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**AGENDA**

**TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, NOVEMBER 16, 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**

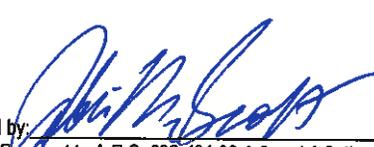
Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

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) Council Hears Planning & Zoning Matters – October 26, 2016
    - 2) Executive Session – November 2, 2016 (recorded)
    - 3) Special Session – November 2, 2016
    - 4) Regular Session – November 2, 2016
  - b) **Set Next Meeting, Date and Time:**
    - 1) Friday November 18, 2018 at 8:00 a.m. – Council Retreat at Camp Verde Community Library
    - 2) Wednesday, November 23, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters-Cancelled
    - 3) Wednesday, December 7, 2016 at 6:30 p.m. Regular Session
    - 4) Wednesday, December 14, 2016 at 5:30 p.m. – Work Session
    - 5) Wednesday, December 21, 2016 at 6:30 p.m. – Regular Session –Planning & Zoning Combined
    - 6) Wednesday, December 28, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters - Cancelled
  - c) **Possible approval of Intergovernmental Agreement between the Town of Camp Verde and Yavapai County allowing the Town to issue their own permits and perform their own inspections on 2 parcels owned by the Town at the Sewage Treatment Facility.** Staff Resource: Troy Odell
  - d) **Possible approval of a Grant Application to ADEQ (Arizona Department of Quality) in the amount of \$74,830.00 for Asbestos Abatement at the old Library Building.** Staff Resource: Ron Long and Kathy Hellman
  - e) **Possible approval to accept Governor Office of Highway Safety Grant funds in the amount of \$22,937.00.** Staff Resource: Nancy Gardner
  - f) **Possible acceptance of \$21,000.00 from the Department of Homeland Security grant for interoperability compatible radios.** Staff Resource: Nancy Gardner
5. **Special Announcements and presentations:**
  - **Presentation of Certificate of Appreciation to Alan 'Buck' Buchanan for his service on the Planning & Zoning Commission.**
  - **Presentation of Certificate of Appreciation, posthumous to Bob Burnside for his service on the Planning & Zoning Commission, accepted by Suzy Burnside.**
  - **Presentation of Certificate of Election to Mayor Elect Charlie German, Councilors elect Jessie Murdock, Alan 'Buck' Buchanan, and Dee Jenkins.**
6. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the**

**Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

7. **Honorable Judge Paul Schlegel will administer Oaths of Office to the newly elected officials, followed by the seating of the new Council Members.**
8. **Presentation of plaques of appreciation to Carol German and Bruce George in appreciation for their service.**
9. **Discussion, consideration and possible appointment of a Vice Mayor for a two-year term. Staff Resource: Mayor and Council**
10. **Discussion, consideration and possible appointment of Council members as Town Representatives and alternate to various boards, committees, and organizations. Staff Resource: Mayor and Council**
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: 11-10-16 8:50am

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

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

**DRAFT MINUTES**

**TOWN OF CAMP VERDE  
COUNCIL HEARS PLANNING & ZONING MATTERS  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, OCTOBER 26, 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 Charlie German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Jessie Jones-Murdock, Councilor Brad Gordon, Councilor Jackie Baker and Councilor Carol German.

**Also Present**

Town Manager Russ Martin, Councilor Elect Dee Jenkins, Economic Development Director Mike Jenkins, Economic Development Director Carmen Ogden, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Mayor Charlie German led the Pledge.

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

a) **Approval of the Minutes:**

- 1) Special Session October 19, 2016
- 2) Executive Session October 19, 2016 (Recorded)
- 3) Regular Session October 12, 2016
- 4) Regular Session September 7, 2016 Corrected

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

- 1) Wednesday, November 2, 2016 at 5:30 p.m. Executive Session
- 2) Wednesday, November 2, 2016 at 6:30 p.m. Regular Session
- 3) Wednesday, November 9, 2016 Work Session – Cancelled
- 4) Wednesday, November 16, 2016 at 6:30 p.m. Regular Session
- 5) Wednesday, November 23, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters

Councilor German wants to pull the minutes for the September 7, 2016 meeting. She pointed out on page 5 in the 2<sup>nd</sup> paragraph; it should read Jackie Baker and not Jack Baker. **Motion** was made by Councilor German to approve the Consent Agenda with the correction made to the September 7, 2016 meeting minutes. **Second** was made by Councilor Jackie Baker. Council unanimously approved the Consent Agenda.

5. **Special Announcements and presentations: NONE**

6. **Call to the Public for Items not on the Agenda: NONE**

7. **Quarterly Reports from Planning & Zoning Commission and Board of Adjustments and Appeals.**

Assistant Planner, Kendal Welch, gave the Board of Adjustment quarterly report stating the BOA only met once this last quarter. The only item on the agenda was a presentation made by Community Development Director, Mike

Jenkins on non-conforming uses to refresh the BOA on the Planning and Zoning Ordinance.

Community Development Director, Mike Jenkins gave the Planning and Zoning Quarterly Report, stating the Commission only had one meeting on September 8<sup>th</sup> for the election of officers to fill the vacant seat.

8. **Discussion, consideration and possible approval or Resolution 2016-970, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting Final Plat 20160328 for the purpose of developing the 'Castle Heights' Subdivision, which is a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and North Montezuma Castle Highway, that consists of approximately 20.92 acres. Staff Resource: Mike Jenkins**

Community Development Director, Mike Jenkins stated the Castle Heights final plat Subdivision has been found to be in conformance with the preliminary Plat which is a requirement of the Planning and Zoning Ordinance. All reviews have been completed and are in compliance with the requirements. Staff is recommending approval.

Representative Jim Binick stated they have worked with staff and have submitted the final plat and are requesting approval to move forward with the project.

**Motion** was made by Councilor Gordon to approve Resolution 2016-970, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting Final Plat 20160328 for the purpose of developing the 'Castle Heights' Subdivision, which is a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and North Montezuma Castle Highway, that consists of approximately 20.92 acres. Second was made by Councilor German. **Motion** carried unanimously.

Councilor Whatley wanted to make sure the fire flow issues have not been forgotten. Community Development Director Mike Jenkins stated it was on the final plat.

- 8A. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF AN EXTENSION TO THE TOWN MAGISTRATE'S EMPLOYMENT AGREEMENT CURRENTLY EXPIRING ON NOVEMBER 1<sup>ST</sup>. NOTE:** Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. **STAFF RESOURCE; TOWN COUNCIL** Mayor German recommended adjourning into executive session.

***Recess to Executive Session at 6:42 pm***  
***Resume meeting at 7:28 pm***

**Motion** was made by Councilor George to accept Agreement, Version One, only making one change, change the \$45 per hour to \$50 and the contract will expire June 30, 2017. Second was made by Councilor German. **Motion** carried 5 ayes and 2 nays (Mayor German and Councilor Whatley).

9. **Call to the Public for items not on the agenda: NONE**

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 Whatley- Attended the Homestead Park Clean up.

Councilor Gordon- attended the Fire Department Meetings, and the Verde Valley Economic Outlook in Clarkdale. He also helped with the Homestead Park Clean Up on Saturday with Councilor Whatley. Mr. Gordon also has spoken with Steve Green and learned that SRP is undergoing some personnel changes which means the Water Rights issue will have to be looked at soon.

Vice Mayor George- attended the Verde Valley Forum and is still helping with the Old Guys.

Councilor Baker-reminded everyone of the Police Officer Retirement Party, Thursday, October 27 at the Marshal's Office.

Councilor Jones-Murdock- Nothing

Councilor German- attended public outreach held on the plaza by the Verde Valley Forum. She stated kudos were given to Camp Verde for having the most public in attendance. Ms. German also attended the Fire Department Auxiliary Fund Raiser, "Hot Night with the Firefighters" this past Saturday night and felt like it was well attended.

Mayor German- Nothing.

11. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Town Manager, Russ Martin invited the Council to attend a surprise retirement celebrating for Mike Jenkins, Friday, October 28, 2016 from 9am-11am. Mr. Martin also mentioned Assistant Planner, Kendall Welch turned in her resignation and is moving out of town.

12. **Adjournment**

Mayor German adjourned the meeting at 7:37 p.m.

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Charles German, Mayor

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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 Planning and Zoning Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on October 26, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Virginia Jones, Town Clerk

4.a.3.

