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**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 1, 2014 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 – September 24, 2014
 - 2) Executive Session – September 24, 2014 (Recorded)
 - 3) Regular Session – September 17, 2014
 - 4) Work Session – September 10, 2014
 - b) **Set Next Meeting, Date and Time:**
 - 1) October 8, 2014 at 5:30 p.m. – Work Session - **CANCELLED**
 - 2) Friday, October 10, 2014 at 9:00 to 11:00 a.m. – Work Session
 - 3) October 15, 2014 at 6:30 p.m. – Regular Session
 - 4) October 22, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of Resolution, 2014-928, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving an Intergovernmental Agreement with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH) for enforcement of installation standards of manufactured homes and factory-built buildings. Staff Resource: Mike Jenkins**
5. **Special Announcements and presentations:**
 - Possible approval of a proclamation designating November 1, 2014 as “Extra Mile” Day.
6. **Call to the Public for Items not on the Agenda.**

7. **Discussion, consideration, and possible direction to staff relative to the Manager Review procedures as adopted by Council in 2004 and amended in 2009. Staff Resource: Russ Martin**
8. **Discussion, consideration, and possible direction to staff relative to the timeline of the Manager's annual review. Staff Resource: Mayor and Council**

Councilor George and Jones requested item 9:

9. **Discussion, consideration, and possible direction to staff regarding four (4) Town-wide clean-ups sponsored by the Council and staff for Highway 260 at mile marker 224-225. Council may also set the cleanup dates at this time.**
10. **Call to the Public for items not on the agenda.**
10. **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.
11. **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.
12. **Adjournment**

Posted by:

O. Jones

Date/Time:

9-25-2014

2:00 p.m.

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

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

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**DRAFT MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 24, 2014 at 5:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

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 George, German, Gordon, Jones, and Whatley were present.

Also Present:

Manager Martin and Town Clerk Barber were present. Candidates Schlegel and Gerhardt were present during separate interviews.

On a motion by George, seconded by Gordon, the Council voted unanimously to conduct the interviews 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.

The Special Session was recessed at 5:01 p.m. and reconvened at 6:22 p.m.

3. **Interviews with the following candidates for the Town Magistrate position.**

A. Paul A. Schlegel

B. H. Allen Gerhardt

Council conducted interviews for the Town Magistrate position with Paul A. Schlegel and H. Allen Gerhardt during Executive Session. They took no action under this item.

4. **Discussion, consideration, and possible direction to staff relative to and/or possible appointment of a Magistrate.**

On a motion by Mayor German, seconded by Gordon, the Council voted to appoint Paul A. Schlegel as Magistrate. Baker and Councilor German voted no.

Baker read a statement into the record, which is attached and becomes a permanent part of the record. In this statement, Baker expressed her concerns with violating long-standing procedures again, negating the work of the Interview Committee, and not supporting decisions that are made by the majority of Council. She ended the statement with going on record that she did not want to hear another accusation about her not supporting the majority's decisions.

5. **Adjournment**

On a motion by Whatley, seconded by Baker, the meeting was adjourned at 6:33 p.m.

Charles German, **Mayor**

Deborah Barber, **Town Clerk**

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions and/or 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 September 24, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Deborah Barber, Town Clerk

Jackie Baker Statement
Read at the meeting

When we began the process of selecting a Magistrate for our Town, an interview committee was set up in order to choose the best candidate. The committee was made up of 3 Council members, the Manager, court staff, the current Magistrate, and a Superior Court judge. The committee sent forth their recommendations to Council. The majority of Council then voted on the order of the candidates.

It has been our procedure as long as I have been on Council to negotiate with the top candidate and if it doesn't work out, we move to the second one on the list and negotiate. We have never marginalized the Interview Committee's recommendations. Tonight we are interviewing two candidates without input from the very people that this person will be working with. I feel that this is not only unprofessional, but sends a message to those professionals who volunteered their time and expertise that we really do not care what they think. Maybe the next time that we need their assistance, they will remember how they were treated. Actions such as this is how Camp Verde gets a bad name.

Again, the majority of the Council voted on the ranking of the candidates based on the Committee's recommendations and yet, this is back on the agenda in contradiction to our own long-standing procedures.

May I remind Council that we have two current employees that were each on prior lists Russ Martin and Ken Long.

I want to go on record that from this point forward, I do not want to hear another accusation about me not supporting decisions made by the majority of Council.

For those we did no addl. interviews, meetings or asked for addl candidates - we simply moved forward with the ~~Council~~ committee's recommendations.

H.A.S

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 17, 2014 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

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

2. Roll Call

Mayor German, Vice Mayor Baker, Commissioners George, German, Gordon, Jones, Whatley.

Also present: Town Manager Russ Martin, Marshall Nancy Gardner, Library Director Kathy Hellman, Finance Director Mike Showers, Deputy Clerk Virginia Jones, Recording Secretary Marie Moore.

3. Pledge of Allegiance

The Mayor 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 – September 3, 2014
- 2) Special/Work Session – August 27, 2014
- 3) Executive Session – August 18, 2014 (Recorded)

b) Set Next Meeting, Date and Time:

- 1) September 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 2) October 1, 2014 at 6:30 p.m. – Regular Session
- 3) October 8, 2014 at 5:30 p.m. – Work Session
- 4) October 15, 2014 at 6:30 p.m. – Regular Session
- 5) October 22, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval of an agreement with the Verde Valley Humane Society to accept stray animals that are unclaimed after five (5) days and unable to be given to a rescue for a fee of \$70.00 per animal. Staff Resource: Marshal Gardner

d) Possible authorization to move \$14,865 from the FY13-14 Contingency Budget line item into the Community Development department budget lines as shown on the attached re-appropriation forms for the purpose of abatement costs associated with nuisance and dangerous buildings. Staff Resource: Mike Showers

e) Possible approval of Yavapai County Flood Control Intergovernmental Agreement Change Order #2, carrying forward \$110,353.88 FY 13/14 unspent funds for Phase 2 of the Finnie Flat/Cliffs Drainage Project, A and Yavapai County Flood Control 2014/15 Gaddis Wash improvements in the amount of \$75,000. Staff Resource: Ron Long.

f) Possible approval of and authorization for the Mayor to sign on behalf of the Town to accept two (2) Permanent Access and Drainage Easements for the acquisition of permanent drainage easements on parcels 404-12-051A, and 404-16-213. Staff Resource: Ron Long

- g) **Possible authorization for the Mayor to sign on behalf of the Town for future Permanent Access and Drainage Easements obtained by staff in the 14/15 Budget Year.** Staff Resource: Ron Long
- h) **Possible authorization to begin opening the library for Teens Only on Saturdays from 5:30 p.m. to 10:00 p.m.** Staff Resource: Kathy Hellman

On a Motion by George, seconded by Gordon, Council approves the consent agenda with a 6-1 vote. Baker opposes.

Mayor German requested to pull item B (3). Vice Mayor Baker requested to pull item G.

Mayor German explained that the Town Manager and he will be unavailable due to their attendance at another meeting and proposed moving the work session to October 10th at 9:00 am.

Vice Mayor Baker requested the vagueness of item G. Town Manager, Russ Martin, explained that this was added to simply help alleviate time consumption and streamline the process.

Councilman Gordon signified his approval and stated that as the rains come, matters that need to be handled cannot wait for a regular plan meeting.

Baker questioned the progress of a storm water management program for the town. Martin indicated that it is nearly impossible to implement such a program for a town this size.

Whatley indicated she approved item G, as it reads.

5. Special Announcements and presentations:

- **Yavapai County Supervisor Tom Thurman and County Administrator Phil Bourdon will update and discuss with the Council on activities in Yavapai County, to include the Jail District proposal.**

Yavapai County Supervisor, Tom Thurman, explained the current dynamics the County faces in regards to the jail population and why it has reached this point. Thurman explained that the County must make one of three choices which includes expansion of the current jail, utilize the "old jail" in Prescott or construct a new jail. Thurman stated that currently the County absorbs the cost of transporting inmates between Camp Verde and Prescott, which comes to a total of one million dollars and now the County must replace the busses they have been using. These two things need to be factored in when considering the option of expanding the current jail in Camp Verde. The old jail, if utilized, would need up to three million dollars of new technology, plus the cost associated with staffing. Also, in 4 years, when the "old jail" is full, it cannot be expanded on.

Thurman discussed the fact that eventually there will have to be an increase in tax of a ¼ of a cent to support the issue and he fully supports the construction of a new facility that would be completed in 2019 near Prescott Lakes Parkway.

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

Rob Witt addressed Council regarding his recently filed referendum. Witt indicated that he did get the required 325 signatures but did not get other necessary items, therefore, his application has been rejected. Witt stated that although he will not be able to move forward with the referendum, he asks the Council to acknowledge that there were 325 people who want to see the decision changed and requests the item be put on the ballot for vote.

Mark Pentacost requested that Council review item H of the consent agenda and referenced a document from the town attorney stating that the library could not be open or closed for exclusive use, but when open, must be open to the public.

Murray Lichty requested that the Agenda's be written in plain English and that all information listed have full titles rather than abbreviations. Lichty also stated that the Town Resolutions are not available to the public to review. Lichty finished by warning Council not to spend money they don't have.

Sherry Wischmeyer addressed Council in regards to what she refers to as a long term problem at marshal's office. Wischmeyer stated she feels she is now seen as a target due to the fact that she followed through with public information requests after current and past employees voiced concerns to her. Wischmeyer submitted a report to Council and request a full investigation be followed through with regarding past and current issues.

Tom Pitts advised Council he had attended recent meetings including the Sedona Verde Valley Tourism meeting and stated they are in the process of conducting a broad based tourism survey. Pitts also attended the Verde Valley Regional Broadband Coalition meeting and they are in the process of an aggregate use study which is a tool to get broadband internet to Camp Verde. Pitts attended a press meeting regarding a grant for Alcatara Vineyards and was happy to report that they have received \$157,000 grant for marketing and product development.

Steve Goetting reported to Council that Spur Ventures is collaborating with the Camp Verde Library to bring the Y Commentator online classes to the community, which is sponsored by Stanford University.

7. **Public Hearing, discussion, consideration & possible recommendation of approval of a Class 12 Micro-Brewery and Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde. Staff Resource: Debbie Barber**

On a motion by George, seconded by Baker, Council unanimously approves the Class 12 Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde.

The applicant, Alex Goetting, reported to Council that Verde Brewing has been open for 8 months and they have started distributing to Blazing M Ranch. Goetting informed Council of his intentions to move into Bolers bar and is looking into the historic value and restoration of the building.

Deputy Clerk, Virginia Jones, informed Council of a typographical error and stated that item 7 should only state Restaurant Liquor License and item 8 should only state Micro-Brewery Liquor License.

8. **Public Hearing, discussion, consideration & possible recommendation of approval of a Class 3 Micro-Brewery and Restaurant Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde. Staff Resource: Debbie Barber**

On a motion by Whatley, seconded by George, Council unanimously approves the Class 3 Micro-Brewery Liquor License application for Verde Brewing Co., LLC located at 325 S. Main St., Camp Verde.

The applicant, Alex Goetting thanked Council for their consideration in the application.

9. **Discussion, consideration and possible approval of one of the following Ordinances:**
a) **Ordinance 2014-A398, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax: amending the Tax Code of the Town of Camp Verde, Arizona by removing exemption (Q) sales of food for home consumption, under Section 8-465 retail Sales: Exemptions.**

- b) **Ordinance 2014-A398 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax; Amending the Tax Code of the Town of Camp Verde, Arizona by changing Exemption (Q) sales of food for Home consumption, under Section 8-465 Retail Sales; Exemptions to read, sales of food for home consumption at 1 percentage point less than the current retail sales tax rate. Staff Resource: Russ Martin and Michael Showers**

On a Motion by George, seconded by Whatley, Council approves in a 4-3 vote Ordinance 2014-A398, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege License Tax: amending the Tax Code of the Town of Camp Verde, Arizona by removing exemption (Q) sales of food for home consumption, under Section 8-465 retail Sales: Exemptions. The Ordinance shall include a sunset clause of 3 years. Baker, German and Gordon opposed.

Martin informed council of the options listed, explaining that if option A is chosen, the exemption would be removed completely and a 3% tax increase on food would be imposed. If option B is chosen, the exemption would be modified and there would be less than a 2% increase imposed. Martin explained that the Town does have a balanced budget, but there is not enough funds for the Capital Improvement Projects in need of completion. Martin indicated that the Town currently has neither a food or property tax. Martin stated that the surrounding communities all have either a food or property tax or both, with Sedona being an exception due to their accommodation tax. Martin expressed that a food tax was the most stable option when deciding on which tax amount to increase.

Mayor German questioned when the tax would begin if it was approved. Martin estimated December 1st 2-14 which would help vendors prepare and make sure the proper timelines have been met.

Public Input:

Jim Meredith, an 8 year resident stated residents of Camp Verde live in an economically depressed area and to tax food which is a necessity is morally wrong. Meredith indicated that the State Legislature has turned down a food tax every time it has been discussed. Meredith stated he favors a property tax over a food tax.

Bj Davis indicated he is not generally in favor in taxes but sees the need for a new economy. Davis stated that he feels this is good for Town and more revenue is necessary to move forward. Davis suggested the Town implement a sunset clause to see how well the tax increase works and is in favor of either a food or property tax in Camp Verde.

Greg Blue stated he felt the Council was putting the cart before the horse and spoke of the imbalance in the Town due to lack of commerce. Blue indicated he would rather see focus on new development and commerce in the community before a tax is imposed. Blue stated that taxing an essential item to live on is extortion and suggested the Council put the matter out for vote to see how the community truly feels about the increase.

Steve Goetting suggested that if a tax is necessary, to put it somewhere other than food and recommended an increase in sales tax.

Bill Feldmeyer questioned if there was already a list of CIP projects the Town intended to fund with the

food tax because it was not included in the agenda pack and it is difficult to support the matter with out having better knowledge of what the needs being funded are. Feldmeyer suggested the Town mirror the process the County is using regarding the jail tax increase so that community members are confident and vetted in the tax increase.

Irene People indicated that Camp Verde school system has or has had one of the largest amounts of free and reduced lunch programs which is due to the poverty level in Camp Verde. People referenced the large amount of the Camp Verde population that are using food stamps and voiced her lack of support for a food tax.

Tom Bast recommended the Council raise the sales tax .7% because it is more reasonable and it can be funded by more than local residents.

John Bassous outlined the many taxes that all residents are currently subject to pay and stated that most Americans currently pay 25-30% of their income to taxes. Bassous warned Council that historically when a community reaches almost 40% taxation, it will fail. The solution is more tax payers, not more taxes.

Tom Pitts voiced his concern with the food tax and stated he felt this was the wrong way to try to fund projects. Pitts favors an increase in sales tax and stated that it can be accomplished quickly, where as a raise in property tax would require a vote.

Rob Witt addressed Council and stated he felt that this idea would be taking away from what is already existing without adding any production. Witt agreed that more revenue is needed but disagrees that a food tax is the solution and indicated that the community in general is very imposed. Witt warned Council that passing the food tax would show that Council doesn't care about the residents.

Martin addressed the concerns voiced by the public and stated that the information regarding what the revenue increase would be used for had been discussed on several occasions including the prior week's meeting and recommended the public attend the October 10th meeting where more would be discussed. Martin stated that a detailed description of the projects are available to the public on line and indicated that a 3% increase in tax would generate \$400,000.00 annually for the town. Martin also stated that a reliance on sales tax is not consistent enough to count on.

Councilor Gordon stated that he was comfortable with working on the Town budget but not comfortable with taking more of the residents money and felt that it was Council's responsibility for making the case for the need of increased revenue. Gordon explained that if the residents of the Town wanted to have better facilities and things available then the funding would have to come from somewhere eventually.

German voiced her disapproval of a food tax and doesn't feel a property tax is an option either. German asked for the finance director to bring back to Council information regarding revenue increases with a .25% increase in sales tax, and suggested that this include a sunset clause as well. German indicated that this option would not affect low income residents. German also suggested that the tax increase be designated for the CIP. German indicated that previous Councils had promised the food tax would remain exempt and feels the current Council should uphold that.

Martin informed Council that a quarter cent increase would be equivalent to \$200,000 and a half cent increase would be equivalent to \$400,000. Martin reiterated that the half cent increase would be the

same as a 3% raise in food tax.

George stated that out of 90 cities in Arizona, only 65 have a food tax. George indicated that if there is to be any progress in the town there must be a revenue increase. George stated he would be in favor of a property tax but the process would take 8 to 9 months along with voter approval.

Whatley stated she would rather spend a few more cents at Bashas' than have a large increase in property tax when people already struggle with making mortgage payments. Whatley reminded Council and the public that the improvements everyone wishes to see in Camp Verde are not free and feels the people who advocate for improvements are the same people who do not support investing in the Town.

Jones informed Council that if a person were to spend \$150 a week in groceries at Bashas', they would see a raise in their bill of \$4.50 from the tax, which comes to a total of \$216.00 a year. Jones explains that she supports this tax, a property tax or any tax increase to help make the Town a better place.

Mayor German stated the importance of investing in ourselves and indicated the importance of a balanced process. Mayor stated he favors the raise of .7 cents in sales tax as well as a property tax and repeats the importance of investing in "ourselves".

Baker indicated there was no way she could support any type of tax increase of any kind at this time and stated that it is not as if the Town is unable to make any improvements at all, and suggests the Town make the improvements that are priority with the money previously budgeted.

Mayor German called a 10 minute recess at 8:41 pm. Meeting resumed at 8:51 pm.

10. **Discussion, consideration, and possible approval of Resolution 2014-912, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona approving the form and authorizing the execution and delivery of a second purchase agreement, a second trust agreement and other necessary agreements, instruments and documents; approving the sale and execution and delivery of a not to exceed \$5,000,000 aggregate principal amount pledged revenue and revenue refunding obligation, series 2014, evidencing the interest of the owner thereof in the purchase agreement; delegating authority to the Mayor, Manager and Finance Director of the Town to determine certain matters and terms with respect to the foregoing; adopting post-issuance tax compliance procedures in connection with issuance of obligations of the town; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution and declaring an emergency. Staff Resource: Russ Martin**

On a Motion by George, seconded by Baker, Council approves Resolution 2014-912, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona approving the form and authorizing the execution and delivery of a second purchase agreement, a second trust agreement and other necessary agreements, instruments and documents; approving the sale and execution and delivery of a not to exceed \$5,000,000 aggregate principal amount pledged revenue and revenue refunding obligation, series 2014, evidencing the interest of the owner thereof in the purchase agreement; delegating authority to the Mayor, Manager and Finance Director of the Town to determine certain matters and terms with respect to the foregoing; adopting post-issuance tax compliance procedures in connection with issuance of obligations of the town; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution and declaring an emergency.

Finance Director Mike Showers explained to Council that the concept presented is simply for the Town to

have money-in-hand when the bids for the Library are received and a contract is ready. Showers presented a power point presentation, which is attached and becomes a permanent part of the record.

Michael Cafisso explained that all blank areas in the document provided would be final details specified at the time of closing.

Baker questioned what the exact annual payment would be and if there were additional fees associated with the closing. Cafisso informed Council that the information they were provided would be accurate and used. Martin indicated that the closing costs were already factored in.

Public Input:

Tom Pitts informed Council that a rate such as this on a project is historically impossible and supports involving the payoff of the Marshal's office.

11. **Discussion, consideration, and possible direction to staff regarding the appointment of a new Magistrate.** Staff Resource: Russ Martin

On a Motion by Gordon, seconded by George, Council directs staff set up interviews with 2 new candidates to consider for the appointment of a new Magistrate on Wednesday September 24, 2014. German opposes.

Martin explained to Council that the newly appointed magistrate notified the Town that he would be withdrawing his acceptance of the position and therefore, staff is seeing direction regarding the appointment of a new Magistrate.

Council discussed the previous two candidates that had been interviewed. Martin indicated that the current Magistrate, Cipriano, has requested that another applicant who was out of the country at the time of the previous interviews be considered. Gordon stated he favored interviewing new applicants. Baker indicated that when the choice was made, they had decided on a first, second and third choice candidate and feels the second choice candidate should be contacted and offered the position. Whatley indicated that the order of candidates was not unanimous and requested other applicants be interviewed.

12. **Discussion, consideration, and possible selection of an independent attorney to review employee complaints and Council conduct as it relates to Town Council Policies, Rules, and Procedures.** Staff Resource: Russ Martin/Bill Sims

On a Motion by Gordon, seconded by George, Council votes to 5-2 to select Amy Lieberman as an independent attorney to review employee complaints and Council conduct as it relates to Town Council Policies, Rules, and Procedures. Baker opposes, German abstained.

George indicated his approval of Lieberman as his first choice selection.

Gordon stated he also agreed that Lieberman was an appropriate choice as well as Michael Sillyman. Baker suggested that Council reconsider the idea of paying an independent source to handle the matter and felt that the issues could be resolved by simply listening to a video or utilizing the Human Resource department through the League.

Mayor German indicated that the matter is beyond the point to resolve without an independent review and there was a unanimous vote from Council to follow through with utilizing an independent source.

Councilor Carol German requested Item #13

13. **Discussion, consideration, and possible direction to staff to research the costs associated with replacing the sound system in Council Chambers and to bring this information back to Council for consideration at the next regular meeting.**

On a motion by German, seconded by Baker, Council directs staff to research the costs associated with replacing or enhancing the sound system in Council Chambers and bring this information back to Council for consideration at the next regular meeting.

Councilor German stated she asked for this item to be added to the agenda because she feels it has continually been ignored. German stated she has received several complaints and feels that citizens are at a disservice because of the faulty equipment.

Council members discussed the options and costs related to fixing, upgrading or replacing the sound system entirely. Virginia Jones informed Council that the sound system was installed in 1997.

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

No input.

15. **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.

Councilman George attended the Verde River Basin meeting and participated in the discussion regarding wild fires and passed out a brochure to Council members regarding water preservation.

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.

Martin

16. **Adjournment**

Meeting adjourned at 9:43 pm.

Charles German, Mayor

Marie Moore, 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 September 17, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk

4. a. 4

**DRAFT MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. MAIN STREET ROOM 106
WEDNESDAY, SEPTEMBER 10, 2014 at 5:30 p.m.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor German called the meeting to order at 5:30 p.m.

2. **Roll Call**
Mayor Charlie German, Vice Mayor Jackie Baker, Councilors Bruce George, Brad Gordon, and Jessie Jones were present. Councilors Carol German and Robin Whatley were absent.

Also Present
Town Manager Russ Martin, Economic Development Director Steve Ayres, Town Clerk Deborah Barber, and Recording Secretary Lynn Riordan.

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

4. **Discussion, consideration, and possible direction to staff relative to potential revenue sources, including but not limited to food tax, sales tax, voter approved property tax, CIP fees and improvement district, etc.**

Russ Martin presented the Council with a handout, explaining the hand out is part of his goal to give the Council information and engage in conversation regarding possible revenue sources and allocation of how revenue would be spent. Currently the Town has a balanced operational budget with a good average surplus for emergencies in the reserve fund. The Town of Camp Verde is the 13th largest municipality by square miles in the State and needs a comprehensive plan with respect to completion of infrastructure. The Council needs to determine what is needed, and what is wanted, with respect to services like recreation, libraries, water, sewer and fire protection, and at what level the Town want to provide these services, and then determine a source of revenue to fund these services and infrastructure.

Vice Mayor Baker question the property tax rates vs. the square miles involved in the Town limits. Russ Martin advised the square miles involved in the Town limits were irrelevant to the tax rates, the size and square miles of the Town limits only matters with respect to evaluation of the property and the need to provide services to all areas in the Town limits. If the Town's goal is to generate \$400,000 to \$500,000 for services and infrastructure, an assessment of \$50 - \$150 per year per property would be necessary, and imposing a property tax to generate this revenue requires a public vote. Additionally, property tax revenue would fluctuate as property values increase or decrease.

Mayor German stated the Town currently has the highest property tax rate in Yavapai County. Mayor German stated he would support investing in the Town and business, and new business would help relieve some of the cost for CIP and some of the burden of property tax payers, stating any new taxes should be for CIP not maintenance and operations. Mayor German stated he did not oppose a small bed or food tax with a "sundown" clause (a tax that is set for a specific number of years), where everyone pays a proportionately equal amount and generates immediate revenue.

Councilor George stated support for a 1% food tax initially, with revenues being generated to complete maintenance projects, stating the Town just put a new floor in the gym, but now the gym needs a roof, which is a substantial maintenance expense, but without a new roof the Town runs a risk of ruining, or losing, the current investment of the new floor. Councilor George stated support for completing projects already started, and maintaining and protecting the assets the Town already has.

Councilor Jones stated support for generating revenue, and using the revenue to provide services that all residents can benefit from like parks, libraries, water/sewer, but does not support new revenue for more government. Councilor

Jones stated there will always be pros and cons for establishment of any taxes, and agrees with the Mayor in support of a small bed tax or food tax with a "sundown" clause might be the most appropriate and equitable source of revenue. Councilor Gordon stated he believed that sales tax is the most equitable tax, but that the Town needs to consider an alternate tax if the economy falls again, and for long range goals, stating a property tax may be a desirable solution. Councilor Gordon stated that currently the Town may fall short of the desired infrastructure, but if development booms on the 260 corridor, it will place the Town staff in a bind trying to provide services to keep up with demand.

Russ Martin stated having a CIP district will help with improvements and infrastructure, or a special sales tax would help put the investment improvements and infrastructure in place, and suggested that the issues of Revenue Sources and Improvement Districts be placed on the Council's Agenda at a future meeting or work session, specifically referring to the Hwy 260 corridor and Finney Flats. Many new businesses and potential new investments want the infrastructure available up front, and are not willing to wait for the Town to put it into place at a later date.

Mayor German advised that historically investors look at Towns that have a population of 20,000 or more, Camp Verde currently has a population of 11,000 – 17,000.

Councilor George suggested that the Town have more than one source of revenue, a 1-2% food tax with a "sunset" clause initially, until the residents have an opportunity to vote on a property tax.

Russ Martin stated that food tax creates immediate and stable revenue and can have a true "sunset" clause, and can be repealed when the revenue is no longer needed or the Town has met the revenue goal. New businesses/investments will help with an increase of sales tax, and the sales tax has stayed consistent regardless of the economy in the past few years which has kept the Town's operational budget balanced, but does not generate CIP funds. Mr. Martin stated the residents of Camp Verde need to know that if no revenue sources are created the Town cannot provide the infrastructure needed for new businesses/investments, and services like parks and libraries cannot be realized.

Vice Mayor Baker stated support for establishment of a property tax, stating it is fair and equitable, and the most reliable source of revenue. The Town departments and staff have done without many things they need and want for many years, now the Town needs funding for CIP, like a roof on the gym, and completion of park projects that have already been started, and the residents want, and deserve, to see these things completed.

Councilor George requests that CIP improvements and a CIP updated plan be presented at the next work session.

Call to Public:

Leah Robbins stated opposition to imposing a food tax, and suggested establishment of fees to be paid by organizations that use the Town's facilities, like parks, etc.

Sherry Wishmeyer requested clarification regarding the possibility of repealing property taxes if imposed, and repealing sales taxes if imposed.

Robb Witt stated he had a Petition he will be bringing forward to the Council, and stated support for attracting new business and investments, specifically along I-17 and Hwy 260, and stated support for the Town selling Town owned property that is not currently benefiting the Town or creating revenue for the Town.

Tom Pitts stated support for marketing to attract new investment and new business, and encouraging continuing, and new business, in Town, not just on I-17 and Hwy 260.

Russ Martin addressed the public comment concerns, assuring the public that the Council would not be voting on any tax issues tonight, and more conversation regarding taxes and revenue would be forthcoming. Currently the Town does have a sales tax, but food is exempt, and any new tax would require an Ordinance and realistically would not take effect for approximately 90 days from the date the Town makes the decision. The Town can consider a luxury tax, additional sales tax, "junk" food tax, or food tax. Mr. Martin stated that having organizations pay fees for use of public parks would generate only a small amount of revenue, and most of the organizations are non-profit.

Councilor George opposes having fees for use of parks and other amenities as it could price residents out of using the Town's amenities, although he stated he does not oppose soliciting sponsorships for recreation.

Public Comment: An out of order conversation took place involving Logan Robbins, stating support for sponsorships for recreation, Russ Martin advising the Town previously had grants and sponsors for recreation but the funds dried up as the economy failed, Tom Pitts stating a desire to increase business and residents and have more people paying taxes not more taxes for the people already paying, and Robb Witt stating displeasure with the Town purchasing property and not utilizing it as originally intended stating a desire to have the Town sell real property that is not benefiting the Town.

Councilor Gordon concurred that the Town should research the possibility of selling Town owned real property that is not benefiting the Town.

Russ Martin stated the Town could look into re-zoning and selling the property at Oasis and 260.

Mayor German stated that based on the valuation of the property it may require the residents vote on whether or not to sell.

Councilor Jones stated the perception of the community is very important, any decision that is made regarding taxes affects her and her family too as she is also a tax payer, and that the Council needs to make a decision regarding revenue and expenditures based on what is best for the residents of the Town and move forward.

Mayor German concurred that any decision made by the Council with respect to creating revenue also affects each of them as they too are resident and tax payers and they want an improved quality of life for all Camp Verde Residents. All Council meetings are open to the public and the Council is trying to be as transparent as possible, and trying to address all of the residents' concerns.

Councilor George stated that few people have shown up for Council Meetings when the issue of creating revenue and possible taxes or tax increases are on the table.

Vice Mayor Baker and Councilor Jones both concur that the Town should consider selling the property at 260 and Oasis but that another source of income is needed.

Public Comment: An out of order conversation took place involving Tom Pitts and Robb Witt regarding CIP needs and expenses.

Russ Martin stated that the Council could not vote on any of these issues tonight, and that these issues would be placed on the Council Agenda. The public does not always see progress so it is very important that the residents of Camp Verde are advised of why revenue is needed, what it will be spent on, and what the Town has already accomplished.

Discussion, consideration and possible direction to staff relative to CIP project needs. Russ Martin advised many of these items have been discussed earlier this evening. The Town need to look at the needs for infrastructure, streets, street maintenance and repair, storm water, and maintenance. All of these matters are expensive and more discussion regarding revenue sources will be necessary at a later work session

Adjournment. Mayor German adjourned the work session at 7:38 p.m.

Charles German, Mayor

Lynn Riordan, 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 Budget Work Session of the Town Council of Camp Verde, Arizona, held on September 10, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk



4.0

Exhibit A - Agenda Item Submission Form - Section I

Meeting Date: October 1, 2014 - Town Council

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Community Development/Building Division

Staff Resource/Contact Person: Michael Jenkins, Community Development Director; Robert Foreman, Building Official/Town Safety Officer; Kendall Welch, Permit Technician

Agenda Title (be exact): Possible approval of Resolution 2014-928, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH), for enforcement of installation standards of manufactured homes and factory-built buildings.

List Attached Documents: Draft Resolution No. 2014-928 and Exhibit A - Agreement Between Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and Town of Camp Verde to Enforce Installation Standards

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

Department Head: _____ Town Attorney Comments: None

Finance Department

Fiscal Impact:

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

Comments:

Instructions to the Clerk: None

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Community Development/Building Division

Staff Resource/Contact Person: Michael Jenkins, Community Development Director; Robert Foreman, Building Official/Town Safety Officer; Kendall Welch, Permit Technician

Contact Information: Michael Jenkins, Community Development Director, (928) 554-0051; Robert Foreman, Building Official/Town Safety Officer, (928) 554-0061; Kendall Welch, Permit Technician, (928) 554-0064

Background: The Town of Camp Verde currently has an Intergovernmental Agreement with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH) that was passed under Resolution 2009-785 on October 7th, 2009. The current IGA, which was good for a term of 5 years, is set to expire on October 23rd 2014.

Statement of the Problem or Opportunity: This IGA allows the Town of Camp Verde to issue permits and perform the required inspections on the installation of manufactured homes and factory-built buildings within Town boundaries.

Without this IGA the Building Division will not be able to continue to offer these services and inspections to our citizens. If this IGA is not renewed, citizens will be required to obtain their permits, and required inspections through the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH).

The Arizona Department of Fire, Building and Life Safety is located at 1110 W. Washington St. Ste. 100, Phoenix, AZ 85007.

Recommended Motion:

A motion to approve or deny Resolution 2014-926, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH), for enforcement of installation standards of manufactured homes and factory-built buildings.



RESOLUTION NO. 2014-928

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING (OMH), FOR ENFORCEMENT OF INSTALLATION STANDARDS OF MANUFACTURED HOMES AND FACTORY-BUILT BUILDINGS.

WHEREAS, pursuant to ARS §41-2151 the purpose of the Office of Manufactured Housing (OMH) is to maintain standards of quality and safety for manufactured homes, factory-built buildings, mobile homes, and the installation of the same;

WHEREAS, ARS §41-2153(B) (5) directs the Deputy Director of the Office of Manufactured Housing (OMH) to enter into agreements with local enforcement agencies to enforce the installation standards in their respective jurisdictions consistent with the installation standards of the Office of Manufactured Housing (OMH); and

WHEREAS, the Town of Camp Verde and the Office of Manufactured Housing (OMH) may contract for services and enter into agreements with one another for joint or cooperative action pursuant to ARS §11-952; and

WHEREAS, the Town Council finds that approving an Intergovernmental Agreement between the Town and the Office of Manufactured Housing (OMH) is in the best interest of the Town and its citizens.

NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:

Section 1: The Intergovernmental Agreement between the Town of Camp Verde and the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH), attached to and incorporated by this reference in this resolution as Exhibit "A" is hereby approved and the Mayor is hereby authorized to execute it for and on behalf of the Town of Camp Verde.

Section 2: The Town's Manager and staff are hereby directed and authorized to undertake all other tasks required or beneficial to carry out the terms, obligations and objectives of the Intergovernmental Agreement.

AGREEMENT

BETWEEN

**ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**

AND

TOWN OF CAMP VERDE

TO ENFORCE INSTALLATION STANDARDS

This **AGREEMENT** ("Agreement") is entered into this _____ day of October 2014, by and between the **ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING** ("OMH") and the Town of Camp Verde ("Agency").

WHEREAS, pursuant to A.R.S. § 41-2151 the purpose of OMH is to maintain standards of quality and safety for manufactured homes, factory-built buildings, mobile homes, and the installation of the same.

WHEREAS, A.R.S. § 41-2153(B) (5) directs the Deputy Director of OMH to enter into agreements with local enforcement agencies to enforce the installation standards in their respective jurisdictions consistent with the installation standards of OMH; and

WHEREAS, it is the desire of both parties to eliminate unnecessary duplication of inspections regarding installation standards within the Agency's jurisdiction;

NOW, THEREFORE, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. **Monitoring and Enforcement.** For the duration of this Agreement, the Agency will monitor and enforce the installation standards set forth in A.R.S. § 41-2195 and A.A.C. R4-34-102 as they apply to installation standards and accessory structures.
2. **Term.** The term of this Agreement shall be for five (5) years from the date of this Agreement.
3. **Standards of Performance.** In exercising the authority delegated hereunder the Agency shall perform to the same standards of performance that the law imposes upon OMH in exercising the authority described in section 1 hereof. In addition, the Agency shall not approve any installation unless the installer affixes a State Insignia of Approval as required by A.A.C. R4-34-802.A and pays to the Agency the fee established by OMH pursuant to the authority by A.A.C. R4-34-501 and as permitted by A.A.C. R4-34-506.
4. **Monthly Reporting.** The Agency in this Agreement shall submit a Monthly IGA Report to OMH. A copy of each closed mobile home/HUD manufactured home or FBB permit shall be submitted with the monthly report. The monthly report with copies of permits shall be submitted

by mail, fax, or email, on or before the 15th of the following month. OMH will provide the monthly report format which will require the following be collected and documented:

- a. ARZ HUD label number(s) or FBB manufacturers insignia number
- b. Unit serial number
- c. Installation insignia or FBB plan approval number
- d. Address of installation
- e. Date of approved final installation inspection

5. Fees Charged by the Agency. Permit fees charged by the Agency shall be the same as the Fee Schedule created by OMH pursuant to its authority under A.R.S. § 41-2144 (4) and A.A.C. R4-34-501 and no more than permitted by R4-34-801(E). All fees collected by the Agency shall be kept by the Agency as compensation for the services performed by the Agency under this agreement. The Agency shall not be entitled to any other compensation for services rendered by it under this Agreement.

6. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination. Additionally, OMH may terminate this Agreement immediately and without notice, if OMH determines that the installation standards required in the Agreement are not being maintained, or that local fees are not consistent with the inspection fees established by the Board of Manufactured Housing.

7. Qualifications of Personnel. The personnel that perform the functions delegated to the Agency in paragraph 1 hereof shall each have no less than one year of experience as a building code inspector or manufactured housing installation inspector.

8. Inspector Training. All Agency Inspectors performing under this Agreement shall participate in required initial and/or periodic training as set and coordinated by the State.

9. Duties of OMH. Should OMH require inspections of any portion of the installation of mobile, manufactured homes, accessory structures or factory built buildings not required by the Rules referred to herein and not covered under this Agreement, OMH shall be responsible for the inspections and enforcement thereof.

10. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

- a. If intended for OMH to:

Department of Fire, Building and Life Safety
Office of Manufactured Housing
1110 West Washington, Suite #100
Phoenix, AZ 85007-2935

Attn: Debra Blake
Title: Deputy Director
Phone: (602) 364-1022

b. If intended for Agency, to:

Town of Camp Verde
473 South Main Street, Suite 108
Camp Verde, Arizona 86322

Attn: Robert Foreman
Title: Building Official
Phone: (928) 554-0061

11. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.
12. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.
13. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.
14. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.
15. Inspection and Audit. Pursuant to A.R.S. §§ 35-214 and 35-215, all books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement. Such records shall be produced at the Auditor General's Office or such other office as the parties hereto may mutually agree within a reasonable time after request.
16. Conflict of Interest. The parties acknowledge that this Agreement is subject to cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.
17. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.
18. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.
19. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are available. No liability shall accrue to any party in the event this provision is exercised,

and neither the OMH or Agency shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

20. E-verify. To the extent applicable under A.R.S. § 41-4401, each party and its respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to its employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Each party has the right to inspect the papers of the other party or its subcontractors participating in this Agreement and may result in the termination of the Agreement by a non-breaching party under terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

OFFICE OF MANUFACTURED HOUSING

TOWN OF CAMP VERDE:

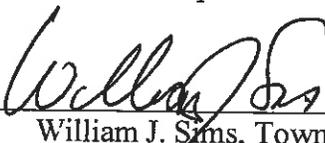
Name: _____
Debra Blake, Deputy Director
Department of Fire, Building and Life Safety
Office of Manufactured Housing

Name: _____
Charles German, Mayor

ATTEST: _____
Deborah Barber, Town Clerk

APPROVED this _____ day of _____, _____.

This Intergovernmental Agreement has been reviewed by the undersigned attorney for the Agency who has determined that it is in appropriate form and within the powers and authority granted by law to the Agency designed herein.

BY: 
William J. Sims, Town Attorney

This Intergovernmental Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Attorney General.

Dated this ___ day of _____, _____.

BY: _____
Mary D. Williams,
Assistant Attorney General



PROCLAMATION

DESIGNATING November 1, 2014
AS
EXTRA MILE DAY

WHEREAS, Camp Verde, AZ is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Camp Verde, AZ is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Camp Verde, AZ is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Camp Verde, AZ acknowledges the mission of Extra Mile America to create 500 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2014.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, AZ do hereby proclaim November 1, 2014 to be Extra Mile Day. We urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Passed and approved by a majority vote of the Common Council at the Regular Session of November 1, 2014

Charles German, Mayor

Date

Attest:

Deborah Barber, Town Clerk



**Memorandum
Clerk's Office**

To: Manager Russ Martin
CC: Town Clerk Deborah Barber
From: Virginia Jones
Date: July 21, 2014
Re: Manager Evaluation procedures

In 2004 Council approved the performance evaluation procedures for Council appointed positions and direction to staff regarding meeting with the individual in Executive Session, including 24 hour advance notice, and to place these procedures in the Manager's Policies and Procedures Manual.

In September of 2005 Council agreed that all Performance Evaluations would be placed in the Council-appointed employees file. This will include individual Council reviews, and peer reviews. All peer reviews, if hand written will be re-typed by an Administrative Assistant to ensure anonymity .

November 2009 Council again discussed Performance Evaluation Procedures for Council-appointed staff as adopted by Council in 2004 and amended in 2005. Council directed staff to prepare an evaluation protocol that includes a 360-degree evaluation with input from a random selection of department heads, and includes a process for summarization of performance by the Council, together with a summarization of goals that a majority of the Council supports, and bring this document back to Council for approval.

I have not been able to find when Council approved this document, or when it went to Council. It stayed on the Council Direction list from November 2009 until January 2010 and it vanished.

From the documentation I have found, we are still using the 2004 Council approved procedure that was amended in 2005. I have attached a copy of those procedures for you to review, thus the procedure you attached has not been approved by Council.

Approved
10-6-2004

Performance Evaluation Procedures

A. Purpose

Sets the procedures regarding the performance evaluation process of Council appointed staff and regular staff employees.

B. Procedures

1. General Guidelines:

- a. The Human Resources Department (Finance) will notify Department Heads of employee anniversary dates and provide evaluation forms.

2. Classified employees

Classified Service

- a. Classified service includes all employees whose positions have been approved and budgeted by Town Council in the line item "Salaries" and have not been included in the unclassified service.
- b. Tenure of employees in classified service is subject to satisfactory work performance, necessity for the position, the availability of funds, or other appropriate reason.

3. Guidelines specific to Council appointed staff:

- a. All evaluations are the same as above except performed by Council and as outlined below:
 - i. Performance review dates are hereby set on an annual basis to be completed by the last day of September. Merit increases, if appropriate, will be given at this time.
 - ii. The Finance/Personnel Director will provide the Mayor and Council with a copy of the Council-appointed position evaluation form(s) by September 1 of each year. The Finance/Personnel Director will also provide forms to Key Work Partners. Some Key Work Partner(s) may receive blank copies of the form to ensure anonymity.

- iii. The Mayor, individual Council Members, and chosen Department Heads will complete the evaluation forms in a timely manner and submit them in a sealed envelope to the Town Manager's Assistant.
- iv. The Assistant will provide the sealed copies to the Mayor, who will then call a meeting of Council to review the evaluations.
- v. Copies of the evaluation forms will be provided to Council at least ten (10) working days prior to an Executive Session for review of the evaluations. The Mayor will then prepare a *Summary* of the evaluation to present to the Council-appointed employee. This summary (not the individual review forms) becomes a permanent part of the employee's performance record.
- vi. Council will then meet with the individual in a duly convened meeting to discuss his or her performance. A copy of the Evaluation Summary and individual evaluation forms will be provided to the individual at least three (3) working days prior to the meeting for review of the evaluation.

6. **Discussion, consideration and possible changes to the Performance Evaluation Procedures for Council-appointed employees.**

On a motion by Gioia, seconded by Baker Council agreed that all Performance Evaluations would be placed in the Council-appointed employees file. This will include individual Council reviews, and peer reviews. All peer reviews, if hand written will be re-typed by an Administrative Assistant.

7. **Manager's response to and possible discussion of Council questions concerning raffles, a jeep purchased to raffle, drainage issues, reporting and authority issues, inspection of the church building purchased for the new CVMO facility, and other questions posed by Council.**

Mayor Gioia requested Manager Lee respond to questions from the previous meeting. Lee stated as far as Council hearing about the rebar situation in the newspaper article, Lee advised Council he had included in his Manager's Weekly Report on September 2, 2005 and again on September 9, 2005 that a major problem concerning the rebar had been discovered. He pointed out that the newspaper article was not published until September 14th. Lee stated that he realizes Council is given a great deal of paper work to read and in the future he would call individual Council members. Regarding the asbestos, Lee advised that it was discovered when the Town applied to the State for a demolition permit. Due to the age of the building the Town was required to have the building checked for asbestos. The cost of the removal was \$25,000 and the church paid for half of the cost. Lee agreed with Councilors Smith and Teague, and doubted if an inspector would have been able to determine if rebar or asbestos existed. Lee reminded Council that there were six meetings related to purchasing the building. Lee also reminded Council we have purchased a number of other buildings in the past and did not hire an inspector. He stated, in the future he will make a recommendation to Council that the Town hire an inspection done and Council could make the decision. Lee went on to say the original asking price for the building was \$750,000 and Council directed staff to get a second appraisal. The purchase price agreed on \$600,000, \$150,000 less than the original asking price. Lee pointed out the Town acquired two buildings of 11,000 square feet plus two and one half acres.

Councilor Smith questioned if one of the Building Inspectors employed by the Town had been asked to look at the building. Lee stated he was not sure. Smith stated he had spoken to a previous Council member and stated his concerns regarding asbestos in the building; however that Council person dropped the ball. Smith agreed Council needs to be made aware of items, before they are published in the newspaper and Lee noted that phone calls may have been a better approach, he encouraged Council to read the weekly reports.

Gioia stated he was in the office at Town Hall when he received a phone call from a local reporter. Hauser reminded everyone about the purchase of the mattress shop. Once we had it inspected it was torn down. She stated she did not want to place blame she just wants to be informed. Hauser questioned if a certified building inspector would know what the standards were in the sixties. Lee stated he did not know if the inspector would know what was required in the sixties, and if the standards were the same for every state.

Councilor Smith stated the Town has a small budget and suggested that Council should not rush into items so quickly. He stated he felt if more questions would have been asked someone probably knew who laid the block.

Public Input:

Robert Johnson stated when he purchases any item he keeps a running total on all the expenses and upgrades he makes and suggested that the Town should do the same.

*This has been used in
last 2 years
2012-2013*

Town of Camp Verde
Town Manager's Performance Evaluation Procedure

A) **Definitions:**

Manager's Performance Evaluation: is a structured, formal interaction between the Manager and the Elected Officials for the purpose of reviewing the Manager's performance, strengths and weaknesses, and for the development of future goals and objectives.

Self-assessment evaluation: An evaluation completed by the employee that identifies their perceived performance, strengths, weaknesses, goals achieved, and future goals.

360° Evaluation: A performance evaluation that allows subordinates to provide feedback about their immediate supervisor.

B) **Purpose:**

These procedures are established because the Town Manager is a Council appointed position. Regular employees' performance evaluation procedures are explained in the Personnel Manual Chapter 3, Section 3-4.

The Purpose of the evaluation is to:

- 1) Clarify the role and responsibilities of the Town Manager.
- 2) Strengthen the relationship between the Council and the Town Manager.
- 3) Give the Manager feedback on their performance and identify areas where improvements are needed.
- 4) Establish performance objectives for the Manager, which likely are tied to goals set at annual Strategic Planning Session.
- 5) Provide a basis for compensation decisions.
- 6) Recognize and reward good performance.

C) **Frequency:**

In keeping with the procedures established by the Council through the Personnel Manual, the Council should evaluate the Manager at least annually within 30 days of the performance evaluation anniversary date.

D) **Who Is Involved:**

All members of the Council and the Town Manager should participate in the evaluation process. The Human Resource Specialist will provide assistance to ensure all paperwork and processes are completed in a timely manner.

