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AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MAY 16, 2012
6:30 P.M.

Note: Council member(s) may attend the meeting telephonically.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda –** All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      1) Work Session – May 9, 2012
      2) Work Session – May 7, 2012
      3) Regular Session – May 2, 2012
      4) Work Session – April 30, 2012
   b) **Set Next Meeting, Date and Time:**
      1) May 23, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
      2) June 6, 2012 at 6:30 p.m. – Regular Session
      3) June 13, 2012 at 6:30 p.m. – Work Session
      4) June 20, 2012 at 6:30 p.m. – Regular Session
      5) June 27, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   c) **Possible approval of Resolution 2012-862, 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 2013 Governor's Office of Highway Safety grant.** Staff Resource: Marshal Nancy Gardner

5. **Special Announcements & Presentations**
   - **Presentation of Certificates of Appreciation to James B. Bullard and James W. Bullard for their service on the Board of Adjustments**
   - **Welcome to the new businesses –**
     - **Landscape Magic LLC – Sedona**
     - **Patriot Disposal – Prescott Valley**
     - **D & M Automotive – Camp Verde**
     - **PeeJay Plumbing, Heating, & Fire Protection – Camp Verde**
     - **Window & Home Solutions, Inc. – Rimrock**
     - **Eagle Mountain Construction – Flagstaff**
     - **Dwayne Breedlove – Tonopah**

6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

7. **Call to the Public for items not on the agenda.**

8. **Public Hearings will be held on the following liquor license applications followed by discussion, consideration, and possible recommendation for approval of the applications:** Staff Resource: Debbie Barber
   - **Casa Antigua, located at 422 W. Finnie Flat Rd., Ste. E.** This is a new owner of an existing business with a new application for an interim permit and a Series 12 (Restaurant) Liquor License.
   - **Caduceus Cellars, LLC located at 4626 Old Hwy. 279.** This is a new application for A Series 13 Domestic Farm Winery License.

9. **Public Hearing relative to the transaction privilege license tax (sales tax), amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2%) to three percent (3%).**

10. **Discussion, consideration, and possible approval of Ordinance 2012-A382, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona relating to the transaction privilege license tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2) to three percent (3%); providing penalties for the violation thereof; providing for severability; designating an effective date and making provision for existing contracts.** Staff Resource: Russ Martin

11. **Presentation and discussion by the Verde Valley Senior Citizen's Association, Inc.** Staff Resource: Russ Martin

12. **Update and discussion of the Hollamon Street project.** Staff Resource: Ron Long

13. **Call to the Public for items not on the agenda.**

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

15. **Adjournment**

Posted by: U Jones Date/Time: 5-10-2012 11:30 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.

DRAFT MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
WEDNESDAY, MAY 9, 2012
4:00 p.m.

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

1. **Call to Order**
Mayor Burnside called the meeting to order at 4:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, George, German, and Jones were present. Whatley arrived at 4:06 p.m.

Also Present
Town Manager Russ Martin, Finance Director Mike Showers, and Town Clerk Deborah Barber were present. Public Works Director and Steve Burrows also attended.

3. **Pledge of Allegiance**
Citizen David White led the pledge.

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2012/13 Tentative Budget. Discussion may include, *in no particular order*, and not limited to the following budget units.** Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.

The CIP budget was carried from the 5-7-12 meeting and was discussed first. Martin explained the difference between capital improvements and capital expenditures.

Martin covered the CIP budget, noting that building maintenance included the Visitor's Center and Building 100; pool upgrades include draining and resurfacing; Butler Park improvements; Building 300 attic insulation; HURF fleet vehicle upgrades; fleet upgrade to include mower, tractor, and backhoe attachment; Bashas' drainage channel; facility improvements and utility development in the Public Works Yard; Murdock water line extension; Rezzonico Park to include fencing, gate, and signage; Verde Lakes Drive culverts; Finnie Flat sidewalk; Hollamon & Visitor Center parking lots; Black Bridge scour improvements (grant match); Community Park pre-development costs (NEPA, hydrology study, & access easement); and operating transfers.

Burrows said they were asking for two dependable crew vehicles, as current vehicles exceed 100,000 miles and we need to upgrade the tipper. Martin clarified that staff will find the best deal and perhaps have funds to purchase other equipment. He advised that the department head must have the ability to make those determinations.

Baker asked for the priority. Burrows said that the first priority is safety, such as tire replacement, advising that replacing vehicles are more specific at $60,000.

Long said that he was putting together a tour of the Public Works Yard for Council. He covered the improvements that have been completed. Burrows added that the Town is adding 8,000 to 10,000 square feet of improved facilities to the Town's assets.

With regard to the Murdock Lane water line extension, Martin explained that the funds must be shown because we have put money into reserve the past 3 years. He advised the project would be completed in this fiscal year.

Long updated Council on the Verde Lakes Drive project, advising that the Wingfield ditch improvements will begin next week. He advised that NAU student groups prepared designs for the Verde Lakes Drive project that included both low-water crossing and bridges, with 3 ½ million dollars for the lowest cost bridge.

Long explained that a grant was received in 2005 for the Finnie Flat sidewalk project. He advised that ADOT was managing the project, along with the sidewalk improvement project on SR 260, which had been slowed due to other ADOT priorities. He believes that the plans might be available in the spring of 2013, noting that there were no estimated dates for the commencement of construction. Long advised that funds must be set aside in the budget for right-of-way purchase and contingency costs. Martin confirmed that this is why the project is placed in the budget each year. In answer to questions, Long advised that bike lanes could not be included this is an enhancement project.

Martin explained that the CIP budget is funded with construction tax funds. In past years, the CIP was funded with reserve monies because the construction tax revenues were insufficient to fund the projects. Martin explained that as each project is completed another project will move up, but at the end of each year, the CIP budget would have a zero balance. He explained that looking at last year's budget; we spent 1.7 million dollars more than we had in revenue.

Martin distributed a memo that Council would use throughout the remainder of the budget review. A copy is attached and becomes a permanent part of these minutes. The Mayor called a break at 4:59 p.m. to allow members time to review the memo. The meeting was reconvened at 5:08 p.m.

Martin advised that the department heads were asked to put together a 'no whining' budget that would allow services. Pointing to the back page, there is an estimated deficit of $1,375,000 with staff requests and $875,000 with the Manager's recommendations. The Manager advised that he had removed about $500,000 from the requests, noting that this problem that needs a solution. The 1.3 million dollar budget did NOT include a COLA for employees, noting that a 1% COLA increase would cost about $35,000 for each 1% percent that is considered.

He advised that if we all we do is fulfill the obligations through the end of June, the unrestricted funds balance would be about $800,000. He advised that the situation is dire, explaining that if we hold on to what we are doing now, making no progress whatsoever, we might be able to make it through 2013/2014. In January, we started the CIP, yet there are no expenses listed in the budget. There is no money to fund the library for at least 2 more years. He said that the numbers were scary when you look at what we are trying to accomplish. He said that it would not be fiscally responsible to adopt the Manager's budget without a tax increase. He stressed that if Council does not approve a tax increase, they should say 'no' to each request and look at cutting at the budget.

Martin advised that he would like to see a tax increase, which will bring in about $650,000 and a reduction in deficit spending to about $250,000+. The Manager and Finance Director agreed that the responsible fiscal amount for deficit spending would be $200,000 to $300,000. This amount would allow for a balanced budget next year, and bring the reserves down to $500,000. Martin stressed that if we do not do what is right now, we are going to continue to be susceptible to the economy.

Martin stated that Council has the opportunity to ensure that the Town survives. He stressed that if Council did not plan to pass a tax, then it was unnecessary to look at his recommendations because the answer was zero. He stressed that Council has the opportunity to make a difference in what happens in this Town over the next 10 years. He encouraged those members who did not want to pass the tax, to go home and look at where to cut $750,000 to $1,000,000 from the budget.

In answer to Council questions, Showers explained that the Manager's recommendation was $150,000 more than last year. German was concerned that they were playing around with numbers. Burnside expressed concern that savings were not addressed along with the increases. Martin noted that many of the line items had been reduced.

The meeting was recessed at 5:47 p.m. and reconvened at 5:52 p.m.

Council then reviewed the budget in its entirety. Items discussed included relocating staff to provide coverage as opposed to hiring new personnel, Council training, Yavapai Apache Nation contribution, CIP survey, ED Feasibility Study, the incubator at Rio Verde Plaza, staff training and cross-training, adding additional deputies, increasing the workweek to 5 days for the Library and an increased workweek (4½ days) for Town Hall, an across-the-board COLA, and investment funds.

During the library budget review, Martin advised that if the tax increase is not approved, it would not be feasible to have the library at all, perhaps allowing the County to take over.

In closing, Martin explained that he will produce a final cut of the budget and have it to Council by the first meeting in June for a final review.

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 8:22 p.m.

_____

Bob Burnside, Mayor

_____

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on May 9, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____

Deborah Barber, Town Clerk

Manager's Office

Memo

To: Mayor and Town Council

From: Russ Martin, Town Manager

Date: May 9, 2012

Re: Fiscal Year 2012-2013(FY 12/13) Draft Budget Request Summary

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Attached is the community's FY 12/13 budget. The ideas contained herein reflect:

1) Discussions within the past year; and
2) Items deferred over the past few years; and
3) Finally, some opportunities to begin progress on long overdue projects.

Presented below, for your consideration/decisions are major components (of almost every significant budget), the most substantial differences v. the budget we are currently working within (FY11/12). These items are in the same order as the budget book. (Organized by budget code #)

Town Manager –

Contract Labor – CIP Survey

$0 to $7500

Town Clerk –

Salaries, etc. – Part-time Staff.

$0 to $15,000

Finance –

Consulting Services – Assistance preparing CAFR and tax collection consultant

$0 to $20,000

Risk Management –

Legal Defense – Legal Liability and potential deductible costs

$25,000 to $40,000

Security Offices/Doors/Marshal's

$0 to $10,000

Economic Development –

Advertising –

$0 to $50,000

Web Campaign –

$0 to $20,000

Incubator Feasibility Study – Grant preparation/Focus Industry study

$0 to $20,000

Incubator Renovation Grant Match – Rio Verde Plaza (Up to $200,000 Grant)

$0 to $20,000

Non Departmental –

VV Seniors –

$0 to $12,500+

CV Seniors – Per Gaming Compact Monies (Rev. Offset)

$0 to $20,000

Alternative Gaming Compact Options – Children's Programing/other (Rev. Offset)

$0 to $20,000

Magistrate Court –

Salaries, etc. – Adding 1 FTE, partially funded ½ from special revenue fund

$0 to $15,000

Public Works –

Salaries, etc. – Part Time Staff / Salary Adjustments
(Across all General Fund Depts under Public Works)

$0 to $21,000

Street Surveys –

$0 to $15,000

Maintenance –

Building Maintenance. –

$0 to $7300

Community Development/Building Department

Salaries, etc. – Salary Adjustments (Across All General Fund/Bldg Depts)

$0 to $30,000

Long Range Planning –

Consulting Services – General Plan Assistance

$0 to $5000

Code Enforcement

Salaries, etc. – Code Enforcement Full-time (Across all CD Depts)

$0 to $45,000

Nuisance Abatement

$0 to $5,000

Dangerous Bldg. Abatement

$0 to $5,000

Marshal's Office

Salaries - More Officers, School Resource Officer, Detective,
Police Aide., Salary Adjustments
(Currently only 100K accounted for in Dept. Request)

$0 to $285,000

Legal/Legal Assist.

$0 to $15,000

Patrol Equip. Maint./Weapons (Not Accounted for in Dept. Request)

$0 to $12,000

Vehicles (Not Accounted for in Dept. Request)

$0 to $127,500

New Technology in Vehicles (Assuming RICO could fund the other $130K)

$0 to $20,000

Library

Salaries, etc. – 5th FTE- Cataloger and day of operation

$0 to $45,000

Books, tapes & publications (Children's and Adults above reasonable min.)

$0 to $27,000

Parks and Recreation

Summer Program – Seed Money for new Programs?

(Real Cost) 0 to $5,500+

Senior Recreation Program

$0 to $4,000

Staff COLA Consideration

1-2.5% All Staff

$35,000 to $90,000

Total Costs (all significant requests) =

$550,000	Approx. on these sheets (IN 2012_13 Draft)
$350,000	Approx. on these sheets (NOT in 2012_13 Draft) ADDED
$900,000 +	(not including COLA considerations)

Amount estimated "unrestricted" as of July 1, 2012 is **$780,000**

Current Estimated Bottom Lines for Current Draft

Dept. Requested	**- $1,375,000**
Manager Rec.	**- $ 825,000**

Estimated Current Deficit (Operational Costs) $350,000 (2011_12 Budget)

HURF Fund

Salaries, Etc.- 1.5 FTE add, Sal. Adj.	$0 to $62,590
Auto Repair - Maintenance	$0 to $15,000
Fuel	$0 to $20,000
Consulting Services	$0 to $15,000

DRAFT MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
MONDAY, MAY 7, 2012
4:00 p.m.

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

1. **Call to Order**
Mayor Burnside called the meeting to order at 4:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors George, German, and Jones were present. Baker arrived at 4:05 p.m. and Whatley at 4:09 p.m.

Also Present:
Manager Russ Martin, Finance Director Mike Showers, Community Development Director Mike Jenkins, and Town Clerk Deborah Barber were present. Marshal Nancy Gardner, Assistant to the Manager Carol Brown, and Public Works Director Ron Long joined the meeting to discuss their respective budgets. Parks Recreation Supervisor Lynda Moore, Admin Assistant Deborah Ranney, Street Supervisor/Project Manager Steve Burrows, and Maintenance Supervisor Mike Dumas also attended.

3. **Pledge of Allegiance**
Mike Jenkins led the pledge.

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2012/13 Tentative Budget. Discussion may include, *in no particular order*, and not limited to the following budget units.** Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.
Burnside explained that Community Development & the Marshal was carried over from the 4/30 meeting.

a. Community Development (CD); Building, Planning, CD
Jenkins explained that the CD was the 'umbrella' for several divisions, including planning, long-range planning, building, code enforcement, etc. He advised that the requested increases were operational. He then reviewed Current Planning.

In answer to Kovacovich's question as to why equipment rental dropped dramatically, Jenkins explained that the copier lease was now split between the different divisions.

Jenkins covered Long-Range Planning, noting that the increase was due to the planned General Plan update. He advised that staff planned to do the update without the use of consultants, yet the funds were increased to allow for clerical support for projects such as the General Plan hearings, minutes, documents, etc. He proposed that the resource be shared with the Town Clerk.

Jenkins covered Code Enforcement, noting that a full-time staff was requested. Whatley referring to a newspaper article asked if Jenkins felt that the economy is turning around. Jenkins advised that he has spoken with permittees and found that 40-50% have indicated that they are building now because there is a moratorium on impact fees. Whatley stated that she believed that the economy is turning around and that impact fees are not prohibitive.

Jenkins explained the nuisance process in which it is the Town's responsibility to pay for the clean-up and lien the property. He explained that dangerous buildings abatement is much the same with the Town paying the costs if the owner does not comply. Jenkins noted that $10,000 will cover the cost of only one building per year.

Baker asked if the salaries include adding an additional full-time Code Enforcement Officer. She asked what the plans were to move forward. Martin recommended a part-time person that could make some strides, but he was unsure that a full-time person fits into Council's priorities. He said there will be other opportunities to discuss within the other budgets.

Jenkins advised that Martin had encouraged all departments to collaborate to solve issues. He said that he had met with the Clerk and the Marshal. He explained that the Marshal has suggested that the Animal Control Officers (ACO) could also work as Code Enforcement Officers. He pointed out that the ACO are on duty 7 days per week and this could be a huge benefit. He noted that the ACO salaries would be offset by the Code Enforcement budget.

He closed with stating that what he submitted was needed to best to serve the Town, noting that staff will work with what they have.

Burnside asked what the Code Enforcement Officer would enforce. Jenkins explained that the laws are outlined in the Planning & Zoning ordinances and the Town Code. Burnside noted that it would not include enforcement of the Building Codes. Jenkins agreed.

George suggested that deputies could also report Code violations. Jenkins advised that this was also discussed.

Burnside noted the percentages between the divisions were off. He advised Council that he had previously requested that Jenkins add the Board of Appeals in his description.

Jenkins covered the Building Department requests that included salary increases for the Building Official and Permit Tech ($14,700) who are not paid the minimum range on the pay scale. He advised that training was also increased so that the staff can keep their certifications current.

George noted the increase in consulting services in 2011/12 from 2010/11. Jenkins advised that the Town uses County personnel when staffing is short, such as when the Building Official was out for several months, and this covers those expenses.

b. CVMO/Animal Control/911 Funds

Marshal Gardner, noting that she had been here only 8 weeks, expressed appreciation for the position. She advised that the majority of her time has been spent observing. She said that she has noticed a lack of services, including serving orders of protection, animal control calls, agency assists, etc. She advised that the calls for service have increased every year for the past 3 years, with a 10% the past year. She noted that we have 5 fewer officers than we had 5 years ago, with only 10 officers now. She explained that National Standards indicate that a Town our size should have at least 15 officers. Gardner explained that she is looking at reorganizing to make the department more efficient, including adding another detective. She said that she would also like to add legal services and gave the example of a recent arson in which suspects were in custody. After conferring with the legal team, the suspects were released until further evidence was gathered. This avoids law suits against the Town. She also noted that equipment, vests, weapons, vehicles, etc. are outdated. She would like to have an Admin Assistant that could take over duties such as working the sex offender notification program, missing person cases, juvenile cases, hiring, keeping up with POST standards, invoices, etc. that would keep the Marshal and the Commander focused in more suited areas of concern. She said that computers in the cars would help the officers be more productive and provide important information.

She also suggested a pilot program in which the department would share duties between the Animal Control Officer/Code Enforcement Officer whose duties are similar in nature. She suggested that this be considered for one year to determine how it works.

In answer to questions, Martin explained that he is not opposed to raising the salaries to mid-point, noting that there are some positions that are more important than others. Council members discussed the benefits of the legal services and felt that it was good.

Gardner covered Animal Control, explaining that salaries were reduced due to new employees coming in. She said that we need to think smarter and do what is good for our animals. She advised that the shelter took in 341 animals last year, adopted 15, and gave 65 to other shelters, while the rest of the animals were euthanized. She advised that we are paying nearly $30,000 for the shelter and there is not much hope for an animal that goes there. She suggested alternatives, such as holding an animal for 1-3 days then transferring them to Cottonwood. This would allow owners time to reclaim their pets. She advised that Cottonwood has changed their operations and that 95% of their animals are adopted. Martin suggested something needed to be done and there needs to be a better way to manage this in the long-term.

Public Input
Sandi Ashton said that her main concern was that it never goes back to the way it was. She said that Cottonwood is not that far and that owners can go there to retrieve their pets. She said most of the euthanized cats were feral cats.

David White said it was important to look at time for the animals whose owners are out of town or away for a time.

c. Finance/Other Funds/Grants
Showers noted that wages dropped because the ½ time position was eliminated. He explained that he combined Training/Travel; he planned GFOA conference in San Francisco; consulting fees include a CAFR, financial statements if needed, and the Sales Tax consultant. He said that if the budget was cut, the sales tax consultant would not be able to do audits. Contract Labor Services is for the full audit.

The meeting was recessed at 5:39 p.m. for the dinner break and reconvened at 5:55 p.m.

d. Non Departmental
Martin advised there were changes such as software reoccurring fees, consulting services (i.e. fees for selling property), and equipment maintenance services. Showers explained this was an accounting effort to separate operational costs from capital costs, noting that the same costs from last year are located in new places. Martin advised that the Yavapai Apache Nation did NOT provide funding for the pool this year. However, they did contribute $20,000 that Council will need to determine where to place. He advised that the other items were unchanged, noting that the $13,000 fee assessed by the Department of Water Resources will be going away due to recent legislation. In answer to questions, Showers explained that the sales tax incentive was another accounting method that was combined because it is netted out. He explained that the company is essentially buying down the sales tax.

Baker asked about the risk management being moved. Martin explained that it was a tracking mechanism to determine how well we are doing. He explained that the items in Non Departmental were those that do not have a home. Baker noted that Work Comp is part of Risk Management and should not be in each department. Martin said that they talked about it and determined that accountability was important. Showers explained that the Work Comp premium is based on wages.

George was concerned about not having the Camp Verde Senior Center listed, while the Verde Valley Senior Center was receiving funding for Meals-on-Wheels. Martin said that he should be able to get the information to Council by Wednesday.

