

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, SEPTEMBER 7, 2005
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 to minimize disruption of tonight's meeting.

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) Work Session – August 23, 2005
- 2) Regular Session – August 17, 2005

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

- 1) Work Session – September 14, 2005 at 2:30 p.m.
- 2) Regular Session – September 21, 2005 - **CANCELLED**
- 3) Work Session – September 28, 2005 at 3:00 p.m.

c) **Possible approval of the Fiscal Year 2005/06 Budget**

d) **Possible acceptance of Jacque Daughety's resignation as Assistant Magistrate and reclassification of her position from Assistant Magistrate to full-time Court Supervisor.**

e) **Possible approval of the Parks & Recreation Special Event Policies & Procedures and Cash Handling Procedures.**

f) **Possible approval of Resolution 2005-634, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting the expansion of the Camp Verde Fire District to the incorporated limits of the Town of Camp Verde.**

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

6. **Discussion, consideration, and possible approval of Ordinance 2005-A312, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 11-1-12, Sale of Pseudo-ephedrine Products, to the Town Code, Chapter 11, Offenses.**

7. **Presentation by Wilbert Odem on the Verde Lakes Drive/West Clear Creek crossing, followed by discussion and possible direction to staff to research project costs and funding sources.**

8. **Discussion, consideration, and possible appointment to the Magistrate position and direction to staff to negotiate a 2- to 4-year full or part-time contract.**

9. **Discussion, consideration, and possible acceptance of Alison Deming's resignation from the Library Advisory Commission.**

10. **Discussion, consideration, and possible direction to staff concerning financial reporting issues, policies, procedures, and authorities.**
11. **Discussion, consideration, and possible approval of the Casa Verde Consulting proposal to prepare a Design Review Ordinance or direction to staff to prepare the work internally.** The estimated cost of \$16,000 to \$26,000 is an unbudgeted item from the General fund.
12. **Discussion, consideration, and possible approval of Resolution 2005-652. a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting tourism efforts within the community an in particular supporting a grant application by the Town for a newly introduced Arizona Office of Tourism (AOT) Rural Tourism Development Grant.** This grant requires a 25% cash match of \$12,500, which is unbudgeted from General Fund Contingency.
13. **Discussion, consideration, and possible approval of NF Planning and Development (NFPD) contract to continue assisting the Town in planning and development.** This is a budgeted item.
14. **Discussion, consideration, and possible direction to staff concerning the Town's need to obtain an easement on the Carter and/or Parson property located on Main Street for a storm water retention basin, including the maintenance of this basin.**
15. **Discussion, consideration, and possible approval of a donation to the Eden Center Adult Day Health Services to defray the transportation costs for Camp Verde residents.** This is an unbudgeted item from the General Fund.
16. **Discussion, consideration, and possible authorization to contract with AHRRC to develop a citizen opinion survey designed to provide information about citizen support of and satisfaction with specific programs and services.** The cost for this service is \$8,000 for 1,000 surveys. There is \$6,000 budgeted for this item.
17. **Discussion, consideration, and possible approval of a Memorandum of Understanding to collaborate with Youth Count AmeriCorps in recruiting a Town employee. The Town's contribution for salary would be \$5,500 for the individual that we hire.** This is an unbudgeted item from the General Fund.
18. **Discussion, consideration, and possible direction to staff on how to proceed with the disposition of the five acres donated to the Town by Scott Simonton in the Verde Cliffs subdivision.**
19. **Discussion, consideration, and possible clarification and direction to staff concerning work sessions and/or direction given during work sessions.**

Councilor Smith requested the following item:

20. **Discussion, consideration, and possible direction to staff to research the organization and staffing involved with a housing authority, housing department, and community based development organization.**
21. **Call to the Public for Items not on the Agenda**

There will be no Public Input on the following items:

22. **Advanced Approvals of Town Expenditures**
23. **Manager/Staff Report**
24. **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.
25. **Adjournment**

Posted by:

J Paulsen

Date/Time:

9-2-05 9:01 AM

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

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

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
TUESDAY, AUGUST 23, 2005
3:30 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 3:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Baker, Councilors: Hauser, Kovacovich, Parrish, Smith and Teague

Also Present

Bill Lee, Dane Bullard, Lynda Moore, Michelle Ashley, Jenna Paulsen, Will Wright and Dave Smith

3. **Possible approval of Proclamation declaring September 8 as International Literacy Day and the month of September as International Literacy Month.**

On a motion by Gioia, seconded by Hauser the council voted to approve the Proclamation declaring September 8th as International Literacy Day of the month of September as International Literacy Month. Parrish opposed, agreeing with Boyce's concerns about the United Nations.

Public Input

Lori Boyce objected to the wording of the United Nations on the proclamation.

4. **Discussion, consideration, and possible approval of an Intergovernmental Agreement with Yavapai County Flood Control District for assistance with local drainage improvements.**

Lee reported that the IGA is a routine annual item. Baker noted that a lot of money was spent on the skateboard park water retention project and that it looked awful. Wally Dickinson said that it was seeded and nothing came up. Mayor Gioia gave a direction to staff to remedy the problem.

4a. **Discussion, consideration, and possible award of bid for Project #05-011 Street Improvement Program 2005 and authorization to execute the contract documents OR possible direction to staff to re-bid the project due to budget constraints.**

Dickinson advised that the bids came in over budget; the lowest bid was \$29K over. Lee advised that the price increase was likely attributable to the significant rise in gasoline prices. Parrish noted that rebidding the project might result in much higher costs.

On a motion by Teague, seconded by Parrish the Council voted to accept the bid by Cactus Transport in the amount of \$429,000, with the remainder to come from the HURF contingency for the Project #05-011 Street Improvement Program 2005.

4b. **Possible approval of a letter of support encouraging Coconino National Forest to award an Educational Land Grant to the Camp Verde Unified School District to acquire 80 acres of land for educational facility expansion.**

On a motion by Teague, seconded by Kovacovich, the Council voted to approve the letter of support encouraging Coconino National Forest to award an Educational Land Grant to the Camp Verde Unified school district to acquire 80 acres of land for educational facility expansion.

4c. **Discussion, consideration, and possible direction to staff concerning the drainage/septic system located on Laura Carter's Main Street Property.**

Bill Lee reported that he and Parish went to the Carter property to assess the septic problem. Mrs. Carter believes that drainage from the road is causing her septic system to back up. Her concern/issue with the Town of Camp Verde is that the new construction is sending more water into her area, further saturating the system, and causing water to backup. Council spoke to this item at length along with Suzy Burnside from the Sanitary District.

Lee asked for direction from Council, suggesting that the Town negotiate our best deal to get something accomplished with our storm water program that would result in an easement with access. Gioia suggested addressing other issues such as a sediment easement and river trail easement. He also said that he like staff to contact ADOT to let them know of the problems. Baker noted that this item had been on the Council Direction report since January 2004, and asked why it had not been addressed.

Lee said that a retention area is needed there.

5. **Review, discussion, and possible approval of Comprehensive Economic Development Strategy (CEDS).**

Baker asked Council to review the list, focusing on infrastructure, and advised that some things needed to be deleted. The following changes were suggested: acquisition of Sanitary District changed to a 3; Verde Lakes Drive-Riparian Restoration & Flood Mitigation Project 2-3 years; Privately-Owned Water Co. to a 1; delete the Marshal's office; development of a Town Complex to 3-4 years; Community Park Water Reuse System for Irrigation should be a 3; downtown revitalization to a 1; Hwy 260 improvements (CV to Cottonwood) to a 1; transit start-up funds to a 1; extension of Main Street Sidewalks to a 2-3; development of a Historic District to a 2; development Phase I of a Community Park to a 1; delete the fairgrounds; Town Trail System to a 2; and the Public Works Complex * equipment yard to a 1.

6. **Discussion, consideration, and possible direction to staff concerning financial reporting issues, policies, procedures, and authorities.**

Gioia advised that there were a couple of changes in the policies and procedures for cash handling since the last meeting. Moore stated that she believed that cash registers will be too difficult for the volunteers to run since they are not trained on them. Bill Lee said that the food would be accounted for by going back to the original inventory. Jackie Baker suggested hiring someone to take the cash and sell tickets. Lee said that we will get a cash register and give it a try. Bill Lee says that staff should handle the cash and not to hire someone. Lynda Moore suggested that one department could count the cash and the other would count the tickets. Marshal Smith suggested that an armed officer should stay with the employee when carrying the cash. Bill Lee suggested that the money not be counted at the event booth and that the officer be given a phone for communication.

Gioia inquired if Mr. Fackler was still on contract, noting that the contract on file expired in December 2004. Baker asked that staff check with the Dept. of Commerce for available technical assistance that is provided at no charge.

7. **Discussion concerning the delayed delivery of a letter from the Auditor General and possible direction to staff concerning the distribution of mail and other information to Council members.**

Jackie Baker said that she was confused and upset regarding the timely delivery of Council's mail, referencing the letter from the Auditor General. Lee explained that when the letter came in, Dane Bullard was out of town and that he asked Carol Brown to hold it until Bullard returned. The letter was distributed on Monday, the 8th. Baker pointed out that the stamp indicated it was

delivered on the 4th, and that she would no longer be able to trust the stamps. She added that this was unacceptable.

Mayor Gioia said that the mail destined for Council should not be held up.

Discussion of the following:

8. **Presentation by Camp Verde Chamber of Commerce Executive Director Roy Gugliotta.**

This item was cancelled by the Chamber.

9. **Discussion and request to use the terminology "Police" as opposed to "Marshal" on certain signage and/or uniform regalia.**

Marshal Smith explained that there have been times when people did not understand that the Marshal was in fact the police. After discussion Council felt that "Marshal" defined the western theme of the town and should not be changed.

Public Input

Lori Boyce says that the term "Law Enforcement" on the building is sufficient. She suggested that an article be placed in the newspaper to explain that Marshal is Police.

10. **Review of Ordinance 2000-A169, amending Section 109 (Use Districts) of the P&Z Ordinance concerning adult oriented businesses.**

Gioia directed the staff to read the ordinance to see if it needed to be amended. Baker suggested that we bring this back for discussion on a regular session to make possible changes.

Public Input

John McReynolds suggested that we require the business to take the sign down after the event.

11. **Sale of alcohol at Town-sponsored events.**

Lynda Moore and Michelle Ashley presented a power point presentation of a review of the Parks and Recreation events, which included a report on the profits from the sale of liquor. Council discussed the positive impact and negative impact on the local businesses, and there was considerable discussion about the sale of alcohol. In response to Council questions, Moore advised that there had been a \$700 sanction for a liquor violation at the Corn Festival.

Lee stated that all the volunteers that serve liquor should have the liquor training program. Baker advised that a representative is coming from Southwest Risk Insurance was coming to discuss the liability issues of serving liquor. Council discussed this at length and decided to limit the sale of alcohol to no more than six (6) events per year.

Public Input

John McReynolds thanked the Parks and Recreation for the changes in the community. He said that at times, the special events conflicted with his business. John stated that he holds a #7 liquor license and suggested that we have a gated area that people can drink in. McReynolds cautioned the Town about the liability. He also stated that his business and others down in his area are neglected during special events. He also would like to know if they could get some of the Christmas decorations down his way. Bill Lee said that we will try harder to include him in our events. John said that he would like to work the Pecan & Wine Festival.

Suzy Burnside said that the Town Code does not allow alcohol on the Town property and that alcohol is a drug.

12. **Employee Assistance Fund to be established, funded, and administered by Town employees for participating employees.** Deborah Barber gave a brief presentation and the Council agreed that it was alright for money to be taken out of the employees check for the donation to the fund.
13. **Sponsoring plaques for the lights along Main Street.** Tabled
14. **Requiring developers to provide PowerPoint presentations depicting their proposals.** Tabled
15. **Purchase of remote microphones for the podium.** Tabled
16. **Discussion on how to proceed with the 5-acre Library site donated by Simonton.** Council discussed the cost of the lots on the 5 acre Library site. Gioia suggested that we sell the property and not go over the \$500,000 mark and directed staff to look into dividing up the property. Baker noted that the funds would go to the Library fund.
17. **Signage for Camp Verde at I-17, SR 260, and Main Street** Council discussed various possibilities for signage. Brenda Hauser would like a sign that says Historic District. Ron Smith suggested Billboards. Lee said that we will research signage.

Public Input

Lori Boyce said that she would lead a public revolution if we bring back billboards and to watch out because she is armed and dangerous.

18. **Design Review for Commercial Buildings** Lee advised that he had met with Wright and they had decided that Wright could do the job. He advised that Casa Verde's costs were estimated to be from \$16,000 to \$25,000. Wright said that he would come up with a rough plan for Planning and Zoning and Council. Wright asked for a definition of the meaning of "Western". Lee suggested that staff would take a stab at the design over the next 30 days and then Council could decide if they wanted Casa Verde to do the job.

Public Input

John McReynolds suggested that we get a volunteer design committee.

19. **Community Park** Lee reported that the Heritage Grant is about to expire. He advised that he and Councilors Baker and Parrish attended a meeting and that he would submit a letter requesting an extension. He advised that he did not anticipate any problems with the request.

Public Input

Lori Boyce advised that she wanted to be on a park committee since she and her neighbors were not too thrilled with where the park is going to be located.

20. **Lease/purchase of Camp Verde Water System**

Jim Bullard said that he would not accept 90% of the agreement that the attorney drew up. He has leased out his towers and would like to exempt the towers from the agreement and have access to those towers. He further advised that he has leased the parking lot and would like to have that exempt from the agreement. Lee suggested that Jim Bullard and his sons meet with him, Dane Bullard, and the attorney to go over the issue and come up with a remedy. Jim Bullard agreed to a meeting and expressed a need to do this soon due to failing health of him and his wife.

21. **Adjournment** The meeting was adjourned due to power outage at 7:49 p.m.

Tony Gioia, Mayor

Jenna Paulsen, 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 Work Session of the Town Council of Camp Verde, Arizona, held on the 24th day of August, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2005

Deborah Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, AUGUST 17, 2005
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Input is placed after Council motion 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 Baker, Councilors Hauser, Smith, Kovacovich, Parrish and Teague were present.

Also Present: Acting Town Manager Dave Smith, Town Attorney Bill Sims, Finance Director Dane Bullard, Special Projects Administrator Wendy Escoffier, Asst. Parks & Rec Director Lynda Moore, Deputy Town Clerk Virginia Jones and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Councilor Smith.