**DRAFT MINUTES  
SPECIAL SESSION  
EXECUTIVE SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, NOVEMBER 2, 2016 at 5:30 P.M.**

1. **Call to Order**

Mayor German Called the meeting to order at 5:30 p.m.

2. **Roll Call**

Mayor Charlie German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Jessie Jones-Murdock, Councilor Brad Gordon, Councilor Jackie Baker were present, Councilor Carol German was absent.

**Also Present:**

Manager Russ Martin, Risk Manager Carol Brown, Councilor Elect Dee Jenkins, Marshal Nancy Gardner and Town Clerk Virginia Jones

3. **Pledge of Allegiance**

Mayor German led the Pledge of Allegiance

4. **Discussion and consultation with the Town Attorney and update by Risk Manager regarding current and pending litigation, followed by possible direction to staff.** Staff Resource: Carol Brown. Note:

Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body. ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. Staff Resource: Russ Martin.

On a motion by Councilor Brad Gordon, seconded by Vice Mayor Bruce George, Council voted unanimously to go into Executive Session at 5:33 p.m.

Special Session of the Mayor and Common Council reconvened at 6:21 p.m.

Council did not take any action

5. **Adjournment**

With no objections, Mayor German adjourned the Special Session Meeting at 6:21 p.m.

\_\_\_\_\_  
Charles German, Mayor

\_\_\_\_\_  
Virginia Jones, 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/Executive Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on November 2, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

4.a.4.

DRAFT MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, NOVEMBER 2, 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 Jackie Baker, and Councilor Jessie Jones-Murdock were present. Councilor Carol German was absent.

**Also present**

Town Manager Russ Martin, Councilor Elect Dee Jenkins, Community Development Ron Long, Community Development Director Carmen Howard, 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.

- **Approval of the Minutes:**
  - 1) Regular Session - October 19, 2016
  - 2) Executive Session – October 26, 2016 (recorded)
- **Set Next Meeting, Date and Time:**
  - 1) Wednesday, November 9, 2016 Work Session – Cancelled
  - 2) Wednesday, November 16, 2016 at 6:30 p.m. Regular Session
  - 3) Wednesday, November 23, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
- **Possible authorization for the Mayor &/or Vice Mayor to execute required documents to facilitate the donation of parcels 404-15-118 & 404-13-194 from Alan and Patricia Williams to the Town of Camp Verde.** Staff Resource Russ Martin.
- **Possible approval of amendment to Assistant Magistrate Harry E. Cipriano contract that was approved by Council on 8-17-2016 to increase the hourly pay rate from \$38.00 per hour to \$50.00 per hour as previously approved on 9-3-2016, with a possibility of being paid retroactive.** Staff Resource: Judge Paul Schlegel

On a motion by Vice Mayor George, seconded by Councilor Baker, the council voted unanimously to approve the Consent Agenda, excluding Consent Agenda Item d), pulled for discussion by Councilor Baker.

At the request of Councilor Baker, Town Manager Russ Martin clarified the need for approval of Item 4 d), as the current pay rate of \$38.00 per hour is a clerical error, with the actual amount approved by Council on 09-03-2016 being \$50.00 per hour.

On a motion by Councilor Baker, seconded by Vice Mayor Bruce George, the council voted unanimously to approve Consent Agenda Item 4 d).

5. **Special Announcements and presentations:**

- **Special appointment and recognition of Mr. Allen McKinzie as Goodwill Ambassador for the Town.**

Mayor German, on behalf of the Council and Town Staff, presented Mr. Allen McKinzie (author) with a special appointment of Goodwill Ambassador for the Town of Camp Verde, thanking Mr. McKinzie for his continuous contributions to the Town of Camp Verde, and acknowledging that his contributions have, and continue to be a

great asset to the residents, particularly children, of the Town. Mr. McKinzie presented his collection of books to the Council and stated his gratitude for the appointment and recognition.

6. **Call to the Public for Items not on the Agenda.**  
**None.**

7. **Presentation by Coralie Cole, Senior Community Relations Officer, with Arizona Department of Transportation (ADOT) will review two ADOT projects: SR-260 at Industrial Drive and SR 260 Sidewalk from Cliffs Drive to Main Street. Staff Resource: Ron Long**

Ron Long (Community Development Director) introduced Coralie Cole, Senior Community Relations Officer for ADOT. Ms. Cole addressed the Mayor, Council advising that Tom Goodman and Project Superintendent Many Soto were both present to answer questions. Ms. Cole gave a presentation and time-line of the proposed-in progress construction projects in Camp Verde (development/installation of roundabout Hwy 260 at Industrial Drive and sidewalk construction Cliffs Parkway). At the request of council, Ms. Cole advised:

- Traffic will be restricted on Hwy 260 at Industrial Drive during construction, however both roads will remain open (one lane) and businesses will remain accessible.
- Construction has begun and is scheduled to be complete by April 2017 (notwithstanding unforeseen delays), with traffic/lane restrictions mid-November 2016 through January 2017
- Safety information, lane restrictions, construction schedule, and general information regarding construction is available on line (ADOT website)
- Cliff's Parkway sidewalk project is scheduled to begin the 2<sup>nd</sup> week of December
- Construction of the Hwy 260 and Thousand Trails roundabout is scheduled to begin in February-March 2017.

Council thanked Ms. Cole for her presentation, stating the Hwy 260 upgrades will provide a much safer traffic area and more convenient travel for both residents and visitors. Russ Martin advised, at the request of Councilor Gordon, that the potential construction of a road (by Denny's) is still a possibility, the private property owners appear to be open for discussion and planning, which would alleviate substantial traffic issues. This potential road will be presented to the Council for discussion, direction and funding requests if the project materializes.

8. **Discussion, consideration, and possible approval of an amendment to the Position and Classification Salary Plan for the position of Planner, removing "Senior" from the title and amending the job experience requirements to more accurately reflect industry standards for this position. Staff Resource: Carmen Howard**

On a **motion** by Vice Mayor George, seconded by Councilor Jones-Murdock, the council unanimously voted to approve an amendment to the Position and Classification Salary Plan for the position of Planner, removing "Senior" from the title and amending the job experience requirements (to 1 year) to more accurately reflect industry standards.

Community Development Director Carmen Howard advised the addition of the position is a result of an evolving and growing department and the restructuring of the various responsibilities within the department. Currently the salary plan provides for two levels of Planner, Assistant Planner and Senior Planner. The current job description and salary plan are not reflective of the current needs for the Department. Howard requested removing "Senior" from the titles and leaving the Salary Plan as is but changing the experience requirements from 3 years to one year.

9. **Presentation of Tree City USA Plaque for 2015 to a representative of the Tree Advisory Committee. Staff**

Resource: Sebra Choe

Sebra Choe presented the Tree City USA Plaque to Tony Gioia, accepting on behalf of the Tree Advisory Committee.

**Tony Gioia** stated the Tree Advisory Committee is very active and has provided a great service to the community, most recently at the new library.

10. **Discussion, consideration, and possible approval of Camp Verde Municipal Tree Plan First Edition 2016, in accordance with Town Ordinance 2014-A402, Article 13-3, Section 13-3-4; following an update report on the Tree Advisory Committee's 2016 projects.** Staff Resource: Sebra Choe

On a motion by Vice Mayor George, seconded by Councilor Jones-Murdock, the council unanimously voted to approve the Camp Verde Municipal Tree Plan First Edition.

Tony Gioia gave a PowerPoint presentation of the Camp Verde Municipal Tree Plan, advising that Camp Verde continues to be a "Tree City USA", the presentation included information regarding the Celebration Tree Program Donor program and a Plant Palette (which will be available on the Town web site).

Council requested the Plant Palette to include the common names of the trees, not just the scientific names and suggested the Plant Palette be provided to any party that applies for a residential or commercial building permit.

11. **Possible approval of a 36-month contract with Retail Strategies, LLC for Retail Recruitment Services Project 16-117 in the amount of \$110,000.00. The initial payment of \$28,667.00 is a budgeted item in the FY 2017 budget.** Staff Resource: Steve Ayers

On a motion by Vice Mayor George, seconded by Councilor Gordon, the council voted (majority) to approve and enter into a 36-month contract with Retail Strategies, LLC for Retail Recruitment Services Project 16-117 in the amount of \$110,000.00 (initial payment of \$28,667.00), with Councilor Whatley and Councilor Baker voting "nay".