In answer to questions, Showers explained the Employee Termination Payouts was another accounting

mechanism. In answer to questions, Martin explained that this was not another retirement buyout, but rather, funds set aside to pay out vacation and sick time to employees who leave.

e. Risk Management

Brown explained that a lot of municipalities do allocate the Work Comp costs to the individual departments and that the Town of Camp Verde s modifier did go up due to injuries. She explained that risk management is usually about 5 to 20% of the budget. She advised that an additional $25,000 needed to be added in as it is litigation settlement in progress. She noted the safety/security line item needed to be increased to allow for a pushbutton for the door at the Marshal's Office.

Burnside did not feel that the installation of devices was a Risk Management function, but rather a function of the Maintenance Department. Brown disagreed, explaining the risk audit process that evaluates beyond what the Maintenance Department sees as normal duties. She spoke about her concerns relative to staff safety, noting that administrative staff is frequently left alone, often for several hours, and have had frightening encounters with the public. She advised that the public had unfettered access at both front and back doors in the front office. She advised that she is looking at panic buttons and code entrances at the doors. She also explained that she was proposing a $30,000 revenue defense fund using Liability Insurance rebates to provide funding to fight frivolous law suits, pay copays, etc. Brown advised that she would be bringing information back to Council at some point.

Baker said that traditionally, these funds were used to offset the cost of our insurance premiums. Whatley was excited for an opportunity not to have to pay out just to avoid additional costs.

f. Manager

Martin reviewed the Manager's budget, noting the increase in the training budget that would allow him to attend training. He explained that the increase in contract labor was planned for the CIP.

Whatley asked about the Sanitary District acquisition in the performance objectives. Martin said that he is not sure that the Sanitary District is on board.

Council members discussed the need for surveys. Burnside suggested increasing the Public Relations line item.

g. Public Works

Engineer

Long asked if the other budgets could be addressed first to accommodate the staff. After addressing the other budgets, Long reviewed the budget, noting that $70,000 was needed in salaries. He advised that he does use engineers and called attention to the street surveys. He explained that encroachment easement surveys could wait until later.

Whatley asked if a performance objective could be to work on an entrance to the park off of McCracken. Whatley said that she was on the fence about the tax increase and that she believed if the citizens do not see something happening soon, they will be upset. Martin said that when they get the full budget, the Council and public will see something happening.

Storm Water

Long explained that salaries included part time seasonal help. He advised that $300 needs to be added to training as Burrows needs a certification to inspect. Long reviewed the remainder of the budget. In answer to questions, he advised that work would start in Verde Lakes next week.

h. Parks/Parks Fund

Long explained there was not enough salary listed in this current budget since in the past; Moore's salary was divided between several departments and was not divided this year. He covered the remainder of the budget, noting that subscriptions/members increased due to health department inspections. It was suggested changing the title to something more appropriate.

Showers explained that he had suggested that Moore's salary be in Parks/Pool, instead of program costs. Martin said that the narratives are probably not correct and there are different employees are listed in there, explaining that 90% of Moore's salary is from Parks & Rec and 10% of the Pool.

Burnside asked for a corrected version for Wednesday's meeting. Martin was unsure if it could be done in time. Moore noted that the admin assistant was listed in the narrative, but was not included in the salaries.

Pool
Long reviewed the pool budget, noting the increase in salaries was due to the hiring of a Pool Manager, and the increase in programs. Martin advised that the hours would not be expanded.

Burnside asked about permitting costs. Moore explained that costs were due to Red Cross costs and Health Department inspections. There was also discussion regarding the potential reduction in utility and cleaning costs as a result of the pool cover.

Children's Recreation Program
Long reviewed the budget. The Summer Program increase was to reinstate a 6-week program for $20,000. Moore explained that the program could be cut to two 2-week programs for $10,000. Whatley noted that someone at a Council meeting said that there were children's services in the community.

Adult Recreation Program
Long explained that the funds were for the scorekeepers for the Men's League basketball that is offset by the fees.

Senior Recreation Programs
Moore explained that this has never been funded, but would like to establish a social outlet for seniors to include art supplies, games, etc. Whatley suggested that this money should go directly to the Senior Center.

Community Recreation
Moore advised that she would like to begin expanding the Christmas programs for the children.

i. Streets/HURF
Long advised that HURF is expecting an increase in revenues of almost $75,000 this year. Long advised salaries are increased for part-time, seasonal employees. He advised that he had been using these employees at the Street yard and it is working well, and employing our citizens. He advised that he would like to hire a maintenance worker and move employees into a Street Supervisor and Heavy Equipment Operator positions with a 2 to 3% salary increase. This would allow the Street Inspector to manage projects.

Long advised that the Manager's recommendation would not allow as many part-time seasonal employees. He reviewed the remainder of the HURF budget, explaining that consulting services includes engineering and surveys.

Burnside asked for a revised Mission Statement in his box before Wednesday.

j. Maintenance

Long explained that the Narrative needed work. He noted that the salaries included seasonal help and reviewed the remainder of the budget. Showers explained that lines have moved so that comparisons could be made, noting that most of this budget came from the Parks Fund. He said that he did not believe that it made sense to have a Parks Fund at this time.

k. Capital Improvements Fund
Martin passed out a form on what has been spent through March. He explained that the numbers will be moving funds to cover the projects in the list. The only effect on the General Fund is $317,000. He advised that these amounts will be adjusted each year as projects are completed and projects move forward.

Burnside advised that this Wednesday, Council will be allowed to talk about each budget, but would not vote on it. Martin advised that he would put together a list of wants and needs, asking Council to be prepared to determine the acceptable number. He said that it was imperative for Council to have all their questions answered.

5. **Adjournment**
On a motion by Baker, seconded by Whatley, the meeting was adjourned at 8:06 p.m.

_____
Bob Burnside, Mayor

_____
Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on May 7, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

4.3

DRAFT

MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY,MAY 2, 2012
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 Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Town Marshal Nancy Gardner, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

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

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      1) Regular Session – April 18, 2012
   b) **Set Next Meeting, Date and Time:**
      1) **Monday,** May 7, 2012 at 4:00 p.m. – Budget Work Session
      2) May 9, 2012 at 4:00 p.m. – Work Session Budget Review with Finance Director & Manager
      3) May 16, 2012 at 6:30 p.m. – Regular Session
      4) May 23, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   c) **Possible approval of a Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the Cornfest held on July 20 and 21, 2012.** Staff Resource: Debbie Barber

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

5. **Special Announcements & Presentations**
   - **Possible approval of a proclamation declaring May as "Building Safety Month"**
   - **Possible approval of a proclamation declaring May as "Voter Registration Month"**

Mayor Burnside officially proclaimed the month of May, 2012 as Building Safety Month, quoting from the Proclamation which encourages all citizens to join with their communities in participation in Building Safety Month activities. Town Clerk Barber read the document proclaiming the month of May 2012 as Camp Verde Voter Registration Month, which Burnside officially proclaimed. Barber then attested the signing of the document by the Mayor, which was memorialized in a photo session with the principals of the Centennial Voter Engagement Project.

6. **Council Informational Reports**
German reported that she had attended the final report for the recent Petapalooza event in March; she said that the Council probably needs to discuss some of that information at a future Council meeting, at which time the information will be shared.

Baker reported on her attendance at a meeting of the insurance pool; she said the Board is continually

trying to better what is provided for the members.

George attended the Education Foundation Recognition Dinner that honored the outstanding current and retiring teachers; they all well deserved the credit they received.

Kovacovich gave a report on a meeting hosted by the Arizona Cattlemen's Association that was also attended by Representative Paul Gosar, the subject of which was the catastrophic wildfire legislation that he is trying to get through Congress, a very information meeting.

Burnside also attended the Arizona Cattlemen's Association meeting; the charts indicating the drought months of May, June and July were especially interesting; those months are the most vulnerable to forest fires. Burnside reminded everyone about the Verde Valley Fair in Cottonwood this week. The Bugle reports that the upcoming rummage sale may be the last one for the CCCVL and donations for the building fund for the library. Burnside thanked staff for the cleanup activities at the Chevron Station, and reminded the Town Manager about the citizens' request regarding the definitions of modular versus mobile.

7. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)
Ed Collins said he had come before Council about a month ago on the modular-versus-manufactured home complaints, and asked if he should attend the upcoming May 23rd Council meeting at which a Planning & Zoning matter will be addressed. He added that several complaints have been filed on one property involving that concern. Discussing the question from Mr. Collins, Burnside explained the process for public input at meetings; it was also noted that information regarding upcoming agendas is available on the Town website.

Shyeanne Davis Villegas, six years old, accompanied by her mother, Sharon Poeppel, explained that she is the State Finalist in the Miss Arizona Pageant; the Finals for the National Miss America Pageant are scheduled for June 21st, and she is looking for sponsors to support her in the competition in her particular division. Ms. Poeppel also outlined the community projects that her daughter participates in. *Mayor Burnside promised that the Town will do whatever it can to support her and publicize her participation in the pageant.*

Carol German, as requested and arranged by a local promotional group, presented a special badge to Jackie Baker that supported an adamant statement she made at a recent meeting.

There was no further public input.

8. **Presentation and possible discussion of the quarterly report from Fort Verde State Park.**
There was no action taken.

Sheila Stubler, Park Manager for Fort Verde State Park, thanked Russ Martin for cooperation during the History of the Soldier Week, and asked if there were any questions regarding her written report. The Council comments included expressions of gratitude for the time and efforts contributed by the volunteers, and all that Ms. Stubler has done to promote the Fort. Ms. Stubler thanked everyone for all the help, and outlined upcoming events planned for the Fort. She also said she would welcome any suggestions or ideas for working together to make things happen.

9. **Discussion, consideration, and possible approval of a title change from "Lieutenant" to "Commander" in the *Town of Camp Verde Position, Classification and 2009 Salary Plan*. This change will not affect the job description or the salary range.** Staff Resource: Marshal Nancy Gardner
On a motion by Whatley, seconded by Baker, the Council unanimously approved a title change from

"Lieutenant" to "Commander" in the *Town of Camp Verde Position, Classification and 2009 Salary Plan.*

Town Marshal Nancy Gardner explained how much the title or rank means in a police department, not only to the rank holder, but to their subordinates and the community. The designation from "Lieutenant" to "Commander" would not change the job description or the salary range, but would bring with it a higher level of respect and increase morale in the department; the only cost would be for the purchase of two stars for the uniform.

10. **Discussion, consideration, and possible approval of a lease between the Town of Camp Verde and the Verde Valley Archaeology Center, Inc. for the facility at 385 S. Main Street and authorization for the Mayor to sign and commencing upon receiving confirmation of voluntary termination from the current leaseholder, Camp Verde Chamber of Commerce.** Staff Resource: Russ Martin
On a motion by German, seconded by Baker, the Council unanimously approved the lease with Verde Valley Archaeology Center, Inc., and authorized the Mayor to sign the Lease only after the current lease holder formally submits a termination letter or no longer meets the obligations of the lease resulting in termination, or completes the terms of the current lease, with the following changes: Page 1 remains the same; Page 2, Item 3, Term: In part, add the word as underlined, "...shall <u>be</u> from..."; Item 5, Rent, insert the amount, <u>$16,000-plus</u>; Page 3, (f) add, "and/or amendments." Page 3, Item 7, revise as, "Costs of the utilities for the Premises such as electrical, gas, water, sewer and trash, shall be the responsibility of the Town, and telephone and internet services as requested."

Martin reviewed the staff activities following the direction to begin negotiations with the Verde Valley Archaeology Center and the Chamber of Commerce; the Chamber has not formally indicated that they are going to release the Town from the current lease that will expire May 2, 2013, but they recognize that it is in their interest as for as future plans to bring the issue before the Council in a timely manner. The proposed lease between the Town of Camp Verde and the Verde Valley Archaeology Center cannot take effect prior to the current leaseholder either giving formal notice of termination, or failing to meet their obligations on the current lease. If either of those two events occur, then whatever is approved tonight would then become the lease for the subject building. Martin said that a proposed lease was modeled on the existing lease with the Chamber of Commerce after review by the Town Attorney and the attorney for the Center; that version was then edited by the Town Attorney, and that red-line version is submitted to the Council for review, discussion and approval. Martin outlined the effort made by staff to try to make sure the Town is following the Gift Clause mandate of the State Statute, and the estimated value for the building, with input from the Town Attorney, taking into consideration the anticipated continued public use of the facility. Martin explained his calculation of an estimated annual cost at $16,000.

Ken Zoll described the steady increase in memberships in the Archaeology Center, the past and upcoming events, all of which are evidence of the Center's commitment to Camp Verde. Mr. Zoll detailed the plans for extensive improvements to the facility in the amount of over $100,000, and the requirements for successful grant applications. Long-term plans for the Center indicate a need for establishing a much larger facility; however, the subject building would remain as a permanent satellite facility. In response to a question, Mr. Zoll said that there are ongoing discussions with the Chamber and a commitment to provide them with a 400-sq.ft. space for the remainder of their lease, as a sublease to the Center, with the approval of the Town. As for the question of rent, Mr. Zoll explained that the reason that the potential commercial rate of the building is in the lease is that the Center must be able to show that it is either putting that much into the building annually or generating that revenue for the Town; the Center has no concern whatsoever that it can show that $20,000-plus is being generated for the Town annually.

PUBLIC INPUT
There was no public input at this time.

COUNCIL DISCUSSION
The members addressed the subject lease agreement, beginning with Burnside requesting a detailed review of the redline document, with suggestions for several changes. After a thorough discussion of proposed changes or deletions, with further input from Mr. Zoll and Martin, and further public input, the members arrived at a consensus, and action was taken accordingly, specifically setting forth the agreed-upon changes.

FURTHER PUBLIC INPUT
(Comments from the following individual are summarized.)
George Young suggested that the Council should consider that the improvements to be made to the building would, over a period of ten years, no longer be new, and costs for utilities will rise during that time. If an air conditioning unit is put in now, at the end of the term it will be 11 years old. He questioned which of their improvements will remain with the building.

There was no further public input.

Councilor George requested the following item:

11. **Discussion, consideration, and possible direction to staff relative to establishing a mechanism in which citizens can donate funds to purchase specific items, such as park benches, trees, etc.**
On a motion by George, seconded by Whatley, the Council unanimously voted to establish a mechanism in which citizens can donate funds for purchasing items and/or volunteer time, and direct the Clerk to prepare a Contribution Form and publicize it.

On a motion by German, seconded by Baker, the Council unanimously voted to amend the motion to direct staff to prepare the Contribution Form, instead of the Clerk.

George said that this item was in response to public input at the last meeting regarding establishing a fund specifically for donations; that led to an idea to suggest setting up a simple process for receiving donations for particular items, or memorial plaques on park benches, for example.

During the Council discussion of the proposed process as suggested by George, it was pointed out that at one time donations had been accepted for trees, for instance; however, there may not have been a form prepared to receive such donations. Also, it probably would be the responsibility of the Finance Department to follow a formal process. Councilor Jones advised the members that at one time there had been a Line Item for donations specifically for sponsoring Parks & Recreation activities. After further discussion, it was agreed to direct staff to follow through with researching a process for receiving donations for specific items.

12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation that affects the Town.** Staff Resource: Russ Martin
Martin reported that the budget is in front of the Governor at the State; there has been some success on replacing some of the HURF fund; ADWR funding has been eliminated; it is hoped the Governor will not sign the Consolidated Elections bill, and a letter is being drafted for the Mayor's signature requesting a veto.

13. **Call to the Public for items not on the agenda.**
(Comments from the following individual are summarized.)
Justin Wertz commented on his attendance in connection with working on his project as previously outlined.

There was no further public input.

14. **Manager/Staff Report**

Martin announced the Verde Valley Intergovernmental Meeting scheduled for May 24 at 6:00, hosted by the Cliff Castle Casino; RSVPs are requested. Let Martin know if anyone would like an item included on the agenda. Martin reported on his discussion with members of the Parkside Church, and the opportunity to inform those folks that the Town is supportive of parks, and development of parks, and his effort to educate them on the rules and regulations that the Town is obligated to follow.

15. **Adjournment**
On a motion by German, seconded by Jones, the meeting was adjourned at 9:17 p.m.

_____
Bob Burnside, Mayor

_____
Margaret Harper, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2nd day of May 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

1 of 4

DRAFT MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
MONDAY, APRIL 30, 2012
4:00 p.m.

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

1. **Call to Order**
Mayor Burnside called the meeting to order at 4:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, German, Jones, and Whatley were present. Councilor George was present telephonically.

Also Present:
Manager Russ Martin, Finance Director Mike Showers, Interim Library Director Gerry Laurito, and Town Clerk Deborah Barber as Recording Secretary were present. Magistrate Harry Cipriano, Economic Development Director Melissa Preston, Marshal Nancy Gardner, and Community Development Director Mike Jenkins joined the meeting to discuss their respective budgets.

3. **Pledge of Allegiance**
Jones led the pledge.

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2012/13 Tentative Budget. Discussion may include, *in no particular order*, and not limited to the following budget units.** Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.

Manager Martin explained the budget as presented, noting that this is the building block for the next fiscal year, without too much assumption from staff as to what Council wishes to accomplish. He explained that this is a team effort to come up with the right numbers for the final budget. He advised that he did not anticipate Council's final numbers today, but rather in a week when Council meets with the Finance Director and Manager. He also advised that Council did not yet have the entire budget, noting that the CIP fund and Special funds would be included in the final budget. He explained that the next two meetings would cover operational or general funds.

He advised that a sales tax increase is not included in the draft budget, stating that an increase in tax revenue is necessary and had been addressed for some time. He noted the first page clearly states 'Draft Budget'. He explained that the order in which he placed the departments was conducive to discussion. He explained that the department heads would be explaining their requests and that he would weigh in after.

Baker noted that the Housing Grant Fund and Library Building Fund were not included in the budget though it was listed on the agenda. Martin said the meat of the issues would be personnel. Baker wanted them included.

Burnside asked for clarification as to proficiency vs. projections with regard to department requests.

Martin explained that he had asked department heads to put together a 'no whining' budget, as it has been extremely difficult for staff. He said that staff submitted requests that would not allow a full step forward in offering services. He noted that his recommendation was at times significantly different based on anticipated revenues. He advised that as it stands now, some projects or services are pushed back in order to assist those that walk in the door. He explained an example would be the upcoming General Plan update, which

requires dedicated staff and related expenses. He advised that staff has done an excellent job in providing for immediate needs, while addressing projects as time allows that have been put off.

Burnside thanked Russ and Mike for putting the document together. He said that he would like to see the Town logo used on the title page; would like each word in the motto in capital letters; an index; and the same size fonts throughout the document.

a. Library/Library Building Fund

Martin explained that Library Director applicants had been narrowed to five to interview in May, noting that Laurito will remain as a Senior Library Clerk. Martin advised that this was the one department that he was recommending additional staff so that the library could be open 5 days per week.

As requested, Laurito advised that he would add a 5th day to the performance objectives section. He addressed the requested increases, including Books/Tapes/Publications. He noted that the Town is required to commit to a match to receive county funds and that due to budget constraints; the Town has not contributed the required amounts. However, the match was included in this budget. Council discussed the increase in postage and Laurito explained that this allows patrons to receive library materials that they would not otherwise have access.

Baker asked for the sheet that shows what funds have been used to date, noting it would be helpful to know what could be cut or increased. Showers advised that he needs to put in a column for 'used to date'. He advised that the actual is what was budgeted last year.

In response to Baker's request, Martin said that it was his experience that department heads will give the information that they need to budget based on needs as opposed to expenditures. He advised that he had looked at the actual figures and the recommendations. He said that he did not think it was a good idea to include the estimated figures. Baker disagreed and said that it has always been included in the budget discussions, making it easier for Council to see and ask questions and to determine if more or less funding is needed.

Jones asked if postage could be reimbursed. Laurito advised that libraries offer free services and that charges could limit access to those who cannot afford it.

Burnside clarified who filled in the budget line items, including the requests. Laurito said that he completed the form. Burnside noted what was listed in the line items far exceeded the total that was approved in the 2011-12 budget. Showers explained that adding the numbers on the Council-approved columns would not equal the totals listed on the spread sheet. He advised the numbers on this document were pulled from last year's budget. The numbers on the new software are exactly what are on this budget by individual line item. Burnside and Baker were disturbed that the bottom-line figures were different than what they thought that they approved. They felt that Council should have been notified that an error had occurred. Martin assured Council that the budget was legal and that Council approved the line item amounts.