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) Work Session – August 10, 2005
 - 2) Regular Session – August 3, 2005
 - 3) Executive Session – August 3, 2005
 - 4) Council Hears Planning & Zoning – July 27, 2005
 - b) **Set Next Meeting, Date and Time:**
 - 1) Council Hears Planning & Zoning – August 24, 2005 at 6:30 p.m. – **CANCELLED**
 - 2) Work Session – August 24, 2005 – August 24, 2005 at 3:00 p.m.
 - 3) Regular Session – September 7, 2005 at 6:30 p.m.
 - 4) Work Session – September 14, 2005 at 2:30 p.m.
 - 5) Regular Session – September 21, 2005 - **CANCELLED**
 - 6) Work Session – September 28, 2005 at 3:00 p.m.
 - c) **Possible approval of Proclamation proclaiming September as Grandparent/Elder Recognition Month.**
 - d) **Possible approval of Proclamation declaring September 8 as International Literacy Day and the month of September as International Literacy Month.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Consent Agenda with Item 4.d) pulled, and the other changes as noted.

Mayor Gioia requested that the planned meeting with the Camp Verde Water Company be moved from August 24 to Tuesday, August 23rd at 3:30 p.m.; that September 1st at 3:00 p.m. be scheduled for starting interviews of interested parties for the position of Magistrate; that Item 4.d) be pulled to allow the Director to address Council; that the Minutes of August 3, 2005, Page 3, middle paragraph reporting, in part, "...and then addressed at a later stage of construction...." be corrected to, "...and then **complied with** at a later stage of construction..."

- 4.d) **Possible approval of Proclamation declaring September 8 as International Literacy Day and the month of September as International Literacy Month.**
There was no action taken.

Mayor Gioia introduced Al Slusher, Corporate President, who gave a presentation explaining that the greatest service a community can provide is the opportunity for self-improvement. Mr. Slusher stressed literacy enhancement as an important means to that goal, citing examples of success through the efforts of the Camp Verde Reading Program, a non-profit corporation, during the over 17 years it has been operating. Mr. Slusher encouraged everyone to support and recommend the reading program offered, and thanked the Council for its proposed approval of the subject Proclamation.

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

Randy Lowe, Vice-Mayor of the Cottonwood City Council, said that last night that Council had passed an ordinance limiting the sale of pseudoephedrine, and that the Town of Camp Verde is being asked to consider being a co-sponsor of a resolution for the League of Arizona Cities and Towns at next month's conference in support of limiting the sale of that substance.

Tammie DeRochey said she had recently been terminated from employment with the Town of Camp Verde, and offered copies of some documents which she felt the Council needed to be aware of; she also said she had additional documents and eye witnesses, suggesting that the Council take a serious look at how certain departments are being managed.

Tom Neilsen left a petition from the Senior Citizens group regarding the sidewalks, to be given to Carol Keefer.

There was no further public input.

6. **Discussion, consideration, and possible approval of Ordinance 2005-A311, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona, amending Section 2-3-1 of the Town Code.** This ordinance amends Regular Meetings as follows: regular & planning/zoning meetings are set for the first and third Wednesdays at 6:30 p.m. and work sessions are set for the second and fourth Wednesdays of each month.

On a motion by Smith, seconded by Baker, the Council voted 6-1 to approve Ordinance 2005-A311, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona, amending Section 2-3-1 of the Town Code. This ordinance amends Regular Meetings as follows: regular & planning/zoning meetings are set for the first and third Wednesdays at 6:30 p.m. and work sessions are set for the second and fourth Wednesdays of each month; with a 'no' vote by Hauser.

The discussion commenced with an objection to increasing meetings from three to four countered with the suggestion that the new schedule can be modified later if it appears to be too difficult or does not work out. There was also discussion regarding a problem with receiving agenda material at the last minute; staff was reminded that material for Council session agendas should be submitted to the Clerk's office by Wednesday, with a review of the items on Thursday and subsequently sent to the Attorney, and that procedure will continue to be worked on. The public was asked to express their opinions regarding preferences for afternoon or evening meetings, and advised that items on a work session will typically be on the next Council session the following week, with opportunities at each session for public input. A curfew of no later than 9:30 p.m. was also requested for Council sessions, but it was suggested that the problem of late meetings should be resolved with the new work sessions.

PUBLIC INPUT

Robert Johnson, Camp Verde, said he appreciated the last meeting at 2:00, but there did not appear to be as many attending as at tonight's meeting, which he suggested the Council might think about.

George Young said he missed the meeting last week because it was at the same time as the Sanitary Board meeting, and the change tonight of the work session from next Wednesday to Tuesday is also a problem for him to cover. He added that the Council needs to get the schedule as firmly set as possible; he will try to tape the meetings as much as he can, but when set for earlier than 6:30 p.m., it does make it difficult for him. Attempts to hire extra dependable help have been to no avail as yet.

Cheri Wischmeyer, Camp Verde, said she feels that the 3:00 time for most working people, so the Council will be effectively cutting off the people that the Council is trying to get more involved.

There was no further public input.

7. **Discussion, consideration, and possible approval of the fare for the Dial-a-Ride program.**

On a motion by Hauser, seconded by Baker, the Council unanimously approved the fare of \$2.00 per ride for the Dial-a-Ride program.

Wendy Escoffier referred to the supporting material in the agenda packet, adding that the bus is having the logo and phone number applied to it and there is advertising out for a transit drive. The \$2.00 fee would cover door-to-door transportation to a destination and \$2.00 for the return trip; Escoffier reviewed the policy for payments and for tracking service records, as well as the funding sources and the funds on hand at the present time in the amount of approximately \$30,000 to \$35,000. There was some discussion on the cost of providing the service with the suggestion that it would be helpful for the Council to see a breakdown and allocation of the expenses and income. It was also suggested that staff look into the ways for saving on the cost of fuel. The issue of providing the service on an on-call basis versus the expense of operating a fixed route was discussed at length, with various suggestions, with the consensus that the cost of a fixed route at this time would be prohibitive. It was also suggested that Escoffier have the matter set for further discussion at a future work session.

PUBLIC INPUT

Randy Lowe shared the experience of the City of Cottonwood with its CATS program, stressing the need to use volunteers, without which he said the Cottonwood Transit system would not be able to operate; furthermore, the system was operated for 13 years before a fixed route was possible.

There was no further public input.

8. **Discussion, consideration, and possible direction to staff to negotiate terms and costs of contract for the evaluation of Camp Verde Water System.**

On a motion by Hauser, seconded by Baker, the Council voted unanimously to direct staff to negotiate with Burgess & Niple the terms and costs for the evaluation of the Camp Verde Water System.

On a motion by Smith, seconded by Baker, the Council voted unanimously to amend the original motion to stipulate that if an agreement is not reached with the Camp Verde Water System that such negotiations will not proceed.

Finance Director Dane Bullard reviewed the background for the selection a firm to perform the subject evaluation, including presentations at the work session last week, and requested Council to make its selection. He added that a work session is scheduled with the Camp Verde Water System next week for discussion of the proposed acquisition, and the firm chosen to perform the evaluation would not be authorized to begin the work until after the discussion with the Water System and a decision to proceed with the purchase. Bullard confirmed that the funds necessary to get started are available through the funding provided in the CIP budget. There was a

discussion and understanding that the firm approved at this time could not proceed with the evaluation until after the Council is confident that it is moving forward with the proposed acquisition of the Camp Verde Water System.

PUBLIC INPUT

Robert Johnson, Camp Verde, said that he believes a determination should be based on recommendations and a firm's proposed cost, similar to choosing a mechanic for your car.

Jim Bullard, Camp Verde Water System, said that it is important that the Town and the Water Company get together and work details of the proposed contract out.

There was no further public input.

9. **Discussion, consideration, and possible direction to staff concerning the Tischler proposal for Development Impact Fees.**

On a motion by Baker, seconded by Hauser, the Council voted 6-1 to approve the proposal from TischlerBice to redo the Town Development Fees and include Optional Task 6 and Optional Task 9 for a total fee of \$49,440 for the study; with a 'no' vote by Parrish.

Mayor Gioia explained that the item involved the Council deciding to accept the proposal from Tischler & Associates, following its presentation last week, to perform an impact fee study for the Town, adding that the information from the study will give the Town guidance in prudent implementation of impact fees. There was a brief discussion with the Finance Director regarding the cost for a cash flow analysis listed in the proposal, which Bullard confirmed would be a desirable step to include in order to have the data available in the event of any legal challenge, and there was general support for including that feature. The Council discussed the benefits of imposing an impact fee, management of the funds and allocating those funds received. Attorney Sims confirmed that the Fire District could be included as one beneficiary, but since it is a separate taxing entity there would have to be an IGA to begin with as a basis for sound legal authority to do so. Sims was advised that the Town Manager has been instructed to pursue an IGA with the Fire District, based on the understanding of the Fire District's desire to be included. There was some objection to imposing development fees for new growth, with the suggestion that a 1% sales tax that would affect everyone would be a better alternate and would generate even more income. There was no support for that suggestion but rather the argument that imposing costs on new residents and developers for added services would be more fair. It was confirmed that the cost for the proposed study would be later reimbursed with funding from the impact fees. It was also pointed out that steps are being taken to better educate the public to generate their support for the impact fees.

PUBLIC INPUT

Charlotte Salsman, Camp Verde, said she favored impact fees as a way to help pay for more schools, more playgrounds, and bigger libraries that will be required because of new residents moving in; those impact fees are a good idea.

Robert Johnson, Camp Verde, said he was also for impact fees; they are the fairest way to go about this; he is against any tax on food.

There was no further public input.

10. **Possible approval of Resolution 2005-652, Development Agreement with Mark Weiland property owner and the Camp Verde Water System – a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving the development agreement between the Town, Mark Weiland, and the Camp Verde Water System for the expansion of the water system to the Lucky Canyon Subdivision located off of Salt Mine Road in the Town of Camp Verde, and authorizing the Mayor to execute the agreement.**

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to deny Resolution 2005-652, and to encourage the developers to seek passage along Salt Mine Road for other appropriate routes through Forest Service land for the water main.

Tom Pender, agent for the developer, said that basically the proposed resolution came about through the development process of the Lucky Canyon subdivision, a property on the east-south side of Town that does not have a water source, other than relatively poor water from wells. The developer is proposing to extend a water line approximately one mile down Salt Mine Road for service from Camp Verde Water; Mr. Pender reviewed the benefits that would provide for that area, and that the proposal had been endorsed by the Council previously. Mr. Pender added that the proposed development agreement was prepared by the Town Attorney and is what everybody on both sides has agreed to do.

The details of the proposed route to extend the water line and the issues involved in working with the Water System to obtain the service was discussed at length, including the need to get easements from some of the property owners in order to do so. There was also some discussion regarding the apparent failure to contact some of the property owners in that regard, and whose responsibility that was, and their objection to the proposed extension affecting their properties. Mr. Pender said that he had discussed the status of Salt Mine Road, or crossing Forest Service land with the water line, with the Forest Service, although according to the Forest Service there appears to no record of that discussion. Mr. Pender was asked why the developer could not have originally worked with the Forest Service to run the line in a straight line on Forest Service land; he said contact was not made in that regard because the developer understood he already had a workable solution with the Town. Attorney Sims reviewed the background of that understanding arrived at during a meeting last December; Sims said the proposal before the Council was the result of that meeting, and he feels it is a creative solution. There was further discussion pointing out that in order to proceed with that proposal, there are 9 property owners who are apparently opposed to granting the required easement. Furthermore, the agreement includes a provision that the Town could resort to a condemnation proceeding in order to support a private development's need for water, which is troubling to some of the members. There was considerable discussion regarding the issues of property owners not having been notified, health and safety considerations, concern about a solution not having been effectively pursued with the Forest Service, and Mr. Pender's objection that the Town seems to have reversed its position from the December meeting to the present time.

PUBLIC INPUT

Bertha Monroe, Camp Verde, explained why she objects to the proposed water line going through her property, particularly that it would take the only access to her property and home; furthermore, the Forest Service property is right along her entire west fence and is a big expanse that could be used for an alternate route that is unoccupied land. Ms. Monroe read a letter received from the developer regarding the need for the water line explaining that approaching the Forest Service would take a lot of time and money, and requesting the property owner's consent for an easement. Ms. Monroe objects to the seeming secretiveness and manipulation of the whole process; the developer has an alternative route, she does not.

Tim Woodward, spoke at length on behalf of his mother-in-law, one landowner who had spoken previously and felt intimidated with disrespect from that Council to the point that she could not again stand up and express her objection. Mr. Woodward reviewed the background of the purchase of the property by Mr. Weiland, and receipt of a letter similar to the one received by Mr. Monroe, admitting that the purchasers were aware there was no water on the property. No further contact was made after that letter from December, 2003, except for one inquiry from the Water Company regarding the opinion of the property owner. Mr. Woodward went on to fault Mr. Weiland for his lack of trying to get the support of the property owners and alienating them by his inaction. In the last two and a half years Mr. Weiland could have been working with the Forest Service to have the problem resolved without taking private property for his development and personal gain.

Chandra Tenley, Camp Verde, also objected to the language in the resolution regarding the Town assisting in acquiring the easements for the water line; what she is hearing is that the Town will assist the development, rather than assisting its residents, and she strongly dislikes that implication.

David Rezzonico, Camp Verde, also has property in that area and he has never met the man. Mr. Rezzonico said that Mr. Woodward covered all the bases, and that he had received the same letter which he threw away. The main objection of Mr. Rezzonico is that it seems the Town is trying to help the developer; that is not right, the Council should be trying to help its citizens who elected them. A lot of the property owners are now on the defense.

There was no further public input.

A recess was called at 8:35 p.m.; the meeting was reconvened at 8:44 p.m.

11. **Discussion, consideration, and possible direction to staff concerning financial reporting issues, policies, procedures, and authorities.**

Directions to staff were indicated at various points during the discussion. A summary of the discussion regarding Cash Handling included the suggestion that cash registers be used; tickets be used for gate entries and various sales; collected funds be placed in sealed bags with cash register receipts; with the staff to work on the details and bring back to Council for review by next week. Also, if collecting tips for a particular individual, prior approval of Council will be requested. It was generally agreed that conducting raffles should be discontinued, and provisions for that activity removed from the Fundraising section. Staff will also work on requesting Parks & Recreation Commissioners to become involved in the counting of funds.

Asst. Parks & Recreation Director Lynda Moore reviewed in detail with the Council the latest update of the Special Event Policies & Procedures, beginning with the Cash Handling Procedures. There was a lengthy discussion, including input from the Town Marshal, regarding the steps for securing and locking up the funds following an event, and individuals designated to count the proceeds the following workday before turning over to the Finance Department for verification. Throughout the discussion there was public assurance to the staff that the requested update in procedures should in no way suggest any question regarding the integrity of the staff, but is simply a matter of addressing the increasing complexity of the events growing larger each year by having some specific standards to follow. The Council discussed using tickets for all cash receipts to help with accountability; using a cash register was also determined to be effective.