Town Manager Martin explained that Mr. Ayers, with the assistance of the Retail Recruitment Committee, looked at and researched four proposals and recommended the Council approve the 36 month contract with Retail Strategies, LLC with the focus being on commercial and retail growth, finding and soliciting business that will fit with the Town of Camp Verde's long term goals and create revenue for the Town as well as services and retail for the residents.

The following is a summary of Council's comments:

Vice Mayor George explained he thought the Council would be considering several options, but trusted the recommendation of the Committee and Mr. Ayers and indicated he supported approval of the contract.

Councilor Gordon stated he felt the timing was right.

Councilor Robin Whatley explained her concerns in approving the contract with no guarantees, noting that she likes the 'home town' atmosphere and does not want rapid commercial growth to negatively affect the quality of life, or have long term detrimental results.

Councilor Murdock stated support, indicating this is an opportunity to have a professional group solicit business that will fit the Town's small town atmosphere and quality of life, to bring business for the residents, giving them options while increasing the Town's revenue, which in turn would provide more services and amenities for the

residents, stating this is an investment in the community.

Councilor Baker stated the Town needs additional tax revenue but opposed accepting the contract from Retail Strategies LLC, stating the Economic Development Director did not follow the direction of Council, noting that in January Council directed staff to bring back several proposals for Council to consider, stating the Town does not need to spend this amount of money on business recruitment, and the Town does not have the infrastructure.

Mayor German stated the approval of the contract is in line with the General Plan, and Focused Future and we need to move forward.

Councilor Gordon called for the Question, Vice Mayor George seconded. Council voted 5-1 to end discussion.

Point of order by Jackie Baker requesting Public Input

**Public Comment:**

**Ron Posten** noted the citizens voted to have Council represent them and stated he does not feel the Council is representing the citizens, questioning 'why are we here' if you are not allowing us to voice our opinion and talk. Stating he expects the Mayor to go to the public for input and that he did not vote for the Manager, he voted for Council.

**Recess 8:02 p.m. – 8:10 p.m.**

12. **Discussion and possible approval for the re-allocation of CIP Funds from General Fund Expense Account #03-490-20-851112 (Sewer Expansion SR-260) to General Fund Expense Account #15-000-20-811210 Community Library; in the amount of \$202,057 and up to an additional \$75,000 as may be necessary from Town Reserves.** Staff Resource: Russ Martin, Ron Long, Kathy Hellman

On a **motion** by Councilor Baker, seconded by Councilor Gordon, the council unanimously voted to approve re-allocation of CIP Funds from General Fund Expense Account #03-490-20-851112 (Sewer Expansion SR-260) to General Fund Expense Account #15-000-20-811210 Community Library; in the amount of \$202,057 and up to an additional \$75,000 as may be necessary from Town Reserves.

Town Manager Martin advised Council that the budget for the new library had fallen short, as he had recommended a final budget that did not include a contingency amount for unforeseen expenditures.

Martin advised that the original money allocated for the sleeves for the sewer expansion along Highway 260 could be used to offset the overage in our library construction account. Martin stated that the engineering is complete but unfortunately the need to bore will be predominately necessary as ADOT is retaining as much of the pavement as possible to save on the project construction. Martin indicated that boring the project would be more necessary than laying sleeves/pipe in the roadway prior to pavement our initial incentive to place this prior to construction no longer exists. Martin advised Council that the reserve funds are substantial, and will continue to be appropriate if the Council votes to approve the requested re-allocation to complete payment of the new library construction.

In response to Council's question regarding the sewer availability at the Library, Martin advised that those are two separate issues, the library over budget and the Sewer expansion on 260 – with no direct connection except for re-allocation of funding. Council discussed that currently there are no commercial applications that require sewer hookups and can be done as needed.

Public Comment:

**Councilor Elect Dee Jenkins** requested a breakdown of the actual cost, and source of funding for the completion of the library. Mayor German responded that the total cost of the library is 4.5 Million with 1 million coming from 'other funding' and 3.5 million from the Town.

13. **Discussion direction and possible award of Bid #16-118, Municipal Court Room Remodel to the low responsive bidder TSG Construction and authorize Mayor to execute an agreement including a budget amendment transferring from reserve balances of the Court Enhancement Fund and General Fund Reserves in the amounts necessary to cover the total project budget cost of \$447,333. Staff Resource:**  
Ron Long

On a motion by Councilor Whatley, seconded by Councilor Jones-Murdock, the council voted (majority) to approve and award Bid #16-118, Municipal Court Room Remodel to the low responsive bidder TSG Construction and authorize Mayor to execute an agreement including a budget amendment transferring from reserve balances of the Court Enhancement Fund and General Fund Reserves in the amounts necessary to cover the total project budget cost of \$447,333, with Councilor Baker voting "nay".

Manager Martin advised Council that the Town received seven bids that ranged from \$417,000 to \$574,200 with the lowest responsive bidder as TSG Constructors, LLC., noting that all bids exceeded the budgeted amount.

Council discussed the pros and cons of possible re-bidding the project, noting that re-submission of bids is not productive, acknowledging the need for a Court system that is appropriate.

**Public Comment:**

**Ron Posten:** questioned if the Town has looked into the building and roof structure condition and sustainability, and if the Town is including a 10% contingency on the Courtroom project to plan for unforeseen overages.

**David Boily:** Advised Council that planning and preparation for a project is 80%, with execution of construction 20%, suggesting that if the Town places adequate resources in preparation, planning, design and budgeting, they should realize a savings in the long run.

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

**None.**

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

**Councilor Jones-Murdock** stated she would be attending the Library Grand Opening on Saturday, November 5, 2016.

**Councilor Baker** stated she would be attending the Library Grand Opening on Saturday, November 5, 2016.

**Vice Mayor George** stated he attended and handed out candy for the Trick-or-Treat festivities on Main Street (Halloween) – attendance was tremendous, and thanked all the volunteers and contributions that made the event successful and safe. Vice Mayor George stated he also attended the Verde River Basin Partnership meeting, and the General Meeting that was open to the public, where we discussed the Verde River Water

Exchange.

**Councilor Gordon** stated he attended the Trick-or-Treat festivities on Main Street (Halloween), Coffee with a Cop, and retirement get together for Steve Ganis and Michael Jenkins.

**Councilor Baker** stated she attended the Trick-or-Treat festivities on Main Street (Halloween), commenting on the creativity in the old jail spook house and thanking all the volunteers.

16. **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.

**Russ Martin, Town Manager**, stated he attended the Trick-or-Treat festivities on Main Street (Halloween), the even was very successful, and thanked all the volunteers, businesses and individuals that made this event successful and safe.

17. **Adjournment.** Mayor German adjourned the meeting at 9:38 p.m.

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Charles German, Mayor

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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 Regular Session of the Town Council of Camp Verde, Arizona, held on November 2, 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: November 16, 2016**

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

**Requesting Department: Public Works Department**  
**Staff Resource/Contact Person: Troy Odell, P.E.**

**Agenda Title (be exact :) Consideration and possible approval of Intergovernmental Agreement Between the Town of camp Verde and Yavapai County.**

**List Attached Documents: –**

**Estimated Presentation Time: N/A**

**Estimated Discussion Time: N/A**

**Reviews Completed by:**

Department Head:       Town Attorney Comments: approved

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

**Background Information:** This IGA is to allow the Town Building Department to issue their own permits and perform their own inspections on the two aforementioned parcels in that particular unincorporated area of the Town of Camp Verde known as tax parcel numbers 404-30-368 and 404-30-368B, which are parcel both owned by the Town of Camp Verde and utilized for their sewage treatment facility until such time as these specific properties can be annexed into the Town of Camp Verde.