Burnside asked if Council wanted to spend an extra to $40,000 to reopen the library an extra day. George said that he was in favor of a 5-day week, but concerned with the additional costs, and suggested a split-shift. Whatley agreed. Laurito said that a schedule was not yet developed, noting the additional personnel would allow the flexibility to do this. Martin said that he did not believe that it could be done without additional staffing.

Laurito noted the contract labor/services was increased to include programs and scrapbooking supplies, while the Manager reduced it. Martin said again the numbers are so tight that $500 here and there would make a difference overall. He stressed that increasing programs requires increased staffing.

b. Court/Court Enhancement Fund
Magistrate Cipriano addressed accomplishments, noting that customers are now paying credit card fees, as opposed to the Town. He advised that there was an increase in traffic citations and that it is important to bring the court into compliance due to the increased case load. The court is now receiving e-tickets from the County and would like to work with the Marshal to bring them online. DPS has been writing more tickets into the Municipal Court which has resulted in the increased case load. He spoke to the reduction in staff from 5 clerks to 3 clerks over the past couple of years. He advised that with Jacque's retirement, there will be only 2 experienced clerks left. He advised that the Court has been supplementing their needs with JCEF monies and is now asking for general fund monies to keep the Court running. He addressed the increases in office supplies, subscriptions/memberships, printing, legal services, contract labor services (weekend judges), interpreters, equipment rental (court computers), office equipment, court-appointed attorneys, recording system, security system, and public relations.

Martin noted that the Town previously paid for court computers until the economy fell and the Court contributed from the Court Enhancement Funds to alleviate the burden. Cipriano advised that these funds were nearly depleted.

Cipriano advised that he was asking for an additional clerk due to the substantial increase in case filings to get back to where they were in 2010. Martin said that ½ would be taken care of with Enhancement Funds. He suggested taking a small step forward in one year and complete it next year. He advised that Council would decide which staff to increase as they go through the budget process. He suggested hiring someone in October as opposed to July or to pull from their Special Fund to lessen the impact on the General Fund.

Burnside asked if the new clerk would work on collecting the one million dollars in past due fines. Cipriano said that they would, as well as other projects. Burnside asked if the Clerk could generate enough in collections to offset their wage. Cipriano said that he believed that the entire salary could be retrieved. Daughety said that the most important issue is that the Court is non-compliance because these files are not being managed properly.

Cipriano noted that new deputies would increase the tickets. Martin said that the Manager's recommendation will change to reflect the discussion and where the changes need to be. Burnside noted again that there was a large discrepancy between this year's and last year's budget.

Showers reiterated that the numbers listed are the numbers that were Council approved. Burnside stressed that it needed to be corrected for next year's budget.

The meeting was recessed at 5:35 p.m. for the dinner break and reconvened at 5:52 p.m.

c. Clerk/Housing Grant Fund
The Housing Grant fund was not discussed.

Barber covered the need for filling the currently budgeted, but vacant receptionist position. She advised that the funds for this position were used to fund the new Economic Development Director position with the plan of using in-house staff to fill the vacancy. For some reason, this plan never came through.

She advised that the lack of staffing contributed to the inability to complete projects such as HOME and CDBG, which currently offset a portion her salary. She advised that she was awaiting a proposal from NACOG to take over the administration of these grants, as she spends the majority of her workday performing receptionist and clerical-type duties.
Further, the lacking of staffing also contributes to the state of the Town's non-compliant records. To compound the problem, she explained that she and her staff were at the limit of their vacation time and

that having only two people made it extremely difficult to take time off. Most importantly, she expressed the need to have trained staff for backup.

She advised that she had initially proposed that the Manager hire a receptionist since his office required the majority of this type of service. She explained that she would like to take her part-time position to train as a meeting clerk to cover extra meetings, such as work sessions and the upcoming General Plan meetings. She advised that it would takes about 10 hours of work to attend and prepare minutes for the average meeting. She wanted to use the other 10 hours to train in the operations of the Clerk's Office.

She said that she understood the Town's financial condition; however, this position was already budgeted and that she was not asking for more than she already had. She also noted that the Town has had a receptionist since she started working 22 years and 4 months ago. She advised that the receptionist position is one of the most vital in the Town, noting that this person is often the public's first contact. She advised that there were a few proposals put forth to address this issue without additional costs to the Town, which included moving staff around, but that there has been no resolution.

Darby Martin said that if the Town would combine the Public Works Department/Finance building staff with the Admin offices, there would be a savings in utilities and staff would be available to cover and cross-train without additional cost to the budget.

Martin advised that he had tried presenting combining the offices and that staff was generally opposed, stating that they decided how to provide the coverage. He advised that the Public Works and Finance Department close their doors when they have meetings or are out of the office and refer the public to the Clerk's Office. He recommended taking small steps and had put funds into the Clerk's budget that would allow a person to come in on an as-needed basis. He said that he realized the difficulties associated with allowing staff to take the time off that they had accrued.

Baker expressed concerns with the lack of coverage and any offices being allowed to close during the workweek. She felt that it was inefficient to have receptionist duties assigned to the Clerk's Office when they must attend to duties that are set by law. She said that allowing other offices to close and forward their calls to the Clerk's Office proved her point. Whatley asked if the office could stay open 5 days with the additional part-time staff, noting that she had constant complaints about the Town's 4-day workweek. Barber advised that the majority of visitors and callers were for other departments, so it would not be beneficial to the public for the Clerk's Office to stay open unless the entire Town was also open.

George agreed with the Manager's recommendation.

d. Human Resources
Martin explained that this was a straight-forward budget, with changes to recruitment expenses and legal services. He explained that it was important to recruit quality personnel. Whatley expressed her desire to ensure that employees remain with the Town if they use tuition reimbursement. Martin explained that if an employee uses tuition reimbursement, they must sign an agreement to stay with the Town at least two years or return the money. Burnside noted that this budget was reduced from last year's figures and that this particular budget was needed.

IT Budget
Martin explained that Darby Martin took over the IT role when Valerie House left. He explained that initially Matt Morris worked with the IT and the Town's website and performed exceptionally. Darby Martin explained that the rotation of computers was reduced; the firewall needs to be updated; miscellaneous replacements; rack infrastructure; projector, camera, and other miscellaneous items, such as screens, cables, etc. were included in the budget.

Russ Martin said that he believed that it was unnecessary to replace computers at this time, but rather, have three new computers on hand. He believes that a 5-year rotation is sufficient to meet the Town's need. Darby Martin said that the budget also includes upgrades to the Liberty software. Russ Martin advised that the Consultant Services hourly rate is increasing. However, staff is in a position to do more of the day-to-day work and as such, is suggesting a decrease in the use of the consultants to offset the increased hourly rate.

Burnside said that the checks are enormous and asked if it would be cheaper to hire someone as opposed to the way it is now done. Russ Martin said that Darby Martin controls the usage. He said that it would be disingenuous to hire a quality IT person at $60,000, noting that it would not take 40 hours per week to take care of the Town's needs. Burnside said that he would be willing to invest in training for the employee to eventually take over this position. Martin said that it was unnecessary at this time.

Baker brought up the fact that utilities are not in each department. For example, Council pays for utilities, while the new departments are not charged. Showers explained that he did not have a clear understanding of how the funds were allocated, but understands that it is split amongst departments. He noted that there were no utilities budgeted in HR/IT, but there are in the Clerk's Office. He felt it was best to leave it as it was until he can research the matter further, noting that it was unclear as to why certain business expenses were allocated to specific departments.

George agreed that a 5-year rotation is sufficient.

e. Economic Development

Melissa Preston reviewed the ED budget, noting that the advertising costs were actually an unknown. She advised that there is no usable 'collateral' from the Chamber of Commerce. Martin advised that little advertising can be done with $5,000, but that it was Council policy to determine the amount of the investment needed. He advised that staff will bring back product based on whatever the budget is. Preston covered the remainder of the ED requests, explaining in detail the need for a strong web presence in attracting new business.

Burnside asked if the Town would have two websites. Preston said that she was suggesting a branding strategy that would encompass the 'pretty' stuff and all of the Town's qualities with links to the government site.

Baker asked if the amounts were sufficient to give the Town a good start. Preston said that it was a good beginning, but that it would take a lot of work on her part.

George said that he would like to spend more of the advertising money and put it into business recruitment. Preston advised that Council would need to define 'recruitment'. For example, do we go to trade shows or do we do a quality web campaign? Preston said that there must be a budget to cover business lunches and dinners and that it was important to be hospitable.

Martin explained that many of the current line items are being coded to the Manager's department. Preston then covered her request to apply for a feasibility grant to determine how best to use Rio Verde Plaza as a business incubator. She provided information about the Queen Creek incubator, which has been a phenomenal success. She advised that Queen Creek received a grant from the Arizona Commerce Authority (ACA). She spoke with the ACA who relayed that this might be a project they would be interested in funding. She said the feasibility study would analyze the demographics and work force that would aid in the development an economic development strategy. She said that it was important to have an outsider apply formulas, as she would love to see the Plaza filled with wine tasting venues. However, without the study, there would be no way to determine if that would be the highest and best use of the facility. She advised that the Town would have to come up with matching funds.

Bruce George was opposed to the study and indicated that he would like to sell the Plaza.

Burnside noted that the feasibility study would lend credence to the grant application.

Note: Items f and g were not addressed and were continued to the next meeting scheduled for Monday, May 7, 2012.

f. Community Development (CD); Building, Planning, CD
g. CVMO/Animal Control/911 Funds

5. **Adjournment**
On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 7:39 p.m.

_____
Bob Burnside, Mayor

_____
Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 30th day of April 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: **May 16, 2012**

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Possible approval of Resolution 2012-862, 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 2013 Fiscal Year Highway Safety Plan.

List Attached Documents: Resolution 2012-862; proposal

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☒ ***Department Head:*** ☐ ***Town Attorney Comments:***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ ***Amount Remaining:*** _____

Comments:

Background Information: The Governor's Office for Highway Safety disperses funds annually to police agencies on an annual basis to assist with traffic enforcement and related traffic or highway expenses to include equipment, training, and overtime. This resolution authorizes application to the GOHS for funding/approval.

Recommended Action (Motion): Approve Resolution 2012-862, 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 2013 Fiscal Year Highway Safety Plan.

Instructions to the Clerk: Return Resolution to Marshal ASAP.

4.C

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: **May 16, 2012**

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Possible approval of Resolution 2012-862, 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 2013 Fiscal Year Highway Safety Plan.

List Attached Documents: Resolution 2012-862; proposal

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☒ ***Department Head:*** ☐ ***Town Attorney Comments:***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact:
Budget Code: _____ ***Amount Remaining:*** _____
Comments:

Background Information: The Governor's Office for Highway Safety disperses funds annually to police agencies on an annual basis to assist with traffic enforcement and related traffic or highway expenses to include equipment, training, and overtime. This resolution authorizes application to the GOHS for funding/approval.

Recommended Action (Motion): Approve Resolution 2012-862, 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 2013 Fiscal Year Highway Safety Plan.

Instructions to the Clerk: Return Resolution to Marshal ASAP.

RESOLUTION 2012-862

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 2013 FISCAL YEAR HIGHWAY SAFETY PLAN:

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

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

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

1. THAT approval of the submission of projects for consideration in Arizona's 2013 fiscal year Highway Safety Plan is granted.

2. THAT Town Marshal Nancy Gardner 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 16th day of May 2012.

_____ Date: _____

Bob Burnside, Mayor

Attest:

Approved as to form:

_____

Deborah Barber, Town Clerk

_____

Town Attorney

Proposal Summary:
Please include a summary of funding requested by program area (Alcohol, Aggressive Driving, Occupant Protection etc...).
Traffic Safety and DUI Enforcement- The Camp Verde Marshals Office has never had a motorcycle deployed before. We are requesting funding to purchase a motorcycle fully equipped. Although we are small in size there are locations within the town that traffic can be congested. Having a motorcycle to deploy around area schools to conduct traffic monitoring and enforcement would be a great improvement to general traffic safety. It is also out intention to deploy the motorcycle on holidays or other community events where DUI prevention and enforcement can be conducted. Proposal amount includes motorcycle, helment, and other law enforcement related equipment.

Background/Problem:
Provide general characteristics of the agency, including information on population, demographics, and a description of streets and highways in the agency's jurisdiction including road mileage.
Although Camp Verde is a small community, approx. 11,000 population, we still expirence the same issues large communities have. We still have people speeding, disobeying traffic control devices, and DUI. We are also strapped for funding which for long time has limited us on what type of equipment we can deploy. We have slowly built our vehicle fleet up to a position where we can now deploy some specialized equipment such as a motorcycle.
Camp Verde is approx. 49 square miles with Interstate 17 disecting the center of our jurisdiction. State Route 260 runs through Camp Verde for approx. 20 miles. Camp Verde is a tourist based community and neighbors Sedona. Anyone coming from the south must come through Camp Verde to reach Flagstaff or Sedona. Sedona is a huge tourist community who probably has 10s or thousands of visitors in just a few months. For a small community we have a alot of traffic especially on our highways. At times it has been very difficult to enforce traffic in the heavily congested areas, because a car cannot manuever like a motorcycle.

Problem Statement:
What problem is your agency looking to solve with this grant? Provide appropriate data to support funding.
With the award of this grant we can increase our traffic stop contacts. We believe that by adding one motorcycle, that one officer can increase our traffic contacts by at least 25%. This officer would be free to concentrate on traffic related issues only and not take calls for service. We also plan to have this officer visity community groups and schools to educate them on trends and problems we see in the community. We also hope to receive feedback as to areas of concern that might be safety concerns that Streets or ADOT can address. We would also require this officer to become DRE and phlebotomist in the future. This officer will be able to conduct his own DUI/DUI Drug investigations without tying up other resources. This officer would also become a Collision Reconstructionist to assist in prosecution of DUI related collisions.

If you have additional information, please upload:

Attempts to Solve Problem

Attempts to Solve Problem:
Identify past attempts to solve the problem identified in your proposal.
To be honest this is a new idea and deployment of resources for this department. In the past we have only been able utilize officers on an inconsistant basis to conduct sole traffic related issues. It has been effective when utilized. This is why we feel a full time motorcycle officer would be very effective in enforcement, education, and awareness in our community.

Title: Project 1

Objectives of the projects in your proposal should follow the SMART method. They should be:

S = Specific
M = Measurable
A = Action-Oriented
R = Realistic
T = Time-Framed

Project Objectives:
The project objectives should be stated in measurable terms directly related to the identified problem, concise and deal with a specific item, realistic, with a reasonable probability of achievement and related to a specific time frame.
After the award is announced we will begin with sending someone to training. We have already contacted another police agency who has agreed to loan a motorcycle to us so we can get an officer trained. When the bike arrives they can start immediatly. During this training we will identify key areas and guiedlines for deployment. Once deployed we will begin to should start to see a reduction in some moving violations that we are expirencing in certtain areas. We would estimate that within the next year we should local drivers with less violations. The transient or tourist traffic should remain constant. Our ultimate goal is make our school area streets safer and other roadways as safe as possible. The word will get out that we are taking DUI violations and traffic violations serious. We believe with the deployment of a motorcycle, it shows that we are committed to making our community safer.

Method of Procedure:
Detail how your agency will solve the problem and meet the objectives you have set.
We believe that by adding one motorcycle, that one officer can increase our traffic contacts by at least 25%. This officer would be free to concentrate on traffic related issues only and not take calls for service. We also plan to have this officer visity community groups and schools to educate them on trends and problems we see in the community. We also hope to receive feedback as to areas of concern that might be safety concerns that Streets or ADOT can address. We would also require this officer to become DRE and phlebotomist in the future. This officer will be able to conduct his own DUI/DUI Drug investigations without tying up other resources. This officer would also become a Collision Reconstructionist to assist in prosecution of DUI related collisions.

Performance Measures:
Establish measurable goals for your proposal. Example: "To decrease alcohol related fatalities 10% from the 2011 base year average of 250 to 225 by September 30, 2013." "To increase DUI arrests 10% above the 2008 base year average of 5,000 to 5,500 by September 30, 2013."

Your agency should enumerate the objectives of the project in this section. Example: "To participate in 4 DUI Task Forces by September 30, 2013." "To participate in 8 speed enforcement details by September 30, 2013."
With the award of this grant our traffic contacts will increase approx. 25% over the next year from deployment. We will also increase our education contacts by attending community groups and schools. We will conduct at least 6 DUI Enforcement Details by July 2013.

9

RECEIVED
APR 30 2012
BY: TOCV-BQuem

JAMES B BULLARD
PO BOX 338
CAMP VERDE, AZ 86322
928-567-3929

5-1-2012 Rm

April 30, 2012

Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

RE: Resignation from the Board of Adjustments

Dear Mayor and Town Council:

I hereby tender my resignation from the Board of Adjustments. I am dealing with health issues that do not allow me to effectively perform the responsibilities of this position. Thank you for the opportunity to serve in Town Government through the appointment on the Board of Adjustments.

Sincerely,

James B Bullard

CERTIFICATE OF APPRECIATION

This certificate is awarded to

James B. Bullard

In recognition of his valuable service to the Town for his time serving on the Board of Adjustments and Appeals.

TOWN OF CAMP VERDE

Mayor Bob Burnside

May 16,2012

Date

5

RECEIVED
APR 30 2012
BY: TOCV-B.Quinn

JAMES W BULLARD
2250 N AMORIE
CAMP VERDE, AZ 86322
928-567-3991

5-1-2012 2pm

April 30, 2012

Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

RE: Resignation from the Board of Adjustments

Dear Mayor and Town Council:

I hereby tender my resignation from the Board of Adjustments. I spend a majority of my time taking care of my dad and that does not allow me to effectively perform the responsibilities of this position. Thank you for the opportunity to serve in Town Government through the appointment on the Board of Adjustments.

Sincerely,

James W. Bullard

James W Bullard

CERTIFICATE OF APPRECIATION

This certificate is awarded to

James W. Bullard

In recognition of his valuable service to the Town for his time serving on the Board of Adjustments and Appeals.

TOWN OF CAMP VERDE

Mayor Bob Burnside

May 16,2012

Date

!ICENSES: 0002 THRU ZZZZZZZZZZ
SORTED BY: LICENSE NUMBER
ORIGINATION DATES: 4/01/2012 TO 4/30/
'AID STATUS: ALL
EFFECTIVE DATES: 0/00/0000 TO 99/99/
.IC CODES: ALL
EXPIRATION DATES: 0/00/0000 TO 99/99/

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
!343	CONT	LANDSCAPE MAGIC LLC	DALE JANKOWSKI PO BOX 20245 SEDONA, AZ 86341	
	COMMENTS: [redacted]			
!344	SERV	PATRIOT DISPOSAL	JAY EBY PO BOX 26296 PRESCOTT VALLEY, AZ 86312	PO BOX 28296
	COMMENTS: [redacted]			
!345	SERV	D&M AUTOMOTIVE	STANLEY FLORES 3381 S. MARY WAY CAMP VERDE, AZ 86322	873 E HOWARDS RD
!346	CONT	PEEJAY PLUMBING, HEATING AND	TIMOTHY PERRY PO BOX 694 CAMP VERDE, AZ 86322	
	COMMENTS: [redacted]			
!347	SERV	WINDOW & HOME SOLUTIONS, INC	4625 NACHEZ DR RIMROCK, AZ 86335	
	COMMENTS: [redacted]			
!348	CONT	EAGLE MOUNTAIN CONSTRUCTION	MARCO SPANVOLO 3885 E INDUSTRIAL FLAGSTAFF, AZ 86004	
!349	CONT	DWAYNE BREEDLOVE	DWAYNE BREEDLOVE 1006 S 345TH DR TONOPAH, AZ 85354	1006 S 345TH DR
	COMMENTS: [redacted]			

!OTAL LICENSES: 7

9.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 16, 2012

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Public Hearing, followed by discussion, consideration, and possible recommendation of approval of liquor license application for Casa Antigua located at 422 W Finnie Flat Road, Suite E in Camp Verde

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☐ ***Department Head:*** ☐ ***Town Attorney Comments:*** N/A

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ ***Amount Remaining:*** _____

Comments:

Background Information: Salvador Becerra has submitted a liquor license application that the Town received and posted on April 24, 2012 for 20 days as required by law. Staff has not received any comments regarding the Liquor License Application

Recommended Action (Motion): Move to recommend approval of the liquor license application for Casa Antiqua located at 422 W Finnie Flat Road, Suite E in Camp Verde

Instructions to the Clerk: Section II not required

Arizona Department of Liquor Licenses and Control
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov

APPLICATION FOR LIQUOR LICENSE

TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 **This application is for a:**

- ☐ MORE THAN ONE LICENSE
- ☒ INTERIM PERMIT ***Complete Section 5***
- ☒ NEW LICENSE ***Complete Sections 2, 3, 4, 13, 14, 15, 16***
- ☐ PERSON TRANSFER (Bars & Liquor Stores ONLY) ***Complete Sections 2, 3, 4, 11, 13, 15, 16***
- ☐ LOCATION TRANSFER (Bars and Liquor Stores ONLY) ***Complete Sections 2, 3, 4, 12, 13, 15, 16***
- ☐ PROBATE/WILL ASSIGNMENT/DIVORCE DECREE ***Complete Sections 2, 3, 4, 9, 13, 16*** (fee not required)
- ☐ GOVERNMENT ***Complete Sections 2, 3, 4, 10, 13, 15, 16***

SECTION 2 **Type of ownership:**

- J.T.W.R.O.S. ***Complete Section 6***
- X INDIVIDUAL ***Complete Section 6***
- PARTNERSHIP ***Complete Section 6***
- CORPORATION ***Complete Section 7***
- LIMITED LIABILITY CO. ***Complete Section 7***
- CLUB ***Complete Section 8***
- GOVERNMENT ***Complete Section 10***
- TRUST ***Complete Section 6***
- OTHER (Explain)

SECTION 3 **Type of license and fees LICENSE #(s):**

1. Type of License(s): _____

Department Use Only

2. Total fees attached: $ 12133521

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.

