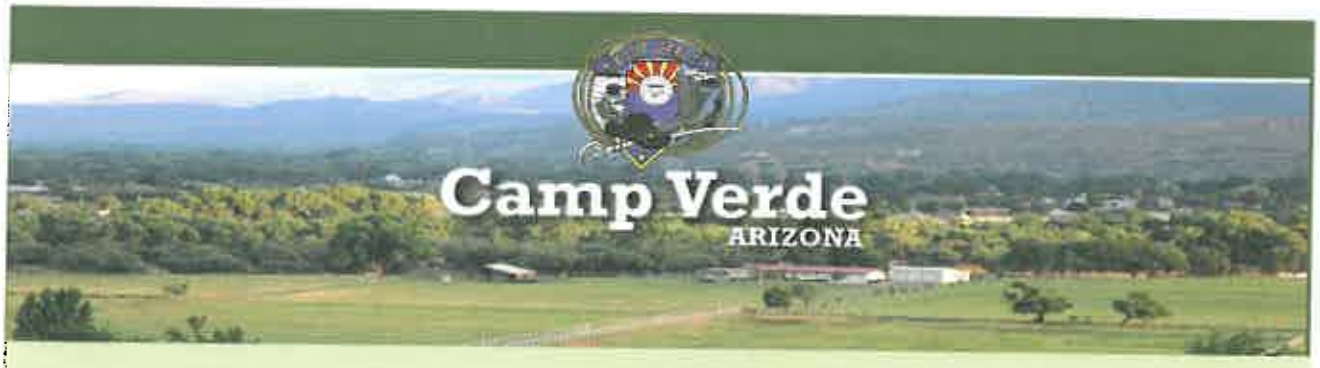

THE CENTER OF IT ALL

Support your local merchants.

AGENDA
REGULAR SESSION COMBINED WITH
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 18, 2013 at 6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

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) Special Session – December 11, 2013
      2) Executive Session – December 11, 2013 (Recorded)
      3) Special Session – November 21, 2013
      4) Executive Session – November 21, 2013 (Recorded)
      5) Regular Session – November 20, 2013
      6) Special Session – November 20, 2013
      7) Executive Session – November 20, 2013 (Recorded)
   b) **Set Next Meeting, Date and Time:**
      1) December 25, 2013 at 6:30 p.m. – **CANCELLED**
      2) January 1, 2014 at 6:30 p.m. – **CANCELLED**
      3) January 8, 2014 at 5:30 p.m. – Work Session
      4) January 15, 2014 at 6:30 p.m. – Regular Session
      5) January 22, 2014 at 6:30 p.m. – Council Hears Planning & Zoning
      6) Friday, January 24, 2014 at 9:00 a.m. – Council Retreat
      7) January 29, 2014 at 5:30 p.m. – Work Session
   c) **Possible approval of Ordinance 2013-A389, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Section 11-1-6 – Parks, Alcohol Use. This amendment limits 'alcohol' to beer and wine only and requires Council approval of all events on Town property in which alcohol is sold and/or consumed.** Staff Resource: Russ Martin
   d) **Possible approval of Ordinance 2013-A390, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code, Section 3-1-1, Residency. This amendment sets forth residency requirements in sections 3-2-1, Town Manager and 3-2-4, Town Marshal.** Staff Resource: Russ Martin
   e) **Possible approval of Ordinance 2013-A391, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Section 3-2-1.C Town Manager – Residency. This amendment requires the Manager (after January 2014) to establish residency within the Town limits or the 86322 zip code within 120 days of hire with no exceptions. Prior to January 2014, this section requires Council waiver to live outside the Town limits.** Staff Resource: Russ Martin

f) **Possible approval of Ordinance 2013-A392, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Section 3-2-4.A Town Marshal – Residency. This amendment requires the Marshal (beginning January 2014) to establish residency within the Town limits or the 86322 zip code within 120 days of hire with no exceptions. Prior to January 2014, this section requires Council waiver to live outside the Town limits.** Staff Resource: Russ Martin

5. **Special Announcements and presentations** – There are no Special Announcements or Presentations.

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

7. **Discussion, consideration, and possible appointment of members to the Planning & Zoning Commission. There are two 3-year terms available beginning January 1, 2014 and ending December 31, 2016. Michael Hough and Howard Parrish submitted applications for the two positions.** Staff Resource: Mike Jenkins.

8. **Discussion, consideration, and possible appointment of members to the Board of Adjustment and Appeals. There are two 3-year terms available beginning January 1, 2014 and ending December 31, 2016. James Binick and Murray Lichty have submitted applications for the two positions.** Staff Resource: Mike Jenkins.

9. **Discussion, consideration, and possible authorization to utilize the remaining funds from the Water Infrastructure Finance Authority (WIFA) in an amount not to exceed $980,815 in order to complete needed improvements at the wastewater treatment facility as required under the Aquifer Protection Permit (APP) issued by the Arizona Department of Environmental Quality (ADEQ).** Staff Resource: Troy Odell and Jan Grogan

10. **Discussion, consideration, and possible approval of Resolution 2013-904, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting the 2013 Town of Camp Verde Business Corridor Study.** Staff Resource: Ron Long

11. **Discussion, consideration, and possible approval of an agreement with the Chamber of Commerce for professional service and funding in an amount of up to $12,000.** Staff Resource: Russ Martin

Councilor Baker requested the following item:

12. **Update by Finance Director Mike Showers relative to the status of the FY13/14 Budget.**

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

14. **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.

15. **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.

16. **Adjournment**

Posted by: C Jones Date/Time: 12-12-2013 1:45 pm

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.

4 a-1

MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 11, 2013
4:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.

1. **Call to Order**
Vice Mayor Baker called the meeting to order at 4:30 p.m.

2. **Roll Call**
Vice Mayor Baker, and Councilors Baker, George, German, Gordon, and Whatley were present. Mayor German and Councilor Jones were absent. The Mayor arrived at 4:56 p.m. Jones arrived at 5:23 p.m.

Also Present
Town Manager Russ Martin, Town Attorneys Bill Sims and Jeff Murray, and Town Clerk Deborah Barber

Manager Martin advised that the attorneys would like to update Council on the California Hotwood litigation and recommended discussing this matter in executive session. On a motion by German, seconded by George, the Council voted unanimously to hear this matter in executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice.

The Special Session was recessed at 4:33 p.m. and reconvened at 5:23 p.m.

3. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice regarding possible California Hotwood litigation.**
Council took no action on this item.

4. **Adjournment**
On a motion by German, seconded by Baker, the Special Session was adjourned at 5:23 p.m.

_____
Charles German, Mayor

_____
Deborah Barber, 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 Special Session of the Town Council of Camp Verde, Arizona, held on December 11, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

_____
Debbie Barber, Town Clerk

4.a 3

MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
THURSDAY, NOVEMBER 21, 2013
4:30 P.M.

1. **Call to Order**
   Mayor German called the meeting to order at 4:30 p.m.

2. **Roll Call**
   Mayor German, Vice Mayor Baker, and Council Members George, German, Gordon, Jones, and Whatley were present.

   Also Present
   Town Manager Russ Martin

   On a motion by Jones, seconded by Councilor German, the Council voted unanimously to discuss this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body and ARS §38-431.03 (A)(3) for discussion or consultation for legal advice with the attorney.

   The Special Session was recessed at 4:31 p.m. and reconvened at 5:44 p.m.

3. **Discussion of the Manager's annual performance review.**
   Council took no public action on this item.

4. **Adjournment**
   On a motion by Jones, seconded by Gordon, the meeting was adjourned at 5:45 p.m.

_____

Charles German, Mayor

_____

Deborah Barber, 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 Special Session of the Town Council of Camp Verde, Arizona, held on November 21, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

_____

Deborah Barber, Town Clerk

4.a.5

DRAFT MINUTES
REGULAR SESSION COMBINED WITH
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, NOVEMBER 20, 2013 at 6:30 P.M.

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

1. **Call to Order**
Mayor German called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Baker, and Councilors George, German, Gordon, Jones, and Whatley were present.

Also Present:
Community Development Director Mike Jenkins, Building Inspector Robert Foreman, Town Manager Russ Martin, Town Clerk Deborah Barber, and Recording Secretary Barbara Bridge

3. **Pledge of Allegiance**
Mayor German led the pledge.

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 – November 6, 2013
      2) Work Session – October 30, 2013
   b) **Set Next Meeting, Date and Time:**
      1) **Thursday,** November 21, 2013 at **4:30** p.m. – Special Session-Manager Review
      2) November 27, 2013 at 6:30 p.m. – **CANCELLED**
      3) December 4, 2013 at 6:30 p.m. – Regular
      4) December 11, 2013 at 5:30 p.m. – Work Session
      5) December 18, 2013 at 6:30 p.m. – Regular Combined with Council Hears P&Z Matters
      6) December 25, 2013 at 6:30 p.m. - **CANCELLED**
   c) **Possible approval of appointment for J.D. Howe and Susan Oliver Worth-Howe, as Assistant Magistrates for Camp Verde Municipal Court for a two (2) year term, effective November 21, 2013, and setting an hourly pay rate of $38.00 per hour on an as-need basis with a three hour minimum.** Staff Resource: Judge Harry E. Cipriano
   d) **Possible approval of Intergovernmental Agreement between the Town of Camp Verde and the Camp Verde Unified School District #28, an Arizona School District, for one sworn, certified police officer to serve as the school resource officer at Camp Verde Middle School.** Staff Resource: Nancy Gardner
   e) **Possible acceptance of Grant funding from the 100 Club in the amount of $3,600.00 for the purchase of 4 X26E TASERS. The funds were awarded to the Camp Verde Marshal's Office for the purpose of replacing four of 8 non-functional TASERS issued to Deputies.**

On a motion by Vice Mayor Baker, seconded by Councilor Jones, the Council voted unanimously to approve the Consent Agenda as presented.

5. **Special Announcements and presentations.**
   - **Possible approval of Proclamation Declaring November as "American Diabetes Month".**

Mayor German declared November as "American Diabetes Month".