E) **Evaluation Procedure:** The evaluation procedure will include the following steps:

- 1) An initial meeting will be held annually including the H.R. Specialist, the Council and the Town Manager, to review evaluation procedures, evaluation criteria and set timetables for completion of the evaluation process.

Wed. July 30th

2) Following the initial meeting:

- a) The Manager shall complete a self-assessment.
- b) The H.R. Specialist will distribute a 360° evaluation form to all Department Heads. Some may receive blank forms to ensure anonymity. The Department Heads will be required to complete and turn in the completed forms to the H.R. Specialist before the preliminary meeting.

**Hand Out Form to DH – Fri. July 18th
Return to HR Spec. – Wed. July 30th**

3) The H.R. Specialist will then provide the Council with a copy of the completed self-assessment by the Town Manager, a copy of the synthesized version of the 360° evaluation, and evaluation forms to be completed by the Council.

Given to Council – Wed. August 6th

4) The Council shall complete the Town Manager Evaluation Form at least one week in advance of the scheduled evaluation. The Human Resource Specialist will collect a copy of the Council evaluations, which will be given to the Town Manager. This report will be given to the Town Manager at least two days prior to the scheduled evaluation.

Council Returns Evaluation – Fri. August 15th

5) The evaluation session will be conducted, and will include all Council Members and the Town Manager. Based on the results of the evaluation, a report will be compiled that includes:

- a) The Manager's self-evaluation (completed by the Manager);
- b) A synthesized version of the 360° evaluations (completed by the Department Heads and compiled by the H.R. Specialist);
- c) A copy of each Council Member's evaluation of the Manager (completed individually by each Council Member);
- d) A list of goals for the upcoming year that the Council collectively agrees are the top priorities for the Manager to focus on (completed by the Manager and affirmed by the Council as a result of the evaluation process); and
- e) The Council's collective identification of improvements the Manager needs to make in the upcoming year (completed by the Council as a result of the evaluation process). The completed reports will be included in the Manager's personnel file.

**Synthesized Council Evaluations Given to Council – Mon. August 25th
Council-Manager Evaluation - Wed. Sept 3rd**

Town of Camp Verde

Town Manager Performance Evaluation Form

(We ask that you return the completed form no later than August 18, 2023 to the Human Resources Box in a sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Director.)

SECTION 1

Ratings: 1=Below Expectations, 3=Meets Expectations, 5=Exceeds Expectations, N/O=Not Observed

Evaluation Categories	1	2	3	4	5	N/O
<u>Communication with Council</u> – Maintains effective written and verbal communication with Council. Maintains availability to Council. Establishes and maintains a system of reporting current plans and activities of the staff to Council. Ensures that staff reports are useful, timely, provide alternatives, and, where applicable, recommend actions.						
<u>Policy Implementation and Development of Goals</u> – Plans, organizes and executes approved Council policies and assists the Council in the development of annual and long-range goals.						
<u>Staff Relations and Development</u> – Sufficient training and development are provided for the personal/professional development of the staff. Keeps employees informed appropriately of Town affairs and policies, which may affect them. Inspires and motivates the staff, through confidence, competence and enthusiasm, to achieve their best and fulfill the objectives of their department and the Town.						
<u>Financial Planning and Administration</u> – Demonstrates budget skills and experience and proposes a balanced, understandable and well-documented budget. Controls expenses within the levels set by the budget.						
<u>Delivery of Town Services</u> – Ensures that Town services are delivered effectively and efficiently, as authorized and budgeted by the Town Council.						
<u>Community Relations</u> – Demonstrates effective communication with citizens and shows an honest interest in the community. Effectively deals with the news media and avoids politics and partisanship. Properly conveys the policies and programs of the Town to the press and to the citizens.						
<u>Intergovernmental Relations</u> - Deals effectively with other units of government at the local, regional, state and federal level. Develops relationships that are beneficial to the Town. Is able to facilitate cooperative efforts among various local agencies and the Town.						
<u>Personal/Professional Development</u> – Keeps informed and abreast of the latest information and technology available in his/her profession and in municipal affairs, generally.						
<u>Integrity</u> – Fulfills responsibilities and duties in accordance with the ICMA and ACMA Code of Ethics.						

Overall Performance Rating							
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SECTION 2: Accomplishments

Has the Town Manager accomplished, or satisfactorily worked toward accomplishing, the goals established by the Council? Why or why not?

SECTION 3: Strengths

Based upon your overall evaluation of the Town Manager, what areas would you list as his/her strong points as a Manager?

SECTION 4: Suggested Improvements

Based upon your evaluation, what areas would suggest the Town Manager work on to improve his/her skills and to be more effective in specific areas or situations?

SECTION 5: Goals

What are the major goals on which the Manager needs to focus in the coming year?

SECTION 6: Council/Manager Relations

Do you have any suggestions for improving the effectiveness between the Council and the Town Manager?

Are there any other issues or comments you wish to share?

Evaluator's Signature

Date

360 Degree Manager Effectiveness Evaluation

In keeping with the Town of Camp Verde's goal to continuously improve, we are asking for your candid feedback on our Town Manager. A summary of results will be prepared so he/she can use the feedback. Your individual responses will be completely confidential.

We ask that you return the completed form no later than **July 30, 2014** to the HR Specialist (Mary Newton) in a confidential sealed envelope. If you have any questions regarding this process or completion of the form, please check with the Human Resources Specialist.

Valuing	Never	Seldom	Sometimes	Frequently	Always
Shows respect for all team members	1	2	3	4	5
Seeks input from team members	1	2	3	4	5
Measures results instead of methods or styles	1	2	3	4	5
Gives support when and where needed	1	2	3	4	5
Recognizes good actions and good results "catches people doing things right"	1	2	3	4	5
Maintains a balance between "people" issues and "business" issues	1	2	3	4	5
Shows genuine concern for team members	1	2	3	4	5
Keeps the focus on fixing problems rather than finding someone to blame	1	2	3	4	5
Treats people fairly, without favoritism	1	2	3	4	5
Protects confidentiality	1	2	3	4	5

Interdependence	Never	Seldom	Sometimes	Frequently	Always
Supports a team environment – places a premium on collaboration, cooperation, and contributing to others' success	1	2	3	4	5
Recognizes and rewards team-supportive actions and behaviors of others	1	2	3	4	5
Protects the absent – doesn't criticize those who are not present	1	2	3	4	5
Considers the impact of actions and decisions on other departments before implementing	1	2	3	4	5

Communication	Never	Seldom	Sometimes	Frequently	Always
Listens effectively	1	2	3	4	5
Encourages others to express different ideas and perspectives	1	2	3	4	5
Takes time to understand other perspectives- open to changing his/her position	1	2	3	4	5
Open to constructive feedback	1	2	3	4	5
Gives enough information, keeps me informed	1	2	3	4	5
Gives enough open and honest feedback	1	2	3	4	5
Effectively deals with conflict	1	2	3	4	5
Lets me know how I am doing	1	2	3	4	5
Involves me in decision making	1	2	3	4	5
Communicates openly and honestly	1	2	3	4	5

Valuing Diversity	Never	Seldom	Sometimes	Frequently	Always
Discourages devaluing comments/behaviors	1	2	3	4	5
Seeks input/feedback from diverse individuals, groups, and internal/external customers	1	2	3	4	5
Demonstrates commitment to valuing diversity	1	2	3	4	5
Open to diversity discussions and issues	1	2	3	4	5

Leadership	Never	Seldom	Sometimes	Frequently	Always
Encourages and embraces change – challenges status quo	1	2	3	4	5
Provides cross-functional development opportunities for team members	1	2	3	4	5
Encourages and supports my involvement in training and development	1	2	3	4	5
Encourages and supports my involvement in community activities and events	1	2	3	4	5
Actions and behaviors are consistent with words	1	2	3	4	5
Is trustworthy	1	2	3	4	5
Is a role model for continuous improvement	1	2	3	4	5
Uses a coaching management style rather than a boss management style	1	2	3	4	5
Supports a customer service approach for both internal and external customers	1	2	3	4	5
Deals with issues that needs to be addressed	1	2	3	4	5
Provides a clear sense of purpose and direction	1	2	3	4	5



Agenda Item Submission Form – Section I

Meeting Date: October 1, 2014

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Bruce George and Jessie Jones

Staff Resource/Contact Person:

Agenda Title (be exact: Discussion, consideration and possible direction to staff regarding four (4) city wide clean-ups sponsored by Town Council and staff for Highway 260 mile marker 224-225. Council will determine the dates of the clean ups

List Attached Documents: Application to ADOT

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews Completed by:

Department Head: _____ Town Attorney Comments: N/A

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

Background Information:

Recommended Action (Motion):

Instructions to the Clerk: Process Resolution

Virginia Jones

From: Jessie Jones
Sent: Wednesday, September 24, 2014 10:48 AM
To: Virginia Jones
Subject: Adopt A Highway

Hi Virginia,

After speaking with you and Bruce the other day, I would like to follow the rules and request in writing, although it late, that the Adopt A Highway be put on an agenda so we can discuss weather or not the Town Council would be interested in selecting a mile to sponsor.