The fees allowed under A.R.S. 44-685? will be charged for all dishonored checks.

SECTION 4 **Applicant**

1. Owner/Agent's Name: Mr. / Ms. BECERRA, SALVADOR P1002043
(Insert one name ONLY to appear on license) Last First Middle
2. Corp./Partnership/L.L.C.: _____
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: CASA ANTIGUA B1044347
(Exactly as it appears on the exterior of premises)
4. Principal Street Location 422 W. FINNIE FLAT RD #6 CAMP VERDE YAVAPAI 86322
(Do not use PO Box Number) City County Zip
5. Business Phone: 928) 567-6300 Daytime Contact: SAME
6. Is the business located within the incorporated limits of the above city or town? ☒ YES ☐ NO
7. Mailing Address: 422 W. FINNIE FLAT RD. #6 CAMP VERDE, AZ. 86322
City State Zip
8. Price paid for license only bar, beer and wine, or liquor store: Type _____ $_____ Type _____ $_____

DEPARTMENT USE ONLY

Fees:					
100	100			22.00	222.00
Application	Interim Permit	Agent Change	Club	Finger Prints $	**TOTAL OF ALL FEES**

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? ☒ YES ☐ NO

Accepted by: M.C Date: 4/18/2012 Lic. # 12133521

3/9/2012 ***Disabled individuals requiring special accommodation, please call (602) 542-9027.**

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.

2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. 121 334 67
4. Is the license currently in use? ☒ YES ☐ NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, Jose Enrique Rivas Jorol declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER,
(Print full name)

MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

X _____ (Signature)

OFFICIAL SEAL
JESSICA STRICKLAND
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 16, 2016

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this 18 day of April, 2012
Day Month Year

My commission expires on: February 16, 2016

Jessica Strickland
(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip
BECERRA,	SALVADOR		100%	638 S. HITCHING POST CAMP VERDE, AZ	86322

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
☐ ☐						
☐ ☐						
☐ ☐						
☐ ☐						

) Y R A S S E C E N F I 1

2. Is any person, other than the above, going to share in the profits/losses of the business? ☐ YES ☒ NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.

☐ CORPORATION ***Complete questions 1, 2, 3, 5, 6, 7, and 8.***

☐ L.L.C. ***Complete 1, 2, 4, 5, 6, 7, and 8.***

1. Name of Corporation/L.L.C.: Salvador Becerra Valdez
(Exactly as it appears on Articles of Incorporation or Articles of Organization)

2. Date Incorporated/Organized: _____ State where Incorporated/Organized: _____

3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____

4. AZ L.L.C. File No: _____ Date authorized to do business in AZ: _____

5. Is Corp./L.L.C. Non-profit? ☐ YES ☐NO

6. List all directors, officers and members in Corporation/L.L.C.:

Last First Middle	Title	Mailing Address City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last First Middle	% Owned	Mailing Address City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)

2. Is club non-profit? ☐ YES ☐ NO

3. List officer and directors:

Last First Middle	Title	Mailing Address City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Bar or Liquor Store License:

1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____ Date of Last Renewal: _____

4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

SECTION 10 Government: (for cities, towns, or counties only)

1. Governmental Entity: _____

2. Person/designee: _____ _____
Last First Middle Contact Phone Number

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Person to Person Transfer:

Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY-Series 06,07, and 09).

1. Current Licensee's Name: _____ Entity: _____
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)

2. Corporation/L.L.C. Name: _____
(Exactly as it appears on license)

3. Current Business Name: _____
(Exactly as it appears on license)

4. Physical Street Location of Business: Street _____
City, State, Zip _____

5. License Type: _____ License Number: _____

6. If more than one license to be transfered: License Type: _____ License Number: _____

7. Current Mailing Address: Street _____
(Other than business)
City, State, Zip _____

8. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? ☐ YES ☐ NO

9. Does the applicant intend to operate the business while this application is pending? ☐ YES ☐ NO If yes, complete Section 5 of this application, attach fee, and current license to this application.

10. I, _____, hereby authorize the department to process this application to transfer the
(print full name)
privilege of the license to the applicant, provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, _____, declare that I am the CURRENT OWNER, AGENT, MEMBER, PARTNER
(print full name)
STOCKHOLDER, or LICENSEE of the stated license. I have read the above Section 11 and confirm that all statements are true, correct, and complete.

_____
(Signature of CURRENT LICENSEE)

State of _____ County of _____
The foregoing instrument was acknowledged before me this

_____ _____
Day Month Year

My commission expires on: _____

_____
(Signature of NOTARY PUBLIC)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

1. Current Business: (Exactly as it appears on license) Name _____
   Address _____

2. New Business: (Physical Street Location) Name _____
   Address _____

3. License Type: _____ License Number: _____

4. If more than one license to be transferred: License Type: _____ License Number: _____

5. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizonal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02)
b) Hotel/motel license (§ 4-205.01)
c) Government license (§ 4-205.03)
d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: 1/2 mile ft. Name of school UNITED CHRISTIAN SCH. 1
   Address 903 W. FINNIE FLAT RD. CAMP VERDE, AZ
   City, State, Zip 86322

2. Distance to nearest church: 3/4 mile ft. Name of church CAMP VERDE BAPTIST CHURCH
   Address 412 5TH ST. CAMP VERDE, AZ
   City, State, Zip 86322

3. I am the: ☒ Lessee ☐ Sublessee ☐ Owner ☐ Purchaser (of premises)

4. If the premises is leased give lessors: Name GREG EGSTAFF
   Address 11445 E. VILLA LINDA 2-457
   (602) 762-1223 City, State, Zip SCOTTSDALE, AZ 85259

4a. Monthly rental/lease rate $ 800.00 What is the remaining length of the lease __ yrs. ____ mos.

4b. What is the penalty if the lease is not fulfilled? $ N/A or other MONTH TO MONTH
(give details - attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? $ 0.0
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? MEXICAN FOOD RESTAURANT

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?

☐ YES ☒ NO If yes, attach explanation.

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? ☐ YES ☒ NO

9. Is the premises currently licensed with a liquor license? ☒ YES ☐ NO If yes, give license number and licensee's name:

License # 12133467 (exactly as it appears on license) Name JOSE ENRIQUE RIVAS Jacol

---

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? ☒ YES ☐ NO
   If yes, give the name of licensee, Agent or a company name:

   RIVAS Jacol (Last) ENRIQUE (First) JOSE (Middle) and license #: 12133467

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this ☐ hotel/motel ☒ restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

   applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

S.B.
applicants initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check **ALL** boxes that apply to your business:

   ☒ Entrances/Exits ☒ Liquor storage areas Patio: ☐ Contiguous
   ☐ Service windows ☐ Drive-in windows ☐ Non Contiguous

2. Is your licensed premises currently closed due to construction, renovation, or redesign? ☐ YES ☒ NO
   If yes, what is your estimated opening date? _____ month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows,or increase or decrease to the square footage after submitting this initial drawing.

S.B.
applicants initials

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ←.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.

SEE ATTACHED DIAGRAM

SECTION 16 Signature Block

I, SALVADOR BECERRA, hereby declare that I am the OWNER/AGENT filing this
(print full name of applicant)
application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X _____
(signature of applicant listed in Section 4, Question 1)

State of Az County of Maricopa

The foregoing instrument was acknowledged before me this 18 of April, 2012
Day Month Year

OFFICIAL SEAL
MICHELE COLEGROVE
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 12, 2016

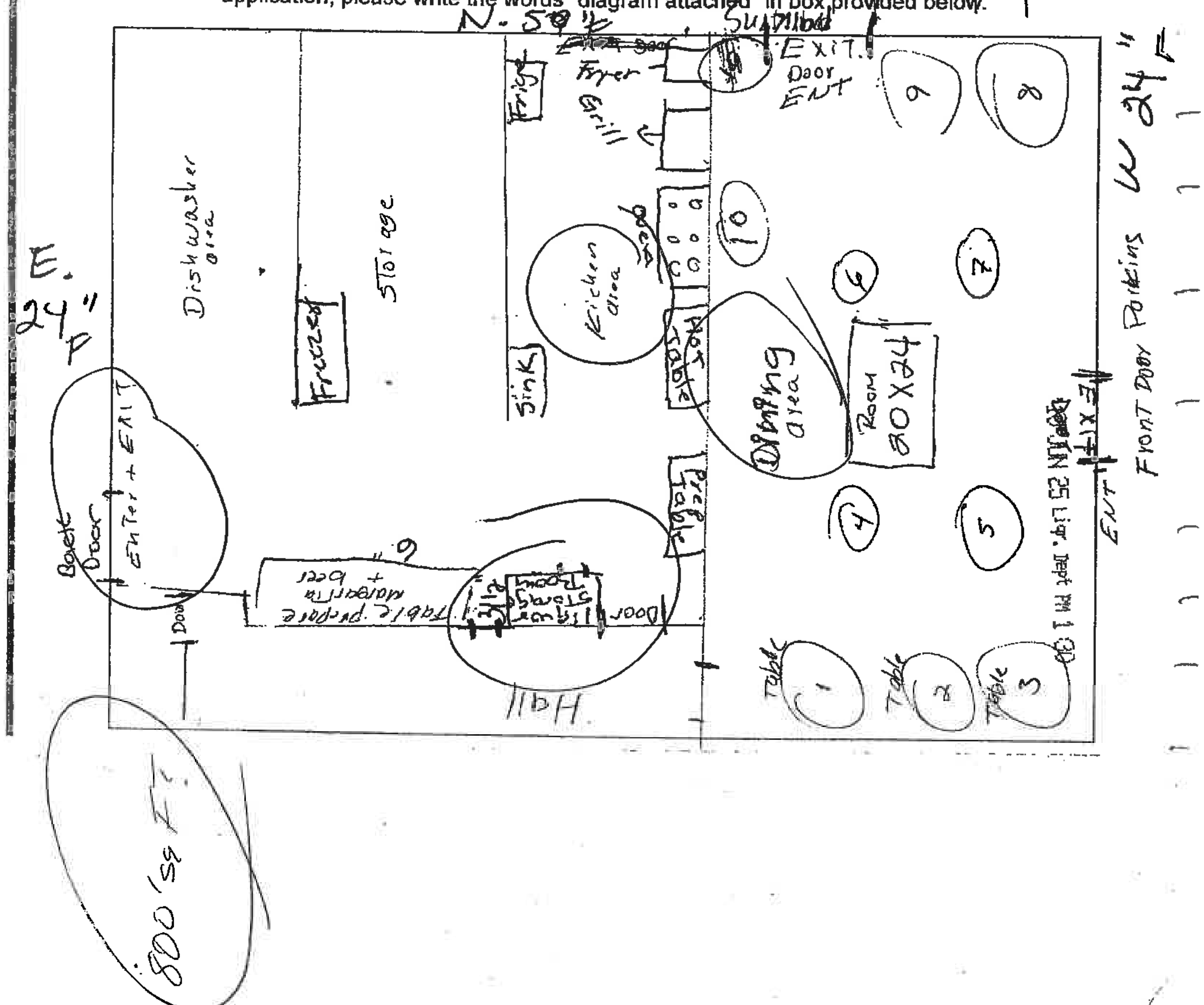
My commission expires on : _____
Day Month Year

_____
signature of NOTARY PUBLIC

SECTION 15 Diagram of Premises

4. In this diagram please show o[illegible] the area where spirituous liquor [illegible]o be sold, served, consumed, dispensed, possessed or stored. [illegible] must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, ~~stage and game room.~~ Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.



'12 APR 18 Liq. Lic. 819 88

REST

License 12133467

Issue Date: 9/8/2010

Expiration Date: 8/31/2012

Restaurant

Issued To:
JOSE ENRIQUE RIVAS JOCOL, Owner

Location:
CASA ANTIGUA MEXICAN RESTAURANT
422 W FINNIE FLAT RD #E
CAMP VERDE, AZ 86322

Mailing Address:
JOSE ENRIQUE RIVAS JOCOL
CASA ANTIGUA MEXICAN RESTAURANT
P O BOX 808
CAMP VERDE, AZ 86322

EXP 8/31/2012

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

RESTAURANT OPERATION PLAN

LICENSE # 12133521

1. List by Make, Model and Capacity of your:

Grill	PITCO Co. 60,000 / 2 BURNER
Oven	WOLF 40,000 6-BURNER OVEN
Freezer	GENERAL ELECTRIC M-FCM 15 SAB 42 1/4
Refrigerator	ARCTIC AIR COMMERCIAL FRIDGE
Sink	DUKE 1-SECTION
Dish Washing Facilities	DUKE 3-SECTION HAND DISHWASHER
Food Preparation Counter (Dimensions)	STAINLESS STEEL 6 x 3 1/2 DUKE M-63102
Other FRYER	PITCO FRIOLATOR INC. MOD-35SVR 90,000 BTU

2. Print the name ofyour restaurant: CASA ANTIGUA ~~MEXICAN RESTAURANT~~

3. Attach a copy of your menu (Breakfast, Lunch and Dinner including prices).

4. List the seating capacity for:

   a. Restaurant area of your premises [50]

   b. Bar area of your premises [+ 0]

   c. Total area of your premises [50]

5. What type of dinnerware and utensils are utilized within your restaurant?
   ☒ Reusable ☐ Disposable

6. Does your restaurant have a bar area that is distinct and separate from the restaurant seating? (If yes, what percentage of the public floor space does this area cover). ☐ Yes _____% ☒ No

7. What percentage of your public premises is used primarily for restaurant dining? (Does not include kitchen, bar,cocktail tables or game area.) 100 %

*Disabled individuals requiring special accommodations, please call (602) 542-9027

8. Does your restaurant contain any games or television? O Yes ~~O~~ No
If yes, specify what types and how many of each type (Televisions, Pool tables, Video Games, Darts, etc).

9. Do you have live entertainment or dancing? O Yes ~~O~~ No
(If yes, what type and how often?)

10. Use space below or attach a list of employee positions and their duties to fully staff your business.

1) I, SALVADOR BECERRA, MANAGER, CASHIER, BARTENDER AND SERVER

2) ELENA BECERRA MALDONADO, FOOD MANAGER & PREP COOK

I, _____, hereby declare that I am the APPLICANT filing this application. I have
(Print full name)
read this application and the contents and all statements true, correct and complete.

X_____
(Signature of APPLICANT)

State of_____ County of_____
The foregoing instrument was acknowledged before me this

_____ day of _____, _____.
Day of Month Month Year

My commission expires on:: _____

_____
(Signature of NOTARY PUBLIC)

8. Does your restaurant contain any games or television? ☐ Yes ☒ No
If yes, specify what types and how many of each type (Televisions, Pool tables, Video Games, Darts, etc).

9. Do you have live entertainment or dancing? ☐ Yes ☒ No
(If yes, what type and how often?)

10. Use space below or attach a list of employee positions and their duties to fully staff your business.

I, SALVADOR BECERRA, MANAGER, CASHIER, BARTENDER, AND SERVER

FELIA BECERRA MALCOLM PREP COOK, CASHIER, SERVER

I, SALVADOR BECERRA, hereby declare that I am the APPLICANT filing this application. I have
(Print full name)
read this application and the contents and all statements true, correct and complete.

X [signature]
(Signature of APPLICANT)

State of AZ County of Maricopa
The foregoing instrument was acknowledged before me this
18 day of April, 2012
Day of Month Month Year

OFFICIAL SEAL
MICHELE COLEGROVE
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 12, 2016

My commission expires on:: [signature]
(Signature of NOTARY PUBLIC)

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

RECORDS REQUIRED FOR AUDIT
SERIES 11 (HOTEL/MOTELW/RESTAURANT AND SERIES 12 (RESTAURANT)

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of ***all*** food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, ***accurate*** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
    A. Sales Journals/Monthly Sales Schedules
       1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
       2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
       3) Dated Guest Checks
       4) Coupons/Specials/Discounts
       5) Any other evidence to support income from food and liquor sales
    B. Cash Receipts/Disbursement Journals
       1) Daily Bank Deposit Slips
       2) Bank Statements and canceled checks
11. Tax Records
    A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
    B. Income Tax Return - city, state and federal (copies)
    C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
    A. Copies of all reports required by the State and Federal Government

'12 AUG 18 Liq. Lic. AM 9:28

B. Employee Log (A.R.S. §4-119)

C. Employee time cards (actual document used to sign in and out each work day)

D. Payroll records for all employees showing hours worked each week and hourly wages

13. Off-site Catering Records (must be complete and separate from restaurant records)

A. All documents which support the income derived from the sale of food off the license premises.

B. All documents which support purchases made for food to be sold off the licensed premises.

C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).

A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food.
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

I, (**print** licensee name):

BERERA SALVADOR

Last First Middle

have read and fully understand all aspects of this statement.