6. **Call to the Public for Items not on the Agenda.**
Wendy Davis spoke of her support for people who are mentally ill due to depression and how it causes hoarding

and other emotional behaviors. She encouraged Council to consider the people who are losing their homes.

Michael Wayne Dunigan asked for an internal investigation on Deputy Russell Grover, He advised that he spoke with Marshal Gardner and Russ Martin with no response to an incident in which he has an audio of Officer Grover coming to his home while he was off duty.

Irene Peoble let everyone know that there is a blood drive on December 9 from noon to 4 p.m. at the Verde Ranger Station on McCracken Lane and that it is Turkey Tuesday at Bashas' on November 26 from 7 am to 7 pm. You can buy a turkey to drop off for the food drive.

Mike Dunigan Sr. spoke in support of the issue his son had with Deputy Grover, stating that that Deputy Grover was raided several times by special crimes, noting that his roommate was taken in for selling drugs. Mr. Dunigan also stated that Deputy Grover has had a restraining order against him for stalking and harassing and nothing has ever been done about this behavior.

Debra Moody stated that she and many people in the audience were here in support of the Dunigan family.

Vice Mayor Baker ask that item 11 be moved up for discussion after item 6 as a consideration to the public.

7. **Public Hearing, followed by discussion, consideration, and possible approval of Resolution 2013-901, a Resolution for abandonment of roadway easement of approximately 685 feet just west of Arena Del Loma and Montezuma Castle Highway with authorization for the Mayor to sign the Abandonment and Dedication Plats.** Staff Resource: Russ Martin
On a motion by Baker, seconded by Gordon, the Council voted unanimously to approve Resolution 2013-901, a Resolution for abandonment of roadway easement of approximately 685 feet just west of Arena Del Loma and Montezuma Castle Highway with authorization for the Mayor to sign the Abandonment and Dedication Plats.

Manager Martin stated that this was an opportunity to do some right of way road clean up and that it was at the property owner's request. He advised that it will not affect the road, but will straighten out the documents to show that the right of way is not on private property.

8. **Discussion, consideration and possible approval of Resolution 2013-902, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving and authorizing the abatement of dangerous structures located at 3155 Verde Lakes Drive (Parcel 404-13-254), and approving and authorizing the Town Manager to allocate any additional funds required and directing the building official to issue a start work order to demolish and remove the above referenced structures.** Staff Resource: Mike Jenkins and Robert Foreman.
On a motion by George, seconded by Baker, the Council voted unanimously to approve Resolution 2013-902, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving and authorizing the abatement of dangerous structures located at 3155 Verde Lakes Drive (Parcel 404-13-254), and approving and authorizing the Town Manager to allocate any additional funds required and directing the building official to issue a start work order to demolish and remove the above referenced structures.

Building Official Robert Forman advised that he inspected the home and found several code violations on the property, noting that it was vacant at that time.

Baker asked if the owner was going to help with the cost of the demolition and Foreman stated they would try to make payments and that the Town would be putting a lien on the property for the cost. Baker expressed concerns about families being put out on the street and suggested that staff needed to work regionally get a group to refer these displaced people so that they are not homeless. She would said that she like to see Camp Verde take the lead in creating this effort.

Community Development Director Mike Jenkins stated that Code Enforcement Official Lisa Diacik had been asked to find ways to help these individuals.

Public Input
Candy Feltrop who used to live in that house said it was a financial hardship that caused the property to be in such poor condition. She asked that the Town be patient with them and give them time to remove personal items.

Wendy Davis said many people with hoarding or mental problems create their own fires and problems and we need to work with the guidance clinics and hotels to help them.

Debra Moody stated it is overwhelming to get a letter that you have 90 days vacate when you are mentally ill. She said that the very wording is horrifying and you have no clue what to do.

9. **Discussion, consideration, and possible approval of Resolution 2013-900, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving and authorizing the abatement of dangerous structures located at 475 Groseta Drive (Parcel 403-23-086B), and approving and authorizing the Town Manager to allocate any additional funds required and directing the Building Official to issue a start work order to demolish and remove the above-referenced structures.** Staff Resource: Mike Jenkins and Robert Foreman
On a motion by Baker, seconded by George, the Council voted to approve Resolution 2013-900, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving and authorizing the abatement of dangerous structures located at 475 Groseta Drive (Parcel 403-23-086B), and approving and authorizing the Town Manager to allocate any additional funds required and directing the Building Official to issue a start work order to demolish and remove the above-referenced structures. Mayor German, Vice Mayor Baker, Councilors Jones, German, Whatley and George voted aye with Councilor Gordon voting nay.

Foreman stated this property started as a code enforcement issue and upon inspection he found the property to be dangerous living conditions and inhabitable. The owners were given the maximum amount of time to repair the property and upon the second inspection, Foreman discovered the tenant had re-entered the home and was living there again. At that time, Foreman put a padlock on the door and secured the property so there could be no entry.

Public Input:
Alenka Galldin stated it would probably be easier to tear it down, but the owner would like to bring it up to code when she recovers. She asked if it would be possible for the structure to stay and requested to remove the mobile and retain the shed for storage not occupancy.

Debra Moody said many homes in Verde Lakes are also inhabitable and to please remember the mentally ill and poor.

Wendy Davis ask if there were options for composting toilets in this community and that she knows of 65 people per night in Cottonwood that are homeless.

10. **Discussion, consideration and possible approval of Ordinance 2013-A389, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona amending Town Code, Section 11-1-6 Parks-Alcohol Use.** Staff Resource Russ Martin
A motion by Jones and seconded by Baker, to approve Ordinance 2013-A 389, an Ordinance of the Town of Camp Verde, Arizona, amending Town Code Section 100-1-6 Parks-Alcohol Use, to allow the sale of all spirituous alcohol, not limiting sales to beer and wine only, failed with Councilors German, Whatley, Gordon, and George voting no and Jones, Baker, and Mayor German voting aye.

On a motion by Councilor German and seconded by Whatley, the Council voted to approve Ordinance 2013-A389, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona amending Town Code, Section 11-1-6 Park-Alcohol Use removing allowance of only 3 events and to include beer and wine only, pending attorney review. Aye votes were Mayor German, Vice Mayor Baker, Councilors Whatley, German, George and Gordon, with Councilor Jones voting nay.

Martin stated that removing the restriction of no more than three (3) alcohol permits per year does not mean that there can be alcohol on town facilities or the parks, noting that this is for special events only.

Jones said that alcohol is alcohol and felt that it should not be restricted to just beer or wine. Jones stated that if we are promoting economic development, we are also limiting the events by restricting sales to beer and wine.

11. **Discussion, consideration, and possible approval of Ordinance 2013-A390, an Ordinance amending The Town Code, Section 3-1-1, 3-2-1, 3-2-4 relating to residency requirements of the Town Manager and Town Marshal.** Staff Resource: Russ Martin
As a consideration to the public in attendance, this item was heard after item #6.

A motion by Whatley not to consider the options submitted by Councilor German after the agenda packet was prepared died for lack of a second.

On a motion by Vice Mayor Baker and seconded by Councilor German, the Council voted to approve Ordinance 2013-A390, amending the Town Code, Sections 3-1-1, 3-2-1, and 3-2-4 to read, Residency is required for the Town Manager and Town Marshal to live within the Town limits or 86322 zip code within 120 days of hire for all new hires from this point forward, and that the ordinance be brought back to Council after it has been reviewed by the attorney. Aye votes were Mayor German, Vice Mayor Baker, Councilor Jones and German, with nay votes from Councilors George, Gordon and Whatley.

Mayor German addressed the public as to why this issue was being discussed again, noting that this was action for future hires so that the Code would be very clear. Public Input was heard prior to Council discussion. There was a break at 7:18 p.m. The meeting was reconvened at 7:28 p.m. and Council took up their discussion after affirming that there was no further public input.

Martin advised that the Manager and Marshal believe in the Code and plan to enforce and live by the Code. He also advised that both he and Marshal Gardner are residents of the Town. He also stated that they intend to follow whatever Council decides. Martin advised that he was providing his professional advice to Council, not his personal feelings. He believed strongly that the Town could get quality candidates close to the area, but that adding restrictions might result in the loss of some very qualified candidates.

Gordon said he that he would like to remove all restrictions, noting that communication and technology are so advanced that residency should not be an issue in today's world. He asked Council to select the best and most educated based on performance, not residency. He said that he felt the arguments offered in favor of residency were shallow and superficial.

George reported that he did research on other towns in Arizona, noting that not all require residency within the Town limits. He showed a book about communism that his father had written in the 1960s and said that he felt it was unconstitutional to tell people where they have to live.

Jones stressed that this item was being brought back for future hires and that she was hoping for more options. She did not like the three that were presented; however, there was a section of one option that was acceptable.

Whatley stated that the information attached to the green sheet was brought after the agenda meeting and that Council had asked Mr. Martin for three options, which he provided, and now there were six options to consider. She felt strongly that the options submitted by Councilor German should not be considered because they were submitted too late.

Baker and Councilor German called a point of order. Barber explained that additional information, such as letters from the Council or the public are often received after the agenda packet is printed. This information is then attached to a green sheet so that Council knows that there is additional information relative to a certain agenda item. She added that in all fairness, Council members do not look at the agenda packet during Agenda Meetings, but only the agenda. She noted that Councilor German would not have been aware of the three options that Martin had provided because she did not have an agenda packet. Whatley disagreed and said that Council had set policy not to allow late items unless it was an emergency and there was no emergency. Mayor German said that he would not stifle the democratic process, noting that everyone has an opportunity to provide information and to speak.

Councilor German, reading from the minutes, noted that Council had not asked for only three options as stated by Councilor Whatley. She asked Martin what he had said to her when she asked to see his proposed options during the Agenda Meeting. Martin replied that he had told her that they were not ready yet. Councilor German said that they should have been ready because it was past the time that they were due for the agenda packet. She then covered her suggestions that included leaving the Code as it is; changing the Code to require residency within 120 days of hire with no exceptions; or requiring residency in 86322 zip code within 120 days of hire with no exceptions; and residency requirements for all department heads. She said that she put the third option in because of Whatley's suggestion at the last meeting.

