

AGENDA – AMENDMENT #2



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

1. **Call to Order**

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

2. **Roll Call**

3. **Pledge of Allegiance**

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

a) Approval of the Minutes:

- 1) May 30, 2007 – Special/Work Session
- 2) May 23, 2007 – Council Hears Planning & Zoning
- 3) May 23, 2007 – Budget Work Session
- 4) May 21, 2007 – Special/Budget Work Session
- 5) May 16, 2007 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Regular Session – June 20, 2007 at 6:30 p.m.
- 2) Council Hears Planning & Zoning – June 27, 2007 at 6:30 p.m.
- 3) Regular Session – July 4, 2007 at 6:30 p.m. – **CANCELLED**
- 4) Regular Session – July 18, 2007 at 6:30 p.m.
- 5) Council Hears Planning & Zoning – July 25, 2007 at 6:30 p.m.

c) Possible approval of the Technical Assistant Contract with NACOG for the administration of the two open CDBG contracts. The \$39,000 cost is a budgeted amount in the General Fund CDBG line item.

d) Possible approval of a proclamation declaring July 16-20, 2007 as Hunter Education Week.

e) Possible acceptance of resignations from Norma Garrison, Housing Commission and Danny Parker, Parks & Recreation Commission, followed by presentation of certificates of appreciation for their volunteer service.

F) POSSIBLE ACCEPTANCE OF THE CAMP VERDE WATER SYSTEM'S 2006 FINANCIAL AUDIT. This is a budgeted item in the General Fund.

G) POSSIBLE APPROVAL OF DRAFT STAKE HOLDER LETTER TO THE AZ WATER PROTECTION FUND COMMISSION SUPPORTING THE MONTEZUMA WELL RIPARIAN PASTURE RESTORATION PROJECT.

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

6. **Presentation of certificates of appreciation to outgoing Council members Jackie Baker and Howard Parrish.**

7. **Ceremonial Oaths of Office to Mayor Tony Gioia and Council Members Greg Elmer, Norma Garrison, and Mike Parry, followed by the seating of the new Council.**

8. **Discussion, consideration, and possible selection of a Vice Mayor for a one-year term ending in May ~~2007~~ 2008.**
9. **Discussion, consideration, and possible appointment of Council members to various regional, state, county, and local committees & organizations.**
10. **Discussion, consideration, and possible direction to staff to: 1) Research costs associated with retaining a firm for a management audit to review the Town's departments of operational efficiency and bring this information back to Council and 2) contract with a new audit firm for the FY 06/07 audit.**
11. **Discussion, consideration, and possible direction to staff concerning a requirement for fingerprinting and background checks for those volunteers that work with children.**
12. **Discussion, consideration, and possible approval of the Housing Commission letter to notify potential developers of the Town's goals in providing attainable housing and to request voluntary participation by the developer to aid the Town in meeting its housing goals.**
13. **Staff presentation and update pertaining to the recent Joint Work Session by the Housing, Library, Parks & Recreation, Planning & Zoning, and Trails Commission that was held on May 29, 2007.**
14. **Discussion, consideration, and possible selection of resolution(s) to submit to the League of Arizona Cities & Town's (LACT) Resolution Committee for consideration, followed by possible direction to staff to contact other communities to determine if they will co-sponsor the resolution(s).** LACT annually collects resolutions from communities throughout the state. Resolutions that have been adopted/approved by the LACT Resolution Committee are presented to the House/Senate/Governor for consideration as new legislation.
15. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

16. **Advanced Approvals of Town Expenditures**
 - a) **Discussion, consideration, and possible approval to transfer funds in the amount of \$2,600 from Special Event Tent Labor line item to Equipment Rental line item and \$1,000 from Insurance line item to Event Supplies line item.**
 - b) **Discussion, consideration, and possible approval of the purchase of a pump for the well at Butler Park in the amount of \$4,225.** This is an unbudgeted item from Parks Contingency.
17. **Manager/Staff Report**
18. **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.
19. **Adjournment**

Posted by: *D Jones*

Date/Time: *6-5-06*

1:15 p.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.

DRAFT

STAKE HOLDER STAKE HOLDER ADDRESS

**Arizona Water Protection Fund Commission
Arizona Department of Water Resources
3550 N. Central Ave.
Phoenix, Arizona 85012**

Month, Day 2007

Re: Montezuma Well Riparian Pasture Restoration Project

Dear Arizona Water Protection Fund Commissioners:

The [your organization, name, company, agency here] would like to express its support for the Montezuma Well Riparian Pasture Restoration Project. As a stakeholder, we appreciate the opportunity the project provides to restore and enhance a unique natural resource in our community.

We understand that the purpose of the project is to restore riparian habitat in the Beaver Creek Watershed by enlarging the riparian corridor at Montezuma Well. The restoration effort will manage for invasive plant species and reintroduce native, non-invasive vegetation. The final purpose of the project is to provide educational opportunities through the establishment of interpretive plots and trails for visitors and public outreach opportunities.

[Your organization here] recognizes the investment in this project requested of the AWPf and is enthusiastic about the opportunity to provide support and assistance for restoring the Montezuma Well Pasture. We agree to work closely with the National Park Service and other stakeholders to see this project to completion and to help with its success into the future.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Stakeholder
Address
Contact info

Montezuma Well – Riparian Pasture Restoration Project

Letters of Support

- Friends of the Well
Fred Shute flshute@hotmail.com 928-592-9320
Bob Burke bburke@commspeed.net
Also includes the Rimrock, McGuireville, Lake Montezuma area
- Verde River Greenway Max Castillo Dead Horse Ranch State Park 928-634-5283
scastillo@azstateparks.gov
- Yavapai County Extension Service Jeff Schalau 928-445-6590
Master Gardners Jschalau@ag.arizona.edu
- Beaver Creek School Karen Ward 928-567-4631
kward@bcs.k12.az.us
- Coconino National Forest Barb Phillips 928-527-3600
- NPS – Park Archeologist John Schroeder 928-649-6195
John_schroeder@nps.gov
Hopi Tribe
Yavapai-Apache Tribe Chris Coder
- Verde NRCDC Steve Yount 928-554-0463
928-567-8872
- Verde Watershed Association Diana Joens
dianej@sedona.net
- Verde River Citizens Alliance Steve Kling 928-634-7445
sckling@msn.com
vrca@verdenet.com
- Camp Verde Chamber of Commerce Roy Gugliotta 928-567-9294
rgugliotta@campverde.org
- The Nature Conservancy Dan Campbell 928-717-2843
Verde River Program dcampbell@tnc.org
- Northern Arizona Audubon Society Bea Cooley 928-526-5069
beacooley@aol.com
- Ruth Valencia ravalenc@srpnet.com 480-947-1361

- Karen Dufresne

kdufresne@bcs.k12.az.us

928-567-4631

AMENDED AGENDA



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MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
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**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date:6-6-07

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

AGENDA TITLE: (Be Exact):Discussion, consideration and possible acceptance of the Camp Verde Water System's 2006 Financial Audit.

PURPOSE AND BACKGROUND INFORMATION: Council directed Staff to obtain an audit in order to help the Town to determine the financial standing of the Camp Verde Water System.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Camp Verde Water System's 2006 Financial Audit

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

- | | | |
|---|---|--|
| <input checked="" 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 Yes \$8,900.00

Comments:N/A

Fund: 01-50-55-6604

Line Item/:

Submitting Department:Finance

Contact Person:Dane Bullard

Town Manager/Designee: _____

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

CAMP VERDE WATER SYSTEM INC.

**FINANCIAL STATEMENTS - REGULATORY BASIS
DECEMBER 31, 2006**

TABLE OF CONTENTS

Independent Auditors' Report

Statement of Assets, Liabilities and Stockholders' Equity - Regulatory Basis

Statement of Income and Retained Earnings - Regulatory Basis

Statement of Cash Flows - Regulatory Basis

Notes to Financial Statements

INDEPENDENT AUDITORS' REPORT

To the Members of the Town Council
Town of Camp Verde
Camp Verde, Arizona

We have audited the accompanying statements of assets, liabilities, and stockholders' equity - regulatory basis of Camp Verde Water System, Inc. (an S Corporation) as of December 31, 2006, and the related statements of income and retained earnings - regulatory basis, and cash flows - regulatory basis for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared in conformity with the accounting practices prescribed by the National Association of Regulatory Utility Commissioners, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities, and stockholders' equity of Camp Verde Water System, Inc. as of December 31, 2006, and the results of its operations and cash flows for the year then ended, on the basis of accounting described in Note 1.

This report is intended solely for the information and use of the boards of directors and managements of Camp Verde Water System, Inc. and the Town of Camp Verde and is not intended to be and should not be used by anyone other than these specified parties.

Guest, Schutte & Cospier
Flagstaff, Arizona

May 10, 2007

CAMP VERDE WATER SYSTEM, INC.
STATEMENT OF ASSETS, LIABILITIES AND STOCKHOLDERS'
EQUITY - REGULATORY BASIS
DECEMBER 31, 2006

Assets

Property, Plant and Equipment	
Utility plant in service	\$ 6,413,391
Less accumulated depreciation	<u>(2,054,414)</u>
Total Property, Plant and Equipment	4,358,977
Current Assets	
Cash	321,802
Accounts receivable, net of allowance for doubtful accounts	88,389
Inventory	27,295
Prepaid expenses	4,177
Total Current Assets	<u>441,663</u>
Other Assets	
Restricted cash	181,865
Beneficial interest-CVW Trust	61,849
Total Other Assets	<u>243,714</u>
Total Assets	<u>\$ 5,044,354</u>

Stockholders' Equity & Liabilities

Stockholders' Equity	
Common stock	\$ 79,052
Additional paid-in capital	1,220,172
Retained earnings	593,360
Total Stockholders' Equity	<u>1,892,584</u>
Long-term Debt, Net of Current Portion	910,703
Current Liabilities	
Accounts payable	9,793
Accrued liabilities	34,894
Current portion of long-term debt	61,266
Total Current Liabilities	<u>105,953</u>
Other Liabilities	
Loan from shareholder	39,101
Customer deposits	44,631
Advances in aid of construction, less current maturities	1,001,561
Contributions in aid of construction	1,049,821
Total Other Liabilities	<u>2,135,114</u>
Total Stockholders' Equity & Liabilities	<u>\$ 5,044,354</u>

CAMP VERDE WATER SYSTEM, INC.
STATEMENT OF INCOME AND RETAINED EARNINGS - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2006

Operating Revenue	
Residential	\$ 639,681
Commercial	459,066
Other	46,939
Total Operating Revenue	<u>1,145,686</u>
Operating Expenses	
Chemicals & analysis	12,259
Employee benefits	10,450
Fees & permits	1,620
Professional fees	28,559
Purchased power	46,600
Repairs & maintenance	10,512
Supplies	20,340
Transportation	17,088
Wages	166,410
Total Operating Expenses	<u>313,838</u>
Operating Income	831,848
Administrative Expenses	629,674
Other Income	
Interest & dividends	5,548
Miscellaneous	3,530
Office rent	3,795
Trust income	5,916
Total Other Income	<u>18,789</u>
Net Income	220,963
Retained Earnings	
Balance, beginning of year	482,307
Distributions to shareholders	(109,910)
Balance, end of year	<u>\$ 593,360</u>

CAMP VERDE WATER SYSTEM, INC.
STATEMENT OF CASH FLOWS - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2006

Cash Flows from Operating Activities:	
Net income	\$ 220,963
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation & amortization	134,595
(Increase) decrease in:	
Accounts receivable	(20,927)
Inventory	(4,999)
Prepaid expenses	21,485
Restricted cash	(68,234)
Increase (decrease) in:	
Accounts payable	6,074
Accrued liabilities	8,456
Net cash provided by operating activities	<u>297,413</u>
Cash Flows from Investing Activities:	
Purchases of utility plant in service	(448,033)
Purchases of beneficial interest-CVW Trust	8,372
Net cash used in investing activities	<u>(439,661)</u>
Cash Flows from Financing Activities:	
Principal payments on long-term debt	(57,045)
Principal payments on loan from shareholder	(7,517)
Customer deposits received	11,702
Net increase in advances/contributions in aid of construction	151,409
Additional paid-in capital received	161,865
Distributions to shareholders	(109,910)
Net cash provided by financing activities	<u>150,504</u>
Net Increase in Cash	8,256
Cash at Beginning of Period	<u>313,546</u>
Cash at End of Period	<u>\$ 321,802</u>
Supplemental Disclosures of Cash Flow Information:	
Cash paid during the year for interest	<u>\$ 60,854</u>

CAMP VERDE WATER SYSTEM, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2006

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Camp Verde Water System, Inc. (the Company) was incorporated under the laws of the state of Arizona in October of 1969 and made an election for s-corporation status at that time. In January of 1998, they elected to be treated as a c-corporation. In January 2003, they again made a final election for s-corporation status. The Company provides water service to the town of Camp Verde, Arizona and is subject to the accounting and rate regulation of the Arizona Corporation Commission (ACC). Significant accounting policies follow:

Basis of Accounting

The accompanying financial statements have been prepared on the basis of accounting prescribed by the National Association of Regulatory Utility Commissioners (NARUC). This affects only the presentation of the audited financial statements.

System of Accounts

The accounting records of the Company are maintained in accordance with the uniform system of accounts prescribed by the NARUC.

Revenue Recognition

Operating revenues are recognized when billed on a monthly cycle billing basis.

Inventory

The Company's inventories are stated at the lower of cost or market. Inventory consists of materials and supplies and the cost is determined primarily by the first-in, first-out method.

Property, Plant and Equipment

Property, plant and equipment are stated at original cost as defined for regulatory purposes. The cost of additions to property, plant and equipment is capitalized and replacements of minor items of property are charged to repairs & maintenance expense as incurred. The cost of property retired, plus removal costs, less salvage, is charged to the accumulated provision for depreciation. As a result, no profit or loss is recognized in connection with ordinary retirements of depreciable property.

Depreciation of utility plant is provided on a straight-line basis at rates authorized by the ACC. Beginning in 2005, the ACC authorized various rates for depreciation according to useful lives. The rate authorized by the ACC for amortization is 5%.

Advances in Aid of Construction

Advances in aid of construction are subject to refund in accordance with agreements approved by the ACC. Generally, the agreements provide for refunds of the advances based on a certain percent of annual gross receipts from water sales to the property. Refunds continue until the earlier of when the entire advance has been repaid or for a period of ten years. The balance, if any, remaining at the end of the repayment period is transferred to the contributions in aid of construction account.

Contributions in Aid of Construction

Contributions in aid of construction are non-refundable contributions by developers and customers and include the remaining balance, if any, of advances in aid of construction at the end of the repayment period. In accordance with NARUC and ACC regulations, the Company amortizes contributions in aid of construction over a period of 20 years, reducing this account balance and current year depreciation expense.

