

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, APRIL 5, 2006
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) March 22, 2006 – Council Hears Planning & Zoning
- 2) March 15, 2006 – Regular Session
- 3) March 15, 2006 – Executive Session

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

- 1) Joint Work Session – April 12, 2006 at 6:30 p.m.
- 2) Regular Session – April 19, 2006 at 6:30 p.m.
- 3) Council Hears P&Z – April 26, 2006 at 6:30 p.m.

c) **Possible approval of Resolution 2006-680, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2007 Fiscal Year Highway Safety Plan.** This grant will be used to purchase two digital in-car cameras.

d) **Possible approval of a change order in the amount of \$1,863.00 to supply and install security lights in the holding cells at the new Marshal's facility.** This is an unbudgeted item from the CIP fund.

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

6. **Presentation of Certificates of Recognition to Taylor Phillips and Sarah Chagolla for their Outstanding Community Service efforts.**

7. **Discussion, consideration, and possible approval of Ordinance 2006-A321, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 3-2-8 Director of Housing and Neighborhood Revitalization to the Town Code Chapter 3 – Administration.** This item will include discussion of recommending an amendment to the Town Code to include a Director of Housing and budget scenarios to fund the department from April 1, 2006 through June 30, 2006.

8. **Discussion, consideration, and possible direction to staff to prepare a Request for Proposals to develop the 5-acre site adjacent to Cliff's Parkway that was donated to the Town for the library.** The funds from the sale of this property have been dedicated to the construction of a new library.

9. **Discussion, consideration, and possible determination to over-grout or dry-stacked the limestone at the new Marshal's facility.** The unbudgeted costs to do an over-grout are \$3,569 will come from the CIP fund.
10. **Discussion, consideration, and possible approval to purchase a vehicle from Steve Coury dealership in an amount not to exceed \$10,000.** This is a budgeted item.
11. **Discussion, consideration, and possible approval of the Clerk's Office Policies and Procedures Manual and the Agenda Handbook.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
14. **Manager/Staff Report**
15. **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.
16. **Adjournment**

Posted by: U. J. [Signature]

Date/Time: 3-31-06 9:18 a.m.

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

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

**MINUTES
COUNCIL HEARS PLANNING & ZONING
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MARCH 22, 2006
6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

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

Also Present: Community Development Director Will Wright, Sr. Planner Nancy Buckel, Grants Administrator Mike Casebier, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Gioia.

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

a) **Approval of the Minutes:**

- 1) There are no minutes for approval.

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

- 1) Executive Session (Personnel Matters) – March 30, 2006 AT 6:30 p.m.
- 2) Regular Session – April 5, 2006 at 6:30 p.m.
- 3) Joint Work Session – April 12, 2006 at 6:30 p.m.
- 4) Regular Session – April 19, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – April 26, 2006 at 6:30 p.m.

c) **Possible approval of a change order in the amount of \$269.00 to add a 24"X42" plastic laminate screen in the Men's room at the new Marshal's Office Facility.** This is an unbudgeted item from the CIP fund.

d) **POSSIBLE APPROVAL OF PAYMENT AUTHORIZATION IN THE AMOUNT OF \$5,000 FOR A FULL RELEASE OF ALL CLAIMS BY PLAINTIFF REGARDING EBERHARDT ET.AL V CAMP VERDE AND TRIBE. CV 04-2761-PCT-NVW (DISTRICT COURT)**

On a motion by Gioia, seconded by Baker, the Council unanimously approved the Consent Agenda, excepting Item 4c) and adding an Executive Session for March 27, 2006 at 6:30 p.m.

Mayor Gioia requested that Item 4.c) be pulled for discussion. In order to review evaluations for the Manager set for March 30, Vice Mayor Baker requested scheduling an Executive Session for March 27, 2006 at 6:30 p.m.

c) **Possible approval of a change order in the amount of \$269.00 to add a 24"X42" plastic laminate screen in the Men's room at the new Marshal's Office Facility.**

On a motion by Smith, seconded by Baker, Item 4.c) was approved as requested; with a 'no' vote by Gioia.

The Council addressed the request for the additional screen, including a suggestion that the existing screen be substituted into the proposed position of the additional one to eliminate the need for the added cost. After a thorough discussion, however, the additional cost was approved.

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

There was no public input.

6. **Update on CDBG funding cuts and discussion, consideration, and possible authorization to competitively procure engineering services for design, study, and project management for the Townsite Improvement Projects.**

On a motion by Smith, seconded by Gioia, the Council unanimously authorized competitive procurement of engineering services for design, study and project management for the Townsite Improvement Projects; the engineering costs are not to exceed \$60,000.

Grants Administrator Mike Casebier outlined the nationwide cuts that have been made in CDBG funding, affecting the State by 11.8%, causing a \$51,258 reduction in Yavapai County funding. Casebier said that the Finance Director has confirmed that the amount requested for engineering services would be available from the HURF contingency fund. After discussion, the Council agreed that the proposed projects have been planned and should be completed, and that the nationwide cuts made in funding in order to provide relief to the Katrina Hurricane victims was for a good cause.

There was no public input.

7. **Discussion, consideration, and possible clarification of Resolution 2006-677, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2006-06 for Millwood Estates Subdivision located on 50.36 acres consisting of parcels 404-04-021 & 404-05-085. This project is located off Quarterhorse Lane.**

On a motion by Baker, seconded by Smith, the Council approved Resolution 2006-677, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2006-06 for Millwood Estates Subdivision located on 50.36 acres consisting of parcels 404-04-021 & 404-05-085; this project is located off of Quarterhorse Lane; containing five stipulations, noting that No. 3 states, "Applicant will execute four lot tie affidavits in favor of the Town for a total number of lots not to exceed 26 residences;" and upon determination of the number of Ditch and water rights needed on the subdivided property the developer shall execute a transfer of all excess water rights to the Town of Camp Verde; with a 'no' vote by Hauser.

Community Development Director Wright indicated that copies of the new Resolution 2006-677 had been distributed to the members, revised to meet the intent of the Council by its action at its last meeting, based on input from the Town Attorney on the issue of the developer's plan to combine some of the lots, but to allow more flexibility in marketing than was discussed. The total number of residences will remain at 26 only.

Dugan McDonald said he had worked on the plat with Jeremy Bach who worked with his attorneys and the Town Attorney to come up with the clarification of the stipulation that was included at the last meeting.

During the discussion with McDonald, it was brought to his attention that the issue of water rights had also been overlooked; McDonald confirmed that the developer would agree to a stipulation that excess water rights would be allocated to the Town of Camp Verde.

PUBLIC INPUT

Jane Everts expressed concern regarding her understanding of recording the final plat and how the stipulation for no more than 26 residences will be preserved and honored.

The Council outlined the process of the plat that was submitted as 30 lots to the Arizona Department of Real Estate, together with the CC&R's; the developer has agreed to restrict the

development to 26 residences, and the recorded public record will state that only the 26 residences can be built. In the event of a future sale of the development that requirement will be carried forward.

There was no further public input.

There was further discussion with McDonald confirming agreement to an additional stipulation regarding transfer of water rights.

Councilor Smith recused himself from the following agenda item; his wife is involved in listing and selling real estate and represents the buyer on the subject parcel.

8. **Discussion, consideration, and possible authorization for staff to invited bids to sell a portion (no more than 5,000) square feet) of parcel 404-20-024C located next to Basham Circle for a fair market price that is to be determined.**

On a motion by Baker, seconded by Gioia, the Council unanimously authorized staff to invite the bids to sell that portion of Town property, approximately up to 5,000 square feet, of Parcel 404-20-024C located off Montezuma Castle Highway on Basham Circle.

Staff was directed to review with the Town Attorney the floodplain issue and the Town's liability.

Director Wright explained that the subject parcel had been acquired from FEMA in the mid-90's and at the time Mrs. Smart purchased her home, she believed that the structures were on her property; however, survey work in connection with a prospective sale of her home has revealed that a portion of the garage was built on the parcel that the Town had acquired. In order for her to be able bring her garage into compliance with Town setback standards and allow her to sell her property, she is requesting that the Town sell the portion of the lot that is affected by her driveway and house. The prospective buyer wants to be able to run a straight fence down the property line. Offering to sell up to 5,000 square feet of the Town-owned parcel would meet both parties' needs in the prospective sale. After a minimum value is placed on the lot, the matter will again be brought to the Council for a final decision.

Aileen Smart confirmed that the entire area is in the floodplain, and that her home did not suffer damage in the Beaver Creek flooding in 1993 and again last year. She added that when she purchased the property the seller represented that there was a 25-foot easement down the side of the property. Ms. Smart now wants to correct the problem and have no discrepancy in the future.

The Council discussed the floodplain issue and that the parcel had been given to the Town by FEMA at no cost; and agreed that the problem Ms. Smart has encountered should be resolved. There was further discussion regarding the possible liability of the Town in selling property subject to flooding that has a structure on it; staff will research that possibility prior to bringing the matter back to Council.

There was no public input.

9. **Discussion, consideration, and possible approval of SPR 2006-01, an application filed by Harve Stanly, agent for Renewable Resources, Intl. owner of parcel 403-15-001H, requesting an approval of site plan 2006-01 for a cement block plant located off of Old Highway 279. This parcel is zoned M1 and contains 5 acres.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved the site plan for 2006-01, for a cement block plant located off of Old Highway 279; this parcel is zoned M1 and contains 5 acres.

Harve Stanley, representing the partners who are requesting approval of the site plan, said that the property has already been approved for a concrete block plant, and is zoned M1. A heavily-

landscaped fence is planned in order to screen the project from the private road in front of it. Mr. Stanley described the product the owners will be manufacturing, the anticipated initial number of employees, and displayed a rendering of the future office building to be constructed to replace a temporary one needed in order to begin the operation. The Council discussed with Mr. Stanley the proposed truck traffic, the noise of the operation, the materials used in constructing the blocks, and the provisions to accommodate the truck deliveries.

There was no public input.

10. **Discussion, consideration, and possible approval of Resolution 2006-679, a resolution of the Town Council of the Town of Camp Verde, Arizona, approving General Plan Amendment 2006-01 that amends the Land Use Map of the General Plan for parcels 404-18-161G & J from rural residential to low density residential. This amendment is to accommodate a minor land division into 2 parcels.**

On a motion by Gioia, seconded by Hauser, the Council by a 4-2 vote **did not** approve General Plan Amendment 2006-01 that amends the Land Use Map of the General Plan for parcels 404-18-161G & J; with Baker and Parrish opposed.

Staff was directed to make sure that Minutes from the P&Z hearings on land issues are included in the Council agenda packets.

STAFF'S PRESENTATION

Director Wright explained that the request for the minor amendment to the General Plan is in regard to two parcels consisting of approximately 3.5 acres. The amendment would allow a split of each lot into two parcels, or a total of four lots, although the owners have indicated they only intend to create three lots of a little over one acre each. The P&Z Commission heard the request at their March 2nd meeting and has recommended that the Council deny the request because of concern over changing the character of the neighborhood. Wright pointed out that there are other developments in the area that are higher density; there have also been two other similar rezoning requests granted recently. Sr. Planner Buckel said that the Commission found that the application had some unique issues that were not apparent with those others that had been granted, including the location, the anticipated size of the lots, the opposition of the neighbors, and the question of the access points, as well as the topographic issues.

PUBLIC HEARING OPEN

Applicant's Statement

Norman Vandiver assured the Council of his and his wife's intent to remain a part of the community, and submitted pictures of their property, with other information, to the members for their review. **Jeanette Vandiver** said that along with the pictures there was a neighborhood poll indicating no objection, representing 16 people, and written opinions from realtors that there would be no devaluation of the property, and a listing of lots for sale that Ms. Vandiver suggested shows a need for lots in Camp Verde. She also discussed with the Council and pointed out the planned access points. Ms. Vandiver commented on the General Plan being inherited from the County and property taxes being received by the Town.

COMMENT FROM OTHER PERSONS

Mike Costello said that he was representing about six people, and read a letter from a neighbor that expressed concern for the proposed split based on safety and density; Mr. Costello said that increased density was also his concern.

Chuck Saab, who lives on Esther Parkway two lots down, said he was in favor of the rezoning.

Bob Johnson, said he was against the other changes in lot size in the area, and he is against this one. They should keep the size that was designated to begin with.

There was no further public input.

APPLICANT'S REBUTTAL

Mr. Vandiver requested a close look at the opinion poll that he had submitted, adding that it was strictly on a volunteer basis and most of those people signing are on Esther Parkway, Que Pasa and Arena del Loma. He reasserted his belief in the need for lots in Camp Verde.

PUBLIC HEARING CLOSED

Council Discussion

The Council discussed the problem of those who are aware of the zoning with they buy property and then seek to change that zoning, and the dangerous traffic conditions in the area. There was also clarification that the General Plan was current, having been adopted by the community in 2005, and property taxes go to the County, not the Town.

During the discussion staff was again requested to make sure that Minutes from the P&Z hearings on land issues are included in the Council agenda packets.

The Council again reviewed with staff the lot sizes that would result from the splits and the potential homes that could be built. There were opinions expressed that it would be difficult to support the request because of the several issues raised, including the attempts to adhere to the General Plan, the opposition of the neighborhood, and subdivisions increasing water concerns, countered with opinions expressing support based on the existing mixture of homes in the area, those neighbors who did not object, and consideration for the rights of property owners.

A recess was called at 8:33 p.m.; the meeting was called back to order at 8:41 p.m.

11. **Discussion, consideration, and possible approval of Ordinance 2006-A322, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting an amendment to the Zoning Map of the Planning & Zoning Ordinance for parcels 404-18-161G & J consisting of approximately 3.5 acres from RCU-2A to R1L-35. This rezoning is to allow for a minor land division into 2 lots; the site is located off Arena Del Loma east of Esther Parkway on the south side of the roadway adjacent to Arena Del Loma Estates.**

On a motion by Gioia, seconded by Smith, the Council voted 5-1 to deny Ordinance 2006-A322; with Baker opposed.

Director Wright said that because the General Plan Amendment did not pass, it will not be necessary to move forward with this item.