I hope this is enough and I know that we are trying to get back on track with a few things...

Thanks for everything you do for me-

Jessie Jones

Councilwoman

Town of Camp Verde

office: 928-554-0000

fax:928-567-9061

www.campverde.az.gov

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Please consider our environment before printing this email. 



**ARIZONA DEPARTMENT OF TRANSPORTATION
ADOPT A HIGHWAY VOLUNTEER
HIGHWAY ENCROACHMENT PERMIT APPLICATION**

This is a request for a permit to work in Arizona State Highway Right of Way to participate in the Adopt a Highway Volunteer Program

PLEASE PRINT OR TYPE

Name of Applicant (Permittee) _____
 Name of Organization/Group (if applicable) _____
 Mailing Address of Applicant (Permittee) _____
 City/State _____ Zip _____ Phone _____ Cell Phone # _____
 Email: _____
 Highway Route No. _____ Milepost _____ to Milepost _____ Scenic/Historic?
 Closest City or Town Near Requested Road: _____ First Cleanup Date: _____

schedule a group cleanup with the next 120 days

* Please use the boxes below to PRINT your message for the Adopt a Highway acknowledgement sign(s).
 ADOT can accommodate only the text that fits within the boxes (one text letter per box, punctuation and space(s) require the use of a box).
 Larger text and fewer lines make the message easier to read.

For 2.5" high text, use the boxes below

*Example	<input type="text" value="M"/>	<input type="text" value="R"/>	<input type="text" value="."/>	<input type="text"/>	<input type="text" value="J"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text" value="A"/>	<input type="text" value="W"/>	<input type="text" value="K"/>
First Line	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second Line	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Third Line	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fourth Line	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For 3" high text, use the boxes below. Although the text will be limited to 3 lines, it will be larger and easier to read.

First Line	<input type="text"/>							
Second Line	<input type="text"/>							
Third Line	<input type="text"/>							

The Applicant will be the Permittee. By signing this application, the Permittee acknowledges that the information given and statements made in this application are true and correct to the best of their knowledge. The Applicant agrees as the Permittee to accept the following General Obligations and Responsibilities as described below and on the back (page 2) of this form. By accepting an approved permit, the Permittee agrees to the requirements described in the permit and will comply with ADOT's requirements as set out in the permit. An approved permit consists of this application, final supporting documentation approved by ADOT, and any requirements set by ADOT. If the Permittee disagrees with the requirements, the Permittee shall return the permit immediately to the District Office.

Signature of Applicant _____
Your signature indicates that you have read BOTH sides of this permit thoroughly

TO BE FILLED OUT BY THE DEPARTMENT

This application to pick up litter _____ times a year on _____ from milepost _____ to _____
 on the right of way ONLY, is granted to the applicant named above subject to the rules and regulations contained in this
 application. **Permittee shall notify the Authorized Contact Person,** _____
(Name of ADOT District Office designee)
 at _____, **5** working days prior to the start of any Adopt a Highway work.
(Phone #) (# of days)

PERMIT AND LICENSE
 Permit No. _____

A permit is hereby issued to the permittee for the purpose stated above, and upon the expressed condition that every agreement and any special provision contained herein is faithfully performed. This permit is valid for two calendar years from date of issue and may be renewed with the Department's written approval. Work is authorized only for the period of time indicated below.

Date Permit Issued: _____ Date Permit Expires: _____
 By: _____ By: _____
(signature) (signature)

(title) (title)

This permit may be cancelled by the State at any time.

General Obligations and Responsibilities

1. By signing the Application for Permit, the volunteer organization and the Permittee representing them agree to abide by all the requirements of the Program.
2. Only after Permittee's group performs a clean up activity, will ADOT initiate the process of fabricating and installing recognition panels. Group has six months to perform a clean up before road segment returns to AVAILABLE status, and permit is cancelled.
3. The Permittee will not monetarily subcontract their duties to another organization or individual.
4. Permittee schedules litter clean up activities with the ADOT Authorized Contact Person prior to the start of any work authorized by this permit. Permittee should notify the Authorized Contact Person within five business days BEFORE initiating clean up activities so a litter bag pick up can be scheduled by ADOT staff in a timely manner.
5. Work shall only be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit.
6. Permittee shall designate a coordinator to represent the organization. Children younger than 12 years of age shall not participate or be permitted in the right-of-way for any reason. The group shall provide at least one adult, 21 years of age or older, to supervise every 10 participants between 12 and 18 years of age.
7. No ATVs, horses, or pets are permitted in the right-of-way during the clean up activity.
8. Permittee shall send one or more participants to a safety briefing conducted by ADOT prior to entering the highway right-of-way, and shall agree to abide by the written Adopt a Highway Safety Requirements. ADOT may authorize that designated participant to administer the safety briefing. Permittee agrees to require ALL volunteers to read the Adopt a Highway Safety Requirements.
9. Each participant (or parent or guardian of a minor participant) must sign the Adopt a Highway Volunteer Registration Form before work commences in the right-of-way. The organization's volunteer coordinator will ensure all participants sign the form prior to each litter clean up activity.
10. Volunteers of the state are provided the same liability protection afforded employees. This means if a citizen is injured as a result of your action or inaction and you are sued, the state may cover any damage claim made against you. However, in the event of such an incident, the State will request medical insurance information from you or your family. If, at the time you are asked for medical information, you do not comply, you understand that liability protection may not be afforded to you.
11. Adopt a Highway activities are limited to litter clean ups and do not include sign maintenance, road maintenance, landscape trimming, weed control or rest areas.
12. Adopt a Highway clean ups shall not be performed within six (6) feet of the roadway, in medians, upon bridges, culverts, or structures of any kind. Permittee shall not cross the travel lanes of an access controlled highway.
13. Segments of highway in the Adopt a Highway Program are adopted on a first-come, first-serve basis at the Department's discretion and authority.
14. The Adopt a Highway acknowledgement sign(s) are the property of the Department. The acknowledgement sign is not intended to be an advertising medium or any kind of public forum for public speech or political opinion. It is intended to identify and recognize the volunteer organization that is responsible for the periodic litter clean up in the area. The Department reserves the right to edit the wording of the sign (See Sign Content Guidelines in Adopt a Highway Volunteer Policy - Exhibit F) and has final approval of the sign content and location.
15. Permittee agrees to report litter clean up activities within three (3) days using the Activity Report form on the ADOT website. The Activity Report may be used by the Department as a means to measure program compliance and/or effectiveness.
16. ADOT provides safety training and litter bags. ADOT will pick up filled litter bags as soon as possible upon completion of cleanup activity. Unused litter bags remain the property of ADOT and should be returned upon completion of the litter clean up activity. Litter bags will be available for pick up from ADOT by contacting the ADOT contact person on the front of this permit.
17. Permittee must be of legal age (in AZ, 18 years old) to sign the Application for Permit. Permittee may represent an organization, family, neighborhood, employees or any other collection of individuals forming a group of volunteers.
18. This permit may be canceled by the State for failure to pick up litter according to this agreement or for nonconformance with other permit requirements.