trails system.

STAFF RECOMMENDATION (S): None.

Type of Document Needing Approval: None

Supporting Documents Included in Packet: Verde Valley Regional Planning Historical Outline; Resolution 98-409 of the Camp Verde Town Council; Resolution 1156 of Yavapai County Board of Supervisors; Sort Term Implementation Actions for the Regional Plan; Mid-Term Implementation Actions for the Regional Plan.

Submitting Department: Community Development

Contact Person: Nancy Buckel, Director

VERDE VALLEY REGIONAL PLANNING A Brief Historical Outline

May 1996 – March 2001

Quarterly joint meetings of Verde Valley Planning and Zoning Commissions and staff featuring highlighted regional topics and updates from each jurisdiction. First meeting in May 1996 hosted by Town of Clarkdale.

February 1998

Sedona Growth Advisory Committee prepares final report citing need for a regional plan as a critical step in addressing area growth and development.

May 1998

First focused discussion of a potential regional plan at joint quarterly Verde Valley Planning and Zoning Commissions meeting. Discussed Coconino County/City of Flagstaff Regional Plan.

November 1998

Resolutions on “Common Bonds and Principles for Regional Cooperation” adopted by Verde Valley cities and towns, Yavapai County and unincorporated communities. One of the most significant common threads: *Verde Valley communities should not grow together and significant open space should be maintained between communities.*

June 1999

First Verde Valley Forum – Regional Planning and Growth Management.

July 1999

Verde Valley Regional Transportation Study Update (Lima and Associates/BRW Inc.) – Prepared for Yavapai County and Verde Valley cities and towns, Yavapai-Apache Nation and ADOT.

December 1999

Quarterly joint Verde Valley Planning and Zoning Commissions meeting - Draft scope for Verde Valley Regional Plan, recommendation to begin addressing open space issues and recommendation for all jurisdictions to form a working relationship to pursue a regional plan.

April 2000

Verde Valley Regional Transit Study (Lima and Associates/Transit Plus) – Prepared for Yavapai County and Verde Valley cities and towns, Yavapai-Apache Nation and ADOT.

October 2000

Memorandum of Understanding to pursue a regional plan – signed by all Verde Valley cities, towns and Coconino and Yavapai Counties. Letter of support sent from Coconino and Prescott National Forests.

September 2000 – July 2001

Verde Valley open space planning – Verde Valley planning staffs with input from USFS, citizens and State Land Department. Final Report in July 2001 – Open Space Issues and Challenges.

March 2001

Verde Valley Planning and Zoning Commissions and staff conduct public presentation on Open Space Issues and Challenges.

2001 – 2005

Verde Valley cities, towns and Yavapai County – general/comprehensive plan updates (Growing Smarter).

March 2002

Verde Valley Forum II – “Implementing a Verde Valley Open Space Plan”

December 2002 – October 2004

Formation of the East Mingus Task Force (Verde Valley elected/appointed officials, staff, citizens) to develop recommendations for potential land exchange opportunities to preserve open space on east side of Mingus Mountain. Final Report – October 2004.

May 2003

Formation of the Verde Valley Land Preservation Institute (VVLPI) – Non-profit organization to serve the Verde Valley through open space planning, acquisition and management.

October 2003 – September 2004

Formation of the VVLPI Planning Council and preparation of a Verde Valley open space map (Verde Valley planning staffs, citizens, Prescott and Coconino National Forests, State Land Department, State Parks). Verde Valley Open Space Existing Conditions Map completed in September 2004 for use in the regional planning process. Council recommended that Yavapai County play a leading role in developing a Verde Valley Regional Plan.

March 2004 – November 2006

Verde Valley Regional Land Use Plan development. In 2005, Yavapai County retained Community Sciences Corporation (with Dava and Associates and Lima and Associates) to prepare the Plan through cooperation with Verde Valley planning staffs, citizens and Verde Valley cities and towns and unincorporated communities. Plan was adopted by Yavapai County in November 2006. Received 2007 Governor’s Excellence in Rural Development award for community planning and development.

March 2006

Formation of the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to consolidate planning and operational resources for transit between

Coconino and Yavapai Counties, Northern Arizona University and Cities of Flagstaff, Sedona and Cottonwood.

October 2006

Launch of the Sedona Roadrunner transit system providing a commercial circulator and limited commuter service between Sedona and Cottonwood.