Customer Deposits

Customer deposits are refunded in full and consist of customer water deposits and connection charge deposits for properties with first-time meters.

Statement of Cash Flows

For purposes of the statement of cash flows, the Company had no assets other than cash deemed to be cash equivalents.

CAMP VERDE WATER SYSTEM, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2006

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with the accounting practices prescribed by the National Association of Regulatory Utility Commissioners requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Accordingly, actual results could differ from those estimates.

Advertising

The Company expenses non-direct response advertising costs as incurred. Advertising expense was \$717 in 2006.

Income Taxes

The Company is an S-Corporation, and, as such, does not incur federal or state income taxes. Accordingly, no provision or liability for income taxes has been recorded in the financial statements. The income from the Company is included in the personal income tax returns of the shareholders and taxed depending on their personal tax situations. Cash distributions are made to the shareholders during the year for payment of personal income tax liabilities stemming from the Company profits.

Compensated Absences

Liabilities at year-end for vacation and sick pay are not accrued; as such balances are not material.

NOTE 2 – ACCOUNTS RECEIVABLE & ALLOWANCE FOR DOUBTFUL ACCOUNTS

Accounts receivable as of December 31, 2006 was \$88,389. In accordance with regulations of the Arizona Corporation Commission, the Company uses the direct write-off method for bad debts; accordingly, no allowance for doubtful accounts is provided for.

NOTE 3 – CONCENTRATIONS OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

The Company maintains cash balances with National Bank of Arizona in Camp Verde, Arizona, which is insured by the Federal Deposit Insurance Corporation up to \$100,000. During the period presented, the balance of cash exceeded the federally insured limit. Cash balances fluctuate significantly during the year and management monitors this regularly to keep this potential risk to a minimum.

NOTE 4 – LONG-TERM DEBT

Long-term debt consists of a note payable to Water Infrastructure Finance Authority of Arizona (WIFA), payable in monthly installments of \$9,469, including interest at 5.525%. The note is secured by a debt service reserve fund of \$113,627 and a replacement reserve fund to total \$22,725, and certain utility plant in service. The note matures August of 2018.

Five-year principal maturities are as follows:

2007	\$ 61,226
2008	64,738
2009	68,407
2010	72,284
2011 & thereafter	<u>705,314</u>
	<u>\$ 971,969</u>

CAMP VERDE WATER SYSTEM, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2006

NOTE 5 – ADMINISTRATIVE EXPENSES

Advertising	\$	717
Depreciation		134,595
Dues & subscriptions		1,591
Employee benefits		13,200
Insurance		30,617
Interest		60,854
Miscellaneous		14,746
Office supplies		11,052
Professional fees		99,582
Rent		12,000
Taxes-other		(44)
Taxes-payroll		25,689
Taxes-property		56,704
Utilities & telephone		7,876
Wages		160,495
Total administrative expenses	\$	<u>629,674</u>

NOTE 6 – OTHER OPERATING REVENUE

Backflow tariff, net of costs	\$	(2,160)
Discounts		2,968
Establish services		13,847
Inspection fees		1,415
Repairs & charges		11,052
Tapping income		17,599
Vending machine, net of costs		2,218
Total other income	\$	<u>46,939</u>

NOTE 7 – CAPITAL STOCK

The Corporation has authorized 900,000 shares of common stock at a par value of \$1. There are 79,052 shares issued and outstanding as of December 31, 2006.

NOTE 8 – RELATED PARTY TRANSACTIONS

In December of 1995, the Company borrowed \$95,000 from James W. Bullard, a board member and 14.501663% shareholder. The monthly loan payments are \$992 with interest at 9.5% and the loan will mature in November of 2010. The balance due to this shareholder at December 31, 2006 is \$39,101.

In January of 2006, the Company signed a promissory note with the James B. and Veralee Bullard Revocable Living Trust to purchase two backhoe tractors and a Gannon tractor for \$144,000. The terms of the note called for the Company to purchase a bobcat-type tractor for \$36,000 and transfer ownership of that piece of equipment to the trust. This transfer would reduce the note balance to \$108,000 and nine equal installments of \$12,000 were to be paid throughout 2006 at no interest. The note was paid in full, however, as of December 31, 2006. James B. Bullard and Veralee Bullard are the current President and Treasurer of the Board, respectively. They are the trustees of the James B. and Veralee Bullard Revocable Living Trust, which has a 71.018178% ownership in the Company.

mejorando group

PROPOSAL

June 4, 2007

Town of Camp Verde

Organizational Review

Submitted By:

**Patrick Ibarra
The Mejorando Group
7409 North 84th Avenue
Glendale, AZ 85305
925-518-0187**

www.gettingbetterallthetime.com

mejorando group

June 4, 2007

David Smith
Interim Town Manager
473 South Main Street
Camp Verde, Arizona 85322

Dear David:

The Mejorando Group is pleased to offer our expertise to the Town of Camp Verde in providing a review of City services and operations as a tool for use by the incoming Town Manager. As a former City Manager, I can assure you this type of review can prove extremely valuable in determining what areas will require your immediate attention upon coming on board.

I am confident in conducting this review, I will be able to capture both the strengths and areas for improvement and provide a series of recommendations that will enable the new Manager to "hit the ground running." With an extensive background in local government and a practicing consultant who partners exclusively with government agencies, I am seasoned and fully aware of tendencies in local government and creating strategies and tactics to address them.

My firm's name, Mejorando, is Spanish for "getting better all the time" and accurately reflects my approach to partnering with cities and counties from around the country. We are genuinely interested in helping agencies and their members continually improve.

If you have any questions or need more information, please feel welcome to contact me at 925-518-0187 or via e-mail at patrick@gettingbetterallthetime.com.

Sincerely,



Patrick Ibarra
Owner

PROJECT BACKGROUND AND APPROACH

Project Background and Scope

From time to time, a review of City services can prove to be a healthy endeavor to effectively disrupt the status quo and augment strengths, while remedying other areas. It is inevitable that the “we’ve always done it that way” approach can become the popular phrase employees use to describe the whys and hows of City services. If left in place for too long, that phrase can stifle any efforts to continue improve service delivery. The Town of Camp Verde is seeking a consultant to conduct an assessment of City service operations to provide the incoming Town Manager a profile of strengths and areas for improvement that he/she can then address.

The review will, based on our experience, **focus on several subjects that, upon an in-depth review**, reveal the strengths and areas for improvement. These subjects include:

- **Goals, Mission, and Objectives**
- **Organizational Structure**
- **Staffing Levels**
- **Service Delivery**
- **Policies and Procedures**
- **Budget(s)**
- **Capital Improvement Plan**
- **Strategic Plan(s)**
- **Managerial Effectiveness**
- **Communications**
- **Equipment and Technology**

The Mejorando Group understands that each recommendation developed must be practical, tactical and impactful. As such, our analysis does not focus exclusively on quantitative analysis but also considers factors such as the strengths of the current situation, external constraints to change, and the time and financial resources required to implement recommendations. We believe our value to the Town of Camp Verde on this project will be our ability to develop recommendations that can be implemented and produce measurable improvements.

Work Phases

Our methodology is comprised of (5) phases:

1. ***Document the “As Is/Current Practices” environment.*** Capture how work is currently being performed by evaluating process flows, work volumes, critical steps, performance standards, job tasks and requirements, number of staff

currently performing processes, and the number of work “hand-offs.” We will document the “As Is” environment by collecting and analyzing certain data. We shall interview Division staff process owners’ observations on the efficiency and effectiveness of the processes and ideas for improvements.

2. **Benchmark to other best practice organizations- conducting a Gap Analysis:** Utilizing Best Practices from public and private sector organizations, a gap analysis is completed that documents differences between the “As Is” and the Best Practices. Once the data are analyzed, a number of gaps (“what is” versus “what should be” or “what could be”) will surface for measurable “payoffs,” such as cost avoidance, litigation avoidance, increased productivity, greater job satisfaction, better customer service, satisfaction, etc., should be obvious. Not all gaps will be the same. Some, if resolved, will yield an immense payback; others will produce only marginal benefits.
3. **Design the “To Be” environment:** Based on the gap analysis, potential solutions to close the gaps and move the Town government organization closer to realizing improvements will be identified.
4. **Recommend strategies and a detailed implementation plan:** A report will present a series of so that each function achieves dramatic improvements in performance. In addition, it provides a detailed plan identifying recommendations to be implemented in the short-term and long-term. We include recommended strategies and tactics essential to implementing these changes effectively.
5. **Provide assistance with implementation as needed:** We firmly believe that by collaborating with Town of Camp Verde staff in addressing issues as they arise, providing clarity about particular aspects of our Implementation Plan, there is a stronger likelihood that the Implementation Plan will be successful and outcomes will be realized.

Data Gathering Tasks

As a means to demonstrate the actual tasks we use in executing our methodology, we provide the following list of tasks that we intend to undertake:

- **Document Analysis:** We will obtain and evaluate records and documents, including:
 - Budgets
 - Capital Improvement Plan
 - Collective Bargaining Agreements
 - Departmental Performance Measures
 - Policies and Procedures

- **Interviews and Meetings:** One-on-one interviews will be conducted with the Interim Town Manager and each Department Director. If desired, meetings with the Mayor and members of the Town Council may also be held.
- **Driving Tour:** A driving tour of the community will be undertaken to identify condition of city facilities, city service delivery, etc.

Statement of Deliverables

In our evaluation of existing processes and practices, we will identify major themes and specific findings that are either symptoms or causes for the current level of service. Based on our analysis, experience, and knowledge of how other public sector organizations have remedied similar problems, we identify areas that are either symptoms or causes for the current level of service.

We will propose specific recommendations that if implemented correctly, will result in sizeable improvements in service delivery and customer satisfaction.

Our **recommendations** may focus on such areas as:

- Operational improvements
- Reorganizing in order to improve service delivery
- Enhancing the capabilities and thereby, the performance of the members of the Division by recommending suggested training and development activities
- Developing performance measures
- Undertaking efforts to involve employees more earnestly in decision-making responsibilities

PROJECT SCHEDULE AND FEE

The Fee is \$9,500 plus reasonable and customary travel related expenses. The Report will be provided within 45 days of inception of project.

This proposal shall remain valid until September 4, 2007.

LIST OF CLIENTS

1. City of Alameda, CA
2. City of Allen, TX
3. City of Arlington, TX
4. City of Beverly Hills, CA
5. City of Carlsbad, CA
6. City of Chino, CA
7. **City of Chino Valley, AZ**
8. City of College Station, TX
9. City of Colleyville, TX
10. City of Colorado Springs, CO
11. City of Concord, CA
12. City of Denton, TX
13. City of Dublin, CA
14. City of Folsom, CA
15. City of Fort Collins, CO
16. **City of Goodyear, AZ**
17. City of Greensboro, NC
18. City of Irvine, CA
19. City of Kirkland, WA
20. City of Lenexa, KS
21. City of Long Beach, CA
22. City of Manassas, VA
23. City of Moline, IL
24. City of Newark, CA
25. City of Novato, CA
26. City of Oceanside, CA
27. **City of Peoria, AZ**
28. City of Plano, TX
29. City of Redmond, WA
30. City of Rock Island, IL
31. City of San Bruno, CA
32. City of San Leandro, CA
33. City of San Luis Obispo, CA
34. City of Stockton, CA
35. City of Tacoma, WA
36. **City of Tucson, AZ**
37. City of Wilmington, NC
38. Housing Authority of the County of Santa Clara (San Jose, CA)
39. Martin County, FL
40. Pitkin County, CO
41. Port of Oakland, CA
42. San Luis Obispo County, CA

PATRICK IBARRA

Co-Founder and Partner

As co-founder and partner in The Mejorando Group, Mr. Ibarra is responsible for Human Resource Development, Facilitation and Organizational Development services. As a Consultant and Manager in both public and private sector organizations, including as a **city manager and human resource director**, Mr. Ibarra brings organizations over 20 years experience and a shared understanding of the particular demands and constraints placed on organizations and their employees. He possesses a strong foundation in the principles, practices and applications of training and organizational development systems and processes along with a solid background in organizational settings requiring problem solving, mediation, and organizational abilities.

Mr. Ibarra successfully completes projects on-time and within budget, while offering superior analysis and significant recommendations for substantial improvements to department operations. Furthermore, he seamlessly transitions from facilitating meetings of field personnel examining productivity improvements to engaging elected officials and senior management in earnest deliberations regarding organizational performance-related issues.

A Speaker, Author and Conference Presenter, Mr. Ibarra also serves on the adjunct faculty staff at Arizona State University. He teaches courses on human resource management, leadership and management development, and labor relations.

Employment History

- The Mejorando Group Consulting Practice, Co-Founder and Partner
- City of Port Angeles, Washington City Manager
- City of Mason, Ohio Assistant City Manager
- City of Emporia, Kansas, Management Assistant, Office of the City Manager
- City of Phoenix, Arizona, Management Assistant, Public Works Department
- The Clorox Company, Internal Human Resource Consultant

Professional Experience

- Principal consultant engaged to **evaluate strategy and structure of Technology Services Department for City of Long Beach, California**. Includes researching best practices, assessing current structure and strategy and providing recommendations for improvement. Project still underway.
- Principal consultant engaged to **assess organizational culture for City of San Luis Obispo, California Parks and Recreation Department**. Focus was to transition from current practices towards a more collaborative and team-oriented working culture. A series of recommendations were presented that have resulted in significant progress being made towards the desired results.
- Principal consultant engaged to **design and administer comprehensive and**

systematic Succession Planning Program for City of Colleyville, Texas. Included identifying “at risk” positions, evaluating current practices for Recruitment, Selection, Training, Development and Performance Appraisal/Management processes, establishing competencies, establishing a selection strategy for employees to participate, instituting a robust 360-degree feedback process, creating and implemented customized individual employee training and development plans. Program was recipient of 2006 Most Innovative Program awarded by the Texas Municipal League.

- **Project Manager of team responsible for assessing the performance of the City of Tacoma, Washington Human Resource Department.** Included client-relations, conducting stakeholder interviews, facilitating feedback meetings, preparing status reports, coordinating scope of work for all team members, and preparation and presentation of final report. Recommendations involved service improvements, revised strategy, staffing and organizational structure changes, and improved customer service.
- **Principal consultant responsible for designing and completing an organizational performance assessment of the City of Folsom, California.** Recommendations were to establish a customer service strategy, strengthen service culture, institute organization-wide employee training and development, institute meaningful performance measures, and revise several business processes.
- **Project Manager of team responsible for assessing the performance of the Housing Authority of the County of Santa Clara (California) Human Resource Department.** Included client-relations, conducting stakeholder interviews, facilitating feedback meetings, preparing status reports, coordinating scope of work for all team members, and preparation and presentation of final report. Recommendations involved service improvements, revised strategy, staffing and organizational structure changes, and improved customer service.
- **Principal consultant engaged to design and administer comprehensive and systematic Succession Planning Program for City of Irvine, California.** Includes identifying “at risk” positions, offering recommendations to current practices for Recruitment, Selection, Training, Development and Performance Appraisal/Management processes, establishing competencies, designing a selection strategy for employees to participate, instituting a robust 360-degree feedback process, creating and implemented customized individual employee training and development plans.
- **Principal consultant engaged to evaluate and recommend improvements in Community Involvement Practices for Pitkin County (Aspen) Colorado.** Offered recommendations in factors which influence community involvement including: Public Processes, Publications, Customer Service, and Media Relations.
- **Principal consultant engaged to design and administer Succession Planning Program for City of Lenexa, Kansas.** Included identifying “at risk” positions and making a number of recommendations to improve current practices in the areas of Recruitment, Selection, Training, Development and Performance Appraisal/Management processes,
- **Principal consultant engaged to prepare a Workforce Plan for the Central North**

Carolina Public Health Incubator comprised of nine county government health departments.

- **Project Manager of team responsible for evaluating the effectiveness of San Luis Obispo County Human Resource Department.** Provided a series of solutions regarding strategy, organizational structure, work process improvement, and human resource development to improve individual performance and organizational effectiveness.
- **Designed and facilitated a number of off-site meetings to improve individual leadership and team performance for executive groups.** Includes: City of Beverly Hills, California, City of Colleyville, Texas and City of Goodyear, Arizona.
- **Designed and delivered a variety of training programs for a number of government agencies** that focused on topics such as Transition for First-Time Supervisor, Performance Management, Coaching for Improved Performance, Facilitating a Service Culture, Change Management, Delegation, Active Listening, Conflict Resolution, Excellence in Customer Service, Team Building, Time Management, and Preventing Sexual Harassment.

Education

- Master of Human Resources and Organizational Development, University of San Francisco
- Master of Public Administration, Arizona State University
- Bachelor of Science degree, Political Science, Central Missouri State University
- Graduate of the University of Virginia Senior Executive Institute for Public Service
- Certificate in Training and Human Resource Development, University of California-Berkeley
- Certified to administer Assessment and Performance Support tools, Center for Creative Leadership
- Certified Facilitator, Development Dimensions International

Conference Presentations and Workshops

- National Public Employer Relations Association, 2007 Conference, "How to execute Succession Planning effectively in Government" workshop
- International Public Management Association for Human Resources (IPMA-HR), Western Region Conference, 2007, "Cutting Edge Strategies For Recruiting and Retaining Executive Talent for Tomorrow's Public Sector".
- International Public Management Association for Human Resources (IPMA-HR), Southern Region Conference, 2007, "Succession Planning: The Time Is Now" workshop
- Government Finance Officers Association, Arizona Chapter, 2007 Conference, "Generational Relations"
- Association of Government Risk Pools, 2007 Conference, "A 20-Step Process for Pool Staff Succession Planning" workshop

- League of California Cities 2006 Conference, "Management Planning for City Staff: More than Training"
- League of Arizona Cities and Towns 2006 Conference, "In My Generation, We Didn't _____ at Work!"
- International Public Management Association for Human Resources (IPMA-HR), Arizona Chapter, 2006 Conference, "Get Up, Get Out, Get On It: How HR can become a Strategic Partner"
- Iowa City/County Management Association, 2006 Conference, "My Most Experienced People Are Retiring: How Do I Build a Succession Plan" workshop.
- Illinois City/County Management Association, 2006 Conference, "My Most Experienced People Are Retiring: How Do I Build a Succession Plan" workshop.
- California City/County Management Association, 2006 Conference "My Most Experienced People Are Retiring: How Do I Build a Succession Plan" workshop
- International City/County Management Association (ICMA) Annual Conference, 2005, "Succession Planning: The Time is Now"
- Arizona City/County Management Association, 2004 Conference, "My Most Experienced People Are Retiring: How Do I Build a Succession Plan" workshop.

Publications

- "The Myths and Realities of Succession Planning" Public Management January/February 2007 edition, published by the International City/County Management Association (ICMA)
- "How to Get Better All The Time through Training and Development" December 2005 issue of IPMA-HR News published by the International Public Management Association for Human Resources (IPMA-HR)
- "Get Up, Get Out, Get On it: How Human Resources can become a Strategic Partner" November 2005 issued of IPMA-HR News, published by the International Public Management Association for Human Resources (IPMA-HR)
- "Succession Planning: An Idea Whose Time Has Come", Public Management January/February 2005 edition, published by the International City/County Management Association (ICMA)
- "Managing Performance is a Process, Not an Event" May 2004 issue of IPMA-HR News published by the International Public Management Association for Human Resources (IPMA-HR)

RESOLUTION #1

Urges the Legislature to implement a system that will hold harmless cities and towns which rely heavily on the State Shared Revenue in the event of tax cuts (i.e. raise State Shared Revenue percentages to municipalities to compensate for tax cuts).

Submitted by: Camp Verde and ...



A. Purpose and Effect of Resolution

Some cities and towns, particularly small rural communities, rely heavily on State Shared revenue to supply services, such as police, administration, planning and zoning, recreation, maintenance, libraries, and senior services. While tax cuts are beneficial to Arizona citizens, a reduction in State Shared Revenues would severely impact local services.

B. Relevance to Municipal Policy

This would keep local revenues at an acceptable level without having to cut services to local citizens.

C. Importance of Resolution to Your City or Town

Some communities, especially those without other revenue sources, rely heavily on State Shared Revenues for their maintenance and operating budgets to provide essential services to their citizens.

D. Fiscal Impact to Cities and Towns

There would be no cost to cities and towns.

E. Fiscal Impact to the State

There would be a fiscal impact to the State equal to portion of Shared Revenues eliminated by the proposed tax cut.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102
Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

RESOLUTION #2

Urges the Legislature to modify the statutes that regulate the sale of pseudoephedrine products in all forms by requiring a statewide electronic database in addition to photo identification, the signing and maintenance of not only a written log, but also a statewide computerized record listing the persons purchasing the product and quantity. This electronic database must be required and utilized by all establishments selling pseudoephedrine products listing the persons purchasing the product and quantity.

Submitted by: Camp Verde and ...

A. Purpose and Effect of Resolution

In 2005, the legislature adopted rules on the sale of cold and allergy medication containing pseudoephedrine. The main provision of the adopted legislation required that these products be sold from behind the counter. The legislature passed additional rules requiring photo identification and the signing and maintenance of a written log to further reduce the use of pseudoephedrine the manufacturing of illicit drugs.

A statewide electronic database to enter purchases will further reduce the easily available product necessary for the production of methamphetamines. This electronic tracking database will curtail the efforts of those producing methamphetamine products from going store-to-store to purchase enough pseudoephedrine to produce methamphetamine.

B. Relevance to Municipal Policy

Pseudoephedrine is one of the primary ingredients used in the production of methamphetamine. The number of methamphetamine labs that are being discovered by law enforcement throughout the state is growing at an alarming rate. Not only are these labs fabricating a drug that destroys lives and invites crime into our communities, but also the chemical residue associated with the production of methamphetamine creates a hazardous and toxic situation within neighborhoods. Local law enforcement personnel are usually tasked with the hazardous and expensive duty to secure and clean these labs. By adopting additional regulations, the goal is to make it more difficult to create methamphetamine, thereby mitigating its negative impacts within our communities.

C. Importance of Resolution to Your City or Town

Curtailling the availability of pseudoephedrine products will reduce the number of "meth" labs in our area, thereby reducing the availability of the drug. Illegal drug use is related to many violent and non-violent crimes such as domestic violence, identify theft, burglary and theft.

D. Fiscal Impact on Cities and Towns

The manufacturing and use of methamphetamines is directly or indirectly contributing to a significant percentage of crime. With the reduction of the availability of methamphetamines, the cost for arrests and incarcerations are reduced.

E. Fiscal Impact to the State

The manufacturing process of methamphetamines produces toxic waste, which is expensive to dispose. The reduction of "meth" labs will reduce the amount of money that is spent statewide to clean up the toxic waste that is left behind when the labs are discovered.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102, Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

RESOLUTION #3

Urges the Legislature to maintain the original funding levels and usage of the Arizona Heritage Fund, including dedicated funding from the State Lottery monies.

Submitted by: Camp Verde and



A. Purpose and Effect of Resolution

This resolution seeks to ensure that all Arizona communities can continue to apply for park development funding assistance. The Arizona State Parks Heritage Fund is vital to communities seeking to accomplish park development and improvement projects to accommodate both current recreational demands as well as the projected future needs created by continued urban growth. State voters have recognized the need for additional and improved recreational facilities as evidenced by their approval to have lottery moneys fund park and recreational projects. Full funding of the Heritage Fund will help preserve our natural, cultural and historic resources and act in accordance with the will of the people as expressed through support of a ballot initiative.

B. Relevance to Municipal Policy

The Arizona Heritage Fund provides revenue to local governments for land acquisition and development of local, regional, and state parks. Funding is also provided for trail construction, historic preservation projects and non-motorized trail development. The Heritage Fund is a resource that cities and towns use to assist with open space acquisition and preservation and the development of public recreational facilities.

Local government performance goals include citizen perception of service delivery to the community. Residents have identified park development and improvements as an essential service to be provided by the municipality. Doing so is especially critical as urban growth continued to occur and the demand for more recreational opportunities increases.

C. Importance of Resolution to Your City or Town

Heritage Fund revenue is used to assist with the development of public recreational facilities and historic preservation. Maintaining the Heritage Fund will have an impact by allowing the cities and towns throughout Arizona to continue preservation of natural beauty, cultural and historic resources and to provide recreational opportunities for our citizens.

D. Fiscal Impact to Cities and Towns

The Arizona State Parks Board Heritage Fund provides funding for local, regional and state parks, historic preservation projects and motorized trail development. Maintaining full funding to the Heritage Fund will allow cities to leverage both public and private support for recreational areas and historic and cultural preservation.

E. Fiscal Impact to the State

As the Heritage Fund receives its funding only from the State Lottery Fund, and this funding is specified by formula with a maximum cap, there is no impact to the State General Fund. If State Lottery revenues decrease in any given year the amount of funding for the Heritage Fund programs decreases accordingly. There is no obligation for any funding from the State's General Fund to make up the shortfall. This resolution is intended to urge the State Legislature to avoid the temptation to solve temporary budgetary problems with Heritage Funds, but instead to realize the long term benefits the State will derive from the proper, originally intended, application of these funds.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102, Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

RESOLUTION #4

Urge Congress to preserve and fully fund the Community Development Block Grant Program.

Submitted by: Camp Verde and



A. Purpose and Effect of Resolution

To authorize the League to act on behalf of all cities and towns asking the Arizona Congressional Delegation to contact Congressional leadership and ask for authorization and full appropriations for the Community Development Block Grant Program (CDBG).

B. Relevance to Municipal Policy

Cities and towns benefit from CDBG dollars either through a direct annual appropriation or through the state department of Commerce. CDBG dollars are the most flexible federal grant funds available and help communities with redevelopment and building projects as well as programs and services to support low and moderate-income citizens.

C. Importance of Resolution to Your City or Town

Small, rural areas, such as Camp Verde rely heavily on CDBG funds as the basis for comprehensive neighborhood-based stabilization and revitalization. Without CDBG monies, the Town's budget cannot possibly provide the funds needed for housing rehabilitation, street improvements, etc.

D. Fiscal Impact to Cities and Towns

CDBG funding has been cut heavily since FY01. The program has never been adjusted for inflation, since its inception in 1974. The 2000 Census added over 100 new entitlement communities further diluting an already dwindling formula allocation. Arizona's growing population, housing overcrowding and aging infrastructure create demands for increased CDBG dollars, not less.

E. Fiscal Impact to the State

The state benefits from CDBG dollars as well and works closely with small cities and towns to distribute CDBG funds to them through the Department of Commerce.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102, Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

RESOLUTION #5

Urges the Legislature to consider impacts to rural areas when allocating transportation funding.

Submitted by: Camp Verde and



A. Purpose and Effect of Resolution

The purpose of the resolution is to highlight that Camp Verde and other rural communities bear a disproportionate burden of funding the statewide transportation system when the roads and highways in rural Arizona benefit the state as a whole, not just the rural communities. Funding of the statewide transportation system, which serves the needs of commerce, tourism, recreation, interstate and intra-state travel, should not be treated as rural funding, but as statewide funding which benefits all citizens of Arizona. The current system of allocation hinders rural communities' efforts to obtain funds for individual, local transportation needs. Projects in their regions are frequently perceived as satisfying the need to be equitable in allocating funds when, in fact, those projects that are given priority are often of benefit to the State as a whole rather than the local community. Thus the truly local transportation needs remain unfunded.

B. Relevance to Municipal Policy

Reallocation of transportation funding to improve allocations for local projects will enable rural communities to meet local needs rather than needs which benefit the State as a whole.

C. Importance of Resolution to Your City of Town

The funding received by local communities is generally earmarked for transportation projects in their regions, which often benefit the State as a whole. For example, improvements on Interstate 40 are perceived to benefit northern Arizona when, in fact, the greater benefit accrues to the major urban areas through commerce, since this highway is primarily used for the transportation of goods and services and interstate travel, not by local travelers. As a result, the individual, local transportation needs of rural communities are frequently ignored or given low priority. Revising the transportation formula to provide rural communities with a fair share of funding for local projects will place them on a more equitable footing with large urban communities in serving the needs of their residents.

D. Fiscal Impact to Cities and Towns

Reallocation of the funding formulas will ensure that the transportation system in the rural areas of the State are built, rehabilitated and maintained as a State priority. Safe and adequate transportation in rural communities is critical to the welfare and economic vitality of the major urban areas, as goods and services are transported throughout the State utilizing the highway system.

E. Fiscal Impact to the State

The resolution recommends a reallocation of existing funds and therefore should not result in any new taxes, state appropriations or other funding increases to the State.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102, Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

RESOLUTION #6

Urges the Legislature to protect the few remaining perennial Rivers and Streams in the State of Arizona by enabling local, watershed decisions on water resources.

Submitted by: Camp Verde ...

A. Purpose and Effect of Resolution

Similar to the proposal by those concerned about the San Pedro Watershed, Legislature is urged to enable the creation of Special Watershed Districts. Empowered by the voters these Watershed Districts would have the authority to make local decisions (within the confines of State law) concerning: water supplies, groundwater pumping, aquifer depletion, surface water protection etc. The Verde River is one of the five designated Wild and Scenic Rivers and one of the ten most endangered rivers in the United States. Many endangered species occupy this corridor. A large riparian ecosystem exists here, and it truly sustains a large population of our human culture in this arid Southwest.

In addition to these features, like the other few perennial Arizona rivers and streams, the Verde River provides recreational opportunities which contribute to the economy of the many communities through which the Verde River flows. Finally the Verde River is a substantial source of water for the communities it flows to and through.

B. Relevance to Municipal Policy

Protecting the State's scarce renewable water resources is critical to our existence and the economic viability of our future. Formulating plans and making decisions on a local level is synonymous with setting a course for a regions future. There certainly may be severe economic consequences for not managing water on a regional basis, along with the possible impacts of federal actions or lawsuits due to endangered species issues. Because growth and water are the biggest concerns of Arizona watersheds, municipalities should have some control over their destiny.

D. Fiscal Impact to Cities and Towns

Municipal costs are dependant on the degree of involvement in a watershed and the extent of any regional projects.

E. Fiscal Impact to the State

Depending on the structure of Special Watershed Districts the State may see a reduction in its costs and responsibilities.

F. Contact Information

Mayor Tony Gioia, Town of Camp Verde
473 S. Main, Ste. 102
Camp Verde, AZ 86322
(928) 567-6631 ext 103.
towncouncil@cvaz.org

AGENDA



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

1. **Call to Order**

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

2. **Roll Call**

3. **Pledge of Allegiance**

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

a) **Approval of the Minutes:**

- 1) May 30, 2007 – Special/Work Session
- 2) May 23, 2007 – Council Hears Planning & Zoning
- 3) May 23, 2007 – Budget Work Session
- 4) May 21, 2007 – Special/Budget Work Session
- 5) May 16, 2007 – Regular Session

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

- 1) Regular Session – June 20, 2007 at 6:30 p.m.
- 2) Council Hears Planning & Zoning – June 27, 2007 at 6:30 p.m.
- 3) Regular Session – July 4, 2007 at 6:30 p.m. – **CANCELLED**
- 4) Regular Session – July 18, 2007 at 6:30 p.m.
- 5) Council Hears Planning & Zoning – July 25, 2007 at 6:30 p.m.

c) **Possible approval of the Technical Assistant Contract with NACOG for the administration of the two open CDBG contracts.** The \$39,000 cost is a budgeted amount in the General Fund CDBG line item.

d) **Possible approval of a proclamation declaring July 16-20, 2007 as Hunter Education Week.**

e) **Possible acceptance of resignations from Norma Garrison, Housing Commission and Danny Parker, Parks & Recreation Commission, followed by presentation of certificates of appreciation for their volunteer service.**

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

6. **Presentation of certificates of appreciation to outgoing Council members Jackie Baker and Howard Parrish.**

7. **Ceremonial Oaths of Office to Mayor Tony Gioia and Council Members Greg Elmer, Norma Garrison, and Mike Parry, followed by the seating of the new Council.**

8. **Discussion, consideration, and possible selection of a Vice Mayor for a one-year term ending in May 2007.**

9. **Discussion, consideration, and possible appointment of Council members to various regional, state, county, and local committees & organizations.**
10. **Discussion, consideration, and possible direction to staff to: 1) Research costs associated with retaining a firm for a management audit to review the Town's departments of operational efficiency and bring this information back to Council and 2) contract with a new audit firm for the FY 06/07 audit.**
11. **Discussion, consideration, and possible direction to staff concerning a requirement for fingerprinting and background checks for those volunteers that work with children.**
12. **Discussion, consideration, and possible approval of the Housing Commission letter to notify potential developers of the Town's goals in providing attainable housing and to request voluntary participation by the developer to aid the Town in meeting its housing goals.**
13. **Staff presentation and update pertaining to the recent Joint Work Session by the Housing, Library, Parks & Recreation, Planning & Zoning, and Trails Commission that was held on May 29, 2007.**
14. **Discussion, consideration, and possible selection of resolution(s) to submit to the League of Arizona Cities & Town's (LACT) Resolution Committee for consideration, followed by possible direction to staff to contact other communities to determine if they will co-sponsor the resolution(s).** LACT annually collects resolutions from communities throughout the state. Resolutions that have been adopted/approved by the LACT Resolution Committee are presented to the House/Senate/Governor for consideration as new legislation.
15. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

16. **Advanced Approvals of Town Expenditures**
 - a) **Discussion, consideration, and possible approval to transfer funds in the amount of \$2,600 from Special Event Tent Labor line item to Equipment Rental line item and \$1,000 from Insurance line item to Event Supplies line item.**
 - b) **Discussion, consideration, and possible approval of the purchase of a pump for the well at Butler Park in the amount of \$4,225.** This is an unbudgeted item from Parks Contingency.
17. **Manager/Staff Report**
18. **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.
19. **Adjournment**

Posted by: *D. Jones*

Date/Time: 6-1-07 9:20 a.m.

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

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

**MINUTES
SPECIAL/WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
WEDNESDAY, MAY 30, 2007
4:00 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, and Councilors Baker, Kovacovich, Parry, and Smith were present. Councilor Parrish was absent. Council members-elect Greg Elmer and Norma Garrison were also present.

Also Present:

Finance Director Dane Bullard, Community Development Director Nancy Buckel, Parks & Recreation Director Lynda Moore, Housing Director Matt Morris, and Town Clerk Deborah Barber

3. **Pledge of Allegiance**

Council member-elect Greg Elmer led the pledge.

4. **Discussion of the FY 2007/08 Budget**

Council reviewed the entire FY 07/08 budget page by page. Various discussions took place regarding the need for additional audits and related public trust, an administrative assistant for the Housing Director, which was authorized to take place in January, and other areas to cut. The Access Management Plan for \$118,000 was deleted as were other small items. A copy of the worksheet is attached and becomes a permanent part of this record. Other discussions included waiting until the new Town Manager is aboard to reorganize and determine the need for additional personnel and whether or not it was appropriate for the Town to pay for spouses to attend events.

5. **Discussion and consideration of various scenarios for funding the purchase of land from the US Forest Service for the Community Park, followed by possible selection of one of the scenarios and possible direction on how to staff to proceed with the acquisition.**

On a motion by Hauser, seconded by Baker, the Council voted to approve scenario #2 which allowed for an Excise Revenue Bond for the \$4,350,000 as quoted in the May 11, 2007 appraisal report. Councilor Smith voted no. Councilor Parrish was absent.

Bullard reported on three possible scenarios to purchase park land, noting that the Parks Revenue Fund receives approximately \$470,000 per year. A copy of the scenario report is attached and becomes a permanent part of these minutes.

Public Input

Tom Nielson asked that Council consider putting a skate park on this side of Town to discourage youth from skating on the streets.

There was no other public input.

6. **Adjournment**

On a motion by Hauser, seconded by Parry, the meeting was adjourned at 8:05 p.m.

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work/Special Session of the Town Council of Camp Verde, Arizona, held on the 30th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

Posted by: _____

Date/Time: _____

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

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

**MINUTES
COUNCIL HEARS PLANNING & ZONING
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 23, 2007
6:30 P.M.**

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

1. **Call to Order**

The meeting was called to order at 6:31 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Kovacovich, Parrish and Parry were present; Councilor Baker was absent.

Also Present: Interim Town Manager Dave Smith, Town Attorney Brad Woodford (*by telephone conference*), Finance Director Dane Bullard, Community Development Director Nancy Buckel, Councilor-elect Norma Garrison, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Hauser.

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

a) **Approval of the Minutes:**

1) May 15, 2007 – Budget Work Session

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

1) Regular Session – June 6, 2007 at 6:30 p.m.

2) Regular Session – June 20, 2007 at 6:30 p.m.

3) Council Hears Planning & Zoning – June 27, 2007 at 6:30 p.m.

c) **Possible acceptance of the Planning & Zoning Commission's quarterly report, Design Review Board, and Board of Adjustments for January – March 2007.**

d) **Possible approval of an Intergovernmental Agreement by and between the Town of Camp Verde and the Camp Verde Fire District for the purpose of reviewing and approving all plans in connection with the installation of fire suppression equipment, building permits, and to provide inspections on non-residential buildings to ensure compliance with the 2003 International Fire Code.**

e) **Possible approval of Resolution 2007-727, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election held on May 15, 2007.**

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the addition of a Work Session for May 30th at 4:00 p.m., and Item c) pulled for discussion.

4.c) **Possible acceptance of the Planning & Zoning Commission's quarterly report, Design Review Board, and Board of Adjustments for January – March 2007.**

On a motion by Parry, seconded by Hauser, the Council voted unanimously to approve Item 4.c) with the notation that we will get final word from the Town Attorney on the Commissioner Bullard incident.

The Town Manager was requested to convey the findings discussed to the Town Attorney, request the Attorney to inform Council members through memo of his recommendation, within a week.

Councilor Parry requested that Item 4.c) be pulled for discussion, questioning the opinion by the Town Attorney that a member who recuses himself from hearing an issue, based on conflict of interest, is allowed to remain in the room during the discussion pursuant to the Open Meeting Law, which is in direct opposition to the Town Code that requires his absence from the room. The question arose based on an issue involving P&Z Commissioner Bullard.

PUBLIC INPUT

(Input from the following individual is summarized.)

Councilor-elect Norma Garrison said that during a training session the subject of conflict of interest was addressed; regardless of the opinion of the Town Attorney, Garrison pointed out that the Town Code is the prevailing law, based on her research, and must be followed. Furthermore, Garrison contacted Attorney Sims regarding her research that confirmed that a Town Code can be more strict than the State Code and therefore is not in conflict with the Open Meeting Law; to date she has been unable to get a response from Sims. *Mayor Gioia expressed appreciation for her comments, and asked the Town Manager to follow up with the Town Attorney on Councilor-elect Garrison's concern and findings.*

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

(Comments from the following individuals are summarized.)

Jack Blum reminded the Council that the Fire District's plan for fire stations includes acquisition of two acres at the front corner of the Community Park property, whatever the size of the parcel to be acquired.

Tom Nielson said he appreciates the Council members for appointing him to the Library Commission, and described confusing signs on Hwy 260 regarding the location of Camp Verde.

There was no further public input.

6. **Discussion, consideration, and possible direction to staff regarding the desired amount of acreage that Council would like to negotiate with the US Forest Service for the community park.**

Staff was directed to prepare scenarios on each of the funding opportunities available; the Town will contact the Forest Service, set a meeting for immediately after the meeting next week, and incorporate this in the Budget Session discussion.

The members discussed funding options regarding acquiring the entire approximately 228 acres, or committing to only a portion of it, based on the recent independent appraisal figures, and the income from the park funding, as well as bonding as much as possible. It was also pointed out that the Town needs to make sure the money is available before making a decision and an offer; also, it appears that the Town can fund 80 acres through 25-year bonding, and have money left over for improvements. It may be necessary to turn back the Heritage Grant; however, the Town can reapply, and even more funding may be available.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jim Ellington reminded the members that the entire community and the Council originally bought into the Parks & Recreation Commission's plan for the 223-plus acres for the Community Park that included approving a 1 percent tax increase for that goal.

Steve Ayres said he had had some contact with the Forest Service, and suggested that the Town could approach the Forest Service to ask what would \$4 million buy, as one option to consider; that would probably take till October of 2008 to complete the acquisition. Also, the 175-acre Admin Site will be going back on the market, which the Town could consider bidding on. Ayres outlined how the income per month from tax revenues would support bonding for the purchase as well as improvements, and urged the Council to engage the Forest Service

immediately and go with the suggested options and try to acquire the whole parcel.

Clint Teague, President of the local Little League, agrees that the Town should try to get as much property as possible; he also urged the Council to not delay further, the kids need the ballparks yesterday, not five years from now.

Mayor Gioia assured the public that Council is pushing forward as quickly as the process will allow, and that the Community Park is among several of the top priorities of this Council, both outgoing and incoming.

There was no further public input.

7. **Public Hearing, discussion, consideration, and possible approval of Resolution 2007-724 a resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2007-02 to allow for the operation of a bed & breakfast on parcel 404-30-009G zoned R1L-18 for a period of 7 years. This property is located at 94 Coppinger Street.**

On a motion by Gioia, seconded by Hauser, the Council unanimously approved Resolution 2007-724, a resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2007-02 to allow for the operation of a bed & breakfast on parcel 404-30-009G zoned R1L-18 for a period of 7 years. This property is located at 94 Coppinger Street.

STAFF PRESENTATION

Community Development Director Buckel explained that as a result of staff review of Use Permits, a few of the businesses were still in operation. The applicant has requested a Use Permit to continue her operation of a bed & breakfast at her residence for a period of seven (7) years. The records show no complaints or disturbances reported from operation of her business in the past; she has personally contacted the neighbors who have expressed their approval in letters of support.

PUBLIC HEARING OPEN

Applicant's Statement

Bea Richmond said she has operated her bed & breakfast since 1995; her property is very secluded. She said she does very little business, does not need to do it, but enjoys it and expects to continue doing it for the rest of her life.

COMMENT FROM OTHER PERSONS

There were no comments from other persons.

APPLICANT'S REBUTTAL

No rebuttal was necessary.

PUBLIC HEARING CLOSED

Council Discussion

There was only brief discussion, and unanimous agreement on approving the request.

There was no public input.

8. **Public Hearing, discussion, consideration, and possible approval of ordinance 2007-A339, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 113 of the Zoning Ordinance requiring citizen review and participation for any amendment to the Zoning Ordinance or any Use Permit that requests modification of any regulations.**

On a motion by Hauser, seconded by Parry, the Council unanimously approved Ordinance 2007-A339, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 113 of the Zoning Ordinance requiring citizen review and

participation for any amendment to the Zoning Ordinance or any Use Permit that requests modification of any regulations.

STAFF PRESENTATION

Buckel explained that the Town Attorney has advised that State regulations require citizen review and participation of all applicants; the proposed language has been approved by the Attorney and with little change the P&Z commission has recommended approval of the amendment.

PUBLIC HEARING OPEN

There was no public input.

PUBLIC HEARING CLOSED

Council Discussion

There was no Council discussion.

9. **Discussion, consideration, and possible approval of Ordinance 2007-A341, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, amending Ordinance 2004-A274, adopting by reference the 2003 International Plumbing Code (IPC), and 2003 International Building Code Appendix J – Grading, Establishing Fee Schedules, and proscribing penalties for violations thereof.**

On a motion by Parry, seconded by Kovacovich, the Council by a 5-1 vote approved Ordinance 2007-A341, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, amending Ordinance 2004-A274, adopting by reference the 2003 International Plumbing Code (IPC), and 2003 International Building Code Appendix J – Grading, Establishing Fee Schedules, and proscribing penalties for violations thereof; with a 'no' vote by Parrish.

Buckel said that the International Plumbing Code had been adopted at the time of adopting the 2003 International Building Codes. It was found at that time that Arizona had adopted only the UBC Plumbing Code; the State of Arizona is now sunsetting the UPC as of June 30th, and in order to have a current plumbing code in effect it is necessary to adopt the IPC at this point. Buckel also explained the necessity to also adopt the IBC Appendix J – Grading section, in order to reestablish a Grading Ordinance.

The Council discussed with Buckel the proposed Ordinance amendment including the grading regulations, together with the issues of dust control and gray water. Buckel said that staff will be looking at adding the subject of gray water to the Town Codes; Gioia requested that staff move that forward sooner than later. There was further discussion on the use of gray water.

PUBLIC INPUT

(Input from the following individual is summarized.)

Councilor-elect Norma Garrison asked whether the requirement on grading and drainage would affect a small project such as building a patio, or sidewalk. *Gioia suggested that it would depend upon the amount of dirt involved, as a rule of thumb, and should not be a complicated issue.*

Parrish commented that he is now concerned about just plowing his garden.

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

There was no public input.

11. **Advanced Approvals of Town Expenditures**

a) There are no advanced approvals.

There were no advanced approvals.

12. **Manager/Staff Report**

Buckel commented that she is moving forward with her needs assessment.

13. **Council Informational Reports**

Smith reviewed information and input following his attendance at the Transportation Board meeting this morning. A roundtable discussion will be held on July 25th regarding local projects for each of the Verde Valley communities, incorporated and unincorporated; perhaps the Council may want to schedule an agenda item prior to that time for possible direction regarding what Camp Verde wants to do.

Hauser reported on water news from the City of Flagstaff; tomorrow Scott Maybery will be giving a presentation at the Cottonwood Board of Supervisor Hearing Room from 11:30 to 1:00 p.m., and County Attorney Polk will be giving a report on MatForce and related problems. On June 21st at 7:00 p.m., John Hoffman will give a presentation at the Multi-Purpose Complex at the school explaining the recent USGS reports.

Parrish thanked everyone for their support during the last 10-1/2 years, and gave advice to the incoming Councilor Garrison, as well as some handmade mementos to other members.

Gioia reported on the Saturday morning meeting of the Verde River Citizens Alliance; Representative Lucy Mason gave an update on what is happening in legislation; Gioia reviewed information from a panel discussion on water issues and questions from the public.

14. **Adjournment**

On a motion by Hauser, seconded by Parrish, the meeting was adjourned at 7:47 p.m.

Tony Gioia, Mayor

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 23rd day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

**MINUTES
BUDGET WORK SESSION
MAYOR AND COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
WEDNESDAY, MAY 23, 2007
4:00 P.M.**

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

1. **Call to Order**
Mayor Gioia called the meeting to order at 4:02 p.m.

2. **Roll Call**
Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Kovacovich, and Parrish were present; Parry arrived at 4:17 p.m.; Baker was absent.

Also Present: Finance Director Dane Bullard, Interim Town Manager Dave Smith, Community Development Director Nancy Buckel, Library Director Gerry Laurito, Parks & Rec Director Lynda Moore, Housing Director Matt Morris, Councilor-Elect Norma Garrison, and Recording Secretary Margaret Harper.

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

Discussion of the following:

4. **FY 2007/08 Budget**
Finance Director Bullard reviewed the revisions and changes that were made in previous Work Sessions, including the personnel requests made, with input from the department heads in support of their budget requests. Bullard presented estimates of salary increases; discussing increases above a flat overall 2-1/2 percent, it was determined that criteria for increases will be developed during the coming fiscal year and used as a basis for reviewing salaries for the following year's budget. Among the requests for additional personnel, it was agreed to add two positions to the Marshal's Office, and a half-time employee for the Library. Regarding the estimated cost for improvements to the Black Bridge Park, Parks & Rec Director Moore was again requested to submit a proposed plan; it was suggested that the subject of eliminating some special events should have been addressed at the outset of the budget work sessions. The Council generally agreed not to support the request of the Chamber for additional funds.

Bullard will prepare a tentative budget based on understanding of the revisions discussed, for review at a Work Session on May 30th at 4:00 p.m., prior to presenting the budget for approval at the regular meeting on June 6th.

5. **Adjournment**
On a motion by Hauser, seconded by Parrish, the meeting was adjourned at 6:21 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 discussion of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 23rd day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

**MINUTES
SPECIAL/BUDGET WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**MONDAY, MAY 21, 2007
4:00 P.M.**

1. Call to Order

Mayor Gioia called the meeting to order at 4:00 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, Councilors Baker, Kovacovich, Parrish, and Parry were present. Councilor Smith was absent.

ALSO PRESENT:

Council member-elect Norma Smith, Interim Manager David Smith, Library Director Gerry Laurito, Finance Director Dane Bullard, Community Development Director Nancy Buckel, Parks & Recreation Director Lynda Moore, and Town Clerk Deborah Barber

3. Pledge of Allegiance

Council member-elect Norma Garrison led the pledge.

4. Discussion of former Town Manager Bill Lee's resignation, followed by discussion, consideration, and possible setting of a possible deadline for his acceptance of the severance agreement, or possible acceptance of the agreement.

On a motion by Parry, seconded by Hauser, the Council voted to accept the agreement not to sue. The motion passed 5-1, with a no vote from Baker. Ron Smith was absent.

Bullard advised that Lee had signed the severance agreement and that it needed Council approval and the Mayor's signature to be complete.

Baker asked the Mayor what was different that was added to the agreement that they had unanimously approved on May 2nd. She was concerned about binding future Councils with regard to the stipulation that the Town would not reemploy Lee and she felt it unfair to add to what was already improved. She asked for legal advice from the attorney.

Mayor Gioia went over the contract explaining various sections as standard legal jargon. Councilor Parry noted that we can bind future Councils with taxes and this should not be any different. He also noted that Lee's severance was almost doubled.

Attorney Sims explained that future Councils can be bound with a pledge of funds such as the Sanitary District IGA that was just completed, but that future Councils could not be bound with regard to personal services. He cited a case in Gila Bend. He explained that Brad Woodford had sent the agreement to Council members and asked for input. This addition came as a request of some Council members and he believes that the contract is enforceable, noting that the statement is the intent of this particular Council.

Parry explained that the purpose is in an attempt to protect the Town's interest.

Garrison asked for the bottom line cost. Bullard advised that it was \$74,000 not including the employee related expenses. After further questions, he said he would get back to Garrison with the final cost for vacation, sick leave, etc.

PUBLIC INPUT

NANCY FLOYD – stated that she had not spoken at meetings in the past due to her husband's employment with the Town. She expressed her concerns about the Mayor and Council attempting to add or change the verbiage in the agreement that was read into the record and approved at the 5/2/07 meeting where 100 people were present to hear the matter. Floyd read from the minutes of the 5/2/07 meeting and read a letter to the Council that becomes a permanent part of this record. She expressed her deep concerns that Council had voted to approve the resignation and now this agreement with no public input. She was inclined to think that setting this Special Session during a Budget Work Session at 4:00 o'clock in the afternoon was Council's way of avoiding the public that supported Lee. Referring to a statement made by Councilor Parry in the Bugle about Lee's resignation as honorable, she asked where Council's honor was now. She said that Council had at least violated the spirit of the Open Meeting Laws and that she had spoken with the Attorney General's Office Open Meeting Law Enforcement Team and she intended to pursue this matter further.

There was no other public input.

Budget Discussion:

5. FY 2007/08 CIP and Development Fees projections.

Alex Wilson presented the Chamber's request for funding in the amount of \$159,996 from Town. The Chamber plans to raise \$24K shortfall in membership fees. Council asked questions about budget increases, noting that the Town will also contribute \$30K to the Team Grant. Chamber Director Gugliotta answered questions and presented various reports that are attached and become a permanent part of this record.

Council requested Bullard to contact the Chamber and ask them to present their request in a format similar to that required by all Town departments so that Council could determine how best to fund. Council wanted to know how much each employee made and whether benefits had been added. Council also discussed methods in which to determine the Return on Investment. There were suggestions that the Town require more emphasis on economic development and that their funding be tied to the bed tax. Bullard explained that just a few years ago the Town provided on 40% of the Chamber's budget and now we are providing 67% of their budget. Gioia noted that the Chamber received a substantial increase last year and he had advised them that they needed to be prepared to find ways raise their own funds this year.

Council discussed the remaining CIP items, deleting several items including the Council Chambers remodel, admin flooring, web televising, tennis court, and animal control housing. Other items discussed included P&Z Consultant and software; Parks & Rec request for a ranger/club ca,; Rio Verde Plaza roof to be hot-mopped at a reduced cost, and a tractor; and the Public Work's Office remodel. Hauser requested funding in the amount of \$10,000 each for the Verde River Basin Partnership and the Natural Resources groups.

Council agreed to a meeting on Wednesday, May 23, 2007 at 4:00 p.m. to perform another review of the budget. Bullard advised that he would make the changes and provide updated budget pages to Council before the next meeting.

6. **Adjournment**

On a motion by Hauser, seconded by Baker, Council voted unanimously at 6:48 p.m.

Debbie Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 28th day of February 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 16, 2007
6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

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

Also Present: Interim Town Manager Dave Smith, Town Attorney Bill Sims, Finance Director Dane Bullard, Parks & Rec Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Baker.

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

a) **Approval of the Minutes:**

- 1) May 9, 2007 – Budget Work Session
- 2) May 4, 2007 – Special Session
- 3) May 4 & 5, 2007 – Planning Retreat
- 4) May 3, 2007 – Budget Work Session
- 5) May 2, 2007 – Regular Session
- 6) April 30, 2007 – Budget Work Session
- 7) April 25, 2007 – Council Hears Planning & Zoning

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

- 1) Council Hears Planning & Zoning – May 23, 2007 at 6:30 p.m.
- 2) Regular Session – June 6, 2007 at 6:30 p.m.
- 3) Regular Session – June 20, 2007 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – June 27, 2007 at 6:30 p.m.

c) **Possible approval of a Proclamation of the Mayor and Common Council of the Town of Camp Verde proclaiming May 25 and 26 as Memorial Poppy Days and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on these days.**

d) **Possible approval of Resolution 2007-725, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to certain exemptions for motor vehicles used by the Marshal's Office.**

e) **Possible approval of an amendment to the Agreement for Joint Use of Athletics Facilities and Recreational Easement with Chester-Campbell LLC for Sunnyside Park. The amendment changes the agreement from 3 years to one year.**

f) **Possible acceptance of YF 2005-06 Annual Audit**

g) **Possible approval of a revised Cooperative Purchase Agreement with Mohave Educational Services Cooperative.**

H) **POSSIBLE APPROVAL OF RESOLUTION 2007-726, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, PERTAINING TO THE INTERGOVERNMENTAL AGREEMENT WITH THE CAMP VERDE SANITARY DISTRICT ADOPTED AND APPROVED ON APRIL 25, 2007. This resolution ratifies and affirms the IGA that Council approved and authorized on April 25, 2007.**

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the addition of a Special Session on Monday, May 21, at 4:00 p.m.

Mayor Gioia requested that a Special Session, including a work session, be set for Monday, May 21, at 4:00 p.m.

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

Tom Nielson volunteered to sell poppies in connection with recognition of May 25 and 26 as Memorial Poppy Days.

Ray Floyd wanted to thank Bill Lee for his service to the Town, adding that Bill has always given 110% to the town and that he only wanted to improve the Town for the citizens.

There was no further public input.

(Note: Item 6 was addressed following Item 13a to accommodate the presenter's late arrival.)

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

There was no action taken.

Wendy McCants said that Victory Ranch will be celebrating its 15th year this August, and outlined the Victory Ranch efforts that include the recent opening of Hope House that will have activities for youth, and possibly celebration of recovery for parents. Ms. McCants said they will try to get more involved with Parks & Recreation to help with improving the community and working with youth.

Mayor Gioia expressed gratitude for the work Ms. McCants is doing with the youth and the changes that she has made; for those who wish to help, her mailing address is: Victory Ranch, P.O.Box 337, Camp Verde; the telephone number is 567-9150, and e-mail is www.victoryranchaz.org.

There was no public input.

7. Discussion, consideration, and possible appointment to the Library Advisory Commission to fill the vacant seat. The term expires in September 2008.

On a motion by Parry, seconded by Hauser, the Council voted unanimously to appoint Tom Nielson to the Library Advisory Commission.

Interim Town Manager Smith announced the two applicants for appointment; neither applicant addressed Council and with little discussion the motion was made to appoint Tom Nielson. The Council expressed appreciation for all those responding to fill vacancies.

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

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

On a motion by Baker, seconded by Smith, the Council voted unanimously to approve the agreement with the Verde Valley Rangers Sheriff's Posse for alcohol sales for the Town's Special Events, and the Vendor Fee to be \$75.

On a motion by Gioia, seconded by Smith, the Council voted unanimously to amend the original motion to specify the five Special Events: Crawdad Festival, Corn Festival, Block Party, Fort Verde Days, and to have the Verde Valley Rangers run the Wine Bar at the Pecan & Wine Festival as a courtesy to the Town of Camp Verde with all proceeds to go to them.

Lynda Moore said she was reporting back to Council following the request to work on a proposed agreement with the Verde Valley Rangers for taking over alcohol sales at Town events, and relieving the Town of liability. Moore pointed out that the Parks & Rec Commission recommended charging a vendor fee in the amount of \$500, but she suggested that a more equitable charge would be a flat fee of \$75, which is a generally accepted amount by other communities for vendor fees.

PUBLIC INPUT

Jim Williams, of the Verde Valley Rangers, and the named agent on the liquor license, outlined his experience in the field of alcohol, and expressed appreciation for being considered to work on the Town events, as they did last year.

Tom Nielson said that originally Camp Verde did not allow alcohol sales, and would like to do something about that now.

There was no further public input.

- 10. ~~Discussion, consideration, and possible approval of \$20,324.50 from Parks Contingency for remote sensing project for Black Bridge Park to identify the presence and extent of any subsurface historic or prehistoric features that may require excavation.~~ DISCUSSION, CONSIDERATION, AND POSSIBLE SELECTION OF OPTIONS, FUNDING AND DIRECTION TO STAFF FOR THE BLACK BRIDGE PARK ARCHAEOLOGICAL STUDY. THE DISCUSSION AND DIRECTION TO STAFF MAY INCLUDE RETAINING AN AGENCY AT A COST OF UP TO APPROXIMATELY \$29,000 FROM PARKS CONTINGENCY.**

On a motion by Baker, seconded by Gioia, the Council voted unanimously to retain the firm of PaleoWest to do the archaeological study at the Black Bridge Park site.

Interim Manager Smith listed the two proposals received; one from ASU in the amount of approximately \$20,300 to do a cursory review, but no removal, of possible artifacts. The proposal from PaleoWest is for \$28,500 for the same work, but also includes removing the artifacts; burial sites will involve an additional expense; they will also coordinate with the Yavapai-Apache Nation in connection with the re-burial, if found necessary.

Tom Motsinger, of PaleoWest, outlined the steps involved in proposed work, which he defined as archaeological data recovery, at the Black Bridge riverside park area, citing the Arizona Statutes under which the work would be performed. PaleoWest will be partnering with the Verde Valley Chapter of the Arizona Archaeological Society and enlisting volunteers to help keep the cost down. The proposal also includes a provision that the Town will provide some backhoe services. Motsinger explained the possibility that human remains may be found, which cannot be predicted, but would require an added expense in order to comply with the law.