State of Az County of Maricopa

The foregoing instrument was acknowledged before me this

X (Signature of Licensee)

18 day of April, 2012

Day Month Year

OFFICIAL SEAL
MICHELE COLEGROVE
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 12, 2016

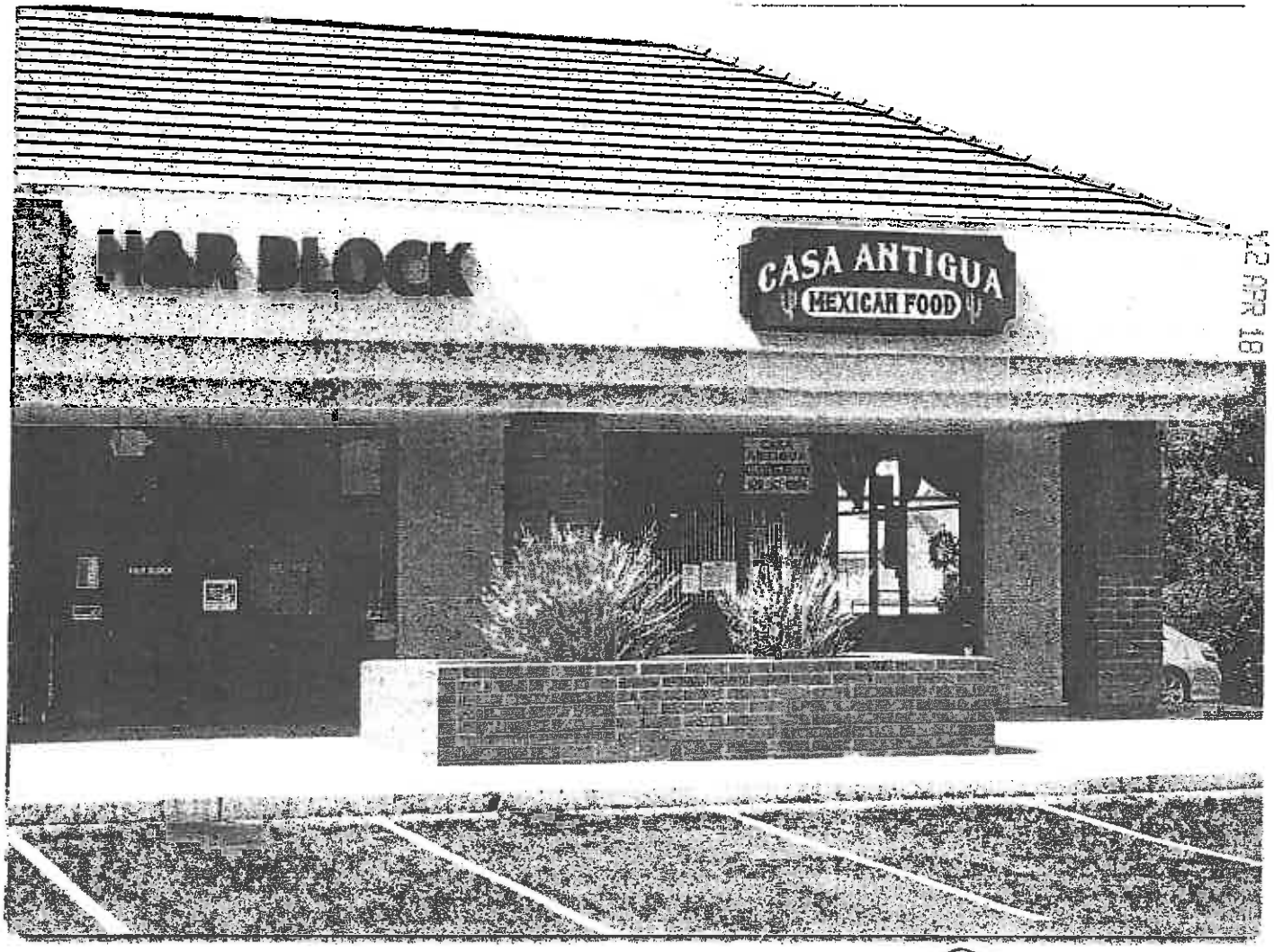
My commission Expires on: Day Month Year

(Signature of NOTARY PUBLIC)

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

CASA ANTIGUA
MEXICAN RESTAURANT

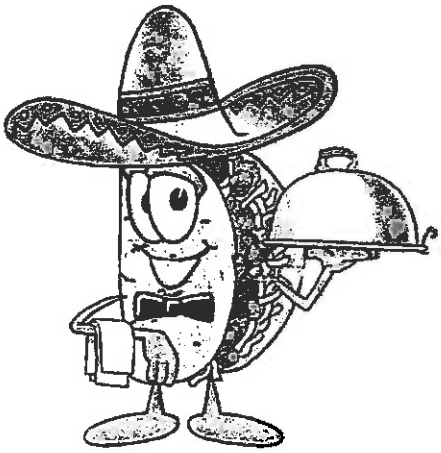
SERVING YOU THE BEST MEXICAN DISHES



422 W. Finnie Flat. Rd.
Camp Verde AZ 86322
Phone (928) 567-6300
Hours: Monday thru Saturday,
11:00 AM to 8:00 P.M.

MEXICAN FOOD
Casa Antigua
Monday - Saturday

BREAKFAST



Breakfast Plates

All plates include rice and beans

Huevos Rancheros $6.99
Two eggs over medium on a bed of corn tortillas covered with sauce

Asada Con Huevos $7.99
Steak and Eggs cooked to order

Machaca Ranchero $7.99
Shredded beef with eggs and grilled veggies

Machaca Plate $7.99
Grilled shredded beef and scrambled eggs

Chorizo and Eggs $7.99
Mexican sausage, potatoes and scrambled eggs

Enchiladas con Huevos $6.99
Pancake style enchiladas topped with two eggs cooked to order and red or green sauce

DAILY SPECIALS

Muncky Monday $5.99
Two enchiladas, beef, chicken or cheese
With side of rice and beans

Taco Tuesday
Beef, Chicken, Bean, Hamburger or Potato $1.00 ea

Wild Wednesday $5.99
Mini Chimichanga Chicken or Beef
With side of rice & beans

Thrifty Thursday
Three Flautas Supreme $5.99
With side of rice & beans

Fishy Friday $5.99
Fish Taco
With side of rice and beans

APPETIZERS

Nachos

Nachos (chips and cheese) $3.99
Nachos Supreme
Beans, guacamole, sour cream, and pico de gallo $5.99
Nachos Supreme with Meat $7.99

Quesadillas

Cheese Quesadilla $3.99
Supreme Quesadilla
Beans, guacamole, sour cream, and pico de gallo $5.99
Supreme Quesadilla with Meat $7.99
Steak, beef, chicken, pork or shrimp

Wings

Six Piece Wings, Hot or Mild $4.99
Twelve Piece Wings, Hot or Mild $8.99

BEVERAGES

Free Refills

Coffee
Hot Tea
Iced Tea

$1.99

Pepsi, Diet Pepsi, Dr. Pepper, Lemonade, Rootbeer, Sierra Mist

No Refills

Horchata. Tamarindo, Jamaica, Pineapple $1.99

LUNCH/DINNER

Combination Plates

Order By Number
Includes Rice and Beans

#1)	1 Bean Tostada and 1 Beef Taco	$9.99
#2)	2 Beef Tacos	$7.99
#3)	Any 2 Enchiladas	$9.99
	Beef, Chicken, Cheese, Steak or Carnitas	
#4)	1 Bean Tostada and 1 Cheese Enchilada	$9.99
#5)	1 Beef Burrito and 1 Cheese Enchilada	$9.99
#6)	1 Beef Taco and 1 Chicken Taco	$7.99
#7)	1 Beef Taco and 1 Cheese Enchilada	$9.99
#8)	Chorizo Plate	$9.99
#9)	2 Chicken Tacos	$7.99
#10)	2 Carne Asada Tacos	$9.99
#11)	Carne Asada Plate	$9.99
#12)	1 Chimichagna	$9.99
	Beef, Chicken, Carne Asada or Carnitas	
#13)	Flautas Supreme	$8.99
#14)	Chile Relleno Plate	$9.99
#15)	Carnitas Plate	$9.99
#16)	Beef Green Chile	$9.99
#17)	Chicken Ranchero Plate	$10.99
#18)	Steak Ranchero	$11.99

Enchiladas

Choose from our famous red or green sauces with a side of Rice or Beans

2 Beef or 2 Chicken	$6.99
2 Cheese	$6.99
2 Steak or 2 Pork	$7.99
2 Fish or 2 Shrimp	$7.99

Chimichangas

Enchilada Style — *Add $1.00*
With guacamole, sour cream, pico de gallo and cheese

Bean	$4.99
Chicken or Beef	$5.99
Steak or Pork	$6.99

Tortas

A buttered, grilled roll layered with beans, tomato, avocado, lettuce, onions and your choice of meat
With French Fries — *Add $1.99*

Pork	$5.99
Steak	$5.99
Chicken	$5.99
Shredded Beef	$5.99
Mexican Sausage	$5.99

Burritos

Deep Fried or Enchilada Style ..... *Add $1.99*

Bean Burrito	$2.99
Beef Burrito	$4.99
Steak Burrito	$5.49
Chicken Burrito	$4.99
Chile Relleno Burrito	$5.99
Pork Burrito	$5.49
Green Beef Burrito	$5.49
Red Beef Burrito	$5.49
Machaca - Beef and Egg Burrito	$5.99
Machaca Ranchero Burrito	$6.99
Chicken Fajitas Burrito	$6.99
Steak Fajitas Burrito	$6.99
Supreme Chicken or Beef Burrito	$6.99
Vegetarian Burrito	$4.99
Shrimp Burrito	$8.99
With Rice and Vegetables	
Fish Burrito	$7.99

Tostadas

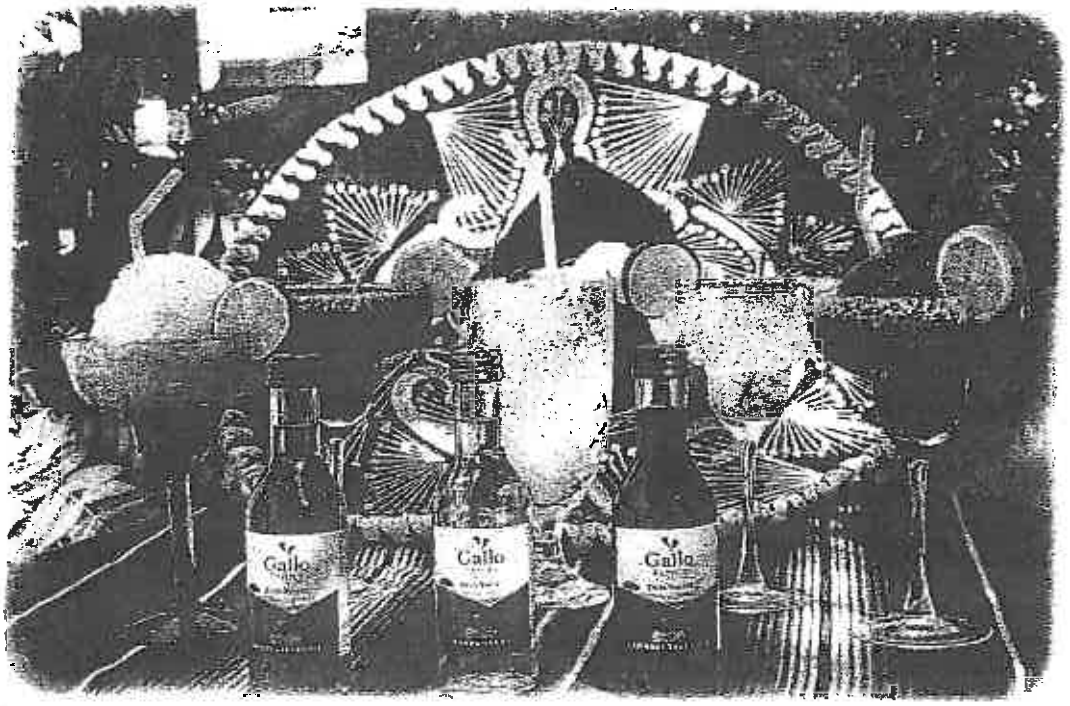
Avocado Tostada	$4.99
Bean Tostada	$2.99
Beef Tostada	$4.99
Chicken Tostada	$4.99
Ceviche Tostada	$5.99

Soup Bowls

Serving	1/2 Bowl	Full Bowl
Shrimp Soup	$5.99	$8.99
7 Seas Soup	$5.99	$8.99
Chicken	$4.99	$7.99
Tortilla	$4.99	$7.99

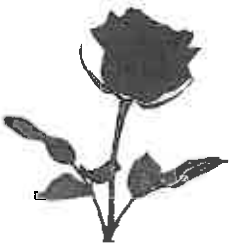
CASA ANTIGUA

ALCOHOLIC BEVERAGES



Salud, Dinero y Amor

(A toast to:
Health, Money
and Love)



Margaritas, etc. $4.99

Grand Marnier Margaritas
Strawberry
Mango

Wines $2.99

Cabernet
Chardonay
White Zinfandel

12 APR 18 Liv. Lic. #19 88

Beers $2.99

Bohemia
Budweiser
Bud Light
Corona
Corona Light
Coors Light
Modelo Negra
Modelo Especial
MGD
Miller Light
Pacifico
Tecate
XX (Dos Equis)

LUNCH/DINNER

Tacos and Tamales

Any Taco "Supreme" *Add $.50*
Sour cream, guacamole, pico de gallo and cheese

Beef or Chicken Taco	$1.79
Potato Taco	$1.50
Bean Taco	$1.50
Hamburger Taco	$1.99
Steak / Carne Asada Taco	$2.99
Pork Carnitas Taco	$2.99
Spicy Pork / Carnitas Picoso Taco	$2.99
Fish / Pescado Taco	$3.79
Shrimp / Camaron Taco	$3.99
Chicken Fajita Taco	$4.99
Steak Fajita Taco	$4.99
Red Tamale **with Shredded Beef**	**$2.50**
Green Tamale **with Chicken**	**$2.50**

Mexican Pizza

Small Chicken, Beef, Carne Asada or Pork	$6.99
Large Vegetarian	$8.99
Large Beef or Chicken	$9.99
Large Steak or Pork	$11.99
Any Large ½ and ½	$12.99

Salad Specialties

Beef Salad / Ensalada de Carne Desebrada	$5.99
Chicken Salad / Ensalada de Pollo	$5.99
Pork Salad / Ensalada de Carnitas	$6.99
Steak Salad / Ensalada de Carne Asada	$6.99
Shrimp Salad / Ensalada de Camaron	$8.99
Fish Salad / Ensalada de Pescado	$7.99
Ground Beef Salad / Ensalada de Carne Molida	$6.99
Ranchero Steak Salad	$7.99
Taco Salad*on chips	$7.99
Taco Fiesta Salad*on shell	$7.99

** Choice of Chicken, Beef, Carnitas or Steak*

Sea Food Delight

Order By Number
Includes Rice, Beans and a Tortilla

#20) Mojarra de Tilapia — $10.99
Seasoned and deep fried whole Tilapia Fish

#21) Filete de Pescado — $10.99
Seasoned and deep fried Fish Filets

#22) Camaron de la Diabla — $10.99
Seasoned Shrimp in Tomatoes, Onions, Hot Sauce and many Spices

#23) Camaron al Ajo — $10.99
Garlic Shrimp grilled in a Twined Butter Sauce

#24) Camaron al Ranchero — $12.99
Grilled Shrimp with Bell Peppers, Tomatoes and Onions

#25) Cocktail de Camaron — $9.99
Served in a Cocktail Cup with Vegetables, Tomato Sauce and a Side of Crackers

#26) Campechana — $9.99
Seafood Mix in a Cocktail Cup with Vegetables, Tomato Sauce and a Side of Crackers

Mexican Desserts

Cinnamon Chips	$2.99
Flan	$3.99
Buñuelos	$2.99
Sopapillas	$3.99
Fried Ice Cream with Chocolate Fudge	$3.99

El Niño Plates Kids Only

Includes Small Drink and Rice or Beans

2 Taquitos with Cheese	$4.99
1 Bean and Cheese Burrito	$4.99
1 Beef or Chicken Taco	$4.99
1 Cheese Enchilada	$4.99
1 Quesadilla	$4.99
6 Pieces Chicken Nuggets with Fries	$4.99

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

QUESTIONNAIRE

Attention all Local Governing Bodies: Social Security and Birthdate Information is Confidential. This information may be given to local law enforcement agencies for the purpose of background checks only but must be blocked to be unreadable prior to posting or any public view.

Read carefully. This instrument is a sworn document. Type or print with BLACK INK. An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT, OR MANAGER. EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT DLLC. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY DLLC. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Effective 10/01/07 there is a $22.00 processing fee for each fingerprint card submitted.

Liquor License # P1067043 12133521
(If the location is currently licensed)

The fees allowed by A.R.S. § 44-6852 will be charged for all dishonored checks.

1. Check appropriate box → ☒ Controlling Person ☐ Agent (Complete Questions 1-19) Controlling Person or Agent must complete #21 for a Manager ☐ Manager (Only) (Complete All Questions except # 14, 14a & 21) Controlling Person or Agent must complete # 21

2. Name: BECERRA SALVADOR (Last / First / Middle) Date of Birth: [redacted]

3. Social Security Number: [redacted] (NOT a public record) Drivers License # [redacted] (NOT a public record) State: ARIZONA

4. Place of Birth: CHICAGO IL. USA (City / State / Country (not county)) Height: 6' Weight: 210 Eyes: BRO Hair: BLK

5. Marital Status ☐ Single ☐ Married ☒ Divorced ☐ Widowed Daytime Contact Phone: 928/567-5671

6. Name of Current or Most Recent Spouse: LONERGAN LAURA (Last / First / Middle / Maiden) Date of Birth: 5/17/1961 (NOT a public record)
(List all for last 5 years - Use additional sheet if necessary)

7. You are a bona fide resident of what state? ARIZONA If Arizona, date of residency: 11-26-06

8. Telephone number to contact you during business hours for any questions regarding this document. 928/567-5671

9. If you have been an Arizona resident for less than three (3) months, submit a copy of your Arizona driver's license or voter registration card.

10. Name of Licensed Premises: CASA ANTIGUA Premises Phone: 928/567-6300

11. Physical Location of Licensed Premises Address: 422 W. FINNIE #D FLAT CAMP VERDE, YAVAPAI (Street Address / (Do not use PO Box #) / City / County / Zip) 86322

12. List your employment or type of business during the past five (5) years. If unemployed part of the time, list those dates. List most recent 1st.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYER'S NAME OR NAME OF BUSINESS (street address, city, state & zip)
2/2/83	CURRENT	CURRENT	RETIRED
			638 S. HITCHINS POST
			CAMP VERDE, AZ. 86322

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION

13. Indicate your residence address for the last five (5) years:

FROM Month/Year	TO Month/Year	Rent or Own	RESIDENTIAL Street Address If rented, attach additional sheet with name, address and phone number of landlord	City	State	Zip
11/06	CURRENT	OWN	638 S. HITCHINS POST DR.	CAMP VERDE	AZ	86322

If you checked the Manager box on the front of this form skip to # 15

14. As a Controlling Person or Agent, will you be physically present and operating the licensed premises? ☒ YES ☐ NO
If you answered YES, how many hrs/day? 10, and **answer #14a below**. If NO, skip to #15.

14a. Have you attended a DLLC-approved Liquor Law Training Course within the past 5 years? (Must provide proof) ☐ YES ☒ NO
If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.

15. Have you been detained, cited, arrested, indicted or summoned into court for violation of ANY law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past ten (10) years? ☒ YES ☐ NO

16. Are there ANY administrative law citations, compliance actions or consents, criminal arrest, indictments or summonses PENDING against you or ANY entity in which you are now involved? ☐ YES ☒ NO

17. Have you or any entity in which you have held ownership, been an officer, member, director or manager EVER had a business, professional or liquor application or license rejected, denied, revoked, suspended or fined in this or any other state? ☐ YES ☒ NO

18. Has anyone EVER filed suit or obtained a judgment against you, the subject of which involved fraud or misrepresentation? ☐ YES ☒ NO

19. Are you NOW or have you EVER held ownership, been a controlling person, been an officer, member, director or manager on any other liquor license in this or any other state? ☐ YES ☒ NO

If any answer to Questions 15 through 19 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions.

SUBSTANTIVE CHANGES TO THIS APPLICATION WILL NOT BE ACCEPTED

20. I, Silvia Becerra, hereby declare that I am the APPLICANT/REPRESENTATIVE
(print full name of Applicant)
filing this questionnaire. I have read this questionnaire and all statements are true, correct and complete.

X _____ (Signature of Applicant)

State of Az County of Maricopa

The foregoing instrument was acknowledged before me this 18 day of April, 2012
Month Year

OFFICIAL SEAL
MICHELE COLEGROVE
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 12, 2016

My commission expires on: _____
Day Month Year

_____ (Signature of NOTARY PUBLIC)

COMPLETE THIS SECTION ONLY IF YOU ARE A CONTROLLING PERSON OR AGENT APPROVING A MANAGER'S APPLICATION

21. The applicant hereby authorizes the person named on this questionnaire to act as manager for the named liquor license. The manager named must be at least 21 years of age.

State of _____ County of _____

The foregoing instrument was acknowledged before me this

X _____ _____ day of _____, _____
Signature of Controlling Person or Agent (circle one) Month Year

_____ (Signature of NOTARY PUBLIC)

_____
Print Name

My commission expires on: _____
Day Month Year

#15

SUMMONED TO COURT FOR ORDER OF PROTECTION BY EX-WIFE JUNE OF 2011, NO CONVICTION, I VOLUNTARILY AGREED, EVEN THOUGH THE ORDER WAS BASED ON "HEARSAY" BY A THIRD PARTY. JUDGE SAID IT WAS VERY "NOBLE" OF ME TO AGREE VOLUNTARILY.

EX WIFE MOVED BACK TO WISCONSIN 30 DAYS AFTER HEARING.

[signature]

'12 APR 18 Liq. Lic. 09 88

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

Professional License and Commercial License

Department of Liquor Licenses and Control

Liquor License #: ~~12133467~~ 12133521

Ownership Name: SALVADOR BECERRA
(as listed on the current liquor license application or renewal application)

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

'12 APR 18 LIQ. LIC. 01:28

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) SALVADOR BECERRA DATE APRI 17, 2012

TYPE OF APPLICATION (check one) X INITIAL APPLICATION ___ RENEWAL

TYPE OF LICENSE 12

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: BIRTH CERTIFICATE

A. Are you a citizen or national of the United States? (check one) X Yes ___ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.
City CHICAGO State (or equivalent) IL. Country or Territory U.S.

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____.

"Qualified Alien" Status (8 U.S.C.§§ 1621(a)(1), -1641(b) and (c))

☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).