12. **Discussion, consideration, and possible approval of Resolution 2006-678, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2005-08 for Equestrian Estates Phase 1 Subdivision located on 29.37 acres consisting of a portion of parcels 403-20-002 & 403-20-147. This project is located at the end of Newton Lane.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2006-678, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2005-08 for Equestrian Estates Phase 1 Subdivision located on 29.37 acres consisting of a portion of parcels 403-20-002 & 403-20-147; this project is located at the end of Newton Lane; with the stipulations so noted regarding a 6-foot block wall along the houses that front LeGrande, removal of the reference to the community well, removal of roofing requirements in the CC&R's so that metal roofs can be used, and the start of transfer of well rights, the 30-acre feet, to show proof with DWR application before signing of the plat.

Staff was directed to follow up with Dugan McDonald on the easement discussed on the extension to Mondale.

STAFF'S PRESENTATION

Director Wright said that the Final Plat request is for Phase 1 of the development that was approved March of 2005. Phase I will be comprised of approximately 30 acres that will allow for 25 lots. There were 11 stipulations as a condition of approval for the Preliminary Plat; those stipulations as detailed on the Staff Report were briefly reviewed by Wright, as well as the comments by the various agencies. The applicant has worked to meet the concerns regarding the issue of traffic circulation that is difficult to resolve because of the area topography.

PUBLIC HEARING OPEN

Applicant's Statement

Tom Pender, agent for the property owner, said that significant changes have been made to the plat based on those stipulations, and pointed out on an overhead projection of the plat the changes made to try to arrive at the looped system that the developer had been tasked with. Pender indicated the change to accomplish the continuation of Newton Lane, and the addition of another roadway for access to the east side. He detailed the steps being taken by the developer to meet the stipulations.

COMMENT FROM OTHER PERSONS

Norma Garrison said that some residents on LeGrande had questioned whether there would be a block fence to separate the development from their homes; they had asked about that at a prior meeting but have not heard back on that issue.

There was no further public input.

APPLICANT'S REBUTTAL

Mr. Pender said that Mr. Weiland, the owner, has indicated that he would like to construct the wall. There will need to be some drainage issues addressed, but the intent is to build one, and Pender agreed that there could be a stipulation for a block wall on LeGrande to that effect.

PUBLIC HEARING CLOSED

Council Discussion

The Council discussed the proposed block wall and the drainage issues, with staff input, and the height of 6 feet was confirmed if the wall will be allowed. The septic issue was discussed with the applicant as well as the reference to a community well in the CC&R's that was confirmed to be in error. There was detailed discussion on the issue of trying to connect the Horseshoe Bend side and Newton Lane, and the difficulty encountered by the developer because of trying to obtain easements from private property owners who object to having a full access way through. Indicating areas on the map that was projected on a screen, the Council discussed access and emergency access points with Pender. In connection with working on Phase 2 of the development Pender will document contacts made with property owners regarding attempts to obtain easements. There was also a brief reference to the possibility of resorting to condemnation in order to obtain easements. The Council also reviewed and confirmed with Pender the paving to be done, removing the roofing requirements in the CC&R's regarding tile roofs, the plans for connecting to the water system, and the transfer of the 30-acre feet of water rights.

Director Wright said that staff was aware of the need for access, and that Dugan McDonald was working on obtaining an easement with an individual who has since sold his property. Wright described another attempt for access, also that Dugan McDonald had been talking with some Mondale people regarding an extension; Wright will plan to follow up with Dugan on that Mondale issue.

13. **Discussion, consideration, and possible determination to over-grout or dry-stack the limestone at the new Marshal's Facility. Additional costs are unbudgeted and will come from the CIP Fund.**

On a motion by Hauser, seconded by Smith, the Council voted unanimously to continue the item.

14. **Discussion and consideration, and possible Council motion to end Council meetings no later than 10:00 p.m.**

There was no action taken.

Councilor Hauser said that she believes it is not fair to staff or good for anyone, after already putting in a full day's work and taking only a short break, to have to work another five or six hours until midnight, plus the audience does not like to stay up that late. The members thoroughly discussed the issue raised, and made several suggestions that they felt might help: Put more budgeted, funded items on the Consent Agenda, without Council trying to micro-manage department heads; that employee presentations be among the first agenda items; that lengthy discussions and presentations be done in a Work Session, limiting presentations to 15 minutes where possible; limit individual public input to 5 minutes; instead of hearing the same opinion repeated, ask for a show of hands and simply note the number for or against the issue; make sure Council and staff are prepared in order for the Council to make a decision, to eliminate backlogging or continuing items. Another suggestion discussed was to streamline the agendas, eliminating those items that do not need to be brought to the Council. As for any last-minute item, Council and staff were reminded that the Code mandates that such an item may be added only "if it is an emergency beyond that person's control." Director Wright cautioned that without changing the procedure regarding hearing P&Z items, there still might be a problem because of the anticipated number of items coming up in April alone.

After further discussion including the Council's responsibilities to the public, the members agreed to make an effort to try to follow those suggestions for shortening meeting times wherever possible.

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

There was no public input.

16. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

17. **Manager/Staff Report**

Director Wright advised the Council that the height limit issue is now going through the public notice, and will go before the Commission next month.

18. **Council Informational Reports**

Councilor Kovacovich commented on the Park appraisal coming in at \$30,000 per acre, or \$6.7 million.

Councilor Parrish showed a sample of the envelopes that will be on sale next week in connection with the Mail Trail, carried from Camp Verde to Payson on horseback.

19. **Adjournment**

On a motion by Baker, seconded by Hauser, the meeting was adjourned at 9:59 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 22nd day of March, 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Debbie Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MARCH 15, 2006
at 6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

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

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dane Bullard, Community Development Director Will Wright, Parks & Rec Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Baker.

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

a) **Approval of the Minutes:**

- 1) March 8, 2006 – Joint Work Session
- 2) March 8, 2006 – Special Session
- 3) March 1, 2006 – Special Session
- 4) March 1, 2006 – Regular Session
- 5) MARCH 1, 2006 – EXECUTIVE SESSION

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

- 1) Council Hears P&Z – March 22, 2006 at 6:30 p.m.
- 2) PERSONNEL MATTERS – MARCH 30, 2006 AT 6:30 P.M.
- 3) Regular Session – April 5, 2006 at 6:30 p.m.
- 4) Joint Work Session – April 12, 2006 at 6:30 p.m.
- 5) Regular Session – April 19, 2006 at 6:30 p.m.
- 6) Council Hears P&Z – April 26, 2006 at 6:30 p.m.

c) **Possible acceptance of resignation of P&Z Commission member Robert Foreman with appreciation for his dedication and service to the community.**

d) **Possible approval of the Chamber of Commerce drawdown of \$11,250 for the final quarter covering the months of April, May, and June 2006.**

e) ~~Possible approval of payment of the remaining \$8,000 from the \$10,000 funds made available in the FY 05-06 contract.~~ **THIS MATTER HAS BEEN REMOVED FROM THE CONSENT AGENDA & PLACED FOR DISCUSSION AT ITEM 13.A.**

On a motion by Gioia, seconded by Smith, the Council unanimously approved the Consent Agenda with the exception the items pulled as noted.

On a motion by Gioia, seconded by Baker, the Council unanimously accepted the Minutes of the Special and Regular Sessions of March 1st and the Special Session Minutes of March 8th, with the changes as noted.

c) **Possible acceptance of resignation of P&Z Commission member Robert Foreman with appreciation for his dedication and service to the community.**

On a motion by Baker, seconded by Smith, the Council unanimously accepted the resignation of P&Z Commission member Robert Foreman.

The following items were requested to be pulled: Item 4.c), the Minutes of the Special and Regular Sessions of March 1, 2006; and the Minutes of the Joint Work Session of March 8, 2006. The March 8 Joint Work Session Minutes were corrected to include "**and Planning & Zoning Commission**" to the heading; Special Session Minutes of March 1, Item 4, 2nd paragraph, correct from, "Mayor asked staff to put signs at the Senior Center..." to, "Mayor asked staff to put signs **by the Senior apartments on General Crook and at I-17 exits** and on SR 260....."; reference to Marshal Smith on Page 3 of the March 1 Regular Session Minutes, page 3, paragraph under Public Input, correct from, "confirmed that the 911 service was located in Sedona," to "...that **911 service is located in Camp Verde**"; also March 1 Regular Session Minutes, page 4, Item 8, regarding Councilor Parrish, correct from, "He then stepped down from the Council to join Joe Butner in the presentation...." to "**He stepped down to recuse himself from the presentation.**"

Mayor Gioia presented a Thank-You plaque to Robert Foreman for his service to the community, expressing appreciation for the time he spent on the Planning & Zoning Commission; Mayor Gioia noted for the public that there is now a vacancy on the P&Z Commission.

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

There was no public input.

6. **Presentation by Air-Evac Services, Inc. and Camp Verde Fire District representatives concerning a medical heliport. This may be followed by discussion, consideration, and possible approval and/or selection of a temporary landing site for a medical heliport on Town-owned property within the Camp Verde Fire District.**

There was no action taken.

Town Manager Lee advised the Council that the Fire District personnel had requested this agenda item, and at the subsequent request of Councilor Hauser the hospital was contacted and VVMC representatives are also present to address the subject as well.

Jonathan Collier, of Air-Evac Services, said that over the last few months discussions have been held with Chief Harbeson and the local fire department about the potential opportunities for a medical heliport in Camp Verde and his presentation was mainly for introduction of his organization. Mr. Collier described the history of Air-Evac over the last 25 years and the services and training it provides, pointing out that their current closest helicopter base operates out of North Phoenix, explaining that the discussions with the Fire Department were to explore the potential future need of this region for medical air transport. Throughout his presentation, there were questions from and discussion with the Council. **Chief Harbeson** expressed the support of the Camp Verde Fire Department, recounting a number of occasions that a helicopter service was called, the times required for the responses, and the Fire District's area of responsibility that covers 590 square miles, together with input from **Jack Blum**. The main emphasis in support of the added helicopter base was safety, with faster response times in covering the Verde Valley, and problems experienced with availability of the hospital helicopter in Cottonwood.

Jim Sinek, President of the Verde Valley Medical Center, introduced other hospital personnel who had accompanied him, including Rob Barth, Emergency Department Director, and Dr. Michael Connor, Vice President over the Emergency Department Services. Mr. Sinek said that the VVMC had invested about \$3 million in 2001 to purchase the Angel 3, their helicopter, to serve the Verde Valley needs for helicopter services and to help establish the interventional cardiology program. Mr. Sinek expressed concern that a competitive service might not only over-saturate the area but would jeopardize the financial ability to maintain a helicopter service; he reviewed the operating costs, helicopter services and estimated flight times, adding that there are two helicopters in Flagstaff and two in Prescott. Mr. Sinek strongly suggested and committed to working closely with the Camp Verde Fire Department personnel to assess the needs of the community; he also said that the VVMC stands ready to develop additional helicopter services and training as future needs require. There was also input from Rob Barth and Dr. Connor to

point out that the existing Angel 3 service by comparison with other communities has been and remains above par.

After the public input the Council resumed its discussion, acknowledging the two points of view presented. Mr. Sinek's suggestions that VVMC would consider adding to its helicopter service and the possibility of a landing site for Air-Evac at the proposed community park were reviewed. At this time, the Fire Department was encouraged to work closely with VVMC as well as Air-Evac to research both possibilities. It was agreed that no decision should be made until such further investigation.

PUBLIC INPUT

Clayton Young, of the Camp Verde Fire Department, said that the Fire Department is not concerned about the money, only taking care of the people, and there is a need for another service in town.

Bob Womack, Camp Verde, questioned the argument presented by Cottonwood; they tell us they need us, but are not available when we need them. The Town should not overlook a free gift to accommodate Cottonwood.

George Young, said that he feels a large amount of people, whether just a few or a million, means nothing if all the helicopters were tied up. It would be nice to have a service based here; if the service is available, it will be used.

Nancy Pohlman questioned how many services are in this area, who determines the need to take the trip, and how the prices are set as well as the impact on a patient who has no insurance.

Norma Garrison expressed the importance of competition; the foundation of our country is based on competition. Another helicopter in the Camp Verde area would benefit the surrounding communities as well.

There was no further public input.

7. **Presentation by Verde Lakes Water Corporation Operation Director Alan Williams on a proposed Domestic Water District within the Town limits. This may be followed by discussion and possible Council support of the Corporation's efforts.**

On a motion by Smith, seconded by Parry, the Council unanimously approved the proposed Domestic Water District, with the following stipulations: Identify the existing service area, and come to an agreement with the Town Attorney on a future purchase formula.

Alan Williams, Operations Director for Verde Lakes Water Corporation, a non-profit corporation, explained that the Water Corporation is seeking to form a rural special district, but since it is within the Town limits it would be identified as a Domestic Water District and would need the approval of the Camp Verde Town Council in order to step forward and research pursuing the change. Among the benefits, the water company would then be able to set reasonable rates, and would no longer be subject to complying with some of the restrictive ACC guidelines. Mr. Williams also explained that, in essence, the property owners are shareholders in the organization that is a co-op entity, not privately owned; furthermore, a board consisting of those property owners makes decisions. Town Attorney Sims confirmed that the Town has the final say in agreeing to the creation of a Domestic Water District that would then be a separate governing entity, but still under certain regulations from ADWR. During discussion with Mr. Williams, the Council addressed the possibility of future acquisition of that water company. The Council and Mr. Williams agreed, with input from Attorney Sims, that if the Town were amenable to proceeding with the creation of the proposed Domestic Water District, Williams would approach the Verde Lakes Corporation for approval of the Town's proposal for stipulations that would include entering into a formal agreement on a future purchase formula.

There was no public input.

A recess was called at 8:12 p.m.; the meeting was called back to order at 8:22 p.m.

8. **Discussion, consideration, and possible approval of Resolution 2006-677, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2006-06 for Millwood Estates Subdivision located on 50.36 acres consisting of parcels 404-04-021 & 404-05-085. This project is located off of Quarterhorse Lane.**

On a motion by Baker, seconded by Parrish, the Council by a 6-1 vote approved Resolution 2006-677, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2006-06 for Millwood Estates Subdivision located on 50.36 acres consisting of parcels 404-04-021 and 404-05-085; this project is located off of Quarterhorse Lane, and will contain 26 lots; with a 'no' vote by Hauser.

On a motion by Gioia, seconded by Smith, the Council by a 6-1 vote amended the original motion to include deed restrictions that stipulate that Lots 1 and 2, Lots 23, 22, 21 and 20, and 3 and 4 will be sold as paired lots, and consideration given to naming some streets from the historic list; with a 'no' vote by Hauser.

