AMENDED AGENDA

TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 3, 2016 at 6:30 P.M.

ITEM #7 CLAIRIFICATION TO READ AS FOLLOWS:

7. **Discussion, consideration, and possible approval ~~of Wastewater Equipment Financing xxxxx~~** OF GIVING FINANCE DIRECTOR APPROVAL TO MOVE FORWARD AND SIGN A CONTRACT FOR NEW LEASE PURCHASE FINANCING WITH US BANK FOR THE ATTACHED SPECIFIED EQUIPMENT IN AN AMOUNT NOT TO EXCEED $543,000.00 PER THE TERMS PROVIDED IN THE RFP RESPONSE SUMMARY. Staff Resource: Mike Showers

WITH ADDITIONAL INFORMATION FOR ITEM #7

Support your local merchants.

AMENDED AGENDA

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REGULAR SESSION
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473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 3, 2016 at 6:30 P.M.

If you want to speak during *"Call to the Public for Items NOT on the Agenda"* Please complete the Request to Speak Form

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 –July 13, 2016 at 3:00 p.m.
      2) Executive Session – July 13, 2016 (Recorded and Sealed).
      3) Special Session – July 13, 2016 at 6:00 p.m.
      4) Special Session – July 13, 2016 at 6:30 p.m.
      5) Regular Session – June 15, 2016
   b) **Set Next Meeting, Date and Time:**
      1) Friday, August 5, 2016 at 8:00 a.m. Executive Session-Manager Review
      2) Wednesday, August 10, 2016 at 5:30 p.m. Work Session
      3) Wednesday, August 17, 2016 at 6:30 p.m. Regular Session
      4) Wednesday, August 24, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters-**CANCELLED**
   c) **Possible approval of modification to intergovernmental agreement between the Arizona Department of Revenue and the Town.** Staff Resource: Mike Showers

5. **Special Announcements and presentations:**
   - **Presentation of certificate of appreciation for participation in the Welcome Home Vietnam Veteran Event held March 2016, presented by John McDowell and Sheila Stubler.**

6. **Call to the Public for Items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

7. **Discussion, consideration, and possible approval ~~of Wastewater Equipment Financing xxxxx~~ OF GIVING FINANCE DIRECTOR APPROVAL TO MOVE FORWARD AND SIGN A CONTRACT FOR NEW LEASE PURCHASE FINANCING WITH US BANK FOR THE ATTACHED SPECIFIED EQUIPMENT IN AN AMOUNT NOT TO EXCEED $543,000.00 PER THE TERMS PROVIDED IN THE RFP RESPONSE SUMMARY.** Staff Resource: Mike Showers

8. **Discussion, consideration, and possible approval of Materials Sales Agreement for Friends of Camp Verde Library, Inc.** Staff Resource: Kathy Hellman

9. **Discussion, consideration, and possible direction to staff regarding the 2016 Arizona Municipal Risk Retention Pool Board of Trustees Election.** Staff Resource: Russ Martin

10. **Discussion, consideration, and possible instruction to the Mayor as to how to vote on the proposed League Resolutions at the League of Arizona Cities and Towns League Resolution Committee meeting on Tuesday, August 23, 2016 at 1:30 p.m. located at the Fairmont Scottsdale Princess at 7575 East Princess Drive, Scottsdale, AZ 85255.**

NUMBER	RESOLUTION	SPONSOR	ACTION
BFED 1	Seek legislation to create the Economic Development Reimbursement Authority (EDRA) system for infrastructure and improvements.	Surprise	
BRED 2	Create renewable energy and conservation financing districts for commercial properties	Flagstaff	
BFED 3	Amend statute to authorize retention and detention basin improvement districts to levy and expend money to operate, maintain, repair and improve retention and detention basins within a municipality	Yuma	
BFED 4	Create workable, mutually beneficial construction sales tax reform	League	
GAHRE 1	Simplify the re-zoning language for cities and towns to reflect the more direct county language	Sedona	
GAHRE 2	Seek legislation to remove any limitation or penalty in accessing PSPRS retirement benefits as the member is transitioning into a job reassignment as an accommodation under the Americans with Disabilities ACT (ADA)	Surprise	
GAHRE 3	Design legislation to improve the County island annexation process without undue burden to any one party	Sierra Vista and Yuma	
GAHRE 4	Revise and update the disincorporation statues	League	
GAHRE 5	Explore Options that create funding solutions and/or financing authority to deal with PSPRS unfunded pension liabilities	League	
NSQL 1	Develop strategies to enhance Forest Health	Flagstaff	
NSQL 2	Restore the Arizona Housing Trust Fund	Flagstaff	
PSMAC 1	Support the presence of military installations	Sierra Vista	

- BFED-Budget, Finance and Economic Development
- GAHRE-General Administration, Human Resources and Elections
- NSQL-Neighborhoods, Sustainability and Quality of Life
- PSMAC-Public Safety, Military Affairs and the Courts

11. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in**

to the Clerk.)

12. **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.

13. **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.

14. **Adjournment**

Posted by: _____ Date/Time: 08 01.16 10:38AM

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.

Support your local merchants.

TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 3, 2016 at 6:30 P.M.

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1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**

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8. **Discussion, consideration, and possible approval of Materials Sales Agreement for Friends of Camp Verde Library, Inc.** Staff Resource: Kathy Hellman

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- **BFED-Budget, Finance and Economic Development**
- **GAHRE-General Administration, Human Resources and Elections**
- **NSQL-Neighborhoods, Sustainability and Quality of Life**
- **PSMAC-Public Safety, Military Affairs and the Courts**

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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.

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14. **Adjournment**

Posted by: _____ Date/Time: 08.24.16 9:33am

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.

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4.a.1

DRAFT MINUTES
SPECIAL SESSION
EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JULY 13, 2016 at 3:00 P.M.

1. **Call to Order**
Mayor German called the meeting to order at 3:00 p.m.

2. **Roll Call**
Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Carol German, Councilor Jackie Baker, and Councilor Jessie Jones-Murdock were present.

Also Present
Town Manager Russ Martin, Risk Manager Carol Brown, Sanitary District Jan Grogen, Town Clerk Virginia Jones, and Recording Secretary Lynn Riordan.

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

4. **Consultation with Town Attorney and update by Risk Manager regarding current and pending litigation.**
Staff Resource: Carol Brown.

On a **motion** by Councilor Gordon, seconded by Councilor German, the council voted unanimously to go into Executive Session.

3:02 Special Session adjourned to Executive Session

No action was taken on this item.

5. **Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town water attorney and Town Attorney for legal advice relative to a proposed water rights agreements.**

At 4:35 p.m., Mayor German adjourned the Executive Session, and the Special Session of the Mayor and Common Council resumed.

Tony Gioia rejoined the meeting. Mr. Gioia updated Council on the history regarding Camp Verde Water rights and his involvement relative to water issues for years.

Council directed staff to continue moving forward relative to proposed water rights and to include Tony Gioia and Brad Gordon to work with the Manager and Attorney, bring back to Council possible appointment of Tony Gioia as a liaison.

On a motion by Councilor Baker, seconded by Councilor Gordon, the council voted unanimously to go into Executive Session. (4:59 pm.)

6. **Discussion or consultation with staff relative to Council's position regarding negotiations for the purchase, sale or lease of real property located on McCracken Lane.**

At 5:11 p.m., Mayor German adjourned the Executive Session, and the Special Session of the Mayor and Common Council resumed.

On a **motion** by Councilor Baker, seconded by Vice Mayor George, the council voted unanimously to release (refund to the "buyer") the $1,000 earnest deposit for sale/escrow of the property located on McCracken Lane, and direct the Mayor to personally notify the title company of the Council's decision.

7. **Discussion and consultation regarding status of with the Town Attorney for legal advice concerning Coo and Van Loo.**

No Action was taken on this item.

8. **Discussion of the Town Manager's Annual Performance review.**

On a motion by Councilor German, seconded by Councilor Baker, the council voted unanimously to go into Executive Session. (5:18 p.m.)

At 5:45 p.m., Mayor German adjourned the Executive Session, and the Special Session of the Mayor and Common Council resumed.

9. **Adjournment.**

Mayor German adjourned the Special Session of the Mayor and Common Council at 5:46 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 Town of Camp Verde, Arizona, Mayor and Common Council Special Session held on July 13, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Virginia Jones-Town Clerk

4.a.3

DRAFT MINUTES
SPECIAL SESSION - BUDGET
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JULY 13, 2016 at 6:00 P.M.

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

1. **Call to Order**
   Mayor Charles German called the meeting to order at 6:00 p.m.

2. **Roll Call**
   Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Carol German, Councilor Jackie Baker, and Councilor Jessie Jones-Murdock were present.

   Also present
   Finance Director Michael Showers, Town Manager Russ Martin, CVMO Steve Ganis, Town Clerk Virginia Jones, and recording secretary Lynn Riordan.

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

4. **Public Hearing for comments on the proposed FY 2016/17 Budget**

   - **Staff report**
     Mr. Showers advised that this is the same as the tentative budget, noting that this caps Town spending, but still allows the Council to make adjustments during the fiscal year as needed and pursuant to actual revenue. Mr. Showers, at the request of Councilor Baker, explained the fiscal year budget showing more expenditures than revenue, advising that Council previously voted to allow $300,000 to be moved out of reserves and placed into the CIP 2016-17 budget. Mr. Martin advised that the Town was still in excess of $16,000 less in expenditures than projected revenue with the $300,000 from reserves. Mr. Shower advised that the Council, and the public, could view the audit results and quarterly reports, which reveals actual revenue and expenditures. These documents are available on the Camp Verde website and in the Town Clerk's Office.
   - **Public hearing open for comments**
     Mayor German declared the public hearing open. **No public comments.**
   - **Public hearing closed**
     Mayor German declared the public hearing closed.

5. **Discussion, consideration and possible approval of the FY 2015-16 2016-17 Budget.** Staff Resource: Mike Showers

   On a **motion** by Vice Mayor George, seconded by Councilor Baker, the council voted unanimously to adopt and approve the FY 2016-17 Budget as presented.

   Town Manager Russ Martin and Finance Director Michael Shower recommend the Mayor and Council approve and adopt the proposed 2016-17 Budget. Councilor German thanked Mr. Showers and Mr. Martin for doing an excellent job. Councilor German stated she continues to hope that the Town can contribute more funding for Meals on Wheels, stating it helps many people in the Camp Verde and

provides more than just meals. Councilor German stated she would continue to rally for more Town funding and support.

6. **Adjournment.** Mayor German adjourned the meeting at 6:11 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 Town of Camp Verde, Arizona, Mayor and Common Council Special Session – Budget held on July 13, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Virginia Jones-Town Clerk

4.a.4

DRAFT MINUTES

TOWN OF CAMP VERDE
SPECIAL SESSION / REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JULY 13, 2016 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**
Mayor Charles German called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Carol German, Councilor Jackie Baker, and Councilor Jessie Jones-Murdock were present.

Also present
Finance Director Michael Showers, Town Manager Russ Martin, CVMO Steve Ganis, Town Clerk Virginia Jones, and recording secretary Lynn Riordan.

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

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

a) **Approval of the Minutes:**
   1) Work Session –June 8, 2016
   2) Regular Session – June 15, 2016

b) **Set Next Meeting, Date and Time:**
   1) Wednesday, July 20, 2016 at 6:30 p.m. Regular Session-**CANCELLED**
   2) Wednesday, July 27, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters-**CANCELLED**
   3) Wednesday, August 3, 2016 at 6:30 p.m. Regular Session
   4) Friday, August 5, 2016 at 8:00 a.m. Executive Session-Manager Review
   5) Wednesday, August 10, 2016 at 5:30 p.m. Work Session
   6) Wednesday, August 17, 2016 at 6:30 p.m. Regular Session
   7) Wednesday, August 24, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters-**CANCELLED**

c) **Possible approval of the re-appointment for G. Eugene Neil as Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term, effective March 6, 2016 and setting an hourly rate of $38.00 per hour on an as needed basis with a three (3) hour minimum.** Staff Resource: Judge Paul Schlegel.

d) **Possible approval of the re-appointment for Susan Oliver Worth-Howe as Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term, effective July 6, 2016 and setting an hourly rate of $38.00 per hour on an as needed basis with a three (3) hour minimum.** Staff Resource: Judge Paul Schlegel.

e) **Possible approval of intergovernmental agreement between the Town of Camp Verde and the Town of Jerome for dispatching services by the Marshals Office to take effect July 1, 2016 to June 30, 2019.** Staff Resource: Nancy Gardner

f) **Possible approval of intergovernmental agreement between the Town of Camp Verde and the Town of Clarkdale for dispatching services by the Marshals Office to take effect July 1, 2016 to June 30, 2019.** Staff Resource: Nancy Gardner

g) **Possible approval of intergovernmental agreement between the Town of Camp Verde and the Yavapai Apache Nation for dispatching services by the Marshals Office from July 1, 2016 to June 30, 2019.** Staff Resource Nancy Gardner

On a **motion** by Vice Mayor George, seconded by Councilor Baker, the council voted unanimously to approve the Consent Agenda.

5. **Special Announcements and presentations:**

- **Presentation of 2016-second quarter Business Beautification Award to Trails End RV Park.**
  Vice Mayor George presented the 2016 second quarter Business Beautification Award to Trails End RV Park. Council stated appreciation for their continued hard work, maintenance and keeping their RV Park aesthetically pleasing.
- **Special recognition to Finance Director Michael Showers for Certificate of Achievement for** Excellence in Financial Reporting from the Government Finance Officers Association. Mayor German stated Finance Director Michael Showers had earned the Certificate of Achievement. Town Manager Russ Martin personally thanked Mr. Showers and stated Mr. Showers continuously provides the Town and its residents with a stable financial environment.

6. **Call to the Public for Items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

Warren Harris addressed the Mayor and Common Council stating the franchise fee continues to appear on his bill; and inquiring about how much water it takes to grow marijuana, and opposing support of this this type of business that may be depleting water resources while other businesses do not – like the new O'Reilly's and the new Circle K.

Howard Parrish addressed the Mayor and Common Council stating the Camp Verde Calvary is alive and well, even though local paper does not include them in reporting activities. Mr. Parrish advised that the Calvary made an appearance at the Cottonwood Parade, Sedona Parade (St. Patrick's), Flagstaff, Prescott (cemetery), and the Prescott Rodeo Grand Entry for 4th of July.