☐ 2. An alien who is granted asylum under Section 208 of the INA.

☐ 3. A refugee admitted to the United States under Section 207 of the INA

☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.

☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.

☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

☐ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

☐ 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C.§ 1621(a)(2))

☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C.§ 1621(a)(3))

☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C.§ 1621(c)(2)(A) and (C))

☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or

☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];

☐ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

☐ 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States. PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C.§ 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

April 17, 2012
TODAY'S DATE

'12 APR 18 Lic. Div. 8:19 AM

Attachment to Form 1 Applicant Statement

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term "Service" refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

(1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

(2) United States passport;

(3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);

(4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;

(5) Form N-561, Certificate of Citizenship;

(6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);

(7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);

(8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or

(9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

(1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;

(2) Evidence of civil service employment by the U.S. government before June 1, 1976;
(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- ☐ Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- ☐ Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- ☐ Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- ☐ The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- ☐ Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- ☐ Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- ☐ Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- ☐ Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- ☐ A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- ☐ A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- ☐ If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- ☐ If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- ☐ If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- ☐ Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk ("*").

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

'12 APR 18 Liv. Lic. 09:23

CERTIFICATION OF VITAL RECORDS

COUNTY OF COOK
STATE OF ILLINOIS
OFFICE OF THE COUNTY CLERK
DAVID ORR

CERTIFICATION OF BIRTH

BIRTH NUMBER: [redacted]

NAME: SALVADOR BECERRA

DATE OF BIRTH: [redacted] SEX: MALE

PLACE OF BIRTH: CHICAGO, COOK COUNTY, ILLINOIS

MAIDEN NAME OF MOTHER: ENNA LUZ PADILLA

PLACE OF BIRTH OF MOTHER: MEXICO AGE: 19

NAME OF FATHER: CECILIO BECERRA

PLACE OF BIRTH OF FATHER: MEXICO AGE: 26

DATE FILED: JANUARY 24, 1951 DATE ISSUED: DECEMBER 30, 2003

RECORD AMENDED ON: 03/12/1965

041885

This is to certify that this is a true and correct abstract from the official record filed with the Illinois Department of Public Health.

David D. Orr

DAVID D. ORR
COUNTY CLERK

ISSUED AT: COUNTY BUILDING
CHICAGO, ILLINOIS 60602-1304

This copy is not valid unless displaying embossed seals of Cook County and County Clerk signature

CL81

VOID IF ALTERED OR ERASED

VOID IF ALTERED OR ERASED

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 16, 2012

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Public Hearing, followed by discussion, consideration, and possible recommendation of approval of liquor license application Caduceus Cellars, LLC located at 4626 Old Hwy 279 in Camp Verde

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☐ ***Department Head:*** ☐ ***Town Attorney Comments:*** N/A

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ ***Amount Remaining:*** _____

Comments:

Background Information: Maynard James Keenan has submitted a liquor license application that the Town received and posted on April 25, 2012 for 20 days as required by law. Staff has not received any comments regarding the Liquor License Application

Recommended Action (Motion): Move to recommend approval of the liquor license application for Caduceus Cellars, LLC located at 4626 Old Hwy 279 in Camp Verde

Instructions to the Clerk: Section II not required

'12 APR 20 Liqr. Dept #11159 '11 DEC 30 Liqr. Dept AM 1 02

Arizona Department of Liquor Licenses and Control

800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

APPLICATION FOR LIQUOR LICENSE

TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- ☐ MORE THAN ONE LICENSE
- ☐ INTERIM PERMIT *Complete Section 5*
- ☒ NEW LICENSE *Complete Sections 2, 3, 4, 13, 14, 15, 16*
- ☐ PERSON TRANSFER (Bars & Liquor Stores ONLY) *Complete Sections 2, 3, 4, 11, 13, 15, 16*
- ☐ LOCATION TRANSFER (Bars and Liquor Stores ONLY) *Complete Sections 2, 3, 4, 12, 13, 15, 16*
- ☐ PROBATE/WILL ASSIGNMENT/DIVORCE DECREE *Complete Sections 2, 3, 4, 9, 13, 16* (fee not required)
- ☐ GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 15, 16*

SECTION 2 Type of ownership:

- ☐ J.T.W.R.O.S. *Complete Section 6*
- ☐ INDIVIDUAL *Complete Section 6*
- ☐ PARTNERSHIP *Complete Section 6*
- ☐ CORPORATION *Complete Section 7*
- ☒ LIMITED LIABILITY CO. *Complete Section 7*
- ☐ CLUB *Complete Section 8*
- ☐ GOVERNMENT *Complete Section 10*
- ☐ TRUST *Complete Section 6*
- ☐ OTHER (Explain) _____

SECTION 3 Type of license and fees LICENSE #(s): 13133031

1. Type of License(s): Series 13 Domestic Farm Winery
2. Total fees attached: $

Department Use Only

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.

The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

1. Owner/Agent's Name: Mr. / Ms. KEENAN (Last) MAYNARD (First) 1057290 JAMES (Middle)
(Insert one name ONLY to appear on license)
2. Corp./Partnership/L.L.C.: CADUCEUS CELLARS, LLC B10346006
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: CADUCEUS CELLARS / FOUR EIGHT WINEWORKS
(Exactly as it appears on the exterior of premises)
4. Principal Street Location: 4626 OLD HWY 279 (Do not use PO Box Number) CAMP VERDE (City) YAVAPAI (County) 86322 (Zip)
5. Business Phone: 928-301-0146 Daytime Contact: ~~LORI PERKINS~~ 928-301-0146
6. Is the business located within the incorporated limits of the above city or town? ☒YES ☐NO
7. Mailing Address: PO BOX 905 JEROME (City) ARIZONA (State) 86331 (Zip)
8. Price paid for license only bar, beer and wine, or liquor store: Type _____ $_____ Type _____ $_____

DEPARTMENT USE ONLY

Fees: 100 Application ____ Interim Permit ____ Agent Change ____ Club 0 Finger Prints $ 100.00 TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? ☒ YES ☐ NO

Accepted by: M.C Date: 4/23/2012 Lic. # 13133031

July 2010

***Disabled individuals requiring special accommodation, please call (602) 542-9027.**

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location._____
4. Is the license currently in use? ☐ YES ☐ NO If no, how long has it been out of use?_____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER,
(Print full name)
MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

X_____
(Signature)

My commission expires on: _____

State of _____ County of_____

The foregoing instrument was acknowledged before me this

_____day of _____, _____
Day Month Year

_____
(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $24 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
☐ ☐						
☐ ☐						
☐ ☐						
☐ ☐						

(ATTACH ADDITIONAL SHEET IF NECESSARY)

2. Is any person, other than the above, going to share in the profits/losses of the business? ☐ YES ☐ NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $24 PROCESSING FEE FOR EACH CARD.

'11 DEC 30 Liq. Dept PM 1:02

☐ CORPORATION ***Complete questions 1, 2, 3, 5, 6, 7, and 8.***

☒ L.L.C. ***Complete 1, 2, 4, 5, 6, 7, and 8.***

1. Name of Corporation/L.L.C.: CADUCEUS CELLARS, LLC
   (Exactly as it appears on Articles of Incorporation or Articles of Organization)
2. Date Incorporated/Organized: 6/1/2005 State where Incorporated/Organized: ARIZONA
3. AZ Corporation Commission File No.: L-1206010-1 Date authorized to do business in AZ: 6/1/2005
4. AZ L.L.C. File No: ✓ Date authorized to do business in AZ: ✓
5. Is Corp./L.L.C. Non-profit? ☐ YES ☒NO
6. List all directors, officers and members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City State Zip
KEENAN	MAYNARD	JAMES	MEMBER	PO BOX 905	JEROME, AZ 86331

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip
KEENAN	MAYNARD	JAMES	100	PO BOX 905	JEROME, AZ 86331

(ATTACH ADDITIONAL SHEET IF NECESSARY)

'12 APR 20 PM 4:29

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $24 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
   (Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)
2. Is club non-profit? ☐ YES ☐ NO
3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 9 **Probate, Will Assignment or Divorce Decree of an existing Bar or Liquor Store License:**

1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____ Date of Last Renewal: _____

4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

SECTION 10 **Government: (for cities, towns, or counties only)**

1. Governmental Entity: _____

2. Person/designee: _____ _____
Last First Middle Contact Phone Number

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 **Person to Person Transfer:**

Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY-Series 06,07, and 09).

1. Current Licensee's Name: _____ Entity: _____
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)

2. Corporation/L.L.C. Name: _____
(Exactly as it appears on license)

3. Current Business Name: _____
(Exactly as it appears on license)

4. Physical Street Location of Business: Street _____
City, State, Zip _____

5. License Type: _____ License Number: _____

6. If more than one license to be transfered: License Type: _____ License Number: _____

7. Current Mailing Address: Street _____
(Other than business) City, State, Zip _____

8. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? ☐ YES ☐ NO

9. Does the applicant intend to operate the business while this application is pending? ☐ YES ☐ NO If yes, complete Section 5 of this application, attach fee, and current license to this application.

10. I, _____, hereby authorize the department to process this application to transfer the
(print full name)
privilege of the license to the applicant, provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, _____, declare that I am the CURRENT OWNER, AGENT, MEMBER, PARTNER
(print full name)
STOCKHOLDER, or LICENSEE of the stated license. I have read the above Section 11 and confirm that all statements are true, correct, and complete.

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

_____ _____
Day Month Year

My commission expires on: _____

_____
(Signature of NOTARY PUBLIC)

SECTION 12 **Location to Location Transfer: (Bars and Liquor Stores ONLY)**

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

'11 DEC 30 Liq. Dept PM 1:02

1. Current Business: (Exactly as it appears on license) Name _____ Address _____

2. New Business: (Physical Street Location) Name _____ Address _____

3. License Type: _____ License Number: _____

4. If more than one license to be transferred: License Type: _____ License Number: _____

5. What date do you plan to move? _____ What date do you plan to open? _____

'12 APR 20 PM 1:59

SECTION 13 **Questions for all in-state applicants <u>excluding those applying for government, hotel/motel, and restaurant licenses</u> (series 5, 11, and 12):**

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizonal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02)
b) Hotel/motel license (§ 4-205.01)
c) Government license (§ 4-205.03)
d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: 61,776 ft. Name of school Children's House Montessori
Address 3580 Smith Ave. Camp Verde, AZ 86322
City, State, Zip

2. Distance to nearest church: 60,720 ft. Name of church Church of Christ
Address 2001 N. Arena Dellona Rd.
City, State, Zip Camp Verde, AZ 86322

3. I am the: ☐ Lessee ☐ Sublessee ☒ Owner ☐ Purchaser (of premises)

4. If the premises is leased give lessors: Name N/A
Address _____
City, State, Zip

4a. Monthly rental/lease rate $_____ What is the remaining length of the lease __ yrs. ____mos.

4b. What is the penalty if the lease is not fulfilled? $_____ or other _____
(give details - attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? $ 260,000.00
Please list debtors below if applicable.

Last	First	Middle	Amount Owed	Mailing Address	City State Zip
CHASE BANK			260,000.00	PO BOX 659754	SAN ANTONIO, TX 78265-9754

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? WINERY AND POSSIBLE TASTING ROOM

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year? ☐ YES ☒ NO If yes, attach explanation.

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? ☐ YES ☒ NO

9. Is the premises currently licensed with a liquor license? ☐ YES ☒ NO If yes, give license number and licensee's name:

License #_____(exactly as it appears on license) Name _____

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? ☐ YES ☐ NO
   If yes, give the name of licensee, Agent or a company name:

   _____ and license #: _____
   Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this ☐ hotel/motel ☐ restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

   _____
   applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

_____
applicants initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check ALL boxes that apply to your business:

   ☒ Entrances/Exits ☒ Liquor storage areas Patio: ☐ Contiguous
   ☐ Service windows ☐ Drive-in windows ☐ Non Contiguous

2. Is your licensed premises currently closed due to construction, renovation, or redesign? ☒ YES ☐ NO
   If yes, what is your estimated opening date? 8/1/2011
   month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

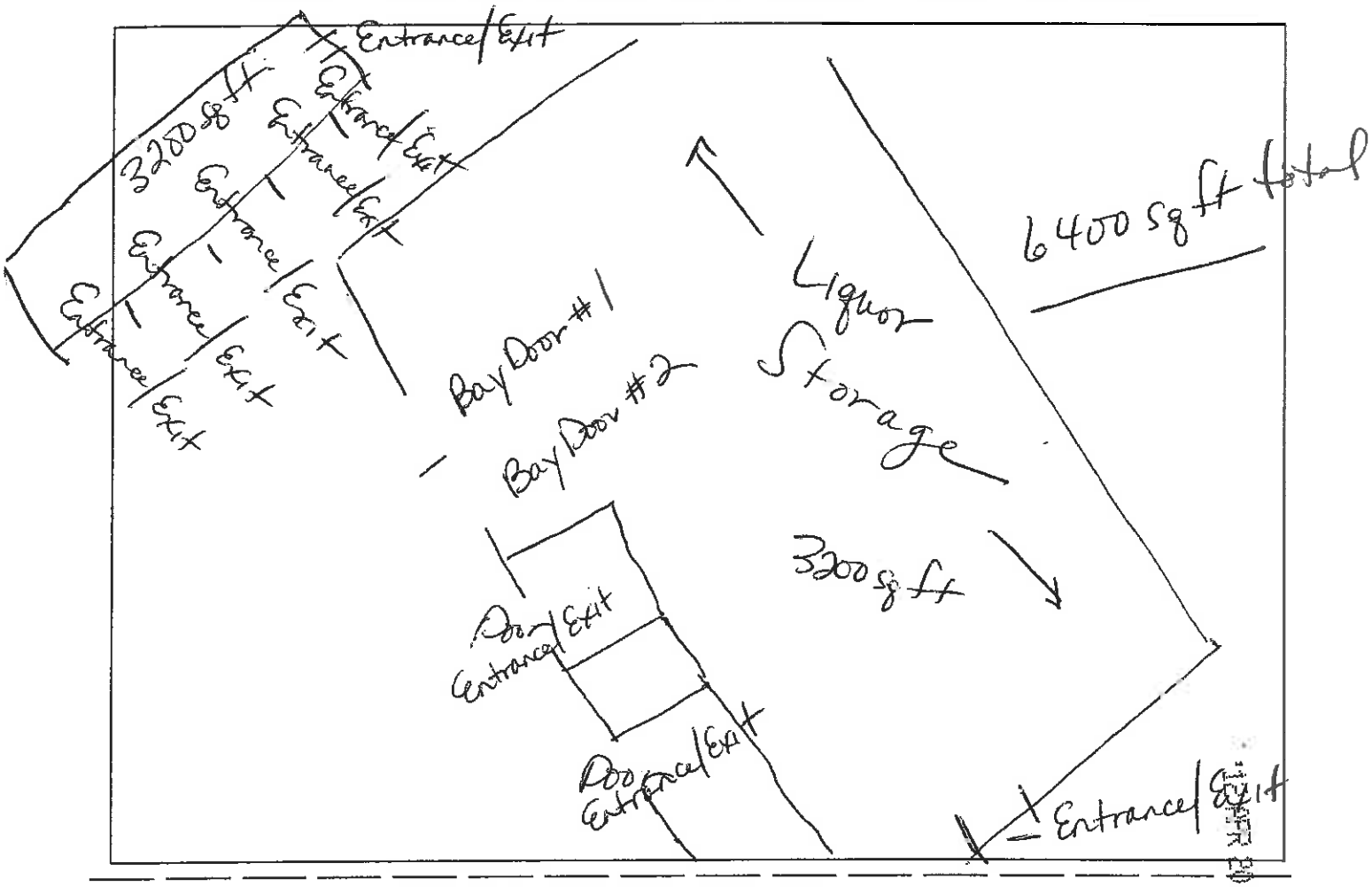
As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows,or increase or decrease to the square footage after submitting this initial drawing.

AK
applicants initials

SECTION 15 Diagram of Premises

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.



SECTION 16 Signature Block

I, MAYNARD JAMES KEENAN, hereby declare that I am the OWNER/AGENT filing this
(print full name of applicant)
application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X _____
(signature of applicant listed in Section 4, Question 1)

LORI PERKINS
Notary Public - Arizona
Yavapai County
My Commission Expires
December 10, 2013

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this
27 of December, 2011
Day Month Year

My commission expires on : 10 Dec 2013
Day Month Year

signature of NOTARY PUBLIC

(2)

AZ Corp. Commission
01231331

DO NOT PUBLISH THIS SECTION

ARTICLE 1
The company name must contain an ending which may be "limited liability company," "limited company," or the abbreviations "L.L.C.", "L.C.", "LLC" or "LC". If you are the holder or assignee of a tradename or trademark, attach Declaration of Tradename Holder form.

ARTICLE 2
May be in care of the statutory agent.

ARTICLE 3
The statutory agent must provide a street address. If statutory agent has P.O. Box, then they must also provide a street address/location.
The agent must sign the Articles or provide a consent to acceptance of appointment.

The agent must consent to the appointment by executing the consent.

ARTICLES 4
Complete this section only if you desire to select a date or occurrence when the company will dissolve. If perpetual duration is desired, leave this section blank.

AZ CORPORATION COMMISSION
FILED
"EXP"
JUN 03 2009

ARTICLES OF ORGANIZATION

FILE NO L-1206010-1

A.R.S. §29-632

1. Name. The name of the limited liability company is:

CADUCEUS, CELLARS, LLC

2. Known Place of Business. The address of the company's known place of business in Arizona is:

c/o Paracorp Incorporated
1850 North Central Avenue, Suite 1160
Phoenix, Arizona 85004

3. Statutory Agent. (In Arizona) The name and street address of the statutory agent of the company is:

Paracorp Incorporated
1850 North Central Avenue, Suite 1160
Phoenix, Arizona 85004

Acceptance of Appointment By Statutory Agent

I Paracorp Incorporated (Printed Name), having been designated to act as Statutory Agent, hereby consent to act in that capacity until removed or resignation is submitted in accordance with the Arizona Revised Statutes.

Dennis Zellner
Signature of Statutory Agent Assistant Secretary

Paracorp Incorporated
[If signing on behalf of a company serving as statutory agent, print company name here]

4. Dissolution. The latest date, if any, on which the limited liability company must dissolve is:

N/A

1013482
PAID
140
#4289 6/4/05

'12 APR 20 Liq. Dept RM1201

NOV 20 2009
RECEIVED FOR FILING _____ DATE
KEEP THIS DOCUMENT AVAILABLE FOR INSPECTION BY OFFICERS OF ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
Scott Carr
DIRECTOR, NATIONAL REVENUE CENTER

L-1206010-1

NOT PUBLISH THIS
CTION
RTICLE 5
Check which management structure will be applicable to your company. Provide name, title and address for each person.

5. Management.

☐ Management of the limited liability company is vested in a manager or managers. The names and addresses of each person who is a manager AND each member who owns a twenty percent or greater interest in the capital or profits of the limited liability company are:

Name: [ ] member [ ] manager [ ] member [ ] manager

Address:

City, State, Zip:

Name: [ ] member [ ] manager [ ] member [ ] manager

Address:

City, State, Zip:

☒ Management of the limited liability company is reserved to the members. The names and addresses of each person who is a member are:

Name: Maynard James Keenan [x] member [ ] member

Address: 2850 Ocean Park Blvd. #300

City, State, Zip: Santa Monica, CA 90405

Name: [ ] member [ ] member

Address:

City, State, Zip:

The person(s) executing this document need not be manager or member(s) of the company.

EXECUTED this 25th day of May, 2005.

[Signature] [Signature]

Your fax and phone number is optional.

Peggy I. Weiner [Print Name Here] [Print Name Here]

PHONE (310) 282-8989 FAX (310) 282-8903

LL:0004
Rev. 09/04

See A.R.S. §29-601 et seq. for more info.

'12 APR 20 Liq. Dept PM1201

3

CADUCEUS CELLARS, LLC

LIST OF MEMBERS:

1. MAYNARD JAMES KEENAN
   103 DUNDEE AVE
   JEROME, AZ 86331
   100% OWNERSHIP

'12 APR 20 Liq. Dept AM12:01

Print Form

'12 APR ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

FP current 8/2010

QUESTIONNAIRE

Attention all Local Governing Bodies: Social Security and Birthdate Information is Confidential. This information may be given to local law enforcement agencies for the purpose of background checks only but must be blocked to be unreadable prior to posting or any public view.