Attorney Sims reviewed the background of the process to date, outlining the principal concerns that have now been satisfactorily addressed. Sims pointed out that the applicant has agreed to voluntarily undertake appropriate drainage mitigation and make improvements along Quarterhorse Lane pursuant to stipulations, and that meeting the stipulations was therefore not an impermissible exaction. The applicant has agreed that approval of the final plat will be subject to those stipulations. Sims also outlined the agreements entered into between the applicant, the property owners and the Ditch Company.

Community Development Director Will Wright described the steps taken by the applicant to again bring the Final Plat before the Council; the stipulations have been met to the best of the applicant's ability.

Luke Sefton, the project engineer, reviewed the planned improvements, and confirmed the potential of having a less dense project, with less wells and septic systems, by the intent to market paired lots that reduce the number of homes from 30 to 26. Deed restrictions would prevent those lots from being split.

During further discussion the Town Attorney confirmed that while acknowledging the rights of the property owner, the Council pursuant to statute has protected its constituents as well by accomplishing the voluntary cooperation of the applicant. The Council also expressed appreciation for the cooperation and work done by the applicant.

PUBLIC INPUT

Jerry Tobish asked for clarification of some markings indicated on his property as shown on the plat map, as well as where the main ingress and egress for the complex will be.

Robert Johnson requested that the applicant indicate what was done, how long and where the culver will be.

Clive Jordan, a member of the Diamond S Ditch Company Board. He said that it would have been possible to move a lot faster on the project if the Town had its own engineer as well as a practical attorney who lives in the Town and is familiar with it. Mr. Jordan feels that the project also points up the need to for the Town to have its own water and sewer district, and development fees in place, adding his approval for the subdivision.

Frank Geminden said that the project involves 50 acres out of 660 acres that are irrigated by the Diamond S Ditch and one property owner out of 70; the Ditch Company is responsible to its constituency, and did not warrant the personal attacks. The experience has been enlightening and the result has been satisfying. Mr. Geminden also confirmed the official acceptance of the project by the Board.

Bob Womack defended the comment regarding the Town Attorney, saying that he has great credentials, and Mr. Womack offered to sell him a home in Camp Verde.

Nancy Pohlman said she is not opposed to the development and that she lives directly across from it.

Mitch Dickinson expressed satisfaction that it appears personal property rights are being protected, and commended the applicant for planning fewer homes than could have been built. Everyone has progressed forward in good fashion, and Council was urged to support the project.

Terese Tobish asked if the Ditch would be modified to make sure the flooding does not go onto her land and will some of that land be taken away in redoing the Ditch.

Chet Teague named three different families who are also in favor of the project, all property owners next to the development. Mr. Teague explained the circumstances that created a 5-foot flow of water across Quarterhorse Lane as claimed at the last meeting; some unbaled hay had caught on a fence and caused a dam to form during a storm. He also urged approval.

Dugan McDonald said that his company drew the Final Plat for the subject division. He thanked the Council and staff for helping to make the project a reality. The planned development will be a real asset to the Town, and he appreciates the support of the Council.

There was no further public input.

Councilor Hauser explained that her concern over the high water table and infrastructure still remains; she also requested that some of the street names might be for previous owners or respect for the land. Other members offered their appreciation for the end result, and a suggestion that staff might work closer with applicants in the future to identify stipulations at an earlier stage. **Luke Sefton** also addressed the questions raised by the public earlier.

After a motion was made to approve the Final Plat, there was also discussion with the applicant regarding the number of lots stated, and clarification requested on whether the applicant would be marketing or selling paired lots. During the discussion an anonymous speaker from the audience expressed her understanding that the developer had represented the intent to sell the paired lots. The applicant agreed that the lots would be sold as paired lots: Lots 1 and 2, Lots 20 and 21, Lots 23 and 22, and Lots 3 and 4, and a motion was made for an amendment to include that agreement.

9. **Discussion, consideration, and possible appointment of a representative to the Steward of Public Lands.**

There was no action taken.

Lee said referred to an e-mail from Diane Joens and a letter from City of Sedona to Ms. Joens regarding planning meetings for a September 30, 2006 meeting to celebrate the 13th National Public Lands Day as outlined in the correspondence. The Council discussed the correspondence, and expressed strong support for the Stewards; however, based on the letters there was no commitment to act as a formal representative. Lee will check further on the information in the correspondence and if necessary will bring the matter back to Council.

There was no public input.

10. **Discussion, consideration, and possible approval to sponsor "The Night of the Warriors on Sacred Grounds". Sponsorship will include \$500 for the rental of a boxing ring and use of tables and chairs.**

On a motion by Hauser, seconded by Gioia, the Council voted unanimously to support "The Night of the Warriors on Sacred Grounds" sponsorship, which includes \$500 for the rental of a boxing ring and use of tables and chairs.

There was a brief discussion expressing strong support for the sponsorship of not only the Nation on a community event but to recognize the commitment of our local citizen Clifford Larson in working toward his goals, one of which is the subject upcoming World Title competition.

There was no public input.

11. **Discussion, consideration, and possible approval of the Verde Valley Rangers Sheriff's Posse proposal to assume the sale of alcohol at the following events: Main Street Stampede, Crawdad Festival, Cornfest, Block Party, and Fort Verde Days.**

On a motion by Hauser, seconded by Gioia, the Council voted unanimously to continue Item 11.

Manager Lee requested that the item be continued to a later date because of the number of items on the agenda.

12. **Discussion, consideration, and possible authorization to permit alcohol sales at the Camp Verde Highland Games and Rally in the Verde Valley Firefighter games.**

On a motion by Gioia, seconded by Parry, the Council unanimously approved the liquor permit, with the sixth permittee to be the Highland Games.

Lynda Moore said that six events had been previously approved by Council for sales of alcohol; five have been chosen and there is still one event eligible for allowing alcohol sales; she requested that the license be used for the Highland Games. She added that the Firefighter Games is another small event, as is the Highland Games, and suggested that the license and insurance might cover both of the events that are coming up very soon. After some discussion regarding already having decided to limit events to six, the Council agreed to permit alcohol sales at the Highland Games.

There was no public input.

13. **Monthly financial update by Finance Director Dane Bullard.**

On a motion by Hauser, seconded by Baker, the Council voted unanimously to continue Item 13.

Finance Director Bullard said that if Council would like to continue the subject update because of the late hour he would agree, and that if anyone has questions about the February financials he would be available.

There was no public input.

- 13.a **Discussion, consideration, and possible approval of payment of the remaining balance of \$8,000 from the \$10,000 funds made available to the Chamber of Commerce in the FY05-06 contract.**

On a motion by Smith, seconded by Kovacovich, the Council by a 6-1 vote approved the payment of the remaining balance of \$8,000 from the \$10,000 funds made available to the Chamber of Commerce in the FY05-06 contract; with a 'no' vote by Baker.

Lee said that the Chamber Director Roy Gugliotta was present to explain how he intends to use the subject remaining \$8,000 from the fund previously approved. Mr. Gugliotta described plans to

assemble approximately 400-500 media packets to promote all the Camp Verde activities and attractions, sending the packets to newspapers, magazines, radio, magazines and TV stations; also, there will be some additional recognition through planned visits by Channels 12 and 3. Mr. Gugliotta also envisions hiring a writer to do feature articles documenting the rich Town history. The Council discussed in detail other ideas with Mr. Gugliotta, including having maps up printed for tourists as a guide to the Town and the businesses.

There was no public input.

14. **Discussion, consideration, and possible direction to staff to research locations, costs, and timetable to place monument signs at the entrances to our Town.**

Staff was directed to research placing the subject monument signs, proceed with a contest for Town signage, proceed with attempting to move the Information sign through ADOT, and bring back report to Council.

Councilor Smith said he feels it is very important to identify the Town, both coming and going; monument signs would show pride in the community. He referred to copies of some sketches that illustrate ideas for possible types of signs, and suggested holding a competition to design signage for selection and approval by the Council. The Council generally agreed that the idea was a good one whose time has come. There was also comment regarding a problem with the location of the Fort information sign in front of the Parks & Rec building.

PUBLIC INPUT

Rob Witt agreed there was a need for the signage; a meeting is scheduled for March 23rd to talk about improving access to the businesses at 260 and I-17 and signage is one issue. It would be helpful to be able to let the group know that the Town is supportive of signage.

Cindy Walker said she is new to the area and wanted to suggest that it might be a good idea to motivate the college art classes to participate in the design, perhaps by offering a small monetary prize.

Roy Gugliotta expressed his hope that signage is also considered for downtown as well, and perhaps be able to do away with the proliferation of sandwich boards.

Dave Freeman described the number of small turnouts that Winslow had provided, with each containing a sign with a map indicating various locations of interest, easily viewed from one's vehicle, together with brochures that could be picked up. He suggested using that idea for the three entrances to the Town.

There was no further public input.

15. **Discussion, consideration, and possible direction to staff concerning potential use(s) for the old Marshal's Office facility.**

Staff was directed to work with all the possibilities for potential use of the old Marshal's Office facility, look at the options, prepare a cost analysis on the needs for the building, and come back to Council when more information is available.

Councilor Smith said that some months ago Tom Van Sickle had described his work on a non-profit organization to supply computers to Native American children through cooperation with Microsoft to refurbish used computers. The facility trains the children to participate in the repairs, and the computers are donated to the children. Mr. Van Sickle is now working with Gary Lagoy from the high school, and together they are looking for a facility, which they now need in order to continue the operation. Bill Lee said that there have also been other inquiries into using the building, and he would do some research and bring back information for the Council.

Tom Van Sickle made an in-depth presentation, together with handout literature, on the operation briefly described by Smith, together with questions and comments from the Council. The members agreed that the program sounds extremely worthwhile, although the Town will need more research into the potential uses for the building as well as a cost analysis.

There was no public input.

16. **Discussion, consideration, and possible support for Mayor Gioia to explore and negotiate SR 260 construction alternatives with the Verde Valley Mayors, Supervisor Davis, and ADOT representatives.**

Mayor Gioia was directed to explore and negotiate SR 260 alternatives.

Mayor Gioia gave an update on the pending Hwy 260 project, and the proposal for the Verde Valley Mayors to work with Supervisor Davis and ADOT representatives to try to resolve the current standstill in negotiations. There was comment from the Council acknowledging understanding of an apparent end to public discussions, and that the desire is now for a small group to come to some consensus for a resolution. Mayor Gioia described the plan to be followed by the group of Mayors, and his responsibility to keep the Council fully advised at public meetings. The Council discussed past problems and negotiations and generally agreed on the need at this time to arrive at a consensus and accomplish the widening of 260, all of which presents major challenges.

PUBLIC INPUT

Rob Witt strongly protested the idea of the need of Camp Verde being decided through a compromise with others outside of the community, and reviewed his and Bill Lee's initial participation. Witt believes that the other members of the group will put pressure on Mayor Gioia to do what is best for their community. ADOT and other Mayors should not be allowed to dictate what happens. Witt expressed his support for Mayor Gioia but stressed that Camp Verde should decide what is in its own best interest, not for the others. Witt would prefer that he and Lee continue in the negotiations, rather than subject Mayor Gioia to possible embarrassment if the Council does not agree with what he brings back from meetings.

Bob Womack said that Witt and Lee have done an excellent job as far as protecting the interests of the property owners and the Town. Womack gave his opinion on the skill of negotiating effectively, saying that time is on the side of the Town and it should stand its course. By taking a different course at this time, the Town will lose; renegotiating is not the right strategy.

There was no further public input.

The Council again reviewed the need to end the current standstill, expressed confidence in Mayor Gioia to get the project moving forward, and generally agreed on supporting his participation in the negotiations.

16.a **DISCUSSION, CONSIDERATION, AND POSSIBLE AUTHORIZATION TO IMPROVE THE BACK OF THE CHAMBER OF COMMERCE BUILDING.**

Staff was directed to attempt to have some depictions of the ideas of a corral and other images described by Vice Mayor Baker, possibly determine who might be donating what to the effort, the costs to the Town, and also ask a representative from the Lions Club to attend the meeting at which the subject is discussed.

Councilor Baker reviewed the history of efforts of the Chamber of Commerce in working on attractions for tourists and working with the Historical Society. Baker described some ideas for improvements to the Chamber building, the area behind it, and the old rock building, with suggestions from the members and Bill Lee as well.

- 16.b **DISCUSSION, CONSIDERATION, AND POSSIBLE DETERMINATION OF POSSIBLE TOURIST-RELATED USE(S) OF THE OLD ROCK BUILDING BEHIND THE CHAMBER.**
(Discussion was held on this item and direction to staff given together with discussion on the foregoing Item 16a.)

Council agreed to address Items 18 through 21 prior to hearing Item 17.

17. **Discussion and direction to the attorney regarding the Town's participation in the settlement agreement between the Yavapai-Apache Nation and Plaintiffs in the case of Eberhard et al. v. Camp Verde et al. No. CV04-2761-PCT-NVW.**
On a motion by Gioia, seconded by Kovacovich, the Council voted unanimously to go into Executive Session.
18. **Call to the Public for Items not on the Agenda.**
There was no public input.
19. **Advanced Approvals of Town Expenditures**
There were no advanced approvals of Town expenditures.
20. **Manager/Staff Report**
There was no Manager/Staff Report.
21. **Council Informational Reports**
Councilor Smith commented on the work done by the Stewards in spite of the snow and rain, and said he had a great time.

Councilor Hauser requested an agenda item for the next meeting, to end the meetings at 10:00 o'clock. She also reported on her attendance at the Verde Watershed Association meeting today and a great presentation on the San Pedro Partnership.

Councilor Kovacovich said he had attended the WAC meeting today at which a third presentation was made by the USGS on the survey.

Mayor Gioia described the work done by the 30 or 40 people who turned out for the Stewards project, picking up garbage and trash in the snow and rain on the public lands. Copper Canyon now looks beautiful again. Camp Verde will be starting its own chapter of Stewards of Public Lands. Gioia expressed appreciation for the Town Council and staff who turned out to also participate.

Vice Mayor Baker said that she had read the article in the paper, and it made her very proud to be associated with those who joined in the work that day.