February 2007 to present

Follow-up implementation to the adopted Verde Valley Regional Land Use Plan:

- Verde Valley Multi-modal Transportation Study Update (Lima and Associates) – for Yavapai County and Verde Valley cities and towns and unincorporated areas (underway).
- Coordination with Coconino and Prescott National Forest updates.
- Yavapai County development of Residential Conservation Subdivision Regulations. July 07, first panel discussion. It was during that meeting that the Commission decided to form a Sustainable Planning Committee.
- February 14, 2007- First monthly Verde Valley Regional Planners meeting
- July 23, 2007- Conflict Resolution Forum adopted by the Yavapai County Board of Supervisors
- August 2007- Verde Valley Regional Economic Development Group Incorporated (now the Verde Valley Regional Economic Organization- VVREO)
- Mid-2007- Open Space Acquisition Priorities map created- **ongoing**
- November 2007- Honorable mention from APA for Regional Land Use Plan.
- 2007?- Verde Valley Regional Housing Task Force group created
- January 24, 2008- First Verde Valley Regional Trail Plan group meeting
- April 29, 2008- 1st Annual Regional Plan Symposium
- May 6, 2008- Verde Valley Regional Land Use Plan Work Group website created
- May 28, 2008- First Verde Valley CT-LU (Coordinating Transportation and Land Use) meeting

RESOLUTION 98-409

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ESTABLISHING COMMON BONDS AND PRINCIPALS FOR REGIONAL COOPERATION AND COORDINATION IN LAND USE PLANNING AND DEVELOPMENT DECISIONS IN THE VERDE VALLEY.

WHEREAS:

The Camp Verde, Clarkdale, Cottonwood, and Sedona general plans and the various specific Community Plans amending the Yavapai County General Plan in the Verde Valley, and the Camp Verde, Clarkdale, Cottonwood, and Sedona Focused Future efforts all cite that regional planning and regional coordination is beneficial and necessary for the Verde Valley; and

The Growing Smarter Act requires regional planning; and

The various jurisdictions of the Verde Valley desire that their respective communities maintain their unique characteristics and distinct gateways to surrounding rural and open space lands, and further desire to prevent those communities from growing together in a manner that would detract from individual community and regional identity.

THEREFORE, the Mayor and Town Council of the Town of Camp Verde find that:

Preservation of geographically distinct communities can be maintained by ensuring that significant open space and rural land use (e.g. ranching) be maintained along highway corridors.

Widening of the State Highways within the Verde Valley will result in more development pressure along these corridors; thus traffic circulation improvements, such as alternate routes/road connections, transit systems, bike lanes/routes and pedestrian paths and trails will require significant regional cooperation and planning to determine need, feasibility and methods of implementation.

Decisions made in one Verde Valley jurisdiction will impact other communities, other jurisdictions and the region as a whole. Moreover, land use decisions made without regional perspective and outlook will tend to create unintended and undesirable consequences.

The lack of adopted specific area land use plans for portions of the unincorporated areas in the Verde Valley makes it difficult for policy makers and the general public to respond to specific rezoning or development proposals.

Appropriately accommodating tourism in the Verde Valley communities and on the National Forest lands is critical to preserving the quality of life in this region.

The disposition of the approximately 16 square miles of Arizona State Trust lands for private development will have a major impact on the Verde Valley.

The surface water of the Verde Valley must be preserved and enhanced in terms of both quantity and quality.

Actual ground water supplies for the Verde Valley must be determined.

Preserving and enhancing air quality is an important issue for the Verde Valley communities.

The imbalance between jobs and housing in the Verde Valley communities presents major social and economic ramifications.

The Verde Valley is unique in its natural beauty. Scenic vistas and corridors, wildlife habitat, air and water resources and special cultural and historic places must be preserved in ensure the beauty of this area for our children.

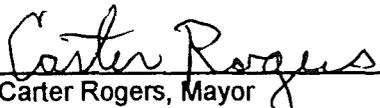
NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, AS FOLLOWS:

On behalf of the citizens of the Town of Camp Verde, the Mayor and Council adopt the following guiding principles for cooperation in land use planning and development decisions among the Verde Valley governments:

1. The Verde Valley communities should not grow together, regardless of corporate boundaries. Significant open space and/or rural uses along the highways between communities shall be maintained.
2. Forest Service land trades should not be supported along the highway corridors outside existing corporate limits.
3. Each municipality and Yavapai County is solely responsible for land use decisions within their jurisdictions, provided, however, that each jurisdiction shall be responsible for considering the impacts of its decisions on its neighbors, the Verde Valley, and the region as a whole.
4. Yavapai County and the local governments and communities of the Verde Valley are strongly encouraged to consider a coordinated and comprehensive regional plan that addresses open space, regional housing, regional land use and regional transportation issues.
5. Yavapai County should pursue specific area planning for areas of the Verde Valley not presently covered by adopted community plans.
6. Water quality and quantity of surface flows should be studied in order to preserve and enhance this vital resource.
7. The available groundwater supplies of the Verde Valley should be studied to determine a realistic carrying capacity.