Read carefully. This instrument is a sworn document. Type or print with BLACK INK.
An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT, OR MANAGER. EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT DLLC. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY DLLC. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Effective 10/01/07 there is a $24.00 processing fee for each fingerprint card submitted.

The fees allowed by A.R.S. § 44-6852 will be charged for all dishonored checks.

P 1057290 Liquor License # 13133031
(If the location is currently licensed)

1. Check appropriate box → ☒ Controlling Person ☒ Agent (Complete Questions 1-19) Controlling Person or Agent must complete #21 for a Manager | ☐ Manager (Only) (Complete All Questions except # 14, 14a & 21) Controlling Person or Agent must complete # 21

2. Name: KEENAN (Last) MAYNARD (First) JAMES (Middle) Date of Birth: [redacted] (NOT a Public Record)

3. Social Security Number: [redacted] (NOT a public record) Drivers License #: [redacted] (NOT a public record) State: ARIZONA

4. Place of Birth: AKRON (City) OHIO (State) USA (Country) (not county) Height: 5' 5" Weight: 150 Eyes: BR Hair: BD

5. Marital Status ☒ Single ☐ Married ☐ Divorced ☐ Widowed Daytime Contact Phone: 928-301-0146

6. Name of Current or Most Recent Spouse: _____ Date of Birth: ___/___/___
(List all for last 5 years - Use additional sheet if necessary) Last First Middle Maiden (NOT a public record)

7. You are a bona fide resident of what state? ARIZONA If Arizona, date of residency: 1995

8 Telephone number to contact you during business hours for any questions regarding this document. 928-301-0146

9. If you have been an Arizona resident for less than three (3) months, submit a copy of your Arizona driver's license or voter registration card.

10. Name of Licensed Premises: CADUCEUS CELLARS/ FOUR EIGHT WINEWORK Premises Phone: (928) 567-7293

11. Physical Location of Licensed Premises Address: 4626 OLD HWY 279 (Street Address (Do not use PO Box #)) CAMP VERDE (City) YAVAPAI (County) 86322 (Zip)

12. List your employment or type of business during the past five (5) years. If unemployed part of the time, list those dates. **List most recent 1st.**

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYER'S NAME OR NAME OF BUSINESS (street address, city, state & zip)
1/2003	CURRENT	WINEMAKER	OWNER--CADUCEUS CELLARS 103 DUNDEE JEROME AZ 86331

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION

13. Indicate your residence address for the last five (5) years:

FROM Month/Year	TO Month/Year	Rent or Own	RESIDENCE Street Address If rented, attach additional sheet with name, address and phone number of landlord	City	State	Zip
1/1995	CURRENT	OWN	103 DUNDEE AVE	JEROME	AZ	86331

'12 APR 20 DLLC

 Disabled individuals requiring special accommodations, please call the Department. (602) 542-9027

'11 DEC 30 Liqr. Dept PM 1:02

If you checked the Manager box on the front of this form skip to # 15

14. As a Controlling Person or Agent, will you be physically present and operating the licensed premises? If you answered YES, how many hrs/day?_____, and **answer #14a below**. If NO, skip to #15.	☐YES ☑NO
14a. Have you attended a DLLC-approved Liquor Law Training Course within the past 5 years? (Must provide proof) **If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.**	☑YES ☐NO

15. Have you been detained, cited, arrested, indicted or summoned into court for violation of ANY law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past ten (10) years (include only traffic violations that were alcohol and/or drug related)? ☐YES ☑NO

16. Are there ANY administrative law citations, compliance actions or consents, criminal arrest, indictments or summonses PENDING against you or ANY entity in which you are now involved? ☐YES ☑NO

17. Have you or any entity in which you have held ownership, been an officer, member, director or manager EVER had a business, professional or liquor application or license rejected, denied, revoked, suspended or fined in this or any other state? ☐YES ☑NO

18. Has anyone EVER filed suit or obtained a judgment against you, the subject of which involved fraud or misrepresentation? ☐YES ☑NO

19. Are you NOW or have you EVER held ownership, been a controlling person, been an officer, member, director or manager on any other liquor license in this or any other state? ☑YES ☐NO

If any answer to Questions 15 through 19 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved, and dispositions.

SUBSTANTIVE CHANGES TO THIS APPLICATION WILL NOT BE ACCEPTED

20. I, MAYNARD JAMES KEENAN, hereby declare that I am the APPLICANT/REPRESENTATIVE filing this questionnaire. I have read this questionnaire and all statements are true, correct and complete.

(print full name of Applicant)

LORI PERKINS
Notary Public - Arizona
Yavapai County
My Commission Expires
December 10, 2013

'12 APR 30 Liqr. Dept PM 12:00

X _____ (Signature of Applicant)

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 27 day of December, 2011
Month Year

My commission expires on: 10 Dec 2013
Day Month Year

Lori Perkins
(Signature of NOTARY PUBLIC)

COMPLETE THIS SECTION ONLY IF YOU ARE A CONTROLLING PERSON OR AGENT APPROVING A MANAGER'S APPLICATION

21. The applicant hereby authorizes the person named on this questionnaire to act as manager for the named liquor license. The manager named must be at least 21 years of age.

State of_____ County of _____

The foregoing instrument was acknowledged before me this

X _____ Signature of Controlling Person or Agent (circle one)

_____ day of _____, _____
Month Year

_____ (Signature of NOTARY PUBLIC)

_____ Print Name

My commission expires on: _____
Day Month Year

'12 APR 20 Liq. Dept PM12:00

CADUCEUS CELLARS & MERKIN VINEYARDS TASTING ROOM

TRANSCENDENTAL WINE FROM THE DESERT

April 5, 2012

To Whom it May Concern:

I, Maynard James Keenan, declare that I am an owner, manager, and/or member of entities that hold liquor licenses in the state of Arizona as follows:

Caduceus Cellars, LLC / Merkin Vineyard + Orchards

License 13133014, issued 12/22/2008

License 13133018, issued 5/28/2009

License 13133022, issued 2/16/2011

License 07130020, issued 5/28/2009

April 5, 2012

Arizona Stronghold, LLC

License 13133015, issued 7/21/2008

License 13133019, issued 9/8/2009

License 13133020, issued 12/9/2009

LISA N. RHODES
Notary Public - Arizona
Yavapai County
My Comm. Expires Jul 5, 2014

If there are any questions, please contact Lori Perkins at 928-301-0146 or 928-649-9293. She can assist with any licensing issues, or contact me if needed.

Maynard James Keenan

158 MAIN STREET JEROME, ARIZONA 86331 | MAIL: P.O. BOX 905 JEROME, ARIZONA 86331
TEL (928) 639-WINE | FAX (928) 639-3519 | BASIC INFO (928) 634-3444 | WWW.CADUCEUS.ORG | TASTINGROOM@CADUCEUSCELLARS.COM

Print Form

'12 APR 20 Liq. Dept PM12:00

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

Professional License and Commercial License

Department of Liquor Licenses and Control

Liquor License #: ~~New - applied for~~ 13133031

Ownership Name: Caduceus Cellars, LLC
(as listed on the current liquor license application or renewal application)

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) Maynard James Keenan DATE 2/6/12

TYPE OF APPLICATION (check one) X INITIAL APPLICATION ___ RENEWAL

TYPE OF LICENSE Series 13 - Domestic Farm Winery

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: passport

A. Are you a citizen or national of the United States? (check one) X Yes ___ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.
City Akron State (or equivalent) Ohio Country or Territory United States

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

'12 APR 20 Liq. Dept RM1200

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

3/21/12
TODAY'S DATE

(2) Evidence of civil service employment by the U.S. government before June 1, 1976;
(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. <u>Collective Naturalization</u>

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

'12 APR 20 Liqr. Dept AM12:00

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk ("*").

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

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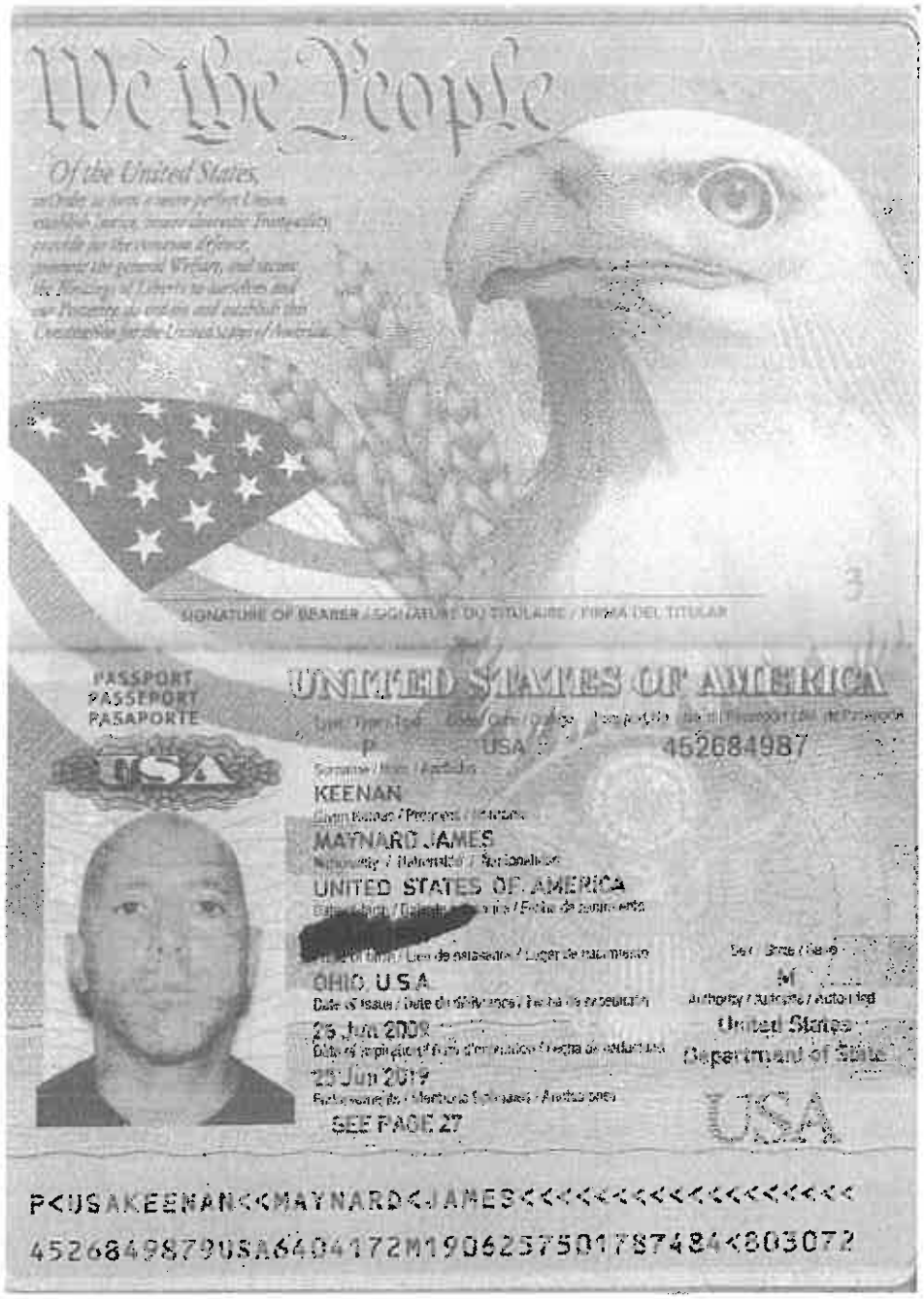
'12 APR 20 Liqr. Dept PM1200



We the People

Of the United States,

SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT
PASSEPORT
PASAPORTE

USA

UNITED STATES OF AMERICA

P USA 452684987

KEENAN

MAYNARD JAMES

UNITED STATES OF AMERICA

[redacted]

OHIO, U.S.A.

25 Jun 2008

25 Jun 2019

SEE PAGE 27

M

United States
Department of State

USA

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9

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 16, 2012

☐ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☒ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Town Clerk

Staff Resource/Contact Person: Debbie Barber

Agenda Title (be exact): Public Hearing relative to the transaction privilege license tax (sales tax), amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2%) to three percent (3%).

List Attached Documents: N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: Unknown

Reviews Completed by:

☒ ***Department Head:*** Debbie Barber

☐ ***Town Attorney Comments:*** N/A

☐ ***Finance Department*** N/A
Fiscal Impact: None
Budget Code: N/A ***Amount Remaining:*** _____
Comments:

Background Information: On 4-18-12, Council directed staff to prepare an ordinance based on Option 3 that recommended a 1% tax increase. Staff prepared an ordinance based on the ordinance submitted to the voters in November 2010. The 1% increase was not added to the construction tax or to the property rental tax. State law requires a public hearing to receive public input prior to approving an ordinance. The public hearing was advertised in accordance with State law in the Bugle on 4/29/12 and 5/2/12 and in the Journal on 5/2. In addition, the public hearing notice was posted on the Town's website, on the bulletin boards and Town Hall and Bashas', and at the Library.

Recommended Action (Motion): Conduct a public hearing to receive public input regarding the proposed increase in the transaction privilege tax.

Instructions to the Clerk: N/A

Town of Camp Verde

Meeting Date: May 16, 2012

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible approval of ordinance 2012-A382, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona relating to the Transaction Privilege License Tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2%) to three percent (3%); providing for penalties for the violation thereof; providing for severability; designating an effective date and making provisions for existing contracts.

List Attached Documents: Ordinance 2012-A382, Agenda Item Submission form dated 4/18/12

Estimated Presentation Time: 15 min

Estimated Discussion Time: 20 min

Reviews Completed by: N/A

☒ ***Department Head:***

☒ ***Town Attorney Comments:*** *Town Attorney has reviewed and has provided no further comment*

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact:
Budget Code: N/A ***Amount Remaining:*** N/A
Comments:

Background Information: In January and February during the meetings on the Capital Improvements Plan the conversation led to a discussion about the need to address revenue if the Town was going to be able to afford any improvements. We also discussed the desire to reestablish service levels and avoid complete depletion of the Town's reserves to accomplish these things. Then at the April 18th meeting, Council directed staff to prepare an ordinance based on Option 3 that recommended a 1% increase in the Transaction Privilege Tax (sales tax). Staff has prepared the ordinance based on the 2010 ordinance approved by Council and submitted to the voters. This ordinance excluded Section 8-415 (Construction) because this tax is currently at 3% and Section 8-445 (Rental/Leasing & Licensing of Real Property). The prior ordinance had also excluded 8-444 Hotels however, Council had discussed the need to work with the motels to determine how they would like to see this money utilized to increase tourism and business that would be mutually beneficial and this could begin with revenue coming in. The Council can change any of the exclusions at this time prior to your consideration for adoption.

Recommended Action (Motion): Move to approve Ordinance 2012-A382, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona relating to the Transaction Privilege License Tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2%) to three percent (3%); providing for penalties for the violation thereof; providing for severability; designating an effective date and making provisions for existing contracts.

Instructions to the Clerk: N/A

Section II was detailed in the 4-18-12 Agenda Item Submission form, which is attached.

ORDINANCE 2012-A382

AN ORDINANCE OF THE MAYOR AND COMMON COUNICL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTION PRIVILEGE LICENSE TAX; AMENDING THE THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY INCREASING THE GENERAL RATE OF TAXATION FROM TWO PERCENT (2%) TO THREE PERCENT (3%); PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING FOR SEVERABILITY; DESIGNATING AN EFFECTIVE DATE AND MAKING PROVISION FOR EXISTING CONTRACTS.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1. The tax rate in each of the following sections, excluding Sections 8-415 (Construction) and 8-445 (Rental/Leasing & Licensing of Real Property) of The Tax Code of the Town of Camp Verde is increased from two percent (2%) to three percent (3%):

Section 8-405	Advertising.
Section 8-410	Amusements, exhibitions, and similar activities.
Section 8-425	Job printing.
Section 8-427	Manufactured buildings.
Section 8-430	Timbering and other extraction.
Section 8-435	Publishing and periodicals distribution.
Section 8-444	Hotels.
Section 8-450	Rental, leasing, and licensing for use of tangible personal property.
Section 8-455	Restaurants and Bars.
Section 8-460	Retail sales: measure of tax; burden of proof; exclusions
Section 8-470	Telecommunication services.
Section 8-475	Transporting for hire.
Section 8-480	Utility services.

Section 2. Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class two misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

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

Section 4. The tax imposed pursuant to Sections 1of this ordinance shall not apply to contracts entered into prior to the effective date of this ordinance.

Section 5. The provisions of this ordinance shall become effective on July 1, 2012, provided publication and posting pursuant to A.R.S. § 9-813 is completed prior to such time.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, on May 16, 2012 with _____ayes and ___ nay votes.

APPROVED: Date:

_____ _____

Bob Burnside, Mayor

ATTESTED:

_____
Deborah Barber, Town Clerk

Approved as to form:

_____
Town Attorney

Town of Camp Verde

Meeting Date: April 18, 2012

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Council Member: Bruce George

Staff Resource/Contact Person: Russ Martin / Mike Showers

Agenda Title (be exact): Presentation, discussion and possible direction to staff relative to creating an ordinance increasing the Transaction Privilege Tax (TPT), as well as potential changes to the Model Tax Code that would be placed on a future agenda for consideration.

List Attached Documents: History of the TPT adoptions and actual ordinances

Estimated Presentation Time: 10 min

Estimated Discussion Time: 25 min

Reviews Completed by: Russ Martin, Mike Showers

☒ ***Department Head:*** ☐ ***Town Attorney Comments:***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☐ **N/A**

Finance Director Comments/Fund:

Fiscal Impact: *None on 2011/2012 Budget. The impact will be in the Fiscal Year 2012/13 Budget and will be to the extent and timeframe that if passed we could begin to see resulting revenues.*

Budget Code: *N/A* ***Amount Remaining:*** *N/A*

Comments: *The current budget year projected a $1.3 Million deficit to accomplish operations (approx. 385K) capital projects (approx. 710K) and contingencies (250K). The Fiscal Year 2010/11 Budget resulted in less than $100,000 in actual deficit spending.*

Background Information: It has become the norm to expect more for less and the Town of Camp Verde proudly has accomplished this for the previous few years. However, since the beginning of the community discussion on our Capital Improvements Plan, the discussion focused on how the Town would be able to afford progress on this Plan. The opportunity to consider any type of tax increases in Camp Verde, which is currently at or below most communities in the state and especially those in our valley, is upon us for consideration. As other state revenues continue to rise modestly, our largest contribution to the Town's Budget remains stagnant. This is also an opportunity to consider several different options to the entire tax code if the Council chooses to do so.

Recent past history (included in the packet), demonstrates that this issue is a difficult one for our community to consider for one reason or another. However, it is certainly important for the community to regularly review this issue

and for staff to provide opportunities to make it the best possible place for residents and businesses. This is the opportunity to provide direction to staff and create an additional revenue source.

Recommended Action (Motion): Request staff prepares ordinances for Council consideration that include increasing the TPT tax and adjustments and updates to the Model Tax Code.

Instructions to the Clerk: None

Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Manager's Office

Staff Resource/Contact Person: Russ Martin

Contact Information: ext. 102; russ.martin@campverde.az.gov

Background:

Same as above

Statement of the Problem or Opportunity:

The Town is in a position to eliminate or curb deficit spending in a responsible way; as it has in the past. It is clear to many who have reviewed our financial position that past and current Councils have been frugal with the Town's resources as the community has grown. Within our own Verde Valley we have the same or larger population to serve, yet do so with much less resources. As a result, progress has stalled toward fulfilling the promise that an incorporated community should be able to provide adequate services and infrastructure to its residents.

The Town has an opportunity to impose a tax which has the least economic impact to its residents and businesses, but offers the highest potential for assisting with the needs of the community. There are alternatives as described below to generate income, however, it is important to recognize that no matter which alternative Council could select, the rate would not exceed our neighboring communities, even if we chose to implement all of them.

Alternatives/Options/Solutions:

- *Option 1*
  - *Remain at the current tax level and with the current tax structure, awaiting future development and continue a positive approach to businesses to increase economic activity*

- *Option 2*
  - *Pass a change in the Model Tax Code.*
    - *Alternative A – Eliminate the exemption on APS electric bills*
      - *(Potentially may bring in as much as $175, 000)*

        - *Alternative B – Eliminate the exemption on Food.*
            - *(This has not been estimated due to limited data and would need to be looked into more to determine an actual estimated amount)*

- *Option 3*
    - *Pass an increase in the Transaction Privilege Tax (TPT)*
        - *A 1% increase would currently bring in approximately $750,000 annually*

- *Option 4*
    - *Pass a property tax (Currently no Town Property taxes exist)*
        - *This could raise any specific amount you would ask for and is better utilized for public bonding of community desired improvements*

Comparative Analysis:

It is important to recognize the difficulty this community has with tax increases and spending during a difficult economic time in which many are unemployed or underemployed themselves. However, there are opportunities to move forward through making progress on the Capital Improvements Plan.