There was some question regarding the first Step 1 of the Policies and Procedures regarding New Events, with the suggestion by the Town Attorney that the first sentence be amended to read, "New Events shall be presented and recommended by the Parks and Recreation Commission, budgeted and **subject to approval** by Town Council during budget process."

Each section of the Special Event Policies and Procedures was discussed in detail, including the subject of sales of alcohol, the Yavapai Health Department permit requirement for food vendors, and collecting tips for non-profit groups or to help deserving citizens, with direction from the Attorney Sims that a container collecting funds for an individual be labeled to confirm that the tips are not the property of the Town. The subject of conducting raffles was also addressed, with a general consensus that conducting raffles should be discontinued. With input from Attorney Sims, it was confirmed that negotiations by the Town Manager with non-profit groups to act as co-sponsors would be subject to final approval by the Council. In connection with the Financial Operations Guide, the members agreed to review the document and submit recommendations to the Finance Director, with the document to be presented to the Council for approval at a later time.

During the discussion it was agreed to add to next week's Work Session agenda the subject of selling alcohol at special events.

PUBLIC INPUT

Charlotte Salsman, Camp Verde, thanked Lynda Moore for doing a bang-up job, saying that she was one of those criticizing the prior procedures, and asked Moore to clarify a couple of points. Mr. Salsman suggested that a volunteer working an event could be another party to help with counting the proceeds as an impartial individual. That suggestion was briefly discussed by the Council.

Jim Ellington, Camp Verde, shared his prior experience as a Parks & Recreation Commissioner for six years, and pointed out the great number of yearly special events averaging three events a month, emphasizing the numerous three-day events, the magnitude of the problems that invariable arise, and stressing that special events need special consideration. The Parks & Rec Commission has addressed this for a number of years. Mr. Ellington reviewed several suggestions to help resolve perceived and real problems, saying that he fully supports the importance of maintaining a system of checks and balances, with the Council discussing with Mr. Ellington the problems and pressures on the staff.

There was no further public input.

12. **Discussion, consideration, and possible approval to become a Government Member of Arizona Heritage Alliance, a group that works together to maintain the long-term viability of the Heritage Fund.**

On a motion by Hauser, seconded by Smith, the Council voted unanimously to direct staff to pay the \$500 membership fee to the Arizona Heritage Alliance.

Mayor Gioia said that at one time Camp Verde was a member of the subject Fund. He explained that the Heritage Fund has brought in \$1 million, plus the Town's matching funds for a number of different community improvements, and described some of those improvements. With no further discussion, the Council took action on the request.

There was no public input.

13. **Discussion, consideration, and possible approval of the following resolutions submitted by the Town for consideration at the annual League of Cities and Towns conference:**

- a. **Urging the Legislature to support efforts to preserve and fully subsidize the Arizona State Parks Heritage Fund through full allocation of state lottery monies to the Fund as directed by the voters.**
- b. **Urging the Legislature to adopt legislation permitting digital record storage of original documents.**
- c. **Urging the Legislature to repeal the Request for Qualifications (RFQ) bidding process.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved the three noted resolutions for the annual League of Cities and Towns conference.

Mayor Gioia briefly reviewed the three proposed resolutions, explaining that the first one had been supported by a number of other communities last year and Gioia would like to resubmit it; the second resolution would save needed filing and office space; and the third one would eliminate a bidding process that creates problems for a municipality in making the best choice for expenditure of public funds. After approval the Mayor will be asking other communities to add their support for the proposed legislation.

There was no public input.

14. **Discussion, consideration, and possible direction to staff concerning the development of an ordinance limiting the sale of over-the-counter medications used in the production of dangerous and illegal drugs.**

Staff was directed to frame an ordinance for adoption modeled after Ordinance 467 from the City of Cottonwood.

Councilor Smith said that the issue before the Council was a way to join in the fight by the City of Cottonwood to take steps to combat a serious community problem, and that the proposed ordinance has received the blessings of the Town Marshal and the Town Attorney. Smith in a discussion with the pharmacist at Osco was told that the Pharmacy Board of Arizona would be recommending something similar at their meeting in September.

Randy Lowe, Vice-Mayor of Cottonwood, gave a presentation explaining the urgent need for Camp Verde to adopt the proposed ordinance in support of Ordinance 467 just drafted and adopted by the City of Cottonwood. Mr. Lowe explained that the Camp Verde ordinance was prepared based on the Cottonwood ordinance, and that although such a document might be subject to challenge from a legal or liability standpoint, the problem is of such magnitude that it is felt that the risk is worth it, to effectively bring the issue to the attention of the lawmakers. Lowe added that he expressed his sentiment that, "The risk in liability that we're running by not doing anything is a hell of a lot greater than the risk we're running by passing a law that takes a step in the right direction." Mr. Lowe said that by adopting the ordinance more attention is drawn to the problem, and Cottonwood has unanimously adopted their ordinance with full knowledge of the possibility of repercussions. Mr. Lowe continued by citing examples of the tragic results of the use of those dangerous drugs and how they are ravaging the communities. Mr. Lowe said that the ordinances in and of themselves would do little, but would draw attention and hopefully pressure politicians to do what they do best, and that is to make themselves look good by passing a law that rectifies this situation. He ended with quoting the adage, "If the people lead, the leaders will follow." The cities must take that bold step and do what is right..

There was a brief discussion with Mr. Lowe on how Cottonwood plans to enforce the provisions of the ordinance. And until enough pressure is brought to bear, the pharmaceutical companies will continue to supply their product. The Council also commended the local reporters for the recent three-article series on the meth epidemic. Mr. Lowe confirmed that Cottonwood acted with full knowledge of state law prohibiting local legislation more restrictive than the state statutes. Furthermore, Cottonwood is working on a resolution to bring to the League of Cities and Towns for presentation to the Legislature; the Council said that Camp Verde would be honored to co-sponsor such a resolution. Attorney Sims basically advised the Council that it would be acceptable to go ahead and pass a similar ordinance, but preferably with a legislative effort that makes the ordinance legal.

PUBLIC INPUT

Robert Foreman, Camp Verde, first said that he feels strongly about the subject and has tremendous respect for Councilor Smith and commended the Council for at least trying to do something about the methamphetamine problem and concurrent gang epidemic sweeping the country. He added that the ordinances may have some impact on the very margins of the problem; however, to Mr. Foreman it appears to be another example of the government waving a white flag and attempting to place the costs on the backs of the citizens and not the criminals. Mr. Foreman said that it is a State and Federal government issue, and in summary he expressed his opinion that the proposed action will have very little impact, and that the Federal government cares little about what happens in the Verde Valley, and expounded in detail to support his opinion. He would prefer legislation that would effectively imprison or eliminate offenders through the death penalty, in essence. Mr. Foreman feels that an ordinance at the town level would only be symbolic and have no effect.

There was no further public input.

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

Charlotte Salsman suggested that the meetings be cut off by 9:00 p.m., and continued with a presentation on behalf of Infinia of Camp Verde, reading from a letter describing the plans for a Halloween Carnival to be hosted by Infinia of Camp Verde; the money raised will be used for building a park across from the facility, for the community, and everyone was invited to participate.

15a. Discussion, consideration, and possible direction to staff regarding resignation of previous Town Magistrate, Lyndall McElhaney.

Staff was directed to finalize payments to Town Magistrate Lyndall McElhaney, with wishes for the best of luck.

There was a brief comment and agreement that no further consideration regarding the subject resignation was necessary.

16. Advanced Approvals of Town Expenditures

There were no advanced approvals.

17. Manager/Staff Report

Acting Manager Smith reported that in connection with the SLIF grant to purchase the 4.4 acres across from the Marshal's Office, the Arizona Outdoor Recreation Commission has recommended approval; it is now at State Parks for final approval. If approved, a contract should be ready by October.

18. Council Informational Reports

Councilor Baker thanked staff for the long hours they put in, in particular Deputy Clerk Jones and other staff members who had already worked their 8-hour days.

Councilor Smith reminded all of the upcoming Block Party this weekend.

Mayor Gioia reported that he and several Council members had attended the ADOT meeting which was constructive; the next meeting is scheduled for next month.

19. Adjournment

On a motion by Baker, seconded by Teague, the meeting was adjourned at 10:27 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 meeting of the Town Council of Camp Verde, Arizona, held on the 17th day of August, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2005

Deborah Barber, Town Clerk

STAFF REPORT

Council meeting of: September 7, 2005 – Regular Session

Title: Possible acceptance of Jacque Daughety’s resignation as Assistant Magistrate and reclassification of her position from Assistant Magistrate to full-time Court Supervisor.

Budgeted item: N/A

Description of Item: Ms. Daughety submitted a letter of resignation as Assistant Magistrate effective September 16, 2005. Her initial appointment came as a reclassification with a salary increase of \$5,000 for the additional duties and responsibilities associated with the Assistant Magistrate position.

Recommendation: Accept Ms. Daughety’s resignation and reclassify her position to Court Supervisor with the appropriate salary adjustment.

Comments: Council may wish to discuss filling this position at some future date.

Attachments: Yes

Prepared by: Mayor Gioia

**TOWN OF CAMP VERDE
MUNICIPAL COURT**

✓
Copied Council and Staff
DE
BL
DA:

AUG 25 2005

Jacque P. Daughety
Supervisor/Asst. Magistrate

Clerks:
Sharon McCormick
Veronica Pineda
Jennie Chavez
Karina Urias



August 25, 2005

TO: TOWN COUNCIL

RE: ASSISTANT MAGISTRATE APPOINTMENT

Dear Council Members;

Please accept my resignation as an Assistant Magistrate effective September 16, 2005. I appreciate the appointment, but find I am unable to handle the additional stress. The position as court supervisor is demanding and ever growing in responsibilities.

I thank you for the experience, I will never forget it, but my health is more important.

Sincerely,

Jacque P. Daughety
Court Supervisor

**ACTIONS TAKEN
REGULAR SESSION/COUNCIL HEARS PLANNING & ZONING
WEDNESDAY, NOVEMBER 20, 2002
6:30 P.M.**

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 so requests.**

a) Approval of the Minutes:

- 1) November 6, 2002 – Regular Session
- 2) November 13, 2002 – Special Session

b) Set Next Meeting, Date and Time:

- 1) Regular/Council Hears Planning & Zoning – November 27, 2002 at 6:30 p.m. – **CANCELLED**
- 2) Regular Session- December 4, 2002 at 6:30 p.m.
- 3) Regular/Council Hears Planning & Zoning – December 18, 2002 at 6:30 p.m.
- 4) Regular/Council Hears Planning & Zoning – December 25, 2002 at 6:30 p.m. – **CANCELLED**

c) Possible approval of a Severance Agreement and Release between John Roberts and the Town.

On a motion by Baker, seconded by Hunter, the Council voted unanimously to approve the Consent Agenda, amended as follows:

- (1) Set Work Session for November 22, 2002, at 9:00 a.m.;
- (2) The Minutes of November 6, 2002, to be corrected as follows:

Page 4, paragraph 4, correct "Dickinson asked if ADOT pushed the paperwork as hard as possible, whether the end of January would still be the soonest for the bid package to be ready, and Gardia said....." to "Dickinson asked if **APS** pushed the **bid proposal** as hard as possible, whether the end of January would still be the soonest for the bid proposal to be ready, and **Terry** said....."

Page 5, Item 13, paragraph 1, correct "...General Plan timeline not to go past December, 2002,.." to "...General Plan timeline not to go past December, **2003**,....";

Page 5, Item 13, paragraph 2, correct "...and said that he has met with Hoyt and has now decided that the NASA-created Project is a valuable technology..." to "...and said that he has met with Hoyt and **had determined** that the NASA-created Project **could be** a valuable technology..."

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

There was no public input.

6. **Possible discussion and viewing of a short video entitled "Strong Cities Make a Strong Statement."**

Council deleted this item from the Agenda.

7. **Discussion, consideration, and possible reclassification of the Municipal Court Supervisor position. Reclassification will add part-time Magistrate responsibilities with increased compensation.**

On a motion by Gioia, seconded by Baker, the Council voted unanimously to approve the reclassification of Court Supervisor Jacque Daughety, adding magistrate responsibilities, with an increased compensation on an annual renewable basis in the amount of not-to-exceed \$5,000, with Lyndall McElhane as Presiding Magistrate, and Daughety acting as Magistrate, as needed.

8. **Discussion, consideration, and review of the Durrant proposal as the architect for construction of a new Marshal facility and expansion of existing Town Hall.**

Council took no action on this item.

STAFF REPORT

Council meeting of: 9-7-05 – Consent Agenda

Title: Possible approval of the Parks & Recreation Special Event Policies & Procedures, and Cash Handling Procedures

Budgeted item: N/A

Description of Item: Council has discussed the Parks & Recreation Special Event Policies and Procedures and Cash Handling Procedures in previous meetings. The recommended changes have been made.

Staff Recommendation: Approve by motion, Parks & Recreation Special Event Policies and Procedures and Cash Handling Procedures.

Comments: Copies of the Parks & Recreation Special Event Policies and Procedures and Cash Handling Procedures will be available in both the Parks & Recreation Office and the Town Clerk's Offices.

Attachments: Yes

Prepared by: Lynda Moore, Parks & Recreation Supervisor

Special Event Policies and Procedures

1. New Events may be presented and recommended by the Parks and Recreation Commission, budgeted and are subject to approval by Town Council during budget process. In the event that a special event opportunity arises through out the year both Parks & Recreation Commission and Council must approve.
2. The Director of Parks and Recreation must present vendor fees, for all events to the Recreation Commission during the November meeting and have recommendation ready for council approval each January.

Special Event Procedures

1. All license and permits must be in place prior to opening of event.
2. In the event that alcohol is part of one of the Towns special events, the Parks Department will ensure that all volunteers and staff are trained on state laws pertaining to serving alcohol, and will notify our Marshal's Office to ensure that all permits are in place. We will provide a free ride home program for anyone that wishes.
3. All food vendors must have a Yavapai Health Department permit before set-up.
4. Vendors must complete and pay fees for a Casual Business License before set-up.
5. All fees must be paid in full before vendors are allowed to set-up.
6. Special Event vendor fees may be waived for local non-profits, churches and school groups at the discretion of the Parks & Recreation Director. Provided a benefit or in-kind donation of services or materials equal to the cost being waived.
7. Vendors must follow all "Rules & Regulations" provided to them for each event.
8. All purchasing by the Town involving special events shall follow Town Code for procurement.
9. Parks & Recreation employees are to follow the "Special Event Cash Handling Procedures" at all times during event.
10. Purchase orders for entertainment, starting banks, etc. are to be turned into the Finance Department two weeks prior to event. Copies of entertainment contracts are to be attached to the purchase order.
11. Both parties prior to event must sign special event contracts.
12. Checks for entertainment are not to be paid until the end of the event, following the entertainments last performance.