8. Efforts shall be made to preserve open space on critical Arizona State Trust lands in the Verde Valley as identified in a future regional plan, and as part of the Arizona Preserve Initiative and Growing Smarter Act.
9. The Verde Valley communities and Yavapai County are strongly encouraged to investigate the creation of a regional transit system modeled on the CATS system in Cottonwood and Clarkdale.
10. More affordable housing opportunities should be supported within established urbanized areas throughout the Verde Valley.
11. Urban type development should be limited to within or immediately adjacent to corporate limits and where infrastructure and services (public roads, sewer and water facilities and police and fire protection) are in place to serve such development.
12. Development outside of corporate limits should be limited to agriculture, ranching or very low-density residential use (one unit per 2 or more acres) unless otherwise supported in an adopted County or regional land use plan.
13. The Verde Valley communities in Yavapai County are strongly encouraged to preserve the dark skies of the Verde Valley.
14. The Verde Valley communities in Yavapai County should preserve air quality of the Verde Valley.

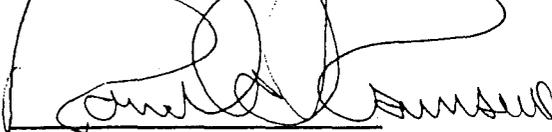
PASSED AND ADOPTED by the Mayor and Town Council of the Town of Camp Verde, Arizona, this 28th day of October 1998.


Carter Rogers, Mayor

ATTEST:


Town Clerk

APPROVED AS TO FORM:


Ronald Ramsey, Town Attorney



COPY

RESOLUTION NO. 1156

A RESOLUTION OF THE BOARD OF SUPERVISORS OF YAVAPAI COUNTY, ARIZONA, ESTABLISHING COMMON BONDS AND PRINCIPLES FOR REGIONAL COOPERATION AND COORDINATION IN LAND USE PLANNING AND DEVELOPMENT DECISIONS IN THE VERDE VALLEY.

WHEREAS:

The Verde Valley is comprised of five (5) incorporated Cities and Towns and several unincorporated communities located along major highway corridors in relatively close proximity within a well defined geographic area. These circumstances create a unique opportunity and unlimited potential for Regional Planning within this part of Yavapai County; and

The Camp Verde, Clarkdale, Cottonwood and Sedona general plans and the various specific Community Plans amending the Yavapai County General Plan in the Verde Valley, and the Camp Verde, Clarkdale, Cottonwood and Sedona Focused Future efforts all cite that regional planning and regional coordination is beneficial and necessary for the Verde Valley; and

The Growing Smarter Act requires regional planning; and

The various jurisdictions of the Verde Valley desire that their respective communities maintain their unique characteristics and distinct gateways to surrounding rural and open space lands, and further desire to prevent those communities from growing together in a manner that would detract from individual community and regional identity;

THEREFORE, the Board of Supervisors declare and find that:

Preservation of geographically distinct communities can be maintained by encouraging that significant open space and rural land use be maintained along highway corridors.

Widening of the State Highways within the Verde Valley will result in more development pressure along these corridors; thus traffic circulation improvements, such as alternate routes/road connections, transit systems, bike lanes/routes and pedestrian paths and trails will require significant regional cooperation and planning to determine need, feasibility and methods of implementation.

Decisions made in one Verde Valley jurisdiction will impact other communities, other jurisdictions and the region as a whole. Moreover, land use decision made without regional perspective and outlook will tend to create unintended and undesirable consequences.

The lack of a current comprehensive general plan and adopted specific area land use plans for the unincorporated areas in the Verde Valley makes it difficult for policy makers and the general public to respond to specific rezoning or development proposals.

In order to achieve the goals of preserving distinct community identities and preventing Communities from growing together, it would help policy makers and the general public if Cities and Towns were to pursue plans that identify their community planning area boundaries or future service area boundaries and develop policies concerning annexations.