Options and alternatives presented are not to be considered in this case as the only options are exhaustive and may be considered at the same time. It takes at least 60 days to implement a change once it is approved. In the case of the APS this could begin as early as December 2012.

Option 1 does keep the Town progressing, however, at a much slower pace than implementing a tax. Considering the Town's assets and services are already less than previous years in our history, and much below other communities in the Valley, this option limits our progress now and many years into the future. It is important to note that the other communities in the Valley (Cottonwood/Sedona) of similar size and even smaller have to pass Charter provisions regularly so that they can spend the money that comes in a regular course of business. According to State Law this must be done if you want to spend in excess of the State Expenditure Limit which among other things is based on 1978 population and base budgets of that time. Camp Verde's is set at $11,161,575 for the next fiscal year. We are currently operating with approximately one-half that limit. Other communities including Cottonwood - $8,297,994 and Sedona - $11,781,967 both operate for similar populations much beyond their state set expenditure limits. This is one of the reasons they can and do provide much more for their residents, businesses and visitors.

Option 2 does generate revenue and has a chance at raising significant revenue in the case of a food tax. However, both these and often other taxes that we could address through changes in the Model Tax Code have an effect on our residents to a much larger degree. Currently, no Town sales tax exists on APS bills where state and county taxes do exist, and the last survey of communities showed that about half of the cities/towns in the state do have at least some tax of this nature. It would appear to be a fair tax paid by everyone and would include businesses. Now, may be a difficult time to implement a tax of this nature when citizens and businesses are struggling and would be forced to pay the increased amount regardless of their ability to do so. It is the same with a Food Tax. It would not greatly impact buyers, as many in Camp Verde pay Cottonwood's three percent tax on food, as well as pay for gas

without much concern. Still, all citizens need food daily regardless of their ability to afford it and so this option would have a broad effect on citizens.

Option 3 generates revenue from a variety of areas and has a broader tax base from which to collect. The largest effect of this option would be the daily need for propane by most residents. However, a large portion of this tax is raised by visitors and people who are using disposable income for things other than absolute necessities. Camp Verde's tax is currently one of the lowest in the state. Most communities are already at the three percent level which does not appear to be a business detriment to the communities as both Sedona and Cottonwood collect at that rate and continue to see business development. The key would be in making efforts to increase services and show investment in our own community potentially spurring other investments.

Finally, Option 4 is the most common alternative to funding government. However, it does not exist in Arizona like in most of the rest of the country. It is normally a very steady income for a community that allows steady service delivery and is very commonly used to pay off debt for community infrastructure and capital projects. This is a potential business deterrent and like the electric bill, it is an annual cost that must be considered for locating and investing regardless of what type of business is considering Camp Verde.

Fiscal Impact to the Town:

This is a difficult issue to consider as the alternatives are laid out. However, current deficit spending, although done responsibly, cannot continue indefinitely and will affect our reserve status. If additional revenue is not added, maintenance and capital projects cannot continue. Town investment may breed outside investment and must be considered if we are to make any progress on service levels and capital projects.

Other Impacts:

All taxes have an impact. However, we are fortunate to have options to consider. Understand that any revenue that may be derived would be managed with a continued conservative approach in order to maintain the trust of the community. At the same time, utilizing potential revenue should help the community realize improvements in services and facilities, further reinforcing the reasons for the tax.

Conclusion:

Consider what 10 or 25 years later will look like in Camp Verde, and imagine what could be accomplished with an additional 10 or 25 million in services and infrastructure. When we look at Camp Verde in ten or more years, and with the action we take today, we can be proud of the facilities that our town offers to families and residents.

Recommendation: *Move to direct staff to pursue Option 3.*

Verde Valley
Senior Citizens' Association, Inc.

May 9, 2012

TO: Carol Brown
Asst. to Town Manager
Town of Camp Verde
FAX: 567-8291

FROM: Elaine Bremner
Executive Director

RECAP

As requested this date, I hereby submit current statistics to be submitted to the Camp Verde Budget Committee for consideration of the continuation of support for the Verde Valley Senior Center in the amount of $12, 500.00 for the budget year 2011/2012.

Although hunger knows no boundaries, the following numbers are for clients currently being served within the city limits of Camp Verde and ***do not*** include client numbers in outlying surrounding areas such as Lake Montezuma/Rimrock.

2011 vs 2010
We served Home Delivered Meals to 56 clients in Camp Verde vs 34 clients last years; an increase of 39%.

An additional 20 Home Delivered Meals to clients in the outlying areas neighboring Camp Verde; an increase of 25%.

6,633 total Home Delivered Meals were served to clients in Camp Verde; an increase of 6% over last year. An additional 4,556 meals were served to clients in the outlying areas neighboring Camp Verde; an increase of 33% over last year.

The percentage of clients that are able to contribute a subsidized contribution of $3.50/meal in Camp Verde is 29%. ***71% of the clients cannot contribute.***

More information will be forwarded to you prior to the Town Council Meeting in Camp Verde on Wednesday, May 16, 2012.

Sincerely,

Elaine Bremner
Executive Director

Location 500 E. Cherry Street ♦ *Mailing Address* P.O. Box 681 ♦ Cottonwood, AZ 86326
Phone 928.634.5450 ♦ *Fax* 928.649.0520 ♦ *E-Mail* seniorcenter@verdenet.com
Website verdevalleyseniorcenter.org

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 16, 2012

☐ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: **Public Works**

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): Update to Council on Hollamon Street Project and review of the proposed Project design.

List Attached Documents: ***SITE MAP*** *(1pg.) shows the project limits only; is not to scale and does not depict individual aspects of the design.* ***ROAD SECTION*** *(1pg.) is a street profile/road section and lists some materials specifications* ***PLAN VIEW OF PROJECT*** *(2 pgs.) depicts the design from Main to Second St. and from Second St. to Third St.*

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 10 Minutes

Reviews Completed by:

☒ ***Department Head:*** Ron Long ☐ ***Town Attorney Comments: N/A***

☐ ***Finance Department N/A***

Fiscal Impact:

Budget Code: 09-481-20-999801 _____ ***Amount Remaining: $319,448***_____

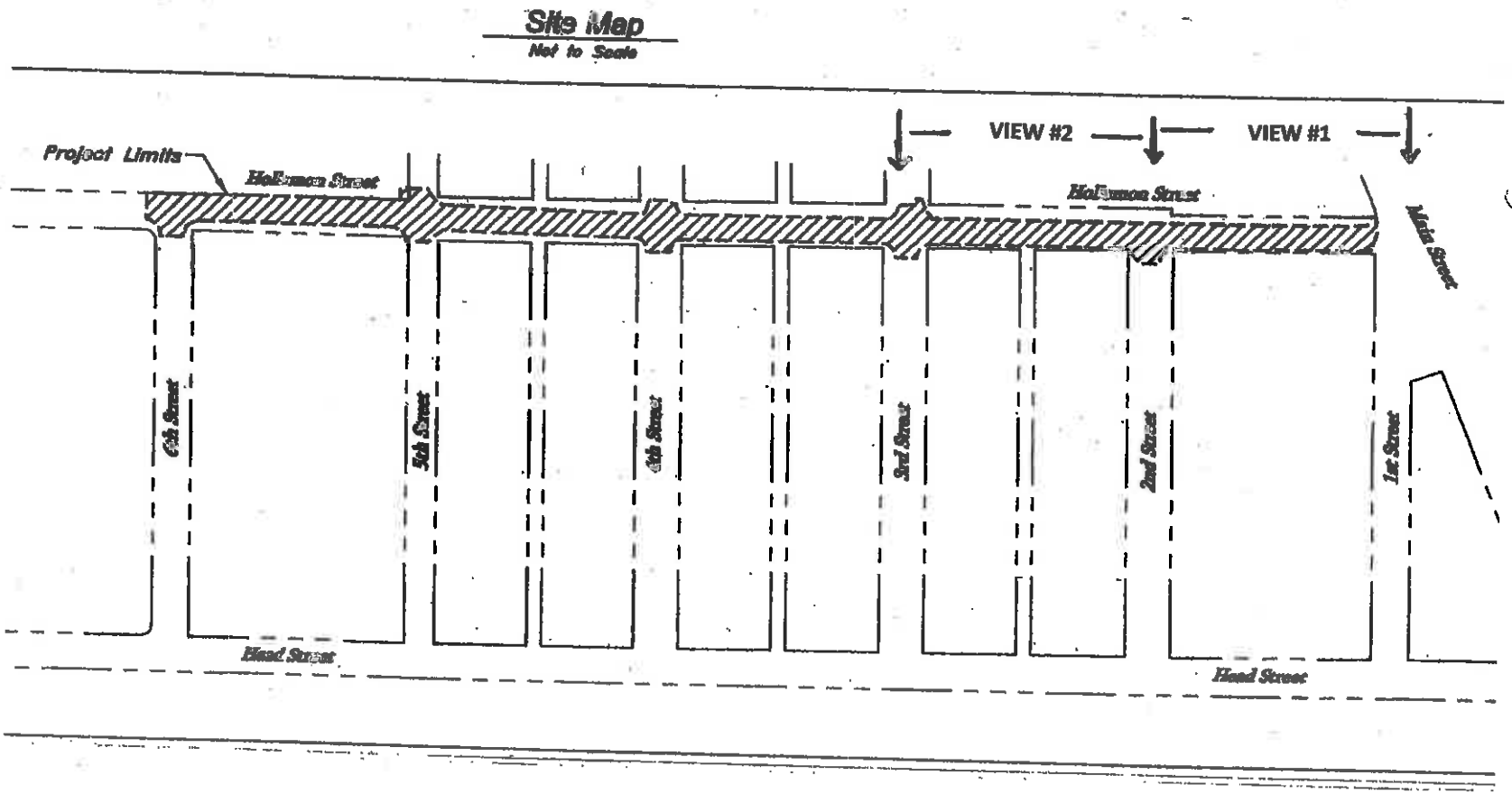
Comments:

Background Information: The Hollamon Street Project is a Community Development Block Grant. The Project will be on Hollamon St. from Main to 6th St; consisting of new pavement, one right-turn lane, 4' bicycle lane, sidewalk, parking and lighting, Council directed staff (10/05/11) to work with Mr. Killingstad, the owner of Verde Café, to facilitate a land trade that will provide the necessary Right of Way to construct the sidewalk on the North side of Hollamon St. the entire length of the Project Mr. Killingstad has reviewed the legal descriptions and agreed to the dimensions and locations of the traded parcels. Title Commitments have been ordered on both the Town owned parcel and Mr. Killingstad's; and the Mayor has executed initial Escrow Documents. The Title Company is completing the necessary research to ensure clear title for both parcels. Once final legal documents are executed, new legal descriptions and ownership recorded, the project may proceed to bid and construction.

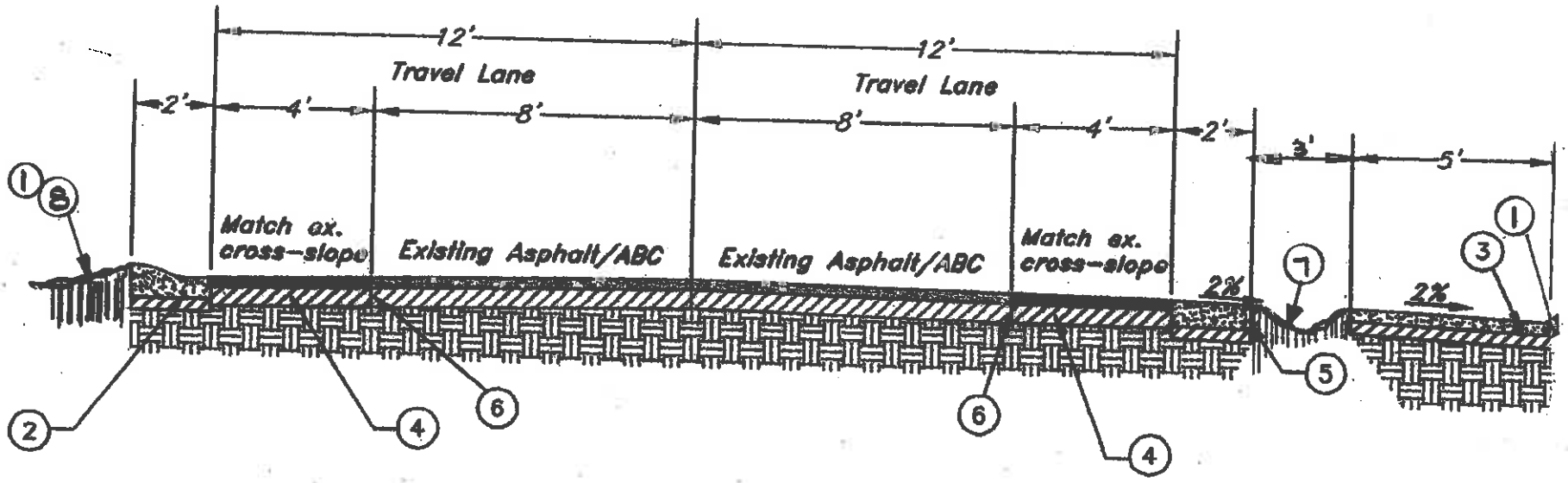
The purpose of this presentation is to provide Council and Public with the proposed design of the Project. Staff will provide larger views of the attached documents for review and discussion.

Recommended Action (Motion): N/A
Instructions to the Clerk:

SITE MAP: Shows only the location of the project on Hollamon St.



ROAD SECTION: reports the material specifications for the project

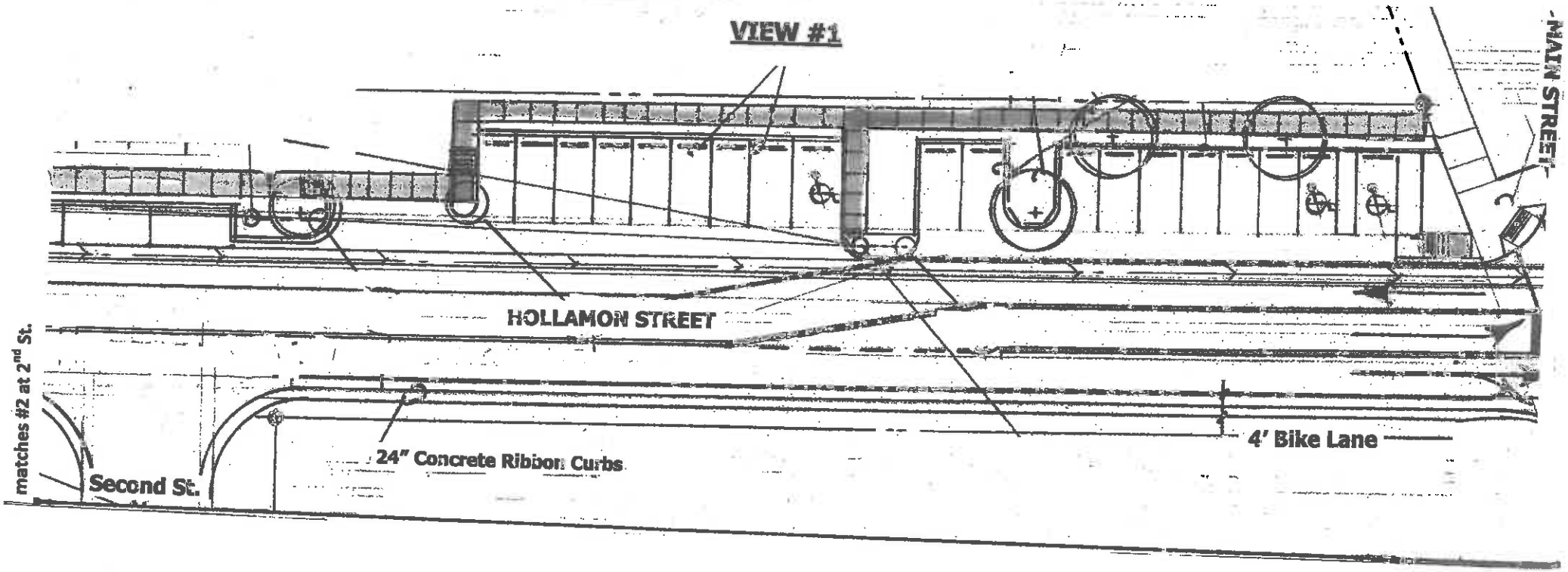


Notes:

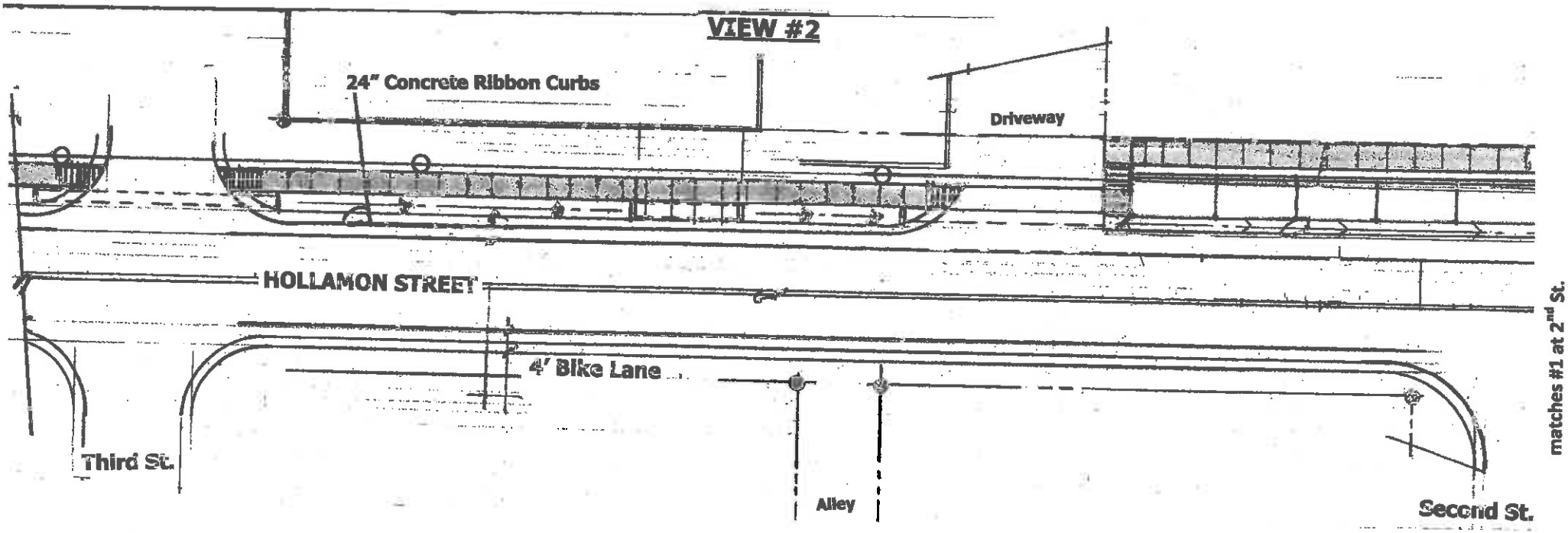
1. *ABC Matchup, match to exiting grade*
2. *MAG Type 'C' Roll Curb over 4" ABC compacted to 95%*
3. *5' wide, 6" thick Fiber Reinforced Concrete Sidewalk over 4" ABC compacted to 95%*
4. *3" AC/6" ABC compacted to 95% per Detail A4, Sheet C2*
5. *MAG Type 'B' Ribbon Curb over 4" ABC compacted to 95%*
6. *Tack Coat 0.10 gallon/square yard of SS-1H*
7. BAR-DITCH 36" x 18"
8. MATCH WITH EXISTING GRADE - FIELD VERIFY/CONTRACTOR

A1 *Typical Road Section - Base Bid*

Not To Scale



VIEW #1: This section of the project depicts Hollamon St. from Main to Second St. The street scape includes a right-turn lane for East-bound traffic turning onto Main St., a 4' Bike Lane and the configuration of the Sidewalk and Parking in this section of the road.



VIEW #2: shows Hollamon St. from Second St. to Third St. including the 4' Bike Lane and Parallel Parking. As a point of reference, the driveway shown in the upper left is into the Casa Verde Trailer Park (94 W. Hollamon)

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