7. **Quarterly Reports from the following Commissions/Board**

- **Planning & Zoning Commission – no report**
- **Board of Adjustments & Appeals – no report**

Town Manager Russ Martin advised that the written quarterly report are available for review and included in the packet

Mayor German requested the following item.

8. **Discussion and possible direction to staff to bring back a proposal for inclusion with the Council Policy and Procedures allowing the Mayor the authority to write letters of support with staff knowledge and support to various parties/organizations which meet the mission of the Town regarding economic development.**

Council and staff discussed the potential need to look at, and perhaps revise the Town's correspondence policy. Mr. Martin stated there are occasions when a request for letter of support (economic development) cannot be completed timely if it is necessary to place the item on the Agenda.

Vice Mayor George read the town policy 13.3 Correspondence into the record. After discussion, it was the **consensus** of the Council to direct the Town Manager and the Town Clerk to review the Town Policy, applying current needs and media, and forward recommended changes to the Council if necessary.

9. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
No public comment.

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.

Councilor German stated she attended the Regional Business Chamber Fiesta at the Blazin' M Ranch; also the Yavapai College Governing Board Advisory Committee this morning (it was a feisty one); and the Chamber meeting at the new medical center - the presentations on Zika and other viruses were excellent.

Councilor Jones-Murdock stated she participated in the Hwy clean up (and got bit by ants); acted as a substitute Judge for the 4th of July festivities in Rimrock; and will attend the ADOT meeting this Friday as well as the Cornfest this weekend.

Councilor Baker stated she attended the retreat for the insurance pool (risk management), and the regional chamber meeting; she is participating in the booth for the League of Arizona cities and towns, and will be in attendance for the Cornfest this weekend.

Mayor German stated the ADOT meeting is Friday, and the Cornfest starts on Friday also, at 3:00 p.m.

Vice Mayor George stated he participated in the Hwy clean up, and attended a community MH seminar in Sedona; he also will be attended the Cornfest this weekend.

Councilor Gordon stated he participated in the Hwy clean up and the CVMO neighborhood meeting, stating the neighborhood meeting was well attended and successful.

Councilor Whatley stated she participated in the Hwy clean up; she attended the Camp Verde Business Alliance meeting and it appears that many of the Town's business are working together in the best interest of their economic needs as well as the best interests of the Town; the Cornfest starts this Friday and volunteers are still needed.

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.

Town Manager Russ Martin stated the ADOT meeting would be held in the Council Chambers/Courtroom on Friday, July 15; the Cornfest starts on Friday at 3:00 p.m.; and he is temporarily trading offices with Economic Development to make room for additional stall.

11. **Adjournment. Mayor German adjourned the meeting at 7:14 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 Special Session / Regular Session of the Town Council of Camp Verde, Arizona, held on July 13, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Virginia Jones, Interim Town Clerk

4.a.5

DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 15, 2016 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**
   Mayor German called the meeting to order at 6:30 p.m.

2. **Roll Call**
   Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley (absent), Councilor Jessie Jones-Murdock, Councilor Brad Gordon, Councilor Jackie Baker and Councilor Carol German.

   Also Present
   Town Clerk Virginia Jones, Town Manager Russ Martin, Sanitation District Manager, Jan Grogan, Librarian, Kathy Hellman Public Works Director, Ron Long, Marshal, Nancy Gardner, Commander, Jackie McConnel and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**
   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 – June 1, 2016
   b) Set Next Meeting, Date and Time:
   1) Wednesday, June 22, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters (cancelled)
   2) Wednesday, July 6, 2016 at 6:00 p.m. Special Session- Final Budget
   3) Wednesday, July 6, 2016 at 6:30 p.m. Regular Session
   4) Wednesday, July 13, 2016 at 5:30 p.m. Work Session
   5) Wednesday, July 20, 2016 at 6:30 p.m. Regular Session
   6) Wednesday, July 27, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
   c) Possible approval for the Finance Director to make budget adjustments from Library Media and Risk Management Legal Defense to the Restricted Monies Fund (19) as well as a portion of the Verde lakes CIP budget from County Flood control to Federal Grants fund. d)Possible approval for the Finance Director to make the Fund Equity adjustments from the library Media and Risk Management.

   Motion was made by Vice-Mayor George to approve the Consent Agenda. Second was made by Councilor Baker. Council unanimously approved the Consent Agenda.

5. **Special Announcements: NONE**

6. **Call to the Public for items not on the Agenda:**
Marie DeClue- The Meals on Wheels Program is looking for a driver to cover Friday deliveries. The driver would only deliver in the Camp Verde area from 11:45 a.m. to 2 p.m. If someone is interested, please let them know ASAP.

7. **Discussion, consideration, and possible approval of Special Event Liquor License application for Verde Valley Rangers Mounted Sheriff's Posse/Catherine A. Webster, Camp Verde Arizona 86322 for Annual Cornfest occurring on July 15th and 16th.**

Verde Valley Rangers Mounted Sherriff's Posse Representative, Catherine Webster is requesting a Liquor License for Cornfest. Ms. Webster stated the organization is a Nonprofit Organization that is able to award scholarships to high school students with some of the money they earn during events. Councilor Baker thanked the Rangers for being there during the event. **Motion** was made by Vice-Mayor George to approve the Special Event Liquor License application for Verde Valley Rangers Mounted Sheriff's Posse/Catherine A. Webster, Camp Verde Arizona 86322 for Annual Cornfest occurring on July 15 and 16th. Second was made by Councilor German. **Motion** carried unanimously.

8. **Discussion, consideration, and possible approval of Ordinance 2016-A418, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai, County, Arizona relating to the Transaction Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona to maintain the exclusion included in Ordinance 2015-A403 for contracts entered into prior to March 1, 2015 from the .65% increase retroactively from March 1, 2016 to November 1, 2016.**

Council Members discussed the effects of approving this item. Town Manager, Russ Martin explained this would mainly affect contracts, for example, construction contracts.

Motion was made by Councilor Baker to approve Ordinance 2016-A418, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai, County, Arizona relating to the Transaction Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona to maintain the exclusion included in Ordinance 2015-A403 for contracts entered into prior to March 1, 2015 from the .65% increase retroactively from March 1, 2016 to November 1, 2016. Second was made by Councilor George. **Motion** carried unanimously.

9. **Discussion and consideration of options and possible approval to use Town reserve funds for a one time and final payout of $200,000 to the Library for their equity in Verde Cliffs Parcel #404-28-439.**

Librarian, Kathy Hellman, thanked the Council for taking the library tour today and for receiving the donation check from the Citizens Committee for the Camp Verde Library for $417,753.00. She appreciates the support of the community and the support of Council. Ms. Hellman explained the reason they are asking for this payout is to purchase some items that were not included in the original building contract. Some of these items include the AV equipment, kitchen appliances, computers, community desks, a flagpole and landscaping. Since Parcel #404-28-439, was donated to the library, they could use these funds to purchase the needed items and then the property would become the town's property. Town Manager, Russ stated the property is currently listed for $219,000.00

Vice-Mayor George stated the "Old Guys" would like to help with landscaping, and he could possibly get the word out to have others come over to help with the landscaping project.

Motion was made by Vice-Mayor George to approve the use of the Town's Reserve Funds for a one time and final payout of $200,000 to the Library for their equity in Parcel #404-28-439. Second was made by Councilor Baker. **Motion** carried unanimously.

10. **Discussion and consideration of options to allocate $50,000 of the 2017 CIP to be used for Audio/Visual Equipment at the Community Library.** Staff Resource: Kathy Hellman

Librarian Kathy Hellman explained this request relates directly to the Council using the Program Room, because she was aware the Council wanted to update the AV equipment in this building. She went on to explain the AV equipment would serve a dual purpose because of the Parks and Recreation showing movies on Fridays. Ms. Hellman felt that CIP funds should be put towards a project that could actually be done instead of a project that continually is over looked because of different priorities that come up. Councilor Gordon stated he would rather see this money go towards streets or drainage problems and objects.

Councilor Members discussed the cost of updating the sound system in the Council Chambers. Town Manager Russ Martin explained a couple of years ago when this room was looked at to upgrade the AV equipment, it was about $30,000 for the recording equipment alone.

Councilor German asked if there would be a specific Council Chamber at the library that would not be shared. Ms. German explained that Council had voted to upgrade rooms 206/207 for a new Magistrate court in order to have a dedicated Council Chambers. Ms. German agreed with Councilor Gordon, that the money should be left as is and use it for roads and flood control. Ms. Hellman explained it was her understanding the first floor room at the library would be set up for Council.

Council discussed at length different options and agreed the wiring should be in place before closing the walls in at the new facility. Council directed the Town Manager to reduce the scope in order to get the wiring completed to find the resources to back it up.

The Council gave Town Manager Russ Martin direction to reduce the scope in order to get the wiring completed to find the resources to back it up.

11. **Discussion, consideration and possible authorization to purchase a Mobile Mini 8' x 20' Combo unit in an amount not to exceed $17,603.00 that will be used by the Wastewater Division that will enable us to comply with OSHA's requirements noted in the last inspection. This is an non-budgeted item.**

Mayor German asked how tall the requested Mobile Mini is. Sanitation District Manager, Jan Grogan explained the building is actually 10x20 with an 8ft ceiling height. Ms. Grogan explained she went to the JOC with a Request for Proposal several months ago to put an addition on to the lab because OSHA was not pleased how crowded it was inside. Only two proposals were received and they were shocked at the amount of each proposal so they looked for alternatives. The proposed Mobil Mini has its own door, where they could do their lab work and then lock door at the end of the day. There are excess funds in their budget so they could use these funds to pay for the Mobil Mini.

Motion was made by Councilor Gordon to authorize the purchase a Mobile Mini 10' x 20' Combo unit in an amount not to exceed $17,603.00 that will be used by the Wastewater Division that will enable them to

comply with OSHA's requirements noted in the last inspection. Second was made by Councilor German. **Motion** carried unanimously.

12. **Discussion, consideration and possible authorization to purchase a VAC-CON V290H Vacuum truck/Jetter ($325,264) and Ford Supreme 16' Camera Van ($176,347.54). This item is budgeted in the 2016-17 Tentative Budget.**

    Sanitation District Manager, Jan Grogan explained this item is budgeted in the FY 16/17 Budget. She is only requesting the early release of the purchase order for one year's lease payment because other cities and towns begin their fiscal year at the same time and she would like get her order in before they get flooded with other orders. Ms. Grogan explained if something happens, she can still cancel production at any time.

    Motion was made by Councilor Gordon to authorize staff to enter a purchase order for the VAC-CON V290H Vacuum truck/Jetter and Ford Supreme 16' Camera Van. Second was made by Councilor Baker. **Motion** carried unanimously.

13. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.) -NONE**

14. **Council Informational Reports.**

    Councilor Whatley — Absent

    Councilor Gordon — Attended the Camp Verde Promotion Meeting, and signed up to be a volunteer. They are in need of corn roasters. He also attended the NAH Open House, the Verde Valley Land Preservation Meeting and the Library Tour.

    Vice Mayor George – Reminds everyone that Friday, June 24th is highway clean up day. Everyone will meet at 7:00 am. An email will be sent out.

    Councilor Baker — Nothing

    Councilor Jones-Murdock — Nothing

    Councilor German — the Open House for NAH was wonderful, and very well attended. They even had to turn people away. She noticed that Council Members from the surrounding areas were also present.

    Mayor German — went to the Grand Opening of NAH. He agreed that it was well attended. He also attended the Fallen Warriors Ceremony in Prescott. He had the opportunity to meet Mrs. Reeder, the mother of one of the fallen warriors. He stated it was a great presentation. The Mayor invites everyone to see the bronze statue when you have the chance, it is located on the West side of the Court House Plaza.

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

Town Manager, Russ Martin explained there is an O'Reilly Auto Parts Store going in on Finnie Flat Road.

Adjournment
Mayor adjourned the meeting at 7:42 p.m.

_____
Charles German, Mayor

_____
Jennifer Shilling, 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 CIP Work Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on January 29, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Virginia Jones, Town Clerk

4.c

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: August 3, 2016

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

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

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Possible approval of the Modification to the IGA between the State of Arizona and the Town of Camp Verde for administration of taxes imposed by the State or Town.

List Attached Documents: **1)** Summary of Changes to IGA, **2)** IGA

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

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

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

Finance Director Comments/Fund:

Fiscal Impact: N/A

Comments: These are required changes to the IGA.

Background Information: The current IGA has been in place for one year. These are only modifications to that original agreement. A summary of the changes is attached.

Recommended Action (Motion): Approve the Modification to the IGA between the State of Arizona and the Town of Camp Verde for administration of taxes imposed by the State or Town.

Instructions to the Clerk: Have the Mayor sign two copies of the agreement and get them back to me for mailing.

SUMMARY OF CHANGES TO THE IGA FOR TRANSACTION PRIVILEGE TAX COLLECTION BY THE ARIZONA DEPARTMENT OF REVENUE

The attached "Modification to Intergovernmental Agreement Between the State of Arizona And City/Town" incorporates five agreed upon changes into the existing intergovernmental agreement between the city/town and the Department related to the collection of the city/town transaction privilege tax. Below is a summary of the intent and impact of each change by section.

1) 9.6 Adjustments to Reported Taxes

The addition of this new section addresses an issue that came up during the past year. In some cases, the Department knew there was an error by the taxpayer in identifying which city or town was supposed to receive the tax, but there was no mechanism allowing them to hold the distribution while the error was being corrected. As a result there were instances when the DOR had to send funds to a city or town knowing it was incorrect, only to pull those funds back in a subsequent distribution after the error had been resolved. This change allows the Department to avoid these incorrect distributions and recoveries when they are aware of a problem from the outset.

2) 9.7 Taxpayer Rulings and Uniformity

The addition of this new section provides for municipal input in the drafting of rulings and interpretations that impact the Model City Tax Code, including interpretations of State statute that flow through to the MCTC because the Model language matches the State language. Under current statute, the DOR is responsible for addressing all taxpayer written requests for rulings, even when the question is based on the Model City Tax Code. This section allows the cities to have some influence over issues raised by taxpayers that have a direct impact on local tax imposition and interpretation, without disrupting the normal course of business within the Department on routine matters.

3) 10. Financing Collection of Taxes

This section is being amended by adding the second sentence. This addition recognizes that the cities and towns have agreed to a statutory financial obligation to contribute to the State for the operation of the DOR, and this obligation is not in conflict with the Department's TPT collection and administration efforts being financed through the State general fund appropriation.

4) 28.1 (relating to automatic annual renewal of the agreement)

This section has been changed to remove the specific years in the original document, so this section will not need to be changed annually. Also, this section added a provision stating any agreed upon changes that arise from the annual review in Section 28.5 are retroactive to July 1st of each year. The agreement automatically renews without any action unless there are modifications agreed upon in any given year, and if so, you only need to adopt the modifications.

5) 28.5 (relating to annual review of the IGA)

This section has been changed to state the review period begins on June 1st, rather than requiring the review being completed by March 1st. The March 1st deadline was simply unrealistic given the legislative session responsibilities of many of the typical reviewers.

MODIFICATION TO INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND THE TOWN OF CAMP VERDE

WHEREAS, The Arizona Department of Revenue, hereinafter referred to as Department of Revenue and City/Town of Camp Verde, hereinafter referred to as City/Town, have entered into an Intergovernmental Agreement regarding the administration of taxes imposed by the State or City/Town dated 6/24/15, hereinafter referred to as the IGA, and

WHEREAS, the Department of Revenue and the City/Town intend to continue with the IGA for an additional one year term in order to determine whether the general terms of the IGA meet the parties' needs, with the exception of the modifications set forth below.

The parties agree to modify the IGA as follows effective July 1, 2016:

1. Add the following new subsection to Section 9, Collection of Municipal Taxes:

   9.6 Adjustments to Reported Taxes: If the Department of Revenue determines that a payment remitted by a taxpayer incorrectly identifies the city or town to which the payment should be made, the Department of Revenue may temporarily hold the payment until the distribution of the payment is corrected so that the appropriate city or town receives the payment.

2. Add the following new subsection to Section 9, Collection of Municipal Taxes:

   9.7 Taxpayer Rulings and Uniformity: Recognizing taxpayer written requests for interpretation of the statutes and/or the Model City Tax Code, as well as guidance regarding uniform application and interpretation of the statutes and the Model City Tax Code impact all taxing jurisdictions, and further recognizing responsibility for such rulings and interpretation of the Model City Tax Code had previously been the sole domain of the municipalities, the Department shall include at least two representatives of the municipalities as regular members of any group established to respond to such taxpayer ruling requests and to issue such uniform interpretations and guidance promulgated by the Department. Participation by the two representatives of the municipalities on any such group is limited to instances when there is an issue raised that solely involves the Model City Tax Code and/or presents an issue of first impression, including requests for private taxpayer rulings. The municipal representatives may also be consulted by the Department on information letters, or when issuing statements of general guidance. Written requests involving common questions or issues that have previously been addressed, whether unique to the Model City Tax Code or not, may be handled in the regular course of Department processes without consulting the representatives of the municipalities.

3. Amend Section 10, Financing Collection of Taxes as follows:

10. Financing Collection of Taxes.

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department. This provision does not relieve City/Town of any financial obligation imposed by statute.

4. Amend subsection 28.1 of Section 28, Duration, relating to automatic renewal of the agreement as follows:

28.1 The term of this Agreement shall be from July 1 through June 30 of each year. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, no later than sixty calendar days prior to the expiration of the term then in effect. Any agreed upon modifications to the terms and conditions of this agreement shall be incorporated to be effective during the term identified by the review committee provided for in section 28.5.

5. Amend subsection 28.5 of Section 28, Duration, relating to annual review of the agreement as follows:

28.5 During the term of this Agreement, the terms and conditions of this Agreement will undergo an annual review to be initiated no later than June 1st of each year. The review will be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.

Signature Authority.

By signing below, the signer certifies that he or she has the authority to enter into this Agreement and has read the foregoing and agrees to accept the provisions herein. This modification may be executed in counterparts.

Signature Date	Signature Date
	Charles German, Mayor
Typed Name and Title	Typed Name and Title
	Town of Camp Verde
Entity Name	Entity Name

RESERVED FOR THE ATTORNEY GENERAL:	RESERVED FOR CITY/TOWN ATTORNEY:
Attorney General no. _____, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General. **MARK BRNOVICH** The Attorney General _____ Signature Assistant Attorney General Date: _____	APPROVED AS TO FORM AND AUTHORITY: BY: _____ CITY/TOWN ATTORNEY Date: _____

5.

Aug 3 2016

Virginia Jones

From: Russ Martin
Sent: Thursday, June 16, 2016 5:57 PM
To: sstubler@azstateparks.gov
Cc: Virginia Jones
Subject: Re: Certificate of appreciation

Perfect August it is.

On Jun 16, 2016, at 5:24 PM, "sstubler@azstateparks.gov" <sstubler@azstateparks.gov> wrote:

> Meetings are that good, eh:?) August works with both of our schedules.... Can you add us to the agenda?
>
> Thx
> Sheila:)
>
> From: "Russ Martin" <Russ.Martin@campverde.az..gov>
> Sent: Thursday, June 16, 2016 3:05pm
> To: "sstubler@azstateparks.gov" <sstubler@azstateparks.gov>
> Subject: RE: Certificate of appreciation
>
> We may never have another one again... Actually we might not have a regular meeting until August 3rd? Does that work?
>
> *Russ Martin*
> Camp Verde Town Manager
> 928-554-0001
>
> **From:** sstubler@azstateparks.gov [mailto:sstubler@azstateparks.gov]
> **Sent:** Thursday, June 16, 2016 2:34 PM
> **To:** Russ Martin
> **Subject:** RE: Certificate of appreciation
>
> I'm out of town July 6th - can we do it at the council meeting after that one?
>
> Sheila
> -----Original Message-----
> From: "Russ Martin" <Russ.Martin@campverde.az.gov>
> Sent: Thursday, June 16, 2016 1:31pm
> To: "sstubler@azstateparks.gov" <sstubler@azstateparks.gov>
> Cc: "Virginia Jones" <Virginia.Jones@campverde.az.gov>
> Subject: RE: Certificate of appreciation
>
> Awesome! Thank you. The next meeting is not until July 6th but I have copied Virginia on this and we can do it under presentations at the very beginning.
>
> If that works just confirm.

Russ Martin
Camp Verde Town Manager
928-554-0001

From: sstubler@azstateparks.gov [mailto:sstubler@azstateparks.gov]
Sent: Thursday, June 16, 2016 12:37 PM
To: Russ Martin
Subject: Certificate of appreciation

Hi Russ,

We received a certificate of appreciation from the WHVV committee for Camp Verd's participation the WHVV event and would like to present it to the CV Council at one of the council meetings .. When is your next Council meeting and can we (John McDowell and I) be placed on the agenda?

Sheila Stubler
Park Manager, Fort Verde State Historic Park
Phone: (928) 567-3275
Email: sstubler@azstateparks.gov
Web: http://www.AZStateParks.com

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Please consider our environment before printing this email.

Hours of operations for all Town offices are Monday - Thursday 7 am to 5 pm and Friday 7 am to 11 am.

Sheila Stubler
Park Manager, Fort Verde State Historic Park
Phone: (928) 567-3275
Email: sstubler@azstateparks.gov
Web: http://www.AZStateParks.com

Sheila Stubler
Park Manager, Fort Verde State Historic Park
Phone: (928) 567-3275
Email: sstubler@azstateparks.gov
Web: http://www.AZStateParks.com

Virginia Jones

From: sstubler@azstateparks.gov
Sent: Thursday, July 14, 2016 10:58 AM
To: Virginia Jones
Cc: John McDowell; Sheila Stubler
Subject: RE: Council Meeting

It will be a short presentation of certificate we (Camp Verde) received from Ed U. for participating in the Welcome Home Vietnam Veteran event back in March:) John McDowell and I will present the certificate to the CV Council.

Sheila
-----Original Message-----
From: "Virginia Jones" <Virginia.Jones@campverde.az.gov>
Sent: Thursday, July 14, 2016 10:36am
To: "Sheila Stubler -Fort Verde State Park (sstubler@azstateparks.gov)" <sstubler@azstateparks.gov>
Subject: Council Meeting

Good morning Sheila: Russ asked that I touch base with you regarding the August 3rd Council Meeting. Russ indicated you will be doing a presentation of thank you for assistance to welcome home Vietnam Vets in March.

Call me when you have t ime
Virginia Jones CMC
Town Clerk
Town of Camp Verde
928-554-0023

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Furthermore, to ensure compliance with the Open Meeting Law, Council or Board/ Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email.

Sheila Stubler
Park Manager, Fort Verde State Historic Park
Phone: (928) 567-3275
Email: sstubler@azstateparks.gov
Web: http://www.AZStateParks.com

#1

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: August 3, 2016

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

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

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Consideration and possible approval of giving Finance Director approval to move forward and sign a contract for new lease purchase financing with US Bank for the attached specified equipment in an amount not to exceed $543,000 per the terms provided in the RFP response summary.

List Attached Documents: 1) RFP Response Summary, 2) Requested Equipment List

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 5 mins

Reviews Completed by:

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

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

Fiscal Impact: This has already been budgeted and approved in the FY17 Budget. All payments are budgeted out of the Wastewater division and will have no direct impact on the General Fund.

Comments:

Background Information: The Wastewater Division has already approached Council and received direction to seek financing solutions for the requested equipment. The Finance Director believes that US Bank has provided the best option.

Recommended Action (Motion): Approve giving Finance Director approval to move forward and sign a contract for new lease purchase financing with US Bank for the attached specified equipment in an amount not to exceed $543,000 per the terms provided in the RFP response summary.

Instructions to the Clerk: N/A

Town of Camp Verde

2016 Lease Purchase Details by Vendor

Item	Chase*	Wells Fargo*	US Bank	National Bank**	Advantage
Rec'd 7/7/16 or earlier	Yes	Yes	Yes	Yes	Yes
Rates:		**2.20%**			**3.64%**
W/Out Prepay penalty				**1.61%**	
W/Out Prepay after 1yr					
W/Prepay penalty	**1.91%**		**1.55%**		
Prepay penalty	5% to 1%	?	3%	None	?
Fees:					
Escrow Fee	Paid by Chase	?	None	None***	?
Doc Fee		$750+	None	None	?
Lessor's Atty & council	Yes	N/A	N/A	N/A	?
Search, reg and apprls	Yes	None	None	Issuer's Opinion	?
Lease-end Buy-out	?	$1	?	?	?
First Payment	Feb-17	Feb-17	Feb-17	Feb-17	?
Acceptance Date	Jul 21st	Oct. 31st	Aug. 5th	None	?

* - Actual rate based on funding date.

** - Rate based on Funding by 9/7/16

*** - As long as purchases are completed close to 9/7/16

Town of Camp Verde
Listing of Requested Equipment

Wastewater Division

Sewer Vacuum/Jetter Truck		
-Dual engine fan combination unit 9 cu yd		
	Sub-total	$ 325,300.00
Camera Van (purchased from 2 separate vendors)		
-Supreme 16' Van Body	$ 41,150.00	
-Van body with equip. placed onto body	$ 176,350.00	
	Sub-total	$ 217,500.00
GRAND TOTAL OF LEASE PURCHASES		**$ 542,800.00**

8.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: August 3, 2016

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

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

Requesting Department: *Library*

Staff Resource/Contact Person: *Kathy Hellman, Library Director*

Agenda Title (exact): *Approve Materials Sales Agreement for Friends of Camp Verde Library, Inc.*

List Attached Documents: *CVLE Library Materials Sales Agreement*
FRIENDS Library Materials Sales Agreement
CVLE Letter to Town Manager
Friend's Letter to Town Manager

Estimated Presentation Time: *5 minutes*

Estimated Discussion Time: *5 minutes*

Reviews Completed by:

☒ ***Department Head: Kathy Hellman*** ☒ ***Town Attorney Comments****: reviewed/approved*

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

Finance Director Comments/Fund:

Fiscal Impact:

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

Comments: No budget impact

Background Information:

Camp Verde Library Endowment (CVLE) has been receiving, processing and selling used books to benefit the library under the latest version of the Library Materials Sales Agreement since February 29, 2012 (see attached). CVLE is no longer operating a used book sale. The Friends of Camp Verde Library, Inc., a 501(c)3 corporation, plans to operate a used Book Nook inside the new library to continue the service previously rendered by CVLE.

Recommended Action (Motion): *Approve the Library Materials Sales Agreement between the Town of Camp Verde and the Friends of Camp Verde Library, Inc.*

Instructions to the Clerk: *none at this time*

Review :

Library Materials Sales Agreement

This LIBRARY MATERIALS SALES AGREEMENT ("Agreement") by and between the Town of Camp Verde, a municipal corporation ("Town") and the Camp Verde Library Endowment an Arizona nonprofit corporation ("Endowment") as originally dated of October 24, 2008 is hereby amended and renewed effective 2-29, 2012 ("Effective Date"). This Agreement delineates the responsibilities and procedures under which the Town, through the Camp Verde Library Department ("Library Department") and the Endowment will collect, control, and dispose of books, tapes, and other media (collectively, the "Library Materials") used in connection with the operation of the Town of Camp Verde Library ("Library").

Terms of Agreement

All Library Materials currently held by the Library Department will continue to be transferred to the Endowment subject to the terms of this Agreement. Following the Effective Date and as amended and renewed, any Library Materials delivered to the Town as a donation will be accepted on behalf of the Endowment and delivered to the Endowment, subject to the terms of this Agreement.

Library Materials held by the Endowment during the terms of this Agreement will be sold by the volunteers of the Library and/or Endowment on behalf of the Endowment. The Endowment may use Town facilities on a space available basis at no cost to the Endowment, provided that the Endowment adheres to the provisions of this Agreement.

All proceeds from the sales of Library Materials will be turned over to the Camp Verde Library Endowment Board Treasurer for deposit into the Endowment account, as managed and maintained by the Arizona Community Foundation (ACF).