Appropriately accommodating tourism in the Verde Valley communities and on the National Forest lands is critical to preserving the quality of life in this region.

The potential disposition or future use of the approximately 16 square miles of Arizona State Trust Lands for any development will have a major impact on the Verde Valley. These sections will have a major positive impact if they are designated and obtained for Open Space

The surface waters of the Verde Valley must be preserved and enhanced in terms of both quantity and quality.

Accurate information on actual ground water supplies for the Verde Valley must be determined as it is desirable and would benefit all communities.

Preserving and enhancing air quality is an important issue for the Verde Valley communities.

A balance between jobs and housing should be given careful consideration with any large development within the Verde Valley as these issues could present major social and economic impacts to the area.

The Verde Valley is unique in its natural beauty. Scenic vistas and corridors, wildlife habitat, air and water resources and special cultural and historic places must be preserved to ensure the beauty of this area for our children.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF YAVAPAI COUNTY, ARIZONA AS FOLLOWS:

In the interest of Regional Planning and Regional coordination in the Verde Valley, the Board of Supervisors adopt the following guiding principles for cooperation in land use planning and development decisions among the Verde Valley governments:

1. The Verde Valley communities should not grow together, regardless of corporate boundaries. Significant open space and/ or rural uses between communities should be maintained.
2. Forest Service land trades for ultimate use as a subdivision, (commercial and industrial uses) or housing would generally not be supported outside existing or future extended corporate limits or lands that the Town or City does not desire to incorporate unless supported by an adopted plan.

3. Each municipality and Yavapai County is solely responsible for land use decisions within their jurisdictions, provided, however, that each jurisdiction shall be responsible for considering the impacts of its decisions on its neighbors, the Verde Valley, and the region as a whole.
4. The USDA Forest Service, Yavapai County and the local governments and communities of the Verde Valley are strongly encouraged to consider a coordinated and comprehensive regional plan that addresses open space, regional housing, regional land use, and regional transportation issues.
5. Yavapai County should pursue re-adoption of the General Plan or specific area planning for areas of the Verde Valley to meet and conform to the planning elements of the Growing Smarter Act similar to those required for Cities and Towns.
6. Water quality and quantity of surface flows should be studied in order to preserve and enhance this vital resource. Studies to be jointly pursued by the various communities or other organizations with costs paid commensurate to benefits realized.
7. The available groundwater supplies of the Verde Valley should be studied to determine a realistic carrying capacity. Studies to be jointly pursued by the various communities or other organizations with costs paid commensurate to benefits realized.
8. Efforts should be made to preserve open space on critical Arizona State Trust Lands in the Verde Valley as identified in a future regional plan or appropriate readopted General Plan, and as part of the Arizona Preserve Initiative and Growing Smarter Act.
9. The Verde Valley communities, Yavapai County and the Verde Valley Transportation Planning Organization are strongly encouraged to investigate the creation of a regional transit system modeled on the CATS system in Cottonwood and Clarkdale or other similar systems.
10. Affordable housing opportunities should be supported within established urbanized areas throughout the Verde Valley.
11. Urban type development should be limited to within or immediately adjacent to corporate limits or where infrastructure and services (public roads, sewer and water facilities and police and fire protection) are in place or may be reasonably accommodated and extended to serve such development.
12. Development outside of corporate limits should be limited to agriculture, ranching or very low density residential use (one unit per 2 or more acres) unless otherwise supported in an adopted County or regional land use plan or what current Zoning would permit with appropriate services. This principle is not intended to prevent consideration of future land use plans that may change the Zoning as long as the type of land use is not changed and the overall density is not significantly increased.

13. Each municipality is encouraged to pursue plans that identify their community planning boundaries or future service area boundaries and develop specific policies regarding annexations. These plans and policies should include recommendations to promote and preserve open space and rural areas within the Cities and Towns to prevent communities from growing together.