Mayor German, Vice Mayor Baker, and Councilors Jones and German felt that residency should be required of the Manager and Marshal. They also felt that they were representing the concerns of the many citizens who had commented and written letters about the importance of the two top officials residing in Camp Verde. Baker noted that the 'choice' lies with the applicant when they accept the job – if they do not like the residency requirement, they can refuse the job. Referring to the Town Manager as an applicant, Baker advised that the Town gets plenty of qualified applicants every time a position is advertised. She said that no one is being forced to live in Camp Verde.

Councilors George, Gordon, and Whatley felt strongly that the Council should not tell people where they could live because this was an infringement on their personal rights.

Public input:
Danny Parker, Jim Meredith, James McDonald, John White, Jeffery Sordal, Arlene Atkinson, Mike Dunigan Sr., Fred Hauk, Bob Johnson, Cheri Wischmeyer, David Willey, Terry Andrews, TJ O'Malleu and Warren Harris spoke in favor of leaving the Town Code as it is, and some suggested that the department heads should also have their residency in Camp Verde.

Jim Ash, Murray Lichty, and Helen Zimmerli felt that people should have a right to live where they want and that as long as they are doing a good job, their residency should not be an issue.

12. **Call to the Public for items not on the agenda**
Murray Lichty stated we have a problem with Economic Development in Camp Verde, noting that Jerome is no longer a ghost town, but Camp Verde is. He also stated that we need lighting in the downtown area and lighted signs for businesses.

13. **Council Informational Reports.**
Councilor German reported that she attended a Board of Supervisor's meeting in which the SR 260 IGA was discussed.

Councilor Whatley attended the Verde Valley Land Preservation Open House.

Councilor George attended the Verde Valley Land Preservation Open House, the CDBG public hearing, Verde River Basin Partnership and CYHWRMS meetings.

Councilor Gordon attended the Verde Valley Land Preservation meeting in Clarkdale and the P &Z and Building Code work sessions.

Mayor German attended the GAMA meeting relating to HURF funds.

14. **Manager/Staff Report**
Martin said there would be an all-hands training session on Thursday and asked Council if they help to serve at the employee lunch at noon.

15. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting adjourned at 9:37 p.m.

_____
Charles German, Mayor

_____
Barbara Bridge, 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 November 20, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

_____
Deborah Barber, Town Clerk

4.a.6

MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, NOVEMBER 20, 2013
5:00 P.M.

1. **Call to Order**
Mayor German called the meeting to order at 5:00 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Baker, and Councilors Whatley, George, Gordon, Jones, and German were present.

Also Present
Town Manager Russ Martin, Town Attorney Wene, Town Clerk Deborah Barber, and Recording Secretary Barbara Bridge.

On a motion by Vice-Mayor Baker and seconded by Councilor George the Council voted unanimously to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice. The Special Session was adjourned at 5:01 p.m. and reconvened at 6:12 p.m.

3. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice regarding water rights.** Note: Council may vote to go into Executive Session. Staff Resource: Russ Martin
Council took no action on this item.

4. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting was adjourned at 6:12 p.m.

_____
Charles German, Mayor

_____
Barbara Bridge, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions and discussion of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on November 20, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

_____
Debbie Barber, Town Clerk

4.C

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 18, 2013 – Regular Session

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Manager

Staff Resource/Contact Person: Russ Martin (Report prepared by Debbie Barber)

Agenda Title (be exact): Possible approval of Ordinance 2013-A389, and ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona amending Town Code section 11-1-6 – Parks – Alcohol Use.

List Attached Documents: Ordinance 2013-A389

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☒ ***Department Head:*** Russ Martin

☒ ***Town Attorney Comments:*** noted in the 'track-changes' version of the ordinance

☐ ***Finance Department*** N/A
Fiscal Impact:

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

Background Information: At the November 20, 2014 Regular Session, Council approved a draft ordinance amending Town Code Section 11-1-6 – Parks – Alcohol Use contingent upon attorney review. Upon review, the Clerk and the Attorney discovered conflicting regulations between the Town Code and Resolution 2011-844, Town of Camp Verde Operations and Procedures Guide, Special Events Handbook. Changes have been made so that the Town Code and Resolution 2011-844 are now consistent. In addition, the Attorney added language that addresses both insurance and Special Events procedure requirements.

The ordinance is ready for your approval and adoption. This ordinance has been placed on the Consent Agenda because Council previously approved the draft ordinance, contingent upon Attorney review.

Recommended Action (Motion): Approve Ordinance 2013-A389

Instructions to the Clerk: Process Ordinance

ORDINANCE 2013-A389

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING TOWN CODE SECTION 11-1-6 PARKS – ALCOHOL USE

TOWN CODE, SECTION 11-1-6 is hereby amended as follows:

Section 11-1-6 Parks - Alcohol Use (2000-A162) (2009-A367) (2009-A369) (2011-A375) (A2013-389)

Definitions: "*Public Recreation Area*" shall include a Town park, district or regional parks, riverfront parks, or areas so designated by the Town Council of the Town Hall complex, such as the adjoining sports fields, parking lots, or gymnasium, or other Town property.

Prohibition on Alcohol Use. It is unlawful for any person to consume, possess, give, or sell any alcoholic beverage within the boundaries of any public recreation area or on Town-owned property within the Town limits, or in a public thoroughfare, except that persons may sell, purchase, or consume beer and/or wine by permit from the Town. The Council ~~may approve no more than three (3) alcohol permits on Town property in a fiscal year at the following events only: Fort Verde Days (beer only), Corn Festival (beer only), and Pecan, Wine & Antique Festival (wine only).~~ ~~may approve no more than three (3) alcohol permits on Town property in a fiscal year at the following events only: Fort Verde Days (beer only), Cornfestival (beer only), and Pecan, Wine & Antique Festival (wine only)~~ SHALL DETERMINE AND APPROVE ALL EVENTS AT WHICH BEER AND WINE~~ALCOHOL~~ ~~IS~~ARE TO BE SOLD. A special event license from the Arizona Department of Liquor Control is required and procedures are outlined in the Town of Camp Verde Procedures and Operations Guide, Special Event Permitting Procedures and Handbook. The permit will specify the area and other conditions of use.

A) Proof of alcohol training from Arizona Department of Liquor Control is required as a condition of the permit.
B) Signs will be posting stating that no one appearing to be intoxicated will be served
C) "LAST CALL" promotions are strictly prohibited.
~~C)~~D) INSURANCE IS REQUIRED PURSUANT TO THE TOWN OF CAMP VERDE SPECIAL EVENTS PERMITTING AND PROCEDURES HANDBOOK.

Permit Procedures. The ~~Town Manager~~ TOWN COUNCIL will establish permit procedures under this ordinance, ~~except that the Town Council may~~ AND SHALL by motion or resolution determine which events ~~sponsored by the Town~~ will have beer AND/OR WINE sold under a Town special event license. SPONSORS OF ALL SUCH EVENTS WHERE BEER AND/OR WINE ARE CONSUMED MUST COMPLETE A PERMIT APPLICATION AND FOLLOW ALL PROCEDURES AS OUTLINED IN THE TOWN OF CAMP VERDE SPECIAL EVENT PERMITTING AND PROCEDURES HANDBOOK AND PROVIDE INSURANCE AS REQUIRED BY THE EVENT PERMITTING AND PROCEDURES HANDBOOK.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Posting. Signs shall be posted in all public recreation areas warning the public of the provisions of this ordinance.

Effective Date. This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-813 is accomplished.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 18th day of December 2013.

Charles German, Mayor

Date: _____

Approved as to form:

Attest: _____
Deborah Barber, Town Clerk

Town Attorney

4.d.e.f.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 18, 2013 – Regular Session

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Manager

Staff Resource/Contact Person: Russ Martin (Report prepared by Debbie Barber)

Agenda Title (be exact): Possible approval of Ordinance 2013-A390, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona amending Town Code section 3-1-1, 2013-A391 Residency; 3-2-1.C Town Manager – Residency, and 2013-A392 3-2-4.A Town Marshal.

NOTE: LIST EACH ORDINANCE AS A SEPARATE ITEM ON THE CONSENT AGENDA.

List Attached Documents: Ordinance 2013-A390, A391, and A392

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☒ ***Department Head:*** Russ Martin

☒ ***Town Attorney Comments:*** noted in the 'track-changes' version of the ordinances

☐ ***Finance Department*** N/A
Fiscal Impact:

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

Background Information: At the November 20, 2014 Regular Session, Council directed the Attorney to prepare ordinances amending Town Code Sections 3-1-1, 3-2-1, and 3-2-4.A, having to do with the residency requirements of the Manager and the Marshal. The amendments were to require residency within 120 days of hire with no exceptions for future hires. The attached ordinances were prepared by Attorney Sims based on Council direction.

The ordinances have been placed on the Consent Agenda because Council directed the attorney to prepare the ordinances based on specific criteria.

Recommended Action (Motion): Approve Ordinances 2013-A390, A391, and A392.

Instructions to the Clerk: Process Ordinances

4.d

DRAFT ORDINANCE 2013-A390
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AMENDING TOWN CODE SECTION 3-1-1, RESIDENCY

TOWN CODE, SECTION 3-1-1 IS HEREBY AMENDED AS FOLLOWS:

SECTION 3-1-1 RESIDENCY

Residency within Town limits for department heads or other personnel may be required for certain positions as reflected in the advertising for the position. TO SATISFY THE RESIDENCY REQIREMENT, PERSONS ARE REQUIRED TO ESTABLISH RESIDENCY WITHIN THE TOWN OF CAMP VERDE TOWN LIMITS OR THE 86322 ZIP CODE AREA WITHIN 120 DAYS OF THE DATE OF HIRE. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT. THE RESIDENCY REQUIREMENT FOR THE TOWN MANAGER IS SET FORTH IN SECTION 3-2-1 OF THE TOWN CODE, AND RESIDENCY REQUIREMENT FOR THE TOWN MARSHAL IS SET FORTH IN SECTION 3-2-4 OF THE TOWN CODE.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Effective Date. This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-813 is accomplished.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 18th day of December 2013.