Councilor Parrish thanked the Council for the \$3,000 donated to the Mail Trail; Payson did match that amount as well. He added that the Historical Society really needs some volunteer help.

Councilor Parry commented on how difficult it was to even imagine how people could dump so much terrible things on public land.
22. **Adjournment**
On a motion by Hauser, seconded by Baker, the meeting was adjourned at 11:14 p.m.

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 15th day of March 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Debbie Barber, Town Clerk

STAFF REPORT

Council Meeting of: April 5, 2006

TITLE: Consideration of Resolution 2006-680, authorizing submission of a grant to the Governor's Office of Highway Safety to be included in Arizona's 2007 Highway Safety Plan.

Description of item;

The Marshal's Office plans to submit a grant application to the Governor's Office of Highway Safety in the amount of \$10,800 to purchase two (2) Digital In-car Video cameras to install in patrol vehicles. Funding for the equipment would be contingent upon approval of the grant by GOHS. Notifications are generally made after October when federal funds become available.

Staff Recommendations:

Staff is requesting approval of Resolution 2006-680 to apply for funds through the Arizona Governor's Office of Highway Safety grant.

Comments:

None

Attachments: Yes No

Prepared by: David R. Smith



RESOLUTION 2006-680

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION
IN ARIZONA'S 2007 FISCAL YEAR HIGHWAY SAFETY PLAN:**

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

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

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

1. THAT approval of the submission of projects for consideration in Arizona's 2007 fiscal year Highway Safety Plan is granted.
2. THAT Town Marshal David R. Smith is appointed agent for the Town of Camp Verde, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 5th day of April 2006.

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

STAFF REPORT

Council meeting of: **April 5, 2006**

Title: **Possible approval of a change order in the amount of \$1,863.00 to supply and install security lights in the holding cells at the new Marshal's facility.** This is an unbudgeted item from the CIP fund.

Budgeted item: No

Description of Item: None

Staff Recommendation: None

Comments: None

Attachments: Yes

Prepared by: Bill Lee/cjb



Amon Builders, Inc.
General Building Contractor

Eagle Springs Professional Plaza
903 E. Hwy. 260, Suite 6
Payson, AZ 85541

Office (928) 474-0689
FAX (928) 474-8818
www.amonbuilders.com

FAX COVER SHEET

SEND TO: <small>Company Name</small> Town of Camp Verde - Town Manager	FROM: Amon Builders, Inc.
ATTENTION: Bill Lee	<small>Date</small> 3-27-2006
<small>Telephone Number</small> 928-567-6631	<small>Person to Contact if problems with Fax</small> e-mail: dhamman@amonbuilders.com Don Hamman
<small>Fax Number</small> 928-567-9061	<small>Telephone Number</small> (928) 474-0689

- Urgent
 Reply ASAP
 Please Comment
 Please Review
 For Your Information

Total pages, including cover: 5,

Bill,

Please see the attached Change Order # 7 for the Electrical Light Fixture change for the two Holding Cells. I had sent this over to Doug Stroh last week. I need to get some ones approval for this so that we can get the fixtures ordered, because they are 8-9 weeks out. I have provided the back up for these 2 fixtures.

Should you have any questions please give me a call here at the office (928)-474-0689.

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Amon Builders, Inc
General Building Contractor

Office (928) 474-0688
FAX (928) 474-8818
www.amonbuilders.com

Eagle Springs Professional Plaza
903 E. Hwy. 260, Suite 6
Payson, Arizona 85541 **CHANGE ORDER**

PROJECT: Camp Verde Marshal's Facility
(same, address) 848 S. 1st Street
Camp Verde, Ariz. 86322

CHANGE ORDER NO: 2624-COM7

DATE: March 24, 2006

TO CONTRACTOR: Amon Builders, Inc.
(name, address) 903 E. Hwy. 260, Suite 6
Payson, AZ 85541

ARCHITECTS PROJECT NO:

CONTRACT DATE: July 11, 2006

CONTRACT FOR: Prime Contract

The Contract is changed as follows: Supplying and installing 2 security lights in each of the Holding Cells. The original light fixtures (G Fixtures) specified for the Holding Cells were not a rated type, security fixture.

Ots Electric-Fixture Costs	\$1,341.00
Credit back for 2 (G Fixtures)	(\$89.00)
Ots Elect. Labor 4 hrs. @ \$44.56 per/hr	\$178.00
Subtotal for materials & labor	\$1,430.00
Ots Electric 15% Overhead & Profit	\$215.00
Total for Electrical	\$1,645.00
Amon Builders 5% Overhead & Profit	\$82.00
Tax & Bond	\$136.00
TOTAL COSTS	\$1,863.00

The Original (Contract Sum) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$192,278.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$1,403,077.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased)	
(unchanged) by this Change Order in the amount of	\$1,863.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$1,404,940.00

The Contract Time will be (increased) (decreased) (unchanged) by.
The date of Substantial Completion as of the date of the Change Order therefore is:

Amon Builders, Inc.
CONTRACTOR

Town of Camp Verde
OWNER

903 E. Hwy. 260, Suite 6, Payson, AZ 85541
ADDRESS

P.O. Box 710, Camp Verde, AZ 86322
ADDRESS

Dorey Hammon 3/24/06
BY DATE
Project Manager
TITLE

BY DATE
TITLE

Scott Rogers Architects, Inc.
ARCHITECT

132 S. Montezuma Street, Prescott, Arizona 86303
ADDRESS

BY DATE
TITLE

Insured & Bonded • Com. Lic. ROC B-01-098241 • Res. Lic. ROC B-095979

Received Time Mar.27. 8:54AM



Amon Builders, Inc.
General Building Contractor

Eagle Springs Professional Plaza
903 E. Hwy. 260, Suite 6
Payson, AZ 85541

Office (928) 474-0689
FAX (928) 474-8818
www.amonbuilders.com

FAX COVER SHEET

SEND TO: <small>Company Name</small> Stroh Rogers Architects, Inc.	FROM: Amon Builders, Inc.
ATTENTION: Doug Stroh	Date: March 24, 2006
Telephone Number 928-771-0548	<i>Person to Contact if problems with Fax</i> e-mail: dhamman@amonbuilders.com Don Hamman-Project Manager
Fax Number 928-778-3597	Telephone Number (928) 474-0689

- Urgent
 Reply ASAP
 Please Comment
 Please Review
 For Your Information

Total pages, including cover: 4.

Doug,

Please see the attached Change Order #7 for the fixture change in the Holding Cells. The back up has been provided. These fixtures according to Brown Electric are 8-9 weeks out so please sign and get back to me as soon as possible, so that we can get them ordered. Hard copies to follow in the mail.

ARE YOU GOING TO GIVE A COPY TO
BILL LEE OR DO YOU WANT ME TO
SEND THEM TO HIM.

Please send it to him.

Doug

CAUTION: The information contained in this transmission is confidential and intended solely for the use of the individual or entity named above. If the reader of this transmission is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or other unauthorized use of this communication is strictly prohibited. If you have received this transmission in error, please notify the sender by telephone and return the transmission to sender at the address listed above. Thank you.

Insured & Bonded • Com. Lic. ROC B-01-098241 • Res. Lic. ROC B-096979

Received Time Mar. 27. 8:54AM



BROWN WHOLESALE ELECTRIC

A Division of WESCO Distribution, Inc.

210 SOUTH 23RD ST
(602) 276.9521 PHONE
PHOENIX, AZ 85034

Quotation

This quotation constitutes an offer to sell, which offer expressly shall constitute no part of this offer or the basis of this quotation. This offer shall be firm for a period of fifteen (15) days from the date of this offer. Subject to Buyer's acceptance, the receipt of this form with a Purchase Order number or any other reasonable manner of acceptance will be sufficient to form and agreement on the terms and conditions on the back of this quotation.

To: JTB ELAVAPAI OBSERVATION
38437 N 18TH ST
PHOENIX AZ 85000

Date: 03/16/06

Project Name or Number: JON

Date of Your Inquiry: 03/15/06

When Ordering please refer to quotation Number: 854950

Item	Quantity	Category Number and Description	Unit Price	U/M	Total Price	Rate of Cash Discount	Shipping Time (Weeks)
1	2	SMALL CC-4-8/8-32 -EB-1-120-1/2-1 APPROX 8-8 WIRE TO SHIP PLUS FIT DOES NOT INCLUDE LAMPS	660.85	E	1301.30 40. <u>1341.30</u>	0.00	
TOTAL:					1301.30		

add 40 for lamps & shipping

FOB Point of Shipment. The prices stated in this offer shall, unless renewed, automatically expire fifteen (15) days from the date of this offer.

For:

27022 (3-05)

Received Time Mar. 27. 8:54AM

Otis Electric, Inc.
Construction Change Order

To: Amon Builders

Change Order: 1125C6
Project: Marshal's Facility
Project # 1125
Date: 3/17/06
Contractor: Amon Builders

RE: RPI#
RE: RFP#

No Change in Cost Credit Costs Extra Cost

Description of Change: Install two security lights in holding cells.

Material:	\$1,341.38
Credit for G fixtures	(\$ 89.12) ✓
Labor: 4hrs. @ 44.56/hr	\$178.24
Subtotal	\$1,430.50
15% OH&P	\$ 214.58
Total	\$1,645.08

Notes:

- Used one G fixture in the soffit of lobby. No credit on remaining fixture.
- Approximately 8-9 weeks to ship.
- Proposal is good for 15 days.

Originator: Jon Otis Firm: Otis Electric, Inc. Date: 3/17/06

Original Contract Sum:

Net Change of Previously Authorized Change Orders:

Contract Sum Prior to This Change Order:

Contract Sum Will be: (increased) By This Change Order:

APPROVAL BY CONTRACTOR:

RECOMMENDATION FOR
APPROVAL BY ARCHITECT:

DATE:

DATE:

APPROVAL BY OWNER

RECOMMENDATION FOR
APPROVAL BY PROJ. COORD.

DATE:

DATE:

Received Time Mar. 27. 8:54AM
RECEIVED TIME MAR. 27. 10:03AM

Town of Camp Verde

*Certificate of
Recognition*

Presented to:

Taylor Phillips

For Outstanding Community Service



Tony Gioia

Tony Gioia , Mayor

3-24-06

Date

Town of Camp Verde

*Certificate of
Recognition*

Presented to:

Sarah Chagolla

For Outstanding Community Service



Tony Gioia

Tony Gioia , Mayor

3.24.06

Date

STAFF REPORT

Council meeting of: April 5, 2006

Title: **Discussion, consideration, and possible approval of Ordinance 2006-A321, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 3-2-8 Director of Housing and Neighborhood Revitalization to the Town Code Chapter 3 – Administration. This item will include discussion of recommending an amendment to the Town Code to include a Director of Housing and budget scenarios to fund the department from April 1, 2006 through June 30, 2006.**

Budgeted Item: **No.** Two budget scenarios are presented: one with the Pre-development Grant, one without. Both scenarios would **not** require additional funding from contingency.

Description of Item:

As directed previously by Council, staff has developed an amendment to the Town Code and a budget for the proposed Housing Department. A full-time housing department is needed to develop and operate a variety of housing programs to meet the needs of Camp Verde's workers.

Residents identified housing as an issue in the recently adopted General Plan. Specifically, the lack of medium priced homes was identified, by voters, as one of the biggest concerns for the future. With skyrocketing real estate and housing costs, the future is now here.

As shown in the budget scenarios, a Housing Department can get underway for the remainder of the budget year without a negative impact on the budget. It is important to note that the Housing Commission is anxious to recommend housing programs to the Council for approval. During discussions, the Commission felt strongly that staff solely dedicated to housing is needed in order to accomplish the goals of the Town to create workforce housing.

Housing Commission Recommendation:

The Housing Commission voted unanimously to recommend Council approve Ordinance 2006-A321 to establish the Housing Department with the proposed budget scenarios for the remainder of the year, and recommended a budget for the Housing Department be included in the 2006-2007 fiscal year.

Attachments: Yes. Ordinance 2006-A321 and two budget scenarios are included behind the staff report.

Prepared by: Wendy Escoffier.

ORDINANCE 2006-A321

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADDING SECTION 3-2-8 DIRECTOR OF HOUSING AND NEIGHBORHOOD REVITALIZATION TO THE TOWN CODE CHAPTER 3 – ADMINISTRATION

The Town Council of the Town of Camp Verde hereby adopts the Director of Housing and Neighborhood Revitalization Sections 3-2-7 to the Town Code as contained herein.

Section 3-2-7 Director of Housing and Neighborhood Revitalization

A. Office Established. The Office of Director of Housing and Neighborhood Revitalization is hereby established.

B. Appointment of Housing and Neighborhood Revitalization Director. The Director of Housing and Neighborhood Revitalization shall be appointed by the Town Manager on the basis of ability and shall hold office pursuant to Sections 3-1-3.A.

C. Powers and Duties. The Director of Housing and Neighborhood Revitalization shall:

1. Act as the head of the Town's Department of Housing and Neighborhood Revitalization.
2. Have the following duties in regard to housing:
 - a. Update and implement the Town's Housing Strategy.
 - b. Act as representative for the Town and liaison with potential affordable housing developers.
 - b. Serve as technical advisor to the Housing Commission, the Council, and the Town Manager on municipal and regional housing issues.
 - d. Direct the preparation of agenda items for the Housing Commission, and assist with preparation of the agendas for the Council for issues involving affordable/workforce housing.
 - e. Conduct and supervise special housing studies and assignments, research complex housing problems and prepare reports to gather data for evaluating current housing trends and for recommending solutions to housing problems identified.
3. Have the following duties concerning Neighborhood Revitalization:
 - a. Develop goals and objectives for specific neighborhoods deemed as in need of revitalization by the Housing Strategy or Council.
 - b. Conduct and supervise housing studies in the community to gather data for evaluating current and proposed neighborhood revitalization plans.
 - b. Direct the preparation of agenda items for council or manager established neighborhood revitalization committees and assist with preparation of the agendas for the Council for issues involving neighborhood revitalization housing.
 - d. Serve as technical advisor to the Housing Commission, Council, Manager, other Town departments, and civic groups on neighborhood revitalization.

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 this 20th day of July 2005, to be effective when publication and posting, pursuant to ARS 9-813, is completed.

Approved as to Form:

Town Attorney

Date _____

Tony Gioia – Mayor

Attest:

Deborah Barber, Town Clerk

Budget Request for Housing Department April 1, 2006 – June 30, 2006 –Scenario 1

Using the premise that the Town Manager’s Project Coordinator becomes the Housing Director and the Town receives the Pre-development grant, it is requested that the following funds be moved from contingency to the Town Manager’s budget.

Description	Amount Needed	Pre-Development Grant \$	Current Admin. Grant \$	Contingency
Salaries – Prof. staff	3,431	975.5		0
Fringe Benefits	365	97.5		0
**Salaries – Admin. Support	0	644.5		0
Travel/Training	200	50		0
Office Supplies	500	250		0
Printing	1,800	1,500		0
Computer Software	450	450		0
Utilities		57.5		0
Credit History Checks	150	75		0
Translation Services	250	250		0
Postage	50	25		0
Open House Supplies	250	125		0
Advertising	1,250	750		0
*****	*****	*****	*****	*****
Total Needed:	\$8,695			0
Total Available:	\$28,250	\$5,250	\$23,000	0
Total Program Reinvestment	\$19,555			

Amount Needed - Amount of funds needed to be included in the budget if the Town receives the RD Pre-development grant.

Pre-development grant money the Town has applied for and what items that money can be spent on. Note that utilities that would be paid out by the Town regardless of whether or not there is a Housing Department, can be reimbursed by the pre-development grant.

Current Admin. Grant Money - amount of administrative money available if the Town does rehabilitation/replacement projects valued at \$100,000.

Amount from Contingency – under this scenario, no additional money would be required from contingency. In fact, not all of the administrative fees allowed by the grant would be used.

Total Program Reinvestment – amount of money that could be used for administrative fees that would be rolled back into housing programs.

Additional information - * Administrative support salary funding is available from the Pre-Development Grant for support services performed by an existing employee.

Budget Request for Housing Department April 1, 2006 – June 30, 2006 – Scenario 2

Using the premise that the Town Manager's Project Coordinator becomes the Housing Director, the Town does not receive the Pre-development grant, and the Rehabilitation Program is re-established, no additional funds would be needed from contingency.

Number	Description	Amount Needed	Current Admin. Grant \$	Amount from Contingency
	Salaries – Prof. staff	3,431		0
	Fringe Benefits	365		0
	Salaries – Admin. Support	0		0
	Travel/Training	150		0
	Office Supplies	250		0
	Printing	300		0
	Computer Software			0
	Utilities			0
	Credit History Checks	75		0
	Translation Services	250		0
	Postage	25		0
	Open House Supplies	125		0
	Advertising	500		0
	*****	*****	*****	*****
	Total Needed:	\$ 5,471		0
	Total Available:	\$ 23,000	\$ 23,000	0
	Total Program Reinvestment	\$17,529		

Amount Needed - Amount of funds needed to be included in the budget if the Town does not receive the RD Pre-development grant and decided to re-establish the housing rehabilitation program.

Current Admin. Grant Money - amount of administrative money available if the Town does rehabilitation/replacement projects valued at \$100,000.

Amount from Contingency – under this scenario, no additional money would be required from contingency. In fact, not all of the administrative fees allowed by the grant would be used.

Total Program Reinvestment – amount of money that could be used for administrative fees that would be rolled back into housing programs.

STAFF REPORT

Council meeting of: April 5, 2006

Title: **Discussion, consideration, and possible direction to staff to prepare a Request for Proposals to develop the 5-acre site adjacent to Cliff's Parkway that was donated to the Town for the library. Proceeds from this property are dedicated to the construction of a new library.**

Budgeted Item: **Not applicable.**

Description of Item:

Council previously decided to sell the library site that was donated to the Town, using the proceeds from the sale to build a new library on the Town's Main Street property. Staff has been researching options to determine the best way to sell the property.

The property is a 5-acre site zoned R1L-5, which accommodates site built homes on lot sizes of 5,000 square feet. Cliffs Parkway borders the property on the southeast. The property is sloped toward the road.

The Housing Commission has discussed options that would allow a portion of the property to be used for below market housing. Flagstaff has similar experience with a larger piece of property. In Flagstaff, the city owned a 35-acre piece and desired that a portion be set aside for below market housing. The City issued a Request for Proposals with the stipulation that affordable (or below market) housing be included in a portion of the development. The City works to qualify below market homeowners and deed restrictions are placed on the below market units.

Staff has had contact with developers who are interested in building mixed (market rate and below market rate) development. So it is believed there will be a fair response to such an RFP for this parcel. If an RFP is advertised, the Council will decide which proposal to accept for developing the property.

Housing Commission Recommendation:

The Housing Commission voted unanimously to recommend Council direct staff to prepare a Request for Proposals on the Town-owned 5-acre site adjacent to the Bluff's subdivision. The Commission would like the RFP to include a request following the same density pattern as the Bluff's and with a certain percentage of housing units be sold below market rate.

Attachments: Yes. Map of the site and surrounding parcels and photos of the site are included.

Prepared by: Wendy Escoffier.

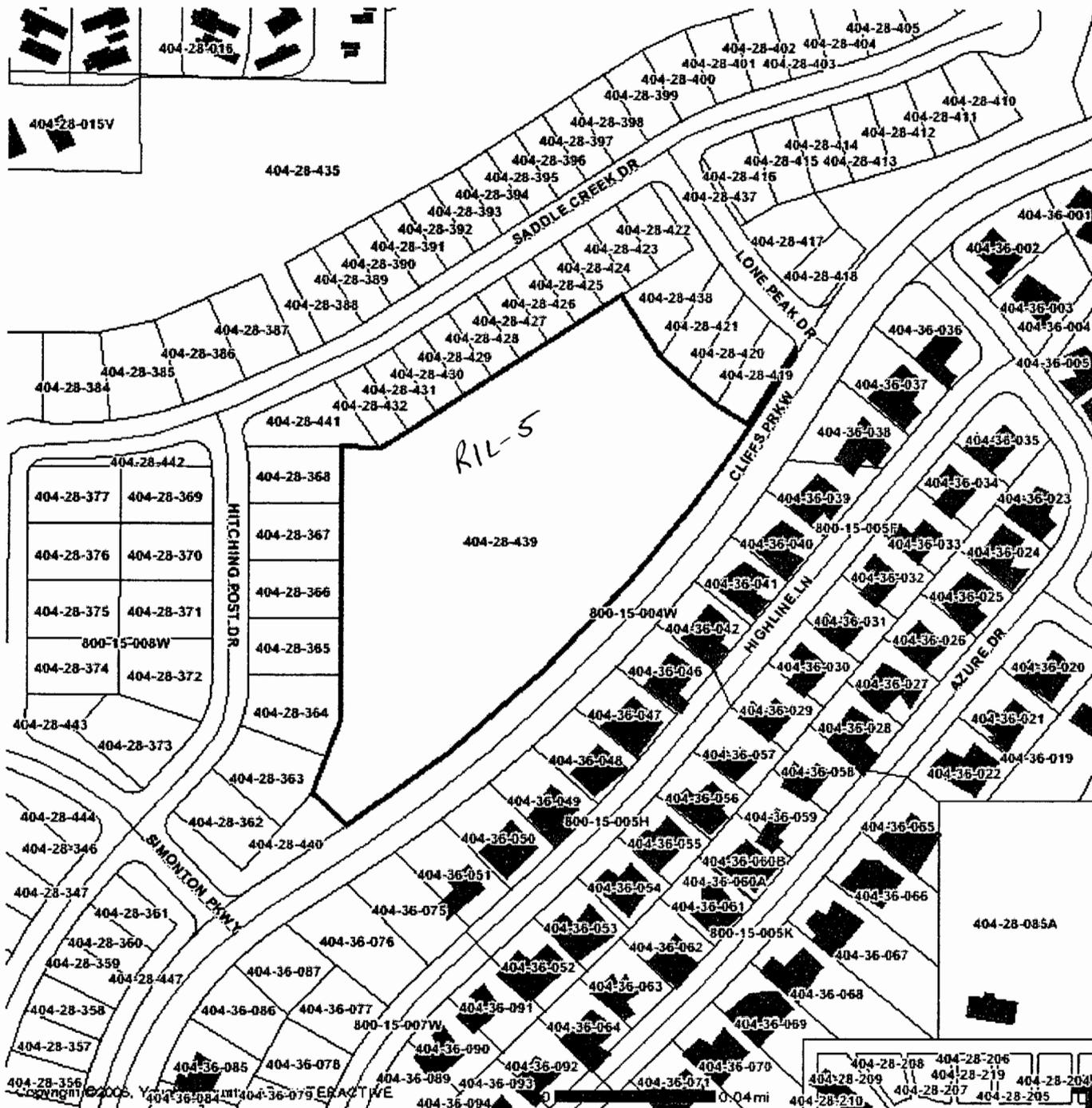
Close Window

Print Page

Save Map Image

Cliff's Library Site

Printed: 3/28/2006



Map scale: 1 inch = 215 feet

Disclaimer: Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.



Town-owned property toward larger parcels, top. Looking toward Finnie Flat Road, below.



STAFF REPORT

Council meeting of: April 5, 2006

Title: **Discussion, consideration, and possible determination to over-grout or dry-stack the limestone at the new Marshal's facility.** The unbudgeted associated costs to do an over-grout are \$3,569.00 and would come from the CIP fund.

Budgeted item: No – if additional costs are incurred

Description of Item: None

Staff Recommendation: None

Comments: None

Attachments: Yes

Prepared by: Bill Lee/cjb



Amon Builders, Inc.
General Building Contractor

Eagle Springs Professional Plaza
903 E. Hwy. 260, Suite 6
Payson, AZ 85541

Office (928) 474-0689
FAX (928) 474-8818
www.amonbuilders.com

CHANGE ORDER REQUEST

<p>PROJECT: Camp Verde Marshal's Facility (name, address) 646 S. 1st Street Camp Verde, Az 85541</p> <p>TO ARCHITECT: Doug Stroh Stroh Rogers Architects, Inc.</p> <p>OWNER: Town of Camp Verde 473 S. Main Street Suite 102 Camp Verde, Arizona 86322</p>	<p>C.O. REQUEST NO.: 2512-COR -09</p> <p>DATE: March 23, 2006</p> <p>ARCHITECTS PROJECT NO:</p> <p>CONTRACT DATE: July 11, 2005</p>
--	---

Description: For the extra material and labor costs associated with the build out of the masonry grout, out to the face of the synthetic stone. Specs originally called for the grout to be set back from the face of stone a minimum of 1". I have had two different Subcontractors give me the costs for what has been requested, both were within \$100.00 of each other.

Cost for labor and materials for build out of mortar at exterior of building including the 2 front entry columns and 5 porch columns.

\$2,380.00

Labor and material costs for build out of mortar at 11 columns at the court yard area.

\$770.00

SUBTOTAL

\$3,150.00

Amon Builders 5% Overhead & Profit

\$158.00

Tax & Bond

\$201.00

Total Cost of this Change Order Request

\$3,569.00

Amon Builders, Inc.
CONTRACTOR
903 E. HWY 260, Ste. 6
ADDRESS
Payson, AZ 85541

Town of Camp Verde
OWNER
473 S. Main St. Suite 102
ADDRESS
Camp Verde, AZ 86322

STAFF REPORT

Council Meeting of: April 5, 2006

Title: Purchase of Vehicle(s) for Community Development Department

Description Of Item: Council approved the purchase of a vehicle in the FY2005-06 budget for \$13,000. Staff the approached Council in their October 5, 2005 meeting about buying two vehicles and were directed to research that option. Staff placed the appropriate notices in the local newspaper and received some interest from Stever Coury at that time, but did not have sufficient funding for two vehicles. The Council reaffirmed their approval of two vehicles in their January 25, 2006 meeting when the overall needs for the Community Development Department were discussed in some detail.

Staff has acquired a 1999 Cheverolet Cavalier for about \$3,000 from Arizona State Surplus in March for one of the inspectors to use. This leaves about \$10,000 to purchase the remaining vehicle. Staff has subsequently contacted Coury and they have worked with use to submit a bid on the two vehicles to be considered for our administrative car. The out-the-door (OTD) price is shown on the attachment from their representative.

Recommended Council Action: Staff would recommend that we be permitted to purchase one of these vehicles. Both are within our budget and each has their own advantages.

Attachments: Yes

Prepared by: Will Wright

The Town of Camp Verde is seeking sealed bids to purchase two (2) vehicles. The town is interested in a new or used four door, mid-sized sedan (seats 5 comfortably). Both vehicles will have applicable warranties with an option to purchase an extended warranty. The used vehicle(s) should not be older than a 2003, have less than 25,000 miles and be fuel efficient (EPA rated 20 mpg city, 28 mpg highway). Price per vehicle should not exceed \$12,500, including taxes and license fees. Bids are due by November 28, 2005 by 4 p.m. and can be delivered to the Community Development Department located at the 473 South Main Street, Suite 108 or can be mailed to PO Box 710, Camp Verde, AZ 86322. Please mark on the outside of the envelope 'vehicle sealed bid'. Questions can be directed to Will Wright at (928)567-8513.

Stock #C3032A

Mar 30, 2006

Retail Blue Book Kelley Blue Book Mar-Apr 2006

Make/Model: 2000 Buick Park Avenue Sedan 4D

Engine: V6 3.8 Liter
Trans: Automatic
Drivetrain: FWD
Mileage: 67,954

Reconditioning Amt: none given

VIN: 1G4CW52KXY4127264
Color: Silver

*** Equipment ***

Air Conditioning
Power Steering
Power Windows
Power Door Locks
Tilt Wheel

Cruise Control
AM/FM Stereo
Cassette
Dual Front Air Bags
Front Side Air Bags

ABS (4-Wheel)
Leather
Dual Power Seats
Alloy Wheels

Value without mileage... \$11,420
Mileage adjustment..... + \$325

Blue Book..... \$11,745

*10,000
OUT THE DOOR!*

STEVE COURY BUICK PONTIAC GMC

INCLUDES TAX
TITLE LICENCE

Stock #C2916

Mar 30, 2006

Retail Blue Book

Kelley Blue Book

Mar-Apr 2006

Make/Model: 2002 Chevrolet Malibu Sedan 4D

Engine: V6 3.1 Liter
Trans: Automatic
Drivetrain: FWD
Mileage: 41,341

Reconditioning Amt: none given

VIN: 1G1ND52J22M530682
Color: White

*** Equipment ***

Air Conditioning
Power Steering
Power Windows
Power Door Locks

Tilt Wheel
Cruise Control
AM/FM Stereo
Single Compact Disc

Dual Front Air Bags
ABS (4-Wheel)
Alloy Wheels

Value without mileage...	\$8,790
Mileage adjustment.....	+ \$375
Blue Book.....	\$9,165

9413⁰⁰
OUT THE DOOR!!