PASSED AND ADOPTED by Board of Supervisors of Yavapai County, Arizona, this
16th day of November 1998



Signed: BILL FELDMIEIER
Title: Chairman of the Board

ATTEST:



CLERK OF THE BOARD

Verde Valley Regional Plan Mid-Term Implementation Actions

	Recommendations	Description	Action	Responsibility	Status
Regional Commitments	Valley Planning Cooperation	Evaluate Coordination Effectiveness	prepare Regional Plan Progress Report	Regional Planners, citizens	
	Monitor Valley Development	Continue: Symposium; Conflict Resolution; Data Base	evaluate proceedings/ records for Progress Report	Regional Planners	
	Resource Allocation	Funding for Infrastructure, Land Acquisition	prioritize investment resources	County, municipalities	
Transportation	NAIPTA Expansion	Continue Support	Implement Verde Valley facilities	County, municipalities	
	Trail Improvements	Trail Plan Improvements	add facilities, amenities	County, municipalities, developers, citizens	
Open Space	Preserve Open Space Assets	Sensitive Lands/Viewshed Designation	inventory habitat, cultural/natural resources, major drainage courses, prioritize view corridors: establish program	Regional Planners, VVLP, municipalities	
	Agency Coordination	"Amendment 12" Expansion	consult with Prescott, Coconino NF officials	VVLP, Federal, State, County, municipalities	
	Open Space Acquisition	Acquire reserved tracts	negotiate targeted acquisitions based on resources	County, municipalities, VVLP, or Foundation	
Housing	Success Monitoring	Assess Incentive Program	report cost control effectiveness	Task Force, Regional Planners	

Verde Valley Regional Plan Mid-Term Implementation Actions

	Workforce Housing	Initiate Demonstrations, Assistance Programs	dwelling unit production program	Task Force, County, municipalities	
Land Management Agencies	ASLD Concepts	Support Compatible Development	propose strategic sales, leases	ASLD, County	
	NFS Exchange	Criteria for Pending Exchanges	apply water, acreage, preservation guidelines	NFS, County, municipalities	

Verde Valley Regional Plan Short Term Implementation Actions

	Recommendation	Description	Action	Responsibility	Status
Commitment	Valley Planning Cooperation	Conflict Resolution Forum	Establish Intercommunity Advisory Forum	County, Regional Planners	complete
	Preserve Open Space and Character	Seek Funding Sources	apply for grants, contributions, etc.	County, Regional Planners, municipalities	continuous
	Respect Adopted Plans	Annual Regional Plan Symposium	progress, growth reporting, water study response, economic forums	County, Regional Planners	first completed
Land Use	Open Space Separations	Buffer Zone Mapping	General Plan amendments, exceptions	County, municipalities, land owners	continuous
	Mixed-Use Development	Planned Development Flexibility	adopt incentives	County, municipalities	continuous
	Infrastructure Service Capability	Verde Valley CIP	prepare composite investment schedule	Regional Planners	
	Monitor Valley Development	Data Base Maintenance	inventory construction, jobs, retail	Regional Planners	continuous
Transportation	Transit Service	NAIPTA Planning	participate in Authority, expand existing services	County, VVTPO, municipalities	in process
	Road Improvements	VV Regional Transportation Plan	promote multi-purpose corridors	VVTPO, consultants, County, citizens	in process
	Trail Connections	VV Trails and Pathways Plan	adopt major connections, plan enhancements	VVTPO, VVLP, County, municipalities, developers, citizens	in process

Verde Valley Regional Plan Short Term Implementation Actions

Open Space	Organize Open Space Preservation	Preparatory Actions, initiating	identify groups, affiliations, funding sources	VVLPI, County, municipalities	
	Agency Coordination	Open Space Access Plan	consult NFS, State Parks for connections, facilities	Agencies, Regional Planners	
	Open Land Acquisition	Tract Reservation Targets	delineate, assign priorities to possible acquisition	Agencies, Regional Planners, VVLPI	continuous
Housing	Reduce Residential Land Costs	Residential Yield Incentives	form Regional Housing Task Force, develop incentives	Task Force, County	Housing Task Force created
	Infrastructure Economies	Demonstration Project Proposals	propose standards for County, municipality approval	Task Force, Regional Planners	in process
	Workforce Housing	Regional Housing Task Force	bonding, land banking, target sites	County, municipalities	in process
Land Management Agencies	State Trust	Concept Plan Cooperation	ASLD as Regional Planners participant, Symposium presenter	ASLD, Regional Planners	
	Forest Service	Land Exchange Criteria	define "no net loss", water caps, Amendment 12	NFS, Regional Planners	

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

Meeting Date:

Meeting Type:

Type of Presentation:

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

PURPOSE AND BACKGROUND INFORMATION:

STAFF RECOMMENDATION(S): (Suggested Motion)

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

Attorney Review Yes No

Attorney Comments

Fund:

Line Item:

Submitting Department:

Contact Person:

Town Manager/Designee: