



It's in your hands ~ "Build a stronger community – Shop Locally"

**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MAY 15, 2013 at 6:30 P.M.**

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) May 1, 2013 – Regular Session
 - 2) April 24, 2013 – Council Hears Planning & Zoning Matters
 - 3) April 26, 2013 – Work Session
 - b) **Set Next Meeting, Date and Time:**
 - 1) Friday, May 17, 2013 at 8:00 a.m. – Budget Work Session
 - 2) May 22, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - 3) June 5, 2013 at 6:30 p.m. – Regular Session
 - 4) June 19, 2013 at 5:45 p.m. – Special Session – Tentative Budget
 - 5) June 19, 2013 at 6:30 p.m. – Regular Session
 - 6) Friday, June 21, 2013 at 9:00 a.m. – Council Retreat
 - 7) June 26, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of two Special Event Liquor License applications to be held on June 8, 2013 at two separate locations on the Steve Coury complex (located at 5980 & 6101 E. Coury Drive in Camp Verde). This event is a fundraising event for the Golden Cobra Center of Fitness, Inc. Staff Resource: Debbie Barber**
 - d) **Possible approval of Resolution 2013-893, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to apply for the COPS in Schools 2013 Grant. Staff Resource: Marshal Gardner**
5. **Special Announcements & Presentations -**
 - **Welcome to new businesses:**
 - ✓ RNT Services – Rimrock
 - ✓ Impulse Industries Inc. – Sun Valley, CA
 - ✓ Dimond Tattoo Co. – Camp Verde
 - ✓ Just for you Day Spa LLC – Camp Verde
 - ✓ Goodman Contracting, Inc. – Flagstaff
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for items not on the agenda.**

8. **Discussion, consideration, and possible appointment of one member to the following Boards and Commission:** Staff Resource: Mike Jenkins
 - a) **Planning & Zoning Commission – for the term ending 12/31/2015. There are two applicants, B.J. Davis and Christopher McHenry**
 - b) **Board of Adjustment & Appeals for the term ending 12/31/2015. There is one applicant for the vacant seat, Christopher McHenry**
9. **Discussion, consideration, and possible acceptance of the following Library Services and Technology Act grant awards as submitted by the Library Director.** Staff Resource: Kathy Hellman
 - a) **Fort Verde Days Creator Faire**
 - b) **Foundation of a Teen Advisory Board**
10. **Update and discussion for the Governor’s Office of Highway Safety grant award in the amount of \$7,500 to be used for the command van to support DUI enforcement.** Staff Resource: Marshal Gardner
11. **Discussion, consideration, and possible approval of a contract with eCivis for future grant research, management, and tracking.** Staff Resource: Russ Martin/Michael Showers
12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation, as described in the League of Arizona Cities and Towns Legislative Bulletins issues #2 through #17. These bulletins are available at the Clerk’s Office and on the web at <http://www.azleague.org/>.** Staff Resource: Russ Martin
13. **Call to the Public for items not on the agenda.**
14. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
15. **Adjournment**

Posted by: W. Jones Date/Time: 5-9-2013 9:00 a.m.
Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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

4 a.1

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MAY 1, 2013
6:30 P.M.

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, George, Whatley, and Jones were present; Councilor German was absent.

Also Present: Town Manager Russ Martin, Town Clerk Debbie Barber

3. **Pledge of Allegiance**

Teresa Helm 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) April 17, 2013 – Regular Session

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

1) May 8, 2013, at 4:00 p.m. – Budget Work Session

2) May 15, 2013 at 6:30 p.m. – Regular Session

3) Friday, May 17, 2013 at 8:00 a.m. – Budget Work Session

4) May 22, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters

On a motion by Kovacovich, seconded by Baker, the Council unanimously approved the Consent Agenda as presented.

5. **Special Announcements & Presentations**

- Possible approval of a proclamation declaring May 5-11, 2013 as Municipal Clerks Week
- Possible approval of a proclamation declaring May as Building Safety Month

The Mayor proclaimed May 5-11, 2013 as Municipal Clerks Week and the month of May as Building Safety Month.

6. **Council Informational Reports**

Baker reported that she attended the NACOG meeting where she put in a good word that the Verde Valley is working together on the SR 260 project, noting that Camp Verde and Cottonwood are collaborating in moving the project forward.

Burnside reported that long-time Camp Verde resident, Ernestine Murdock had passed away last evening.

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

Adrian Martin of AmeriCorps invited Council members to the vine-planting event on May 4, 2013 from 11:00 to 12:00 p.m. at Yavapai College. She advised that this event was an opportunity for Council members to support the College and meet the AmeriCorps team.

There was no other public input.

8. **Public Hearing, discussion, consideration, and possible approval Liquor License Application for James Detherage/Bargain Smart, located at 873 Howards Road in Camp Verde. Staff Resource: Debbie Barber**

On a motion by Jones, seconded by Baker, the Council unanimously voted to approve a liquor license application for James Detherage/Bargain Smart located at 873 Howards Road in Camp Verde.

Barber advised that the required postings had been posted for 20 days and there were no comments. She said that this was the public hearing for comments relative to the application and that the applicants were present. In answer to Councilor Whatley's questions about notifying property owners and churches about the new application for a liquor license, Barber explained that the process is set by statute. She explained that liquor cannot be sold within certain limits of churches and schools.

There was no public input.

9. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation, as described in the League of Arizona Cities and Towns Legislative Bulletins Issues #2 through #10. These bulletins are available at the Clerk's Office and on the web at <http://www.azleague.org/>. Staff Resource: Russ Martin**

Martin advised that the transaction privilege tax legislation is still an issue with the potential to dropping the construction tax. He advised that our local representatives are aware of the potential impacts to our budget and that we should know something shortly.

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

Councilor George stepped down from the dais to speak as a member of the public. He showed a photograph of a truck that ran off 7th Street and down the hill onto his Mother's former patio. He said that he had spent many mornings drinking tea on the patio that was destroyed in the car accident. He advised that he spoke with Public Works Director Ron Long who assured him that a guardrail would be placed on 7th St.

Council Member-elect Brad Gordon expressed appreciation to Councilor George for his work on the tennis court. He said that George's work goes to show what can be done with volunteers and a little cash compared to the money that would be spent if the project were contracted out.

11. **Manager/Staff Report**

Martin reported that he had met with 12 owners along SR 260 about the project and it seemed to go well when he asked for their support. He encouraged the public to attend the ADOT meeting, along with property owners and elected officials, as their statements about what they deal with on a daily basis as they travel along the highway would make a big impact. He said that the meeting is scheduled for May 10, 2013 at 9:00 a.m. in Flagstaff.

Martin expressed staff appreciation for George's work on the tennis court.

12. **Adjournment**

On a motion by Baker, seconded by Jones, the meeting was adjourned at 6:41 p.m.

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the May 1, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Deborah Barber, Town Clerk

DRAFT
MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, APRIL 24, 2013
6:30 P.M.

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

1. **Call to Order**
The meeting was called to order at 6:30 p.m.
2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Deputy Town Clerk Virginia Jones, Adm. Clerk Stephanie Sunstrom, and Recording Secretary Margaret Harper
3. **Pledge of Allegiance**
The Pledge was led by Rachel Hood.
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – April 3, 2013
 - b) **Set Next Meeting, Date and Time:**
 - 1) Friday, April 26, 2013 at 8:00 a.m. – Budget Work Session
 - 2) May 1, 2013 at 6:30 p.m. – Regular Session
 - 3) Friday, May 8, 2013 at 4:00 p.m. – Budget Work Session
 - 4) May 15, 2013 at 6:30 p.m. – Regular Session
 - 5) Friday, May 17, 2013 at 8:00 a.m. – Budget Work Session
 - 6) May 22, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.
5. **Special Announcements & Presentations**
There were no special announcements or presentations; however, Mayor Burnside called attention to a member of the audience who is a relative of Susie Burnside, and is visiting from Germany.
6. **Council Informational Reports.**
German reported that she has attended several meetings, and in particular the grants presentation recently held in the Marshal's facility.

George said he had attended the Education Foundation Appreciation Awards, as well as the presentation on grants, which offered a lot to think about.
7. **Call to the Public for items not on the agenda.**
There was no public input.
8. **Public Hearing and discussion, consideration, and possible approval of Resolution 2013-889, a resolution of the Common Council of the Town of Camp Verde, Arizona, superseding Resolution 2002-537, for parcel 404-17-030A to continue operation of the Distant Drums RV Resort and allow for additional uses with no time limit. This property is located on parcel 404-17-030A at 583 W. Middle**

Verde Rd. Any changes to these uses must come before the Planning & Zoning Commission and Town Council for approval. Staff Resource: Mike Jenkins

On a motion by Jones, seconded by Baker, the Council unanimously approved Resolution 2013-889, Use Permit 2013 0046, submitted by Mr. Scott Canty, Attorney General and Ms. Rachel Hood, Manager, agents for Distant Drums RV Resort owned by the Yavapai-Apache Nation. This Use Permit supersedes Use Permit 2002 537 to allow for additional requested uses and grant the Use Permit in perpetuity. The property is located on Parcel 404-17-030A at 583 W. Middle Verde Rd. Any changes to these uses must come before the Planning & Zoning Commission and Town Council for approval; and the Town logo is to be printed on the Resolution.

STAFF PRESENTATION

Community Development Director Jenkins said that Mr. Scott Canty, Attorney General for the Yavapai-Apache Nation, and Ms. Rachel Hood, Manager of the Distant Drums Resort, were present. Jenkins then reviewed in detail the background and history of the subject RV Resort, including the previous Use Permits and a list of the current permitted use of the Resort. Jenkins explained that the current Use Permit expired in late 2012, and the Yavapai-Apache Nation is now requesting a new Use Permit, with changes or additions. The items being requested are set forth in detail in the application, including an alternative plan for a one-acre portion of land located at the northwest corner of the property. As indicated, the Nation is requesting the alternative development plans for the one-acre site as permitted uses under the new Use Permit, along with the continuing option of building out the remaining 23 RV sites. Jenkins said that whichever options are selected by the Nation, staff will preview and permit per the requirements of the Planning & Zoning Ordinance and Building Codes, and an updated Site Plan will be required showing the development of the selected option or options.

Jenkins stated that staff has reviewed the submitted application and Site Plan for compliance with the Planning & Zoning Ordinance RV Park standards, and has found that all requirements have been met per Section 306.C Recreational Vehicle Park Standards. The required neighborhood meeting was held on February 13, 2013; no neighbors were in attendance. Responses from the agencies reflected no objections.

Jenkins said that all of the proposed uses are allowed under the Planning & Zoning Ordinances, and that the applicant is aware that all new construction of any of the proposed uses will require Building Permits.

APPLICANT'S STATEMENT

Scott Canty spoke briefly, describing his role as the attorney for the Nation, and introduced Rachel Hood, the Manager of Distant Drums Resort. Mr. Canty said they are requesting the Council to approve the Use Permit and allow the continued operation of the Park with the improvements reviewed by staff. He added a special commendation for the excellent help and advice that staff has consistently provided throughout the application process, and that it has been a very good experience working with them. Mr. Canty added that what happens on the one-acre site would depend on what is the best business interest for the Park.

Mr. Canty invited questions from Council, and there was first praise given for the immaculate maintenance of the Distant Drums Resort, and appreciation for the comment regarding the help provided by staff. As for the requested improvements, Mr. Canty confirmed his understand that any changes would have to necessitate coming back and getting additional approval from the Town Council. In response to further compliments from the members on how successful the Resort has become under the ownership of the Nation, Ms. Hood commented that the Park is now among the top-rated, award-winning parks in Arizona.

PUBLIC HEARING OPEN

There was no public input.

COUNCIL DISCUSSION

In response to questions to staff regarding the one-acre parcel, Jenkins noted that it is within the boundary

of the Resort; any additional units would require a review by Environmental Services regarding the handling of additional sewage by the existing treatment plant. Additional lighting would need a complete review; all development standards would have to be met. The question of access roads and roadways was addressed, and Jenkins noted that a 20-foot buffer from the property line would be mandated for new spaces. As for the prior 90-day stay limit, that is no longer in effect; there is no requirement specified in the Ordinance. A decision on length of stay is up to the owner of the property. All ADOT requirements have been met for in and out access. At the close of the discussion, Burnside requested that, in the motion to be made, the Resolution be printed with the Town's official logo before it is presented for signature.

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

There was no public input.