The Town acknowledges that all funds derived from the sales of Library Materials are designated by the Endowment for the benefit of the Library as set forth by the Bylaws of the Endowment and used solely to benefit the community. Further, the Town recognizes the savings in Library staff time previously spent on collecting, storing, organizing, and all other aspects one would expect to find in holding monthly sales events for the community. Both the Town and Endowment acknowledge the benefits to the entire community through this Agreement as follows:

- Provides access to used reading materials at affordable and reasonable prices;
- Eliminates the need to dispose of used Library Materials through an auction or some other bid process; provided all materials provided to the Endowment by the Town are used in accordance with this Agreement;
- Provides a substantial savings both monetarily and in employee hours for the Town; and
- The funds received from said sales are for the benefit of the Camp Verde Library as set forth by the Bylaws of the Camp Verde Library Endowment.

The Endowment will provide financial accounting of monthly receipts and expenditures from each Library Materials sales event as a part of its regularly scheduled monthly meeting. The Library Department Head, as an ex-officio, non-voting member of the Endowment Board will have that information in the minutes of each month in which there was a sales event held. This information regarding the final sales revenues from each Library Materials sales event may be utilized as a part of any reporting to the Council as deemed necessary by the Town Manager.

The Endowment agrees to dispense monies from the proceeds of the sales of Library Materials during the course of each year, subject to the guidelines and requirements established by the Endowment Board. The Endowment agrees that all proceeds from the Library Materials sales are designated to be utilized by the Library for the benefit of the Library through the Endowment and its funds subject to the Endowment Board guidelines and procedures. All Endowment disbursements of funds are for the benefit of the Library.

Insurance

The Endowment has no employees and since the personnel organizing, coordinating, and executing the Library Materials sales are accomplished through volunteers, there is no statutory requirement for Workers' Compensation Insurance. As such, Workers' Compensation Insurance will not be provided by the Endowment to any volunteers involved with any aspect of the Library Materials sales. The Endowment acknowledges the opportunity for any volunteer involved with the Library Materials sales process who wishes to be covered by Workers Compensation Insurance could request to be added to the Town's list of volunteers.

The Endowment acknowledges that Library Materials sales activities conducted on or in Town facilities are done so with the approval of the Town and thus, are covered for Liability under the municipal liability insurance of the Town.

Termination

This Agreement is subject to termination pursuant to ARS §38-511. In addition, either party may request a review of this Agreement for possible amendment; or to terminate upon thirty (30) days prior written notice. It is agreed that this Agreement be reviewed by both parties every two years from the date of this Agreement or any subsequent amendment. All notices to the Town must be given by the U.S. Mail to the Town Manager at Town Hall, 473 S. Main St., Ste. 102, Camp Verde, AZ 86322. Notices to the Endowment at: CVLE, P.O. Box 2009, Camp Verde, AZ 86322

Bob Burnside, Mayor 2-15-12

2-15-12
Date

ATTEST:

Deborah Barber
Deborah Barber, Town Clerk/Date 2-29-12

APPROVED AS TO FORM:

Town Attorney/Date

CAMP VERDE LIBRARY ENDOWMENT

Irene Eberle (sec.)
for the Camp Verde Endowment Board

2-29-12
Date

CAMP VERDE LIBRARY ENDOWMENT
P.O. BOX 2009
CAMP VERDE, ARIZONA 86322
June 7, 2016

Mr. Russ Martin, Manager
Town of Camp Verde
473 Main Street
Camp Verde, Arizona 86322

Dear Mr. Martin,

Earlier this year the Camp Verde Library Endowment (CVLE) concluded its last book sale at the "Book Nook" located in the Rio Verde Plaza. We sincerely appreciate the use of the Town's facility during our tenure of utilization of that space once the old Marshal's office was demolished to make room for the new library. We have assessed the scope and mission of the CVLE and have concluded that we need to cancel our agreement with the town in dispensing with the discarded books and other materials from the library. We believe this process can be carried on through the Friends of Camp Verde Library, Inc. which we understand has the following IRS 501(c)3 tax exempt status – EIN 81-0818474. Therefore, we ask that our agreement be cancelled with the Town of Camp Verde through the following provision of that agreement:

"Section 2. Termination
The Town or the Camp Verde Library Endowment reserves the right to cancel the whole or part of this Agreement with or without cause and for any reason or no reason by giving 30 days written notice to either party. This Agreement is subject to termination pursuant to A.R.S. § 38-511."

Again, we thank the Town of Camp Verde for the support of CVLE over the years and can hardly wait to experience the opening of the new library.

Regards,

Eileen B. Charles
Eileen Charles
President

Cc: CVLE Secretary

FRIENDS OF CAMP VERDE LIBRARY
130 Black Bridge Rd.
Camp Verde, AZ 86322

June 8, 2016

Mr. Russ Martin, Manager
Town of Camp Verde
473 S. Main St.
Camp Verde, AZ 86322

Dear Mr. Martin:

Re: Library Materials Sales Agreement

As our new Camp Verde Community Library building nears completion, a new non-profit, Friends of Camp Verde Library, has been formed. Friends will help support the library through donations, activities, education, and volunteer opportunities. A Library Materials Sales Agreement has been in place between the Town of Camp Verde and the Camp Verde Library Endowment (CVLE). We understand that CVLE has requested termination of that Agreement and has suggested that the Friends of Camp Verde Library carry on with the provisions of that Agreement.

The Friends of Camp Verde Library is willing to take on the responsibilities of this Agreement which, in short, allows the Friends to receive used books from the library to sell in the used book sale room on the 2nd floor inside the new library or occasionally through special sales. We request approval of this Agreement. We look forward to carrying on the excellent and committed work that the CVLE has done, and are excited to do that work in our new library.

Thank you.

Sincerely,

Jeannette Teets, Board President
Friends of Camp Verde Library, Inc.

cc: Friends of Camp Verde Library Secretary

9.

Virginia Jones

From: Russ Martin
Sent: Monday, July 25, 2016 8:35 AM
To: Virginia Jones
Subject: FW: AMRRP Board of Trustees Election - Ballots due 8-5-16

Can we put a simple direction to Town Manager as well as all this information in the August 3rd meeting?

From: Bantel, Edward [mailto:EBantel@Berkleyrisk.com]
Sent: Monday, July 18, 2016 11:57 AM
To: Bantel, Edward
Subject: AMRRP Board of Trustees Election - Ballots due 8-5-16

Hello AMRRP Members!

The election for the AMRRP Board of Trustees is under way! This email is going out to all members that so far, have not voted. We would really like to see everyone participate! All you need to do is click the link below and make your choice. All paperless and easy to do!!

We need to have your vote by August 5, 2016. The results will be announced at the AMRRP Member meeting which will be held on 8/23/16. All members are welcome and encouraged to attend.

Thank you.

Ed Bantel
Program Administrator
SOUTHWEST RISK
a W. R. Berkley Company
14902 N 73rd Street | Scottsdale, AZ 85260
P: 602-368-6618 | F: 602-368-6582
ebantel@berkleyrisk.com

AMRRP
ARIZONA MUNICIPAL RISK RETENTION POOL

Board of Trustees 2016 Election & Annual Members' Meeting

Thank you for your municipality's membership in the Arizona Municipal Risk Retention Pool (AMRRP). Being an AMRRP member represents ownership in an insurance pool, and serving as a Designated Voting Representative allows you to vote in the annual Board of Trustees election. In

addition, you and other persons from your city or town attending the League of Arizona Cities and Towns conference are invited to attend the AMRRP Annual Members' Meeting which will take place:

Tuesday, August 23, 2016 at 4:00 p.m.
Fairmont Scottsdale Princess - Palomino 9 Meeting Room
7575 East Princess Drive, Scottsdale, AZ 85255

2016 Candidate Bios
2016 Annual Members' Meeting Agenda
2015 Annual Members' Meeting Minutes
2016 Election Ballot

The two Trustee candidates receiving the highest number of votes will be elected.

The League of Arizona Cities and Towns will accept your Ballot online through 5:00 p.m. Friday, August 5, 2016. In the event of a tie, AMRRP Members present in person and voting at the August 23, 2016 meeting will break the tie.

Term Expiring	AMRRP Board of Trustees	
2016	Jean Poe, Risk Manager	City of Buckeye
2016	Rudy Rodriguez, Admin Services General Manager	City of Cottonwood
2017	Scott Barber, Human Resources Director	Town of Florence
2018	Jackie Baker, Councilmember	Town of Camp Verde
2018	Alison Zelms, Deputy City Manager	City of Prescott
2019	Fred Carpenter, Councilmember	Town of Payson
2019	Kelly Udall, Town Manager	Town of Sahuarita
2019	Jackie Walker, Human Resources/Risk Management Director & Intergovernmental Relations	City of Kingman
Non-voting Special Advisor	Ken Strobeck, Executive Director	League of AZ Cities & Towns

Questions? Please contact:
Tiffani Burleson
| TBurleson@berkleyrisk.com | (602) 368-6611 |
Southwest Risk, AMRRP Administrator

CONFIDENTIALITY NOTICE: This e-mail and the transmitted documents contain private, privileged and confidential information belonging to the sender. The information therein is solely for the use of the addressee. If your receipt of this transmission has occurred as the result of an error, please immediately notify us so we can arrange for the return of the documents. In such circumstances, you are advised that you may not disclose, copy, distribute or take any other action in reliance on the information transmitted.

Q1: Candidate Information

Name	Jean Poe CRM, CSP
Title	Risk Manager
Member/Municipality	City of Buckeye

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

Jean Poe is the current Vice President of the Arizona Municipal Risk Retention Pool Board and has previously held the position of Secretary/Treasurer. She has served various terms on the Board of Trustees for the past 14 years. Ms. Poe received her Bachelor's Degree in Industrial Safety at the University of Central Missouri. She was transferred to Arizona in 1986 and worked for various commercial insurance companies for the next 15 years. Since 2001 she has worked in the area of Risk Management for various government entities including the City of Surprise, Maricopa County and most recently, the City of Buckeye. Ms. Poe is also active in the Arizona Chapter of the Public Risk Management Association, serving on the Board of Directors since 2011. She is the current Secretary and has also served as President of the Board. In addition, she is a Trustee for the Dysart Unified School District Employee Benefit Trust Board. She is a Certified Safety Professional (CSP) and a Certified Risk Manager (CRM).

Q1: Candidate Information

Name	Brian Carmichael
Title	Risk Manager
Member/Municipality	City of Surprise

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

Brian Carmichael offers a unique and beneficial professional background, as a candidate for the AMRRP Board of Trustees. Brian began his career in law enforcement and quickly advanced to the rank of Police Sergeant, where he managed numerous specialty assignments. After serving over a decade in law enforcement, he entered the risk management profession in the private sector with Southwest Gas Corporation. Brian was responsible for all Southern Arizona Division claims involving: general liability, worker's compensation, environmental, as well as managing workplace security and safety programs. Brian gained valuable experience by managing and resolving a variety of diverse claims with demands up to $65 million, while serving in this role.

Brian returned to the public sector as the Risk Manager, with the City of Surprise in May 2015 and has quickly effected change resulting monetary savings, as well as improving both safety culture and increasing employee awareness and proactivity related to potential exposures. Brian also played an integral role in the implementation of nurse triage services for all members of the pool, by working closely with AMRRP senior leadership.

Brian holds a Master of Business Administration degree and has served on numerous internal and external boards. Most recently, Brian served as a board member with the Arizona International Association of Arson Investigators and the Western Energy Institute Safety Board. Brian offers over 10 years of combined public/private sector professional risk management experience to the board.

Q1: Candidate Information

Name	Jesus "Rudy"Rodriguez
Title	Administrative Services General Manager
Member/Municipality	City of Cottonwood

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

Jesus "Rudy" Rodriguez is the City of Cottonwood's Administrative Services General Manager. Mr. Rodriguez has already served on the Board, providing
outstanding service on behalf of all AMRRP members. He has served as a Board Member as well as President of the AMRRP. Mr. Rodriguez is highly qualified to serve on the Pool's Board of Trustees for another term. He has served as the Plan Administrator for the City's Employee Benefit Trust Fund, served as
Secretary of the Cottonwood Fire Department's Alternative Pension Benefits Board for
the City's volunteer firefighters, and is current President of the Arizona Public Employers Health Pool that provides health insurance to most of the schools, cities and towns in the Verde Valley and Fire Districts throughout the state. He currently serves on AMRRP's Finance Committee and was a past member of both the AMRRP Loss Control Committee and the Executive Committee.

Q1: Candidate Information

Name	Carol Brown
Title	Risk Manager
Member/Municipality	Camp Verde

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

We nominate Carol Brown, our Risk Management Director who has been involved for a number of years with Camp Verde's Risk management solutions, safety and environmental training, assisting staff in current safety procedures and safe practices with appropriate on line training. She has demonstrated her interest and commitment to the job by enrolling in classes to obtain her Certification in Risk Management. Her dedication and commitment to Camp Verde is highly commendable and she brings competence and professionalism to any and all projects she undertakes. She is personable and works well with others while able to take on projects with little or no need for direct supervision. Her honesty and integrity are above reproach and we believe she would be a commendable asset to any organization especially in the area of developing policies procedures covering mitigation of risks and providing guidance through those issues.

Q1: Candidate Information

Name	Robert Pickels
Title	City Attorney
Member/Municipality	City of Sedona

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

Robert Pickels was admitted to practice by the California State Bar in 1995. In 2002, he left private practice to join the Civil Division of Yuma County Attorney's Office where he served as Chief Civil Deputy until 2007. Robert was appointed as County Administrator by the Yuma County Board of Supervisors in May of 2007 and served in that capacity until July, 2015. He is a former Board member of the Arizona Counties Insurance Pool. He currently serves as City Attorney for the City of Sedona, Arizona.

Q1: Candidate Information

Name	Jill Adams
Title	City Clerk / Risk Manager
Member/Municipality	City of Sierra Vista

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

A 16 year employee with the City of Sierra Vista. I have served as the City Clerk and Risk Manager since 2006. During my tenure with the City of Sierra Vista, I earned my BA in Political Science from the University of Arizona (Go Cats!) after which I earned a MBA from University of Phoenix. I obtained my ARM-P designation in 2008. I am certified as a Municipal Clerk, State Election Officer, and Local Election Officer. I have served as a member of the AMRRP Loss Control Committee since 2011 and currently hold the position of Chair. It would be a rewarding challenge as well as honor to serve the member cities as a board member for the AZ Municipal Risk Retention Pool.

Q1: Candidate Information

Name	Tim Fisher
Title	Risk and Safety Administrator
Member/Municipality	City of Goodyear

Q2: Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.

Tim Fisher has been with the City for 4 years. He has modernized our safety and risk programs transforming a paper based to 100% electronic. He has done this utilizing an Enterprise Risk methodology. He is collaborative in approach and extremely optimistic. He is currently enrolled in ARM 54 with PRIMA and will be attending ERM in the fall. Thank you for considering Tim

Q1: **Candidate Information**

Name	Carlos Rivera
Title	City Manager
Member/Municipality	City of Nogales

Q2: **Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.**

I have over 30 years of government experience within the state of Arizona. The last 18 years I served as Deputy County Manager and County Manager with Santa Cruz County. During that time I served as a trustee with the Arizona Counties Insurance Pool which provided coverage to 12 of the 15 counties in Arizona. I have been with Nogales for 3 1/2 months now and I am very interested in serving as a trustee.

Q1: **Candidate Information**

Name	Brian Richards
Title	Town Manager
Member/Municipality	Town of Snowflake

Q2: **Please provide a one paragraph biographical sketch of the candidate that you are submitting for nomination.**

Brian has served in local government since 1997. He is currently the Town Manager of Snowflake, having served previously as Finance Director. Brian is a Certified Public Accountant and a Certified Public Finance Officer. He is a member of GFOA, GFOAZ, the Arizona Society of Certified Public Accountants, and the American Institute of Certified Public Accountants (AICPA).

AMRRP
ARIZONA MUNICIPAL RISK RETENTION POOL

Board of Trustees 2016 Election

Pursuant to A.R.S. § 10-3708, the undersigned Member of the Arizona Municipal Risk Retention Pool (AMRRP) hereby casts the votes as designated below, which the undersigned is entitled to cast, as an AMRRP Member at the Annual Meeting of the Members on Tuesday, August 23, 2016. Responses by ballot are needed to meet quorum requirements.

Names were drawn in random order. That order is reflected herein.

BALLOT

*** 1. Please cast TWO votes:**

- [ ] **Jean Poe**, Risk Manager, City of Buckeye *
- [ ] **Brian Carmichael**, Risk Manager, City or Surprise
- [ ] **Jesus "Rudy" Rodriguez**, Administrative Services General Manager, City of Cottonwood *
- [ ] **Carol Brown**, Risk Manager, Town of Camp Verde
- [ ] **Robert Pickels**, Attorney, City of Sedona
- [ ] **Jill Adams**, Clerk/Risk Manager, City of Sierra Vista
- [ ] **Tim Fisher**, Risk & Safety Manager, City of Goodyear
- [ ] **Carlos Rivera**, Manager, City of Nogales
- [ ] **Brian Richards**, Manager, Town of Snowflake

Write-In Candidate(s)

* Current Board Member

*** 2. I have read and hereby approve the August 18, 2015 Annual Members' Meeting minutes as written.**

- ◯ YES
- ◯ NO

*** 3. Please digitally sign your ballot by entering your information below:**

Name

City/Town

Email Address

Done

Agenda - Annual Members' Meeting
August 23, 2016
4:00 p.m.

In conjunction with the League of Arizona Cities and Towns Conference
Fairmont Scottsdale Princess
Palomino 8 Meeting Room
7575 East Princess Drive
Scottsdale, AZ 85255

The public will be able to hear and see those persons participating electronically in the public sections of the meeting by attending the meeting in person at the League of Arizona Cities and Towns Conference.

1. **Call to Order**

2. **Call to the Public**
The public may address the Board or present topics for future Board discussion.

3. **Approval of 2015 Minutes**
Action recommended
Report the outcome of Member acceptance/rejection of the August 18, 2015 Members' meeting minutes.

4. **Election of Trustees** Ken Strobeck
Action recommended
Report the outcome of Member voting for the two Trustee positions, terms expiring 2020.

5. **President's Address / AMRRP Update** Scott Barber/Sheri Reintjes
Action Recommended
None- for discussion only.

6. **Adjourn**

Individuals with disabilities may request a reasonable accommodation by contacting 888-309-4339 extension 6642

Annual Members' Meeting
Minutes
August 18, 2015

The Annual Members' Meeting of the Board of Trustees of the Arizona Municipal Risk Retention Pool (AMRRP), an Arizona non-profit corporation, was called and held on August 18, 2015, at the Starr Pass Resort.

Trustees present:

Jackie Baker – Town of Camp Verde

Scott Barber, *Board President* – Town of Florence

Fred Carpenter – Town of Payson

Rudy Rodriguez – Town of Cottonwood

Ken Strobeck – League of Arizona Cities and Towns

Kelly Udall, *Board Vice President* – Town of Sahuarita

Jackie Walker – City of Kingman

Alison Zelms - City of Prescott

Trustees not present:

Kristy Brusso – City of Bullhead City

Jean Poe, *Board Secretary/Treasurer* – City of Buckeye

Advisor present:

Bill Sims - Sims Murray, Ltd.

Staff present

Ed Bantel and Sheri Reintjes

Representatives from the following Member municipalities were present:

City of Globe

Town of Mammoth

Town of Paradise Valley

Town of Queen Creek

City of Willcox

1. **Call to Order**

Board President Scott Barber called the meeting to order at 4:03 p.m. and introduced the Board Members, Ken Strobeck, Bill Sims, and Administrator staff.

2. **Call to the Public**
There was no response to the Call to the Public.

3. **Approval of 2014 Minutes**
Ken Strobeck reported the 2014 minutes were approved via the 2015 Trustee election ballots. The Board unanimously carried a motion made by Rodriguez and seconded by Zelms to accept the 2014 Members' Meeting minutes.

4. **Election of Trustees**
Strobeck reported a total of six candidates were nominated for election to the Board of Trustees; the three candidates who received the most votes were Kelly Udall, Fred Carpenter, and Jackie Walker.

5. **President's Message/AMRRP Update**

Barber congratulated Udall, Walker, and Carpenter on their elections and provided a brief update on the overall status of the Pool:

- AMRRP continues to be fiscally strong, recording a substantial growth in Member Equity for 2014
- The Pool experienced 100 percent membership retention in 2015 and is currently 76 Members strong
- The Board of Trustees 2014 focus, "Making Sure the House is in Order", reviewed internal processes and management efficiencies; 2015's focus is Loss Control for individual Members and the Pool as a whole
- Two members of AMRRP's legal counsel formed their own firm in early 2015; the Board approved Pierce Coleman to handle all of AMRRP's employment legal matters with a flat-fee arrangement and enhanced Member services:
    - Personnel Assistance Lifeline (PAL) are now offered on an unlimited basis at no additional cost to Members
    - EEOC/ACRD Position Statements are handled at no additional cost to Members
- AMRRP's Intergovernmental Agreement (IGA) Assistance Program was conceived in late 2014 and launched on January 1, 2015. The IGA Assistance Program, through legal review and assistance from Sims Murray, Ltd., assists Members and their City or Town attorneys in protecting the municipality's best interests when entering into agreements with neighbor agencies. Highlights from the Program's first six months include revisions to the Department of Forestry's IGA language, and work is being performed to explore areas of joint defense.
- AMRRP's Public Safety Assistance Program (PSAP) is currently undergoing revisions, but remains available to Members requesting assistance with public safety matters

Barber reaffirmed the Board of Trustees' commitment to the AMRRP "family" and invited Members to reach out to the Board or Administrator with any questions or concerns.

Reintjes thanked the Board of Trustees for its commitment, noting that Members can be proud of the Pool's leadership. She expressed staff's appreciation for each Member, reminded Members to utilize the programs available, and invited Members to contact staff with any ideas on how the Pool can improve.

6. Adjourn

The Board unanimously carried a motion made by Baker and seconded by Walker to adjourn the meeting at 4:21 p.m.

DRAFT

10,

League of Arizona Cities and Towns Resolutions Summary Chart
2017 Resolutions

Number	Resolution	Sponsor	Action	Notes
BFED 1	Seek legislation to create the Economic Development Reimbursement Authority (EDRA) system for infrastructure and improvements.	Surprise		
BFED 2	Create renewable energy and conservation financing districts for commercial properties.	Flagstaff		
BFED 3	Amend statute to authorize retention and detention basin improvement districts to levy and expend money to operate, maintain, repair and improve retention and detention basins within a municipality.	Yuma		
BFED 4	Create workable, mutually beneficial construction sales tax reform.	League		
GAHRE 1	Simplify the re-zoning language for cities and towns to reflect the more direct county language.	Sedona		
GAHRE 2	Seek legislation to remove any limitation or penalty in accessing PSPRS retirement benefits as the member is transitioning into a job reassignment as an accommodation under the Americans with Disabilities Act (ADA).	Surprise		
GAHRE 3	Design legislation to improve the county island annexation process without undue burden to any one party.	Sierra Vista Yuma		
GAHRE 4	Revise and update the disincorporation statutes.	League		
GAHRE 5	Explore options that create funding solutions and/or financing authority to deal with PSPRS unfunded pension liabilities.	League		
NSQL 1	Develop strategies to enhance forest health.	Flagstaff		

League of Arizona Cities and Towns Resolutions Summary Chart
2017 Resolutions

NSQL 2	Restore the Arizona Housing Trust Fund.	Flagstaff		
PSMAC 1	Support the presence of military installations.	Sierra Vista		

Budget, Finance and Economic Development – BFED

General Administration, Human Resources and Elections – GAHRE

Neighborhoods, Sustainability and Quality of Life – NSQL

Public Safety, Military Affairs and the Courts – PSMAC

Transportation, Infrastructure and Public Works – TIPW

These are the only items that will be voted on. The other submissions that did not move forward as resolutions will be explained at the Resolutions Committee.

League of Arizona Cities and Towns

1820 W. Washington · Phoenix, AZ 85007 · Phone: (602) 258-5786 · Fax: (602) 253-3874
Email: league@azleague.org · Web site: www.azleague.org

July 8, 2016

Dear Mayor:

It is my privilege to appoint you to the 2016 Resolutions Committee of the League of Arizona Cities and Towns. Jonathan Rothschild, Mayor of Tucson and a member of the League's Executive Committee, has agreed to serve as Chairman.

The Committee is responsible for recommending items for inclusion in the League's legislative program based upon a review of the Resolutions submitted by Arizona's cities and towns. The adopted Resolutions are outlined in the annual Municipal Policy Statement which serves as the principal guide for the League's legislative program for the upcoming session.

The Chairs of the five League Policy Committees will present the Resolutions discussed in their respective committees to the Resolutions Committee at the Annual Conference.

Included in this packet you will find the:

- Resolutions Committee Calendar
- Resolutions Committee Procedures
- Policy Committee Reports and Resolutions

The Resolutions Committee will meet on Tuesday, August 23, 2016 at 1:30 p.m. as the first item of business at the League Annual Conference at the Fairmont Princess Resort in Scottsdale. Lunch will be provided before the meeting. The actions of the full Resolutions Committee will be formally adopted at the League's Annual Business Meeting on **Thursday August 25, 2016** at 4:00 p.m.

Please officially accept your appointment or designate a council representative to serve your city/town on the 2016 Resolutions Committee, by clicking here www.leagueaz.org/resolutions.

We look forward to having all 91 cities and towns participate on the Resolutions Committee. If you have any questions or comments regarding the Resolutions Committee, your appointment or the resolution submittal process, please do not hesitate to contact the League office.

Sincerely,

Mark W Mitchell

Mayor Mark Mitchell, Tempe

League President

Enclosures

cc (via email): Managers, Clerks without Managers, Intergovs, Intergovs 2

2016 Resolutions Committee Calendar

April:	Mayor Rothschild appointed as 2016 Resolutions Chairman.
April-June	Policy Committees meet.
July 8:	League to send out resolutions packets to membership.
August 23:	Resolutions Committee meeting at the Annual Conference in Tucson.
August 25:	Resolutions ratified at the Annual Business Meeting.

LEAGUE OF ARIZONA CITIES AND TOWNS RESOLUTIONS COMMITTEE PROCEDURES

1. Resolutions Committee Appointment

   The President shall appoint the Chairman and members of the Resolutions Committee. Only one elected official from each city or town shall be appointed to the Committee.

2. Duties

   The Resolutions Committee shall adopt statements of policy amending the annual Municipal Policy Statement, special resolutions and such other resolutions of courtesy, commendation or appreciation as the Committee deems appropriate.

3. Submission of Resolutions

   A. All resolutions, including resolutions of courtesy, commendation or appreciation, may be considered by the Committee provided such resolutions are submitted to the Chairman of the Committee or to the League office for consideration by the Policy Committees. The resolutions process allows cities and towns to submit policy ideas to the League at any time during the year without the requirement of a co-sponsoring city or town. If approved by a policy committee, League staff will draft the resolution for presentation to the full Resolutions Committee. Sponsoring cities and towns, or other interested stakeholders may be consulted to provide more information on the idea and also may be invited to speak to the issue at one of the policy committee meetings. Submissions received after June 1 may not be processed in time for the Annual Conference.

   B. Except in the case of emergency as determined by the chair of the committee, no resolutions submitted after the deadline specified in subsection A of this section or that have not been vetted by the Policy Committees may be considered.

4. Resolutions Committee Process

   A. The President shall assign submissions to the relevant Policy Committee. The Policy Committees will review submissions and develop pertinent resolutions for consideration by the Resolutions Committee. Only resolutions advanced by the Policy Committees shall be discussed at the Annual Conference Resolutions Committee.
   B. Resolutions shall be amended according to the process established by the Chairman of the Committee.
   C. The completed resolutions will go to the full Resolutions Committee at the Annual

Conference for consideration. The chairs of each policy committee will be responsible for presenting the resolutions and their committee activities to the full Resolutions Committee. Notice shall be given to each member at least four weeks in advance of the meeting.

5. Final Report

After the Resolutions Committee meeting, the Chairman of the Committee or a designee shall report to the entire league membership at the Annual Business Meeting those resolutions adopted by the Committee. Resolutions adopted by the Committee shall be formally adopted by the membership at the Annual Business Meeting and become the basis for the annual Municipal Policy Statement.

The following policy committee reports and resolutions are arranged in alphabetical order. The recommended resolutions are categorized by their respective committee initials and numbered according to the order in which they were approved.

Budget, Finance and Economic Development – BFED

General Administration, Human Resources and Elections – GAHRE

Neighborhoods, Sustainability and Quality of Life – NSQL

Public Safety, Military Affairs and the Courts – PSMAC

Transportation, Infrastructure and Public Works – TIPW

Chair's Report of the Budget, Finance and Economic Development Policy Committee

Mayor Kenny Evans, Chair

Resolutions Committee Meeting, League Annual Conference
Tuesday, August 23, 2016

On June 27, 2016, the Budget, Finance and Economic Development Policy Committee (BFED) convened to discuss nine policy issues submitted by cities and towns, as well as by League staff, for consideration by the committee. Below is a summary of each of the policy issues considered by BFED:

1. Seek legislation to allow cities and towns to invest in infrastructure and other improvements in a designated area and pay for the investments via the increased tax revenue generated by the new development. – **Surprise**

2. Develop a coalition to assist with the passage of legislation that will allow for the creation of renewable energy and conservation financing districts for commercial property on a voluntary basis. – **Flagstaff**

3. Protect existing funding to cities and towns which support the quality of life for its residents. –**Flagstaff**

4. Protect local authority to bring revenue to cities and towns. – **Flagstaff**

5. Increase shared revenue to small towns in Arizona. – **Mammoth**

6. Provide an option to cities and towns to allow voters to replace and increase their existing primary property tax with a new tax levy to be used to fund operation and maintenance of police, fire and medical emergency services. – **Prescott**

7. Explore methods to finance the operation and maintenance of retention and detention basins including amending A.R.S. § 48-574 to authorize retention and detention basin improvement districts to levy and expend money to operate, maintain, repair and improve retention and detention basins within a municipality. – **Yuma**

8. Explore options for accelerating the payoff of PSPRS debt. – **Globe**

9. Develop legislation for introduction next session that addresses the perceived problems with our construction sales tax system in order to create a long-term, sustainable policy that maintains state and municipal revenues, ensures revenues are received at the location in which the construction activity occurs, provides simplicity for the industry and improves compliance. – **League**

Below is a summary of the committee discussion and the recommendations:

The City of Surprise submitted **Policy Issue 1**. They are seeking a new economic development tool that would be available to cities and towns to help fund infrastructure. The proposed concept is designed to be a financing mechanism that reimburses eligible projects costs using the incremental gains in property tax attributed to project activity.

The Committee voted to move this issue forward as a resolution. (Now: BFED Resolution 1 on the Resolutions Summary Chart.)

The City of Flagstaff presented **Policy Issue 2**. Stephanie Smith, Assistant to the City Manager, explained the issue. This proposal is requesting that the League assist in developing a coalition to work on passage of legislation that would allow for the creation of renewable energy and conservation financing districts for commercial property on a voluntary basis.

This legislation has been attempted in the past and has been unsuccessful because of the legislature's reluctance to create additional special districts. However, this year, other groups have shown an interest in this concept. This year's focus would be on developing a coalition with these other interest groups in an effort to pass legislation authorizing these districts.

The BFED Committee voted to move this issue forward as a resolution. (Now: BFED Resolution 2 on the Resolutions Summary Chart.)

The City of Flagstaff also proposed **Policy Issues 3 and 4**. Stephanie Smith explained that her Council had concerns about the Legislature's attempts to reduce funding to cities and towns and to limit municipal authority regarding revenue sources and that they wanted to reiterate their support for local control over these issues.

The Committee discussed these policy submittals. However, since the protection of shared revenues and the preservation of local control are part of the League's core principles, the members decided it was not necessary to move these forward as individual resolutions.

Mayor Don Jones, on behalf of the Town of Mammoth, presented **Policy Issue 5**. This proposal would increase the amount of shared revenue that is allocated to small cities. Mayor Jones shared his concerns that the small and historic communities in Arizona could not continue to exist without additional revenue sources.

Members of the Committee discussed this issue and shared their concerns about opening up the revenue sharing formula. It was decided that this proposal would not be advanced as a resolution but that the League staff would put together a group to look at other options for increasing revenues or decreasing costs for these communities. The League will convene a group to further study this issue.

The City of Prescott submitted **Policy Issue 6** regarding a dedicated public safety property tax. Alison Zelms, Deputy City Manager, explained that they are looking for options for how to pay down their pension obligation debt faster.

League staff noted that the General Administration, Human Resources and Election Policy Committee (GAHRE) had also discussed a proposal about the cost of public safety pensions. After discussion by the Committee, it was decided that all of these policy issue submittals would be combined into one resolution that provides the League staff with the flexibility to look at a number of options for addressing this concern. The Committee voted to move this forward as a resolution. (Now: GAHRE Resolution #5 on the GAHRE Resolutions Summary Chart.)

Dan White, Assistant City Attorney, City of Yuma, presented **Policy Issue 7**. He explained that cities are not currently allowed to pay for the maintenance and operation of retention and detention basins out of the proceeds of improvement districts. However, the maintenance and operation of other similar amenities such as pedestrian malls, off-street parking facilities and parkways can be paid for through improvement district assessments. This proposal seeks to have retention and detention basins added to the list of eligible expenses.

The Committee voted to move this forward as a resolution. (Now: BFED Resolution 3 on the Resolutions Summary Chart.)

The City of Globe submitted **Policy Issue 8**. Paul Jepson, City Manager, explained that they were seeking authority to issue pension obligation bonds as a mechanism to save on the costs of retiring their pension obligation debt.

League staff again noted that the General Administration, Human Resources and Election Policy Committee (GAHRE) had also discussed a proposal regarding the cost of public safety pensions. The Committee decided that this issue would also be combined with the other policy issue submittals on this subject. The Committee voted to move this forward as a resolution. (Now: GAHRE Resolution #5 on the Resolutions Summary Chart.)

League staff submitted **Policy Issue 9**. This proposal seeks to develop legislation addressing changes to construction sales tax. Staff explained that there is momentum building at the Legislature to move from our current construction sales tax system to a tax on materials only at the point of purchase. This would result in a significant reduction in the revenues the state and municipalities collect from this activity.

The League has put together a task force to review this issue and to develop the information necessary to make informed decisions about the impact of any changes to construction sales tax. This information will help us be proactive in guiding the development of legislation rather than simply reacting to what is introduced. The Committee voted to move this issue forward as a resolution. (Now: BFED Resolution 4 on the Resolutions Summary Chart.)

The table below summarizes the BFED Committee's actions:

Policy Issue	**Disposition by Committee**
1	Resolution BFED 1
2	Resolution BFED 2
3	League Core Principle

4	League Core Principle
5	League Study Committee
6	Resolution GAHRE 5
7	Resolution BFED 3
8	Resolution GAHRE 5
9	Resolution BFED 4

Kenny Evans
Mayor of Payson
Chair, Budget, Finance and Economic Development Policy Committee

BFED#1

League of Arizona Cities & Towns Resolution

Text of Resolution: Seek legislation to allow cities and towns to invest in infrastructure and other improvements in a designated area, and pay for the investments via the increased property tax revenue generated by the new development.

A. Purpose and Effect of Resolution

Economic Development Reimbursement Authority (EDRA) is a mechanism that allows cities and towns to stimulate new development that may not otherwise take place by reimbursing developers for eligible costs within the authority's boundaries. The reimbursements are funded with the incremental difference between property tax collections before the project and after the project. This new tool can attract business and jobs to a community and can also be used to assist in business expansion for existing enterprise. It is also a carefully crafted tool to ensure taxpayers and taxing jurisdictions are protected from private risk. Reimbursement is only authorized if certain conditions are met and an oversight committee made up of city, county, and school district representatives approves the costs.

B. Relevance to Municipal Policy

Promoting economic development and job creation is important to every city in the state of Arizona. Economic Development Reimbursement Authority would give municipalities another option for supporting these projects. For those proposals or projects that are pending financing, this legislation could serve as a catalyst for economic development. For municipalities that choose not to use this tool, this legislation would have no impact.

C. Fiscal Impact to Cities and Towns

The legislation calls for EDRAs to capture NEW property tax revenue that is generated as a result of a project being built and to use only that revenue for reimbursement of approved development related needs. Once the EDRA expires all of the property tax revenue will be distributed as usual. An EDRA cannot be formed without the agreement and support of the county and school districts. Municipal taxpayers located outside the district would also be held harmless.

D. Fiscal Impact to the State

No state funds would be involved in the funding of an EDRA because the legislation pertains only to property tax. However, the state would receive increased income tax collections from the new employees that work within the district in addition to increased corporate income tax receipts from the companies that move into the district.

E. Contact Information:

Sponsoring City or Town: City of Surprise
Name: Nicole Lance, Deputy City Manager
Phone: (623) 222-1030 Email: nicole.lance@surpriseaz.gov
League Staff: Patrice Kraus

BFED#2

League of Arizona Cities & Towns Resolution

Text of Resolution: Develop a coalition to assist with the passage of legislation that will allow for the creation of renewable energy and conservation financing districts for commercial property on a voluntary basis.

A. Purpose and Effect of Resolution

A renewable energy and conservation financing district authorizes local governments to facilitate the financing for related improvements for commercial property owners. Participation in the program should be voluntary, so property owners can opt-in to use the mechanism to finance their own energy efficiency improvements, renewable energy installation, and water conservation improvements. Such programs can deliver benefits beyond energy independence, including new economic development opportunities, increase property value, provide protection from increasing energy costs, and enhance community awareness.

Numerous communities across the nation already have energy efficiency, water conservation, and renewable energy financing programs. At least 30 states have passed enabling legislation allowing local government to establish similar financing districts. They also define energy efficiency, water conservation, and renewable energy as a public benefit, and grant local government the authority to issue bonds.

B. Relevance to Municipal Policy

State law (A.R.S. 9-461.05) requires local governments over a certain size to adopt energy efficiency elements in their general plan. This resolution supports municipalities that choose to promote energy efficiency, renewable energy and water conservation practices within their communities. Many Arizona communities are working to improve the efficiency of existing building stock in the residential and commercial sectors to promote sustainability and help protect community members from rising energy costs.

C. Fiscal Impact to Cities and Towns

With enabling legislation, local governments could voluntarily elect to establish an energy-efficiency, renewable energy and water conservation financing program and participation in the program would be completely voluntary for interested property owners. There would be no fiscal impact on the city or town.

D. Fiscal Impact to the State

There are no fiscal impacts to the State. Energy district authority would allow for opt-in energy efficiency and renewable energy financing programs at the fiscal responsibility of the property owner.

E. Contact Information:

Sponsoring City or Town: City of Flagstaff

Name: Stephanie Smith, Assistant to the City Manager

Phone: (928) 213-2078 Email: ssmith@flagstaffaz.gov

League Staff: Patrice Kraus

BFED#3

League of Arizona Cities & Towns Resolution

Text of Resolution*: *Amend A.R.S. § 48-574 to authorize retention and detention basin improvement districts to levy and expend money to operate, maintain, repair and improve retention and detention basins within a municipality.

A. Purpose and Effect of Resolution
Maintenance and operation of retention and detention basins has become an increasingly difficult and expensive proposition for cities and towns. This resolution would allow League staff to move forward with legislation that would help secure a funding mechanism in state law for such basins.

A.R.S. § 48-574 currently authorizes improvement districts for the operation, maintenance, repair and improvement of pedestrian malls, off-street parking facilities and parkways. The proposed statutory change makes retention and detention basins eligible for operation and maintenance cost payment through an improvement district.

Under current state law, improvement districts are not specifically authorized to maintain retention and detention basins. As a result, off-site retention, which benefits only a small, localized area, is often subsidized by landowners outside of the area receiving the benefit (and who may already bear the burden of on-site retention on their parcel). Alternatively, under current law, a municipality could require the formation of a homeowner's or neighborhood association to maintain basins. Permitting a developer the flexibility to form an improvement district would allocate such costs directly to and in proportion to the benefit without the requirement of a homeowner's or neighborhood association.

The proposed legislation would allow operation, maintenance, improvement and repair costs for retention and detention basins to be included in the tax levy as part of a property owner's tax bill in accordance with assessed value or assessment of each lot within the improvement district in proportion to the benefit to each lot. The district would not have the authority to issue improvement bonds or to engage in any activity other than operation, maintenance, repair and improvement of the retention and/or detention basin.

B. Relevance to Municipal Policy
Improvement districts are prevalent across the state. A uniform process that allows cities and towns to more fairly distribute the perpetual maintenance costs of retention and detention basins will provide long-term cumulative savings to municipalities, provide developers with an alternative to homeowner's or neighborhood associations, and facilitate ease of payment for homeowners.

C. Fiscal Impact to Cities and Towns
Cities and towns that approve retention and detention basin improvement districts would realize savings that could be spent for other improvements or services. A copy of the proposed amendment to the statute is attached.

D. Fiscal Impact to the State
There is no fiscal impact to the state.

E. Contact Information:

Sponsoring City or Town: City of Yuma
Name: Steve Moore: City Attorney
Phone: 928 373-5057 **Email**: steve.moore@yumaaz.gov
League Staff: Patrice Kraus

Proposed Statutory Amendment

A.R.S. § 48-574 Improvement districts for operation, maintenance, repair and improvement of pedestrian malls, off-street parking facilities, retention and detention basins, parkings and parkways

A. In addition to the purposes for which an improvement district may be formed under the provisions of § 48-572, an improvement district may be formed for the sole purpose of the operation, maintenance, repair and improvements of pedestrian malls, off-street parking facilities, retention and detention basins, parkings and parkways.

BFED#4

League of Arizona Cities & Towns Resolution

Text of Resolution: Develop legislation for introduction next session that addresses the perceived problems with our construction sales tax system in order to create a long-term, sustainable policy that maintains state and municipal revenues, ensures revenues are received at the location in which the construction activity occurs, provides simplicity for the industry and improves compliance.

A. Purpose and Effect of Resolution

In 2013 legislation was enacted that required state collection and administration of all transaction privilege taxes. As part of the negotiations on that bill, there was effort to move to taxing only materials at the point of sale rather collecting tax under our existing construction sales tax process. Although the effort was unsuccessful, subsequent changes were made to how repair services were taxed. These changes have created a great deal of confusion for some members of the construction industry and have led to a general lack of compliance in the remittance of taxes related to construction activity.

Based on the direction of the League's Executive Committee, a task force has been appointed to look at this issue and to develop the information necessary to make informed decisions about any changes to our construction sales tax process. The work of this task force would provide the basis of any reform efforts.

B. Relevance to Municipal Policy

Both municipalities and the state would lose significant revenues if we moved to a "materials only/point of sale" method of taxing construction activity. Since there is most likely going to be pressure from legislators and the industry to introduce legislation on this issue next session, it is in our best interest to develop the information that will be needed to help guide any policy changes.

C. Fiscal Impact to Cities and Towns

The current tax system is imposed on 65% of the contract value or the selling price of new construction at the city level. A shift to taxing materials only will reduce that percentage to an estimated 30%-40%, resulting in a general reduction in revenues. Some of this reduction may be offset by the higher State Revenue Sharing rate assigned to the Retail class. However, the amount offset will depend on whether these materials are purchased from vendors within the state versus out-of-state vendors. Out-of-state purchases are subject to Use Tax, but that is not currently part of the shared revenue pool. Additionally, since materials used in construction are currently exempt from taxation, some of the lost revenues to cities and towns may be offset by eliminating the misuse of this exemption. Another complicating factor is the redistribution of direct city tax revenues since the purchase of these materials will likely occur in the urban centers. A model compiled by the cities in 2013 estimated the net impact to city revenues at an overall reduction of roughly $80 million.

D. Fiscal Impact to the State

State revenues would also be reduced by taxing materials only. Analysis done by the Joint

Legislative Budget Committee in 2013 estimated the loss to the State General Fund due to changes in the Contracting classification to be between $65 and $150 million.

E. Contact Information:

Sponsoring City or Town: League of Arizona Cities and Towns
League Staff: Patrice Kraus
Phone: 602-258-5786 **Email:** pkraus@azleague.org

Chair's Report of the General Administration, Human Resources and Elections Policy Committee

Resolutions Committee Meeting, League Annual Conference
Tuesday, August 23, 2016
Mayor Lana Mook, El Mirage, Chair

The General Administration, Human Resources and Elections Policy Committee (GAHRE) met several times at the League of Arizona Cities and Towns Office from October 2015 to June 2016 to discuss eight policy issues that had been submitted by cities and towns for consideration. Those eight policy issues and the sponsoring cities are summarized below:

1. Set the requirements to achieve a valid legal protest relating to re-zoning as 20% of the area within the re-zoned area or 20% of the area of lots of property owners within 150 feet of the property to be re-zoned whether adjacent (sharing a border) or non-adjacent (e.g., across the street). – **Sedona**

2. Indirect discrimination against disabled workers' access to pension. ARS 38-849 intends to prevent pre-arranged reemployment following retirement. However it does not consider the Americans with Disabilities Act (ADA) which requires employers to offer an available, vacant position as an accommodation of last resort. Example: A police officer injured in the line of duty suffers permanent impairments and is awarded PSPRS accidental disability retirement. The employer identifies a vacant Police Property Custodian position, which is an equal or lesser paying position in which the employee meets minimum qualifications and can perform all essential functions. By accepting this position as an accommodation, the employee cannot draw their retirement for a period of one year. ARS 38-849.E states "the system (PSPRS) shall not make pension payments to the retired member during the period of reemployment." This statute arguably violates Title I and II of the ADA by penalizing members who accept a job reassignment, therefore discouraging them from participation in the ADA interactive process. – **Surprise**

3. The existence of county islands within Arizona cities is becoming a growing problem. County codes are designed to address rural areas, and state budget cuts to counties have been impacting enforcement. The result is deteriorating properties surrounded by incorporated cities/towns, and no ability to apply consistent enforcement from one street to the next. What's worse is that conditions are bleeding out into incorporated areas, causing increases in enforcement expenses and impacting crime and resident safety. In the Sierra Vista area, Assessor records show that a disproportionate number of properties in tax title are in unincorporated areas and others within just 1/4 mile of county islands. Annexation is the only solution, and long-term viability of these areas is at stake. – **Sierra Vista and Yuma**

4. There are some of our smallest towns that have lost population, do not have the ability to attract sufficient qualified staff, do not have a tax base to support city services and yet are

still required by law to follow all the legal requirements of our largest cities and towns. While the idea of dis-incorporating is distasteful and contrary to the League's interest in promoting cities and towns, there are some limited cases in which it may make financial and practical sense to actually dis-incorporate. – **League Staff**

5. To remain solvent, Arizona's public pension systems must accumulate sufficient assets during members' working years to pay all promised benefits when members retire. Employees and employers pay a substantial amount for each employee in each respective system. After a series of audits for the actuarial methods used by PSPRS to project system costs, the employer rate is increasing drastically, and stands to increase again in the future based on further adjustment and the outcome of pending litigation in the Hall and Parker cases. - **Prescott**

6. Uphold and restore the principle of local control. – **Flagstaff**

7. The cost to hold special recall and initiative elections is very expensive and we have experienced that this year. We recognize it is the citizens' right to have access to the democratic process through the use of petitions. But, we also recognize the need for a process which is consistent in its requirements and to provide the clarity necessary for those wishing to engage in the petition process by using specifics rather than generalities when challenging elected officials. – **Camp Verde**

8. Seek to clarify state sign laws in light of the Reed case and existing statutes regarding signage. This clarity does not need to be achieved through legislative means and could include requesting clarification from the Attorney General. – **Flagstaff**

Discussion on **Policy Issue 1** related to a rezoning case that occurred in the City of Sedona. The confusing, inconsistent language in current statute allowed one single property owner to set the protest of the rezoning in motion and the supermajority voting requirement associated with it. Councilmember Thompson of Sedona provided a map and a PowerPoint presentation that clearly illustrated the problem. After consultation with experienced attorneys, it was determined that mirroring the language that exists in state statute for county rezoning efforts would provide the clarity needed. Committee members voted to move **Policy Issue 1** forward as a Resolution (see Resolution GAHRE #1 on the Resolutions Summary Chart).

The City of Surprise provided background on **Policy Issue 2** that relates to PSPRS statute and the Americans with Disabilities Act. There is an inconsistency between the statute's intention to curb prearranged reemployment after retirement but unintentionally prohibiting the city from providing available ADA accommodations in specific situations such as when an officer suffers a permanent impairment and goes into PSPRS accidental disability retirement. Committee members voted to move **Policy Issue 2** forward as a Resolution (see Resolution GAHRE #2 on the Resolutions Summary Chart).

The Cities of Sierra Vista and Yuma provided background on **Policy Issue 3** and informed the members of the Committee about the ongoing public safety, health and welfare issues that are created by the county islands in their respective communities. Committee members discussed

that this was a sensitive issue with elected officials and decided to direct League staff to limit the scope of possible legislation to securing equitable participation for all property owners included in a proposed annexation of property in a county island. With that stipulation, Committee members voted to move **Policy Issue 3** forward as a Resolution (see Resolution GAHRE #3 on the Resolutions Summary Chart).

Discussion on **Policy Issue 4** related to discussions that the League has had with a few of our smallest communities. They have expressed concerns that declining populations and declining revenues are getting to the point of making them less viable as communities. In some very specific instances, it may make sense for them to dis-incorporate as communities and come under the administration of the county once again. ARS 9-102 already contains a process for disincorporation in general, and committee members discussed the need to make sure that such a change to the statute has strict parameters placed on it so that the scope is limited. Specifically, the intent is to make it easier for a town to dis-incorporate if it has small and declining population and insufficient budget. Committee members voted to move **Policy Issue 4** forward as a Resolution (see Resolution GAHRE #4 on the Resolutions Summary Chart).

Discussion on **Policy Issue 5** related to ideas on how to deal financially with the significant unfunded liability in the PSPRS system. The Committee received input from the City of Prescott and several other communities about the significant burden that the unfunded liability creates. The Committee was also made aware that similar policy issues had been sent to other policy committees for review. League staff suggested that they be combined into one resolution that would come from the GAHRE Committee. Committee members voted to move **Policy Issue 5** forward as a Resolution (see Resolution GAHRE #5 on the Resolutions Summary Chart).

The City of Flagstaff, through **Policy Issue 6**, provided a simple request to keep protection of local control at the forefront of the League's legislative activities. Committee members determined that Issue 6 was included within the continuing "Guiding Principles" provided each year in the League's Policy Statement. Committee members voted to move **Policy Issue 6** forward as a Guiding Principle in the League's Policy Statement.

The Town of Camp Verde provided background on **Policy Issue 7** and informed the members of the Committee that some of the aspects of recall and initiative elections were costly to the city and unfair to elected officials. The discussion centered on the determination of petition signature sufficiency and the reason statement for recall. Committee members felt that this topic would benefit from more Committee discussion and research and will be taking the issue up again at its next quarterly meeting.

Discussion on **Policy Issue 8** related to signage ordinances and policies in cities and towns and how they have been affected by the recent decision in the *Reed* case. Cities and towns are struggling on how to deal with the *Reed* decision and how to revise their sign codes. As there is no clear cut path to resolving this issue, the Committee voted to work on **Policy Issue 8** with League staff, city and town attorneys and other interested parties.

The table below summarizes the GAHRE Committee's actions:

Policy Issue	Disposition by Committee
Policy Issue 1	GAHRE #1

Policy Issue 2	GAHRE #2
Policy Issue 3	GAHRE #3
Policy Issue 4	GAHRE #4
Policy Issue 5	GAHRE #5
Policy Issue 6	Guiding Principle
Policy Issue 7	Continued Committee Work
Policy Issue 8	Continued Committee Work

Lana Mook
Mayor of El Mirage
Chair, General Administration, Human Resources and Elections Policy Committee

GAHRE#1

League of Arizona Cities & Towns Resolution

Text of Resolution: Set the requirements to achieve a valid legal protest relating to re-zoning as 20% of the area within the re-zoned area or 20% of the area of lots of property owners within 150 feet of the property to be re-zoned whether adjacent (sharing a border) or non-adjacent (e.g., across the street).

A. Purpose and Effect of Resolution.
Current state statute allows a protest to be filed against a proposed zoning amendment. The protest can be filed if 20% of the owners of the adjacent lots or those lots within 150 feet of the proposed change are opposed to the amendment. The proposed amendment cannot become effective unless three-fourths of the council vote in favor of the amendment (a supermajority vote requirement.)

Current statutory language describing the determination of the lots affected by the rezoning amendment is very convoluted. A.R.S. §9-462.04 (H) states the following: "If the owners of twenty per cent or more either of the area of the lots included in a proposed change, or of those immediately adjacent in the rear or any side thereof extending one hundred fifty feet therefrom, or of those directly opposite thereto extending one hundred fifty feet from the street frontage of the opposite lots,..." It is possible for this vague language to create a situation where a rezoning amendment on an odd-shaped parcel would allow for only one small property owner to file a protest and trigger the supermajority voting requirement. There is a specific case of this happening in the City of Sedona.

This resolution proposes using statutory language similar to that provide for county rezoning amendments. A.R.S. §11-814(E), states the following: "If twenty per cent of the owners of property by area and number within the zoning area file a protest to the proposed rezoning, the change shall not be made except by a three-fourths vote of all members of the board for those counties with five or more supervisors...In calculating the owners by area, only that portion of a lot or parcel of record situated within three hundred feet of the property to be rezoned shall be included. In calculating the owners by number or area, county property and public rights-of-way shall not be included."

This resolution proposes simplifying the language for cities and towns to reflect the more direct language of the county language.

B. Relevance to Municipal Policy.
This situation could present itself in any city or town across the state, so the change in language will help all cities and towns.

C. Fiscal Impact to Cities and Towns. There is no fiscal impact from this proposed resolution.

D. Fiscal Impact to the State. There is no fiscal impact from this proposed resolution.

E. Contact Information:
Sponsoring City or Town: City of Sedona
Name: Karen Daines, Asst. City Manager

Phone: 928-203-5067 **Email**: kdaines@sedonaaz.gov
League Staff: Tom Belshe

GAHRE#2

League of Arizona Cities & Towns Resolution

Text of Resolution: Create an exception within the statute to remove any limitation or penalty in accessing PSPRS retirement benefits during such time as the member is transitioning into a job reassignment as an accommodation under the Americans with Disabilities Act (ADA).

A. Purpose and Effect of Resolution
There appears to be indirect discrimination against disabled workers' access to pension. ARS 38-849 intends to prevent pre-arranged reemployment following retirement; however it does not consider the Americans with Disabilities Act (ADA) which requires employers to offer an available, vacant position as an accommodation of last resort. Example: A police officer injured in the line of duty suffers permanent impairments and is awarded PSPRS accidental disability retirement. The employer identifies a vacant Police Property Custodian position, which is an equal or lesser paying position in which the employee meets minimum qualifications and can perform all essential functions. By accepting this position as an accommodation, the employee cannot draw their retirement for a period of one year. ARS 38-849.E states "the system (PSPRS) shall not make pension payments to the retired member during the period of reemployment." This statute arguably violates Title I and II of the ADA by penalizing members who accept a job reassignment, therefore discouraging them from participation in the ADA interactive process.

B. Relevance to Municipal Policy. This situation could present itself in any city or town across the state, so the change in language will help all cities and towns.

C. Fiscal Impact to Cities and Towns. There is no fiscal impact from this proposed resolution.

D. Fiscal Impact to the State. There is no fiscal impact from this proposed resolution.

E. Contact Information:

Sponsoring City or Town: City of Surprise
Name: Nicole Lance, Asst. City Manager
Phone: 623-222-1030 **Email:** Nicole.Lance@surpriseaz.gov
League Staff: Tom Belshe

GAHRE#3

League of Arizona Cities & Towns Resolution

Text of Resolution: The League, interested legislators, and other stakeholders should convene to discuss issues related to county islands and design legislation that will improve the county island annexation process without undue burden to any one party.

A. Purpose and Effect of Resolution. The existence of county islands within Arizona cities is becoming a growing problem. County codes are designed to address rural areas, and state budget cuts to counties have been impacting enforcement. The result is deteriorating properties surrounded by incorporated cities/towns, and no ability to apply consistent enforcement from one street to the next. What's worse is that conditions are bleeding out into incorporated areas, causing increases in enforcement and impacting crime and resident safety. In the Sierra Vista area, Assessor records show that a disproportionate number of properties in tax title lien are in unincorporated areas and others within just 1/4 mile of county islands. Another consequence is that when an emergency arises in an unincorporated area that is wholly within or adjoining a city's boundaries, there is often confusion over which agency should respond. These areas contribute to a city's economy, but also create burdens on cities that surround them, and on the counties they look to for services. Long-term viability of these areas is at stake.

B. Relevance to Municipal Policy. This situation could present itself in any city or town across the state, so the change in language will help all cities and towns.

C. Fiscal Impact to Cities and Towns. There is no fiscal impact from this proposed resolution.

D. Fiscal Impact to the State. There is no fiscal impact from this proposed resolution.

E. Contact Information:

Sponsoring City or Town: City of Sierra Vista, City of Yuma
Name: Mary Jacobs, Assistant City Manager, Sierra Vista;
Phone: 520-458-3315 **Email**: mary.jacobs@sierravistaAZ.gov
Name: Steve Moore, City Attorney, City of Yuma
Phone: 928-373-5057 **Email:** Steve.Moore@YumaAZ.gov
League Staff: Tom Belshe

GAHRE#4

League of Arizona Cities & Towns Resolution

Text of Resolution: Rewrite the disincorporation portion of statute, A.R.S. §9-102, so that in very limited situations it could be implemented by council action when there are no other practical alternatives. The legislation should contain limits on population, budget, etc., when such an alternative could be used, and should empower the city or town council to petition the county supervisors to authorize an election within the incorporated area on the question of disincorporation.

A. Purpose and Effect of Resolution. There are some of our smallest towns that have lost population, do not have the ability to attract sufficient qualified staff, do not have a tax base to support city services and yet are still required by law to follow all the legal requirements of our largest cities and towns. Allowing a council to request the Supervisors to refer the question of disincorporation to a vote would be simpler and more direct than a petition requiring the signatures of 2/3 of registered voters in the city or town. Such an action would clearly signal whether the residents are no longer in support of their municipal structure, or are willing to impose new and higher taxes on themselves to support their community. While the idea of dis-incorporating is distasteful and contrary to the League's interest in promoting cities and towns, there are some limited cases in which it may make financial and practical sense to actually dis-incorporate.

B. Relevance to Municipal Policy. This situation could present itself in any small city or town across the state, so the change in language will help them.

C. Fiscal Impact to Cities and Towns. There is no fiscal impact from this proposed resolution.

D. Fiscal Impact to the State. There is no fiscal impact from this proposed resolution.

E. Contact Information:

Sponsoring City or Town: League of Arizona Cities and Towns
Name: Ken Strobeck, Executive Director
Phone: 602-258-5786 **Email:** kstrobeck@azleague.org
League Staff: Tom Belshe

GAHRE#5

League of Arizona Cities & Towns Resolution

Text of Resolution: Direct League staff to explore options that create funding solutions and/or financing authority to deal with PSPRS unfunded pension liabilities.

A. Purpose and Effect of Resolution. To remain solvent, Arizona's public pension systems must accumulate sufficient assets during members' working years to pay all promised benefits when members retire. Employees and employers pay a substantial amount for each employee in each respective system. The funded status of PSPRS is low and it has large unfunded liabilities which have resulted in large employer contributions. The most recent actuarial projections show the system's financial condition will continue to deteriorate and employer contribution rates will continue to increase. The financial condition will further deteriorate if the pending litigation is upheld (i.e. *Hall* and *Parker* cases).

The recent PSPRS reform applies only to employees hired after July 1, 2017 and will reduce employer pension costs. These savings can be applied to existing unfunded liabilities but are not enough by themselves to eliminate the existing unfunded liabilities. As a result, cities and towns are seeking additional options that, when combined with the savings from reform, allow us to significantly address unfunded liabilities.

B. Relevance to Municipal Policy. This situation could present itself in any city or town across the state, so the change in language will help all cities and towns.

C. Fiscal Impact to Cities and Towns. There is no proposed fiscal impact from this resolution.

D. Fiscal Impact to the State. There is no proposed fiscal impact from this resolution.

E. Contact Information:

Sponsoring City or Town: League of Arizona Cities and Towns
Name: Ken Strobeck, Executive Director
Phone: 620-258-5786 **Email**: kstrobeck@azleague.org
League Staff: Tom Belshe

Chair's Report of the Neighborhoods, Sustainability and Quality of Life Policy Committee

Councilman Gilbert Lopez, Coolidge, Chair

Resolutions Committee Meeting, League Annual Conference
Tuesday, August 23, 2016

On Monday, June 13, 2016 the Neighborhoods, Sustainability and Quality of Life (NSQL) Policy Committee met at the League of Arizona Cities and Towns to discuss three policy issues submitted by cities and towns for. Here is a summary of each of the policy issues considered by NSQL along with the sponsoring municipalities.

1. Alleviate blight and streamline the lien process - **Globe**
2. Improve forest health-**Flagstaff**
3. Restore the Arizona Housing Trust Fund. – **Flagstaff**

The City of Globe presented **Policy Issue 1**. The city is experiencing a fair amount of blight and is looking for suggestions as to ameliorate this, including ideas on improving the lien process. Committee members agreed to continue to look at this issue via a League task force, and not move this forward as a resolution at this time.

The City of Flagstaff presented **Policy Issue 2**. Flagstaff wants to address forest health through a myriad of approaches, including statewide awareness and attention to the value of collaborative planning, implementation, and monitoring of forests to improve forest health. Committee members moved this issue to go forward as a resolution (now resolution NSQL 1 on the resolutions summary chart).

The City of Flagstaff presented **Policy Issue 3**. They proposed that the state should restore the Arizona Housing Trust Fund. Currently the fund is capped at $2.5 million. At its height it was $55 million, and $350 million was then leveraged through the Arizona Housing Alliance. Committee members moved this issue forward as a resolution (now resolution NSQL 2 on the resolutions summary chart).

The table below summarizes the NSQL Committee's actions:

Policy Issue	Disposition by Committee
1	To be resolved non-legislatively.
2	Resolution NSQL 1
3	Resolution NSQL 2

Gilbert Lopez, Councilman, Coolidge
Chair, Neighborhoods, Sustainability and Quality of Life Policy Committee

NSQL#1

League of Arizona Cities & Towns Resolution

Text of Resolution: Enhance efforts to improve forest health in Arizona.

A. Purpose and Effect of Resolution

There needs to be a renewed focus on the condition of our forests and ways to improve their health. Catastrophic fires have greatly impacted Arizona, and yet there has not been a sustained effort to reduce fire fuel. Statewide awareness and attention to the value of collaborative planning, implementation, and monitoring of our forests to improve forest health needs to be a higher priority in our state. This resolution strives to accentuate the need to effectively plan with the governor's office, the state forester and other interested parties in an effort to reduce risk, including but not limited to right of way fuel reduction, forest restoration and thinning, debris disposal, prescribed fire, and biomass utilization.

B. Relevance to Municipal Policy

Communities across the state face increasing economic and health threats as the result of unhealthy and unsustainable forest and range conditions. The threat is not only catastrophic wildfire that destroys the natural environment, but also includes post-fire effects. Loss of property, sales tax and tourism, livelihood, displacement of residents, erosion, flooding, loss of wildlife habitat, impacts to water supplies, etc. exists for all jurisdictions because of the statewide impact. Joint-action by all parties (local, county, state, and federal) is required to adequately and satisfactorily address the issue which starts with planning at the local and regional levels.

C. Fiscal Impact to Cities and Towns

The long term costs of the past catastrophic fires to each area of the state rose to billions of dollars. Every community that has nearby forests has a financial stake in this issue.

D. Fiscal Impact to the State

There has already been a tremendous economic impact to the state from past fires. It would be financially sound for the state to appropriate planning funds for forest health.

E. Contact Information:

Sponsoring City or Town: City of Flagstaff
Name: Stephanie Smith, Asst. to the City Manager
Phone: (928)-213-2078 **Email:** ssmith@flagstaffaz.gov
League Staff: Dale Wiebusch

NSQL#2

League of Arizona Cities & Towns Resolution

Text of Resolution: Restore the Arizona Housing Trust Fund.

A. Purpose and Effect of Resolution
Created in 1988 to provide a flexible funding source to assist in meeting the needs of low-income households in Arizona, the Housing Trust Fund receives money from the sale of unclaimed property. The Housing Trust Fund was initially funded by 35% of unclaimed property proceeds, and then increased over time to 55% to better address rural housing needs. Prior to the Great Recession, the Housing Trust Fund received over $30 million annually. Due to state budgetary constraints, in 2010 the Housing Trust Fund was capped at $2.5 million.

B. Relevance to Municipal Policy
Cities and towns, as well as non-profits, are eligible to apply to receive an allocation of the Housing Trust Fund to further housing objectives within their communities. Restoration of funding to the Trust Fund will enable a greater number of grant applications to be funded and other funding to be leveraged.

C. Fiscal Impact to Cities and Towns
Funding from the Housing Trust Fund has the potential to bring much needed money to communities to address housing needs, either through the city, town or a non-profit application for use to further local housing objectives.

D. Fiscal Impact to the State
When the Housing Trust Fund was capped at $2.5 million in 2010, the funding from the sale of unclaimed property was reallocated to other areas. Restoration of funding to the Trust Fund will potentially pull funding away from the areas to which it was reallocated.

E. Contact Information:

Sponsoring City or Town: City of Flagstaff
Name: Stephanie Smith, Asst. to the City Manager
Phone: (928)-213-2078 **Email**: ssmith@flagstaffaz.gov
League Staff: Dale Wiebusch

Chair's Report of the Public Safety, Military Affairs and the Courts Policy Committee

Mayor Jerry Weiers, Glendale, Chair

Resolutions Committee Meeting, League Annual Conference
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On Monday, June 20, 2016 the Public Safety, Military Affairs and the Courts (PSMAC) Policy Committee met at the League of Arizona Cities and Towns to discuss two policy issues submitted by cities and towns for. Below is a summary of each of the policy issues considered by NSQL along with the sponsoring municipalities.

1. Support for military installations-**Sierra Vista**
2. Prohibit guns in public buildings **–Flagstaff**

Summary of the committee discussion and the recommendations

The City of Sierra Vista presented policy issue number one. They cited the long standing support for the military presence in Arizona that the League has endorsed and viewed this policy submission as granting authority for the League to demonstrate support for pro-installation legislation. Committee members agreed to move this forward as a resolution at this time (now resolution PSMAC #1 on the resolutions summary chart).

The City of Flagstaff presented policy issue number two. Flagstaff wanted to have the League oppose all efforts to allow guns in public buildings. Committee members discussed how this issue is best left to local government decision making, and saw the guiding League principle of local control as superseding this policy submission. Committee members decided to not move this as a resolution.

The table below summarizes the PSMAC Committee's actions:

Policy Issue	Disposition by Committee
1	Resolution PSMAC 1.
2	Not to be moved as a resolution.

Jerry Weiers, Mayor, Glendale
Chair, Public Safety, Military Affairs and the Courts Policy Committee

PSMAC#1

League of Arizona Cities and Towns Resolution

Text of Resolution: Support military installations and their presence in Arizona.

A. Purpose and Effect of Resolution
Arizona's military sector is an essential component of the state and local economies. Jobs connected to the military are especially valuable to the Arizona economy because they are largely unaffected by routine economic cycles. Maintaining these operations and the jobs and economic output they support should be a priority of state and local government.

This resolution seeks to continue the long tradition of support of Arizona's local governments, through the Arizona League of Cities and Towns, for any and all strategies associated with the support of our military presence. This is a general policy issue, with no specific legislation proposed. Inclusion in the League legislative agenda would insure support could be offered on behalf of the cities and towns in the state for legislation that may be proposed in support of Arizona's installations.

B. Relevance to Municipal Policy
At a time in which every dollar of local revenue is even more precious to cities and towns, we must guard against inadvertent or blatant measures that could jeopardize existing military installations and their direct contributions to local government. Military installations are also a source of local pride.

C. Fiscal Impact to Cities and Towns
Failure to protect such a valuable asset to the state will have a direct and potentially devastating effect on local government. The military industry directly contributes hundreds of millions in tax revenues annually to local government alone.

D. Fiscal Impact to the State
Similarly, Arizona's military installations contribute millions in revenue annually to the state government. Any loss of missions could erode that revenue, as well as impact future expansion opportunities for both military and non-military missions.

E. Contact Information

Sponsoring City or Town: City of Sierra Vista
Name: Mary Jacobs, Asst. City Manager
Phone: 520-458-3315 **Email:** Mary.Jacobs@SierraVistaAZ.gov
League Staff: Dale Wiebusch

Chair's Report of the Transportation, Infrastructure and Public Works Policy Committee

Mayor Jonathon Rothschild, Chair

Resolutions Committee Meeting, League Annual Conference
Tuesday, August 23, 2016

On May 4, 2016, the Transportation, Infrastructure and Public Works Committee (TIPW) convened to discuss one policy issue submitted by the Town of Paradise Valley. Below is a summary of the issue considered by TIPW:

1. Explore options for controlling costs of federally funded local projects.

Below is a summary of the committee discussion and recommendations:

The Town of Paradise Valley submitted **Policy Issue 1**. Kevin Burke, Town Manager, explained that the Arizona Department of Transportation (ADOT) is currently responsible for administering federally funded local transportation projects for those municipalities that have not been certified to administer their own projects. Under these circumstances, the local jurisdiction lacks control over the project design, timeliness and costs.

League staff provided a number of alternatives that could be explored as possible solutions. After discussion by the committee, it was decided this would not move forward as a resolution. However, League staff will establish a working group to develop options for addressing the issues related to ADOT administration of these local projects.

The table below summarizes the TIPW Committee's actions:

Policy Issue	**Disposition by Committee**
1	League Study Committee

Jonathan Rothschild
Mayor of Tucson
Chair, Transportation, Infrastructure and Public Works Policy Committee