**Recommended Action (Motion) :** Move to approve and authorize signing of the Yavapai County Intergovernmental Agreement (IGA)

**Instructions to the Clerk:** Bill Sims will be sending to Virginia Jones: 2 executed Approvals, please include with the two original, signed IGA's. Please print two (2) copies on plain bond paper, obtain the Mayor's signatures, and return both signed Agreements, Please return the signed originals to:

Chief Building Official  
Yavapai County Development Services  
1120 Commerce Drive  
Prescott, Arizona 86305  
(928)771-3214  
And  
Bill Kunisch  
255 E Gurley Street  
Prescott, AZ 86301  
Phone: (928) 771-3344

**INTERGOVERNMENTAL AGREEMENT  
TOWN OF CAMP VERDE/YAVAPAI COUNTY**

**Building Safety Services**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between Yavapai County, a political subdivision of the State of Arizona (hereinafter the "County"), and the Town of Camp Verde, a municipal corporation of Arizona (hereinafter the "Town")

**WHEREAS**, the County, through its Development Services Department, provides services related to Building Safety Support as needed, in the unincorporated areas of Yavapai County, including the areas surrounding the corporate boundaries of the Town; and

**WHEREAS**, the Town wishes to enter into an agreement whereby the Town will provide certain Building Safety Support Services, as needed, for the benefit of the Town and its residents; and

**WHEREAS**, the Town owns two parcels in unincorporated Yavapai County (Assessor Parcel Numbers 404-30-368 and 404-30-368B); and

**WHEREAS**, the Town is using these parcels for a sewage treatment facility; and

**WHEREAS**, the parties are authorized pursuant to ARS §11-952, to enter into agreements for joint or cooperative action.

NOW, THEREFORE, the parties agree as follows:

**1. Town Services Provided.** For the County Development Services Department, on an as needed basis, in regard to two parcels (APN 404-30-368 and 404-30-368B), the Town, through its Building Department, agrees to provide the following services (the "Town Services Provided")

- 1.1 Issuance of building permits.
- 1.2 Performance of building safety inspections.

**2. Cost of Services.** The Town agrees to be solely responsible for all fees related to Town Services Provided.

**3. Terms of Agreement.**

**2.1 Initial Term Automatic Renewal.** The initial term of this Agreement shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 and shall terminate on December 31, 2017. It shall thereafter be deemed automatically renewed for up to three (3) successive one-year terms unless written notice of intent not to renew is given by either party to the other party no less than one hundred twenty (120) calendar days prior to the expiration of the then current initial or renewal term.

**2.2 Termination.** Either party may terminate this Agreement for any reason in writing with thirty (30) calendar days advance notice.

**3. Miscellaneous.**

- 3.1 Indemnification and Insurance. To the extent permitted by law, each Party shall save, hold harmless and indemnify the other Party, its officers, employees or agents for any liability created in connection with performance under this Agreement arising out of any negligent act or omission committed by the indemnifying party. Both parties shall obtain and maintain general liability insurance in such amounts and coverages provided by the respective risk retention pools in which each party is a member to protect itself and the other Party from claims, damages or other losses arising out of performance under this Agreement.
- 3.2 Immigration Law Compliance. Both parties hereby warrant that they will at all times during the term of this IGA comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the IGA, and the parties shall have the right to terminate this IGA for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor, subcontractor, or employee of either who performs work pursuant to this IGA to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
- 3.2 Severability. The invalidity of any provision of this Agreement as determined by a Court of competent jurisdiction, shall in no way effect the validity of *any* other provision hereof, so long as the original intent of the parties is not defeated thereby.
- 3.3 Applicable Law. The terms and conditions of this agreement shall be construed and governed in accordance with the laws of the State of Arizona. Venue is proper in Yavapai County Superior Court.
- 3.4 Disputes; Trial by Court. The Parties expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.
- 3.5 Disputes; Attorney Fees. The Parties expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorneys' fees, either pursuant to the Agreement, pursuant to ARS Section 12-341.01(A) and (B), or pursuant to any other state or federal statute.
- 3.6 Entire Agreement. This Intergovernmental Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and it may only be amended, modified or waived by written instrument signed by the authorized agents of the parties hereto.
- 3.7 Notices. All notices under this IGA must be in writing and sent to the appropriate person. Notices will be deemed properly given if sent by (1) personal delivery, (2) facsimile transmission, (3) first-class U.S. mail, postage prepaid, or (4) certified U.S. mail, postage prepaid, return receipt requested, addressed as follows:

Town: Town of Camp Verde  
Town Manager  
473 S. Main St., Suite 102  
Camp Verde, AZ 86322

County: Yavapai County  
County Administrator  
1015 Fair Street  
Prescott, AZ 86305

With copy to: Yavapai County  
Development Services Director  
Yavapai County Commerce Drive Annex

1120 Commerce Drive  
Prescott, AZ 86305

These addresses may be changed by either party by giving notice in writing. Such changes shall be deemed to have been effectively noticed five (5) calendar days after being mailed to each party by the party changing the address.

3.8 Conflict of Interest. This Agreement is subject to the ARS §38-511 pertaining to conflicts of interest, the pertinent provisions of which *are* incorporated by reference herein.

APPROVALS

Yavapai County, a political subdivision of the  
State of Arizona

Town of Camp Verde, a municipal  
corporation of Arizona

\_\_\_\_\_  
Jack R. Smith, Chairman of the Board of  
Supervisors

\_\_\_\_\_  
Charlie German, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

Attest:

\_\_\_\_\_  
Kim Kapin, Clerk of the Board

\_\_\_\_\_  
Virginia Jones, Town Clerk

DETERMINATIONS OF COUNSEL

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned Deputy County Attorney, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the County of Yavapai.

\_\_\_\_\_  
Deputy County Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under laws of this State to the Town of Camp Verde.

\_\_\_\_\_  
Town Attorney

4.d.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** November 16, 2016

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

**Requesting Department:** Public Works & Library

**Staff Resource/Contact Person:** Ron Long & Kathy Hellman

**Agenda Title (be exact):** Consideration and possible approval of a Grant Application to ADEQ (Arizona Department of Environmental Quality), in the amount of \$74,830, for Asbestos Abatement at the old library building.

**List Attached Documents:**

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** N/A

**Reviews Completed by:** N/A

- Department Head:                       Town Attorney Comments: N/A

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

**Finance Director Comments/Fund:**

**Fiscal Impact:** Budget Code: 15-000-20-811210 \_ Amount Remaining: \_\_\_\_\_

**Comments:** This expense was included in the re-allocation request approved by Council at the November 2, 2016, Regular meeting.

**Background Information:** In order to demolish the old library building and create parking for the new Community Library, it is necessary to hire a professional company to abate the asbestos that is found in the vinyl tile floors, drywall, window caulking, roofing mastic, and vermiculite within the block walls. The total cost of the abatement and demolition of the building is \$102,830.

Russ Martin learned of a grant opportunity through ADEQ Waste Programs Division. Grants are considered under the Brownfields program to mitigate the impacts on properties with unresolved environmental issues. If approved, the Grant may cover the cost of the abatement and offset a substantial portion of the total abatement expense.

**Recommended Action (Motion):** Move to approve the submission of a Grant Application to ADEQ (Arizona Department of Environmental Quality), in the amount of \$74,830, for Asbestos Abatement at the old library building.

**Instructions to the Clerk:**

4.e.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: November 16, 2016**

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

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):**

Possible approval to accept Governor's Office of Highway Safety Grant funds in the amount of \$22,937.00.

**List Attached Documents:** GOHS Award letters

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments:

Finance Review:     Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:**

The Marshal's Office submitted a grant application to the Governor's Office of Highway Safety in the amount of for \$66,043.00 for the "2017" fiscal year. The goal is to continue to combine efforts with surrounding agencies and GOHS to reduce accidents, save lives and remove impaired drivers from the road. On October 1, 2016 GOHS awarded CVMO \$4,000.00 For DUI enforcement overtime and \$8,000.00 in speed enforcement overtime along with 2 in-car cameras to outfit our Traffic and K9 Vehicles.

**Recommended Action (Motion): Instructions to the Clerk:** (Suggested Motion): Approve to accept the GOHS awarded Grant funds totaling \$22,937.00.



**DOUGLAS A. DUCEY**  
GOVERNOR

**ALBERTO GUTIER**  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

Marshal Nancy Gardner  
Camp Verde Marshal's Office  
646 S. 1st Street  
Camp Verde, AZ. 86322

**PROJECT REFERENCE:**  
Contract Number: 2017-PT-068  
Total Estimated Costs: \$8,000.00  
Purpose of Project:  
STEP Enforcement

Dear Marshal Gardner,

Enclosed are the following documents:

- a) One (1) fully executed original of the above-referenced contract
- b) Project Director's Manual

Please note we have made minor changes to the monitoring schedule and have added further information regarding the Buy America Act as mandated by federal law.

The Report of Costs Incurred (RCI Form) and RCI Instructions are located on the GOHS website at [www.azgohs.gov/grant-opportunities/](http://www.azgohs.gov/grant-opportunities/). Refer to the Contract and/or Project Directors Manual for instructions on completion and submission.

Please have your Project Administrator and Fiscal staff review and become familiar with the reporting requirements outlined in this Contract.

You are hereby authorized to proceed under the terms of this Highway Safety Contract, effective on the "Authorization to Proceed Date" (i.e. the date of my signature on the last page of the contract as long as the signature is within the Federal Fiscal Year that this contract applies to) with an obligation of \$8,000.00 in Federal funds.

Sincerely,

Alberto Gutier, Director  
Governor's Highway Safety Representative

10-25-16  
Date

Enclosures  
AG: RM

**GOVERNOR'S OFFICE OF  
HIGHWAY SAFETY**

**STATE OF ARIZONA**

**HIGHWAY SAFETY CONTRACT**

This page, the Project Director's Manual and attached hereto and incorporated herein by reference, constitute the entire Contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

**CFDA 20.600**

<b>1. APPLICANT AGENCY</b> Camp Verde Marshal's Office	<b>GOES CONTRACT NUMBER:</b> 2017-PT-063
<b>ADDRESS</b> 646 South First Street, Camp Verde, AZ 86322	<b>PROGRAM AREA:</b> 402-PT
<b>2. GOVERNMENTAL UNIT</b> Town of Camp Verde	<b>AGENCY CONTACT:</b> Jacqui MacConnell
<b>ADDRESS</b> 473 South Main Street, Camp Verde, AZ 86322	<b>3. PROJECT TITLE:</b> STEP Enforcement
<b>4. GUIDELINES:</b> 402-Police Traffic (PT)	

**5. BRIEFLY STATE PURPOSE OF PROJECT:**  
Federal 402 funds will support Personnel Services (Overtime), and Employee Related Expenses to enhance STEP Enforcement throughout the Town of Camp Verde.

<b>6. BUDGET COST CATEGORY</b>	<b>Project Period FFY 2017</b>
<b>I. Personnel Services</b>	\$5,714.00
<b>II. Employee Related Expenses</b>	\$2,286.00
<b>III. Professional and Outside Services</b>	\$0.00
<b>IV. Travel In-State</b>	\$0.00
<b>V. Travel Out-of-State</b>	\$0.00
<b>VI. Materials and Supplies</b>	\$0.00
<b>VII. Capital Outlay</b>	\$0.00
<b>TOTAL ESTIMATED COSTS</b>	<b>\$8,000.00</b>

**PROJECT PERIOD** FROM: Effective Date  
(Date of GOHS Director Signature) TO: 09-30-2017

**CURRENT GRANT PERIOD** FROM: 10-01-2016 TO: 09-30-2017

**TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$8,000.00**

A political subdivision or State agency that is mandated to provide a certified resolution or ordinance authorizing entry into this Contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded Contract.



**DOUGLAS A. DUCEY**  
GOVERNOR

**ALBERTO GUTIER**  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

Marshal Nancy Gardner  
Camp Verde Marshal's Office  
646 S. 1st Street  
Camp Verde, AZ 86322

**PROJECT REFERENCE:**  
Contract Number: 2017-AL-051  
Total Estimated Costs: \$4,000.00  
Purpose of Project:  
DUI/Impaired Driving Enforcement

Dear Marshal Gardner,

Enclosed are the following documents:

- a) One (1) fully executed original of the above-referenced contract
- b) Project Director's Manual

Please note we have made minor changes to the monitoring schedule and have added further information regarding the Buy America Act as mandated by federal law.

The Report of Costs Incurred (RCI Form) and RCI Instructions are located on the GOHS website at [www.azgohs.gov/grant-opportunities/](http://www.azgohs.gov/grant-opportunities/). Refer to the Contract and/or Project Directors Manual for instructions on completion and submission.

Please have your Project Administrator and Fiscal staff review and become familiar with the reporting requirements outlined in this Contract.

You are hereby authorized to proceed under the terms of this Highway Safety Contract, effective on the "Authorization to Proceed Date" (i.e. the date of my signature on the last page of the contract as long as the signature is within the Federal Fiscal Year that this contract applies to) with an obligation of \$4,000.00 in Federal funds.

Sincerely,

Alberto Gutier, Director  
Governor's Highway Safety Representative

10-25-16  
Date

Enclosures  
AG: RM

**GOVERNOR'S OFFICE OF  
HIGHWAY SAFETY**

**STATE OF ARIZONA**

**HIGHWAY SAFETY CONTRACT**

This page, the Project Director's Manual and attached hereto and incorporated herein by reference, constitute the entire Contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

**CFDA 20.600**

<b>1. APPLICANT AGENCY</b> Camp Verde Marshal's Office	<b>GOHS CONTRACT NUMBER:</b> 2017-AL-051
<b>ADDRESS</b> 646 South First Street, Camp Verde, AZ 86322	<b>PROGRAM AREA:</b> 402-AL
<b>2. GOVERNMENTAL UNIT</b> Town of Camp Verde	<b>AGENCY CONTACT:</b> Jacqui MacConnell
<b>ADDRESS</b> 473 South Main Street, Camp Verde, AZ 86322	<b>3. PROJECT TITLE:</b> DUI/Impaired Driving Enforcement
<b>4. GUIDELINES:</b> 402--Alcohol (AL)	
<b>5. BRIEFLY STATE PURPOSE OF PROJECT:</b> Federal 402 funds will support Personnel Services (Overtime), and Employee Related Expenses to enhance DUI/Impaired Driving Enforcement throughout the Town of Camp Verde.	
<b>6. BUDGET</b>	<b>Project Period</b>
<b>COST CATEGORY</b>	<b>FFY 2017</b>
<b>I. Personnel Services</b>	\$2,857.00
<b>II. Employee Related Expenses</b>	\$1,143.00
<b>III. Professional and Outside Services</b>	\$0.00
<b>IV. Travel In-State</b>	\$0.00
<b>V. Travel Out-of-State</b>	\$0.00
<b>VI. Materials and Supplies</b>	\$0.00
<b>VII. Capital Outlay</b>	\$0.00
<b>TOTAL ESTIMATED COSTS</b>	<b>\$4,000.00</b>
<b>PROJECT PERIOD</b>	<b>FROM: Effective Date</b> <i>(Date of GOHS Director Signature)</i> <b>TO: 09-30-2017</b>
<b>CURRENT GRANT PERIOD</b>	<b>FROM: 10-01-2016</b> <b>TO: 09-30-2017</b>
<b>TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$4,000.00</b>	

A political subdivision or State agency that is mandated to provide a certified resolution or ordinance authorizing entry into this Contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded Contract.



**DOUGLAS A. DUCEY**  
GOVERNOR

**ALBERTO GUTIER**  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

Marshal Nancy Gardner  
Camp Verde Marshal's Office  
646 S. 1st Street  
Camp Verde, AZ, 86322

**PROJECT REFERENCE:**  
Contract Number: 2017-PT-070  
Total Estimated Costs: \$10,937.40  
Purpose of Project:  
STEP Enforcement Related Equipment

Dear Marshal Gardner,

Enclosed are the following documents:

- a) One (1) fully executed original of the above-referenced contract
- b) Project Director's Manual

Please note we have made minor changes to the monitoring schedule and have added further information regarding the Buy America Act as mandated by federal law.

The Report of Costs Incurred (RCI Form) and RCI Instructions are located on the GOHS website at [www.azgohs.gov/grant-opportunities/](http://www.azgohs.gov/grant-opportunities/). Refer to the Contract and/or Project Directors Manual for instructions on completion and submission.

Please have your Project Administrator and Fiscal staff review and become familiar with the reporting requirements outlined in this Contract.

You are hereby authorized to proceed under the terms of this Highway Safety Contract, effective on the "Authorization to Proceed Date" (i.e. the date of my signature on the last page of the contract as long as the signature is within the Federal Fiscal Year that this contract applies to) with an obligation of \$10,937.40 in Federal funds.

Sincerely,

Alberto Gutier, Director  
Governor's Highway Safety Representative

10-25-16  
Date

Enclosures  
AG: RM

**GOVERNOR'S OFFICE OF  
HIGHWAY SAFETY**

**STATE OF ARIZONA**

**HIGHWAY SAFETY CONTRACT**

This page, the Project Director's Manual and attached hereto and incorporated herein by reference, constitute the entire Contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

**CFDA 20.600**

<b>1. APPLICANT AGENCY</b> Camp Verde Marshal's Office		<b>GOHS CONTRACT NUMBER:</b> 2017-PT-070
<b>ADDRESS</b> 646 South First Street, Camp Verde, AZ 86322		<b>PROGRAM AREA:</b> 402-PT
<b>2. GOVERNMENTAL UNIT</b> Town of Camp Verde		<b>AGENCY CONTACT:</b> Jacqui MacConnell
<b>ADDRESS</b> 473 South Main Street, Camp Verde, AZ 86322		<b>3. PROJECT TITLE:</b> STEP Enforcement Related Equipment
<b>4. GUIDELINES:</b> 402-Police Traffic (PT)		
<b>5. BRIEFLY STATE PURPOSE OF PROJECT:</b> Federal 402 funds will support Capital Outlay: Two (2) In-Car Cameras and Operating Software to enhance STEP Enforcement throughout the Town of Camp Verde.		
<b>6. BUDGET</b>		<b>Project Period</b>
<b>COST CATEGORY</b>		<b>FFY 2017</b>
<b>I. Personnel Services</b>		\$0.00
<b>II. Employee Related Expenses</b>		\$0.00
<b>III. Professional and Outside Services</b>		\$0.00
<b>IV. Travel In-State</b>		\$0.00
<b>V. Travel Out-of-State</b>		\$0.00
<b>VI. Materials and Supplies</b>		\$0.00
<b>VII. Capital Outlay</b>		\$10,937.40
<b>TOTAL ESTIMATED COSTS</b>		<b>\$10,937.40</b>
<b>PROJECT PERIOD</b>	<b>FROM: Effective Date</b> (Date of GOHS Director Signature)	<b>TO: 09-30-2017</b>
<b>CURRENT GRANT PERIOD</b>	<b>FROM: 10-01-2016</b>	<b>TO: 09-30-2017</b>
<b>TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$10,937.40</b>		

A political subdivision or State agency that is mandated to provide a certified resolution or ordinance authorizing entry into this Contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded Contract.

4.F.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: November 16, 2016**

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

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** The Department of Homeland Security has awarded the Camp Verde Marshal's Office with \$21,000.00 for interoperability compatible radios.

**List Attached Documents:** Department of Homeland Security Award letter and denial

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments:

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:**

The Marshal's Office applied for a Department of Homeland Security Grant for Fiscal Year 2016 / 2017. We submitted two grants, one for Interoperability (radios) and the other for Personal Protective Equipment. We requested \$44,000.00 for our Interoperability grant and received \$21,000.00.

We also submitted a grant application for \$19,185 for personal protective equipment which included respirators, coveralls, CBRN masks, MSA gas mask canisters, nitrile gloves and shoe covers. This grant was not funded.



Governor Douglas A. Ducey

# State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

September 23, 2016

Nancy Gardner  
Camp Verde Marshal's Office  
646 S. 1st Street  
Camp Verde, AZ 86322-7054

Subject: FFY 2016 Homeland Security Grant Program Award  
Subrecipient Agreement Number: **160502-01**  
Project Title: **Interoperability Continued - Phase 4**

Dear Nancy Gardner,

The application that your agency submitted to the Arizona Department of Homeland Security (AZDOHS) for consideration under the Homeland Security Grant Program has been awarded. The project titled "**Interoperability Continued - Phase 4**" has been partially funded under the 2016 State Homeland Security Grant Program for **\$21,000**. The grant performance period is **October 1, 2016 through September 30, 2017**. This grant program is part of the U.S. Department of Homeland Security Grant Program and specifically is awarded under CFDA #97.067 (Catalog of Federal Domestic Assistance). Your application will be kept on file for additional funding consideration if reallocation funding becomes available.

**To access your award documentation:**

- Log-in to [azdohsgrants.az.gov/user](http://azdohsgrants.az.gov/user). A username/password was provided to you/your staff during the application phase. If you no longer have your username/password, please contact your Strategic Planner for assistance.

**To initiate the award process:**

The following action items must be downloaded, completed, signed and returned to AZDOHS:

1. Project Administration Page - Print and sign one original.
2. Two Subrecipient Agreements – Print and sign two original Subrecipient Agreements
3. NIMS Compliance Certification – Complete and sign one original certification.
4. Environmental and Historic Preservation (EHP) required documentation, if applicable (see enclosed EHP Designation Letter).

Hard copies of the Project Administration Page, Subrecipient Agreement, NIMS Compliance Certification and EHP letter will **not** be mailed to you. These items must be completed and on file at AZDOHS in order for your agency to be eligible for reimbursement. **If all documentation listed in numbers 1, 2, 3 and 4 (if applicable), above is not signed and received by AZDOHS on or before January 31, 2017, this award is rescinded and the funds will be reallocated.**

Additional grant requirements:

- Reimbursements are limited to approved quantities and funding thresholds.
- If your project requires an Environmental and Historic Preservation (EHP) review; this must be completed, submitted and **approved** by FEMA/AZDOHS prior to any expenditure of funds.
- All radio equipment purchased with Homeland Security funds should be P25 capable, comply with SAFECOM Guidance, and the Land Mobile Radio Minimum Equipment Standards as approved by the Statewide



Governor Douglas A. Ducey

# State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

Interoperability Executive Committee (SIEC), and be programmed in accordance with the Arizona State Interoperable Priority Programming Guide.

- Subrecipients are subject to the AZDOHS Site Monitoring Program.
- Quarterly programmatic reports must be submitted on the most recent form/template available on the AZDOHS website.
- Consultants/Trainers/Training Providers costs must be within the prevailing rates; must be obtained under consistent treatment with the procurement policies of the subrecipient and 2 CFR 200; and shall not exceed the maximum of \$450 per day per consultant/trainer/training provider unless prior written approval is granted by the AZDOHS.
- Terrorism Liaison Officer (TLO) Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response Vehicles purchased with Department of Homeland Security Grant Program funding must be assigned to and used by certified TLOs working with the Arizona Counter Terrorism Information Center (ACTIC).
  - Persons receiving TLO vehicles shall be available to respond to incidents and events on a "call out" basis and shall be available for regional and statewide deployment for TLO operations and training.
  - TLO equipment and/or services purchased or maintained with Department of Homeland Security Grant Program funding will be assigned to and used by certified TLOs working with the ACTIC TLO Program. This equipment may include: radios, computers, cell phones, cellular and satellite service fees, open source data services, cameras, GPS devices and any other equipment needed to complete the TLO mission.
- All reimbursements for personnel costs must be in compliance with AZDOHS Time and Effort Reporting requirements available on the AZDOHS website.
- Per 2 CFR 200 Subpart F, Subrecipients who expend \$750,000 or more in Federal dollars in the previous fiscal year and subsequent years within the period of performance are required to submit an electronic copy of their annual Single Audit (formerly known as OMB Circular A-133 Audits of States, Local Governments and Nonprofit Organizations). Subrecipients shall submit their annual Single Audit to [audits@azdohs.gov](mailto:audits@azdohs.gov) within 9 months after the close of the fiscal year. If a Subrecipient does not expend more than \$750,000 a statement must be submitted in writing to [audits@azdohs.gov](mailto:audits@azdohs.gov) identifying that they did not meet the threshold and therefore do not have to conduct a Single Audit. The AZDOHS reserves the right to withhold reimbursement payments or future subrecipient agreements until the Single Audit or statement has been received and, if applicable, an approved action plan for compliance has been completed.
- The FFY 2016 federal award date as indicated in the U.S. DHS award package is 8/12/2016 with a total amount of funding of \$21,798,000. The Federal Award Identification Number is EMW-2016-SS-00119-S01.
- AZDOHS reserves the right to request additional documentation at any time.

If you should have any questions, please do not hesitate to contact your Strategic Planner.

Congratulations on your Homeland Security Grant Program award.

Sincerely,

Gilbert M. Orrantia  
Director

Cc: Jacquelyn MacConnell



Governor Douglas A. Ducey

# State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

September 23, 2016

Nancy Gardner  
Camp Verde Marshal's Office  
646 S. 1st Street  
Camp Verde, AZ 86322-7054

Subject: FFY Homeland Security Grant Program  
Project Title: **Personal Protective Equipment**

Dear Nancy Gardner:

Thank you for submitting an application to the Arizona Department of Homeland Security for consideration under the FFY Homeland Security Grant Program. Your efforts toward creating a safer, more secure Arizona are appreciated.