Banners, Sandwich Boards and Posters

1. Banners, signs and posters should be posted no less than two weeks prior to an event. Banners and signs cannot be posted more than thirty days prior to and must be taken down within two working days following event.

Co-Sponsors

1. Camp Verde Parks & Recreation may partner with Chamber of Commerce, non-profits, schools and/or the Main Street Merchants committee on special events. The Parks & Recreation Department will negotiate percentage of any profits, outline responsibilities of

co-sponsors in writing and present to the Town Council for final approval before each event.

2. Parks & Recreation Department will insure that all co-sponsors have all applicable licenses, permits and insurance in place prior to opening of event.
3. Co-sponsored activities will be evaluated on a case-by-case request and authorized only if they provide public service and/or would reflect positively on the community. Those events or activities not considered in the best interest of the Town or pose a public security or safety risk shall be denied. Other requisites for approval are found in the Departmental “ Rules, Regulations and Fees” as adopted by the Town Council.
4. All costs incurred by the Department resulting from Co-sponsored use of a park facility should be recoverable as a part of the special services fee. In addition to the fees described above, the special services fee will include staff time to assist/monitor event set-up and take down, event oversight, anticipated utility expenses, portable restrooms, use of Town equipment, and direct costs of post event turf/facility/landscaping restoration and any other unforeseen associated costs. These costs will be established in writing prior to the event reservation being made and approved by Council each January. Major events will require the aeration and over seeding of the site after the event. This will be charged at an anticipated time and material rate.

DRAFT

Special Event Cash Handling Procedures

1. The cash box will start with the appropriate amount according to the event and area of use. Upon preparing the starting banks for each cash box, the amounts will be counted and verified by two Parks & Recreation Employees.
2. Starting bank form will be included in each cash box.
3. Cash boxes will be picked up at the Parks & Recreation Office. Employee and volunteer will count and verify the starting bank amount and sign off on the starting bank form.
4. Cash Registers and central ticket areas will be used for food, drink and admission.
5. One Parks & Recreation employee and one Deputy will pick up overflow cash during the event. Cash will be taken from the cash box and secured in a tamper proof bag. Employee and Deputy will take the money to the vault, at which time they will both sign a drop off verification sheet.
6. When making change, you must return to the cash box the exact amount in which you took. Example: Four fives for a twenty.
7. All money, including change is to be kept in the vault at all times. Vault is to be kept closed and locked at all times. Only full time employees such as Parks & Rec. Director, Events Coordinator, Recreation Supervisor, Parks & Rec. Administrative Assistant and Finance Director shall have the combination to the vault.
8. At the end of the event, one Parks & Recreation employee and one Deputy are to carry the cash boxes to the office, put money in tamper proof bag and lock in vault. No money is to be counted at this time.
9. The first workday following the special event a minimum of two Town employees should count and receipt in the funds and in another Department two Town employees should count tickets. Funds and ticket count will then be turned over to the Finance Department for verification.

STAFF REPORT

Council Meeting of: **September 7, 2005**

Title: **Discussion, consideration and possible approval of Resolution 2005-634 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting the expansion of the Camp Verde Fire District to the incorporated limits of the Town of Camp Verde.**

Description of Item: Entering into an Intergovernmental Agreement with the Verde Valley Fire District concerning fire protection offered property owners within the Town by this fire district will do the following: 1) expand the Camp Verde Fire District boundaries to within the incorporated boundaries of the Town; 2) provide fire protection in the Town of Camp Verde; and 3) help protect the health, safety and welfare of our residents.

Comments:

Staff Recommendation: Recommend Approval.

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: Carol Brown for Bill Lee

RESOLUTION 2005-634

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA
SUPPORTING THE EXPANSION OF THE CAMP VERDE FIRE DISTRICT
TO THE INCORPORATED LIMITS OF THE TOWN OF CAMP VERDE**

WHEREAS, the Mayor and Council have an abiding interest in protecting the public health, welfare and safety by encouraging the provision of adequate fire protection services; and

WHEREAS, the Mayor and Council have determined that expanding the Camp Verde Fire District boundaries to within the incorporated boundaries of the Town to the extent that providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection is in the best interests of residents of Camp Verde.

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

SECTION 1: The Mayor and Council do hereby express their support for expanding the boundaries of the Camp Verde Fire District to include such property within the incorporated boundaries of the Town as now exist or may exist in the future to the extent that providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection.

SECTION 2: To further the goal stated in Section 1, it is the intention of this Council to require, as part of any rezoning or amendment to the Town General Plan, an agreement by the applicant to include the property subject to the Council's approval in the Camp Verde Fire District as soon as is possible to do so, but only if providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection.

SECTION 3: The Mayor and Council hereby authorize all rights-of-way owned or otherwise legally controlled by the Town to be included in the Camp Verde Fire District, except for areas that may be served by the Verde Valley Fire District.

SECTION 4: The Town Staff are hereby authorized to pursue such action as is necessary to fulfill the intents of this Resolution, including entering into an Intergovernmental Agreement with the Verde Valley Fire District concerning fire protection offered property owners within the Town by the Verde Valley Fire District.

PASSED AND ADOPTED by majority vote of the Mayor and Common Council at their regular meeting of _____, 2005.

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

William J. Sims III, Town Attorney



ORDINANCE 2005-A312

An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 11-1-12, Sale of Pseudo-ephedrine Products, to the Town Code, Chapter 11, Offenses

WHEREAS, the use of pseudo-ephedrine products in a tablet form to manufacture illicit drugs has increased; and

WHEREAS, the manufacture of illicit drugs within the Town of Camp Verde poses a direct and serious threat to the safety and health of the community; and

WHEREAS, proper security and monitoring of pseudo-ephedrine sales can significantly disrupt the manufacture of illicit drugs; and

WHEREAS, the Town Council has determined that it is in the best interest of the citizens of the City to monitor the sale of pseudo-ephedrine products in a tablet form to limit its use for the manufacturing of illicit drugs.

NOW, THEREFORE, be it ordained by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona that Section 11-1-12 is added to the Town Code, Chapter 11, Offenses as follows:

Section 1: That a new **Article 11-1-12 Sale of Pseudo-Ephedrine Products** is added to **Chapter 11, Offenses** as follows:

Sale of Pseudo-Ephedrine Products

1. Definitions: For purposes of this chapter, the following shall have the following meanings:
 - a. "Pharmacist" means a person licensed by the state in the art, practice, or profession of preparing, preserving, compounding, and dispensing medical drugs.
 - b. "Licensed Pharmacy Technician" is a person licensed by the state to assist a pharmacist.
 - c. "Pseudo-ephedrine" is a drug commonly used in decongestants and can be illegally processed to make methamphetamine Ephedrine, norpseudoephedrine, and phenylpropanolamine shall ~~be~~ included in this definition as pseudo-ephedrine products.

- d. "Proper Identification" shall mean a recognized government issued photo identification of purchaser including, but not limited to, a driver's license, identification card or passport.
2. Security of Pseudo-Ephedrine Products. Any establishment that pseudo-ephedrine products in a tablet form must hold such products in an area that is not accessible to the public and where such products are continually monitored to prevent theft or unauthorized or uncontrolled purchases
3. Sale by Pharmacist or Licensed Pharmacy Technician. It shall be required that any compound, mixture or preparation that contains detectable quantities of pseudo-ephedrine in a tablet form be sold by a pharmacist or licensed pharmacy technician.
4. Quantity that May be Sold. It shall be prohibited for a retailer selling more than a total of 9 grams in tablet form of ephedrine, pseudo-ephedrine, nonpseudoephedrine or phenylpropanolamine to a person within a thirty (30) day period. Provided however, this limit shall not apply to any quantity of such tablet of ephedrine, pseudo-ephedrine, nonpseudoephedrine or phenylpropanolamine dispensed pursuant to a valid prescription.
5. Purchaser identification Requirements. It shall be required that any person purchasing pseudo-ephedrine products in a tablet form present proper identification and sign a log that shows the date of the transaction, the name of the purchaser, and the amount of the compound requested.
6. Confidentiality of Identification Information. The purchaser log will be retained by retailer for a period of six (6) months, unless otherwise directed by law enforcement, and will be considered a confidential document that will **only** be available to the pharmacist, licensed pharmacy technician, law enforcement, or by order of a court.
7. Requirement to Report Suspicious Sale. The retailer and pharmacy employees will be required to report to the police department by telephone any attempt by a purchaser to purchase larger quantities than allowable by this Ordinance or any other suspicious activity or purchases that may be related to the manufacture or possession of illegal drugs.

Section 2:

All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance, or any part of the code adopted herein by reference, are hereby repealed, effective as the day this ordinance is effective.

Section 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4:

If any section, subsection, sentence, clause, phrase, or portion of this ordinance adopted is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Arizona, on the 7th day of September 2005, to be effective when publication and posting, pursuant to ARS 9-813, is completed.

Approved as to Form:

Town Attorney

Tony Gioia, Mayor

Attest:

Deborah Barber, Town Clerk

Date

STAFF REPORT

Council Meeting of: September 7, 2005

Title: Discussion, consideration and possible direction to staff to offer the Magistrate's position to an applicant and to negotiate contract terms of 2 or 4 years, part-time vs full-time, and the associated benefit package.

Description of Item: This direction will provide guidance for staff to hire a Town Magistrate as soon as possible.

Comments:

Staff Recommendation: None

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: Carol Brown for Bill Lee

AUGUST 17, 2005

TO THE CAMP VERDE TOWN COUNCIL:

AS A MEMBER AND CHAIR OF THE LIBRARY COMMISSION, I TENDER THIS LETTER OF RESIGNATION WITH DEEP REGRET. I WILL MISS THE MONTHLY MEETINGS AND THE GOOD INTERACTION BETWEEN COMMISSION MEMBERS AND STAFF.

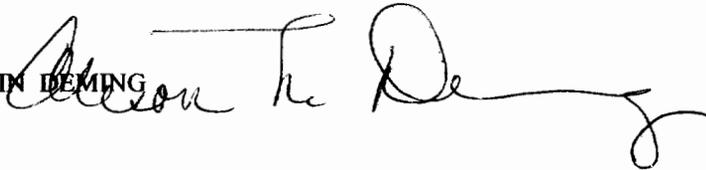
I ENJOYED MY PARTICIPATION ON THE COMMISSION AND HOPE THAT THE ROAD WE HAVE HELPED START WILL END IN A BEAUTIFUL, FUNCTIONING LIBRARY THAT CAN BE THE CENTERPIECE OF THE TOWN NOT ONLY ARCHITECTUALLY BUT PHILOSOPHICALLY.

I SHALL BE RELOCATING IN THE VERY NEAR FUTURE TO ARIVACA TO BE CLOSER TO MY DAUGHTER DARCY AND HER HUSBAND MIKE FISHER.

BEST WISHES AND ALL SUCCESS IN THE FABULOUS FUTURE.

SINCERELY,

ALISON MC CAIN DEMING

A handwritten signature in black ink, appearing to read "Alison Mc Cain Deming". The signature is written in a cursive style with a long, sweeping tail on the final letter.

STAFF REPORT

Council Meeting of: September 7, 2005

Title: Discussion and Possible Approval Regarding Casa Verde's Proposal or Direction to staff to do the work Internally for Design Review Ordinance

Description Of Item: Consider Proposal of Casa Verde Consulting or staff performing to draft a Design Review Ordinance

Recommended Council Action: Council to consider costs and benefits of having Casa Verde Consulting perform work on drafting a Design Review Ordinance (\$16,000 to \$26,000), which is not budgeted for, OR staff doing the work internally, but taking more time to get it done (probably initial draft in October).

Attachments: Yes, (Casa Verde's Proposal)

Prepared by: Will Wright

CASA VERDE CONSULTING PLANNING AND DESIGN

A Division of Baile Luna, Inc, an Arizona Corporation

Michael Gardner, President
Phone (928) 634-7686
Fax (928) 634-7461
Email: casa_verde@commspeed.net

849 S. Cove Parkway, Suite C
Cottonwood, Arizona 86326

Member, American and Arizona Planning Associations

Tuesday, June 07, 2005

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

Honorable Mayor and Town Councilors;

Per your request, please find attached our preliminary proposal for producing the Town of Camp Verde Design Review Ordinance. After much consideration, and using comments from our joint work session of May 11, we have provided a suggested ordinance format and scope of work to accomplish the proposed tasks.

Obviously, this is a starting point for discussion, and the scope of work may be tailored to the Town's needs, desires and budget capacity. However, we feel that the proposed format will serve the Town's needs for the foreseeable future.

Please feel free to contact me with questions, comments or further information. Thank you for the opportunity to provide the Town with this proposal. We hope that we can work with the Town toward this goal.

Sincerely,



Michael Gardner, Principal Planner
Casa Verde Consulting, Planning and Design

MDG: tg

encl: Letter of Proposal, Fee Schedule, Sample Consulting Agreement

CASA VERDE CONSULTING

PLANNING AND DESIGN

A Division of Baile Luna, Inc., an Arizona Corporation

849 S. Cove Parkway, Suite C
Cottonwood, Arizona 86326

Letter of Proposal

With this letter, Casa Verde Consulting, Planning and Design, a division of Baile Luna, Inc., an Arizona Corporation, (herein known as "Casa Verde") proposes to provide professional services to the Town of Camp Verde Arizona (herein known as "the Town") as follows:

In General, the collective task for Casa Verde is to produce a Design Review Code intended to be adopted as an addition to the Town's current Zoning Ordinance, and to be included as a separate Section in any new Zoning Ordinance the Town may choose to adopt in the future. The Design Review Code will establish a Design Review Board, define it's make-up, enumerate it's powers and responsibilities, set forth procedures and criteria, and give general guidance and direction to the Board in order that it may serve the citizens of the Town consistently for the foreseeable future.

The Design Review Code will assist the Town in its effort to retain the Western/Rural look and "feel" of past and present Camp Verde while recognizing new designs, technologies, techniques and materials that are part of an ever-changing building industry.

Casa Verde envisions that the Design Review Code will consist of the following Code Sections & Subsections:

- Purpose and Vision Statement
- Historical Overview of Camp Verde and it's Architectural Styles
- Photographic Survey of notable Camp Verde structures, past and present
- Definitions (to be cross-referenced with definitions in other Ordinance Sections)
- Establishment of Design Review Board
- Composition of the Design Review Board
- Powers and Duties of the Design Review Board
- Administration and Procedures
 - a) Terms of Members, Vacancies, Compensation
 - b) Selection of Officers
 - c) Quorum, Voting
 - d) Rules and Regulations
 - e) Applications
 - f) Criteria
 - g) Notices, Meetings, Public Records

- h) Decorum, Protocol
- i) Duties of Staff
- j) Appeals
- k) Violations, Enforcement, Penalties
- General Direction from the Town Council (attitudes, economics, etc.)