INCLUDES TAX

STEVE COURY BUICK PONTIAC GMC TITLE LICENCE

Mar-Apr 2006 Kelley Blue Book KARPPOWER values for Arizona
Values are subjective opinions. Kelley Blue Book assumes no responsibility for errors or omissions
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**STAFF
AGENDA ITEM REPORT**

Council meeting of: April 5, 2006 – Regular Session

Title: Discussion, consideration, and possible approval of the Clerk's Office Policies and Procedures Manual and the Agenda Handbook.

Budgeted item: N/A

Description of Item: In 2004, the Clerk's Office staff worked diligently with the Town Attorney to develop a Policies and Procedures Manual that was consistent with statutes, Town Code, and Town policies. Council reviewed and commented on the Manual during that period. We have updated the Manual and are requesting formal approval.

In addition, we have updated the Agenda Process Handbook that we provide to staff, newly elected officials, and commission members as a resource.

Staff Recommendation: Comment as needed and approve the Policies and Procedures Manual and the Agenda Process Handbook.

Comments: Council approval of the documents lends credibility to the established policies and procedures both for staff and the public.

Attachments: Yes

Prepared by: Debbie Barber, Town Clerk

CLERK'S OFFICE POLICY & PROCEDURES



ADOPTED BY COUNCIL

4-5-06





Office of the Town Clerk

Our Mission - One Voice - One Vision

We succeed only when we meet or exceed the expectations of our citizens. We have a passion for excellence and endeavor to set and deliver the highest standards of service, value, integrity, and fairness. We celebrate the diversity and power of our democracy through its people, ideas, and cultures. We feel a sense of responsibility to lead by examples of creativity, enthusiasm, and loyalty to our community in which we are honored to serve.

Our Values - One Voice - One Vision

The Clerk's Office staff is a partnership. No one member is greater than or less than the other. Our partnership is committed to and abides by these values and principles.

Total Commitment - we give 100% to excellent service to our community, our elected and non-elected officials, and fellow staff members. We are committed to being proactive as opposed to reactive.

Organization - is vital to the success of our Office. We ensure statutory compliance and the safeguarding of Town records. We will at all times remain organized.

Willing - to admit and learn from our mistakes. We recognize that mistakes are inevitable. Thus, we are committed to our professional growth by learning from these mistakes and we are committed to the Partnership by working together to correct errors.

Nurturing - we openly share information with each other, staff, citizens, and elected and non-elected officials. We will offer assistance and training to other staff members and Council members.

O pen Communication - we seek "first to understand, then to be understood".

We do not withhold information from each other or the public. We always communicate with respect and empathy and are ever cognizant of our body language and tone of voice. We strive to improve communication.

F undamental integrity - is vital to building trust in the Clerk's Office. We remember always that we are the public's access to their government. We seek truth in all that we do both professionally and personally.

C ompassion - we act with compassion and empathy with each other, our co-workers, our elected and non-elected officials, and our citizens.

A ccuracy - we strive for accurate and complete up-to-date information, which is critical to the success of our work and vital to building trust in our government.

M otivated - we live up to our values and strive to achieve our goals.

P artnership - we value individuality, while working as one unit. We each recognize and honor the talents and skills that each of us brings to the partnership.

V ital part of our Town government - the Clerk's Office is entrusted with the democratic process that our very nation was founded upon. We are dedicated and committed to ensuring that nothing shall happen to cast suspicion upon our citizens' most fundamental democratic right to vote.

E thical - we abide by the strictest sense of the law and contribute to the moral standards of our group.

R espect - we respect diversity and honor our profession. We respect the office of our elected and non-elected officials, our fellow staff members, and each other. We respect and honor the public's right to information, no matter what the request.

D edicated - we are dedicated always to give no less than 100% to our performance.

E ducation - is an ongoing and daily process. We are committed to keeping up-to-date on the latest statutes, Town Code, Policies and Procedures, and other educational opportunities that contribute to our success.

POLICIES & PROCEDURES

Office of the Town Clerk

Administrative Policies & Procedures

The Arizona Municipal Clerk’s Association (AMCA) Code of Ethics and Oath:

Believing in freedom throughout the world and allowing increased cooperation between municipal clerks and other officials locally, nationally, and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as an **Arizona Municipal Clerk**:

- To uphold the constitutional government and laws of my community and state;
- To so conduct my public and private life as to be an example to my fellow citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practice to produce continued progress and to fulfill my responsibilities to my community and others.

These things I, as an Arizona Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

I. General Guidelines

A. Statements

The Office of the Town Clerk of the Town of Camp Verde (Clerk) staff affirms the AMCA Code of Ethics and makes every effort to provide leadership, organization, procedures, and assistance to preserve the public’s right to participate in discussion and open decision-making. We are dedicated to providing quality and responsive services to the citizens of our community.

B. Purpose/Goals/Objectives

Town Clerk staff is committed to:

- Honesty and Integrity
- Excellent Customer Service
- Openness and Teamwork
- Respect for Diversity
- Innovative ideas

C. Revisions of Policy and Procedures

The Clerk’s Office Policies and Procedures Manual may be revised as circumstances require.

II. General Office Procedures

A. Purpose

The purpose of this section is to provide a system for identifying, storing, and releasing documents; to explain the general procedures for preparing an agenda; and to clarify standards for absences and directions to staff.

B. General Policy

Town Clerk staff will provide services appropriate to these expressed objectives.

C. General Clerical Procedures

1. **Original Documents**, including tapes, video tapes, disks, etc. are not permitted out of the control of Clerk staff. An exception to this is the processing of contracts. At times, contracts, titles, real property documentation, and/or agreements must be sent out for original signatures, filing at the County, etc. In these cases, the original documents must be allowed out of the office. Make a copy of the document and note on the copy where the original has gone and when it is supposed to return. Follow-up within a reasonable amount of time. *We must have original documents on file.*

Another exception to this rule is in an effort to control expenses, the transcriptionist is permitted to take the tapes (**excluding executive session tapes**) with him or her to complete the minutes. However, the tapes should be returned within 48 hours or sooner if there is a request for a copy.

2. **Executive Session** tapes, minutes, etc – may not be copied or reproduced in any manner without express consent or direction from the attorney. The direction may be written or verbal. If verbal, a note indicating the date and time must be placed in the file. All executive session material including notes, supporting documentation, tapes, and minutes of the meeting are sealed in an envelope. The envelope is marked with the date and a general description of the matter and filed. An envelope **may not** be opened once it is sealed without consent or direction from the attorney. Again, if the direction is verbal, a note must be made and placed in the file. The material will then be resealed.

Under NO circumstances are executive session tapes allowed out of the Clerk's/Administrative Offices. Council members are permitted to listen to the tapes in the office only. However, the Clerk's staff must remain in possession of the tapes at all times. If a Council member has requested the tapes, staff must remain in the general area to ensure the tapes are not compromised. **There are no exceptions!**

3. **Direction to Staff** – At times, Clerk’s staff will be asked to perform various tasks and retrieve information, make copies, etc. that goes beyond our general job description. It is our policy to assist Council, staff, and the public to the best of our ability. As long as a request is not out of the ordinary and does not require an extensive amount of time away from normal duties, we should make every attempt to provide the assistance. Requests such as verbatim minutes normally require a full Council vote. However, if the request is for one motion, or a few minutes of the tape, and you have the time; it is permissible to honor the request. Otherwise, the request requires a full Council vote. We do not under any circumstance provide verbatim minutes in response to a request from the public or media. Remember, it takes approximately one hour of transcription for every 20 to 30 minutes of tape.

4. **Absence** – There are two educational events per year that require mandatory attendance by Clerk staff to receive or retain certification. These are the Clerk’s Institute/Academy that is held in Phoenix the second week in February (the entire week) and Elections Training that is held over a 3-day period in July or August. Every attempt should be made to notify interested or impacted persons (i.e. political committees) of the impending absence so that they might submit documents before our absence, or upon our return. If necessary, the agenda and absentee voting will be handled by admin staff.

Other than required training, every attempt should be made to have at least one Clerk staff member present in the office during regular business hours.

5. **Receiving Documents** – *All* documents must be date-stamped immediately upon receipt. Processing and filing may then proceed.

Documents such as election material must be reviewed for completeness before accepting for filing. Date-stamp and file if the document is complete. If it is incomplete, the document must be returned. The clerk must review all election material before it is filed. In no case will a review impact filing deadlines. In the event a candidate submits his or her documents at the deadline, it will be stamped “Received” with the date/time following, and then “Accepted” or “Rejected” date after the review is complete. Election material must be received by Clerk staff only.

6. **Service** – Documents that are served upon the Clerk shall be date-stamped. Process servers usually provide a document acknowledging receipt. Date-stamp the acknowledgement and make a copy. Sign each copy. Give an original to the process server, place the other original signature with the documents and immediately forward to the attorney.

7. **Agenda Preparation** (Refer to the Agenda Handbook) – All agenda item requests must be accompanied by a staff report. The staff report and supporting documentation should be reviewed for completeness and returned to the requesting party if it is not complete. ‘Completeness’ includes the following: resolutions, ordinances, contracts, agreements, supporting documentation, etc. are attached. * (See Resolution 99-432A)
- ✓ The Clerk’s Office **cannot** place a document requiring attorney approval on an agenda without the attorney’s signature. All resolutions, ordinances, contracts, memoranda of understanding, agreements, etc. must be signed by the attorney. The attorney needs adequate time to review documents; therefore, the agenda item request should not be submitted to the Clerk’s Office before it is ready to be placed in the agenda packet.
 - ✓ All expenditure requests must indicate whether the item is budgeted and from which fund it will come.
 - ✓ Agenda Meetings are held on Thursday mornings. Agenda items are due in the Clerk’s Office no later than Wednesday at 4:30 p.m. the week prior to the meeting. The Mayor and Manager must approve any late additions to the agenda.¹ The attorney reviews all agendas.
 - ✓ The Town Code requires that the agenda be posted no later than 12:00 p.m. on the Friday before the Wednesday meeting. Thus, agendas and packets are prepared on Friday mornings no later than 9:00 a.m. (See Resolution 99-432)
8. **Meeting Follow-up:**
- ✓ A log should be prepared indicating what documents are to be processed, dates signatures are obtained, the date and to whom the document is sent, and date the document is indexed and filed.
 - ✓ All documents must be processed Thursday morning or immediately following a Council meeting. Review the Actions Taken or check with the Clerk to determine if changes were made to any of the documents.
 - ✓ Process the document and log.

¹ This requirement is contingent upon adoption of revisions to the Town Code. As of this date, the Manager OR the Mayor may approve late additions to the agenda.

absence, or upon our return. If necessary, the agenda and absentee voting will be handled by admin staff.

Other than required training, every attempt should be made to have at least one Clerk staff member present in the office during regular business hours.

5. **Receiving Documents** – *All* documents must be date-stamped immediately upon receipt. Processing and filing may then proceed.

Documents such as election material must be reviewed for completeness before accepting for filing. Date-stamp and file if the document is complete. If it is incomplete, the document must be returned. The clerk must review all election material before it is filed. In no case will a review impact filing deadlines. In the event a candidate submits his or her documents at the deadline, it will be stamped “Received” with the date/time following, and then “Accepted” or “Rejected” date after the review is complete. Election material must be received by Clerk staff only.

6. **Service** – Documents that are served upon the Clerk shall be date-stamped. Process servers usually provide a document acknowledging receipt. Date-stamp the acknowledgement and make a copy. Sign each copy. Give an original to the process server, place the other original signature with the documents and immediately forward to the Town Attorney.

7. **Agenda Preparation** (Refer to the Agenda Handbook) – All agenda item requests must be accompanied by a staff report. The staff report and supporting documentation should be reviewed for completeness and returned to the requesting party if it is not complete. ‘Completeness’ includes the following: resolutions, ordinances, contracts, agreements, supporting documentation, etc. are attached. * (See Resolution 99-432A)

- ✓ The Clerk’s Office **cannot** place a document requiring Town Attorney approval on an agenda without the Town Attorney’s approval. All resolutions, ordinances, contracts, memoranda of understanding, agreements, etc. must be signed by the Town Attorney. The Town Attorney needs adequate time to review documents; therefore, the agenda item request should not be submitted to the Clerk’s Office before it is ready to be placed in the agenda packet.
- ✓ All expenditure requests must indicate whether the item is budgeted and from which fund it will come.
- ✓ Agenda Meetings are held on Thursday mornings. Agenda items are due in the Clerk’s Office no later than Wednesday at 4:00 p.m.

- Work with the initiating department to identify legal issues, if any.
- Review staff reports and ordinance or resolution for legal compliance.
- Negotiate and write Town contracts and agreements.
- Provides periodic training to staff.

c. Department Heads

Each department is responsible for the following elements of the agenda process:

- Strict adherence to the procedures and specified timeline.
- Department heads review and approve agenda staff reports and recommendations.

d. Agenda Item Author

The agenda item author takes primary responsibility for initiating, preparing, and securing the appropriate reviews and approval for the agenda item. Tasks include:

- Ensure that all necessary staff members, Council committees, Boards and Commissions and/or affected citizens have been involved where appropriate, and/or have been notified of the agenda item through meetings, public forums, letters, etc.
- Work with the Town Attorney on legal aspects of the agenda item.
- Follow department procedures for finalizing and revising the item.
- Submit agenda item and supporting documentation no later than 4:30 p.m. on the Wednesday before the meeting.
- Contact the Clerk's Office if the deadline cannot be met due to unanticipated circumstances.