We regret to inform you that your application has not been approved for funding under the State Homeland Security Grant Program. The application process was highly competitive, and unfortunately, due to limited funding, every commendable application was not approved. Your application will be kept on file for funding consideration and may be partially or fully funded if reallocation funding becomes available.

Please visit [www.azdohs.gov](http://www.azdohs.gov) for upcoming grant opportunities. Please contact your Strategic Planner if you have any further questions or concerns. Once again, thank you for your efforts, and we look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Gilbert M. Orrantia".

Gilbert M. Orrantia  
Director

Cc: Jacquelyn MacConnell

5.

# CERTIFICATE OF APPRECIATION

AWARDED TO

**BOB BURNSIDE**

For his service on the Planning & Zoning Commission

Awarded this 16 day of November 2016



Mayor Charlie German

5.

# CERTIFICATE OF APPRECIATION

AWARDED TO

**ALAN 'BUCK' BUCHANAN**

For his service on the Planning & Zoning Commission

Awarded this 16 day of November 2016



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Mayor Charlie German

# Certificate of Election

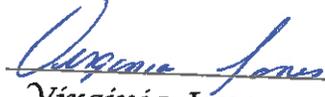
State of Arizona  
County of Yavapai  
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on the Thirtieth day of August 2016,

**Dee Jenkins**

was duly elected to the office of Town Council in and for said Town for the term of Four years, beginning November 16, 2016. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on September 14, 2016, and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 16<sup>th</sup> day of November 2016.

  
Virginia Jones  
Clerk of the Town of Camp Verde

17

# Certificate of Election

State of Arizona  
County of Yavapai  
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on the Thirtieth day of August 2016,

**Alan 'Buck' Buchanan**

was duly elected to the office of Town Council in and for said Town for the term of Four years, beginning November 16, 2016. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on September 14, 2016, and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 16<sup>th</sup> day of November 2016.

  
\_\_\_\_\_  
Virginia Jones  
Clerk of the Town of Camp Verde

# Certificate of Election

State of Arizona  
County of Yavapai  
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on the Thirtieth day of August 2016,

**Jessie Murdock**

was duly elected to the office of Town Council in and for said Town for the term of Four years, beginning November 16, 2016. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on September 14, 2016, and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 16<sup>th</sup> day of November 2016.

  
Virginia Jones  
Clerk of the Town of Camp Verde

# Certificate of Election

State of Arizona  
County of Yavapai  
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on the Thirtieth day of August 2016,

**Charlie German**

was duly elected to the office of Mayor in and for said Town for the term of Two years, beginning November 16, 2016. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on September 14, 2016, and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 16<sup>th</sup> day of November 2016.

  
\_\_\_\_\_  
Virginia Jones  
Clerk of the Town of Camp Verde



**Agenda Item Submission Form - Section I**

**Meeting Date:** November 16, 2016

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

**Requesting Department:** Clerk

**Staff Resource/Contact Person:** Virginia Jones

**Agenda Title (be exact):** Honorable Judge Paul Schlegel will administer Oaths of Office to the newly elected officials, followed by the seating of the new Council Members. Staff Resource: Virginia Jones

**List Attached Documents:**

Copy of Town Code Section 2-1-5 Oaths of Office

**Estimated Presentation Time:** 10 min

**Estimated Discussion Time:** 0

**Reviews Completed by:**

- Department Head: \_\_\_\_\_  Town Attorney Comments: N/A
- Finance Department N/A  
**Fiscal Impact:** None  
**Budget Code:** N/A **Amount Remaining:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**Background Information:**

Town Code Section 2-1-5 states that immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the oath of office.

**Recommended Action (Motion):** No motion necessary, the Judge will administer the Oath of Office, the newly elected members and the Judge will sign the individual Oaths of Office and take their seat.

**Instructions to the Clerk:** None

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**SECTION 2-1-5 OATH OF OFFICE (2008-A355)**


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Immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the oath of office.

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**ARTICLE 2-2**


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**MAYOR (2008-A355) (2010-A370)**


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**SECTION 2-2-1 DIRECT ELECTION OF MAYOR (2004-A270) (2008-A355)**


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- A. The Mayor shall be directly elected by the people pursuant to ARS § 9-821.01. If a candidate receives a majority of all votes cast at a primary election, he or she shall be declared Mayor effective as of the date of the general election, and no general election shall be held for that position.
- B. The term of the Mayor shall be for two years. In every election one of the declared vacancies on the Council shall be reserved for the election of the Mayor.
- C. A candidate may not run for both Mayor and Council member at the same election, a seated Council member whose term is not expiring may not run for the office of Mayor. A Mayor whose term is expiring is permitted to run for the office of Mayor or Council member.

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**SECTION 2-2-2 VICE-MAYOR (2008-A355) (2016-A415)**


---

The Council shall select a Vice Mayor, after the official canvas is certified and approved following the date of the General Election, who shall serve for a two-year term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, or resignation of the Mayor.

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**SECTION 2-2-3 ACTING MAYOR (2001-A210) (2008-A355)**


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In the absence or disability of both the Mayor and Vice Mayor, the mayor will designate one of the current Council members to serve as acting Mayor who shall have all the powers, duties, and responsibilities of the Mayor during such absence or disability. In the event, the Town Council objects to any such designation, the Council may vote in a public meeting called pursuant to the provisions of this code, to override the mayor's designation and select an alternative person to serve as Acting Mayor.

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**SECTION 2-2-4 POWERS AND DUTIES OF THE MAYOR (2008-A355)**


---

The Mayor shall be the Chief Elected Official who is the Chief Executive Officer of the Town; except as to the administrative duties delegated to the Manager, or other department heads, and in accordance with the procedures set forth in the code and applicable portions of any personnel manual adopted by the Town.

- A. The Mayor shall be the chairperson of the Council and preside over its meetings and its agenda. The Mayor may make and second motions and shall have a voice and vote in all its proceedings.
- B. The Mayor shall execute and authenticate by his signature such instruments as the Council or any statutes, ordinances, or this code shall require.
- C. The Mayor and members of the Council may make such recommendations and suggestions to the Council, as they may consider proper.

# TOWN OF CAMP VERDE



GENERAL OATH OF OFFICE  
STATE OF ARIZONA, COUNTY OF YAVAPAI  
TOWN OF CAMP VERDE

I, **ALAN BUCHANAN**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND LAWS OF THE STATE OF ARIZONA; AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **COUNCIL MEMBER** OF THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

November 16, 2016  
DATE

\_\_\_\_\_  
SIGNATURE

Subscribed and sworn to before me this 16<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Paul Schlegel  
Town Magistrate

# TOWN OF CAMP VERDE



GENERAL OATH OF OFFICE  
STATE OF ARIZONA, COUNTY OF YAVAPAI  
TOWN OF CAMP VERDE

I, **CHARLES GERMAN**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND LAWS OF THE STATE OF ARIZONA; AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **MAYOR** OF THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

November 16, 2016  
DATE

\_\_\_\_\_  
SIGNATURE

Subscribed and sworn to before me this 16<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Paul Schlegel  
Town Magistrate

# TOWN OF CAMP VERDE



GENERAL OATH OF OFFICE  
STATE OF ARIZONA, COUNTY OF YAVAPAI  
TOWN OF CAMP VERDE

I, **DEE JENKINS**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSITUTION AND LAWS OF THE STATE OF ARIZONA; AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **COUNCIL MEMBER** OF THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

Subscribed and sworn to before me this 16<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Paul Schlegel  
Town Magistrate

# TOWN OF CAMP VERDE



GENERAL OATH OF OFFICE  
STATE OF ARIZONA, COUNTY OF YAVAPAI  
TOWN OF CAMP VERDE

I, **JESSIE MURDOCK**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND LAWS OF THE STATE OF ARIZONA; AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **COUNCIL MEMBER** OF THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

November 16, 2016  
DATE

\_\_\_\_\_  
SIGNATURE

Subscribed and sworn to before me this 16<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Paul Schlegel  
Town Magistrate

9



**Agenda Item Submission Form – Section I**

**Meeting Date:** November 16, 2016

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

**Requesting Department:** Clerk

**Staff Resource/Contact Person:** Virginia Jones

**Agenda Title (be exact):** Discussion consideration and possible appointment of a Vice-Mayor for a two-year term. Staff Resource: Virginia Jones

**List Attached Documents:**

Copy of Town Code Section 2-2-2 Vice Mayor

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**Reviews Completed by:**

- Department Head: \_\_\_\_\_  Town Attorney Comments: N/A
- Finance Department N/A  
**Fiscal Impact:** None  
**Budget Code:** N/A \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_  
**Comments:**

**Background Information:**

Town Code states that Section 2-2-2- Vice Mayor states The Council shall select a Vice Mayor, after the official canvas is certified and approved following the date of the General Election, who shall serve for a two-year term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, or resignation of the Mayor.

Vice-Mayor Jackie Baker was appointed June 5- 2013.

**Recommended Action (Motion):** Move to Elect (insert name) as Vice Mayor to serve for a two year term.

**Instructions to the Clerk:** None

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SECTION 2-1-5 OATH OF OFFICE (2008-A355)

---

Immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the oath of office.

---

ARTICLE 2-2

---



---

MAYOR (2008-A355) (2010-A370)

---



---

SECTION 2-2-1 DIRECT ELECTION OF MAYOR (2004-A270) (2008-A355)

---

- A. The Mayor shall be directly elected by the people pursuant to ARS § 9-821.01. If a candidate receives a majority of all votes cast at a primary election, he or she shall be declared Mayor effective as of the date of the general election, and no general election shall be held for that position.
- B. The term of the Mayor shall be for two years. In every election one of the declared vacancies on the Council shall be reserved for the election of the Mayor.
- C. A candidate may not run for both Mayor and Council member at the same election, a seated Council member whose term is not expiring may not run for the office of Mayor. A Mayor whose term is expiring is permitted to run for the office of Mayor or Council member.

---

SECTION 2-2-2 VICE-MAYOR (2008-A355) (2016-A415)

---

The Council shall select a Vice Mayor, after the official canvas is certified and approved following the date of the General Election, who shall serve for a two-year term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, or resignation of the Mayor.

---

SECTION 2-2-3 ACTING MAYOR (2001-A210) (2008-A355)

---

In the absence or disability of both the Mayor and Vice Mayor, the mayor will designate one of the current Council members to serve as acting Mayor who shall have all the powers, duties, and responsibilities of the Mayor during such absence or disability. In the event, the Town Council objects to any such designation, the Council may vote in a public meeting called pursuant to the provisions of this code, to override the mayor's designation and select an alternative person to serve as Acting Mayor.

---

SECTION 2-2-4 POWERS AND DUTIES OF THE MAYOR (2008-A355)

---

The Mayor shall be the Chief Elected Official who is the Chief Executive Officer of the Town; except as to the administrative duties delegated to the Manager, or other department heads, and in accordance with the procedures set forth in the code and applicable portions of any personnel manual adopted by the Town.

- A. The Mayor shall be the chairperson of the Council and preside over its meetings and its agenda. The Mayor may make and second motions and shall have a voice and vote in all its proceedings.
- B. The Mayor shall execute and authenticate by his signature such instruments as the Council or any statutes, ordinances, or this code shall require.
- C. The Mayor and members of the Council may make such recommendations and suggestions to the Council, as they may consider proper.



**Agenda Item Submission Form – Section I**

**Meeting Date:** November 16, 2016

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Clerk's Office

**Staff Resource/Contact Person:** Virginia Jones

**Agenda Title (be exact):** Discussion, consideration and possible appointment of Council Members to serve on various local, regional and state committees.

**List Attached Documents:**

**2016-17 Council Committee Assignment Sheet.**

**Estimated Presentation Time:** 10

**Estimated Discussion Time:** 10

**Reviews Completed by:**

**Department Head:** Virginia Jones       **Town Attorney Comments:** N/A

**Finance Department** N/A  
**Fiscal Impact:** None  
**Budget Code:** N/A      **Amount Remaining:** \_\_\_\_\_  
**Comments:**

**Background Information:**

Each year the Mayor and Council review the Council-Committee Assignment sheet and assigns Council Members to Various committees to represent the Town, and bring back updates from the various organization, to the Council at the next Regular Council Meeting.

**Recommended Action (Motion):** No motion necessary. Assign Council Members to the Various Committees

**Instructions to the Clerk:** Section II not required.

**2016/2017 COUNCIL-COMMITTEE ASSIGNMENTS**  
**COUNCIL MEETING 11-16-2016 (after New Officers are seated)**

COMMITTEES	2015-2016	2016-2017	MEETING TIME	MEETING PLACE	CONTACT PERSON
CV FIRE DISTRICT LIAISON	GORDON/BAKER		3 <sup>RD</sup> WEDNESDAY AT 9:30 A.M.	417 S MAIN – TRAINING ROOM <a href="http://www.campverdefire.org">http://www.campverdefire.org</a>	ROBIN COOK 567-9401 EXT 102
CV SCHOOLS EDUCATION FOUNDATION	GORDON/BAKER		QUARTERLY/AS NEEDED	CVUSD 410 Camp Lincoln Rd.	MARY HUDSON 567-8008
YAVAPAI COLLEGE GOVERNING BOARD	CAROL GERMAN/BAKER		2 <sup>ND</sup> TUESDAY AT 1:00 P.M.	SEE ATTACHED	KAREN JONES-EXECUTIVE ASSIS 928-776-2307
YAVAPAI COLLEGE ADVISORY BOARD	GEORGE/GERMAN				
LIASON TO YAVAPAI-APACE NATION	MAYOR GERMAN/BAKER		THURSDAY AT 9:00 A.M.	2400 W DATSI STREET	KARLA REIMER 567-1003 (Call Weekly to verify meeting)
INTERGOVERNMENTAL ASSOCIATIONS/MEETINGS				COMMUNITY ROTATION	
NACOG-REGIONAL COUNCIL	BAKER/MAYOR GERMAN	BAKER/GERMAN Appointed on 9-17-2016	QUARTERLY-4 <sup>TH</sup> THURSDAY AT 10:00 A.M.	HIGH COUNTRY CONFERENCE CENTER	928-774-1895
VVREO	WHATLEY/BAKER		FRIDAY. QUARTERLY AT 10:00 A.M.	YC BOARD ROOM – 6 <sup>TH</sup> STREET- COTTONWOOD	634-8100
LEAGUE RESOLUTIONS COMMITTEE	MAYOR GERMAN		ANNUALLY	LEAGUE OF CITIES AND TOWNS CONFERENCE	KEN STROBECK EXECUTIVE DIRECTOR
VERDE VALLEY LAND PRESERVATION	GORDON/CAROL GERMAN		EVERY OTHER MONTH	ALTERNATE LOCATIONS	BOB ROTHROCK 634-3633
ARIZONA MUNICIPAL RISK RETENTION POOL (elected position only)	BAKER		EVERY OTHER MONTH	PHOENIX	
VERDE VALLEY TRANSPORTATION ORG	RON LONG/GEORGE		EVERY OTHER MONTH	COTTONWOOD	
VERDE-VALLEY MOBILITY					
VERDE VALLEY TRANSIT COMMITTEE	GEORGE		MONTHLY		JASON KELLY
VV WATER USERS LIAISON	GORDON/CAROL GERMAN		AS NEEDED	AS NEEDED	AS NEEDED
YC LOCAL DROUGHT IMPACT GROUP	INACTIVE		ANNUALLY	TO BE ANNOUNCED	YC EXTENSION AGENT
MIDDLE VERDE WATER ADVISORY (WAS WAC)	BAKER/MAYOR GERMAN		3 <sup>RD</sup> WEDNESDAY AT 2:00 P.M.	YC BOARD ROOM - 6 <sup>TH</sup> STREET – COTTONWOOD 1015 FAIR STREET-PRESCOTT	3 <sup>RD</sup> WEDNESDAY 2:00
VERDE RIVER BASIN PARTNERSHIP	GEORGE	Per Bruce- this is going away	QUARTERLY	YAVAPAI COLLEGE	DELETE
VERDE VALLEY HOMELESS COALITION	GEORGE				
MENTAL HEALTH COALITION- VERDE VALLEY (added 09-23-2015)	BRAD GORDON		MONTHLY		