In furtherance of this endeavor, Casa Verde proposes a Scope of Work to include the following tasks:

- 1) Using comments received at the May 11, 2005 Joint Work Session and more specific comments to be gathered at a second such work session to follow acceptance of this proposal, Casa Verde will prepare a Draft Purpose and Vision Statement, Historical Overview, and Photographic History for revision and approval by the Town.
- 2) Casa Verde will present the draft documents cited above and facilitate discussion at two public meetings designed to encourage public participation and gather further comment and direction.
- 3) Casa Verde will make revisions to the draft documents cited above and present the Final Draft Purpose and Vision Statement, Historical Overview, and Photographic History for Council approval and direction to proceed.
- 4) Upon approval by the Town of the Draft documents cited above, and using comment and direction gathered to date, Casa Verde will prepare a preliminary draft of the complete Design Review Code for legal review, revision and approval by the Town.
- 5) Casa Verde will present the Preliminary Draft Design Review Code and facilitate discussion at two public meetings.
- 6) Casa Verde will make necessary revisions to the Preliminary Draft and present the Final Draft Design Review Code for Council approval and direction to proceed.
- 7) Upon approval of the Final Draft Design Review Code, Casa Verde will publish the final document as follows:
 - Ten full color master copies of the Design Review Code to be bound in indexed three-ring view binders for use as public records and for administrative use. Master copies will be printed on archival quality acid-free bond with all sheets in individual vinyl page protectors for long document life.
 - Ten unbound full color copies will be provided for insertion into current Ordinance copies, staff use, etc.
 - Electronic copies of all portions of the document will be provided in both Microsoft Word and Adobe Portable Document File (.pdf) formats to facilitate easy reproduction and web publishing of the final document.
 - Casa Verde will provide up to 10 hours of consulting and procedural support to the Town during the initial establishment of the Board.

In order to reasonably estimate the time and materials required for completion of this series of tasks, the following conditions and limitations are assumed and made part of the scope of work:

- a) That the Town provide adequate agenda and discussion time at a Joint Work Session of the Council and Planning and Zoning Commission in order to provide consensus and clear direction to Casa Verde in preparing the Draft Purpose and Vision Statement (Task 1 above).
- b) That the Town desires to invite public participation in the review of draft documents to the degree described above (Tasks 2 and 5 above).
- c) That the body of the Historical Overview is limited to eight printed page faces or less.
- d) That the Photographic History is limited to eight printed page faces or less.
- e) That the body of the ordinance is limited to twenty printed page faces or less.
- f) That the Town will assist Casa Verde by providing any historical photos and/or documents it may possess, (in electronic form when possible) and by facilitating interaction with historical resources such as the Town Library, Historical Society, etc.
- g) That the Town will schedule work sessions, public meetings and reviews in a timely manner.
- h) That Casa Verde will provide all necessary equipment, media and office supplies necessary to facilitate presentations, gather public comment and produce draft and final documents.

Using the task/time allocation method of estimating project cost, together with assumptions noted above, Casa Verde estimates the cost of completion of the Camp Verde Design Review Ordinance to be between \$15,941.60 and \$25,838.60

Casa Verde estimates completion of the Scope of Work within 120 to 180 days depending upon scheduling and statutory notifications of work sessions and public meetings by the Town.

Accordingly, Casa Verde proposes to provide services substantially as described above on an hourly basis at Casa Verde's current hourly rate schedule in effect at the time of this proposal (copy attached), for an amount not to exceed \$23,500.00, payable as follows:

An initial payment of 5,875.00 (25% of the contract maximum amount as retainer) upon acceptance of this proposal and accompanying Consulting Agreement.

Monthly progress payments based on actual hours of professional services provided. Such payments to be made within 30 calendar days after presentation.

Upon project completion, the initial retainer amount shall be deducted from the final invoice amount. In the event that the final invoice amount is less than the retainer amount, Casa Verde will promptly refund any remaining monies to the Town.

CASA VERDE Consulting

PLANNING and DESIGN

A Division of Baile Luna, Inc., an Arizona Corporation

Michael Gardner, Planning Coordinator
Phone (928) 634-7686
Fax (928) 634-7461
Email: casa_verde@commspeed.net

P.O. Box 1615
Cottonwood, Arizona 86326-1615

Professional Member, International Code Council
Member, Arizona and American Planning Associations

Sample CONSULTING AGREEMENT

This Agreement is made effective as of DATE by and between CLIENT, of ADDRESS and Baile Luna, Inc., DBA: Casa Verde Consulting Services/Permit Pushers Permit Expediting Services of P.O. Box 1615, Cottonwood, Arizona 86326-1615.

In this Agreement, the party who is contracting to receive services shall be referred to as "CLIENT", and the party who will be providing the services shall be referred to as "Casa Verde".

Casa Verde has a background in zoning, land use planning, hearing representation, building and site design, general commercial and residential contracting, construction management, permit expediting, and general consulting and is willing to provide professional services to CLIENT based on this background.

CLIENT desires to have professional services provided by Casa Verde.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Beginning on or about DATE, Casa Verde will provide to CLIENT some or all of the following services, (collectively, the "Services"): Zoning consultation, rezoning/conditional use/variance application and hearing representation, site and landscape planning and drafting, governmental interaction, general consultation and other professional services as required. CLIENT understands that obtaining zoning or other land-use approvals involves legislative or administrative action of county or municipal governments, and that Casa Verde provides no promises, guarantees or warranties of the results of its work related to such activities.

2. PERFORMANCE OF SERVICES. The manner in which the Services are to be performed and the specific hours to be worked by Casa Verde shall be determined by Casa Verde.

Initials

CLIENT will rely on Casa Verde to work as many hours as may be reasonably necessary to fulfill Casa Verde obligations under this Agreement.

3. PAYMENT. CLIENT shall pay a fee to Casa Verde for the Services based on the attached Professional Services Fee Schedule, which shall be in effect throughout the life of the Agreement. This fee shall be payable as follows: An initial amount of \$3,000.00 (Three thousand dollars) as a retainer to be applied as an account credit and to be applied as follows: 50 percent to the first invoice, 50 percent to the final invoice. If final invoice is less than retainer balance, the difference shall be refunded to CLIENT. The account balance shall be paid as accrued twice monthly, or as invoiced, no later than ten days following the date of billing for the period during which the Services were performed. Balances not paid within ten days of the date of billing shall be subject to a late payment fee of five percent of the unpaid balance or \$50.00 each month, whichever is more. If CLIENT is a Corporation, L.L.C., Partnership or entity other than an individual, the undersigned authorized representative personally guarantees payment of any amounts accrued under this agreement. Upon termination of this Agreement, payments under this paragraph shall cease; provided, however, that Casa Verde shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Casa Verde has not yet been paid.

4. EXPENSE REIMBURSEMENT. Casa Verde shall be entitled to reimbursement from CLIENT for the following "out-of-pocket" expenses:

- permit, hearing application or other jurisdictional fees paid by Casa Verde
- postage and shipping costs
- copies, blueprints, photos, printing, plotting and other reproductions
- travel time
- cellular and long distance land-line telephone and facsimile expenses
- all other reasonable expenses incurred on behalf of CLIENT

5. TERM/TERMINATION. This Agreement may be terminated by either party upon 5 days written notice to the other party. In the event of termination of this Agreement Casa Verde may immediately cease performance of all work and may take possession of all drawings, or other materials it has prepared, but for which it has not received payment in full. CLIENT may not subsequently use any drawings or other materials prepared by Casa Verde, for which CLIENT has not paid in full. Any amount not paid when due under this Agreement shall bear interest at the rate of 15% per annum until paid.

6. RELATIONSHIP OF PARTIES. It is understood by the parties that Casa Verde is an independent contractor with respect to CLIENT and not an employee of CLIENT. CLIENT will not provide office space, office supplies, fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Casa Verde. This Agreement is between CLIENT and Casa Verde. CLIENT will look solely to Casa Verde for

Initials

redress of any disputes or payment of any liabilities of CLIENT, and not to the principals, employees or agents of Casa Verde.

7. **DISCLOSURE.** Casa Verde is required to disclose any outside activities or interests, that conflict or may conflict with the best interests of CLIENT. Prompt disclosure is required under this paragraph if the activity or interest is related, directly or indirectly, to any activity that Casa Verde may be involved with on behalf of CLIENT.

8. **EMPLOYEES.** Casa Verde's employees, if any, who perform services for CLIENT under this Agreement shall also be bound by the provisions of this Agreement.

9. **ASSIGNMENT.** Casa Verde's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of CLIENT.

10. **CONFIDENTIALITY.** Casa Verde recognizes that CLIENT may have business affairs and other proprietary information (collectively, "the Information") which are valuable, special and unique assets of CLIENT. Casa Verde agrees to keep such information confidential except as required in the performance of the services.

11. **SERVICE DOCUMENTS.** All documents prepared by Casa Verde under this agreement, whether printed or electronic, are documents of service with respect to the project. Such documents are protected under United States copyright laws and ownership of content is retained by Casa Verde. CLIENT is granted non-exclusive license to use such documents in the furtherance of the specific project for which they are prepared. Any reuse of such documents without the express written permission of Casa Verde or modification of such documents by other than Casa Verde is at CLIENT'S sole risk and without liability or legal exposure to Casa Verde. CLIENT agrees to indemnify, defend and hold harmless Casa Verde from all claims, damages, losses and expenses including legal fees arising out of or resulting from unauthorized use of such documents.

12. **RETURN OF RECORDS.** Upon termination of this Agreement, and payment in full by CLIENT, and at the request of CLIENT, Casa Verde shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in Casa Verde's possession or under Casa Verde's control and that are CLIENT's property or related to CLIENT's business.

Initials

13. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for CLIENT:

CLIENT
ADDRESS

IF for Casa Verde:

Michael D. Gardner, Statutory Agent,
Baile Luna, Inc.
P. O. Box 1615
Cottonwood, Arizona 86326-1615

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

14. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

15. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

16. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Initials

18. INDEMNIFICATION. Casa Verde shall not be responsible for or liable for any loss, damage to property, injury or death of any person, or for any other claim related to the property for which Casa Verde is providing consulting services, or related to any construction or improvements thereon. Client agrees to indemnify, defend and hold Casa Verde harmless therefrom.

19. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of Arizona. Venue shall be in the Verde Valley Judicial District of Arizona. In the event of any lawsuit between the parties arising out of this Agreement, the non-prevailing party in any such proceeding or action shall pay all of the prevailing party's reasonable attorney's fees and cost incurred with respect thereto, the amount to be fixed by the court without a jury. The parties waive their rights to a jury trial.

Party receiving services:
CLIENT

By: _____ Date: _____
for CLIENT

Party providing services:
Baile Luna, Inc. DBA: Casa Verde

By: _____ Date: _____
Michael D. Gardner, President
Baile Luna, Inc. DBA: Casa Verde Consulting Services

Initials

CASA VERDE CONSULTING

PLANNING AND DESIGN

A Division of Baile Luna Inc, an Arizona Corporation

Michael Gardner, President
Phone (928) 634-7686
Fax (928) 634-7461
Email: casa_verde@commspeed.net

P.O. Box 1615
Cottonwood, Arizona 86326-1615

Professional Member, International Conference of Building Officials
Member, American Planning Association

Professional Services Fee Schedule

Principal Planner or Permit Specialist		\$90.00 Per Hour
Saturday Services (Principal, at clients request)		\$100.00 Per Hour
Public Hearing Representation (Principal)		\$100.00 Per Hour (\$500.00 minimum)
Public Hearing and Saturday Services (all others)	Add to Base Rate;	\$15.00 Per Hour
Planner II		\$80.00 Per Hour
Planner I		\$70.00 Per Hour
Administrative Assistant		\$50.00 Per Hour
Incurred Expenses, If Any.		At Actual Cost

Rates Effective January 1, 2004

I approve the above fees and authorize Baile Luna, Inc. to proceed with services on an hourly basis until further notice.

Signature

Date

STAFF REPORT

Council meeting of:	Wednesday, Sept. 7, 2005
Title:	Discussion, consideration, and possible approval of Resolution 2005-652 to submit an application for Rural Tourism Development Grant Program through the Arizona Department of Tourism.
Budgeted item:	Grant application is \$50,000; Match is 25 percent or \$12,500 to come from the Town's Contingency Fund for a total of \$62,500. Because this is a brand new grant opportunity announced in July, it was not budgeted for 2005-2006.
Description of Item:	The Governor announced this new Arizona Office of Tourism grant opportunity for rural tourism development this summer due on a quick turn-around basis, Sept. 9. Again, working in partnership with the Chamber of Commerce, this department, with the council's approval, can submit this application to include sign consulting and the actual purchase of directional signs and signs needed for the historical walking tour. Signs were specifically addressed and recommended in the CV Focused Future Strategic Plan for Community and Economic Development.
Staff Recommendation:	Approve Resolution 2005-652 to include the Town's commitment for matching funds if awarded.
Comments:	This is a highly competitive grant with a maximum pot of money available; only \$500,000 for the entire state. Because signs have been mentioned time and time again, the Administration Department, the Grants Department and the Chamber of Commerce believe it's worth submitting.
Attachments:	Resolution 2005-652
Prepared by:	Carol Keefer, Grants Administrator

RESOLUTION 2005-652

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPPORTING TOURISM EFFORTS WITHIN THE COMMUNITY AND IN PARTICULAR SUPPORTING THE SUBMISSION OF A GRANT APPLICATION BY THE TOWN FOR A NEWLY INTRODUCED ARIZONA OFFICE OF TOURISM (AOT) RURAL TOURISM DEVELOPMENT GRANT.

WHEREAS, the Town of Camp Verde is desirous of adding directional signs from Interstate 17 to in and around the Downtown area along with historic walking tour signs, also in the Downtown area. Before the Town can proceed, partnership meetings and an analysis must be determined by a sign consultant.

WHEREAS, funding is now available for tourism development, which the Town may qualify through a newly introduced state grant offered by the AOT under the Rural Tourism Development Grant Program for fiscal year 2006;

WHEREAS, the total Camp Verde signage project cost is estimated at \$62,500; requested grant is \$50,000 with 25 percent match provided by the Town of \$12,500.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde approves the application for \$62,500 and agrees to provide matching funds in the amount of \$12,500 for the Town's Rural Tourism Development Grant. The Mayor and/or Town Manager are authorized to execute any documents in connection with this application.

APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, this _____ day of _____, 2005.

Approved: _____ Date: _____

Attest: _____ Approved as to form:

Town Attorney

STAFF REPORT

Council Meeting of: **September 7, 2005**

Title: **Discussion, consideration and possible approval of NF Planning and Development (NFPD) contract to continue assisting the Town in planning and development.**

Description of Item: (NFPD) presented the attached proposal to renew their contract until December 2006.

Comments: NFPD also provided their Redevelopment Plan Schedule from August 10, 2005 through December 21, 2005. Staff continues to research additional funding sources that may help us reduce our costs with NFPD.

Staff Recommendation: None

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: Bill Lee

Consultant Agreement

This Consultant Agreement is made and entered into on ____ day of _____, 2005, by and between NF Planning & Development ("NFPD") and the Town of Camp Verde ("Town") for planning and development advisory services. The parties agree as follows:

Section I. Period of Service

This Agreement shall be for the period commencing on the approval date of this Agreement and continuing until the 30th day of December 2006 unless terminated sooner by the parties. This Agreement may be extended beyond the initial term for additional one-year periods by written letter of extension between the parties.

Section II. Compensation

NFPD shall provide consulting services on an "as-needed" basis. The Town and NFPD shall mutually agree upon the specific work product, scope of services and cost in advance of any work performed. NFPD shall obtain prior approval from Bill Lee, Town Manager, to render such services, travel or other costs. Unless otherwise agreed upon in writing, NFPD's hourly billing rate for each of the principals is \$150 per hour, plus expenses. Travel time shall be billed at one-half the normal hourly rate.

Section III. Billing

NFPD shall provide consultant services to the Town, based on the written needs of the Town. All fees and expenses incurred shall be billed on a monthly basis.

Section IV. Scope of Services

NFPD is being retained to provide professional services to the Town for the assistance in the preparation of a redevelopment plan, annexation agreements, and other planning and economic development related services as directed by the Town Manager. All work to be in accordance with the degree of care and skill, which a professional in Arizona would exercise under similar circumstances. In the execution of this work, NFPD may be called upon to perform the following types of work:

- Planning, Design and Development advisory services to the Town including but not limited to:
 - Conduct public workshops
 - Prepare concept plans
 - Preparation of Request for Proposals
 - Preparation of a draft ordinance to create a Central Business District.

- Annexation opportunities
- Evaluation of development proposals and proforma, including preparing options to improve the Town's position in the proposed development.
- Attend Town Council and Board & Commission meetings, assisting the Town in addressing development proposals.
- Preparation of draft Development and Disposition Agreements for and in conjunction with the Town's legal counsel and outline potential financial implications and economic benefits to the Town.
- Assist in the negotiation of such development agreements for the Town.
- Provide advice to the Town Manager and Council about such development agreements.
- Such other services that may be defined by the Town Manager or Designee during the term of this Agreement.

Section V. Termination

The Town Manager and/or NFPD may cancel this Agreement at any time, for any reason. However, In the event that this Agreement is terminated, for any reason, the Town shall pay NFPD in full for all services already rendered, and all future obligations under this Agreement shall cease.

Section VI. Successors and Assigns

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

Section VII. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VIII. Whole Agreement

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

Section IX. Construction

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

Section X. Professional Liability Insurance

For the purposes of this agreement, NFPD shall serve as advisors to the Town, acting as agents of the Town. Based upon the scope of work that is anticipated, the parties agree that professional liability insurance is not required. The Town shall indemnify NFPD in all manners relating to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this the ___ day of _____, 2005

Town of Camp Verde:

By _____
Bill Lee

NFPD:

By _____
Steve Nielsen

REVIEW DRAFT

Camp Verde Redevelopment Plan Schedule

August 05

Aug 10th – Meeting with Staff to review outcome of property conditions survey and redefine study area, scope and work assignments.

Work Tasks:

- Complete Mapping of Property Survey Results – **CV Staff**
- Print maps in large format for meeting purposes - mounted on foam-core board – 36” X 36”
- Print maps in 8-1/2” X 11” format for distribution purposes
- Prepare Property Survey Summary & Definitions Report – **NFPD**
- Prepare draft Council Resolution of Necessity for Legal Counsel Review – **NFPD**
- Prepare draft Property Owner’s Meeting Notice for Legal Council Review – **NFPD**
- Prepare packet of sample goals, objectives, policies and standards for Redevelopment Plan for presentation and review with PAC at their Sept. 13th meeting – **NFPD**
- Schedule & post notice of Sept. 13th – 3pm PAC meeting – **CV Staff**

Sept. 13th -3:00pm– Project Area Committee Meeting

- Review results of Property Survey and Identify Property Owner Issues.
- Review Town Resolution of Necessity.
- Review Redevelopment Plan Meeting Schedule
- Overview of Goals, Objectives, Policies and Standards for Redevelopment Plan. Scope.

Committee Action: Recommendation to Town Council to adopt Resolution of Necessity.

Work Tasks:

- Schedule & post notice of Sept. 27th – 3pm PAC meeting – **CV Staff**
- Schedule, post notice and direct first class mail notice of Sept. 29th Property Owner’s Meeting & October 5th Town Council Meeting – must be posted and mailed by Sept. 15th – **CV Staff**
- Prepare draft Council Report on Resolution of Necessity – **NFPD** (report due by Sept. 21st)
- Prepare final Council Report & Resolution of Necessity for Council adoption at their Oct. 5th meeting - **Legal Counsel & CV Staff** (report & resolution due by Sept. 28th)

Sept 27th -3:00pm– Project Area Committee Meeting

- Discuss and draft preliminary Goals, Objectives, Policies and Standards for Redevelopment Plan.

Work Tasks:

- Schedule & post notice of Oct. 11th – 3pm PAC meeting – CV Staff

Sept 29th -6:30pm– 1st Property Owners Meeting

- Present Overview of Redevelopment Area Planning Process
- Review results of Property Survey and Identify Property Owners Issues.
- Review Town Resolution of Necessity.
- Review Redevelopment Plan Meeting Schedule

Oct. 5th -Town Council Meeting

- Adopt Resolution of Necessity - defining redevelopment area as “Slum & Blighted” and in need of redevelopment, authorize staff to prepare a redevelopment plan. **Note this requires 2/3 vote (5 out of 7) of Council, so a full Council is necessary.**

Work Tasks:

- Prepare rough draft Redevelopment Plan – NFPD
- Review and edit rough draft Redevelopment Plan – CV Staff

Oct. 11th -3:00pm – Project Area Committee Meeting

- Review rough draft of Redevelopment Plan
- Refine Goals, Objectives, Policies and Standards for Redevelopment Plan.

Work Tasks:

- Place Agenda Item on Oct. 13th P&Z Commission for introductory discussion of Redevelopment Plan. – CV Staff
- Schedule & post notice of Oct. 25th – 3pm PAC meeting – CV Staff
- Prepare 2nd draft Redevelopment Plan – NFPD
- Review and 2nd rough draft Redevelopment Plan – CV Staff

Oct. 13th – Planning & Zoning Commission Meeting

- Present Overview of Redevelopment Area Planning Process
- Review P&Z responsibility under State law.

Oct. 25th -3:00pm – Project Area Committee Meeting

- Review 2nd draft of Redevelopment Plan
- Refine Goals, Objectives, Policies and Standards for Redevelopment Plan.

Work Tasks:

- Schedule & post notice of Nov. 8th – 3pm PAC meeting – CV Staff

- Prepare final draft Redevelopment Plan – NFPD
- Review and edit final draft Redevelopment Plan – CV Staff
- Prepare draft Council Resolution for adoption of Redevelopment Plan for Legal Counsel Review – NFPD
- Prepare draft 2nd Property Owner Meeting Notice for Legal Council Review – NFPD

Nov. 8th -3:00pm – Project Area Committee Meeting

- Review final draft of Redevelopment Plan

Committee Action: Recommendation to Town Council to adopt Redevelopment Plan.

Work Tasks:

- Schedule, post and direct first class mail notice of Nov. 22nd – 6:30pm Property Owners and general public Open House review of PAC recommended Redevelopment Plan – CV Staff
- Prepare Redevelopment Plan & presentation Materials for Open House – NFPD & CV Staff

Nov. 22nd -6:30pm – Property Owners Open House / Project Area Committee Meeting

- Public review and comment on PAC recommended Redevelopment Plan

Work Tasks:

- Schedule, post notice and direct mail notice of Dec 7th (first public hearing) & Dec. 21st (2nd public hearing & adoption) Town Council Meetings – must be posted and mailed by Nov. 23rd – CV Staff
- Prepare draft Council Report and Resolution for adoption of Redevelopment Plan – NFPD (report & resolution due by Nov. 23rd)
- Prepare 1st Hearing Council Report & Resolution for Council review at their Dec. 7th meeting and approval and adoption of the Redevelopment Plan at their Dec. 21st meeting - Legal Counsel & CV Staff (resolution due by Nov. 30th)

Dec. 7th -Town Council Meeting (1st public hearing)

- Hold public hearing for comment on the proposed adoption of the Redevelopment Plan.

Work Tasks:

- Prepare final Council Report & Resolution for Council review, approval and adoption of the Redevelopment Plan at their Dec. 21st meeting - Legal Counsel & CV Staff (due by Dec. 14th)

Dec. 21st -Town Council Meeting (2nd public hearing)

- Hold public hearing for comment prior to approval of Resolution Adopting the Redevelopment Plan. **Note this requires 2/3 vote (5 out of 7) of Council, so a full Council is necessary.**



1819 E. Velvet Drive, Tempe, Arizona 85284
480.734.1389

August 24, 2005

Mr. Bill Lee
City Manager
Town of Camp Verde
P.O. Box 710
Camp Verde, Arizona 86322

Completion of Work Proposal – Camp Verde Redevelopment Plan.

Dear Bill:

The following is an estimate of the work hours and cost remaining to complete the Downtown Redevelopment Plan for the Town of Camp Verde. If you concur with this work proposal, please indicate same with your signature below.

Estimated time and Costs Remaining:

Staff Consultation	10 hours
Preparation & Facilitation of 5 PAC Meetings	20 hours
Preparation of Draft Redevelopment Plan	40 hours
Draft Plan Revisions	10 hours
Preparation & Facilitation of Property Owners Meeting	3 hours
Preparation and Presentation at 2 P&Z Commission Meetings	3 hours
Preparation and Presentation at 3 Town Council Meetings	<u>4 hours</u>
Subtotal	90 hours - \$13,500

Expenses Estimate:

Travel (12) trips, Printing & Graphics Materials	\$3,900
Subtotal	- \$ 3,900

Remaining Work Estimated Costs: - \$17,400

Sincerely,

Steve L. Nielsen
Principal

Approved:

Bill Lee, Town Manager

STAFF REPORT

Council meeting of: September 7, 2005 – Regular Session

Title: Discussion, consideration, and possible direction to staff concerning the Town's need to obtain an easement on Laura Carter and/or Tap Parson's property for a storm water retention basin including the maintenance of this basin.

Budgeted item: N/A

Description of Item: Obtaining an easement on this property would enhance our ability to install and maintain a storm water retention basin.

Staff Recommendation: Recommend approval

Comments: None

Attachments: None

Prepared by: Bill Lee

STAFF REPORT

Council meeting of: September 7, 2005 – Regular Session

Title: Discussion, consideration, and possible approval of a donation to the Eden Center Adult Day Health Services to defray transportation costs for Camp Verde residents. This is an unbudgeted item from the General Fund.

Budgeted item: No

Description of Item: The Eden Center is requesting assistance for transportation costs.

Staff Recommendation: None

Comments: Please review the attached letter.

Attachments: Yes

Prepared by: Bill Lee



401 South Willard Street
Cottonwood, Arizona 86326
928-639-1511 Voice / Fax
art@edencentercare.org
www.edencentercare.org

Eden Center

Adult Day Health Services

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

To: Manager Bill Lee and Camp Verde Town Council

August 24, 2005

Eden Center is a stand alone provider of Adult Day services in the Verde Valley. Our clients are adults with health care needs, Developmental Disabilities, Alzheimer's, Dementia, etc. The Center is staffed with a Registered Nurse and an MSW Social worker. We provide one hot meal per day and two snacks

The Eden philosophy is to avoid Loneliness, Boredom and Uselessness in Elder's lives and to provide respite for families from the everyday care and supervision necessary for these Elders. Eden Center is a non-profit 501 (C) (3) Center and not supported by any local entities other than contracted services through Government Agencies.

As we know everyone is aware. Transportation costs have increased dramatically in the last year. Transportation is approximately 35% of the Eden budget. These intensive increases have been damaging to our ability to continue services to outlying areas of Sedona, Rimrock and Camp Verde. We currently serve four people in the C.V. area three days per week. Transportation costs are. \$19.97 per person, round trip. The present weekly cost for a total of twelve trips is \$239.63 and monthly costs of \$1006.45.

Faced with our current budget shortfall in transportation, we are faced with making drastic decisions. The most obvious is to reduce our service provision area to Cottonwood alone. We are attempting to work with Sedona, Yavapai County and Cottonwood as well as Camp Verde to avoid making that type of move. If we can garner support from these areas, we can continue service to all of the Elders in the Verde Valley who are in need, without placing families in the situation of having to find lesser skilled care.

We hope you will review and discuss a proposal to provide support for these needy Elders in C.V. Thank you so much for your consideration.


Arthur Knell - Executive Director


Bennett Harris - Director Governing Board

STAFF REPORT

Council meeting of: September 7, 2005 – Regular Session

Title: Discussion, consideration, and possible authorization to contract with AHRRC to develop a citizen opinion survey designed to provide information about citizen support of and satisfaction with specific programs and services. The cost for this service is \$8,000 for 1,000 surveys. There is \$6,000 budgeted for this item.

Budgeted item: Yes

Description of Item: This survey will provide current information necessary to assist staff and Council in planning for programs and services most desired by the citizens.

Staff Recommendation: Authorize the survey.

Comments: Please review the attached proposal.

Attachments: Yes

Prepared by: Bill Lee

Memo

To: Bill Lee, Town Manager
Town of Camp Verde

From: Thomas Combrink

Date: 8/30/05

Re: Camp Verde Citizen Opinion Survey - Quote

Dear Bill:

Here is a short proposal for a citizen Opinion Survey for Camp Verde based upon our conversation in Tucson at the Governor's Rural Development Conference. The AHRRC will work in conjunction with the Town of Camp Verde to develop a citizen opinion survey designed to provide the Town of Camp Verde with information about the citizen's support of and satisfaction with specific community programs. The Town of Camp Verde will provide the AHRRC with input as to the content areas (specific programs, issues and interest areas) to be considered in the citizen survey. The survey instrument will be developed in conjunction with the Town of Camp Verde and will require approval by the Town Manager before release to the citizens of Camp Verde.