2. Regular Council Meeting Agenda – Order of Business

The Mayor and the Manager set the Council meeting agenda. The order of business is as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Consent Agenda
- Call to the Public for Items not on the Agenda
- Informational/Action Items
- Call to the Public for Items not on the Agenda
- Advanced Approvals
- Manager/Staff Report
- Council Comments, Informational Reports, and Activity Updates
- Adjournment

- a. **Proclamations and Awards** – The Clerk’s Office is responsible for scheduling items for proclamations and awards. Requests should be made no later than 4:30 p.m. on the Wednesday before the meeting.
- b. **Consent Agenda** – Consent Agenda items are motions that are less formal than ordinances or resolutions. Examples of actions that may be approved by motion are:
 - Setting next meeting dates
 - Approval of minutes
 - Approval of budgeted expenditures
 - Approval of Proclamations
 - Miscellaneous Administrative Items
- c. **Resolutions** – Resolutions are used to set general policy, give formalized direction to staff, or to approve administrative actions. Resolutions are sequentially numbered by the Clerk’s Office. (e.g. 2000-123) Please contact the Clerk for all numbers. Examples of actions approved by Resolutions are:
 - Agreements
 - Canvass of Election
 - Adoption of the Budget
 - Submittal of Grant Applications
 - Committing local resources to a project
- d. **Ordinances** – an ordinance is a local law or legislative act of the Town that imposes certain restrictions on the community and/or the administration of the municipal government.

An ordinance takes effect 30 days after the document is available in the Clerk’s office. Ordinances with an emergency clause take effect immediately upon signing, but are limited to the protection of the public health, safety and welfare. Ordinances are required to make changes to the Town Code and to provide for any type of legislative action. The Clerk’s Office provides sequential numbers for all ordinances. (e.g. 2000-A153)

The Clerk’s Office publishes all ordinances in full after adoption. The Town Code of the Town of Camp Verde is a compilation of all permanent ordinances of the Town.

The following are examples of actions requiring approval by ordinance:

- Annexing land
- Rezoning property
- Levying taxes/assessments
- Adopting codes or code amendments

- Amending or repealing an ordinance
- e. **Public Hearings** – some that go before Council are required to have a public hearing before being adopted. If the issue requires an ordinance, the Council may choose to introduce it at the end of the meeting, after the public hearing has been closed. Law prescribes items that require public hearing.

The public has the right to speak on the issue at hand. The Council may, however, place certain limitations on the public hearing, including length of time. The following are examples of actions requiring a public hearing:

- Annexations
- Rezoning
- Adoption of final budget and tax levy

3. **Instructions for completing a “Staff Report” form**

- a) Fill in the meeting date.
- b) Fill in the *exact* verbiage of the agenda item.
- c) Description: prepare a short statement identifying the issue to be approved. For example: Special Event Liquor License
- d) Staff Recommendation: prepare a short statement explaining the action you expect Council to take. For example: Approve a Special Event Liquor License application for Parks for fundraisers to be held on the following dates xx/xx/xx.
- e) Comments: explain the action to be taken with enough detail and background information that the Council is able to make an informed decision on the issue. If the action amends a prior action, include the date it occurred.
- f) List all available backup material and send to the Clerk’s Office with the Staff Report.

Please note: if the item is incomplete or submitted later than 4:30 p.m. on the Wednesday before the meeting, the item will not be included on the next agenda.

g) **Sample Staff Report:**

Staff Report

1. Council meeting of: [List the Date & Session]
2. Title: [List the item exactly as it should appear on the agenda. Include whether budgeted or non-budgeted and from what fund or line item it will be taken.]

3. Description of Item: [Describe the item in detail.]
 4. Staff Recommendation: [List your recommendation.]
 5. Comments: [List additional comments if needed.]
 6. Attachments: ___ Yes ___ No [Complete this section.]
- Prepared by: [Complete this section.]

IV. **Overview of the Council Process** *(See Resolution 2000-447)*

A. **Statements concerning Town Government**

A Council-Manager form of government governs the Town of Camp Verde. Legislative policy is set by the elected Council members and administered by the Town Manager. The Council consists of a Mayor and six council members. Voters elect the Mayor every two years. Voters also elect the Council members that serve staggered 4-year terms, with three seats decided every two years. The Mayor and Council select a Vice Mayor every year at the first meeting in June. The Vice Mayor serves in absence of the Mayor.

B. **Policies and Procedures**

All Council meetings are open to the public, except Executive Sessions. Final legislative action must be taken in an official meeting that is open to the public. Types of meetings include Regular Session, Work Session, Special Session and Executive Session.

Types of Council Meetings:

1. **Regular Sessions** are held on the first and third Wednesdays of each month, beginning at 6:30 p.m., in Council Chambers, Room 106, 473 S. Main. **Council Hears Planning & Zoning Matters** sessions are held on the fourth Wednesday of each month beginning at 6:30 p.m. in Council Chambers.

Public comment on any agenda item is at the Mayor's discretion. Comments on issues not on the agenda can be made during one of the two "Call to the Public for Items not on the Agenda" that occur near the beginning and near the end of the agenda. Comments must be limited to those within the jurisdiction of the Council. Council is not permitted to respond to these comments, other than to request a future agenda item or to direct staff to check into the issue.

2. **Work Sessions** are called for informational purposes, including briefings and presentations. Public input is usually not taken at Work Sessions

because it is held for informational purposes only, and no formal action is taken.

Work Sessions are scheduled as needed; however, the second Wednesday of each month is set-aside specifically for work sessions. Work Sessions are held at various times in the Council Chambers, Room 106, 473 S. Main.

3. **Special Sessions** are special Council meetings called by the Mayor or a majority of the Council members for a specific purpose. Special Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance. Public input is at the discretion of the Mayor.
4. **Executive Sessions** are closed meetings called by the Council pursuant to ARS §38-431.03, for the purpose of considering certain limited matters including legal advice, real estate and personnel matters. Executive Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance.

V. **Election Procedures** *(See Resolution 2000-454 for procedures regarding Mail Ballot Elections.)*

A. **Statements**

It is the Clerk's policy to provide citizens with access to the democratic process. Since it is a guiding principle of the Town to foster trust between the government and the citizenry, it is our policy to provide assistance whenever possible, without providing actual legal advice. We encourage the applicant to check further and we explain thoroughly that staff cannot be responsible for their reliance upon our advice and/or recommendation(s).

B. **Policies and Procedures**

Statutes require that we provide a packet of information (Master Copy) at no charge for the following: candidate, recall, referendum, and initiative. It is the applicant's responsibility to make additional copies of forms.

The following steps explain proper procedures when addressing election issues:

- ▶ Pre-election Meeting – Staff will meet to discuss and have a clear understanding of all issues related to that particular subject before any election process begins.
- ▶ It is permissible to go over the candidate checklist and answer questions concerning items on the checklist. Again, encourage the applicant to take the papers home to review before submitting them for filing.
- ▶ It is permissible to explain the difference between a \$500 Exemption Statement and Statement of Organization.

- ▶ It is permissible to explain that certain documents must be filed before collecting signatures and that the candidate or petitioner needs to review the statutes before filing any of the forms. (The appropriate filings will be determined at the pre-election meeting.) However, the applicant must have a clear understanding that he or she is solely responsible for the accuracy of his or her material and for determining the appropriate forms for filing (i.e. whether to file an Exemption Statement or a Statement of Organization).
- ▶ An incomplete filing will not be accepted after the statutory deadline under any circumstance.
- ▶ It is permissible to explain that the applicant should make every effort to submit their filings early enough to allow for a sufficient review. Applicants should be advised that they will not have sufficient time to correct inaccuracies before the statutory deadline if they fail to file early enough (at least five (5) business days) to allow for review.

Corrections made before the filing deadline will be permitted on filings submitted by candidates for office.

No changes or corrections will be permitted on documents related to referendum, recall (petition process, not candidate process), or initiative, once they are submitted for filing, as statutes clearly define the review process and steps for these matters.

- ▶ The Clerk's office maintains procedures for accepting and reviewing election materials separately as an evolving document that is reviewed prior to each election to conform to current election laws. While public record, this document or any materials in this section cannot be relied on by the public as legal advice. The candidate, elector, or citizen is still responsible for reviewing the election laws on their own and complying with the same.

VI. Public Records Request Policy

A. Purpose

The purpose of this policy is to assist Town departments with processing public record requests by defining the guidelines for non-commercial use requests, commercial use requests, and custom requests so as to protect the public's right to data, maximize cost recovery, and ensure the appropriate distribution of monies from the sale of public records.

B. Definition of Legal Responsibility

A number of legal provisions govern the Town's response to requests for public information. They are as follows:

1. The Public Records Act, ARS §39-121 through ARS §39-121.03;
2. The Open Meetings Act, ARS §38-431;
3. Various information-specific statutes and administrative regulations designating particular information as either subject to public access or as confidential;
4. The body of law interpreting these provisions as reported in court decisions and opinions of the Arizona Attorney General.

The Town of Camp Verde, as a public body, and its officers are responsible for maintaining all records reasonably necessary or appropriate to preserve an accurate record of their activities. Permanent public records must be maintained in accordance with the requirements of ARS §39-101 and other state and federal laws. Other public records must be maintained in accordance with ARS §41-1344; ARS §41-1347; and ARS §41-1351.

C. Policies and Procedures

The following policy is established to manage the sale of Town of Camp Verde public record:

- ▶ The Public Records Act is to be interpreted liberally to facilitate broader access to public records.
- ▶ Public Records and other matters in the Town are presumed to be open for public inspection and shall be open to inspection during office hours, with certain exceptions.
- ▶ All information is considered public record, with three (3) broad exceptions:
 1. **Confidentiality** – Disclosure is not required where prohibited by statute, court rule, or court order. (i.e. social security numbers, court orders, etc.)
 2. **Personal Privacy** – Some data need not be disclosed due to an individual's privacy rights. (i.e. home address, telephone numbers, racial background, age)
 3. **Best Interest** – Disclosure may not be required if release of the information is not in the best interest of the public body. (i.e. release would inhibit public safety efforts or place the Town at a competitive disadvantage)
- ▶ **Generally:**
 - ✓ The Town of Camp Verde has the burden of proving that release of specific public information should not be allowed.
 - ✓ Public record requests should be submitted to Town departments in writing. Department management has the discretion to accept verbal public record requests for data that is readily available.

- ✓ The standard forms supplied with this policy should be completed by a petitioner *before* any public record is released, unless the petitioner has already provided all the information in writing.
- ✓ Any person may request to examine or be furnished copies, printouts, or photographs of any public record during regular office hours. However, if the custodian does not have the facilities for making copies of the public records, the copies may be made while the public records remain in the control of the custodian and subject to the custodian's supervision. The Town is not required to allow the petitioner to make his own copies.
- ✓ Petitioners only have a right to the data that is already maintained and in the format in which it is currently kept. A public entity is not required to convert data to a different format or convert the magnetic media to one that the public entity does not use. (i.e. tapes to cds, 3/5" floppy disc to an 8", etc.)
- ✓ Information that falls within an exemption may be 'redacted', which means 'obscured', and the remainder must be disclosed. Just because one piece of information in a document does not have to be released does not mean that the entire document can be withheld.
- ✓ The custodian responsible for the public record may not avoid the responsibility of performing redaction by refusing access to records.
- ✓ Redaction must be done in good faith.
- ✓ Access to a public record cannot be refused if the record still exists beyond its retention date, even if the document should have been destroyed according to the schedule.
- ✓ Voluntary disclosure of a record can preclude later claims that the record is exempt from release as a public record, particularly where the record is released to a person whose interests are adverse to those of the officer or public body.
- ✓ The Town is not required to create a new record to meet a public record request. This means that we are not obligated to obtain new data, perform research projects, create new report formulas, convert data to different medium or formats, nor perform custom programming or extraction.
- ✓ Custom public record requests may be declined. However, a director or manager may choose to fulfill a request for non-existing information or for existing information in a different format or medium when it is in the Town's best interest to do so.

- ✓ Factors to consider when reviewing a custom public record request:
 - Availability of resources, such as personnel, equipment, etc.
 - The data subject to disclosure
 - Production costs
 - Maintenance costs
 - Impact on your department
 - Impact on the Town

- ✓ Once a 'custom' document is created or different data is collected in response to a custom request, that newly created document or data becomes a public record. The Public Record Request Policy will now apply to that newly created document or data.

- ✓ Any modification to the aforementioned 'custom' document (different time frame, layout, fields) makes the new request another custom request.

- ✓ What fees can be charged? Different rules apply to non-commercial purpose, commercial purpose, and custom requests for the recovery of costs. The Clerk will recommend fees for Council approval.

▶ **Policy for Special Types of Public Record Requests**

Public Record Requests for Personnel Files and Evaluations

The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee.