The Council discussed with Mr. Motsinger the steps involved in the project, and how the artifacts would be identified and curated at the Arizona State Museum as well as the possibility that Camp Verde might be able to display them in its own museum. Mr. Motsinger said that it is possible that the project might be commenced as soon as July 1st and clearance received by the end of July. The members discussed the possibility of the extra costs as pointed out by Mr. Motsinger; it was agreed that the approval from the Council would then be requested as an overrun, in that event

PUBLIC INPUT

Tom Nielson asked if there would be anything underneath the asphalt in that area. *Motsinger said there probably would be, but there would be no need to investigate that since it is already there.*

Paul Clawson, a resident of the area, said he completely trusts the Council's judgment in deciding which proposal to accept, commenting that PaleoWest appeared to have the better proposal.

There was no public input.

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

- 12. Discussion, consideration, and possible selection of options, funding, and direction to staff on how to proceed in recruiting a Town Manager. The discussion and direction to staff may include retaining the League of Arizona Cities & Towns at a cost of approximately \$8,000.**

Staff was directed to contract with the League of Arizona Cities & Towns, as discussed.

Manager Smith reviewed options including working with private companies requiring the approximate amount of \$25,000, and working with the League of Cities & Towns which would cost approximately \$8,000. Smith described his research of the experience of other towns working with the League, and listed the steps that the League follows in its process and finally presenting candidates to consider. There were also comments from the members regarding their understanding of the work that the League does and agreement to retain that service.

PUBLIC INPUT

Nancy Floyd said she completely agrees with the idea of a third party doing the thorough screening and background check, and asked if they will be using what was approved by the Council in July 2000 for the qualifications of the Town Manager, **the minimum requirements are under-graduate degree, which of course is a Bachelor's Degree at a minimum, from an accredited college or university, which of course needs to be independently verified; five years of professional experience in a related field, at least two years in a supervisory position; two years experience as town manager, four years experience as assistant town manager in a community with population of at least 5,000. Those are the minimum qualifications. The desired qualifications are an MPA or MBA, five years experience as town manager or senior management experience in a related field in a local government agency, and also Arizona municipal experience.** Ms. Floyd said she wanted to be sure that is in the record and that is at a minimum of what the Town is going to be doing.

There was no further public input.

Councilor Smith said he would like to have an interview committee made up of the Town Manager of Cottonwood, Town Manager of Clarkdale, Marshal Smith, the normal Council makeup, and one other department head, with questions fielded in advance.

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

Staff was directed to review the resolutions from last year that were adopted and those that were put on a "watch" basis, in particular the issues of reducing pseudoephedrine and toxic waste from meth activities; copies to go to Council members for review. The League should be able to provide updates.

Manager Smith said that the subject item is the initial step in the yearly process of determining resolutions to submit to the League.

The Council reviewed a number of ongoing issues that have been supported, and it was suggested that the members work on issues they wish to present, including the process for them to be considered viable. One suggested was to prepare a resolution to have ADOT work with economic development in rural communities, even though they are supposed to be doing that.

PUBLIC INPUT

Tom Nielson said the sidewalks in Town are being neglected; something should be done.

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

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

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

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

PUBLIC INPUT

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

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

There was no further public input.

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

There was no public input.

15. Advanced Approvals of Town Expenditures

a) There are no advanced approvals.

There were no advanced approvals.

16. Manager/Staff Report

Bullard announced that by Friday he will be receiving the draft of the audit of the Camp Verde Water System; copies will be distributed to Council for review. Bullard has also received a redraft of the Town's Personnel Manual; it will be brought back to Council after review by department heads.

17. Council Informational Reports

Hauser reminded all of the high school graduation coming up on May 25th. Hauser reported on today's Verde Watershed meeting, and the seminar scheduled for June 21st at the multipurpose complex; more information will be available on that later.

Gioia reported on attendance at the Water Advisory Committee meeting that was a joint meeting with the Board of Supervisors, Yavapai County. Gioia described possibilities and suggested changes arising from a decision that the Committee would like to include the Board as voting members, a huge leap forward.

18. Adjournment

On a motion by Hauser, seconded by Baker, the meeting was adjourned at 8:04 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 16th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

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

Meeting Type: Regular

Meeting Date: 6/6/07

Submitting Department: Clerk

Contact Person: Debbie Barber

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

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Acceptance/Approval | <input checked="" 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: | |

Agenda Text (Be Exact): Possible approval of NACOG contract to administer CDBG contracts.

Staff Recommendation: Approve Budgeted/Amount Yes \$ 39,000 _____

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

Line Item/Fund:

Purpose of Item and Background Information: On May 4, 2007, Council directed staff to contract with NACOG to administer our two open CDBG contracts. There is \$48,195 set aside for administration in the 2005 CDBG contract and \$50,970 in administrative funds in the 2006 CDBG contract.

List All Attachments as Follows: Contract

Type(s) of Presentation: Verbal Only

Signatures of Submitting Staff:

Name: Debbie Barber **Title:** Clerk

**TECHNICAL ASSISTANCE CONTRACT
COMMUNITY DEVELOPMENT BLOCK GRANTS**

THIS CONTRACT, made and entered into as of _____, by and between the Northern Arizona Council of Governments (NACOG), 119 East Aspen Avenue, Flagstaff, Arizona 86001-5296, hereinafter called the CONTRACTOR, and the Town of Camp Verde, 473 S. Main St, P.O. Box 710, Camp Verde, AZ. 86322, hereinafter called the GRANTEE.

WITNESSETH:

WHEREAS, the GRANTEE is in receipt of Community Development Block Grants from the State of Arizona; and

WHEREAS, the GRANTEE desires technical assistance in administering said grant; and

WHEREAS, the CONTRACTOR is agreeable to providing such assistance; and

NOW, THEREFORE, the parties do mutually agree as follows:

ARTICLE I - PURPOSE

The purpose of this contract is to authorize the CONTRACTOR to provide administrative services to the GRANTEE for an Arizona Department of Housing Community Development Block Grant (CDBG). Services to be provided are detailed in the Scope of Work, but will generally include services under the Department of Housing's CDBG program guidelines.

ARTICLE II - WORK STATEMENT

- A. The CONTRACTOR agrees that it will implement, in all respects, the program outlined in the attached Work Statement (Attachment A to this Contract).
- B. The CONTRACTOR agrees to make no changes in the Work Statement herein described without first submitting a written request to the GRANTEE and obtaining the GRANTEE'S written approval of the requested change.

ARTICLE III - PERSONNEL

The CONTRACTOR represents that it has, or will acquire, all of the qualified personnel required to perform this Contract; however, the GRANTEE reserves the right to assign any individual to assist in implementing the program outlined in the Work Statement.

None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

ARTICLE IV - LENGTH OF CONTRACT

- A. The term of this Contract shall be from _____ through March 16, 2009.
- B. In the event that, due to unusual circumstances, it becomes apparent that this Contract cannot be brought to

full completion within the time period set forth in Paragraph A of this Article III, the CONTRACTOR shall be responsible for maintaining all services as cited in the Work Statement until the grant is terminated.

- C. This Contract may be extended, as needed, to coincide with the approved extension of the CDBG Contracts between the GRANTEE and the Department of Housing, if necessary.

ARTICLE V - ACCESS TO INFORMATION

It is agreed that all information, data, reports and records, and maps as are existing, available and necessary for the carrying out of the work outlined shall be furnished to the CONTRACTOR by the GRANTEE and its agencies. No charge will be made to the CONTRACTOR for such information and the GRANTEE and its agencies will cooperate with CONTRACTOR in every way possible to facilitate the performance of the work described in the Contract.

ARTICLE VI - REPORTS AND INFORMATION

- A. The CONTRACTOR, at such times and in such forms as the GRANTEE may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.
- B. All reports, maps, and other documents completed as part of this Contract, other than documents exclusively for internal use by the Department of Housing shall carry the following notation on the front cover or title page, together with the date (month and year) the document was prepared:

Preparation of this (report, map, documents, etc.) was aided through a Community Development Block Grant from the Arizona Department of Housing and as such is not copyrightable. It may be reprinted with customary crediting of the source. However, any opinions, findings, conclusions or recommendations are those of the authors and do not necessarily reflect the views of the Department of Housing.

- C. All of the reports, information, data, etc. prepared or assembled by CONTRACTOR under this Contract are confidential and the CONTRACTOR agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.
- D. No reports, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the CONTRACTOR.

ARTICLE VII - CONSIDERATION AND METHOD OF PAYMENT

In consideration of the CONTRACTOR'S satisfactory completion of all work and services required to be performed under the terms of this Contract, and in compliance with the Contract requirements herein stated, the GRANTEE shall pay the CONTRACTOR a fixed fee of Thirty Nine Thousand Dollars (\$ 39,000), which sum shall be expended in accordance with the Payment Page which appears as Attachment B.

ARTICLE VIII - ASSIGNABILITY

The CONTRACTOR shall not assign any interest on this Contract, and shall not transfer any interest in the same without prior written consent of the GRANTEE.

ARTICLE IX - COMPLIANCE WITH LOCAL LAWS

The CONTRACTOR shall comply with all applicable laws, ordinances, codes of the State and local governments, and the CONTRACTOR shall hold the GRANTEE harmless from any tort done in performing any of the work embraced by this Contract.

ARTICLE X - INTERESTS OF THE CONTRACTOR

The CONTRACTOR covenants that it has no pecuniary interest, and shall not acquire any pecuniary interest direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The CONTRACTOR further covenants that in the performance of this Contract, no person having such interest shall be employed.

ARTICLE XI - OFFICIAL NOT TO BENEFIT

No member of, or delegates to, the Congress of the United States of America, and no member of the governing body and no other public official, shall be admitted to any share or part hereof, direct or indirect, or to any pecuniary benefits to arise herefrom.

ARTICLE XII - TERMINATION OF CONTRACT

- A. If, with cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, photographs and reports prepared by the CONTRACTOR under this Contract shall, at the option of the GRANTEE, become its property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.
- B. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONTRACTOR, and the GRANTEE may withhold any payments to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONTRACTOR is determined.
- C. The GRANTEE may terminate this Contract at any time without cause by giving at least thirty (30) days notice in writing to the CONTRACTOR. If the Contract is terminated by the GRANTEE as provided herein, the CONTRACTOR will be paid for the time provided and expenses incurred up to the termination date.
- D. The Contract may be terminated per ARS 38-511, Conflict of Interest.

ARTICLE XIII - RECORDS AND AUDITS

- A. The CONTRACTOR shall maintain accounts and records, including personnel, property and fiscal records adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both Federal and non-Federal shares. These records will be retained in accordance with required Federal and State guidelines.
- B. Legible copies of any and all records maintained by the CONTRACTOR shall be made available, upon written request and for specified purpose, to the GRANTEE, the Arizona Department of Housing, the Office of the Inspector General (HUD), and any other body authorized in writing by the GRANTEE.

ARTICLE XIV - CERTIFICATIONS FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS.

The undersigned certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Member of Congress, an officer

or employee of Congress, or an employee of a Member of Congress in connection with the awarding or any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ARTICLE XV - DISABILITY ACCESS

In performing all construction, the CONTRACTOR agrees to comply with the "The American Standard Specifications for Making Buildings and Facilities Accessible To and Useable By the Physically Handicapped." The CONTRACTOR represents that it understands said standard specifications and same are incorporated by this reference.

ARTICLE XVI - MISCELLANEOUS PROVISIONS

- A. In any case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or un-enforceability shall not affect any other provision thereof and this Contract shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- B. If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party, shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which said party may be entitled.

ARTICLE XVII - ATTACHMENTS

All attachments are to be considered an integral part of this Contract. Attachments may be added or deleted during the term of the Contract provided the governing requirements of the Contracts are met.

ATTACHMENTS

- A. Work Statement
- B. Payment Page
- C. Civil Rights

IN WITNESS WHEREOF, the CONTRACTOR and the GRANTEE do hereby execute this Contract as of the date first above written.

SIGNATURE PAGE

TOWN OF CAMP VERDE

NORTHERN ARIZONA COUNCIL OF GOVERNMENTS

Tony Gioia, Mayor

Kenneth Sweet, Executive Director

APPROVED AS TO FORM

Attorney for the Town

ATTEST

Deborah Barger, Town Clerk

ATTACHMENT A
WORK STATEMENT

A. CONTRACT GOALS

1. Provide Technical Assistance to the GRANTEE regarding Federal, State, and project requirements.
2. Develop a coordinated administrative system that is responsive to requirements.
3. Assure compliance with all Federal, State laws, rules and Executive Orders.

B. NOTICES, CORRESPONDENCE, AND REPORTS

1. Notices, correspondence and reports from the CONTRACTOR shall be sent to:

Deborah Barber
Town of Camp Verde
P.O. Box 710
Camp Verde, AZ. 86322

3. Notices, correspondence and reports from the GRANTEE shall be sent to:

Margaret Keener, Division Chief
NACOG
119 East Aspen Avenue
Flagstaff, AZ 86001-5296

C. SPECIAL PROGRAM REQUIREMENTS

1. CONTRACTOR will assist in interpretation of all Federal overlay statutes as they relate to the projects to be undertaken.
2. CONTRACTOR will liaison with the Department of Housing regarding the CDBG program.
3. CONTRACTOR will, at the request of the GRANTEE, participate in public intercessions.

D. SERVICES NAME(S) AND ACTIVITIES

TECHNICAL ASSISTANCE - This service provides project management oversight of, at a minimum, the following specific activities. This list is not intended to be all inclusive of all responsibilities. Services may be expanded or reduced as appropriate to the needs of the project.

1. Coordinate completion and filing of Depository Cards.
2. Oversee file set-up and maintenance for required records.
3. Respond to Housing CDBG Program requests for information.
4. Oversee on-site monitoring visits; respond or assist with responses to monitoring visit follow-up letters.
5. Develop any subrecipient contracts/agreements.
6. Develop contract amendments, as necessary.

7. Conduct Environmental Reviews.
8. Perform accounting and fiscal accountability according to all federal standards and generally accepted accounting principles.
9. Conduct materials and contractor procurements; develop contracts.
10. Conduct Labor Standards compliance.
11. Monitor construction and assure portion of completion
12. Develop funds requests
13. Complete Bi-Monthly Reports
14. Coordinate audit information upon request
15. Complete annual Housing reports
15. Conduct close-out procedures.

E. EVALUATION METHODOLOGY

The CONTRACTOR shall utilize evaluation criteria relevant to the activities performed during the period as described in the Invoice Statement. GRANTEE shall then authorize payment to CONTRACTOR in accordance with Attachments A, B, and C.

ATTACHMENT B

PAYMENT PAGE

- A. SOURCE OF FUNDS:** FY 2004 State Special Projects CDBG
- B. COMPENSATION TYPE:** Percent of Completion
- C. PAYMENT METHOD:** Payments shall be made on a net 30 day basis upon proper submission of an invoice documenting the completion of each major activity:

ACTIVITIES COMPLETED	PERCENT DRAW
Establish Files, Review Projects	5%
Completion Procurement Road Project #1	5%
Completion Labor Standards Road Project #1	5%
Completion Road Project #1	10%
Road Project #1 Close-out	3%
Completion Senior Center Environmental Review	5%
Completion Senior Center Work Write-ups	5%
Completion Senior Center Procurement	5%
Completion ½ Senior Center Construction	8%
Completion of Labor Standards Compliance and Senior Center Construction	10%
Senior Center Close-out	3%
Completion Street #2 Environmental Review	5%
Completion Street #2 Design Procurement	5%
Completion Street #2 Contractor Procurement	5%
Completion ½ Street #2 Construction	8%
Completion of Labor Standard Compliance and Street #2 Construction	10%
Street #2 Close-out	3%
TOTAL	100%

ATTACHMENT C

CIVIL RIGHTS PROVISIONS

Civil Rights Laws and Requirements

Title VI of the Civil Rights Act of 1964 provides that no person shall be:

* Excluded from participation * Denied program benefits * Subjected to discrimination on the basis of: * Race * Color * National Origin under any program or activity receiving Federal financial assistance.

Title VIII of the Civil Rights Act of 1968, as of 1968, Title VIII amended, prohibits discrimination in housing on the basis of: * Race * Color * Religion * Sex * National Origin. This law also required HUD to administer its program in a manner that affirmatively promotes fair housing.

Section 3 of the Housing and Urban Development Act of 1968, as amended, provides that, to the greatest extent feasible, opportunities for * Training, and * Employment that arise through HUD-financed projects shall be given to lower-income residents of the project area. Section 3 also provides that contracts awarded in connection with such projects be awarded to:

- * Businesses located in the project area, (OR)
- * Businesses owned, in substantial part, by residents of the project area

Section 504 of that Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual shall, solely by reason of his or her handicap be *Excluded from participation (including employment.) * Denied program benefits *Subjected to discrimination under any program or activity receiving Federal funds.

Section 109 of the Housing and Community Development Act of 1974, as amended, provides that no person shall be excluded from participation (including employment), denied program benefits, or subjected to discrimination on the basis of: * Race * Color * National Origin * Sex * Age * Handicap under any program or activity funded in whole or in part under Title I (CDBG) of the Act.

Section 104 of the Housing and Community Development Act of 1974, as amended, provides that the grantee "will affirmatively further fair housing."

The Age Discrimination Act of 1975, as amended, provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination - on the basis of age - under any program or activity receiving Federal funds.

Executive Order 11063 provides that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in:

- * Housing (and related facilities) provided with Federal assistance.
- * Lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the Federal Government.

Executive Order 11246, as amended provides that no personal shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of Federal or Federally assisted construction contracts in excess of \$10,000.

Furthermore, the Contractor shall

- * Use the term, "Equal Opportunity Employer" in all solicitations or advertisements for employees;
- * Bind the same responsibility to Subcontractors through contract language;
- * Acknowledge that non-compliance with Executive Order 11246 may result in contract termination, suspension, and the Contractor may be listed ineligible for future federal work.

Section 503, Affirmative Action for Workers with Disabilities provides that no employee or applicant shall be discriminated against in employment because of mental or physical disability, in regard to any position for which

he/she is qualified. Notices shall be posted in conspicuous places. The Contractor shall bind the same responsibility to Subcontractors through contract language.



**Town of Camp Verde
Camp Verde, Arizona**

**PROCLAMATION
Declaring July 16 – July 20, 2007 as:**

Hunter Education Week

WHEREAS, Hunter Education is the signature activity for the Arizona Game and Fish Department and honors all qualified citizens who wish to pursue further education in hunter safety and responsibility, conservation and management of the habitat upon which all wildlife depends; and

WHEREAS, Camp Verde and other Arizona citizens who are committed to promoting safe, knowledgeable, and responsible hunter conduct, to emphasize the importance of wildlife management, laws and regulations, and to encourage the safe handling of firearms/bow hunting equipment will join together at the Town of Camp Verde Parks & Recreation on July 16th through July 20th, 2007; and

WHEREAS, The Town of Camp Verde's citizens, employees, and volunteers have been and continue to be impacted by this positive education activity; and,

WHEREAS, money raised during the Hunter Education Week helps support research, education, advocacy, and student services,

NOW THEREFORE BE IT RESOLVED, that the Mayor and Common Council of the Town of Camp Verde, do hereby proclaim July 16th through July 20th as "HUNTER EDUCATION WEEK" in Camp Verde and encourage citizens to participate in "Hunter Education Week" which will be held at Camp Verde Parks & Recreation Building Camp Verde from 8:00 a.m. to 12 p.m. Monday July 16 through Friday, July 20, 2007.

Issued this 20th day of June 2007.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk

May 21, 2007

Honorable Mayor and Council
Town of Camp Verde
P.O. Box 710
Camp Verde, Arizona 86322

Re: Resignation from Housing Commission

Gentlemen an Ladies:

Following the special meeting of May 29th of the Housing Commission and P&Z, I will step down from the Housing Commission in anticipation of assuming my duties as elected council person.

I have appreciated serving with the Housing Commission since January 2006 and encourage Council to appoint a replacement as soon as practical to enable this commission to continue their work. The goals and mission statement of the commission are important to our community and I hope to continue support of their efforts as a member of our council.

Sincerely,


Norma Garrison

Cc: Matt Morris, Director of Housing
Jeremy Bach, Chairman



This certificate is awarded to

Norma Garrison

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



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date

May 22, 2007

Copied Council and Staff
5-22-07 DS
l.m

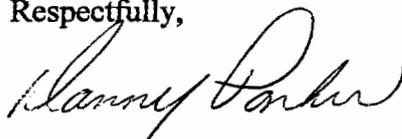
Town of Camp Verde
Lynda Moore, Parks & Recreation Director
395 S. Main Street
Camp Verde, AZ 86322

Dear Ms. Moore:

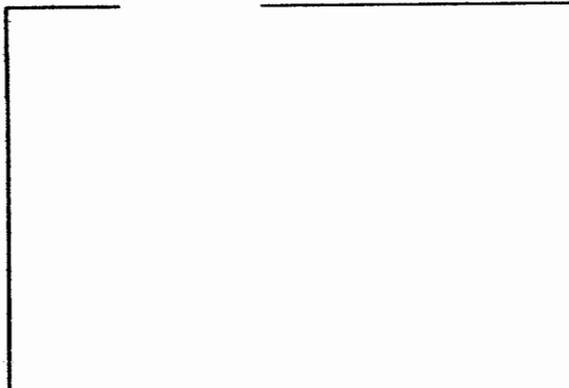
Please accept my resignation as a Commission Member of the Parks & Recreation Commission, effective today, May 22, 2007.

I have served on this commission for over two terms and have enjoyed being involved with Parks and Recreation. However, I feel the time has come for me to move on.

Respectfully,



Danny Parker
PO Box 344
Camp Verde, AZ 86322



This certificate is awarded to

Danny Parker

In recognition of his valuable service to the Town for his time serving on the Parks & Recreation Commission.



TOWN OF CAMP VERDE

Mayor Tony Gioia

5/22/07

Date

This certificate is awarded to

Jackie Baker

*In recognition of her valuable service to the Town for her time
serving as Council Member.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date

This certificate is awarded to

Howard Parrish

*In recognition of his valuable service to the Town for his time
serving as Council Member.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date

2007 COUNCIL COMMITTEE ASSIGNMENTS

Council representation is recommended at the following meetings
Arizona League of Cities & Towns Functions
Governor's Conference on Rural Development
Verde Valley Intergovernmental Meetins
Council representation is recommened for the following committees:

	2006 Member	2007 Member
Arizona Town Hall	Gioia	
Arizona Watershed Alliance	Hauser	
Cocopai Resource Conservation & Development (RC&D) meets quarterly	Smith	
Council Liaison to Yavapai Apache Nation	Parrish/Parry	
Library Design Committee	Parry	
MAT Force (Meth task force)	Hauser/Baker	
Natural Resource Subcommittee Verde Watershed Assoc	Kovacovich/Gioia	
NACOG Economic Development Regional Council	Baker/Smith	
Sanitary District Liaison	Smith	
Verde Valley Transportation Organization	Parrish/Smith	
Yavapai County Water Advisory Committee	Hauser/Gioia	
Verde Valley Water Users Liaison	Kovacovich/Gioia	
Verde Valley Land Preservation Institute	Hauser/Baker	
Yavapai College Regional Skills Center	Gioia	
Economic Development Committee Liaisons	Baker/Smith	
Intergovernmental Association	Gioia/All Council	
Verde River Basin Partnership	Hauser	
Verde Watershed Association	Hauser	

Items discussed during the retreat for followup

Highway 260		
Economic Development - Focused Future		

Inactive Committees:

Arizona Art Share	INACTIVE	
Arizona Watershed Alliance	INACTIVE	
Natural Resource Committee	INACTIVE	
Middle Verde Basin Planning Group	INACTIVE	
NAMWA	Town is no longer a member	
Verde River Enhancement	INACTIVE	
Verde Valley Natural Resource Committee	INACTIVE	

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

Meeting Type: Regular

Meeting Date:6-7-07

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

AGENDA TITLE: (Be Exact):Discussion and possible direction to staff to:

- 1) Research and bring back to Council costs to retain a firm for a management audit to review the Town's departments for operational efficiency; and
- 2) Contract with a new audit firm for the FY 06-07 financial audit.

PURPOSE AND BACKGROUND INFORMATION: Council is invited to specify audit areas of particular interest to be conveyed to audit team.

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS:

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

- | | | |
|---|---|--|
| <input checked="" 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 Yes \$Financial Audit
No Management Audit

Comments: RE: Management Audit - Depending on contract price, may need to be paid from contingency.

Fund: 01-50-53

Line Item/:6092-Financial Audit

Submitting Department:Finance

Contact Person:Dane Bullard

Town Manager/Designee:_____

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

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

Meeting Type: Regular

Meeting Date: June 6, 2007

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

AGENDA TITLE: (Be Exact): Discussion, consideration and possible direction to staff regarding fingerprinting and background checks for volunteers.

PURPOSE AND BACKGROUND INFORMATION: Staff is currently in the process of policy revisions in the Town of Camp Verde Personnel Manual. Staff would like direction from Council on including a policy on requirement of fingerprinting and background checks for volunteer working with youth. The cost would be approximately \$3,000.00 for 120 volunteers.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
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| <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: Parks & Recreation

Contact Person: Lynda Moore

Town Manager/Designee: _____

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Memo

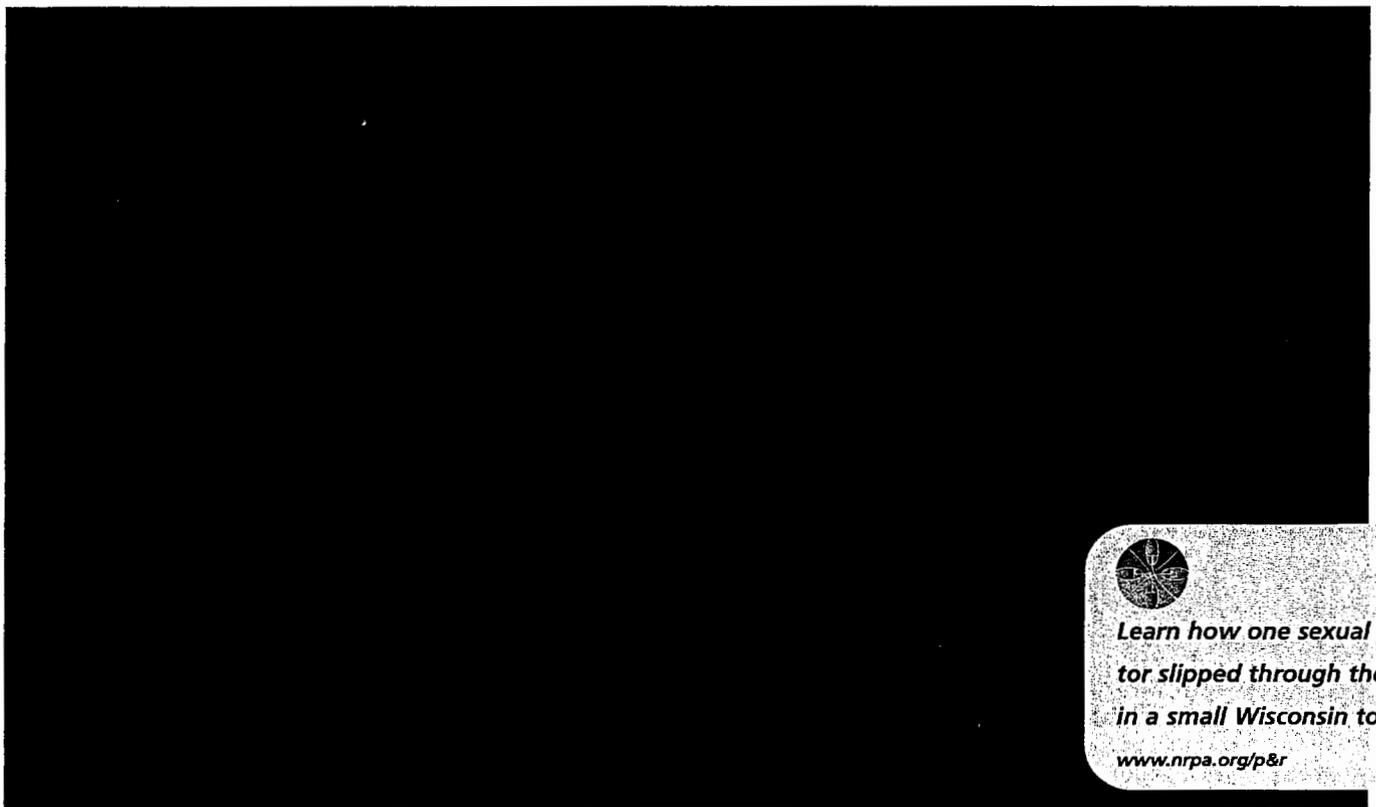
To: Mayor and Council
From: Lynda Moore, Parks & Recreation Director
CC: Dave Smith, Dane Bullard, Joseph Perez
Date: 5/18/2007
Re: Volunteer Background Checks

I have attached an article from the National Recreation and Park Association's magazine regarding background checks for all volunteers working with youth. I feel this should be a top priority in the Parks & Recreation department. I am anxious to see the personnel manual updated to include volunteer background checks and would like to work with Council and Dane Bullard to add an additional line item and funds to cover the cost.

HIDING IN THE BACKGROUND

What your park or recreation agency doesn't know about a potential employee could present unforeseen danger.

By Randy Rodebaugh and Camille Sweger



Learn how one sexual predator slipped through the cracks in a small Wisconsin town.

www.nrpa.org/p&r

We have all heard the horror stories of children abducted, molested and sometimes murdered.

Reports of attacks on our youth are happening at an alarming rate in our society. And unfortunately, we are also exposed to increasing incidents of our elderly becoming victims of fraud, burglary or theft because they have simply entrusted the wrong person.

In addition, national crime statistics clearly indicate that children and other

vulnerable populations, such as the elderly and persons with disabilities, are at risk as victims of crime. Incidents can occur in large, metropolitan cities or small, rural communities.

Too often we read news accounts of these incidents and learn once again the perpetrator had a deep history of this crime on his record, but was entrusted to have a close relationship with his victim—whether with children as a coach, mentor or teacher; or as a trusted companion to an elderly or disabled citizen.

America's youth, elderly and people

with disabilities are by far the most commonly targeted. In order to make contact with this susceptible population, many of the perpetrators use the guise of becoming a volunteer at local agencies or community centers where defenseless people of all ages are entrusted to adult caregivers. Once the predator has gained access to his victim, he can easily manipulate his way into a position of trust, power and control.

These incidents beg the question: What can park and recreation agencies do to thwart occurrences on their turf?

Action at the Local Level

We all have the responsibility to do everything we can to ensure the safety and well being of the people most vulnerable in our communities. Proactively taking measures to identify those individuals who are dangerous and pose threats to society before they have access is a must. More and more, these measures include the use of criminal background checks on perspective adult volunteers. This goes a long way to provide a shield of safety for communities.

"For years, we have required volunteers to complete an application and get fingerprinted," says Andre Pichly, recreation superintendent for the city of West Sacramento Parks and Recreation Department. "We believe that the comprehensive background checks will discourage those individuals who are not safe to work with our customers from volunteering."

Background checks have been available for many years and have been part of the general employment screening process for decades. Typically, background checks consist of auditing an applicant's past for criminal activities or other character flaws that may increase risk or danger to others.

Reviewing someone's criminal history is a relatively new concept to park and recreation agencies and other volunteer-driven organizations, but it has shown a steady increase since the early 2000s. Now, this safety measure is fast becoming the standard for organizations that rely on volunteers to work with the most vulnerable populations.

Types of Background Checks

There are many valuable resources for obtaining complete background checks of any individual who will be interacting with our youth, elderly or persons with disabilities. Finding the best provider for this service, along with a cost-effective means to fund the endeavor, are usually the biggest hurdles for most communities.

Whether you choose a law enforcement agency or a private organization to partner with on this important program, there are a few key elements that need to be included:

Social Security verification—It is a helpful step to verify applicant's name

and date of birth.

Address trace information—Gives an address history of each applicant.

Local county or state criminal record search—Most current and thorough source of applicant's residence.

National Criminal Record Database search—Allows access to supplemental criminal records outside of the state or county residence.

Multi-state sex offender registry search—Many states are available online to supplement criminal checks.

Note that it is important that the reports should identify the criminal activity in categories (i.e. violence, sex offenses and drug offenses) rather than

NRPA Issues National Recommendations, Launches New Initiative

To address the public safety concerns associated with volunteer access to vulnerable populations, NRPA has issued a set of national recommendations to qualify, credential and properly train volunteers for public service in park and recreation settings. Operation TLC² Making Communities Safe is a comprehensive management resource that outlines a quality volunteer management framework and provides affordable and administratively efficient services to implement the national recommendations, particu-

larly for programs serving the most vulnerable individuals. Participating organizations will obtain the special designation of "Charter Organization" and will receive premium access to an online volunteer training program and national visibility through NRPA.

For more information on the national recommendations and Operation TLC² Making Communities Safe, visit www.nrpa.org/tlc2 or contact NRPA at programs@nrpa.org.



What You May Not Know

3% of the volunteer applicants have serious criminal histories (including sex offenses, crimes of violence or other felonies).

10% of these volunteer applicants have criminal histories.

14% of these volunteer applicants have criminal histories outside their current state of residence. Source: NRPA

There are 550,000 convicted sex offenders in the United States.

24% of these sex offenders are unaccounted for.

Source: CBS Special Report

list each specific crime (i.e., assault, battery and aggravated assault)

Once these elements are in place, there are other important procedures that first should be approved by your agency attorney. Depending on your jurisdiction, there may be specific laws that will govern some of your policies. These include policy and authorization form language, Fair Credit Reporting Act compliance and due diligence—would it hold up in a court of law?

It has not been uncommon in the past for organizations to spend between \$50 and \$75 to run a comprehensive local and national search on one individual. However, because of technology enhancements and the private sector's renewed focus on the volunteer industry, you can find some programs that will charge less than \$25 for a comprehensive due-diligent search.

Disqualification

Defining the criteria for disqualifying

individuals from volunteer service positions is frequently the most difficult challenge faced by local agencies. This issue is sensitive and draws many debates with diverse opinions. Of course, there is no question when it comes to keeping all sex offenders away from our children. However, there are other crimes that pose a potential threat.

Typically, each community has worked to define its own unique set of standards for what it considers disqualifying criteria. Unfortunately, beyond evaluating specific crime history, there are no other clear-cut guidelines or recommendations in place to assist communities with this critical step.

Background Checks Are Working

For a variety of reasons, some applicants with serious offenses sometimes feel their records will not be found or that the check is not actually going to be done. "Out of the 150,000 volunteers we screened last year, we turned away

4,500 because of sex offenses, violence or other felony criminal records," says Byron Palmer, vice president of Southeastern Security Consultants, Inc.

While many people subscribe to the belief that sex offenders are the biggest threat to our kids, the harsh reality is that most of those volunteers excluded reflect a history of violence including murder, homicide and aggravated robbery with intent to kill.

One by one, park and recreation agencies, along with other local entities, are taking the necessary steps to make background checks a basic foundation of their volunteer management program. It is an essential and fundamental step in the application process to maintain public trust in public agencies.

This expectation of trust is an important value to all park and recreation agencies and professionals. Protecting customers from the risk of violence should be an agency's first priority.

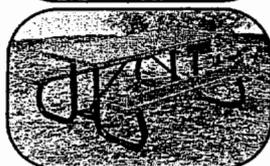
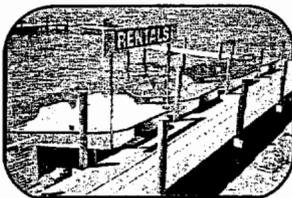
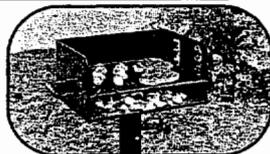
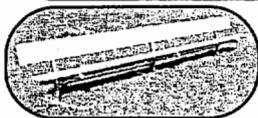
P&R

Kay Park Recreation Corp.

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1301 Pine St.
Janesville, IA 50647
1-800-553-2476
Fax#319-987-2900



Website: www.kaypark.com

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OR VISIT WWW.NRPA.ORG/FREEINFO



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Made from space-aged, environmentally friendly polymer foams and coatings, PuzzlePlay is a surfacing system developed specifically to reduce the incidence of injury during playground falls. The system consists of a group of thick interlocking panels topped with a thin rubber mat and covered with a polymer-based roll-on coating that provides additional binding, protection and color to the system.

FEATURES & BENEFITS

- Modular design
- Lightweight
- Helps prevent life-threatening injuries
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- Weather and slip resistant
- Suited for indoor and outdoor use
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or visit our website at www.safestructure.com.



SAFESTRUCTURE-LLC

31875 Solon Road
Solon, Ohio 44139
Ph: (440) 337-1584

TomS@safestructure.com

CIRCLE 19 ON PRODUCT INFORMATION CARD
OR VISIT WWW.NRPA.ORG/FREEINFO

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: June 6, 2007

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

AGENDA TITLE: (Be Exact): Discussion, consideration and possible approval of Housing Commission draft letter to notify potential developers of the Town's goals in providing attainable housing and to request voluntary participation by the developer to help the Town meet its housing goals.

PURPOSE AND BACKGROUND INFORMATION: The Housing Commission is looking for ways to reach out to future developers in the pursuit of partnerships in working towards the Town's goals of providing attainable housing opportunities in Camp Verde. As such, the Housing Commission voted unanimously to recommend Council approval of the attached letter and its distribution to future residential and commercial applicants.

Residential development provides housing for current and future Camp Verde citizens and should therefore provide housing opportunities for all income levels. While the Town can not necessarily require the inclusion of attainable housing, perhaps as part of a development agreement the developer could provide attainable housing in exchange for their request for higher density where appropriate.

In addition, the letter could be forwarded to commercial applicants as ultimately they have a vested interest in their employees having housing opportunities that are affordable. Some commercial projects may have potential for mixed use development or could potentially contribute funds for housing elsewhere. Naturally the developer would have to be interested and willing to participate as the Town does not have "Inclusionary Zoning" or "In Lou Fees" provisions in current Town ordinances.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Draft Developer Letter

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

- | | | |
|---|---|--|
| <input checked="" 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: N/A

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization **Contact Person:** Matt Morris

Town Manager/Designee: _____

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



TOWN OF CAMP VERDE

P.O. Box 710 ♦ 473 S. Main Street ♦ Camp Verde, Arizona 86322 ♦ (928) 567-6631 FAX 567-9061
Marshal 567-6621 ♦ Parks & Recreation 567-0535 ♦ Community Development 567-8513 ♦ www.campverde-az.gov

Date

Greetings, (investor):

As you contemplate investing in the Town of Camp Verde, please consider special opportunities which may enhance your development, while simultaneously providing direct and measurable community benefit.

In recent years, land and home prices have dramatically increased in Camp Verde, far outpacing wage and salary increases. These factors have made home ownership increasingly difficult. Multiple strategies have been developed in Camp Verde to offset these challenges, including partnerships between the private and public sector.

I would like to take this opportunity to personally invite you to meet with me and or our Housing Commission prior to submitting your proposal to Planning and Zoning. Your leadership and investment in exploring options for attainable housing would be most welcome!

Please contact me at your earliest convenience.

Matthew J. Morris, Director
Housing & Neighborhood Revitalization

MJM:lb



Handicap Relay: Voice: 1-800-842-4681 ♦ TDD: 1-800-367-8939



TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: June 6, 2007

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

AGENDA TITLE: (Be Exact): Staff presentation and update pertaining to recent Joint Work Session by the Housing, Library, Parks & Recreation, Planning & Zoning, and Trails Commissions held on May 29, 2007.

PURPOSE AND BACKGROUND INFORMATION: At their April 17th Housing Commission meeting, the Housing Commission requested a Joint Work Session with the other Town Commissions to discuss current and future efforts. The Session was held on May 29th with Commissioners from each of the five recommending Commissions attending. The Chairman or designated representative from each Commission had an opportunity to speak about their efforts and current topics that they are working on, which was then followed by questions and brief discussions with the other Commissions.

Overall it became quite obvious that each of the Commissions efforts were all interrelated to each other. The Commissioners felt that the meeting was a good learning opportunity worth repeating on a quarterly basis. As such, the Commissions are planning to meet again in three months.

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS:

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
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| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments: N/A

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization **Contact Person:** Matt Morris

Town Manager/Designee: _____

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

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Work

Meeting Date: May 23, 2007

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

AGENDA TITLE: (Be Exact): Advance approval - Discussion, consideration and possible approval to transfer funds in the amount of \$2,600.00 from Line item 01-80-81-6081 Special Event Tent Labor to 01-80-81-8100 Equipment Rental and \$1,000.00 from Line item 01-80-81-6074 Insurance to 01-80-81-6080 Event Supplies.

PURPOSE AND BACKGROUND INFORMATION: This is the first year that the Special Event budget has been separated from the Parks & Recreation budget. The Special Event budget is not over budget, this is simply a transfer between line items.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: 01-80-81 Special Event April Financials

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

- | | | |
|---|---|--|
| <input checked="" 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 |
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| <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: Parks & Recreation

Contact Person: Lynda Moore

Town Manager/Designee: _____

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

Run date: 05/04/2007 @ 15:12
 Bus date: 04/30/2007

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: AX X XX-XX XXXX
 GLREAB4.L02 Page 25

01 80-81 SPECIAL EVENTS

Description	Fiscal year thru period ending 04/30/2007					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
6000 SALARIES	.00	14,109.48	.00	26,449.86	12,340.38	53.3%
6001 OVERTIME	.00	3,382.90	.00	12,868.00	9,485.10	26.3%
6002 HEALTH, LIFE & STD INSURANCE	.00	3,183.30	.00	2,795.03	(388.27)	113.9%
6003 DENTAL INSURANCE	.00	164.91	.00	65.56	(99.35)	251.5%
6070 EVENT ADVERTISING	2,262.70	11,219.23	.00	15,600.00	4,380.77	71.9%
6071 BANNERS/SIGNAGE	.00	1,850.84	.00	2,000.00	149.16	92.5%
6072 ENTERTAINMENT	.00	10,689.40	.00	15,525.00	4,835.60	68.9%
6073 FOOD	108.00	3,395.41	.00	22,550.00	19,154.59	15.1%
6074 INSURANCE	.00	300.00	.00	1,333.00	1,033.00	22.5%
6076 LODGING	.00	772.95	.00	1,100.00	327.05	70.3%
6077 SECURITY	.00	1,650.00	.00	2,500.00	850.00	66.0%
6078 JUDGES	.00	934.00	.00	1,250.00	316.00	74.7%
6079 WINE REIMBURSEMENTS	.00	4,915.71	.00	3,000.00	(1,915.71)	163.9%
6080 SPECIAL EVENT SUPPLIES	30.36	10,564.13	.00	11,850.00	1,285.87	89.2%
6081 SPECIAL EVENT TENT LABOR	.00	.00	.00	5,600.00	5,600.00	.0%
6082 START BANKS	300.00	10,860.00	.00	25,000.00	14,140.00	43.4%
7011 UNEMPLOYMENT INSURANCE	.00	.00	.00	(7.10)	(7.10)	.0%
7012 WORKMAN'S COMPENSATION	.00	857.53	.00	(200.00)	(1,057.53)	(428.8%)
7013 MEDICARE	.00	269.75	.00	569.74	299.99	47.4%
7014 FICA	.00	1,153.41	.00	2,437.43	1,284.02	47.3%
7015 RETIREMENT	.00	1,558.33	.00	3,577.91	2,019.58	43.6%
8100 EQUIPMENT RENTAL	.00	3,764.36	.00	5,100.00	1,335.64	73.8%
Total EXPENDITURE	2,701.06	85,595.64	.00	160,964.43	75,368.79	53.2%