Methods:

The best method to complete this type of survey would be to conduct a mail survey to a representative sample of households in the Town of Camp Verde. The base unit for the survey will be households, specifically with the head of household answering for the household. The survey distribution will comprise a randomized stratified sampling plan, weighted to account for the population in the various city neighborhoods. Census data from 2000 indicate that the Town of Camp Verde has a population of 9,451 with 76 percent of residents older than 18 years of age. Census data also indicate that there were 3,611 households, with an average family size of 2.9 persons recorded in the 2000 census. The initial quote will be developed on a sample of 1,000 households assuming a 45 percent response rate (a standard in mail surveys).

A modified Dillman survey method will be employed (pre-survey postcard, mail out questionnaire and letter, 2nd questionnaire to non-responders) until 45 percent response rate is achieved. The AHRRC has achieved success using the modified

Dillman method to ensure an adequate response rate. Once the surveys have been collected and scanned into the computer the data will be analyzed and a report will be written on the findings.

AHRRC Project Responsibilities

The AHRRC will develop the questionnaire with input from the Town of Camp Verde, and will be responsible for all costs associated with the printing, postage and return postage of the citizens survey. The AHRRC will scan the surveys in Teleform© conduct statistical analysis on the data in SPSS, and write a final report.

Town of Camp Verde Project Responsibilities

The Town of Camp Verde through the Town Manager and department heads, will provide input for the development of the survey. The Town of Camp Verde shall supply the AHRRC with a sampling frame of addresses weighted by neighborhoods for the mail out survey. The survey population should provide an address and contact information for all possible dwellings in the Town of Camp Verde.

Time Line

From the date of acceptance of the project by the Board of the Town of Camp Verde the project will take no longer than two and a half months, depending upon the availability of the sampling frame of household addresses in the community. Survey development will take approximately one week; survey distribution and follow up will take five weeks; data scanning, analysis and report writing will require a further four weeks.

Cost

The cost of the project based on 1,000 households will be \$8,000 for the entire project. If a larger sample size than 1,000 households is required the cost will be adjusted to cover extra mailing, printing and scanning, but there will be no additional setup fees for survey development.

If you agree to this quote and want to authorize us to begin the survey development work please sign this memo.

Cheryl Cothran, Ph.D.
Director,
AHRRC/SHRM/NAU

Bill Lee
Town Manager
Town of Camp Verde

STAFF REPORT

Council Meeting of:

September 7, 2005

Title:

Discussion, consideration and possible approval of Memorandum of Understanding to partner with Youth Count AmeriCorps in recruiting a Town employee. The Town of Camp Verde's salary contribution would be \$5,500 for the individual we hire.

Description of Item:

If the Town of Camp Verde served as a host site mentor and hired an employee under this partnership that individual would be responsible for taking the lead in getting other young people involved in providing community service to our Town. This position would be 35 hours a week (1700 hours for the year) and considered full-time. Youth Count AmeriCorps provides that individual with a \$10,100 annual living allowance distributed semi-monthly to their checking account. In addition, Youth Count AmeriCorps provides a credit voucher of \$4,725 in higher education to any certified college or university when they complete their one-year commitment.

Comments:

The Town of Camp Verde may incur some limited recruitment advertising costs in addition to the salary. If the trainee drops out after signing the contract they cannot be replaced. Thus, we are encouraged to hire an individual who is very interested in this position.

Staff Recommendation:

Recommend Approval.

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: cjb for Bill Lee

YOUTH COUNT/SPONSORING PARTNER MEMORANDUM OF UNDERSTANDING

Youth Count has received an AmeriCorps grant from the Corporation for National and Community Service through the Arizona Governor's Office for Children, Youth and Families. As a sponsoring partner in the grant implementation, **Acorn Montessori Charter School** agrees to work with Youth Count and the other primary partners to implement the grant goals and objectives.

SECTION I. SPONSORING PARTNERS RESPONSIBILITIES

A. Member Identification and Recruitment

1. Participate in recruitment, interviewing and selection of quality AmeriCorps Member(s) for site placement.

B. Fiscal Management

1. Provide a cash match of \$1880 for each AmeriCorps Member no later than February 1 of each grant year. Make checks payable to Youth Count AmeriCorps.
2. Provide in-kind match as agreed to in the original grant proposal and report quarterly to the Youth Count office.
3. Other financial requirements may be added as an amendment to this agreement at a later date if contract requirements change with the Governor's Office and/or the Corporation for National and Community Service (CNCS).

C. Member Supervision and Management

1. Designate a "host site mentor." This mentor will be directly responsible for the supervision of AmeriCorps Member(s).
2. Provide pre-service, site-specific training to the member(s).
3. Provide assignments, tasks and projects for Member(s) site Objectives.
4. Mentor will meet every other week with Member(s) to provide guidance, direction, and mentoring opportunities.
5. Communicate with the Youth Count AmeriCorps office to discuss management issues, as needed.
6. Develop an agency "service description" and provide to Member(s) and AmeriCorps office. Members must not take the place of employees/staff members. Members must provide "hands-on" direct community service activities.
7. Show and preserve evidence of community service hours for Member(s) for a period of five years following termination of the project period.

D. Training

1. Attend mentor orientation training as scheduled. Encourage host-site mentors to attend training.
2. Insure attendance by a representative of the agency at any sponsoring partner trainings or meetings called by Youth Count given proper prior notice.
3. Include Member(s) in any appropriate agency in-service training. Document all training(s) attended.
4. Provide the AmeriCorps office with a list of site-specific training activities and the total number of required hours prior to member's completion of service obligation.

E. Grants Management

1. Provide mid-year, and post-service evaluation. These evaluations are designed to provide feedback regarding agency satisfaction with the AmeriCorps program.
2. Host-site mentors must sign every other week time sheets and data collection forms, which document Member direct services and training activities. The Member(s) will submit the form to the AmeriCorps office. These forms were developed to measure agency and program objective completion.
3. Submit additional reports as may be required by the Governor's Office or Corporation for National and Community Service (CNCS) in a timely manner.
4. Submit in-kind forms on a quarterly basis.
5. Complete mid-year and end of term Performance Appraisals for each Member.
6. Host site-visits by Program, CNCS, Governor's Office staff, Commissioners of the Arizona State Volunteer Commission, and external evaluator. Every attempt will be made to give agencies a minimum of 48-hour notice for a site-visit.
7. Other Grants Management requirements may be added as an amendment to this agreement at a later date if contract requirements change with the Governor's Office and/or the Corporation for National and Community Service (CNCS).

SECTION II. YOUTH COUNT AMERICORPS RESPONSIBILITIES

- A. Initiate the application process. This includes:
 1. Development of application;
 2. Advertisement/recruitment;
 3. Distribution and gathering of application; and
 4. Re-distribution of appropriate application to agencies.
- B. Provide 24 hours of Orientation Training for Member(s).
- C. Enroll full-time Member(s) in childcare and health insurance programs.

- D. Provide Member(s) and agencies with general information on an ongoing basis.
- E. Provide mediation and conflict resolution, as needed.
- F. Serve as a liaison to the Governor's Office and CNCS.
- G. Provide training and technical assistance to the host agency and the Member(s).
- H. Provide evaluation tools and reporting mechanisms to CNCS and the Governor's Office.
- I. Provide forbearance information and National Service Trust forms to Member(s).
- J. Provide living allowance distribution through Youth Count payroll system. Program staff will track hours through time sheets.
- K. Provide information and facilitate mutually acceptable solutions to any and all contract requirement changes Governor's Office and/or the Corporation for National and Community Service (CNCS).
- L. Other additions as deemed necessary at a later date.

SECTION III. AGREEMENT NON-COMPLIANCE

- A. The Program, upon determination made in its sole discretion, shall give written notice to the director of the host agency of the specific area of non-compliance whereupon the host agency shall come into compliance within fifteen (15) days of notice. The Program, at its sole discretion, may extend the number of days within which the host agency shall come into compliance. Such an extension would be made upon evidence of good faith efforts by the host agency to come into compliance, including development and implementation of a written plan of action.

SECTION IV. AGREEMENT TERMINATION

- A. This agreement may be terminated under the following conditions:
 - 1. Termination for Non-Compliance: If the host-agency is unwilling to come into complete compliance within fifteen (15) days from notice or within an agreed upon period of time, the Program may terminate this Memorandum of Understanding and the host agency shall have no further right hereunder. The Program may terminate the contract with less notice in the case of an emergency, to be determined at the Program's discretion.

In the event of termination for non-compliance, the host agency agrees that the Program, or its representative, may contract with other persons to perform the contractor's duties and responsibilities described in this Memorandum of Understanding.

In the event of site termination cash match of \$1880 is non-refundable.

2. Termination for Lack of Funds: The Program may, in its sole discretion, terminate the contract within twenty-four (24) hours written notice to the host agency because of lack of available funds, as determined by the Program.
3. Termination for Convenience: Upon giving thirty (30) calendar days written notice, either party may terminate this Memorandum of Understanding, in whole, for convenience and without penalty of further obligation.
4. Termination due to member attrition - Should a member terminate their commitment to AmeriCorps, this contract shall be terminated upon completion of all responsibilities related to the reporting said member to the Governor's Office and CNCS.

SECTION V. OFFICIAL ADDRESS AND TITLE

The official Youth Count AmeriCorps representative and overall contact is Tracey R. McConnell, AmeriCorps Project Director. The address of the program is Youth Count, 3343 N. Windsong, Suite 6, Prescott Valley, AZ 86314. Phone numbers are: (928) 708-0100; fax (928) 708-0553; email is tmccconnell@cableone.net.

SECTION VI. Signatures

The signatures of the parties hereunder will confirm agreement to the terms and requirements for participation as a host agency in the Youth Count AmeriCorps Program.

Sponsoring Partner

Signature	Printed Name and Title
-----------	------------------------

Organization	# of Members	Date
--------------	--------------	------

Youth Count

Carl E. Brown Youth Coordinator	Date
------------------------------------	------

Attached: Host Agency Mentor Agreement; AmeriCorps Benefits Description; Critical Dates

YOUTH COUNT AMERICORPS Site Mentor-Supervisor Agreement

Purpose: To ensure active, consistent and supportive supervision of each AmeriCorps Member based upon the Member's skill level.

The host agency mentor will:

- 1) Provide orientation and training to Member(s) regarding agency mission, goals, procedures, internal function, services, and community demographics.
- 2) Provide host site staff orientation to AmeriCorps mission, purpose and goals and the role(s) of the AmeriCorps Member(s) within the agency.
- 3) Meet every week with Member(s) to provide guidance, direction and mentoring opportunities.
- 4) Assure that Member(s) receive appropriate number of service hours within a 12-month period. Sign all time sheets and date collection forms and check Member(s) arithmetic and affirm hours of service.
- 5) Attend Mentor Orientation meetings to ensure awareness of programmatic goals, objectives, and updated materials as scheduled.
- 6) Prepare and complete reporting requirements and evaluation information in a timely manner.
- 7) Be available for site-visits a minimum of six times per year.
- 8) Support Member development by:
 - a) providing and documenting site-specific training;
 - b) providing and documenting periodic and specialized training;
 - c) supporting mandatory community service events by releasing Member(s) to participate (e.g. Make a Difference Day – October).
Members are also required to attend training and other Esprit de Corps opportunities as scheduled.
- 9) Assist Member(s) in development of education goals, as necessary.
- 10) Contact AmeriCorps staff with concerns, questions, and progress of Member(s) throughout service term.
- 11) Communicate with the Youth Count AmeriCorps office to discuss management issues, as needed.
- 12) Ensure availability of desk/workspace with use of computer that has e-mail capability.

The above statements will ensure quality supervision of each AmeriCorps Member.

I, _____ on _____ (date) agree to comply with each statement listed above to ensure quality supervision of the AmeriCorps Member(s) who are placed under my mentoring guidance.

Host Agency Representative (date)

Tracey McConnell (date)
AmeriCorps Project Director, Youth Count

Print Name



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**NATIONAL &
COMMUNITY
SERVICE**



"I love the future." - Albert, age 12

YOUTH COUNT

IN-KIND DONATION DOCUMENTATION FORM

YEAR 2005 QUARTER _____ PARTNER AGENCY _____

PROJECT NAME: Literacy Action AmeriCorps Project GRANT NO. 03AFHAZ0010007

Please complete and sign this form as a record of actual and accountable contributions.

IN-KIND CONTRIBUTIONS

Training and Development

Training \$ _____
Curriculum \$ _____
Other: \$ _____ (Please specify) _____

Staff

Salaries \$ _____ Name _____ Position _____
\$ _____ Name _____ Position _____
\$ _____ Name _____ Position _____
\$ _____ Name _____ Position _____

Subtotal \$ _____

Employee Benefits \$ _____

OPERATIONAL

Travel \$ _____ (Member or staff travel for mtgs., trainings, related to AmeriCorps)
(rate per mile _____ X number of miles _____ = _____)

Supplies \$ _____ (Supplies, materials, printing/.reproduction, utilities/communications)
Please itemize (if you need more space use back of form).

Equipment \$ _____ (Computers, desks, copier, fax - a percentage of use)

Facilities \$ _____ (A portion of rent)

EVALUATIONS AND

MONITORING \$ _____ (Required program review done by Partner Agency)

TOTAL IN-KIND _____

SIGNATURE OF RESPONSIBLE PERSON

DATE

Please mail or fax complete form BY THE 30th OF EACH MONTH to:

Sandi Cooper
Youth Count
3343 N. Windsong Dr., Ste. 6
Prescott Valley, AZ 86314

FAX NUMBER: (928)-708-0553
E-Mail: sancooper@cableone.net



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SERVICE**



"I love the Game" - Adams, age 12

YOUTH COUNT

12. List all schools after high school that you have attended, including trade or technical schools, military training, and employment training programs.

Name of School (List most recent first)	Location of School (CITY/STATE)	Dates Attended		Major or Area of Study	Type of Degree or Certificate	Date Re- ceived or Expected
		From MO/YR	To MO/YR			

COMMUNITY SERVICE

13. Describe how you have reached out to help others and/or how you have been involved in your own community. Elaborate on why you decided to help out or get involved, and what you received in return – that is, what you learned or how it made you feel. Think in broad terms. Your involvement could include serving in school, youth, religious, social, professional, or volunteer groups; helping out with community service projects; or participating in less formal activities such as assisting an elderly neighbor.