Mayor Charles German — Date

ATTEST:

Town Clerk Deborah Barber — Date

Approved as to form:

Town Attorney

4.9

DRAFT ORDINANCE 2013-A391
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AMENDING TOWN CODE SECTION 3-2-1.C TOWN MANAGER – RESIDENCY

TOWN CODE, SECTIONS 3-2-1.C IS HEREBY AMENDED AS FOLLOWS:

SECTION 3-2-1 TOWN MANAGER (2000-A160) (2001-A211) (2008-A355)

A. Office Established. The office of Town Manager is hereby established.

B. Appointment of Town Manager. The Town Manager shall be appointed by majority vote of the Council on the basis of executive and administrative ability and shall hold office at the pleasure of the Council.

C. Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council. PRIOR TO JANUARY 2014, The Town Manager shall be a resident of the Town, unless such requirement is waived by the Council. AFTER JANUARY 2014, THE TOWN MANAGER IS REQUIRED TO ESTABLISH RESIDENCY WITHIN THE TOWN LIMITS OF THE TOWN OF CAMP VERDE OR THE 86322 ZIP CODE AREA WITHIN 120 DAYS OF THE DATE OF HIRE. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

D. Powers and Duties of Town Manager. The Town Manager is the administrative head of the government of the Town under the direction and control of the Council, except as otherwise provided in this Article. He shall be responsible for the efficient administration of all the affairs of the Town that are under his control. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the following powers:

1. Law Enforcement. To see that all laws and ordinances of the Town and all franchises, contracts, permits, and privileges granted by the Council are faithfully observed and to report any failure in that regard to the Council. The Council shall then give such instruction and direction as it may desire for remedial, corrective or terminating action by the Manager.
2. Authority Over Employees. To control, order and give direction to all heads of departments (other than Council-appointed officers) and to subordinate officers and employees of the Town under his jurisdiction through their department heads.
3. Power of Appointment and Removal. To appoint, remove, promote, and demote any and all officers and employees of the Town, except the Town Attorney and the Town Magistrate, all of whom shall be appointed by the Council. As to these officers, he shall recommend appointment and removal to the Council. All such actions of the Manager shall be subject to all applicable personnel ordinances, rules and regulations, and state statutes.
4. Administrative Reorganization of Offices. To conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the Town's business.
5. Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.
6. Attendance at Council Meetings. To attend all meetings of the Council unless the Mayor excuses him individually or unless the Council excuses him, except when his removal is under consideration, in which case the Town Manager's attendance at a meeting shall be governed by the Arizona Open Meeting Law (A.R.S. § 38-431 *et seq.*, as may be amended). He may present recommendations relative to each item on the agenda for approval, rejection, or modification by the Council, and prepare the agenda as provided in Section 2-3-6.A.

7. Financial Reports. To keep the Council at all times fully advised as to the financial condition and needs of the Town.
8. Budget. To prepare and submit a proposed annual budget and a proposed annual salary plan to the Council.
9. Investigations and Complaints. To make investigations into the affairs of the Town and performance of any obligations of the Town and to report all findings to the Council. Further, it shall be the duty of the manager to investigate all complaints in relation to matters concerning the administration of the Town government. If the investigation involves the conduct of a person reporting directly to the Council (the Town Manager or Town Attorney) the Mayor and Vice-Mayor shall designate a person to conduct the investigation. If the Mayor and Vice Mayor cannot agree on such designation, the matter shall be referred to the Council.
10. Public Buildings. To exercise general supervision over all public buildings, parks, and other public property under the control and jurisdiction of the Council.
11. Additional Duties. To perform such other duties as may be required by the Council, not inconsistent with federal law, state law, or Town ordinances.
12. Salary Schedule. To recommend to the Council, a standard schedule of pay for each appointive office and position in Town service, including minimum, intermediate and maximum rates. To authorize the payment of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformity with rates and salaries enacted by the Council.
13. Documents. To sign contracts for budgeted items and other documents that are necessary to conduct the business and affairs of the Town per the Town Policy and Operations Guide.

E. Internal Relations.

1. Council-Manager Relations. The Council and its members shall deal with the administrative services of the Town only through the Town Manager, except for the purpose of inquiry, and neither the Council, nor any member thereof shall give orders or instructions to any subordinates of the Town Manager. The Town Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council, and no individual Council member shall give orders or instructions to the Town Manager.

F. Attendance at Commission Meetings. The Town Manager may attend any and all meetings of the planning and zoning commission and all other commissions, boards or committees created by the Council. He shall cooperate to the fullest extent possible with the members of all commissions, boards, or committees appointed by the Council.

G. Other Departments. The Town Manager may, with the concurrence of the Council, establish other departments (in addition to the departments set forth in this Code) to conduct the business and affairs of the Town.

H. Before appointing a person to fill the positions of Town Clerk, Town Marshal, Director of Public Works/Town Engineer or any other department head position, the Town Manager shall solicit input from no more than three persons serving on the Council.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Effective Date. This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-813 is accomplished.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 18th day of December 2013.

_____ _____

Mayor Charles German Date

ATTEST:

_____ _____

Town Clerk Deborah Barber Date

Approved as to form:

_____

Town Attorney

4.8

DRAFT ORDINANCE 2013-A392
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AMENDING TOWN CODE SECTION 3-2-4.A

TOWN CODE, SECTION 3-2-4.A IS HEREBY AMENDED AS FOLLOWS:

SECTION 3-2-4 TOWN MARSHAL

~~A.~~ Office Established. The office of the Town Marshal is hereby established. The Town Marshal shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code. PRIOR TO JANUARY 2014, ~~T~~the Town Marshal shall be a resident of the Town, unless such requirement is waived by the Council. AFTER JANUARY 2014, THE TOWN MARSHAL IS REQUIRED TO ESTABLISH RESIDENCY WITHIN THE TOWN CAMP VERDE TOWN LIMITS OR THE 86322 ZIP CODE AREA WITHIN 120 DAYS OF THE DATE OF HIRE. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

B. Powers and Duties. The Town Marshal is the administrative head of the police department of the Town under the direction and control of the Town Manager. He shall perform such duties as may be required of him by law and as the Town Manager may deem necessary.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Effective Date. This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-813 is accomplished.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 18th day of December 2013.

_____ _____
Mayor Charles German Date

ATTEST:

_____ _____
Town Clerk Deborah Barber Date

Approved as to form:

_____
Town Attorney

7

Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date:

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins

Agenda Title (be exact): Discussion, consideration and possible appointment of members to the Planning & Zoning Commission. There are two 3-year terms available beginning January 1, 2014 and ending December 31, 2016. Michael Hough and Howard Parrish submitted application for the two positions.

List Attached Documents: Letters of Interest

Estimated Presentation Time: N/A

Estimated Discussion Time: 10 min.

Reviews Completed by:

☒ ***Department Head:*** Mike Jenkins ☐ ***Town Attorney Comments:*** N/A

Background Information: Town Code states that prior to the expiration of terms for the board and commission members, the Town Clerk shall call for letters of interest from the general public. Staff has advertised for letters of interest by posting at Town Hall, Bashas and the Library and on the web site.

There are two vacancies, for the Planning & Zoning Commission:

Mr. Michael Hough is requesting to be reappointed to the Planning & Zoning Commission and currently serves on the Board of Adjustment & Appeals.

Mr. Howard Parrish is requesting to be reappointed to the Planning & Zoning Commission.

Recommended Action (Motion): Move to appoint

Instructions to the Clerk: N/A – Section II is not applicable.

Camp Verde, Arizona

LETTER OF INTEREST

Name: MICHAEL HOUGH	Date: 11-18-13
Home Address: 158 SILVER BUGLE DRIVE	
Mailing Address, if different: P.O. BOX 1267	
Email Address: CVA@SWIFTAZ.NET	
Home Telephone: 928-567-3630	Work Telephone: 928-567-1500
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☒ Yes ☐ No
Length of residency in the Town of Camp Verde: 58	Do you operate a business in Camp Verde? ☒ Yes ☐ No
Name and address of business (if applicable): CAMP VERDE AUTOMOTIVE & H&H SELF STORAGE	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: P&Z CURRENT BOA - CURRENT	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. P&Z	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
CAMP VERDE	H.S. GRAD	1966	
NAU	BS	1972	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: WORK ON GENERAL PLAN

Have you ever been charged and convicted of a crime? ☐ **Yes** ☒ **No**
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a)

(b)

(c)

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: PAST EXPERIENCE WITH P&Z, Town Council and Design Review Board

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: [signature] Date: 11-18-13

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Camp Verde, Arizona

LETTER OF INTEREST

Name: HOWARD PARRISH	Date: 11-18-13
Home Address: 1650 PARRISH Rd	
Mailing Address, if different: PO BOX 663 CV. 86322	
Email Address:	
Home Telephone: 567-3514	Work Telephone: 301-3459
Are you a resident of the Town of Camp Verde? ■ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ■ Yes ☐ No
Length of residency in the Town of Camp Verde: 1957	Do you operate a business in Camp Verde? ☐ Yes ■ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: ARIZ. HIGHWAY DPT	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ■ Yes ☐ No If yes, please list names of board/commission and dates served: P+Z - JUNE 1969 - SEPT 2002 - COUNCIL SEPT 2002 - JUNE 2007	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. P+Z	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:
WHITTIER CALIF		1946

Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: I LIKE MY TOWN

Have you ever been charged and convicted of a crime? ☐ **Yes** ■ **No**
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) BE HONEST

(b)

(c)

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

PAST EXPERENCE

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Howard Parrish Date:

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

8

Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date:

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins

Agenda Title (be exact): Discussion, consideration and possible appointment of members to the Board of Adjustment and Appeals. There are two 3-year terms available beginning January 1, 2014 and ending December 31, 2016. James Binick & Murray Lichty have submitted applications for the two positions.

List Attached Documents: Letters of Interest

Estimated Presentation Time: N/A

Estimated Discussion Time: 10 min.

Reviews Completed by:

☒ **Department Head:** Mike Jenkins ☐ **Town Attorney Comments:** N/A

Background Information: Town Code states that prior to the expiration of terms for the board and commission members, the Town Clerk shall call for letters of interest from the general public. Staff has advertised for letters of interest by posting at Town Hall, Bashas and the Library and on the web site.

There are two vacancies for the Board of Adjustment & Appeals

Mr. James Binick is requesting to be reappointed to the Board of Adjustment & Appeals.

Mr. Murray Lichty is requesting to be reappointed to the Board of Adjustment & Appeals.

Recommended Action (Motion): Move to appoint

Instructions to the Clerk: N/A – Section II is not applicable.

Camp Verde, Arizona

LETTER OF INTEREST

Name: JAMES BINICK	Date: 11/23/13
Home Address: 1150 S. RIO VERDE LN., CAMP VERDE, AZ 86322	
Mailing Address, if different:	
Email Address: Kivak@centurylink.net	
Home Telephone: 928-567-1434	Work Telephone: 928-821-0235
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 16 YEARS	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: CIVIL ENGR.	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: DESIGN REVIEW BOARD BOARD OF ADJUSTMENTS	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. BOARD OF ADJUSTMENTS	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
RICE UNIVERSITY	BSCE	1976	
BAYLOR UNIVERSITY	GRAD. STUDIES	1977	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
RIO VERDE RANCHES HOA	BOARD MEMBER	1998	2009

Please state why you would like to be appointed to a Town Board, Commission, or Committee: PRIOR BOARD SERVICE; PROFESSIONAL PLANNING KNOWLEDGE MAKE ME QUALIFIED FOR THE SERVICE; WISH TO CONTINUE TO SERVE MY COMMUNITY

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) CONDUCT MY DUTIES AND ACTIVITIES TO REFLECT POSITIVELY ON THE TOWN'S DUTY TO SERVE THE PUBLIC

(b) PROVIDE A FAIR, KNOWLEDGEABLE AND RESPECTFUL REVIEW OF ACTIONS BROUGHT BEFORE THE BOARD.

(c) RESPECT THE KNOWLEDGE & OPINIONS OF THE MEMBERS. WORK TO RESOLVE ISSUES AS A TEAM.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

1) PRIOR BOARD SERVICE

2) PROFESSIONAL KNOWLEDGE OF ACTIONS HEARD BY BOARD

3) PRIOR PROFESSIONAL SERVICE TO SMALL MUNICIPALITIES

4) PRIOR PROFESSIONAL EXPERIENCE WITH WORKING WITH CITIZENS IN A PUBLIC FORUM

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 11/23/13

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Camp Verde, Arizona

BOA

LETTER OF INTEREST

Name: MURRAY J. LICHTY	Date: 12-11-2013
Home Address: 143 HEAD STREET, CAMP VERDE, AZ 86322	
Mailing Address, if different: SAME	
Email Address: murraylichty@cox.net	
Home Telephone: 623-979-9448	Work Telephone: —
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 24 YEARS	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: RETIRED FROM MECHANICAL ENGINEERING	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: CURRENT BOARD OF ADJUSTMENT AND APPEALS	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. BOARD OF ADJUSTMENT & APPEALS	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:
PLEASE SEE RESUME		

Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
TUCSON LIONS CLUB		70's	
SOFTBALL COACH		70's	

Please state why you would like to be appointed to a Town Board, Commission, or Committee: WOULD LIKE TO CONTINUE AS A MEMBER OF THE BOARD

Have you ever been charged and convicted of a crime? ☐ **Yes** ☒ **No**
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) A FAIR AND COMMON SENSE APPROACH TO ISSUES AND PROBLEMS IN THE BEST INTREST OF THE COUNCIL AND CITIZENS OF CV

(b) TO MAKE DECISIONS THAT FAIR AND FOLLOW THE GUIDELINES OF THE CODES AND LAWS APPLICABLE.

(c) WORKING WITH MEMBERS IN A PROFESSIONAL AND RESPONSIBLE MANNER AND FOLLOWING RULES IN PLACE

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

MANY YEARS AS A CAREER PROFESSIONAL
SERVED ON BOARDS OF BUSINESS, COMMUNITY SERVICE AND CLUBS
TAKE AN INTREST IN THE DEVELOMENT AND DIRECTION OF THE COMMUNITY
TAKE AN ACTIVE ROLL IN THE SUPPORT OF OUR COMMUNITY
SHARE MY EXPERIENCE WITH A COMMON SENSE APPROACH.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Murray D. Luckey Date: 12-11-2013

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 4, 2013

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Public Works – Sewer Utility Division

Staff Resource/Contact Person: Troy Odell, Public Works Deputy Director
Jan Grogan, Wastewater Division Manager

Agenda Title (be exact): Discussion, consideration and possible authorization to utilize the remaining loan funds from the Water Infrastructure Finance Authority (WIFA) in the amount of $980,815 in order to complete needed improvements at the wastewater treatment facility as required under the Aquifer Protection Permit (APP) issued by Arizona Department of Environmental Quality (ADEQ).

List Attached Documents: N/A

Estimated Presentation Time: 10 minuets

Estimated Discussion Time: 15 minuets

Reviews Completed by:

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

☒ ***Finance Department***

Fiscal Impact:

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

Comments: The annual repayment cost will not impact the approved budget as WIFA requires that the original loan amount of $5,600,000 is amortized regardless of the outstanding loan amount.

Background Information: In November, 2008, taxpayers approved a loan from WIFA in the amount of $5,600,000. Of this $5,600,000 an amount of $2,701,004 was used for the completion of the new wastewater treatment plant. An additional $1,918,180 was used to pay off the original Koch loan and refinance with WIFA. The remainder of $980,815 was intended to carry out upgrades/repairs to the treatment plant that are required under the APP and to complete much needed facilities at the plant site. Staff is requesting authorization to expend the remaining loan funds at this time because of the APP requirements and recent notification from WIFA that the $980,815 will be withdrawn if not utilized.

The required additions or repairs include:

- **Purchase and Installation of Tertiary Filtration Unit(s)** still being selected - $461,001. The original design of the wastewater treatment facility specified tertiary filtration, which has not yet been installed causing inconsistent effluent quality which influences the performance, service, and life of ultraviolet disinfection unit and parts. Particles in the non-filtered effluent are baked onto the ultraviolet bulb sleeves rendering them ineffective. Due to the ultraviolet not working at full performance because of non-filtered effluents, chlorine disinfection has been required full-time throughout the life of the facility. The current cost of chlorine is approximately $1500 per month. It is estimated that if tertiary filtration is installed and used, that chlorine use will drop to only algae removal for a 75% reduction in disinfection costs.
- **Repair or Replacement of the existing Ultraviolet Disinfection Unit** - $85,000. The existing ultraviolet disinfection unit is not working correctly with fluctuations in treated effluent flow. This existing unit is a sealed vessel type disinfection system and is difficult to service or repair. Due to the existing unit working at full strength (intensity) during low flow conditions, impurities in the effluent are baked onto quartz sleeves over the ultraviolet bulbs causing them to be replaced more often than normal costing thousands of extra dollars annually. The existing unit is being studied to see if the control panel can be replaced or reconditioned to correspond operation with fluctuations in effluent flow. If the existing unit and/or control panel cannot be modified to operate properly with flow fluctuations, it may need to be replaced with a more readily serviceable and operable "bank" style unit that is simply lowered into a flow stream channel.
- **Installation of an Influent Grinder Pump and Rock Trap** at the Septage Hauling Station – $25,814. Currently the Septage hauling station has no means to assure that pump-damaging large items such as rocks are not ground up or removed prior to those items damaging expensive lift pumps in the treatment plant. This grinder pump and rock trap will guarantee that all items hauled in with the Septage will be ground to a size that will not harm pumps and other equipment.
- **Construction of a Headworks Replacement** to Include Main Fine Screen Channel and a Bar-Screen Diversion Channel - $84,000. The current headworks at the treatment plant is a raised box style that completely encloses the fine screen unit and makes it almost unserviceable. The box on this existing unit has begun to severely fail (leak) due to corrosion from being an enclosed unit. The fine screen has failed and no longer operates properly and cannot be repaired because the current headworks was not provided with a required flow diversion in order to divert influent flow around the headworks so that the fine screen unit could be repaired. The proposed replacement would be more conventional and place the existing repaired fine screen unit in a main flow channel that is paralleled by a diversion channel outfitted with a manual bar screen. This would allow full open and dry access to the fine screen unit with all flows being diverted around it through the other channel.
- **Construction of Sludge Drying Beds** with Under-slabs and Under-drains - $205,000. The construction of sludge drying beds would allow de-watering of sludge on site in order to not haul 80% water and 20% sludge and would save approximately 75% on hauling and dumping/disposal fees.
- **Construction of a 40' x 60' Metal Shop** and Equipment/Parts Storage Building - $110,000. Important and expensive equipment and parts need to be stored on site at the wastewater treatment plant. These items cannot be stored outside without them degrading from the sun and weather. An adequately sized storage building is required. Currently there is no accommodations at the wastewater plant to service or repair

equipment in an enclosed environment and equipment must be worked on outside on the ground and in the weather. A shop area is required to service and repair equipment.

- **Install Dissolved Oxygen (DO) Probe -** $10,000. This probe is required to regulate treatment process air on the north side of the treatment facility. The south side is equipped with this type of sensor probe already, but the north side is not and requires it for standard operation.

Note: *the above amounts are engineer estimates; staff will obtain current quotes and/or bids for each improvement as listed; the total improvements will not exceed* $980,815 *(all procurement procedures will be followed).*

Recommended Action (Motion): Move to authorize staff to utilize the remaining loan funds from the Water Infrastructure Finance Authority (WIFA), not to exceed $980,815, in order to complete needed improvements at the wastewater treatment facility as required under the Aquifer Protection Permit (APP) issued by Arizona Department of Environmental Quality (ADEQ).

Instructions to the Clerk: N/A

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 18, 2013

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

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

Requesting Department: Public Works – Streets Division

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): **A RESOLUTIONOF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE 2013 TOWN OF CAMP VERDE, BUSINESS CORRIDOR STUDY.**

List Attached Documents: Resolution 2013-904

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☒ ***Department Head:*** ☒ ***Town Attorney Comments:*** Has approved to form

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

Finance Director Comments/Fund:

Fiscal Impact: Estimated

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

Comments:

Background Information: At the December 11, 2013, staff presented a summary of the final report prepared by Jacobs for the Business Corridor Study. This study looked at options for improvements to the tri-intersection of Finnie Flat, Main St., and Montezuma Castle Hwy. and from SR-260 to the tri-intersection on Finnie Flat Rd. Upon adoption of the study, the information can be utilized for future grant opportunities and incorporated into improvement planning.

Recommended Action (Motion): Move to approve Resolution 2013-904: **A RESOLUTIONOF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZXONA, ADOPTING THE 2013 TOWN OF CAMP VERDE, BUSINESS CORRIDOR STUDY.**

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Instructions to the Clerk:

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. 103; russ.martin@campverde.az.gov

Background: At the November 2008 election the tax payers approved a loan with the Water Infrastructure Finance Authority (WIFA) in the amount of $5,600,000 with $2,000,000 of that amount to be used to pay for unfinished items at the new plant. At this time there is $980,815 left to be used. WIFA representatives have informed us that if we don't use the remainder of the money it will be withdrawn. Due to the manner in which WIFA calculates their annual loan repayment amounts the entire amount of this loan is already reflected in the annual payments.

Statement of the Problem or Opportunity:

There are several projects at the plant that need to be completed: A shop building, a grinder pump at the hauler station, a filtration system and the UV unit to name some of them. The longer these items are put off the more it is costing us in terms of maintenance, damage remediation, etc.

Alternatives/Options/Solutions:

RESOLUTION 2013-904

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE 2013 TOWN OF CAMP VERDE, BUSINESS CORRIDOR STUDY

WHEREAS, September 12, 2011, Mayor and Council approved Resolution 2011-855 authorizing application to Arizona Department of Transportation Multimodal Planning Division, to fund a Planning Assistance for Rural Areas (PARA) grant; and

WHEREAS, in October, 2011, NACOG notified Public Works that the Town's grant application to ADOT Multimodal Planning Committee for the PARA study was selected for funding during the 2011-2012, fiscal year; and

WHEREAS, ADOT, in cooperation with The Town of Camp Verde, selected Jacobs to study and examine solutions and plans to facilitate safer and more efficient infrastructure for the traveling public and to use as a guide in the development of the business district that will be incorporated into the Town's Capital Improvement planning; and

WHEREAS, Jacobs delivered the final report titled "Business Corridor Study - Finnie Flat Road: SR 260 to Main Street" to Public Works in October 2013. Subsequently, at the December 11, 2013, Council work session, staff presented a summary of the study's process and report findings; and

WHEREAS, The Business Corridor Study final report is recognized as an important strategy in the implementation of near, mid-term and long term projects by providing a quick reference for project information and as an aid in funding efforts; and

WHEREAS, upon adoption of this resolution the PARA business Corridor Study shall be kept on file with the Town Clerk.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Camp Verde do hereby declare the 2013, PARA, Business corridor Study – Finnie Flat Road: SR 260 to Main Street attached hereto and incorporated herein by reference, to be public record. At least three (3) copies of the PARA shall be kept on file in the office of the Town clerk and available for public inspection.

PASSED AND ADOPTED BY THE Mayor and Common council of the Town of Camp Verde, Yavapai county Arizona on the 18th day of December, 2013.

Charles German, Mayor

Attest:

Deborah Barber, Town Clerk

Approved as to form:

William J. Sims III, Town Attorney

11.

Town of Camp Verde

Meeting Date: December 18th, 2013

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

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Pre-Session Agenda*

Requesting Department: *Administration*

Staff Resource/Contact Person: *Russ Martin*

Agenda Title (be exact): *Discussion, consideration and possible approval of an agreement with the Chamber of Commerce for professional service and funding in the amount of up to$12,000.*

List Attached Documents:

1. Professional Services agreement
2. Letter from Chamber
3. Bullet point plan
4. Background on Tom Pitts

Estimated Presentation Time: *5 minutes*

Estimated Discussion Time: *15 minutes*

Reviews Completed by:

☒ ***Department Head: Russ Martin*** *(comments included in report)*

☒ ***Town Attorney Comments:*** The Town Attorney is again reviewing the changes to the attached agreement but the following is what his previous comments. Additional comments, if any, will come under separate cover. "It has always been and continues to be his concern that public monies are spent in a way that meets the criteria of the "Gift Clause". This is intended to ensure that public monies are spent for public purposes. That being said many communities in the state share accommodations tax with the local visitor bureau and/or the local Chamber of Commerce, many through a professional services agreement to ensure return on use of the public dollar is shown."

☒ ***Finance Department:*** Not budgeted, Contingency is the best option as other lines through budgeting have been utilized or planned prior to this discussion.

Background Information: The Chamber had requested $12,000 so that they can earnestly hire someone to do membership services to a level that would support the Chamber without the future assistance of the Town. Since then Tom Pitts who has had a history of being able to get Chambers working again (per attachments) has been engaged by the Chamber of Commerce Board to work to find a way to move them forward. Staff has had a couple of conversations mostly of historic nature and to relay the request from Council that the Chamber consider a future plan. Attached is an update version of their request as well as a contract to engage the

Chamber. The Chamber has stated it is a critical time for them and this request could not wait any longer. Staff would like the opportunity to discuss the complete financial picture that includes potential delay of other budgeted items before Council would agree to any other financial commitments.

Recommended Action (Motion):

Move to deny the Chamber of Commerce request at this time due to budget constraints that Council has yet to review for the second half of the fiscal year and suggest the Chamber of Commerce consider a formal request in the spring prior to budget discussion or following this discussion in late January.

CAMP VERDE CHAMBER
OUTLINE: DEVELOPMENT PLAN
December 11, 2013

A major reorganization of the Camp Verde Chamber of Commerce, Inc., is called for to revitalize the Chamber and to allow it to take its place in helping to promote and develop the community's business potential. The current leadership has worked hard to maintain a skeletal structure upon which a full Chamber can be built, but much work needs to be done. The entire vision and mission of the organization must be properly implemented with a broad-based membership base of support to move forward effectively. The Chamber has approached Tom Pitts, well known in the region for his success with such projects, to develop and implement the planned re-development. Among the tasks at hand:

- Identify, locate, and meet with all current Chamber members to catalogue and quantify immediate needs and to identify and understand past successes and key failures.
- Identify and meet with other stakeholders in the Camp Verde business community to identify their needs and desires going forward.
- Survey those members and stakeholders and seek their direction regarding setting priorities for short term organizational development and to identify the tools that are currently available to be utilized to accomplish those goals while developing a long term plan.
- Identify former and potential new members, with a particular eye toward identifying peer group leaders within various business interest areas.
- Develop a value-added approach regarding membership and membership recruitment that will appeal to specific business interests. In other words, develop and prepare to deliver tools that will call attention to and help to increase business volume and create more jobs in and around Camp Verde that will benefit our stakeholders.
- Meet with Town Council and appropriate Town staff to coordinate efforts to promote civic, commercial, tourist, industrial, and agricultural interests in the community for the best interests of the entire Camp Verde community.
- Market and promote the goods and services that are available in Camp Verde and call attention to the special nature of the community, its location, its assets, its lifestyle, and its value.
- Utilize the reach of regional partnerships to amplify our message and to promote our business interests to visitors throughout the entire region.
- Raise our profile on a local, regional, state, national, and international level to attract our targeted visitor audience to enjoy what we have to offer and to support the Camp Verde way of life.

Provided by the Chamber:

Chamber work session

$12,000 to hire a membership services personal.

This will provide approximately 1,000 hours of work.

We currently have about 100 members. Average dues $100,

There are over 250 businesses in Camp Verde (2010 census zip code)

Goal to bring membership back to pervious high (200) members

Added income would come from networking events, web advertising, large corporate support, and a new annual dinner gala.

Total basic income $25,000 to $30,000 in 12-18 months.

Membership service person would organize these events and reach out to businesses.

With these sources of income the Chamber could be self-sustaining for basic services.

Chamber helping to support Verde Portal incubator, news distribution, and lobbying efforts (recent work on Bull Pen), and business education and development.
Working to partner with Library on the Alexandria Project, a program from ASU to support small business education and incubation.

Reaching out to broaden scope of membership, agriculture, construction, Zach Hauser, Linda Harkness.

Agreement for Contracted Services
Between
The Town of Camp Verde, Arizona,
and the
Camp Verde Chamber of Commerce, Inc.

This Agreement for Contracted Services ("Agreement") is entered into this ____ day of December, 2013 ("Effective Date") by and between the Camp Verde Chamber of Commerce, Inc., an Arizona non-profit corporation, hereinafter referred to as "**CHAMBER**" and the Town of Camp Verde, an Arizona municipal corporation, hereinafter referred to as "**TOWN**."