10. **Manager/Staff Report**

There was no Manager or staff report.

11. **Adjournment**

On a motion by Jones, seconded by Baker, the meeting was adjourned at 7:00 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Council Hears Planning & Zoning Matters Session of the Town Council of Camp Verde, Arizona, held on the 24th day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Debbie Barber, Town Clerk

MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
FRIDAY, APRIL 26, 2013
8:00 a.m.

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

1. Call to Order

Mayor Burnside called the meeting to order at 8:00 a.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Council members German, Jones, and Whatley were also present. Councilor Baker arrived at 8:06 a.m. and left at 10:18 a.m. Councilor George was absent.

Also Present:

Magistrate Harry Cipriano, Economic Development Director Steve Ayers, Public Works Director Ron Long and his support staff, Library Director Kathy Hellman, Community Development Director Mike Jenkins and support staff, Marshal Nancy Gardner, Mayor Elect Charlie German, Finance Director Mike Showers, Town Manager Russ Martin, Town Clerk Debbie Barber, and Recording Secretary Stephanie Sunstrom

3. Pledge of Allegiance:

Russ Martin led the pledge.

4. Discussion, consideration, and possible direction to staff relative to the Draft FY 2013/14 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units.

a. Municipal Court

Magistrate Cipriano thanked Council for authorizing the additional Clerk in last year's budget. Cipriano explained that the only increase they are requesting is a pay increase this year for the Court Clerks, several of whom are single parents.

b. General Administration

➤ **Risk Management**

Carol Brown spoke to Council about the Risk Management budget requests, hazard communications and the Material Safety Data Sheets that are in the process of being updated. She also spoke about the importance of insuring that all employees are properly trained on the use of chemicals and labeling.

➤ **Human Resource**

Manager Martin advised that there are several new staff members that have been hired and that there may be an increase in the request for tuition reimbursement. Martin explained that this program is for courses that lead to a degree outside of job specific training. He also informed the Council that the tuition is paid upon completion of the course to encourage staff to complete the courses.

Council discussed the increase in the Personnel budget and asked if it was necessary to keep funds at that level. Martin explained that the increase reflects the cost of new hires and the requirements needed after a new person is hired. Requirements include drug screening and background checks. He also informed the Council of plans to hire more people and the need to ensure there is enough to meet all the requirements.

➤ Information Technology

Martin explained that the budget being presented accurately reflects what has been spent in the previous year and the need to invest in new computers, as there are no extra computers for new employees or if one should break.

➤ Economic Development

Ayers advised that the biggest change in his budget item is the transitioning of the Visitor Center to the Town. He informed the Council that the current brochures are outdated and need to be re-vamped. He mentioned the possibility of not having a contract with the Visitor Center.

The meeting recessed at 9:00 a.m. and reconvened at 9:15 a.m.

➤ Mayor and Council

Barber explained that the increases in the Mayor and Council budget were due to the increase in salaries for the Mayor and Council members. She noted that the increases in training/travel would allow for newly elected officials to attend training courses.

➤ Clerk's Office

Barber advised that she had requested the Admin Assistant position to go full time and had increased the Deputy Clerk's salary to mid-range because she had been here 16 years, received her certifications, and was not yet at mid-range in the pay scale. There were no other increases.

➤ Manager

Martin reviewed the Manager's budget.

➤ Non Departmental

Martin reviewed the non-departmental budget, noting that there are no anticipated changes in Water Adjudication. He informed Council of a possible \$53,000 surplus that would come from contingency.

➤ Finance

Showers explained the 2 increases in the Finance budget were due to fees that needed to be paid. He advised that he decreased his budget by \$6,600. He noted that the budget as presented did not include the Sanitary District's budget.

Some Council members discussed at length and questioned why there would be increases to the Town's budget by taking on trusteeship of the Sanitary District after assuring the public that there would be no cost to the Town.

Showers explained that the Town and the Sanitary District will have an Enterprise Budget and that they are working on a way to combine the budgets without causing additional costs. Showers advised that the Sanitary District finance employee would work in his department and part of the salary would be paid by the Town. He advised that once the Sanitary District has completed a budget, it would be presented to Council.

c. Public Works

Ron Long explained that changes to job descriptions, increase in traveling, new hires, training and certifications resulted in an increase to the Public Works budgets. He advised that he is requesting

an additional maintenance employee for the Fort. Martin advised that this would be done instead of writing a check to State Parks.

Long also advised that the Street Super Intendant position will be opening to replace Steve Burrows. Long advised that the HURF budget decreased by \$5,000. Deborah Ranney informed the Council that 13 new fire extinguishers are needed to replace the old ones throughout Town offices. Mayor Burnside instructed staff to research local options as a way to keep costs down.

d. Parks & Recreation

Mike Marshal advised that additional staff caused an increase in the salary budget. He is requesting an administrative assistant and possible recreation assistants for help with the sporting events held by the Parks and Rec department. He advised that the Pool season will be extended this year which also caused an increase to the budget. Following questions by Council, Marshal explained that the local Lifeguard Instructor is no longer able to offer the lifeguard training for previous cost, but that staff is researching other options to keep that increase low. Marshal informed Council that the IRS now requires that all Referee's must be hired employees and can no longer be contracted.

e. Library

Kathy Hellman advised Council that overall, decreases in the budget have been made. There is a small increase in salary due to a new hire. Hellman was happy to announce that the library is open an additional day this year.

f. Marshal's Office

Marshal Gardner presented the Council with an itemized justification for staff increases for the Marshals Office. Gardener explained that the Town's officer per capita ratio is extremely low at 1.1%. She advised that having 3 officers on patrol would increase it to a much more acceptable ratio. Gardner informed the Council that an animal shelter will be placed in the street yard. Council and staff discussed the Property and Evidence storage needs at length. Gardner explained that they have not done inventory in a long time and are unsure what is all in there.

The meeting recessed at 10:42 and reconvened at 10:48 a.m.

g. Community Development

Mike Jenkins explained an overall increase due to salaries and training. In closing, Martin advised that the Community Development budget is presented without long range and current planning included.

In closing, Martin encouraged Council to get with staff if they had questions prior to the May 8th meeting so that responses can be made in a timely fashion. He also asked Council to let staff know if more time is needed.

5. Adjournment

On a motion by Jones, seconded by German, the meeting was adjourned at: 11:05 a.m.

Bob Burnside, Mayor

Stephanie Sunstrom, Administrative Assistant

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 26th day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Debbie Barber, Town Clerk

H.C



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15th 2013

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Deborah Barber

Agenda Title (be exact): Possible approval of Special Event Liquor License applications for Golden Cobra Center of Fitness Inc. to be held at 5980 Coury Drive in Camp Verde on June 8, 2013.

List Attached Documents: Special Event Liquor License Application for Golden Cobra Center of Fitness Inc.

Estimated Presentation Time: 0

Estimated Discussion Time: 1

Reviews Completed by:

Department Head: Deborah Barber Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

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

Comments:

Background Information:

Fundraiser for Annual Florida Tournament to be held at 5980 E Coury Dr in Camp Verde.

Recommended Action (Motion): Approve Special Event Liquor License applications for Golden Cobra Center of Fitness Inc. to be held at 5980 Coury Drive in Camp Verde on June 8, 2013.

Instructions to the Clerk: Section II not required. Process applications.

State of Arizona Department of Liquor Licenses and Control
 800 W. Washington, 5th Floor
 Phoenix, AZ 85007
 www.azliquor.gov
 (602)542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
 PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL**

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #29)**

DLIC USE ONLY LICENSE #

1. Name of Organization: Golden Cobra Center of Fitness INC.

2. Non-Profit/I.R.S. Tax Exempt Number: 26-1965634

3. The organization is a: (check one box only)

Charitable Fraternal (must have regular membership and in existence for over 5 years)

Civic Political Party, Ballot Measure, or Campaign Committee

Religious

4. What is the purpose of this event? FUNDRAISER FOR THE CENTER'S ANNUAL FLORIDA

5. Location of the event: 5980 E. CONROY DR CAMP VERDE AVAHI 86322
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Williams Richard Thomas 7/2/65
Last First Middle Date of Birth

7. Applicant's Mailing Address: PO BOX 4583 CAMP VERDE AZ 86322
Street City State Zip

8. Phone Numbers: (928) 567-3399 (928) 360 0281 (928) 567-2110
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>JUNE 8th 2013</u>	<u>SATURDAY</u>	<u>12 NOON</u>	<u>11:59 PM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for _____ days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name Golden Cobra Center of Fitness Inc 100%
Percentage

Address PO Box 4583 Camp Verde AZ 86372

Name _____ Percentage _____

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

Police Fencing
 # Security personnel Barriers

Camp Verde Marshalls & YAVAPAI County Sheriff's Office
will be notified there will be personal security on
premises & the event area will be controlled by fencing & barriers.

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO
(ATTACH COPY OF AGREEMENT)

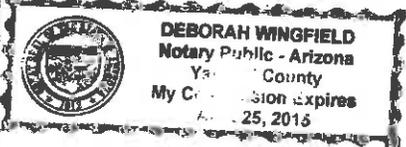
Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. Richard Williams declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] (Signature) President (Title/Position) 5/3/13 (Date) (928) 300 0251 (Phone #)



State of YAVAPAI County of ARIZONA
The foregoing instrument was acknowledged before me this

My Commission expires on: April 25, 2015 (Date) Debbie Wingfield (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. Richard Williams declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] (Signature) State of ARIZONA County of YAVAPAI
The foregoing instrument was acknowledged before me this 3 MAY 2013
Day Month Year

DEBORAH WINGFIELD
Notary Public - Arizona
Yavapai County
My Commission Expires
April 25, 2015

My commission expires on: April 25, 2015 (Date) Debbie Wingfield (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete application. The local governing body may require additional applications to be completed and submitted in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ (Government Official) _____ (Title) hereby recommend this special event application on behalf of _____ (City, Town or County) _____ (Signature of OFFICIAL) _____ (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

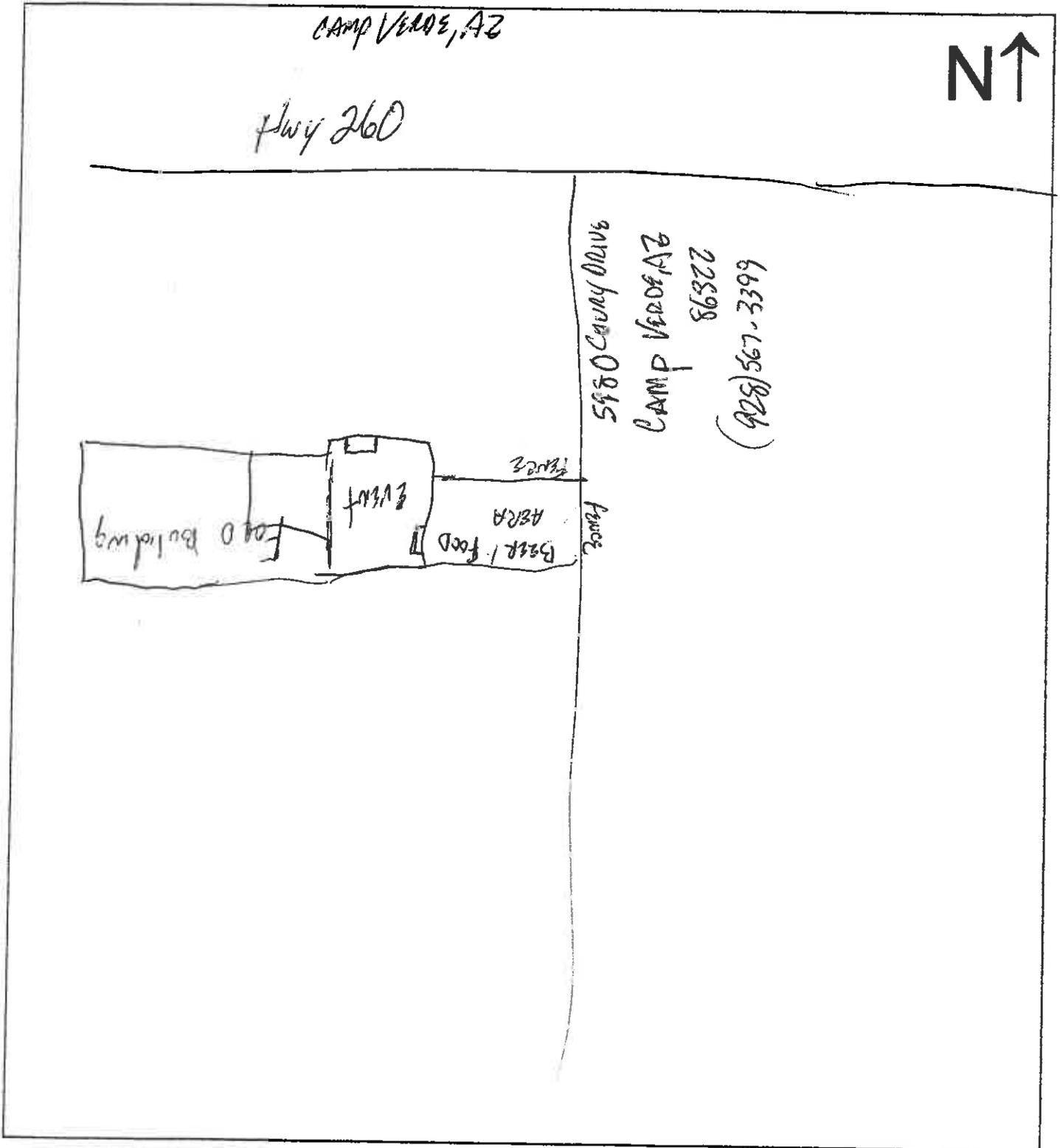
(Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____

(Title) _____ (Date)

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.





Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15th 2013

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Deborah Barber

Agenda Title (be exact): Possible approval of Special Event Liquor License application for Golden Cobra Center of Fitness Inc. to be held at 6101 E Coury Dr in Camp Verde on June 8, 2013.

List Attached Documents: Special Event Liquor License Application for Golden Cobra Center of Fitness Inc.

Estimated Presentation Time: 0

Estimated Discussion Time: 1

Reviews Completed by:

Department Head: Deborah Barber Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

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

Comments:

Background Information:

Fundraiser for Annual Florida Tournament to be held at 6101 E Coury Dr in Camp Verde.

Recommended Action (Motion): Approve Special Event Liquor License application for Golden Cobra Center of Fitness Inc. to be held at 6101 E Coury Dr in Camp Verde on June 8, 2013.

Instructions to the Clerk: Section II not required. Process applications.

State of Arizona Department of Liquor Licenses and Control
 800 W. Washington, 5th Floor
 Phoenix, AZ 85007
 www.azliquor.gov
 (602)542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
 PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL**

****Application must be approved by local government before submission to
 Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
 LICENSE #

1. Name of Organization: GOLDEN COBRA CENTER OF FITNESS INC.

2. Non-Profit/I.R.S. Tax Exempt Number: 26-1965634

3. The organization is a: (check one box only)

- Charitable
- Fraternal (must have regular membership and in existence for over 5 years)
- Civic
- Political Party, Ballot Measure, or Campaign Committee
- Religious

4. What is the purpose of this event? FUNDRAISER FOR FLORIDA ANNUAL TOURNAMENT

5. Location of the event: 6101 E COURTY DR CAMP VERDE AVADA 86322
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Williams Richard Thomas 7/2/65
Last First Middle Date of Birth

7. Applicant's Mailing Address: PO BOX 4583 CV ARIZONA 86322
Street City State Zip

8. Phone Numbers: 928 567-3399 928 300 0251 928 567-2110
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>JUNE 8th 2013</u>	<u>SATURDAY</u>	<u>12:00 Noon</u>	<u>11:59 AM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 3 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name Golden Cobra Center of Fitness INC 100%
Percentage

Address PO Box 4583 Camp Verde, ARIZONA 86322

Name _____ Percentage _____

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

Police Fencing
 # Security personnel Barriers

Camp Verde Marshals & Yavapai County Sheriff's office
will be notified there will be personal security on
PRE

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

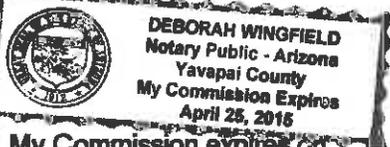
18. I, Richard Williams declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] (Signature) President (Title/Position) 5/3/13 (Date) 928 300 0281 (Phone #)

State of YAVAPAI County of ARIZONA

The foregoing instrument was acknowledged before me this 3 Day May Month 2013 Year

My Commission expires on: April 25, 2015 (Date) Debbie Wingfield (Signature of NOTARY PUBLIC)

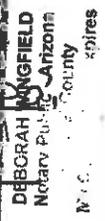


THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Richard Williams declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] (Signature) State of ARIZONA County of YAVAPAI The foregoing instrument was acknowledged before me this 3 Day May Month 2013 Year

My commission expires on: April 25, 2015 (Date) Debbie Wingfield (Signature of NOTARY PUBLIC)



You must obtain local government approval. City or County MUST recommend event and complete Form 20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ (Government Official) _____ (Title) hereby recommend this special event application on behalf of _____ (City, Town or County) _____ (Signature of OFFICIAL) _____ (Date)

FOR DLLC DEPARTMENT USE ONLY

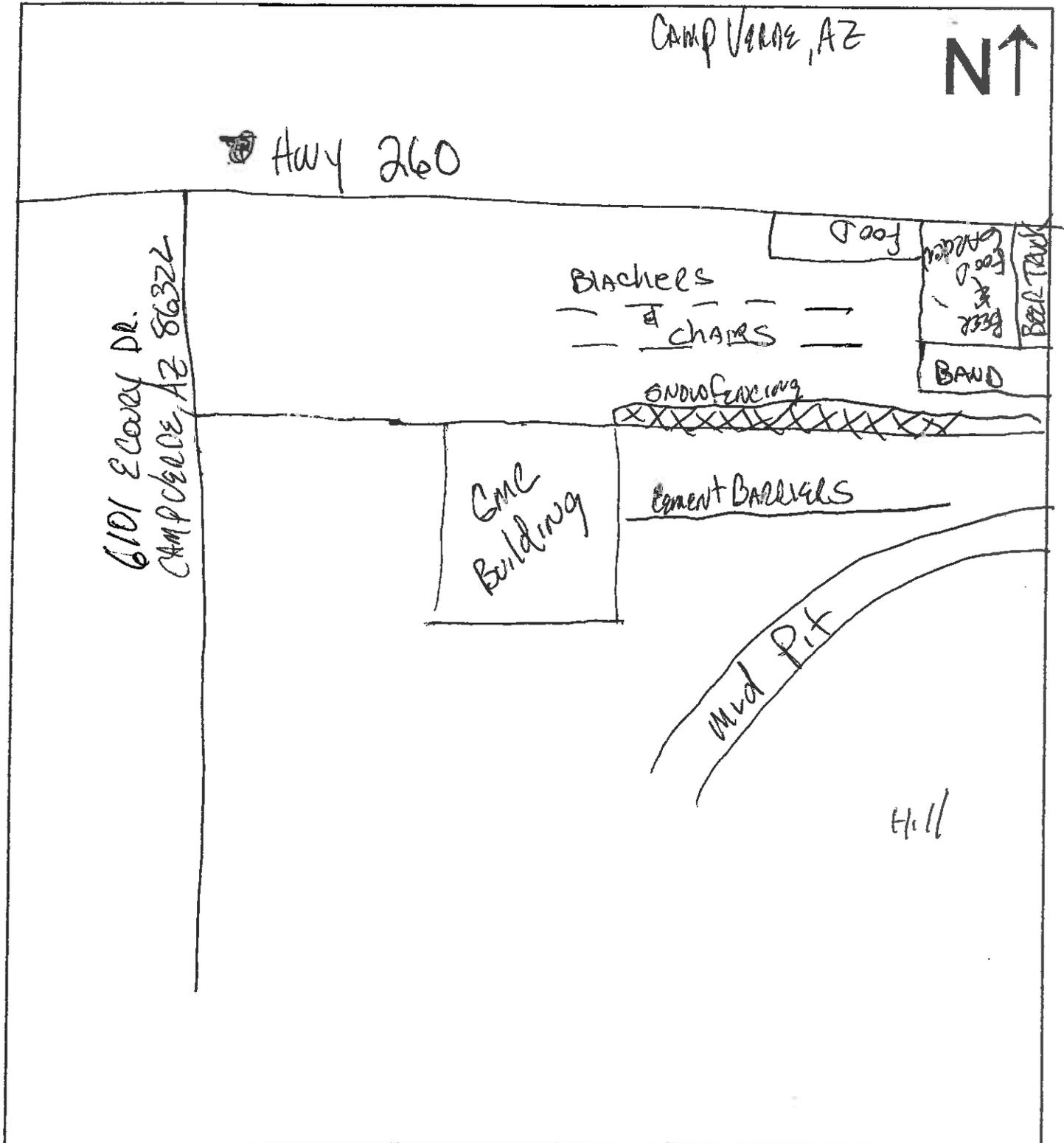
Department Comment Section:

 _____ (Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____ (Title) _____ (Date)

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



4.d



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15, 2013

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

Requesting Department: Camp Verde Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Discussion, Consideration, and Possible Approval to apply for a 2013 Community Oriented Policing Services (COPS) grant under the COPS Hiring Program to fill a School Resource Officer position that would be assigned to the Camp Verde Unified School District.

List Attached Documents:

Reviews Completed by:

Department Head:

Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: \$14,208.70 annually for 3 years (25% of salary)

Comments:

Background Information: The COPS Hiring Recovery Program is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority. Community Oriented Policing Service for "School Based Policing through School Resource Officers" would be sought to fill one (1) full time School Resource Officer position that would be assigned to the Camp Verde Unified School District.

2013 CHP grants will provide up to 75 percent funding for approved entry-level salaries and fringe benefits of newly-hired and/or rehired, full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position; there is a minimum 25 percent local cash match. To comply with the retention requirement of the CHP grant, the grantee must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position.

The Camp Verde Marshal's Office currently has three (3) existing unfunded vacant positions. Staff would like to apply for a CHRP grant to fund one of these positions. This would equate to the Town receiving approx. \$127,876.50 in federal funds over three years if the grant were awarded. The Camp Verde Marshal's Office match of 25% would equate to \$42,626.00 over the three years. The deadline for submitting a grant application is May 22, 2013.

Recommended Action (Motion): (Suggested Motion): *Approve the Camp Verde Marshal's Office staff to submit a grant application to fund one (1) Deputy Marshal positions under the 2013 COPS Hiring Recovery Program, to staff the Unified School District with an SRO.*

Instructions to the Clerk: Forward the approved agenda proposal to the Marshal's Office

RESOLUTION 2013-893

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, TO APPLY FOR THE COPS IN SCHOOLS 2013 GRANT

WHEREAS, The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) is accepting grant applications for the 2013 COPS hiring program for the hiring of additional law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts to protect schools and control gun violence.

WHEREAS, the Camp Verde Marshal's Office requested a application under the COPS hiring program to fund one (1) full time SRO position. The grant pays 75% of full time, entry level salary for a sworn law enforcement officer for 36 months, with a minimum 25 percent local cash match requirement. The amount paid for the 36 month time frame totals \$127,876.00; with a \$42,626.00 match. The grantee is required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of grant funding for that position.

WHEREAS, upon approval by the Town, the grant application will be submitted to the U.S. Department of Justice. The Camp Verde Marshal's Office will work with the Camp Verde Unified School District to create an MOU, as a partner in the program.

NOW THEREFORE THE MAYOR AND COUNCIL, OF THE TOWN OF CAMP VERDE RESOLVE TO SUBMIT THE APPLICATION UNDER THE COPS IN SCHOOLS 2013 PROGRAM, AND AUTHORIZE ITS EXECUTION BY THE TOWN MARSHAL AND MANANGER.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 15th day of May 2013.

Bob Burnside, Mayor

Attest:

Approved as to form:

Debbie Barber, Town Clerk

Town Attorney

05/06/2013 1:53 PM
LICENSES: 0002 THRU ZZZZZZZZZZ
PAID STATUS: ALL
LIC CODES: ALL

B U S I N E S S L I C E N S E L I S T
SORTED BY: LICENSE NUMBER

ORIGINATI
EFFECTI
EXPIRATI

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
2541	SERV	DBA RNT SERVICES	RICK NEWMAN 4700 N GONE FISHIN RD RIMROCK, AZ 86335	724 N INDUSTRIA
2542	RET	IMPULSE INDUSTRIES INC	JAMES PLESCIA 9281 BORDEN AVE SUN VALLEY, CA 91352	
2543	SERV	DIMOND TATTOO COMPANY	MATT BLEVINS PO BOX 1939 CAMP VERDE, AZ 86322	434 MAIN ST
2544	SERV	JUST FOR YOU DAY SPA LLC	VONNA MITCHELL 2058 S PEARL DR CAMP VERDE, AZ 86322	85 W HOLLAMON
2545	CONT	GOODMAN CONTRACTING INC	SCOTT SANDERS 5310 E NORTHGATE LOOP STE A FLAGSTAFF, AZ 86004	

COMMENTS: [REDACTED]

COMMENTS: [REDACTED]

COMMENTS: [REDACTED]

TOTAL LICENSES: 5



Town of Camp Verde

Exhibit A - Agenda Item Submission Form - Section I

Meeting Date: 5-15-2013

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

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins

Agenda Title (be exact): Discussion, consideration and possible appointment of 1 member to the Planning & Zoning Commission and 1 member to the Board of Adjustment and Appeals. Both terms are for 3 years and end on ~~January 1, 2016.~~ December 31, 2015.

List Attached Documents: Letters of Interest

Estimated Presentation Time: N/A

Estimated Discussion Time: 10 min.

Reviews Completed by:

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

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

There are two vacancies, 1 for the Board of Adjustment & Appeals and 1 for the Planning & Zoning Commission were occupied by one person who has resigned:

- Mr. B.J. Davis is requesting to be on the Planning & Zoning Commission and currently serves on the Board of Adjustment & Appeals.
- Mr. McHenry is requesting to be on either Board of Adjustment & Appeals and/or the Planning & Zoning Commission.

Recommended Action (Motion): Move to appoint

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

May 5th



Camp Verde, Arizona

LETTER OF INTEREST

Name: B. J. Davis		Date: 4/30/13		
Home Address: 393 West Grippen Lane, Camp Verde AZ 86322				
Mailing Address, if different: P.O. Box 4170				
Email Address: beejdavis@centurylink.net				
Home Telephone: (928) 563-7408		Work Telephone: (928) 301-5373		
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Length of residency in the Town of Camp Verde: 1 1/2 years		Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name and address of business (if applicable): The Fish's Garden (same address as above)				
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: formerly an Architect				
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: Board of Adjustments + Appeals				
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:				
1. Planning + Zoning Commission		3.		
2. Board of Appeals + Adjustments		4.		
Education and Community Service				
Schools Attended:		Degree:	Year:	
Littleton High School Littleton CO		Graduated	1971	
Kansas University, Lawrence KS		B. Arch	1979	
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:	
Christ Lutheran Church Council		Board Member	1996	1998
Please state why you would like to be appointed to a Town Board, Commission, or Committee: To serve the community more actively than the Board of Appeals allows				
Have you ever been charged and convicted of a crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please explain.				
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?				
(a) Make recommendations to Council that fairly and reasonably apply the Town Planning + Zoning ordinance.				
(b) Make rulings/recommendations that are consistent with the P+Z ordinance and the intent of those codes, in a timely manner.				
(c) Be openminded consider others points of view and be able to respectfully explain my point of view in agreements + disagreements				

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

My 32 years as an Architect have given me direct experience with designing within Planning & Zoning ordinances, an understanding of working with codes and their intent and the ability to make fair and reasonable interpretations.

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

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

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

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

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

Applicant's Signature:



Date:

4/30/13

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

April 30, 2013

**Town Council
Town of Camp Verde**

**Re: Requested Appointment to the
Planning & Zoning Commission**

Dear Sirs;

I have been interested in serving on the Planning and Zoning Commission since moving to Camp Verde. I have a strong desire to use my experience to be actively involved in and contribute to Town issues. I believe my years as an Architect qualify me very well for a position on the Commission. I have successfully worked with Planners and Planning Ordinances from many jurisdictions and understand well how the processes work. I am proficient at getting to the heart of an issue and making decisions that are consistent with ordinances, reasonable and fair.

I am currently on the Board of Adjustments and Appeals and would like to retain my involvement on that Board. But I find that there is not enough activity on that Board to feel as if am contributing to the Town in a significant way.

Therefore I request that you consider appointing me to the Planning and Zoning Commission.

Thank you for your consideration,

Sincerely,

A handwritten signature in black ink, appearing to be 'B.J. Davis', written in a cursive style.

B.J. Davis



Camp Verde, Arizona

Name: Christopher McHenry		Date: 01/30/2013	
Home Address: 3384 E. Cactus Blossom Ln. Camp Verde, AZ 86322			
Mailing Address, if different:			
Email Address: cmchenry5@yahoo.com			
Home Telephone: 928-567-7054		Work Telephone: 925-514-1314	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Length of residency in the Town of Camp Verde: 17 Years		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name and address of business (if applicable): N/A			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Disabled/LTD. I am a former Town of Camp Verde, City of Cottonwood, and State of Arizona employee.			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Housing Commission		3. Parks & Recreation Commission	
2. Library Advisory Commission		4. P&Z, Trails/Pathways, Adjustments/Appeals, Design	
Education and Community Service			
Schools Attended:		Degree:	Year:
Devry Universtiy		Computer Info. Sys	2005
Western International University		IT	2010
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:
Please state why you would like to be appointed to a Town Board, Commission, or Committee: I am interested in making Camp Verde a better place to live for all of us.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) It is the members responsibility to attend ALL meetings and communicate effectively with Council.			
(b) The member must keep the best interests of the Town of Camp Verde and its citizens in mind always.			
(c) All must communicate honestly and respectfully. They must also remain open to ideas of others.			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I am truly interested in making the Town of Camp Verde at better place to live

and visit. In these times, we must all come together and put aside differences to achieve this

goal. I am a previous Police, Fire, and EMS Dispatcher/911 Operator for the Town of Camp

Verde, City of Cottonwood, and City of Avondale. I also worked for Maricopa County and finally

the State of Arizona. I was a Benefit Advisor for the Arizona State Retirement System.

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

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

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

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

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

Applicant's Signature:  Date: 1/30/13

	Date: 4-29-2013
Date Contacted & Invited to Appear before Council:	4-29-2013
Staff Contacting Individual	U Jones
Date Appointed by Council	
Board or Commission appointed to:	



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15, 2013

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

Requesting Department: Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (exact): Discussion and consideration for approval of 2 Library Services and Technology Act (LSTA) Grant Awards from the Arizona State Library to Camp Verde Community Library.

List Attached Documents: Fort Verde Days Creator Faire
Foundation of a Teen Advisory Board

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: Kathy Hellman Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:
Fiscal Impact:

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

Comments: \$33,450 in LSTA Grant funding will be available May 21, 2013.

Background Information: At the end of February 2013, Library Director, Kathy Hellman submitted 2 grants for consideration by the Arizona State Library for LSTA funding.

Recommended Action (Motion): Approve the following:

Direct Camp Verde Community Library staff to accept both Library Services and Technology Act Grant Awards from the Arizona State Library at the May 21, 2013 Grant Recipient Workshop at the Carnegie Center in Phoenix, AZ.

Instructions to the Clerk: None at this time

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Library

Staff Resources/Contact Person: Kathy Hellman

Contact Information: 554-8381; kathy.hellman@campverde.az.gov

Background:

In the *Foundation of a Teen Advisory Board* grant proposal, a request for \$38,000 was submitted. The AZ State Library is willing to fund \$23,000 of the proposal request with LSTA funding. At \$15,000, Collaborative Touch-Table was not funded. This decision by the State Library does not affect the overall goal of the grant proposal "to form a Camp Verde Teen Advisory Board whose members will impact their community by developing collaborative, leadership and public speaking skills investigating and recommending the focus of the Teen space in the new library." No additional funding besides what is already defined in the proposal will be required from the Town.

	Item	Cost each	Funded by LSTA
a)	<i>Teen Program Manager</i>	<i>\$ 20,000.00</i>	<i>20,000.00</i>
		<i>\$ 20,000.00</i>	<i>\$20,000.00</i>
b)	<i>Collaborative touch table, PC & software</i>	<i>\$ 15,000.00</i>	
		<i>\$ 15,000.00</i>	<i>\$0.00</i>
c)	<i>Small mobile filing system</i>	<i>\$ 300.00</i>	<i>300.00</i>
	<i>Supplies for outreach events</i>	<i>\$ 1,500.00</i>	<i>1,500.00</i>
	<i>Supplies for teen events</i>	<i>\$ 500.00</i>	<i>500.00</i>
		<i>\$ 2,300.00</i>	<i>\$2,300.00</i>
d)	<i>Travel and per diem expenses</i>	<i>\$ 500.00</i>	<i>500.00</i>
	<i>LSTA grant recipient workshop</i>	<i>\$ 200.00</i>	<i>200.00</i>
		<i>\$ 700.00</i>	<i>\$700.00</i>
	Total	\$ 38,000.00	\$23,000.00
	In kind contributions	\$ 4,485.00	
	GRAND TOTAL	\$ 42,485.00	

The *Fort Verde Days Creator Faire* was originally submitted as, *Fort Verde Days Mini Maker Faire* grant proposal with a request for \$18,314. After thorough investigation of the licensing & branding with the Maker Faire organization, the committee working to bring this event to Camp Verde agreed unanimously that we could not meet the requirements of the Maker Faire community to have a robust social-networking infrastructure in place. Other considerations, such as slow responses from the Maker Faire organization were also factored into the decision to plan an event independent of the Maker organization. We renamed our event *Fort Verde Days Creator Faire*, spoke to the AZ State Librarian Grants Administrator, Laura Stone and were given the go-ahead to receive \$10,450 in LSTA grant funding for the project. This money will fund 2 iMac Computers and software, furniture & signage for the event that can be used again next time, marketing materials and supplies to produce the event. The change in focus from a Mini Maker Faire to a Creator Faire does not change the overall goal of the grant proposal, "for community member to recognize the library as a partner in revitalizing innovation in the community through the venue of a

Mini-Maker Creator Faire that would continue in ongoing library services." No additional funding besides what is already defined in the proposal will be required from the Town.

	<i>Item</i>	<i>Cost each</i>	<i>Quantity</i>		<i>Total</i>	<i>Funded by LSTA</i>
a	Roundtrip airfare to Detroit	600.00	2		\$1,200.00	
	2 nights lodging	300.00	2		\$600.00	
	Shuttle to/from airport	100.00	1		\$100.00	Not Needed
	4 meals (lunch & dinner)	60.00	2		\$120.00	
	Maker Faire entrance fee	13.00	2		\$26.00	
				\$2,046.00	\$0.00	
a	Marketing material (posters, flyers, etc.)	500.00	1		\$500.00	\$500.00
	Advertising (radio, tv, newspaper, website)	3,500.00	n/a		\$3,500.00	\$1,310.00
	Mini Maker Faire license	1,500	1		\$1,500.00	\$0.00
				\$5,500.00	\$1,810.00	
a	iMac Computers	2,000.00	3	1	\$6,000.00	\$4,000.00
	Epson WorkForce Pro WP-4530 printer	300.00	4	1	\$300.00	\$300.00
	Magic Trackpad for iMac	70.00	3	2	\$210.00	\$140.00
	ESET Cybersecurity for MAC	40.00	3	2	\$120.00	\$80.00
	Envisionware license	18.00	3	2	\$54.00	\$36.00
				\$6,684.00	\$4,556.00	
a	4-pack 6 ft. folding table	520.00	1		\$ 520.00	\$ 520.00
	4-pack folding chair	215.00	3		\$645.00	\$645.00
	Hanging fabric booth dividers	20.00	30		\$600.00	\$600.00
	Fabric table cloths	18.00	60		\$1080.00	\$1080.00
	2-sided A-frame sign holder	150.00	3		\$450.00	\$450.00
	10' x 10' Instant Canopy	230.00	1		\$230.00	\$230.00
	Canopy anchoring system	60.00	1		\$60.00	\$60.00
				\$3,585.00	\$3,585.00	
a	Event supplies (nametags, wristbands, surveys)	300.00	n/a		\$300.00	\$300.00
	LSTA Grant recipient workshop	199.00	1		\$199.00	\$199.00
				\$499.00	\$499.00	
				Total	\$18,314.00	\$10,450
				In Kind Contributions	\$12,190.00	
				GRAND TOTAL	\$30,504.00	

Fort Verde Days Creator Faire

1. Project Summary:

The goal of this project is for community members to recognize the library as a partner in revitalizing innovation in the community through the venue of a ~~Mini-Maker~~ Creator Faire that would continue in ongoing library services; Funds will be used to educate two planners through a visit to a Maker Faire event, to market the event, and for supplies to be used at the ~~Mini-Maker~~ Creator Faire and in the new Library's Makerspace; Community members will benefit when they recognize how non-traditional library services support civic engagement that sustains important community traditions while expanding cooperative learning and economic opportunities.

2. Project Description:

We formed a ~~Mini-Maker~~ Creator Faire planning committee consisting of two Camp Verde Community Library (CVCL) staff, the Chairman of the Camp Verde Library Endowment (CVLD), one Camp Verde Promotions (CVP) board member, and the Economic Development Director for the Town of Camp Verde. Using *The Mini Maker Faire Playbook* as a guide, the committee will follow the steps to plan and produce a ~~Mini-Maker~~ Creator Faire during the annual Fort Verde Days celebration in October 2013. In January 2013, the CVLE board and CVP board voted unanimously to support the project.

The ~~Mini-Maker~~ Creator Faire will take place Saturday and Sunday, October 12-13, 2013 with no charge for entrance to the event. It will include hands-on activities for people of varying ages as well as special demonstrations and will be held both indoors and out of doors around Town Hall and the Fort. We will attract from 20-40 makers to set up booths where they will share their special interests/skills with others. Since Fort Verde Day's activities draw 1300-1500 visitors per day, we can count on the same for the ~~Mini-Maker~~ Creator Faire, which is scheduled at the same time in the same location.

The planning committee will make contact through personal letters, phone calls, visits and presentations to specific groups at Northern AZ University, Embry Riddle Aeronautical University, the Verde Valley Computer Club, the Discovery Telescope project, Camp Verde High Schools, the Verde Valley Archaeology Center and the local Robotics Club to convince them to participate. Each member of the planning committee has 3-6 people in mind who have particular interests and skills and have expressed an interest in the ~~Mini-Maker~~ Creator Faire. These people include gardeners, authors, artists, crafters, quilters, builders, blacksmiths, welders, actors, potters, wine/beer makers, engineers, etc. Library staff will employ the local media to publicize the event and attract makers we don't yet know exist.

The planning committee will send two people to the Maker Faire in Detroit, MI July 27-28, 2013 to learn how a community experienced in producing a Maker Faire handles setup, signage, spacing, scheduling, safety, entry/egress, etc. The team will interview a sample of the makers, the sponsors, the participants, the volunteers, the visitors, etc. and report their findings to the planning committee in August. The planning committee will use this information to review their own plans for organizing the ~~Mini-Maker~~ Creator Faire and implement changes to improve the event.

- CVP will market the ~~Mini-Maker~~ Creator Faire through local newspapers and radio stations, on websites, theater screens, and in all Ft. Verde Days promotional material and support the event with a team of volunteers.
- CVCL and CVP will organize the event and plan the layout and scheduling of each participating Maker booth.
- CVCL is responsible for the application & reporting process, providing direction, meeting space, and volunteers to help at the event.

- CVCL will create a space in the new library that has a projected occupancy date of June 2014 and continue the Maker movement. The library Makerspace will offer opportunities to explore and expand Maker and other entrepreneurial opportunities to community members.
- The CVCL team will sponsor a booth at the Maker Faire demonstrating the potential of the iMac computers using apple software such as iPhoto, iMovie, GarageBand, iBooks Author.
- CVLE will support the event with volunteers to help setup before, facilitate during and cleanup after the ~~Mini-Maker~~ Creator Faire.

People who attend the ~~Mini-Maker~~ Creator Faire will have the opportunity to form mutually beneficial relationships as they get to freely observe, participate in and discuss a variety of arts, crafts, skills, markets and technologies with others they have not previously met. Children at the event will have the opportunity to make and take a variety of simple objects and/or to experience and participate in technology in action. This interaction could potentially launch the next Mark Zuckerberg or Steve Jobs.

3. Justification:

Camp Verde needs to be seen as a community of leaders interested in making progress. In the last 10-12 years Camp Verde has been the one community in the Verde Valley hindering reasonable growth and progress. A few years ago Camp Verde officials and land owners nixed ADOT's plans to divide Hwy 260 between Cottonwood and Camp Verde resulting in the loss of an already funded opportunity and an improvement only half completed. A decade or so ago, the citizens of Camp Verde could not agree on where and how to build the new library even though funding and plans were already in place resulting in lost opportunity and a loss of funding.

Recently, under new leadership and economic incentive, Camp Verde began to realize the need to bring traditionalist ideas and innovative ideas together in order to progress economically and culturally and provide opportunity for its citizens of all ages. At the February 6, 2013 Town Council Meeting, the Council voted 7-0 in favor of funding construction of the new library with a 1.8 million dollar loan, a vote of faith in Camp Verde's current and future direction. Beginning with the ~~Mini-Maker~~ Creator Faire and continuing with the library's Makerspace, CVCL is partnering with other community organizations to expand programs, resources and services that support both traditional ways and innovative ideas for economic and cultural opportunities for people in Camp Verde.

The ~~Mini-Maker~~ Creator Faire project targets people in the community who have traditional skills, knowledge, and/or innovative or creative ideas that have not had a forum for expression or development. By drawing out and bringing these people together the Faire creates the potential for the collaboration of ideas and efforts that would otherwise not exist. Through participation in and commitment to the Town's economic, educational and cultural growth, CVCL will be seen as a neutral place where traditions from the past meet the momentum of the future and find they are partners, not rivals. Librarians have been navigating between the past and the future for years as new technology is integrated alongside traditional library services. This experience puts CVCL in a position of leadership in bringing traditionalists and innovators together to create opportunities for growth in the community while respecting each other's values. CVCL's goal is to include a Makerspace in the new library where collaboration and innovation will continue to develop. In preparation for this idea of the sharing of skills and information, CVCL has begun a "Brown Bag Lunch" program in which local participants are teaching specific knowledge and skills to others. CVP plans to organize a ~~Mini-Maker~~ Creator Faire every other year during the Ft. Verde Day celebrations and will eventually charge admission to sustain the event from year to year.

4. Outcomes/Activities/Evaluation:

The ~~Mini-Maker~~ Creator Faire project fits into the Community Grants category of the LSTA Grant guidelines as a Civic Engagement Program. It effectively develops collaborative efforts between CVCL, CVP, CVLE, the Town of Camp Verde Economic Development department and Fort Verde, a State Park and targets

library services to individuals in the community who previously did not realize the role their public library plays toward economic, educational and cultural growth.

Outcomes	Activities	Evaluation
Community members recognize CVCL as a leader and valuable partner in the Town's economic, educational and cultural growth opportunities and show support to continue the effort in a Makerspace in the new library.	A variety of community members agree to participate as Makers and others will attend the Ft Verde Days Mini-Maker Creator Faire held October 12-13, 2013 as visitors/participants. Some participating Makers work with CVCL to continue the "Maker" effort in the new library's Makerspace.	A survey of participants in the Mini-Maker Creator Faire will determine how their attitude, status, knowledge, or behavior toward CVCL has changed since their involvement in the Mini-Maker Creator Faire.
Visitors are impressed by the variety and quality of activities at the Ft Verde Days Mini-Maker Creator Faire & indicate they would return to attend the event again.	People attending the Ft Verde Days Mini-Maker Creator Faire have the opportunity to participate in a variety of activities ranging from traditional arts and crafts to demonstrations of innovative technology.	Participants entering the Mini-Maker Creator Faire will be given a survey to fill out and return for a chance to win a gift basket in a drawing at the end of the two-day event.

5. Project Personnel:

Project Director: Kathy D Hellman MLIS, Library Director, Camp Verde Community Library is aware of the positive impact the library can have on the communities educational economic and cultural growth and is committed to justifying the community's proven faith in its library. Bringing a **Mini-Maker** Creator Faire to Camp Verde's Ft. Verde Days celebration was her idea. Kathy is familiar with the software on the iMac and will sponsor the library's booth at the **Mini-Maker** Creator Faire.

Gerry Laurito, Library Specialist/Adult Services Librarian, Camp Verde Community Library is already making contacts and scheduling the Brown Bag Lunch series in anticipation of expanding these opportunities through the **Mini-Maker** Creator Faire and the library's Makerspace. He has participated in a series of Makerspace webinars. He will work to get committed participants and help publicize the event through onsite visits and presentations. He is president of the Kiwanis Club, which brings another source of volunteer help to the weekend's events.

Jeannette Teets, Camp Verde Promotions Board Member organized a well-received quilt show at the 2012 Ft. Verde Days event. She will handle the planning and layout of the physical spaces needed for each Maker participating in the **Mini-Maker** Creator Faire. Jeannette will also work with CVP and the Fort to produce marketing materials and market the event throughout the state.

Charles German, Camp Verde Library Endowment Board Chairman will bring a group of experienced volunteers who will help with setup & cleanup, as well as help in all aspects of running the **Mini-Maker** Creator Faire.

Steve Ayers, Economic Development Director, Town of Camp Verde will advise the planning committee, help organize and promote the event through local sources.

6. Timeline/Schedule of Activities:

Timeline		
PLA	January 2013	Form Planning Committee
		Submit Mini-Maker Creator Faire Application
	February 2013	Research/Organize information needed to submit LSTA Grant

		Begin "Brown Bag Lunch" program at Library
	March 2013	Begin publicizing Mini-Maker Creator Faire through stories in the local paper
		Contact potential Makers to participate and generate more interest
	May 2013	Make reservations for 2 to attend Detroit's Maker Faire in July 2013
	June 2013	More stories and calls to Makers in local newspapers and at community events
		Purchase supplies to make dividers for Maker booths and distribute to volunteers
	July 2013	Two planners attend Maker Faire in Detroit, MI interviewing and collecting information
	August 2013	Two planners report back to the committee about what they learned in Detroit
		Get commitments from volunteers to work various aspects and times of event
IMPLEMENT	August 2013	Begin taking and processing applications for Makers
		Plan event layout and assign spaces accordingly
		Determine and order directional and promotional signage for event
	September 2013	Begin paid advertising in newspapers, radio and television
		Create & print promotional material, programs, nametags, etc.
	October 2013	2- Day Mini-Maker Creator Faire event coinciding with Ft. Verde Days, Camp Verde
		Distribute and collect surveys of visitors and makers at event
		Send letter of thanks/survey to each Maker who participated in the event
EVAL	November 2013	Compile information collected from surveys
	January 2014	Reconvene planning committee to review survey results
	February 2014	Prepare reports for submission to State Library for LSTA grants funds
	March 2014	Submit final reports to State Library

7. Justification of Expenditures:

Experienced Maker Faire producers recommend that new event planners attend an established Maker Faire to learn more about how they function (see: <http://makerfaire.com/mini/#creating> - "In the meantime, if you are serious about putting on a Mini Maker Faire, please invest the time in coming and experiencing a "big" Maker Faire. We can write and write and write about a Maker Faire, but it's nothing like attending one yourself).

- a) \$2,046.00 of the funds will be used to train two planners through a visit to a Maker Faire event in Detroit, MI in July.
- b) \$5,500.00 will be used to market the Mini-Maker Creator Faire through newspaper, TV and Screen Vision ads to Yavapai, Coconino and Maricopa County communities and to license the event, which also provides advertising.
- c) \$6,684.00 is needed to purchase three iMac computers and a wireless color printer and security software.
- d) \$3,585.00 will go toward purchasing supplies that will be used at the Mini-Maker Creator Faire and then in the library's Makerspace and subsequent Maker Faire events.
- e) \$ 499.00 will be pay for event supplies and travel to the LSTA Grant workshop

8. Budget

	Item	Cost each	Quantity	Total
Ⓐ	Roundtrip airfare to Detroit	600.00	2	\$1,200.00
	2 nights lodging	300.00	2	\$600.00
	Shuttle to/from airport	100.00	1	\$100.00
	4 meals (lunch & dinner)	60.00	2	\$120.00
	Maker Faire entrance fee	13.00	2	\$26.00
				\$2,046.00
Ⓑ	Marketing material (posters, flyers, etc.)	500.00	1	\$500.00
	Advertising (radio, tv, newspaper, website)	3,500.00	n/a	\$3,500.00
	Mini Maker Faire license	1,500	1	\$1,500.00
				\$5,500.00
Ⓒ	iMac Computers	2,000.00	3	\$6,000.00
	Epson WorkForce Pro WP-4530 printer	300.00	1	\$300.00
	Magic Trakpad for iMac	70.00	3	\$210.00
	ESET Cybersecurity for MAC	40.00	3	\$120.00

	Envisionware license	18.00	3	\$54.00
				\$6,684.00
	4-pack 6 ft. folding table	520.00	1	\$ 520.00
	4-pack folding chair	215.00	3	\$645.00
⊖	Hanging fabric booth dividers	20.00	30	\$600.00
	Fabric table cloths	18.00	60	\$1080.00
	2-sided A-frame sign holder	150.00	3	\$450.00
	10' x 10' Instant Canopy	230.00	1	\$230.00
	Canopy anchoring system	60.00	1	\$60.00
				\$3,585.00
⊖	Event supplies (nametags, wristbands, surveys)	300.00	n/a	\$300.00
	LSTA Grant recipient workshop	199.00	1	\$199.00
				\$499.00
			Total	\$18,314.00
			In Kind Contributions	\$12,190.00
			GRAND TOTAL	\$30,504.00

In kind costs contributed to the project will total \$12,190.00.

- Room/Site Rental fees \$ 965
 - Kathy Hellman: 175 hours x \$29.00/hr. \$ 5,075
 - Gerry Laurito: 175 hours x \$18.00/hr. \$ 3,150
 - Steve Ayers: 100 hours x \$30.00/hr. \$ 3,000
- \$12,190**

Foundation of a Teen Advisory Board

1. Project Summary:

The goal of this project is to form a Camp Verde Teen Advisory Board whose members will impact their community by developing collaborative, leadership and public speaking skills investigating and recommending the focus of the Teen space in the new library; Funds will be used to hire a Teen Program Manager, for travel, to host teen information-gathering events and to purchase collaboration tools that will be used by the group and included in the new library's Teen area. Teens will produce a written plan for the teen collection, the furnishings and technology for the Teen area in the new library.

2. Project Description:

Camp Verde Community Library (CVCL) recently made contact with Cottonwood Youth Advisory Commission (CYAC) members in preparation for this project. CVCL will hire a part-time, temporary Teen Program Manager and begin working with CYAC to advise Camp Verde teens on how to form a Teen Advisory Board (TAB). The CVCL Teen Advisory Board will consist of 7-9 dedicated youth who will commit to participating on the TAB for a minimum of two years with an additional 5-7 teens added at the end of the first year to continue the efforts into the second year. The TAB will begin the process of gathering information, evaluating that information and advising CVCL on all aspects of the formation of a Teen area in the new library.

The Teen Program Manager will start by collaborating with CYAC and arranging for members to visit CVCL to speak to Camp Verde teens about the value of forming a CVCL TAB and the best method for defining the group's mission and purpose. Interested Camp Verde teens will travel with the Teen Program Manager to Cottonwood to attend a CYAC meeting there, to see the group in action and to tour the Cottonwood Library Teen area. Seven to nine Camp Verde Teens will be selected through a written and oral interview process to form the CVCL TAB and collaborate with the Teen Program Manager to write the TAB's bylaws and mission statement. Once the CVCL TAB is established the real work will begin.

The goal for the CVCL TAB is to investigate, evaluate and advise CVCL's Library Planning Committee on the design and focus of the teen space in the new library. They will accomplish this in three phases.

- Phase 1: The CVCL TAB will create a survey through which they will query other teens for opinions about what types of material and services are needed in the library's teen area. TAB members will attend Camp Verde's National Night Out event in August to survey their peers. Then they will participate in Camp Verde's Trick or Treat on Main Street event to collect more information from local teens about how the new library can meet their needs.
- Phase 2: TAB members will use a Multi-User, Multi-Touch collaborative technology such as Microsoft's Surface SUR40 Multitouch table or the Mozayo Professional Series M42-Pro to further investigate the way other libraries throughout the world have designed teen areas. They will collect and organize digital images/ideas using free software, such as Pinterest, along with the information they collected via surveys. TAB members will produce a written plan for the teen collection, the furnishings and technology for the Teen area in the new library.
- Phase 3: Using a presentation software program like Power Point or Keynote, TAB members will put together a visual presentation of their findings for the CVCL Teen area. CVCL TAB members will present their findings/recommendations to the CVCL Planning Committee and other stakeholders for possible implementation.
- Through all three phases, the Teen Program Manager will publicize the project via local media contacts and through participation in Town events.

A total of 9 teens will directly participate in the TAB project in the first year, with 5 more teens added near the end of the first year in preparation for continuing the project. Several hundred more youth will participate indirectly through surveys and in-person interviews with TAB members. The project is designed to lay a foundation for future youth interaction in library and community decision-making processes. Additionally, the next decade of tweens/teens will be affected by the success of the project as the library space planned specifically for them invites them to make use of library services designed for them.

3. Justification:

One demographic in the Town of Camp Verde that has historically been underrepresented in the physical space at CVCL is the 10-17 year-olds – tweens and teens. While tweens/teens make up over 10% of the population of Camp Verde and over 11% of library users, only 2% of the space and 3.5% of the collection is currently dedicated to this vital group of citizens.

CAMP VERDE	Number	Percent		LIBRARY USERS	Number	Percent		LIBRARY ITEMS	Number	Percent
Total population	10,873	100		Total patrons	4,359	100		Total owned	37,839	100%
Under 5 years	633	5.8		0-4 years	5	0.11%				
5 to 9 years	670	6.2	12.0%	5-9 years	90	2.06%	2.17%	Juvenile Items	11,611	30.69%
10 to 14 years	691	6.4		10-14 years	311	7.14%				
15 to 17 years	436	4.0	10.4%	15-17 years	181	4.15%	11.29%	YA Items	1,326	3.50%
18 years & up	8,443	77.7	77.7%	18 years & up	3,772	86.54%	86.54%	Adult Items	24,784	65.50%

Our desire is to provide tweens/teens space and services dedicated strictly to their needs for increased technology literacy, social interaction and community engagement through collaborative decision making in our new 17,000 square foot facility. This project will help CVCL lay a good foundation for a Teen Advisory Board while simultaneously providing needed input from local teens in choosing library materials, furniture, technology and a public service desk/work center for the teen area. With a strong foundation the TAB will continue beyond this project to help CVCL reach its vision for teen services: a design that invites teens into the space, engages teens in using library services and makes library staff available to form crucial relationships with Camp Verde tweens/teens.

With the results of the success of this project and the impact on the local teen community, the CVCL director will advocate for an increase in CVCL’s operating budget to allow for the hiring of a Teen Librarian with the goal of expanding services to teens in Camp Verde.

Outcomes/Activities/Evaluation:

The Foundation of a Teen Advisory Board project fits into the Learning Grants category of the LSTA Grant guidelines as Programming for Youth. It targets youth in a rural community where the median income is 23% lower than the median income for the State of Arizona and nearly 30% of the population is below poverty level. Focusing on and eliciting involvement from a variety of teens for this project supports healthy youth development by empowering teens toward achievement, caring, responsibility, planning & decision making, interpersonal & cultural competence, self-esteem, sense of purpose & personal power and civic engagement.

Outcomes	Activities	Evaluation
Teens that participate on the CVCL Teen Advisory Board improve their collaborative, leadership and public presentation skills and set an example to other teens in the area.	Visit local middle & high schools, invite homeschooled teens and teens already using the library to form an eclectic group of teens who commit to serving on a TAB with the goal of advocating teen-specific services, design and space in the new library.	The Teen Program Manager will record a before and after interview with teens who participate in this project and create a TAB promotional ad to encourage other teens to participate.

Through participation on the CVCL Teen Advisory Board teens will realize they can make a lasting impact on their community.	Form a CVCL Teen Advisory Board composed of 9-14 teens who advise the Library Planning Committee on choices that represent Camp Verde teens' needs and desires.	Teens participating in this project will fill out a before and after survey showing their opinions about and experience with community engagement.
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4. Project Personnel:

- Kathy D Hellman, Library Director, Camp Verde Community Library will oversee the project, hiring the Teen Program Manager and getting weekly reports of progress. Kathy will show support to the TAB by attending community events alongside them.
- Hezekiah Allen, Aquatics/Special Event Supervisor, City of Cottonwood advises the Cottonwood Youth Advisory Commission and will insure their participation with Camp Verde's efforts to create a CVCL TAB.
- A Teen Program Manager will be hired and be responsible to recruit the teens, meet & work with CYAC, and work through the steps to form a good foundation for a Teen Advisory Board that will continue to positively impact CVCL and the community after this project is completed.

5. Timeline/Schedule of Activities:

PLAN	May 2013	Recruit and Hire Teen Program Manager
		Investigate legalities, best practices, and prepare interview procedures for CVCL TAB applicants
		Order collaborative table
	June 2013	Outreach to schools, students, patrons to invite TAB participants
		CYAC visits/presents to potential TAB members
	July 2013	Interview applicants and form TAB
		CVCL TAB members attend CYAC meeting and tours Cottonwood Library Teen Area
		TAB creates & adopts mission and bylaws
IMPLEMENT	August 2013	TAB participates in National Night Out event
		Receive and install collaborative equipment and software at CVCL
		TAB presents mission/bylaws to CV Town Council
	September 2013	TAB members use collaborative table to virtually tour 12 or more Teen libraries
		TAB members visit Prescott Valley & Prescott Library Teen areas
	October 2013	TAB participates in Trick or Treat on Main Street event
		TAB members visit Sedona and Flagstaff Library Teen areas
	November 2013	TAB members use collaborative software to organize ideas
	December 2013	TAB members continue using collaborative software to organize ideas
	January 2014	TAB members begin creating presentation for Library Planning Committee
February 2014	TAB members practice their presentation and get feedback from audience	
March 2014	TAB members refine presentation and create written report	
April 2014	TAB members present visual and written report to Library Planning Committee	
EVAL	May 2014	Teen Program Manager interviews TAB members
	June 2014	Teen Program Manager prepares reports and surveys for CVCL Library Director
	July 2014	Reports prepared for submission to State Library for LSTA grants funds
	August 2014	Submit final reports to State Library

6. Justification of Expenditures:

- a) \$20,000.00 of the funds will be used to hire a Teen Program Manager.
- b) \$15,000.00 will be used to purchase a collaborative multi-touch table, PC & software. By making cutting edge technology available to teens we show that we are willing to invest in them encouraging them to invest in themselves.
- c) \$2,300.00 is needed to purchase supplies for teen outreach and office/filing supplies for tracking progress.
- d) \$700.00 will go toward travel and per diem expenses for 1 vehicle and 10 people at state authorized rates.

7. Budget

Item		Cost each
a)	Teen Program Manager	\$ 20,000.00
		\$ 20,000.00
b)	Collaborative touch table, PC & software	\$ 15,000.00
		\$ 15,000.00
c)	Small mobile filing system	\$ 300.00
	Supplies for outreach events	\$ 1,500.00
	Supplies for teen events	\$ 500.00
		\$ 2,300.00
d)	Travel and per diem expenses	\$ 500.00
	LSTA grant recipient workshop	\$ 200.00
		\$ 700.00
Total		\$ 38,000.00
In kind contributions		\$ 4,485.00
GRAND TOTAL		\$ 42,485.00

In kind costs contributed to the project will total \$3,335.00.

- Kathy Hellman: 115 hours x \$29.00/hr. \$ 3,335
- Peggy Schuler: 50 hours x \$23.00/hr. \$ 1,150
- \$ 4,485



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 15, 2013

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

Requesting Department: Camp Verde Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): The GOHS approved grant funding to The Camp Verde Marshal's Office in the amount of \$7,500.00 to be used for the command van to support DUI enforcement. The equipment includes a fax/copy machine, computer, portable breath testers, a DUI restraint chair and Phlebotomy training for a VIP.

List Attached Documents:

Reviews Completed by:

Department Head:

Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: 100% reimbursable by the Governor's Office for Highway Safety (GOHS)

Comments:

Background Information: The Governor's Office of Highway Safety allows law enforcement agencies to apply for one time grant funding if there is additional funds left over from unspent grant opportunities from the prior funding period. The Camp Verde Marshal's Office applied for the funding on April 15, 2013 and was notified that our agency was awarded the funding.

Recommended Action (Motion):

Instructions to the Clerk:



Town of Camp Verde

Meeting Date: May 15, 2013

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and approval of a contract with eCivis for grant research, management and tracking.

List Attached Documents:

1. eCivis Contract

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by:

- Department Head: Michael Showers/ Russ Martin** (comments included in report)
- Town Attorney Comments:** (Sent for review of eCivis' standard contract)
- Finance Department**

Fiscal Impact: Depending on option selected it could cost as much as \$15,500

Budget Code: Contract Services **Amount Remaining:** None, this would be a cost budgeted for in the 13/14 budget

Comments:

Background Information:

Some Town Council and staff attended a presentation by eCivis that demonstrated the grant research, management and tracking tool. The tool/subscription allows for online access through a portal to granting opportunities, state, federal and most importantly foundations that may be able to fund ongoing project needs of the community. Limited attempt and success has occurred in the past several years as staffing has been decreased that could attempt to go find, research, scope and ultimately write grants as well as ultimately manage them to project completion if we were successful. This has changed somewhat and maybe the opportunity with a more defined Capital Improvement Plan in place.

Recommended Action (Motion): Move to approve Option 3 which includes the contract for 3 years with eCivis for 11,900 and add 10 Community Based Organization subscriptions for a total up to \$15,500.

Instructions to the Clerk: Obtain Mayor's signature

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Administration

Staff Resource/Contact Person: Russ Martin

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

Background:

Same as above.

Statement of the Problem or Opportunity:

The community at large may be able to take advantage of this to bring in much needed resources. This is a several year commitment and appropriately so as grants are cyclical in nature and to truly determine success in the grant process a few years is often necessary to see whether this tool is being utilized and whether it is bring resources in. The added component of CBO's (Community Based Organizations) is a small way of supporting these organizations in their needs.

If approved it is suggested that the 5 licenses that we will initially acquire will be held by:

Marshal's Office

Library

Public Works

Parks and Rec

Administration/Economic Development

If Option 3 is selected we assume there will be CBO's that will want these, a few that staff identified initially include:

Historical Society

Archeology Center

Chamber of Commerce

Senior Center

Camp Verde Promotion/Entertainment

Hold the Fort

School District?

VV Ag Coalition?

Library Endowment?

Alternatives/Options/Solutions:

- Option 1
 - Do not pursue/sign the contract with eCivis and continue searching through alternate methods
- Option 2
 - Sign contract for \$11,900 acquiring 5 licenses and 1 CBO license.
- Option 3
 - Sign contract for \$11,900 acquiring 5 licenses and 10 CBO licenses

Comparative Analysis:

Without this tool we can continue to search as time allows and projects are identified, this truthfully will continue to be difficult and has not yielded many results as staff time has not been prioritized, but could be in internet or otherwise searches. It is hoped that this tool may yield more efficient searches allowing staff to recognize opportunities more quickly so time can be spend on preparing the grant/project. Additionally, working with CBO's we can possibly identify cooperative opportunities to bring resources to them and the community.

Fiscal Impact to the Town: Annual commitment of approximately \$15000 will need to be budgeted. Grants also generally require matching and finding the match may prove challenging. Additionally, managing the grants to completion will currently require attention by current staff utilizing their time for this purpose.

Other Impacts: Identifying which organizations get "keys" could prove challenging if the demand out paces the proposed license amount we purchase. Over 10 licenses allows means the per license fee goes from \$450/year to \$350/year. It is also suggested that these groups would get together regularly to exchange what they are doing/seeing for opportunities to ensure cooperation.

Conclusion:

There are a number of needs in this community and this is one way to try and see if we can bring some resources in to assist in this community's development especially with the non-profits. It is important to note that there will need to be a lot of time and energy and possibly training to be successful. Also grants always come with strings and careful consideration should be taken when a grant is pursued and even more so when accepted to ensure it matches the need and will be truly an asset to Camp Verde.

Recommendation: Option 3, that will allow us to assist community groups that we may eventually partner with, allowing more eyes to search may also result in more opportunities.



ECIVIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT

Date **5/06/2013**
 Contract No. **6621**

This Agreement is made by and between:

eCivis, Inc., a Delaware corporation ("eCivis")
 418 N. Fair Oaks Ave. #301
 Pasadena, CA 91103
 Fax: (626) 628-3232
 Sales Contact:

and Town of Camp Verde, AZ ("Customer")
 473 S. main Street Suite 102
 Camp Verde, AZ 86322-0710
 Phone: (928) 567-6631 x102
 Principal Contact and Master Access Holder:
 Russ Martin, Town Manager

This Agreement, and the Exhibits attached hereto, set forth the business relationship between the parties and the terms and conditions under which the following products are licensed and services are provided to Customer, and supersedes all previous agreements between eCivis and Customer. Please initial all pages of the terms and conditions of this contract.

ESTABLISHED	PRODUCTS	QTY	UNIT PRICE	TOTAL PRICE
GN: Tracking & Reporting - 5 User Licenses	Grants Management and Reporting	1	\$10,800.00	\$10,800.00
GN: Research - 5 User Licenses	Federal, State (if available), & Foundation	1	\$9,000.00	\$9,000.00
GN: KnowledgeBase - 5 User Licenses	Courses, Subject Briefs, Project Trends	1	\$1,800.00	\$1,800.00
GN: Community Based Organization (CBO) Access	Not-for-profit Access Within Customer Boundaries	1	\$450.00	\$450.00
Product Sub-Total				\$22,050.00
ADD-ONS	PRODUCTS	QTY	UNIT PRICE	TOTAL PRICE
Peer Review Services	Pricing for 1-4 grants for peer review.	1	\$2,500.00	\$2,500.00
Services Sub-Total				\$2,500.00
				(\$8,000.00)
				(\$2,950.00)
				(\$1,700.00)
TOTAL PRICE				\$11,900.00

Subscription Period(s) and Payment Terms

The Subscription Period of this Agreement will conclude 5/31/2016. Payment is due net 30 days from invoice date.

- Cycle 1: 6/01/2012 through 5/31/2014 for a price of \$ 11,900
- Cycle 2: 6/01/2014 through 5/31/2015 for a price of \$ 11,900
- Cycle 3: 6/01/2015 through 5/31/2016 for a price of \$ 11,900

PRICE IS ONLY VALID IF AGREEMENT IS SIGNED ON OR BEFORE: May 20, 2013.

Renewal Terms - Additional extension of this agreement will occur as follows:

This agreement will be eligible for renewal for extended periods through a mutually agreed upon purchasing vehicle executed before the expiration of the subscription period listed above. No guarantees are made as to rate, access, or included services within this agreement. Purchasing vehicles executed after the termination date of this agreement are subject to then-current retail rates for all services provided.

Accepted By:
 Town of Camp Verde, AZ

Accepted By:
 eCivis, Inc.

By: _____
 (Authorized Signature)

By: _____
 (Authorized Signature)

Name: _____
 (type or print)

Name: **James Ha**
 (type or print)

Title: _____

Title: **CEO**

Date: _____

Date: _____

Send invoice to (if different than address above): _____

eCivis Master Subscription and Service Agreement

THIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT ("AGREEMENT") GOVERNS YOUR ACQUISITION AND USE OF ALL OUR SERVICES.

BY ACCEPTING THIS AGREEMENT, EITHER BY CLICKING A BOX INDICATING YOUR ACCEPTANCE OR BY EXECUTING THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

You may not access the Services if You are Our direct competitor, except with Our prior written consent. In addition, You may not access the Services for purposes of monitoring their availability, performance or functionality, or for any other benchmarking or competitive purposes.

This Agreement was last updated on January 1, 2012. It is effective between You and Us as of the date of You accepting this Agreement.

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1. DEFINITIONS

"Affiliate" means any entity which directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"Malicious Code" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.

"Professional Services" means work performed by Us for You by Our professional services division under this Agreement or any relevant Purchase Order. Such work may include, but not limited to, Grant Writing, Peer Review, Technical Assistance and/or Training services.

"Purchased Services" means Services that You or Your Affiliates purchase under this Agreement for Grants NetworkTM, Professional Services or Nonprofit One-StopTM.

"Services" means the products and services that are ordered by You and made available by Us online via the customer login link at <http://www.ecivis.com> and/or other web pages designated by Us.

"Users" means individuals who are authorized by You to use the Services, and who have been supplied user identifications and passwords by You (or by Us at Your request). Users are limited to Your employees. Non-employees such as Consultants, contractors and agents, and third parties with which You transact business may not be granted access.

"We," "Us" or "Our" means eCivis, a Delaware corporation described in Section 13 (Who You Are Contracting With, Notices, Governing Law and Jurisdiction).

"You" or "Your" means the company or other legal entity for which you are accepting this Agreement, and Affiliates of that company or entity.

"Your Data" means all electronic data or information submitted by You to the Purchased Services.

2. PURCHASED SERVICES

2.1. Provision of Purchased Services. We shall make the Purchased Services available to You pursuant to this Agreement and any relevant Purchase Order during a subscription term. You agree that Your purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by Us regarding future functionality or features.

2.2. User Subscriptions. Unless otherwise specified in writing, (i) Services are purchased as User subscriptions and may be accessed by no more than the specified number of Users, (ii) additional User subscriptions may be added during the applicable subscription term at the same pricing as that for the pre-existing subscriptions thereunder, prorated for the remainder of the subscription term in effect at the time the additional User subscriptions are added, and (iii) the added User subscriptions shall terminate on the same date as the pre-existing subscriptions. User subscriptions are for designated Users only and cannot be shared or used by more than one User but may be reassigned to new Users replacing former Users who no longer require ongoing use of the Services.

3. USE OF THE SERVICES

3.1. Our Responsibilities. We shall: (i) provide Our basic support for the Purchased Services to You at no additional charge, and/or upgraded support if purchased separately, (ii) use commercially reasonable efforts to make the Purchased Services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which We shall give at least 8 hours notice via the Purchased Services and which We shall schedule to the extent practicable during the weekend hours from 6:00 p.m. Friday to 3:00 a.m. Monday Pacific Time), or (b) any unavailability caused by circumstances beyond Our reasonable control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Our employees), Internet service provider failures or delays, or denial of service attacks, and (iii) provide the Purchased Services only in accordance with applicable laws and government regulations.

3.2. Our Protection of Your Data. We shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Your Data. We shall not (a) modify Your Data, (b) disclose Your Data except as compelled by law in accordance with Section 7.3 (Compelled Disclosure) or as expressly permitted in writing by You, or (c) access Your Data except to provide the Services and prevent or address service or technical problems, or at Your request in connection with customer support matters.

3.3. Your Responsibilities. You shall (i) be responsible for Users' compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Your Data and of the means by which You acquired Your Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify Us promptly of any such unauthorized access or use, and (iv) use the Services only in accordance with the user guide and applicable laws and government regulations. You shall not (a) make the Services available to anyone other than Users, (b) sell, resell, rent or lease the Services, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) use the Services to store or transmit Malicious Code, (e) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (f) attempt to gain unauthorized access to the Services or their related systems or networks.

3.4. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on the number of grants that can be managed in Our Grants Network™ Tracking & Reporting product, on the number of grant applications, peer reviews and/or trainings provided by Us. Any such limitations are specified in the signature page of this Agreement.

4. PROFESSIONAL SERVICES, COOPERATION: DELAYS

4.1. Should this Agreement include Professional Services as part of its User Subscriptions and each party agrees to cooperate reasonably and in good faith with the other in the performance of such Professional Services and acknowledges that delays may otherwise result. You agree to provide, or provide access to, the following as needed, and when applicable, for services that require Us to be at Your location: office workspace, telephone and other facilities, suitably configured computer equipment with Internet access, complete and accurate information and data from Your employees and agents, continuous administrative access to its ecivis.com account, coordination of onsite, online and telephonic meetings, and other resources as reasonably necessary for satisfactory and timely performance of the Professional Services.

4.2. Each party agrees its respective employees and agents will reasonably and in good faith cooperate with each other in a professional and courteous manner in the performance of their duties under this Agreement to complete such Professional Services.

4.3. It is understood by You that delays in providing material or information resulting in missed grant application deadlines does not constitute non delivery of grant writing services by Us. We shall provide a reasonable timeline to ensure the delivery of Our Professional Services.

5. FEES AND PAYMENT FOR PURCHASED SERVICES

5.1. Fees. You shall pay all fees specified under this Agreement. Except as otherwise specified herein, (i) fees are based on services purchased and not actual usage for Purchased Services, (ii) payment obligations are non-cancelable and fees paid are non-refundable and will not result in any refund or credit and (iii) the number of User subscriptions purchased cannot be decreased during the relevant subscription term.

5.2. Invoicing and Payment. You will provide Us with valid and updated credit card information, or pay by check. If You provide credit card information to Us, You authorize Us to charge such credit card for all Services listed under this agreement for the initial subscription term and any renewal subscription term(s) as set forth in Section 10.2 (Term of Purchased User Subscriptions). Such charges shall be made in advance, either annually or in accordance with any different billing frequency stated under this Agreement. Unless otherwise stated in this Agreement, invoice charge(s) are due net 30 days from the invoice date. You are responsible for providing complete and accurate billing and contact information to Us and notifying Us of any changes to such information.

5.3. Overdue Charges. If any charges are not received from You by the due date, then at Our discretion, (a) such charges may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid, and/or (b) We may condition future subscription renewals on payment terms shorter than those specified in Section 5.2 (Invoicing and Payment).

5.4. Suspension of Service and Acceleration. If any amount owing by You under this or any other agreement for Our services is 30 or more days overdue (or 10 or more days overdue in the case of amounts You have authorized Us to charge to Your credit card), We may, without limiting Our other rights and remedies, suspend Our services to You until such amounts are paid in full. We will give You at least 7 days' prior notice that Your account is overdue.

5.5. Taxes. Unless otherwise stated, Our fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "Taxes"). You are responsible for paying all Taxes associated with Your purchases hereunder. If We have the legal obligation to pay or collect Taxes for which You are responsible under this paragraph, the appropriate amount shall be invoiced to and paid by You, unless You provide Us with a valid tax exemption certificate authorized by the appropriate taxing authority. For clarity, We are solely responsible for taxes assessable against it based on Our income, property and employees.

6. PROPRIETARY RIGHTS

6.1. Reservation of Rights in Services. Subject to the limited rights expressly granted hereunder, We reserve all rights, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to You hereunder other than as expressly set forth herein.

6.2. Restrictions. You shall not (i) permit any third party to access the Services except as permitted herein or in an Order Form, (ii) create derivative works based on the Services except as authorized herein, (iii) copy, frame or mirror any part or content of the Services, other than copying or framing on Your own intranets or otherwise for Your own internal business purposes, (iv) reverse engineer the Services, or (v) access the Services in order to (a) build a competitive product or service, or (b) copy any features, functions or graphics of the Services.

6.3. Your Applications and Code. If You, a third party acting on Your behalf, or a User creates applications or program code using the Services, You authorize Us to host, copy, transmit, display and adapt such applications and program code, solely as necessary for Us to provide the Services in accordance with this Agreement. Subject to the above, We acquire no right, title or interest from You or Your licensors under this Agreement in or to such applications or program code, including any intellectual property rights therein.

6.4. Your Data. Subject to the limited rights granted by You hereunder, We acquire no right, title or interest from You or Your licensors under this Agreement in or to Your Data, including any intellectual property rights therein.

6.5. Suggestions. We shall have a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by You, including Users, relating to the operation of the Services.

7. CONFIDENTIALITY

7.1. Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Your Confidential Information shall include Your Data; Our Confidential Information shall include the Services; and Confidential Information of each party shall include the terms and conditions

of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such party. However, Confidential Information (other than Your Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

7.2. Protection of Confidential Information. The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein. Neither party shall disclose the terms of this Agreement other than its Affiliates and their legal counsel and accountants without the other party's prior written consent.

7.3. Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information.

8. WARRANTIES AND DISCLAIMERS

8.1. Our Warranties. We warrant that (i) We have validly entered into this Agreement and have the legal power to do so, (ii) the Services shall perform materially in accordance with this Agreement, (iii) We will not transmit Malicious Code to You, provided it is not a breach of this subpart (iv) if You or a User uploads a file containing Malicious Code into the Services and later downloads that file containing Malicious Code. For any breach of a warranty above, Your exclusive remedy shall be as provided in Section 10.3 (Termination for Cause) below.

8.2. Your Warranties. You warrant that You have validly entered into this Agreement and have the legal power to do so.

8.3. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

9. LIMITATION OF LIABILITY

9.1. Limitation of Liability. NEITHER PARTY'S LIABILITY WITH RESPECT TO ANY SINGLE INCIDENT ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) SHALL EXCEED THE LESSER OF \$500,000 OR THE AMOUNT PAID BY YOU HEREUNDER IN THE 12 MONTHS PRECEDING THE INCIDENT, PROVIDED THAT IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) EXCEED THE TOTAL AMOUNT PAID BY YOU HEREUNDER. THE FOREGOING SHALL NOT LIMIT YOUR PAYMENT OBLIGATIONS UNDER SECTION 5 (FEES AND PAYMENT FOR PURCHASED SERVICES).

9.2. Exclusion of Consequential and Related Damages. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING DISCLAIMER SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

10. TERM AND TERMINATION

10.1. Term of Agreement. This Agreement commences on the date You accept it and continues until all User subscriptions granted in accordance with this Agreement have expired or been terminated.

10.2. Term of Purchased User Subscriptions. User subscriptions purchased by You commence on the start date specified under this Agreement and continue for the subscription term specified herein.

10.3. Termination for Cause. A party may terminate this Agreement for cause: (i) upon 30 days written notice to the other party of a material breach if such breach remains uncured at the expiration of such period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other

proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

10.4. Return of Your Data. Upon request by You made within 30 days after the effective date of termination of a Purchased Services subscription, We will make available to You for download a file of Your Data in comma separated value (.csv) format along with attachments in their native format. After such 30-day period, We shall have no obligation to maintain or provide any of Your Data and shall thereafter, unless legally prohibited, delete all of Your Data in Our systems or otherwise in Our possession or under Our control.

10.5. Surviving Provisions. Section 5 (Fees and Payment for Purchased Services), 6 (Proprietary Rights), 7 (Confidentiality), 8.3 (Disclaimer), 9 (Limitation of Liability), 10.4 (Return of Your Data), 11 (Governing Law and Jurisdiction), 12 (General Provisions) and 13 (Mutual Indemnification) shall survive any termination or expiration of this Agreement.

11. GOVERNING LAW AND JURISDICTION

11.1. Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California as it applies to a contract made and performed in such state.

12. GENERAL PROVISIONS

12.1. Anti-Corruption. You have not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from any of Our employees or agents in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the above restriction. If You learn of any violation of the above restriction, You will use reasonable efforts to promptly notify Our Legal Department (legal@ecivis.com).

12.2. Relationship of the Parties. The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

12.3. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

12.4. Waiver. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right.

12.5. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

12.6. Attorney Fees. You shall pay on demand all of Our reasonable attorney fees and other costs incurred by Us to collect any fees or charges due Us under this Agreement following Your breach of Section 5.2 (Invoicing and Payment).

12.7. Assignment. Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms), without consent of the other party, to its Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party. A party's sole remedy for any purported assignment by the other party in breach of this paragraph shall be, at the non-assigning party's election, termination of this Agreement upon written notice to the assigning party. In the event of such a termination, We shall refund to You any prepaid fees covering the remainder of the term of all subscriptions after the effective date of termination. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.8. Entire Agreement. This Agreement, including all exhibits and addenda hereto constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted.

13. MUTUAL INDEMNIFICATION

13.1. Indemnification by Us. We shall defend You against any claim, demand, suit, or proceeding made or brought against You by a third party alleging that the use of the Services as permitted hereunder infringes or misappropriates the intellectual property rights of a third party (a "Claim Against You"), and shall indemnify You for any damages, attorney fees and costs finally awarded against You as a result of, and for amounts paid by You under a court-approved settlement of, a Claim Against You; provided that You (a) promptly give Us written notice of the Claim Against You; (b) give Us sole control of the defense and settlement of the Claim Against You (provided that We may not settle any Claim Against You unless the settlement unconditionally releases You of all liability); and (c) provide to Us all reasonable assistance, at Our expense. In the event of a Claim

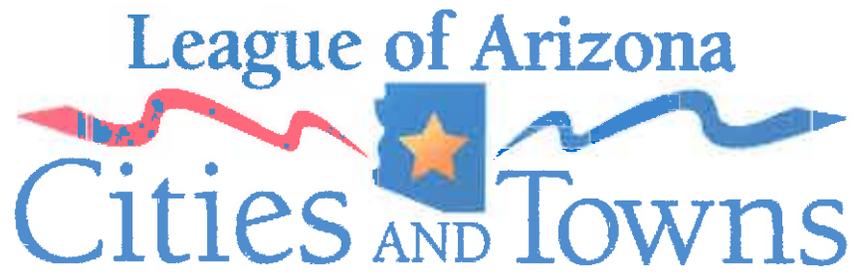
Against You, or if We reasonably believe the Services may infringe or misappropriate, We may in Our discretion and at no cost to You (i) modify the Services so that they no longer infringe or misappropriate, without breaching Our warranties under "Our Warranties" above, (ii) obtain a license for Your continued use of the Services in accordance with this Agreement, or (iii) terminate Your User subscriptions for such Services upon 30 days' written notice and refund to You any prepaid fees covering the remainder of the term of such User subscriptions after the effective date of termination.

13.2. Indemnification by You. You shall defend Us against any claim, demand, suit or proceeding made or brought against Us by a third party alleging that Your Data, or Your use of the Services in breach of this Agreement, infringes or misappropriates the intellectual property rights of a third party or violates applicable law (a "Claim Against Us"), and shall indemnify Us for any damages, attorney fees and costs finally awarded against Us as a result of, or for any amounts paid by Us under a court-approved settlement of, a Claim Against Us; provided that We (a) promptly give You written notice of the Claim Against Us; (b) give You sole control of the defense and settlement of the Claim Against Us (provided that You may not settle any Claim Against Us unless the settlement unconditionally releases Us of all liability); and (c) provide to You all reasonable assistance, at Your expense.

13.3. Exclusive Remedy. This Section 13 (Mutual Indemnification) states the indemnifying party's sole liability to, and the indemnified party's exclusive remedy against, the other party for any type of claim described in this Section.

[Remainder of page intentionally left blank, signature page is on the cover page to this Agreement]

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— Legislative Bulletin —

Issue 17 - May 3, 2013

Legislative Overview

Today marks the 110th day of the First Regular Session of the 51st Legislature. As was indicated last week, the Legislature has begun holding floor sessions three days a week. A few bills with municipal impacts saw movement this week and are noted below. Medicaid and talks of the budget continue to dominate the legislative rumor mill with no clear developments on either issue. While rumors regarding tax simplification continue at the Capitol, meetings continue between the League and the governor's office and we seek to bring the issue to a final resolution.

Other Bills of Note

(All bills being actively monitored by the League [can be found here.](#))

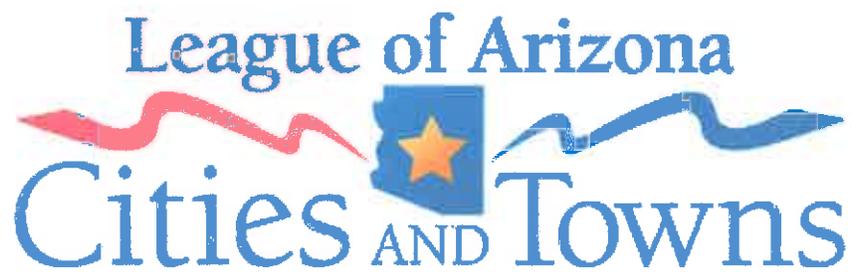
Bill Number - Short Title - Subject(s)

HB 2404: NOW: building codes; energy efficiency - regulation

HB 2608: ECRP; closure; defined contribution- pension

SB 1470: NOW: prohibited tax; dedicated property tax - finance

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Legislative Bulletin

Issue 16 - April 26, 2013

Legislative Overview

Today marks the 103rd day of the First Regular Session of the 51st Legislature. The 100th day of session came and went without much fanfare as legislative activity remains minimal. It appears that the Legislature may begin holding floor sessions three days a week as a reflection of the reduced workload and to provide legislators greater opportunity to spend more time in their respective districts. This week saw Medicaid once again serving as the chief issue at the Capitol as reports continue regarding the challenges such legislation would face in both chambers. With the current obstacles facing the Medicaid expansion issue, which will have a significant impact on Arizona's fiscal outlook now and into the future, there has been little development on budget negotiations. Discussions regarding tax simplification are ongoing and progress apace.

Other Bills of Note

(All bills being actively monitored by the League [can be found here.](#))

Bill Number - Short Title - Subject(s)

[HB 2138: municipalities; right-of-way; transfer - annexation](#)

[HB 2404: NOW: building codes; energy efficiency - regulation](#)

[SB 1470: NOW: prohibited tax; dedicated property tax - finance](#)

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