How have you been involved in your community? *If you served in an organization, include the organization name, location, dates, and phone number. List your most recent activity first.*

A. DATES OF INVOLVEMENT: From: _____ To: _____ Hours Per Month: _____
MONTH/YEAR MONTH/YEAR

Organization Name _____ Location _____ Phone (____) _____
AREA CODE

Description of Involvement: _____

B. DATES OF INVOLVEMENT: From: _____ To: _____ Hours Per Month: _____
MONTH/YEAR MONTH/YEAR

Organization Name _____ Location _____ Phone (____) _____
AREA CODE

Description of Involvement: _____

14. Have you previously served in AmeriCorps? No Yes Program Name: _____



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**NATIONAL &
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"I love the Answer." - Adam, age 12

YOUTH COUNT

MOTIVATIONAL STATEMENT

17. Why do you want to join AmeriCorps? What could you contribute to your AmeriCorps project? What do you hope to gain from serving as an AmeriCorps member? If you need additional room, attach a separate piece of paper and limit your response to 500 words.

SKILLS AND EXPERIENCE

18. Listed below are skill areas that some programs find useful and may seek in applicants for AmeriCorps. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience, and indicate how you gained those skills.

EXAMPLE: Counseling Dorm Advisor

- | | |
|--|--|
| <input type="checkbox"/> Architecture Planning _____ | <input type="checkbox"/> Business _____ |
| <input type="checkbox"/> Computers _____ | <input type="checkbox"/> Communications _____ |
| <input type="checkbox"/> Counseling _____ | <input type="checkbox"/> Conflict Resolution _____ |
| <input type="checkbox"/> Education _____ | <input type="checkbox"/> First Aid _____ |
| <input type="checkbox"/> Fine Arts/Crafts _____ | <input type="checkbox"/> Fundraising _____ |
| <input type="checkbox"/> Law _____ | <input type="checkbox"/> Medicine _____ |
| <input type="checkbox"/> Public Health _____ | <input type="checkbox"/> Public Speaking _____ |
| <input type="checkbox"/> Recruitment/Outreach _____ | <input type="checkbox"/> Teaching/Tutoring _____ |
| <input type="checkbox"/> Trade Skills _____ | <input type="checkbox"/> Writing/Editing _____ |
| <input type="checkbox"/> Youth Development _____ | <input type="checkbox"/> Other (specify): _____ |

19. Do you know or have you studied any language other than English? Yes No

Language: _____ Number of Years Studied or Spoken: _____

Speaking Ability: Poor Fair Good Excellent

Writing Ability: Poor Fair Good Excellent

20. In the space below or on a separate sheet of paper, provide any additional experience that may be helpful in evaluating your application. _____

21. Do you have a valid driver's license? Yes No



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"I love the Sound." - Adams, pg. 12

YOUTH COUNT

LEGAL

Answer the following questions fully. Existence of criminal conviction/adjudication mayor may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

22. Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations? Yes No

Are you now:

- under charges for any offenses? Yes No
- on probation or parole? Yes No

If no, skip to "Certification" below. -

If you answered yes to any of the questions above, please provide the following information:

Date: _____ Place: _____
MONTH/DAY/YEAR CITY STATE

Charge: _____ Action Taken: _____

Court, Probation, or Parole Officer: _____ Phone Number: () _____
NAME AREA CODE

Address: _____
STREET ADDRESS CITY STATE ZIP CODE

You may attach any additional information or explanation on a separate sheet.

CERTIFICATION

Your application must be certified with your original signature in ink. If you are applying to more than one AmeriCorps program, make a copy for each program that you're applying to first, then sign each one. I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that my selection for participation in some AmeriCorps programs, including AmeriCorps' NCCC, will require a physical examination, including drug and alcohol testing. Background and security checks may also be conducted by some programs.

PRIVACY ACT NOTICE: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C 4953 of the Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary; but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for acceptance into an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without your prior written permission.

SIGNATURE

DATE

For Parent or Guardian of Applicants Under 18 Years of Age:

I have reviewed this application and I authorize my son/daughter/legal ward to apply to AmeriCorps.

SIGNATURE

DATE

Name: _____ Relation: _____ Phone Number: () _____ E-mail: _____

Address: _____

REFERENCE FORM

TO THE APPLICANT:

Please fill out the lines below and give this form to each of your references. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope, and return it to you to include with the application you send to AmeriCorps.

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: _____ Work Phone: _____
(AREA CODE) (AREA CODE)

INDICATE THE PROGRAM THAT YOU ARE APPLYING TO (check only one):

AmeriCorps*NCCC

AmeriCorps*VISTA

One of the other 600 programs in the AmeriCorps network (be specific):

Program name: _____ Program location: _____
CITY/STATE

TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 40,000 citizens in a year of full-time, results-driven service sponsored by hundreds of local and national nonprofits. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs.

The person named above is applying to be an AmeriCorps member. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Name of Reference: _____
LAST FIRST MIDDLE

Position/Title: _____

Organization/Institution: _____

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: _____ Work Phone: _____
(AREA CODE) (AREA CODE)

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? Years: _____ Months: _____

In what capacity have you known the applicant?

- | | |
|---|--|
| <input type="radio"/> Job Supervisor/Employer | <input type="radio"/> Clergy |
| <input type="radio"/> Volunteer Supervisor | <input type="radio"/> Coach |
| <input type="radio"/> High School Teacher | <input type="radio"/> College Instructor |
| <input type="radio"/> Other (specify): _____ | |

Please describe the situation in which you know the applicant.

WORK PERFORMANCE

1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one.

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Non-satisfactory performance

RELATIONSHIPS WITH OTHER PEOPLE

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others.

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people? Please check one.

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has average working relationships with others.
- Has difficulty working with others.
- Does not work well with others.

EMOTIONAL MATURITY

5. Please comment on the the applicant's ability to adapt and work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant? Please check one.

- Highly effective even in adverse situations and changing conditions.
- Able to adapt to adverse situations and changing conditions.
- About average in adapting to adverse situations and changing conditions.
- May not be able to stand up well in adverse situations and changing conditions.
- Completely unable to handle adverse situations or adapt to changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

7. If you wish, use additional paper to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

8. What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
- I recommend the applicant as a good candidate for AmeriCorps service.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the program and/or the Corporation for National Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the program and/or the Corporation for National Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.

EXCITING JOB OPPORTUNITY!

Join AmeriCorps Today

"Your Community. Your chance to make it better!"

- 1. Make a difference by helping.**
You have the chance to help a person change their life and achieve their dreams.
- 2. Reduce your college costs.**
The Education Award you earn can be applied to past or future college expenses, student loans, or graduate/ professional school. **Part-time AmeriCorps members** earn an Education Award upon completion of service: 900 hours equates to \$2,362 and 450 hours of service equates \$1,181.
- 3. Earn while you give.**
Full-time AmeriCorps members earn a \$10,100 living allowance; a \$4,725 Education Award upon completion of one year of service; health insurance coverage and childcare support during the year of service (based on eligibility).
- 4. Join a national movement.**
From the White House to the school house, national service is one of the 21st Century's most important national initiatives and involves 1,000's of citizens across the country.
- 5. Receive helpful training.**
AmeriCorps members participate in training that applies to their future goals and aspirations.
- 6. Network with thousands.**
AmeriCorps members serve throughout the state of Arizona and around the country. Members also network extensively within their local community.
- 7. Experience teamwork.**
You will be part of a team of people who share your commitment and interest in helping others in our own community.
- 8. Get on-the-job experience.**
The training and skills you will acquire will go far to enhance your career and professional development.
- 9. Fulfill your personal goals.**
Everyone has his or her own reasons for wanting to give back to their community. Yours is the best reason to be on the AmeriCorps Team.
- 10. Demonstrate your potential.**
Your participation may be just the edge you need with employers or graduate schools to highlight your skills, abilities and character.

Applications are available
from Youth Count.

Contact:

SAMPLE

An
opportunity
for all ages-
young adults
to seniors!

Youth Count

3343 N. Windsong Dr., Ste. 6

Prescott Valley, AZ 86314

(928) 708-0100 Phone

(928) 708-0553 Fax

youthcount@cablone.net



AMERICORPS

NATIONAL &
COMMUNITY
SERVICE



"I Love My Neighbors" - Adelyn, age 12

YOUTH COUNT

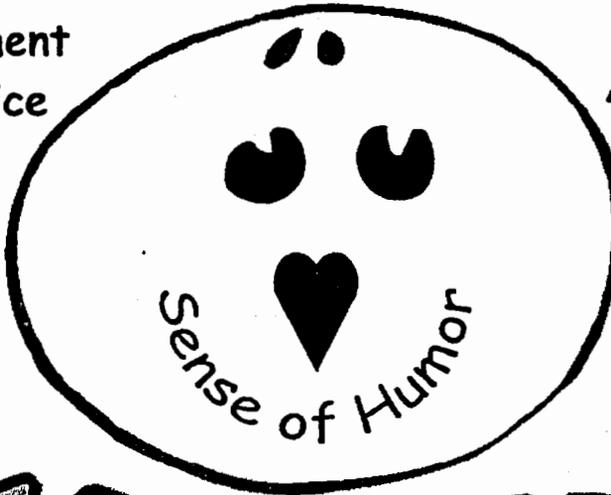
EXCITING JOB OPPORTUNITY! Our Ideal AmeriCorps Member

Commitment
to service

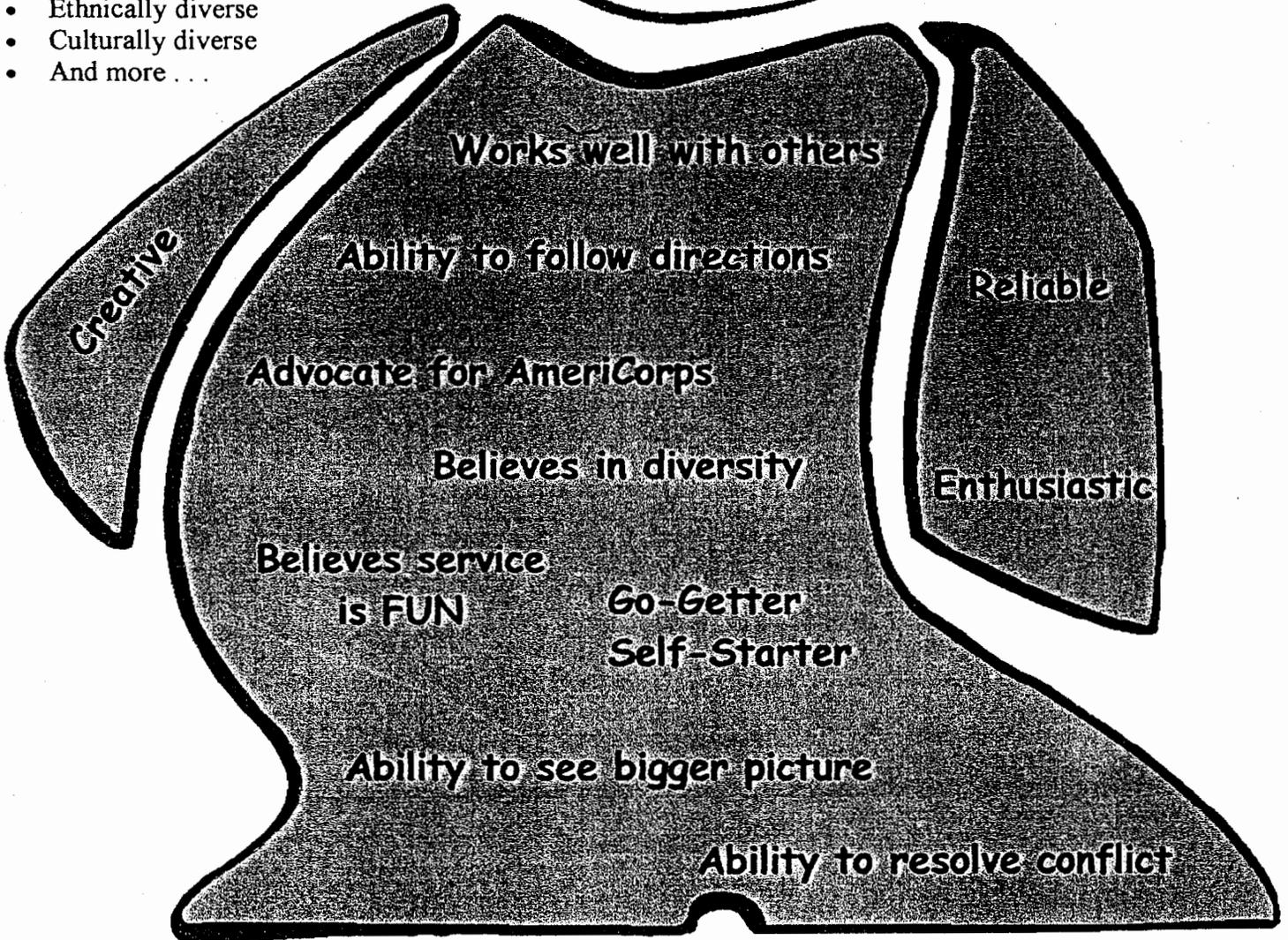
Positive
Attitude

Members represent diversity

- All ages from 17 to Seniors
- Single parents
- Returning adult students
- Persons with disabilities
- Low, middle, high income
- Ethnically diverse
- Culturally diverse
- And more . . .



Ability
to listen



AMERICORPS

Cooperating with
**NATIONAL &
COMMUNITY
SERVICE**



"I Love the Amino" - Adams, age 12

YOUTH COUNT

STAFF REPORT

Council Meeting of: **September 7, 2005**

Title: **Discussion, consideration and possible direction to staff on how to proceed with the disposition of the five acres donated to the Town by Scott Simonton in the Verde Cliffs Subdivision.**

Comments: None

Staff Recommendation: None.

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: Bill Lee

STAFF REPORT

Council meeting of: September 7, 2005 – Regular Session

Title: Discussion, consideration, and possible clarification and direction to staff concerning work sessions and/or direction given during work sessions.

Budgeted item: N/A

Description of Item: Staff has come to me with several concerns that are a direct result of eliminating the P&Z meeting and holding two work sessions per month. Was it Council's intention to have every item heard at a work session before it is voted on at a regular session? If so, does Council wish to have the same material copied for each meeting?

Staff Recommendation: Staff recommends that work session matters be limited to those items that require substantial discussion and additional research from staff before Council is ready to make a decision. One option is to have the exact agenda for the work session as the regular session.

Comments: The new meeting schedule has resulted in a substantial increase in workload, difficulty in meeting turnaround deadlines, and confusion with Planning & Zoning matters that have been traditionally scheduled for the last meeting of each month.

Attachments: No

Prepared by: Bill Lee