WHEREAS, pursuant to A.R.S,§ 9-500.11, the TOWN desires to appropriate funds to promote the economic welfare of the Town by enhancing tourism and promoting Camp Verde as a destination and by assisting visitors to Camp Verde and Camp Verde residents with information and facilities which improve the quality of their experience when in Camp Verde; and

WHEREAS, the TOWN receives a significant portion of its tax revenue from tourist spending in the community and sales tax revenue from businesses; and

WHEREAS, the TOWN desires to maintain a strong and vital local economy by assisting in the retention and expansion of existing businesses, the attraction of new businesses, and tourism that are deemed desirable; and

WHEREAS, the CHAMBER is qualified and has the expertise, organization, and commitment to provide business services, and promote Camp Verde, and such efforts will generate tax revenue to assist the TOWN in providing facilities and services to all residents of Camp Verde.

NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

1. **Purpose of the Agreement**: The TOWN hereby retains the CHAMBER to promote, develop business services for the TOWN and its surrounding areas, and to render specific professional and technical services to the TOWN. It is understood and agreed that the CHAMBER, while retained under this Agreement, will also be rendering other services to its members
2. **Marketing/Promotion Coordination:** The CHAMBER, in coordination with the Town shall promote Camp Verde and its events to the businesses and residents of the area and beyond. To this end the CHAMBER shall assist in the development of promotional products such as maps and brochures.
3. **Business Education:** The CHAMBER shall hold business educational seminars to assist in local business development.
4. **Council Relations with Business:** The CHAMBER shall hold business outreach to assist in development of better communications. To this end the CHAMBER shall organize mixers, listening sessions, or other techniques on the TOWN's behalf as may be reasonably requested by the Town.
5. **General Services:** The CHAMBER shall assist the TOWN in items such as incubator development, lobbying and development of projects for the mutual benefit of the CHAMBER the TOWN and the community as may be reasonably requested by the Town.

6. **Coordination**: The TOWN Council Liaison to the CHAMBER and the Town Manager will meet periodically with the CHAMBER to discuss the coordination between the TOWN and the CHAMBER on items of mutual interest that promotes tourism and provides visitor information.
7. **Payment:** The TOWN shall make payments to the CHAMBER of $6,000 IMMEDIATELY upon commencement of this Agreement and an additional $36,000 six THREE months after the Effective Date, with terms to be determined for the budget for fiscal 2014, commencing July 1, 2014.
8. **Annual Financial Statement:** The CHAMBER shall provide the TOWN with a copy of its annual financial statement provided by CHAMBER'S public accountant.
9. **Termination:** If and in the event that a dispute between the parties arises as to the service to be provided under this Agreement, then the TOWN and the CHAMBER shall attempt to resolve said dispute. If the parties are unable to resolve the dispute directly, the parties may elect to mediate the dispute. If the parties are unable to resolve the dispute directly or by mediation within forty-five (45) days following the initial request for mediation by either party, either party may terminate this Agreement by giving the other party thirty (30) days written notice of termination. This Agreement is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S.§ 38-511.
10. **Term**: This Agreement will be in force from the Effective Date through June 30, 2014.
11. **Independent Contractor**:
    a. The parties agree that the CHAMBER provides specialized services and that the CHAMBER enters this Agreement with the TOWN as an independent contractor. Nothing in this Agreement shall be construed to constitute the CHAMBER, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the Town of Camp Verde.
    b. As an independent contractor, the CHAMBER is solely responsible for all labor and expenses in connection with this Agreement (including, without limitation all workers compensation benefits and employee tax and social security withholding) and for any and all damages, which may arise during the operation of this Agreement.
12. **Insurance, Liability and Indemnity**: The CHAMBER agrees to procure and maintain at its sole expense insurance adequate to meet TOWN Policies currently requiring:
    a. Certificate of Insurance for a General Liability Insurance Policy against claims for bodily injury, death and property damage with limits of at least:

        1. Each Occurrence $1,000,000
        2. General Aggregate.....$2,000,000

    b. In addition, the Certificate of Insurance must name the Town of Camp Verde, Arizona as an Additional Insured in connection with the facilities as provided herein and must briefly describe the services being performed, e.g. Lease of TOWN Facilities.
    c. Certificate of Insurance for Workers' Compensation Insurance Policy (Statutory), should CHAMBER hire employees. [NO EMPLOYEES CURRENTLY]
    d. All Certificate(s) of Insurance referenced above and completed (signed by all pertinent parties) Services and Lease Agreement as provided herein shall be delivered simultaneously to the TOWN. Upon the TOWN's receipt of both the aforementioned documents the Agreement will be considered fully executed.
    e. CHAMBER liability under this Agreement is not in any way limited by the insurance required by this Agreement.
    f. CHAMBER shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

13. **Indemnification**: CHAMBER assumes and agrees to hold harmless, indemnify and defend the TOWN, its officers, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries, judgments and all liability of every kind, nature, and description for injury to persons including wrongful death, or damage to property or both occurring during, or in consequence, of the performance or failure to perform by CHAMBER. The TOWN assumes no liability, obligation or responsibility of any nature whatsoever, in connection with this Agreement except for payment of fees as stated or referred to herein.
14. **Subcontracting**: It is understood and agreed that the CHAMBER is free to contract with other parties or to otherwise provide additional services.

15. **Immigration Law Compliance**:

    a. Under the provisions of A.R.S. § 41-4401, the CHAMBER hereby warrants to the TOWN that the CHAMBER and each of its subcontractors (if any) will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A) (hereinafter "Contractor Immigration Warranty").
    b. A breach of the Contractor Immigration Warranty shall constitute a material breach of this contract and shall subject the CHAMBER to penalties up to and including termination of this contract at the sole discretion of the TOWN.
    c. The TOWN retains the legal right to inspect the papers of any contractor or subcontractor employee who works on this contract to ensure that the contractor or subcontractor is complying with the Contractor Immigration Warranty. The TOWN agrees to assist the TOWN in regard to any such inspections.
    d. The TOWN may, at its sole discretion, conduct random verification of the employment records of the CHAMBER and any subcontractors to ensure compliance with Contractor's Immigration Warranty. The CHAMBER agrees to assist the TOWN in regard to any random verifications performed.
    e. Neither the CHAMBER nor any subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the CHAMBER or any subcontractor establishes that it has complied with the employment verification provision prescribed by sections 274A ad 274B of the Federal Immigration and nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.
    f. The foregoing provisions of subparagraphs a-e of this article must be included in any contract that the CHAMBER enters into with any and all its subcontractors who provide service under this contract or any subcontract.

16. Miscellaneous Provisions.
    a. The titles used in this Agreement are for general reference only and are not a part of the Agreement.
    b. This Agreement shall be interpreted as though prepared by both parties.
    c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
    d. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.

APPROVAL AND EXECUTION BY CHAMBER

PASSED AND APPROVED BY CHAMBER OF COMMERCE ON THE _____ day of _____ _____, 2013.

Camp Verde CHAMBER of Commerce

By: _____
Steve Goetting, CHAMBER of Commerce Chairman

ATTEST:

Camp Verde CHAMBER of Commerce

By: _____

Print Name: _____

APPROVAL AND EXECUTION BY TOWN

IN WITNESS WHEREOF to be executed by their duly authorized officials on _____, 2013

_____
Charlie German, Mayor

Attest: _____
Debbie Barber, Town Clerk

APPROVED AS TO FORM:

_____
William J. Sims, Town Attorney

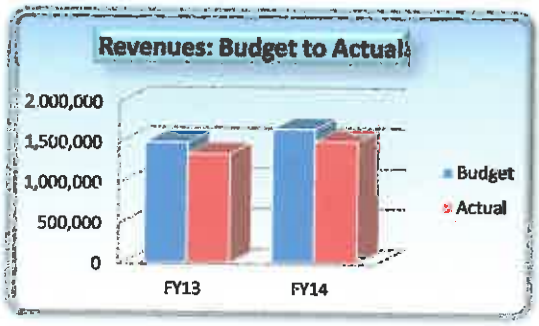
12.

TOWN OF CAMP VERDE
General Fund Report
FY14 - 1st QTR ending Sept 2013

GENERAL FUND REVENUES

	FY 13-14 Budget	FY 13-14 Actual	% of Budget Received
Local Taxes	2,803,921	619,155	22%
Franchise Fees	250,950	79,605	32%
State Sales Tax	915,000	223,788	24%
Urban Revenue Sharing	1,213,000	303,262	25%
Vehicle License Tax	565,000	152,897	27%
Court Fines	300,000	16,719	6% *
Other Revenues	562,245	106,693	19%
TOTAL	6,610,116	1,502,119	23%

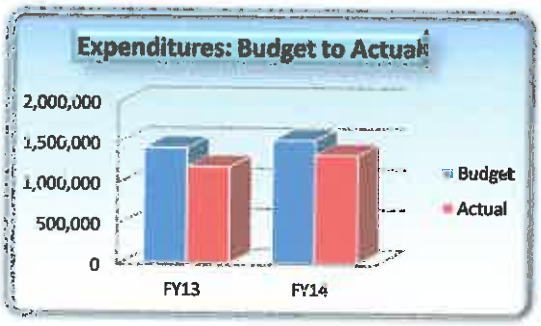
* - Court Fines are 2 months behind all other revenue lines. 1 month comparable percent would be 8%.



Revenues are short in most categories in this first QTR. The largest impact is felt in Local Taxes which is more than $80,000 short of budget for the QTR. The 3 biggest culprits of this shortage ($66,000 worth) is Retail (-$33K), Construction (-$22K) and Wholesale Trade (-$11K). Our next 3 significant revenue sources, URS, State Sales and Vehicle License Taxes are generally right on budget.

GENERAL FUND EXPENDITURES by DEPARTMENT

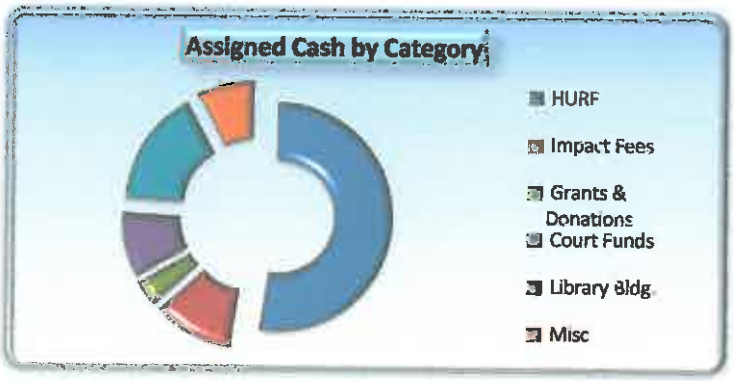
	FY 13-14 Budget	FY 13-14 Actual	% of Budget Expended
General Admin	1,641,166	377,987	23%
Court	378,315	83,691	22%
Public Works	702,175	147,328	21%
Community Development	392,180	75,774	19%
Marshall's Office	2,349,653	497,314	21%
Library	352,960	86,059	24%
Parks & Rec	256,173	67,493	26%
TOTAL	6,072,622	1,335,646	22%



Expenses for the QTR are just below budget in most every category with parks & Rec only slighty up due mostly to the front end loding of pool expenses. Underspending this QTR (roughly $180K) has made up for the entire revenue shortage to date. Still we are cautiously moving forward as we keep an eye on tax revenues.

CASH

Bank Accounts	
Pooled Checking	419,357
Payroll Checking	14,309
Stifel Investment	3,186,817
LGIP Investments	337,680
Library Sales	4,878
Revolving Home Loan	115,705
Employee Assistance	9,531
Court Bail Bond	49,393
TOTAL CASH	4,137,670
Assigned Cash	(2,526,770)
Unassigned Cash	**1,610,900**

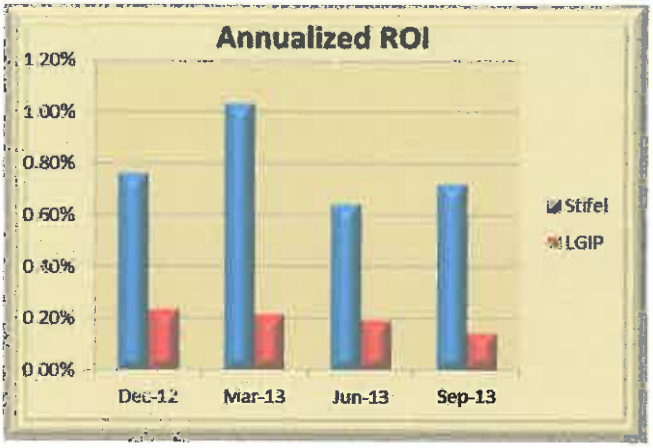


TOWN OF CAMP VERDE

As of September 30th, 2013

INVESTMENTS

Account	Balances at Sept 30th	FYTD Interest	FY ROI Annualized
Stifel Nicolaus	3,186,817	10,875.06	0.72%
LGIP	337,680	200.96	0.14%
Other Cash	495,168	N/A	N/A
TOTAL	**4,019,665**	**11,076.02**	



Comparative Rates:

Banking Savings – .05%

2 YR Treasury Note Rate – .32%

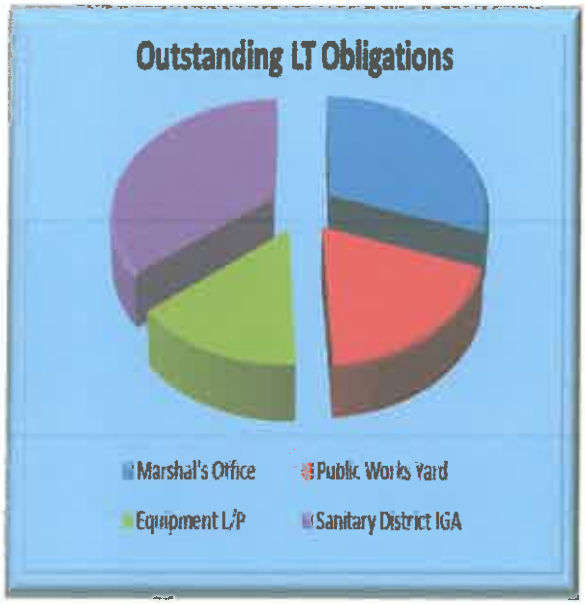
5 YR Treasury Note Rate – 1.38% (Aug '13)

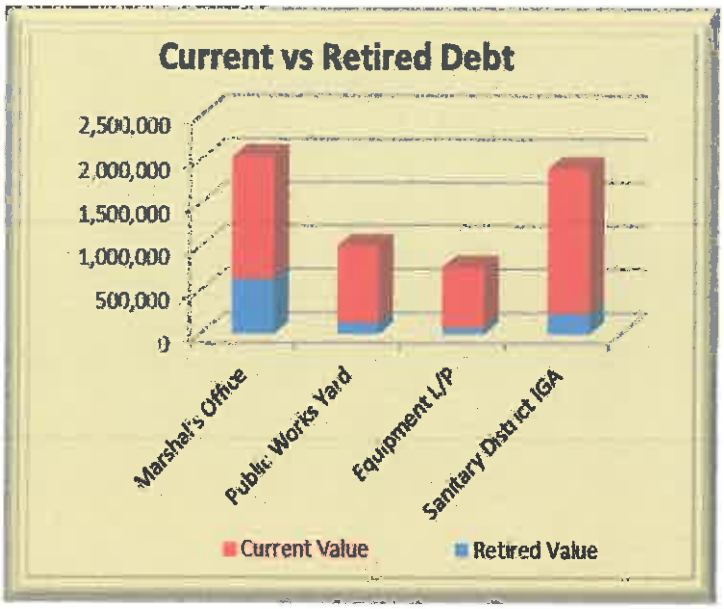
Stifel Investment Info:

Avg. Maturity Length of Investments – 1.88 years

Current Expected Yield-to-Maturity – .79%

Purpose	Type	Maturity	Original Debt	Int Rate	FY14 Budget	Current Obligation
Marshal's Office	Bonds	7/1/2024	2,040,000	2.75% - 5.00%	166,125	1,410,000
Public Works Yard	Bonds	7/1/2023	1,005,000	3.91%	107,346	871,085
Equipment L/P	Note	1/28/2018	764,664	1.61%	159,383	689,086
Sanitary District IGA	IGA Pledge	7/1/2032	1,902,000	3.34%	118,736	1,665,347
TOTALS					**551,590**	**4,635,518**





Debt Service Fund

Category	Actual	Annual Budget	$ Remaining	% Remaining
Principal Retired	302,801	376,929	74,128	20%
Interest Paid	88,119	172,061	83,942	49%
Misc Fees	1,000	2,600	1,600	62%
Total	391,920	551,590	159,670	29%

TOWN OF CAMP VERDE

As of June 30th, 2013

LONG-TERM DEBT

TOWN OF CAMP VERDE

Functional Expense Summaries

FY14 - 1st QTR ending September 2013

Functional Expense Summaries

General Fund

	Actual	Annual Budget	$ Remaining	% Remaining
Wages & ERE	924,605	4,475,420	3,550,815	79%
Operational	376,603	1,591,802	1,215,199	76%
Capital	34,440	5,400	(29,040)	-538%
Total Expenses	1,335,648	6,072,622	4,736,974	78%

HURF Fund

	Actual	Annual Budget	$ Remaining	% Remaining
Wages & ERE	64,780	374,385	309,605	83%
Operational	12,369	261,040	248,671	95%
Capital	2,526	75,000	72,474	97%
Total Expenses	79,675	710,425	630,750	89%

Sewer Fund

	Actual	Annual Budget	$ Remaining	% Remaining
Wages & ERE	85,639	401,125	315,486	79%
Operational	111,147	472,750	361,603	76%
Capital	0	122,050	122,050	100%
Total Expenses	196,786	995,925	799,139	80%

TOWN OF CAMP VERDE

Special Revenue & Capital Improvement Funds Report
FY14 - 1st QTR ending September 2013

Capital Improvement Projects Fund

Projects	Actual	Annual Budget	Difference	% Short
Gym Doors	0	20,000	20,000	100%
Public Works Remodel	0	19,000	19,000	100%
Transit Stop	0	15,000	15,000	100%
Gym Bleachers	2,463	45,000	42,537	95%
Bashas Drainage Channel	0	15,000	15,000	100%
Rezzonico Park Imprvs	0	25,000	25,000	100%
Field Electric Expansion	8,957	12,000	3,043	25%
Verde Lakes Dr. Culverts	0	62,400	62,400	100%
Finnie Flat Sidewalk	0	180,831	180,831	100%
Downtown Parking Lot	0	47,000	47,000	100%
Comm. Park Development	0	99,700	99,700	100%
Building Maint	13,068	17,000	3,932	23%
Park Facilities Maint.	102	30,000	29,898	100%
Net Exps	(24,590)	(587,931)	(563,341)	96%
Operating Transfers In	0	283,000	283,000	100%
Beginning Balance	397,927	397,927		
Remaining Funds	373,337	92,996	(280,341)	

HURF Fund

	Actual	Annual Budget	Difference	% Short
Revenues	189,029	756,400	567,371	75%
Expenses	(79,675)	(710,425)	630,750	89%
Operating Transfers Out	0	(293,571)	293,571	100%
Net	109,354	(247,596)	356,950	
Fund Balance	1,384,315			

Other Funds (netted Rev's and Exp's)

	Exp's	Rev's	Net	Annual Budget	Difference	% Short
Parks	0	0	0	(10,000)	(10,000)	100%
Court	0	4,144	4,144	50,520	46,376	92%
Grants (Funds 6 & 8)	49,959	62,086	12,127	(62,052)	(74,179)	120%
Yavapai Apache Monies	20,700	0	(20,700)	(133,051)	(112,351)	84%
Library	89,142	772	(88,370)	(548,126)	(459,756)	84%
Impact Fees	0	39	39	(109,317)	(109,356)	100%
Housing	14,000	3,833	(10,167)	(78,000)	(67,833)	87%
911	0	0	0	(2,560)	(2,560)	100%
Donations	3,625	3,915	290	(19,788)	(20,078)	101%
Debt	391,496	391,496	0	0	0	N/A