1. **Information that Will be Released:**
 - ▶ Name
 - ▶ Job Title
 - ▶ Department
 - ▶ Supervisor
 - ▶ Date of Hire
 - ▶ Salary
 - ▶ Date of Termination

2. **Information that May be Released:** If the request is made pursuant to a matter of public interest, the following information will be released:
 - ▶ Personnel Action Form

3. **Information that Will NOT be Released:**
 - ▶ Social security number
 - ▶ Date of birth

- ▶ Home address and phone number
 - ▶ Personal identifying information
 - ▶ Medical Records
-
- ▶ **Requests for Inspection of Public Records**

The client must be specific in their request so as not to interrupt daily activities. While the public has a right to inspect public records, this is not an unlimited right. Inspection is subject to reasonable rules and regulations. It is the responsibility of the custodian to safeguard the records, avoid unreasonable disruption of the functioning of the office, provide reasonable supervision and ensure there is no confidential information in the records to be reviewed prior to the inspection. As such, public inspection of records must be approved by the department head and scheduled if such request will interrupt normal day-to-day activities. Contact the Clerk or Attorney if you have any questions or concerns with this type of request.
 - ▶ **Public Record Requests for Documents from Other Agencies**

Records from another agency are not the Town's records and therefore, should not be released by the Town. An agency may release documents to the Town that may include non-public information. The client *must* be referred to the originating agency for the document to avoid potential legal issues for the Town. An example of this would be a request for a copy of a Superior Court Order. Please note, however, if the document has become a part of the Town's record, it should be released.
 - ▶ **Public Record Requests from the News Media**

Public record requests from the media are not automatically considered commercial purpose requests. Requests by the news media are generally considered non-commercial purpose requests.
 - ▶ **Request for Electronic Access to a Town Database**

Requests for electronic, 'remote' access to a Town database should be carefully considered from several perspectives prior to implementation. The Town Manager should be contacted to discuss the technological and customer service perspectives. The Town Attorney should be contacted to discuss legal concerns.
 - ▶ **Request for Electronic Copy of a Town Database**

The greatest concern surrounding such requests is the accidental disclosure of proprietary software. The request should be forwarded to the Town Attorney for legal concerns and the Town Manager to determine technological concerns.
 - ▶ **Request to Purchase Town Software Application**

Requests to purchase Town-developed software may involve questions of proprietary software. The Town Manager should be contacted to discuss technological concerns.
 - ▶ **Authority and Responsibility:**

The Town Clerk shall:

- ✓ Assist Town departments with analyzing public records requests.
 - ✓ Assist Town departments with calculating cost recovery for record sale requests.
 - ✓ Assist with custom information requests. All custom requests must be submitted to the Clerk's Office for review and approval. The Clerk shall prepare correspondence in response to custom information requests.
 - ✓ Prepare reports to Council concerning information requests.
 - ✓ Approve and file Certificates of Destruction with the appropriate State agencies.
 - ✓ Keep staff updated with current records information and retention schedules.
 - ✓ Provide training on records management/retention procedures.
- ▶ **The Town Attorney** shall assist departments in determining the level of confidentiality of their public records, pursuant to the following:
- ✓ When the request is made concerning a matter currently in litigation or one that is likely to lead to litigation.
 - ✓ When the item requested is a memorandum containing legal advice from the Town Attorney or from one of the Town's outside counsel.
 - ✓ When the request involves producing a draft of work in progress and not the final product.
 - ✓ When, after reviewing the handbook and consulting your supervisor, you are unsure how to respond.
- ▶ **Department Management** shall:
- ✓ Seek assistance from the Town Clerk.
 - ✓ Make the final determination as to what department information is sold for commercial use.
 - ✓ Develop the cost recovery strategy for all departmental records sold.
 - ✓ Identify funding requests and priorities for the use of funds from the sale of department records.
 - ✓ Ensure that all policies regarding public records and requests for public record are followed.
 - ✓ Have discretionary power to accept or fulfill verbal record requests for records that are readily available.
- ▶ **Marshal's Office** – Generally, all information in a police report is subject to release without editing unless that information falls into one of three categories set forth below. Editing, rather than outright refusal is the preferred method of protecting various records. Information that is generally subject to release without editing includes:
- ✓ A general description of the crime;
 - ✓ The type of crime;
 - ✓ Date and time or occurrence, if known;
 - ✓ General description of property involved;
 - ✓ Name of the victim, if known, *if release will not interfere with the investigation of the offense, and the crime was not a sex offense.*
 - ✓ Name of the suspect, *if release will not interfere with apprehension of the suspect or hinder the investigation.*

RECORDS OTHER THAN CASE REPORTS – all of the previous guidelines apply to these records. The comments after each category will assist in proper redaction or referral:

- ✓ NCIC and ACJIS Criminal History – No release – restricted by federal and state law
- ✓ FBI Print Cards – No release – privacy interest.
- ✓ Silent Witness – No release – protected by state statute.
- ✓ Internal Affairs Files – Usually need redaction; refer to legal counsel.
- ✓ Hiring Files – Privacy interest; refer to Personnel.
- ✓ Photographs – Dead body photos released to immediate family or their attorney only. This applies whether the photos are taken at the accident scene, at autopsy or elsewhere. Use consideration when releasing to family – try to release to attorney or distant family member to avoid unnecessary mental distress. Usually needed for a lawsuit or insurance. Other photos depicting private parts of a person's body taken as evidence (such as an assault victim) released only to person, parent, guardian, or their attorney.
- ✓ Videotapes – May need editing or conversion to audio if equipment and personnel are available.
- ✓ 911 Tapes – Refer to attorney. We do not release 911 tapes of victim's screams, distraught pleas for help, etc. Privacy issue: not in the best interest of the state (public embarrassment; chilling effect regarding future calls for help). We may offer to transcribe, given availability of personnel and time constraints, if the requesting party desires. The requesting party will be billed for transcription costs.
- ✓ Polygraph Records and Results – Refer to the attorney.
- ✓ Crime Statistics – Release
- ✓ Employee Personnel Records – Refer to the Personnel Department.
- ✓ General and Operational Orders – Refer requests to Professional Standards.

TOWN OF CAMP VERDE



**AGENDA PROCESS
HANDBOOK**

Revised January 2006

**COUNCIL MEETING SCHEDULE
2006**

Meeting Day	Agenda Items Due to the Clerk on Wednesday at 4:00	Packet Assembly Day
4/5/2006	3/29/2006	3/31/2006
4/12/2006	4/5/2006	4/7/2006
4/19/2006	4/12/2006	4/14/2006
4/26/2006	4/19/2006	4/21/2006
5/3/2006	4/26/2006	4/28/2006
5/10/2006	5/3/2006	5/5/2006
5/17/2006	5/10/2006	5/12/2006
5/24/2006	5/17/2006	5/19/2006
6/7/2006	5/31/2006	6/2/2006
6/14/2006	6/7/2006	6/9/2006
6/21/2006	6/14/2006	6/16/2006
6/28/2006	6/21/2006	6/23/2006
7/5/2006	6/28/2006	6/30/2006
7/12/2006	7/5/2006	7/7/2006
7/19/2006	7/12/2006	7/14/2006
7/26/2006	7/19/2006	7/21/2006
8/2/2006	8/26/2006	8/28/2006
8/9/2006	8/2/2006	8/4/2006
8/16/2006	8/9/2006	8/11/2006
8/23/2006	8/16/2006	8/18/2006
9/6/2006	8/30/2006	9/1/2006
9/13/2006	9/6/2006	9/8/2006
9/20/2006	9/13/2006	9/15/2006
9/27/2006	9/20/2006	9/22/2006
10/4/2006	9/27/2006	9/29/2006
10/11/2006	10/4/2006	10/6/2006
10/18/2006	10/11/2006	10/13/2006
10/25/2006	10/18/2006	10/20/2006
11/1/2006	10/25/2006	10/27/2006
11/8/2006	11/1/2006	11/3/2006
11/15/2006	11/8/2006	11/10/2006
11/22/2006	COMBINED WITH 11-15-06	11/17/2006
12/6/2006	11/29/2006	12/1/2006
12/13/2006	12/6/2006	12/8/2006
12/20/2006	12/13/2006	12/15/2006
12/27/2006	12/20/2006	12/22/2006

Agenda Handbook

Introduction

The Agenda Process Manual is prepared and updated by the Clerk's Office. The purpose of the manual is to clarify details of the agenda process.

It is intended to be a guide and a ready reference tool to assist in expediting the movement of an item through the process. Ideally, the process should be followed explicitly, but realistically there is a degree of flexibility that will be used in situations that arise unexpectedly.

The agenda document is one of the most visible examples of the ability of staff to research and prepare background information relative to a project or issue. If all staff involved in the agenda preparation process follows the guidelines, the resulting document will provide Council with all the facts necessary to make its decisions and will maintain staff credibility.

Overview of the Council Process

Town Government

A Council-Manager form of government governs the Town of Camp Verde. Legislative policy is set by the elected Council members and administered by the Town Manager. The Council consists of a Mayor and six council members. Voters elect the Mayor every two years. Voters also elect the Council members who serve staggered 4-year terms, with three seats decided every two years. The Mayor and Council select a Vice Mayor every year at the first meeting in June. The Vice Mayor serves in absence of the Mayor.

Types of Council Meetings

All Council meetings are open to the public, except Executive Sessions. Final legislative action must be taken in an official meeting that is open to the public. Types of meetings include Regular Session, Work Session, Special Session and Executive Session. These are described below:

Regular Session

Regular Sessions are held on the first, third, and fourth Wednesday of each month, beginning at 6:30 p.m., in Council Chambers, Room 106, 473 S. Main.

Public comment on any agenda item is at the Mayor's discretion. Comments on issues not on the agenda can be made during one of the two "Call to the Public for Items not on the Agenda" that occur near the beginning and near the end of the agenda. Comments must be limited to those within the jurisdiction of the Council. Council is not permitted to respond to these comments, other than to request a future agenda item or to direct staff to check into the issue.

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Work Sessions are called for informational purposes, including briefings and presentations. Public input is usually not taken at Work Sessions because it is held for informational purposes only, and no formal action is taken.

Work Sessions are scheduled as needed; however, the second Wednesday of each month is set-aside specifically for work sessions. Work Sessions are held at various times in the Council Chambers, Room 106, 473 S. Main.

Special Session

A special Council meeting is called for a specific purpose and is called by the Mayor or a majority of the Council members.

Special Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance.

Public input is at the discretion of the Mayor.

Executive Session

An Executive Session is a closed meeting called by the Council pursuant to ARS §38-431.03, for the purpose of considering certain limited matters including legal advice, real estate and personnel matters.

Executive Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance.

Agenda Roles and Responsibilities (Regular Council Meetings)

Preparation and completion of each Council agenda packet involves the cooperation and teamwork of many offices and individuals. The keys to a quality document are:

- Effective communication among participants
- Timely and complete staff reports (Requests for Council Action)

The roles and responsibilities of the key players in the agenda process are described in this section.

Town Clerk

The role of the Clerk's Office in the agenda process is to oversee, monitor, and coordinate the preparation, copying and distribution of the Council meeting agenda and packets. With regard to the process, the Clerk has the following roles and responsibilities:

- Compile draft agenda for review by the Mayor and Manager.
- Review staff reports for clarity and format, and ensure that referenced exhibits and attachments are included.
- Copy and distribute complete agenda to Mayor, Council, Staff, Commissions and media.
- Ensure timely publication of legal notices following Council meetings.
- Follow through on Council actions requiring further attention (i.e. contracts, resolutions and ordinances).
- Provide periodic agenda process training to staff, commissions and committees.

Town Attorney

The Town Attorney reviews agenda material with regard to legal issues and has the following roles and responsibilities:

- Work with the initiating department to identify legal issues, if any.
- Review staff reports and ordinance or resolution for legal compliance.
- Negotiate and write Town contracts and agreements.
- Provides periodic training to staff.

Department Heads

Each department is responsible for the following elements of the agenda process:

- Strict adherence to the procedures and specified timeline.
- Department heads review and approve agenda staff reports and recommendations.

Agenda Item Author

The agenda item author takes primary responsibility for initiating, preparing, and securing the appropriate reviews and approval for the agenda item. Tasks include:

- Ensure that all necessary staff members, Council committees, Boards and Commissions and/or affected citizens have been involved where appropriate, and/or have been notified of the agenda item through meetings, public forums, letters, etc.
- Work with the Town Attorney on legal aspects of the agenda item.
- Follow department procedures for finalizing and revising the item.
- Submit agenda item and supporting documentation no later than 4:30 p.m. on the Wednesday before the meeting.
- Contact the Clerk's Office if the deadline cannot be met due to unanticipated circumstances.

Regular Council Meeting Agenda Order of Business

The Mayor and the Manager set the Council meeting agenda. The order of business is as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Consent Agenda
- Call to the Public for Items not on the Agenda
- Informational/Action Items
- Call to the Public for Items not on the Agenda
- Advanced Approvals
- Manager/Staff Report
- Council Comments, Informational Reports, and Activity Updates
- Adjournment

Proclamations and Awards

The Clerk's Office is responsible for scheduling items for proclamations and awards. Requests should be made no later than 4:30 p.m. on the Wednesday before the meeting.

Consent Agenda

Consent Agenda items are motions that are less formal than ordinances or resolutions. Examples of actions that may be approved by motion are:

- Setting next meeting dates
- Approval of minutes
- Approval of budgeted expenditures
- Approval of Proclamations
- Miscellaneous Administrative Items

Resolutions

Resolutions are used to set general policy, give formalized direction to staff, or to approve administrative actions.

Resolutions are sequentially numbered by the Clerk's Office. (e.g. 2000-123) Please contact the Clerk for all numbers. Examples of actions approved by Resolutions are:

- Agreements
- Canvass of Election
- Adoption of the Budget
- Submittal of Grant Applications
- Committing local resources to a project

Ordinances

An ordinance is a local law or legislative act of the Town that imposes certain restrictions on the community and/or the administration of the municipal government.

An ordinance takes effect 30 days from the date the Clerk signs the Ordinance. Ordinances including an emergency clause take effect immediately, but are limited to the protection of the public health, safety and welfare. Ordinances are required to make changes to the Town Code and to provide for any type of legislative action. The Clerk's Office provides sequential numbers for all ordinances. (e.g. 2000-A153)

The Clerk's Office publishes all ordinances in full after adoption. The Town Code of the Town of Camp Verde is a compilation of all permanent ordinances of the Town.

The following are examples of actions requiring approval by ordinance:

- Annexing land
- Rezoning property
- Levying taxes/assessments
- Adopting codes or code amendments
- Amending or repealing an ordinance

Public Hearings

Some issues that go before Council are required to have a public hearing before being adopted. If the issue requires an ordinance, the Council may choose to introduce it at the end of the meeting, after the public hearing has been closed. Law prescribes items that require public hearing.

The public has the right to speak on the issue at hand. The Council may, however, place certain limitations on the public hearing, including length of time.

The following are examples of actions requiring a public hearing:

- Annexations
- Rezoning
- Adoption of final budget and tax levy

Instructions for completing a "Staff Report" form

1. Council Meeting of: Fill in the meeting date.
2. Title: Fill in the *exact* verbiage of the agenda item.
3. Budgeted Item: Is this item budgeted? Where are the funds coming from?
4. Description: prepare a short statement identifying the issue to be approved. For example: Special Event Liquor License
5. Staff Recommendation: prepare a short statement explaining the action you expect Council to take. For example: Approve a Special Event Liquor License application for Parks for fundraisers to be held on the following dates xx/xx/xx.
6. Comments: explain the action to be taken with enough detail and background information that the Council is able to make an informed decision on the issue. If the action amends a prior action, include the date it occurred.
7. Attachments: List all available backup material and send to the Clerk's Office with the Staff Report.

Please note: if the item is incomplete or submitted later than 4:30 p.m. on the Wednesday before the meeting, the item will not be included on the next agenda.

Sample Staff Report

Staff Report

1. Council meeting of:
2. Title:
3. Budgeted Item:
4. Description of Item:
5. Staff Recommendation:
6. Comments:
7. Attachments: ____ Yes ____ No

Prepared by: