



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 2, 2012  
6:30 P.M.**

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) Regular Session – April 18, 2012
    - b) **Set Next Meeting, Date and Time:**
      - 1) **Monday, May 7, 2012 at 4:00 p.m.** – Budget Work Session
      - 2) **May 9, 2012 at 4:00 p.m.** – Work Session Budget Review with Finance Director & Manager
      - 3) **May 16, 2012 at 6:30 p.m.** – Regular Session
      - 4) **May 23, 2012 at 6:30 p.m.** – Council Hears Planning & Zoning Matters
    - c) **Possible approval of a Special Event Liquor License for the Verde Valley Rangers Mounted Sheriff's Posse for the Cornfest held on July 20 and 21, 2012.** Staff Resource: Debbie Barber
  5. **Special Announcements & Presentations**
    - **Possible approval of a proclamation declaring May as "Building Safety Month"**
    - **Possible approval of a proclamation declaring May as "Voter Registration Month"**
  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. **Presentation and possible discussion of the quarterly report from Fort Verde State Park.**
  9. **Discussion, consideration, and possible approval of a title change from "Lieutenant" to "Commander" in the *Town of Camp Verde Position, Classification and 2009 Salary Plan*. This change will not affect the job description or the salary range.** Staff Resource: Marshal Nancy Gardner
  10. **Discussion, consideration, and possible approval of a lease between the Town of Camp Verde and the Verde Valley Archaeology Center, Inc. for the facility at 385 S. Main Street and authorization for the Mayor to sign and commencing upon receiving confirmation of voluntary termination from the current leaseholder, Camp Verde Chamber of Commerce.** Staff Resource: Russ Martin
- Councilor George requested the following item:
11. **Discussion, consideration, and possible direction to staff relative to establishing a mechanism in which citizens can donate funds to purchase specific items, such as park benches, trees, etc.**
  12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation that affects the Town.** 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:

*4-26-2012*

*8:30 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.

4.01

**DRAFT**  
**MINUTES**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**COUNCIL CHAMBERS · 473 S. Main Street, Room #106**  
**WEDNESDAY, APRIL 18, 2012**  
**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 and German were present; with the resignation of Councilor Buchanan, there is currently one vacancy on the Council.

**Also Present:** Town Manager Russ Martin, Public Works Director Ron Long, Community Development Director Mike Jenkins, Finance Director Mike Showers, Economic Development Director Mel Preston, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by George.

**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 4, 2012

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

1) April 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

2) **Monday**, April 30, 2012 at 4:00 p.m. – Budget Work Session

3) May 2, 2011 at 6:30 p.m. – Regular Session

4) **Monday**, May 7, 2012 at 4:00 p.m. – Budget Work Session

5) May 9, 2012 at 4:00 p.m. – Work Session Budget Review with Finance Director & Manager

6) May 16, 2012 at 6:30 p.m. – Regular Session

7) May 23, 2012 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, deleting the April 25, 2012 meeting.

The members discussed with Town Manager Martin the schedule of meetings as listed, in particular the Budget Work Session for April 30, 2012, noting that the meeting of April 25, 2012 has been canceled.

**5. Special Announcements & Presentations**

- **Presentation of a plaque to Former Council Member Alan “Buck” Buchanan in appreciation for his service to the Town.**
- **Possible approval of a proclamation declaring May 1 – May 7, 2012 as “Youth Week”, as requested by the Benevolent and Protective Order of Elks.**
- **Welcome to the new businesses:**
  - ❖ **Ameri-Fab LLC – Phoenix**
  - ❖ **Clear Creek RV Park – 4483 E SR 260, Camp Verde**
  - ❖ **John Randel Mobile Home Service – Glendale**
  - ❖ **Candy Corral, LLC – Cottonwood**
  - ❖ **Solar Topps, LLC – Tempe**
  - ❖ **B & D Distributors, Inc. – Phoenix**
  - ❖ **Lexi’s on Main – Main Street, Camp Verde**

- ❖ **Loren Vickers Overhead Door – Flagstaff**
- ❖ **Usery Pass Enterprises – Cottonwood**
- ❖ **Ellis Firearms, LLC – Camp Verde**
- ❖ **Valley Fabrication – Cottonwood**
- ❖ **Sedona Home Improvement, Inc. – Sedona**
- ❖ **A special thank you also goes out to the 13 vendors that participated in the Petapalooza event**

Mayor Burnside first took the opportunity to present a plaque to Alan Buchanan in appreciation for his time served on the Council; Burnside then proclaimed May 1 to May 7, 2012 as "Youth Week," as requested by the Benevolent and Protective Order of Elks.

Burnside welcomed with pleasure the new businesses as listed, and extended a special thank-you to the vendors that participated in the Petapalooza event.

#### **6. Council Informational Reports.**

**German** reported on attending the book signing and presentation by Lisa Schnebly Heidinger, and the Denim & Lace Auction held last weekend, and thanked everyone who had attended.

**Baker** commented on enjoying the Denim & Lace event, a wonderful affair once again this year.

**Whatley** attended the Sanitary District meeting, regretting she had not been able to attend the Chamber Mixer held on the same night. She enjoyed the History of the Soldier event Saturday morning that was also attended by County Supervisor Chip Davis. Whatley also participated in the Denim & Lace event Saturday night, and related how she has been reading the Lisa Schnebly Heidinger book to her history class, and had brought them to the book signing.

**George** reported on his attendance at committee meetings with the Verde River Basin Partnership; George described how they are moving forward with conveying education messages to the public on water issues. George not only attended, but helped with the tent for the History of the Soldier event; he also was at the Denim & Lace event.

**Burnside** said that he had assisted Brenda Hauser with the raffle event for donations for the Clear Creek Cemetery. He attended an interesting WAC meeting today at which Supervisor Davis said it was time to move forward. Burnside read from a printed announcement regarding "Dancing With the Wolves," April 20<sup>th</sup> at 10:30 a.m. at Beaver Creek Community Center, phone 567-6844.

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

(Comments from the following individuals are summarized.)

**George Young** said that his wife, who volunteers with a caregivers organization, has reported finding many citizens of Camp Verde who are in dire financial straits, barely existing on fixed meager Social Security incomes. Mr. Young appealed to the community for ideas to help their neighbors.

**Irene Peoble** referred to the Bugle's recent publication, "Kudos for Kids," that listed only three activities for Camp Verde children, the pool, and two church programs. Ms. Peoble outlined how Cottonwood benefits from parents taking children to that area for the many programs offered there, and suggested several ways to implement fun programs for the children in Camp Verde.

**Sari McQuality**, a member of the Jerome Elks Lodge, thanked the Council for the Proclamation declaring "Youth Week," and described the work being done by the Elks on supporting programs and activities for all the youth in the areas that include Camp Verde, Cottonwood and Clarkdale. Ms. McQuality said they would love to work with the previous speaker who had expressed her concerns about the lack of activities for the Camp Verde children.

**Chip Davis**, Yavapai County Supervisor, commented on the citizen who pointed out a problem with no youth programs for Camp Verde, and the very next speaker who had a solution to that concern, as an example of good citizen involvement. Mr. Davis challenged the Council members with several questions regarding the history of Arizona, after which he presented each member with a special Commemorative Coin memorializing the 100-year Anniversary of Arizona becoming a State.

There was no further public input.

Mayor Burnside requested the following item:

8. **Presentation, followed by discussion, consideration, and possible authorization for the Mayor to sign the Participation Agreement for Sector Partners O'Connor House Centennial Voter Engagement Project.**

On a motion by Burnside, seconded by Whatley, the Council unanimously authorized the Mayor to sign the Participation Agreement for Sector Partners O'Connor House Centennial Voter Engagement Project.

Melissa Kramer, representing the Verde Valley Voter Engagement Project, shared a short video, followed by a Power Point presentation on the values and ideals of Sandra Day O'Connor and her impact on the State of Arizona, and a request that the Town of Camp Verde become a Partner in the Sector Partners O'Connor House Centennial Project.

The Council briefly discussed the admirable goal of the subject Centennial Voter Engagement Project, acknowledging that it was a very worthwhile organization, and commenting on how it is an honor to be an American and to vote.

9. **Jeffrey Hall of the Lowell Observatory will provide a presentation and discuss the new Discovery Channel Telescope and its potential economic impact.** Staff Resource: Mel Preston  
There was no action taken.

Jeffrey Hall gave a Power Point presentation on the history of the Lowell Observatory and displaying the development of the Discovery Channel Telescope that will be situated on the Mogollon Rim overlooking the Verde Valley, with operation and the first images being anticipated for this summer. Mr. Hall noted that the Observatory has offered to set up three small telescopes for viewing the night sky during the next Fourth Friday, April 27, at 8: p.m. at Wingfield Plaza.

Mel Preston confirmed the plan to have the telescopes set up for the April 27<sup>th</sup> event, and outlined the planned activities to begin at 7:00 p.m.

10. **Presentation and possible discussion of the quarterly reports from the following:**
  - ❖ **Planning & Zoning Commission**
  - ❖ **Board of Adjustments**
  - ❖ **Camp Verde Chamber of Commerce**

There was no action taken.

Community Development Director Mike Jenkins presented the quarterly reports for both the Planning & Zoning Commission and the Board of Adjustments, noting that it appears that the Town Code should be amended to clearly reflect that the Board of Adjustments also acts as the Board of Appeals on building issues.

Tracie Schimikowsky, representing the Camp Verde Chamber of Commerce and Visitors Center, gave a Power Point presentation on their activities for the third quarter information for the FY12, followed by a brief discussion with Council on the information she had reviewed.

11. **Discussion, consideration, and possible appointment of a Council member to fill the vacant seat left by the resignation of Former Council member Alan Buchanan. If necessary, direction may be given to staff to continue to solicit Letters of Interest. Note: if an appointment is made, this item may also include the administration of the Oath of Office.** Staff Resource: Debbie Barber

A motion by George, seconded by Whatley, to appoint **Brenda Hauser** to fill the vacant Council seat was defeated by a vote of 2-4; with **Kovacovich, Burnside, Baker** and **German** opposed. Following the motion, the Mayor asked that all who were in favor to signify by raising their right hand. Whatley and George raised their hands. The Mayor announced that the motion did not carry and asked for another motion.

On a motion by Whatley, seconded by Kovacovich, the Council voted 4-2 to appoint **Jesse Jones** to fill the vacant seat left by the resignation of former Council member Alan Buchanan; with **German** and **Burnside** opposed. Following the motion, the Mayor asked that all who were in favor to signify by raising their right hand. Whatley, George, Kovacovich, and Baker raised their hands. The Mayor announced that the motion carried.

Town Clerk Debbie Barber referred to the four letters of interest, copies of which had been included in the Agenda packets, from Bradford Gordon, Jesse Jones, Brenda Hauser and Gary Thompson. Mayor Burnside explained that the selected individual will serve until the next regularly scheduled election, which will be the Primary in March of 2013, with the General in May of 2013. Burnside stressed that the selection should not be made based on a personal preference, but must be guided by the individual's interest and visions of the community.

Burnside invited each of the candidates to come to the podium and make a brief presentation to Council, at which time Burnside said that a citizen would be allowed to ask a particular question of the candidate during his or her presentation.

**Bradford Gordon**, a one-year resident of Camp Verde, outlined his experience working in the engineering and surveying industry for 30 years, including several of those years operating his own business in Scottsdale, and recently working in real estate and fix-and-flip housing projects. He believes he is knowledgeable about the Town's permits and ordinances, having appeared before the Council regarding a non-conforming lot when he and his wife moved to Camp Verde. *Reid McManus questioned the applicant's position on "building out" the Valley, because of his development background.* Mr. Gordon referred to the General Plan and how he understands it would restrict development.

**Jesse Jones** said that she has lived in the Verde Valley her entire life, and is raising her daughter here; she wants to help develop the community and provide things for others to do. She believes it is important to preserve who we are, but there is much we can grow to be, and this is her opportunity to stand up and take action and get involved.

**Brenda Hauser** stated that she is here to offer her time and energy; she works for the Town all the time with other activities; if not on the Council she will still work for the Town. She will have five generations that live here in the Verde Valley.

**Gary Thompson** said that he would promise to serve the citizens of Camp Verde with dedication and integrity; his major emphasis would be on helping to build a strong community and getting the local economy going again. *Irene People questioned whether there would be a conflict of interest since he is currently serving on the Chamber of Commerce Board.* Mr. Thompson said that if appointed, he would plan to resign his position on the Board.

After the statements by the candidates, a motion was made and seconded to appoint Brenda Hauser to fill the vacant Council seat. Discussing the motion, the Council members acknowledged the extreme difficulty

of making a choice because of the quality of the candidates, including the appeal of the candidate new to the area who would be looking at the community from a fresh viewpoint, with excellent municipal qualifications. After calling for the vote, Burnside announced that the motion did not carry because of only two votes in favor. A motion was then made and seconded to appoint Jesse Jones as the new Council member; Whatley explained that the reasoning behind her motion was to give a voice to the young adults who are raising families. After calling for the vote, Burnside announced that with four votes in favor, the motion so carried.

Burnside made it a special point to commend Mr. Gordon for his offer to participate in the Town government so soon after becoming a resident of Camp Verde, and reminded him that there are several other opportunities where his expertise would be welcomed; Burnside also thanked Mr. Thompson and Ms. Hauser for their interest in serving.

Following the appointment of Jesse Jones as the new Council member, Town Clerk Barber administered the Oath of Office to Jones who then took her seat and participated in the remainder of the meeting.

12. **Discussion, consideration, and possible authorization for the Mayor to execute the Agreement between the Town of Camp Verde and the low bidder, A.L.D. Inc., for Project #12-099: Town Campus Painting Project in the amount of \$38,849.** Staff Resource: Ron Long  
On a motion by German, seconded by Baker, the Council unanimously authorized the Mayor to execute the Agreement between the Town of Camp Verde and A.L.D., Inc., for Project No.12-099, Town Campus Painting Project in the amount of \$38,849.

Public Works Director Ron Long said he was requesting approval of the subject Agreement as stated, and invited questions from the Council regarding the project. Long explained that although only one bid was received, with four other bidders dropping out because of the bond requirement, he has confirmed that the amount bid was fair and reasonable. The members discussed with Long the painting project and the desire to preserve the historical features, as well as the anticipated completion date of June. Burnside thanked the entire staff on doing a fine job on creating the Agreement, which could be used as a model for other projects that will be coming up.

**A recess was called at 8:02 p.m.; the meeting was called back to order at 8:12 p.m.**

Councilor George requested this item:

13. **Presentation, discussion, and possible direction to staff relative to preparing an ordinance increasing the Transaction Privilege Tax (sales tax), as well as potential changes to the Model City Tax Code to include, but not be limited to exemptions for electricity and food, property tax, etc. If directed, the ordinance(s) will be placed on a future agenda for consideration.** Staff Resource: Russ Martin/Mike Showers  
On a motion by George, seconded by Baker, the Council **voted 5-2** to direct staff to pursue Option 3; with **Burnside and Kovacovich** opposed.

Councilor George referred to the recent financial report and the frugal approach the Town has had to make during the economic downturn the past few years, and the demands for capital projects that have been put off during the downturn, and the lower service levels during that same period. The demands from the citizens for Capital Improvement Projects that can only be met with more revenue. The Town has done the necessary slimming and trimming, and it is time to acknowledge that more revenue is needed and the better and more equitable way to accomplish that is through an increased sales tax.

Town Manager Martin reiterated that it is now time to consider adding revenue so the Town can meet the needs of its citizens; staff is recommending an increase of 1% in the Transaction Privilege Tax. Martin referred to the analysis that he had provided for the members, and explained in detail the four options that

he had presented: first, to do nothing; second, consider alternative taxation such as on food or electric bills, for example; third, the Transaction Privilege Tax; and fourth, passing a property tax, which Camp Verde currently does not have. Martin noted that the four options he had placed in front of the Council are ones that the neighboring communities have considered and have passed in one form or another. Martin stressed that a sales tax does not "hurt" a business since it simply collects the sales tax but does not pay it; the taxes in the other options are much bigger deterrents. It is time to take the next step; that is what staff is requesting.

## **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**George Young** commented that of all the choices, the sale tax is probably the best because he can choose to pay it by choosing where he shops and what he buys; however, a tax on propane would be a burden. He also pointed out the higher prices in this area for items and services; the sales tax is a minor factor in the cost.

**Reed McManus** said he had listened to the Town Manager and the previous speaker, and believes that the sales tax would be the lesser of the evils. *Mike Showers and Russ Martin discussed with Mr. McManus the percentages paid for the different taxes; the total is 9.35%, including County, State and City.* Mr. McManus said he is not in favor of the 1% increase.

**Clinton Gray** feels that raising taxes is not necessary; people are hurting for money, we are in a depression. The Town has two pieces of property that can be sold and the money used for the Town.

**Robert Martin** asked if there are any demographics, or statistics on the retired people in Camp Verde, and their incomes. *Burnside responded that the information is available through the Town Manager, or the Chamber, or the Internet.* Mr. Martin suggested that volunteers might be able to help by doing the painting project that was just approved, for example; get the people involved. *Burnside said that volunteerism is what the Town is all about, and his suggestion can be looked into.*

**Linda Harkness** said that all the services in Camp Verde, since its inception, have been paid for through the sales tax, which is essentially paid by tourist dollars. Benefits are being lost; we should take responsibility for our life style, and if we want to live in this town we should pay taxes, such as a property tax or sales tax.

**Harold McCormack** commented that any of the taxes being considered will be passed on by businesses; it will raise prices, and businesses will be driven out of this town. It is devastating to see the loss of businesses here in the past eight years. Raising taxes will end up in losing more money than will be gained. People will resent taxing money that has already been taxed.

**Helen Zimmerli** presented a novel idea, suggesting that perhaps people could voluntarily contribute to a special fund for the Town to use, instead of having a sales tax imposed.

**William Gomez**, a resident since 1993, asked if anyone drinks tea, hot or cold; he referred to tea as it relates to taxation in history; raising taxes is not the answer, at least until the economy improves.

**Lou (unintelligible)**, not a resident of Camp Verde, said that any decision should not be based on what is popular, but should be on what is best for moving Camp Verde forward; leadership is important.

There was no further public input.

The Council discussion included a review of the current tax rates, reference to a previous study that indicated a 1% increase in sales tax would amount to approximately \$40 annually for a family. It was also

noted that employees are being asked to do more with no increase in pay to meet the constantly rising costs, and tourists would be helping to pay the sales taxes. It was pointed out that a sales tax increase would not impact the individual citizen in this town as much as any other tax would. It was confirmed that the sales tax would also apply to propane, although there is a process by which that could be excluded. It was commented that government exists to serve its citizens, whether it involves roads, safety, libraries, or parks. The proposed tax increase would stay in and benefit the Town.

After the motion was made, the issue of the 2010 tax propositions was discussed, with the reminder that the people had voted against any increase; Burnside said he believes that there should be no increase until the economy gets better. The point was also made that a proposed increase in the sales tax should be brought back for discussion.

14. **Presentation, discussion, and possible adoption of the Capital Improvement Plan.** Staff Resource: Russ Martin/Mike Showers/Melissa Preston

On a motion by Baker, seconded by German, the Council **voted 5-2** to approve and adopt the Capital Improvement Plan for 2012 and beyond; with **Whatley** and **George** opposed.

Martin discussed with the Council the document that had been presented for possible adoption, the four projects that had been identified, and the amounts estimated to accomplish them. During the discussion, Whatley said that as for the statement that all Council members identified projects, she would like the record to show that she had not been present at the meeting on March 5<sup>th</sup> to express what her priorities are. Martin said that the Capital Improvement Plan as presented involves not only Year One, but also Years Two-Six; staff has suggested the amounts that would go to those projects that were identified. Martin said that staff is requesting that the entire document be adopted. During the discussion of the estimated costs, Whatley strenuously objected to the estimated amount of \$377,000 for Rezzonico Park in Years Two-Six; Martin indicated that the ultimate decision funding-wise is made during the budget process; the document presented is not a spending document, it is a plan in place to allow Council to consider the projects and the details within them. George said he was not comfortable with approving the entire document; he would agree to only Year One. Martin advised the Council that the current Capital Improvements Plan is incorporated into the budget; the intent of staff was to take this to another level and incorporate community involvement as well. Burnside reminded everyone that the dollar amount is an estimate only; when the time comes there will be a discussion on the actual cost involved, and that can change.

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

(Comments from the following individuals are summarized.)

**David White** cited the \$377,000 figure and hearing all the reasons why there is no money for the other park; we cannot take care of what we have, and then a new tax.

**George Young** said he was addressing the television audience; he spoke about the Town not being able to properly maintain the pool; the plans for the future include improving existing parks and neglecting the park that the Town has. Sell that property and put the money into something that would be of more benefit. He would be willing to pay the \$40 per year if it would be no higher. If a tax is going to be imposed, he said he thinks that perhaps the citizens should try to put up a referendum for an election to let the people make the decision.

**Justin Wertz** again appeared before the Council in connection with his ongoing project for the approval of the appropriate authority.

There was no further public input.

16. **Manager/Staff Report**

Martin said that several applications for Library Director have been received and the numbers narrowed down; interviews will be scheduled in the next couple of weeks, and the Council will be kept advised on the selection process.

17. **Adjournment**

On a motion by Baker, seconded by German, the meeting was adjourned at 9:44 p.m.

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Bob Burnside, Mayor

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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 Session of the Town Council of Camp Verde, Arizona, held on the 4<sup>TH</sup> day of April 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Debbie Barber, Town Clerk



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: May 2, 2012**

- 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 a special event liquor license for the Verde Valley Rangers, Mounted Sheriff's Posse for the Cornfest to be held on July 20<sup>th</sup> and 21<sup>st</sup>, 2012**

**List Attached Documents: Application for Special Event License – July 20, 2012– July 21, 2012 .**

**Estimated Presentation Time: 0**

**Estimated Discussion Time: 2**

**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:**

**Recommended Action (Motion): Approve special event liquor license for the Verde Valley Rangers, Mounted Sheriff's Posse for the Cornfest to be held on July 20<sup>th</sup> and 21<sup>st</sup>, 2012.**

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

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: VERDE VALLEY RANGERS, MOUNTED SHERIFF'S POSSE

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0669881

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? FUND RAISER

5. Location of the event: 75 E. HOLLAMON ST., CAMP VERDE, YAVAPAI, AZ 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, JAMES L. 5-22-33  
Last First Middle Date of Birth

7. Applicant's Mailing Address: 2315 S. SUNSET DR., CAMP VERDE, AZ 86322  
Street City State Zip

8. Phone Numbers: (928) 567-0535 (x136) - (928) 567-6107  
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>7-20-12</u>	<u>FRIDAY</u>	<u>4 PM</u>	<u>10 PM</u>
Day 2:	<u>7-21-12</u>	<u>SATURDAY</u>	<u>10 AM</u>	<u>10 PM</u>
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 2 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. CAMP VERDE PROMOTIONS

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 VERDE VALLEY RANGERS MOUNTED SHERIFF'S POST 90%  
Percentage

Address P.O. BOX 2866, CAMP VERDE, AZ 86322

Name CAMP VERDE PROMOTIONS 10%  
Percentage

Address P.O. BOX 1970, CAMP VERDE, AZ 86322  
(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  
4 # Security personnel  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

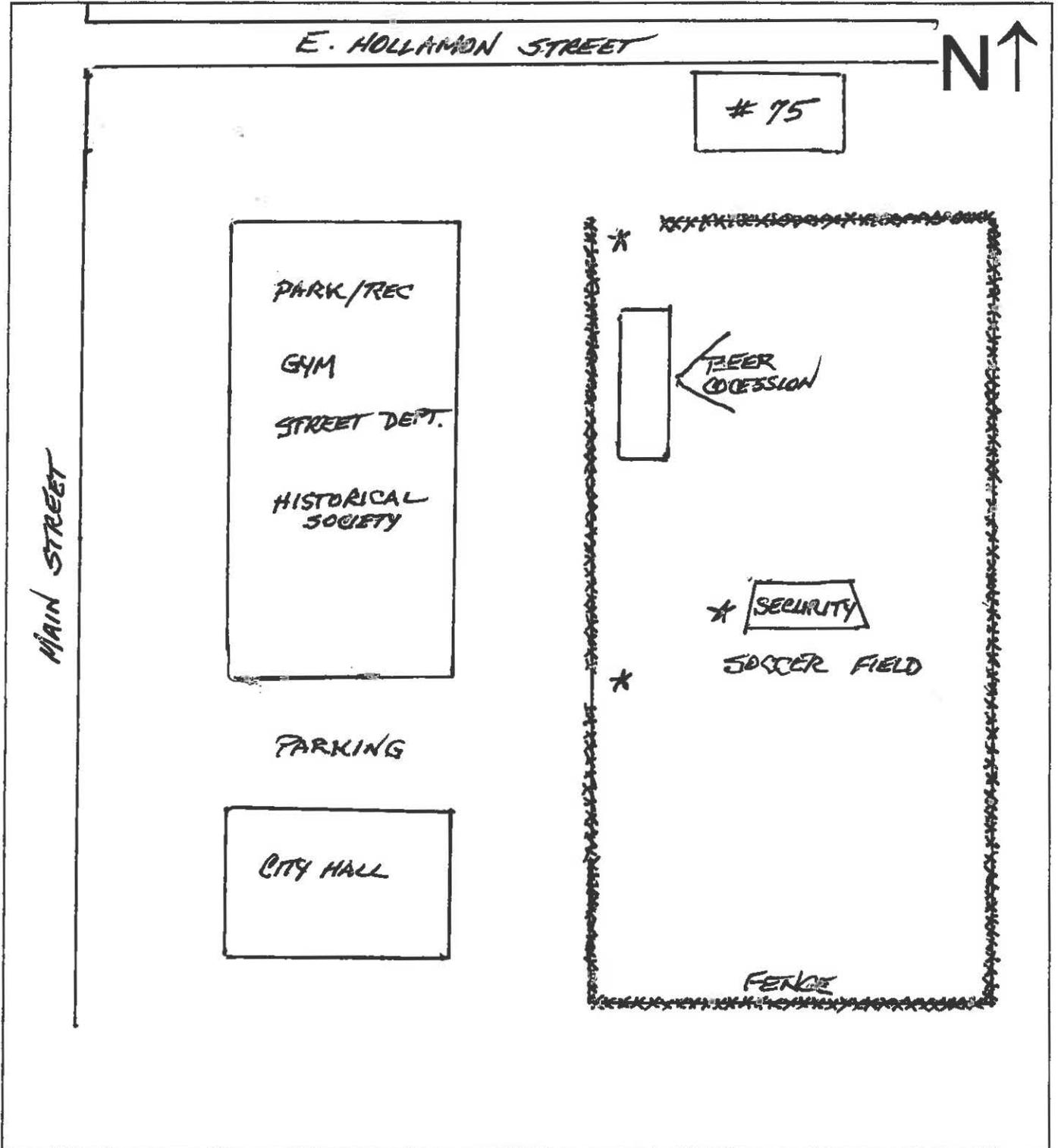
**(ATTACH COPY OF AGREEMENT)**

\_\_\_\_\_  
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.

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

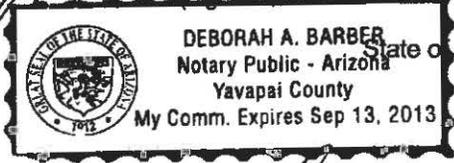
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



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

18. I, JAMES L. 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 *James L. Williams* CHAIRPERSON 4-18-12 (928) 567-6107  
 (Signature) (Title/Position) (Date) (Phone #)



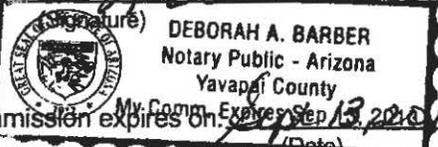
Arizona County of Yavapai  
 The foregoing instrument was acknowledged before me this  
18 April 2012  
 Day Month Year

My Commission expires on: Sept 13, 2013 Deborah A. Barber  
 (Date) (Signature of NOTARY PUBLIC)

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

19. I, JAMES L. 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 *James L. Williams* State of Arizona County of Yavapai  
 (Signature) The foregoing instrument was acknowledged before me this



18 April 2012  
 Day Month Year  
Deborah A. Barber  
 (Signature of NOTARY PUBLIC)

**You must obtain local government approval. City or County MUST recommend event and complete item #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, \_\_\_\_\_ hereby recommend this special event application  
 (Government Official) (Title)  
 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)

**Town of Camp Verde  
Community  
Development**  
PHONE: (928) 567-8513  
FAX: (928) 567-7401

# Memo

**To:** Mayor, Council and Incumbent Council Members  
**From:** Becky Oium, Community Development-Building Safety Division  
**CC:** Town Manager Russ Martin and Town Clerk Debbie Barber  
**Date:** May 2, 2012  
**Re:** Building Safety Month

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In recognition of Building Safety Month May 2012 the Building Department has acquired the attached tip sheets to provide information and bring awareness to the public regarding building safety. We would like to provide this information to you as representatives of the Town of Camp Verde and encourage your cooperation in spreading the word about public safety in our community. In addition, informational brochures are available in the Community Development office.

The following information is attached:

- Building Safety Month May 2012 Proclamation
- Building Safety Month May 2012 Poster
- Building Safety Month News Release to be posted to the Town's website

Important Tips to remember for...

- Green and sustainable buildings
- Disaster safety and mitigation
- Fire safety and awareness
- Backyard safety

If you wish to acquire additional information, please visit our website at [www.campverde.az.gov](http://www.campverde.az.gov) or the International Code Council website at [www.iccsafe.org](http://www.iccsafe.org). If you have questions regarding this information, feel free to contact me at (928) 567-8514 Ext. 120 or email [becky.oium@campverde.az.gov](mailto:becky.oium@campverde.az.gov)

Thank You!



# Town of Camp Verde

## *Proclamation*

**Building Safety Month – May, 2012**

*An International Celebration of Safe and Sensible Structures*

*Whereas, our Town's continuing efforts to address the critical issues of safety, energy efficiency, and sustainability in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;*

*Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;*

*Whereas, these guardians—dedicated members of the International Code Council—develop and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;*

*Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires and earthquakes, and;*

*Whereas, Building Safety Month is sponsored by the International Code Council and International Code Council Foundation, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;*

*Whereas, "Building Safety Month: An International Celebration of Safe and Sensible Structures" the theme for Building Safety Month 2012, encourages all Americans to raise awareness of the importance of building safety; green and sustainable building; pool, spa and hot tub safety; and new technologies in the construction industry. Building Safety Month 2012, encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,*

*Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.*

*NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde, do hereby proclaim the month of May, 2012, as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.*

---

*Bob Burnside, Mayor, Town of Camp Verde*

An International Celebration of Safe and Sensible Structures



INTERNATIONAL CODE COUNCIL FOUNDATION

### **The Town of Camp Verde Participates in Building Safety Month – an International Celebration of Safe and Sensible Structures**

When you enter a house or building, most likely you assume it is safe and was properly constructed in accordance with building codes. Fortunately, your local safety experts work hard to assure building safety and fire prevention every day. To help raise awareness of building safety, the Town of Camp Verde proudly celebrates *Building Safety Month* this May. The theme, “An International Celebration of Safe and Sensible Structures” highlights four areas: *Energy and Green Building; Disaster Safety and Mitigation; Fire Safety and Awareness; and Backyard Safety.*

Across the nation, leaders and communities are promoting the use and understanding of these topics to protect lives and property. A 2011 Presidential Proclamation declared May Building Safety Month across the country. During the last three years, nearly 6,000 people and more than 135 jurisdictions from across the United States have issued proclamations, declarations and letters of support for Building Safety Month.

When building safety and fire prevention experts inspect buildings during and after construction, we help to ensure that the places where you live, learn, work, worship and play are safe. The important work we do is often overlooked until a catastrophic tragedy occurs.

Building safety and fire prevention codes address all aspects of construction, such as structural soundness of buildings, reliability of fire prevention and suppression systems, plumbing and mechanical systems, and energy efficiency and sustainability. To ensure buildings are safe requires the active participation of building safety and fire prevention officials, architects, builders, engineers, contractors and others in the construction industry, as well as property owners.

Public safety is our number one concern. During Building Safety Month and all year long, building safety and fire prevention officials are here to help protect you, your family and our community.

The International Code Council is a member-focused association dedicated to helping the building safety community and construction industry provide safe and sustainable construction through the development of codes and standards used in the design, build and compliance process. Most U.S. communities and many global markets choose the International Codes.

Building Safety Month is sponsored by the International Code Council Foundation (ICCF), a non-profit subsidiary of the Code Council.



© 2012 ICC

# Building Safety Month

## MAY 2012

An International Celebration of Safe and Sensible Structures



WEEK ONE

May 7-13

Energy & Green Building



WEEK TWO

May 14-20

Disaster Safety & Mitigation



WEEK THREE

May 21-27

Fire Safety & Awareness



WEEK FOUR

May 28-31

Backyard Safety

2012 Building Safety Month Presenting Sponsor



**AMCA International**  
Certified Safe Efficient Air Systems [www.amca.org](http://www.amca.org)

2012 Building Safety Month Platinum Sponsors



### BUILDING SAFETY MONTH

An International Code Council Foundation Initiative



[www.buildingsafetymonth.org](http://www.buildingsafetymonth.org)



Support Building Safety Month

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## 10 IMPORTANT TIPS to remember for green and sustainable building



- 1 Heating and cooling uses more energy and drains more energy dollars than any other system in the home. Approximately 43% of utility bills cover heating and cooling.
- 2 Close curtains and shades at night to keep warmth in and keep them open during the day.
- 3 Try new lighting control technologies like motion-sensitive or timed off switch lighting. Using these new options can reduce lighting use by 50% – 75% and save the lighting portion of energy bills that account for 11% of overall household energy consumption.
- 4 Replace ordinary light bulbs with Compact Fluorescent Light (CFL) bulbs. If every household replaced just one light bulb with a CFL bulb, America could save enough energy to light nearly three million homes.
- 5 Install a programmable thermostat to keep your home comfortably warm in the winter and comfortably cool in the summer.
- 6 Replacing windows can save between 7% and 24% of the household heating and air-conditioning costs.
- 7 Plug home electronics, such as TVs and DVD players, into power strips, and turn the power strips off when the equipment is not in use as TVs and DVDs in standby mode still consume several watts of power.
- 8 Choosing energy-efficient products can save families approximately \$400 a year while reducing greenhouse gas emissions. Chose ENERGY STAR<sup>®</sup> certified products when you buy or replace household appliances.
- 9 In the workplace, buy and use ENERGY STAR labeled office equipment, and other products. Be sure that the “stand-by mode” function is activated as this automatic “sleep mode” saves energy and money when the equipment is not in use.
- 10 Regularly change the filters in the heating and cooling system of your home or office as dirty filters can cost up to \$5 a month extra, overwork the equipment and result in dirtier indoor air. Consider purchasing “electrostatic” filters, which are washable, long lasting, and provide cleaner air. Clean or change filters more often if smokers or pollution sources are present.

Source: U.S. Department of Energy ([www.eere.energy.gov/](http://www.eere.energy.gov/))

## 10 IMPORTANT TIPS to remember for disaster safety and mitigation



- 1 Develop a family action plan and share with everyone in your family, so you will know where to go if an evacuation is called. Review at least two exit routes from your home or neighborhood to a designated meeting place for your family. Plan ahead for your pets as many shelters will not accept them.
- 2 Create a disaster supply kit that will allow you to remain in your home after a disaster or for use after evacuating to a safer location. Be sure the necessities in your kit are fresh and restored every six months.
- 3 Stay tuned to radio, TV and NOAA Weather Radio for official updates and critical life saving weather information. Remember, reception is usually best if placed near a window.
- 4 Flooded roads could have significant damage hidden by floodwaters. Never drive through floodwaters or on flooded roads. Do not attempt to cross a flowing stream. It takes only six inches of fast flowing water to sweep you off your feet and two feet of water to move an SUV-sized vehicle.
- 5 If you live in a high wind or hurricane prone area and do not have tested and code approved shutters for protection from windborne debris, temporarily protect your doors and windows by mounting exterior grade, 5/8" minimum thickness plywood and fastening it into place. Visit [www.flash.org](http://www.flash.org) for detailed instructions on how to use plywood for emergency board up.
- 6 Secure lawn furniture and any other loose outdoor items that can become windborne and can cause injury or damage during storms with high winds. Don't forget trash cans, grills, toys and potted plants.
- 7 Consider building or retrofitting to create a tornado safe room in your home. Follow ICC/NSSA 500 Standard for detailed construction information and to ensure you achieve the highest level of protection for your family.
- 8 Use Surge Protective Devices (SPD) in your home to protect electronic appliances from all but the most severe electrical surges or direct strikes. The devices should be installed to afford the highest level of protection.
- 9 In wildfire prone areas, remove fine (dead grass, leaves, etc.) and coarse fuels (dead twigs, branches, etc.) within 30 feet of a building to create a survivable space in case of wildfire. Be sure to remove dry leaf and pine litter from roofs, rain gutters, decks and walkways. Follow ICC's *International Wildland-Urban Interface Code*<sup>2</sup> for detailed requirements.
- 10 Before a winter storm, insulate all exposed water pipes outside the home. It is important to allow a slow trickle of water to flow during a winter freeze especially if the faucet is on an exterior wall. Remember, wrap and drip your pipes for the ultimate protection in a freeze.

Get free advice and learn more about disaster safety for your family and home by visiting the non-profit Federal Alliance for Safe Homes, Inc-Flash® at [www.flash.org](http://www.flash.org) or [www.iccsafe.org](http://www.iccsafe.org) consumer safety pages

# 10 IMPORTANT TIPS to remember for fire safety and awareness



- 1 Install smoke alarms in each bedroom, outside of sleeping areas and rooms and on each level of your home.
- 2 Practice an escape plan from every room in the house. Caution everyone to stay low to the floor when escaping from fire and never to open doors that are hot. Select a location where everyone can meet after escaping the house. Get out then call for help.
- 3 When home fire sprinklers are used with working smoke alarms, your chances of surviving a fire are greatly increased. Sprinklers are affordable – they can increase property value and lower insurance rates.
- 4 Test your smoke alarm each month and change the batteries at least once a year.
- 5 Portable heaters need their space. Keep anything combustible at least three feet away.
- 6 Install noncombustible 1/4 inch or smaller mesh screening on attic/soffit vents and around elevated wood decks to keep out embers. Install approved or listed spark arrestors on chimneys of solid fuel or liquid fuel burning appliances.
- 7 Consider installing protective shutters or heavy fire-resistant drapes.
- 8 Have a garden hose that is long enough to reach any area of the home and other structures on the property.
- 9 Maintain a “defensible” space around your home by clearing all flammable vegetation a minimum of 30 feet around all structures. Clear dead leaves and branches to leave widely spaced ornamental shrubbery and trees.
- 10 Plant fire prone trees and shrubs away from your home and far enough apart so they won’t ignite one another.

Source: USFA ( [www.usfa.dhs.gov/downloads/pdffiles/11.pdf](http://www.usfa.dhs.gov/downloads/pdffiles/11.pdf) ), FLASH [www.flash.org](http://www.flash.org)

# 10 IMPORTANT TIPS to remember for backyard safety



## Pool & Deck Safety

- 1 Make sure all gates in the isolation fence for your pool are self-closing and self-latching.
- 2 Remove all chairs, tables, large toys or other objects that would allow a child to climb up to reach the gate latch or enable the child to climb over the pool isolation fence.
- 3 Reaching and throwing aids like poles should be kept on both sides of the pool. These items should remain stationary and not be misplaced through play activities.
- 4 All pool and hot tub drains (suction outlets) must have a cover or gate that meets industry standards for suction fittings marked to indicate compliance with ANSI/ASME A112.19.8 2007. Check to see that these covers are not broken or in disrepair, and that they are anchored firmly over the drain openings.
- 5 Install a pool alarm to detect accidental or unauthorized entrance into the water. While the alarm provides an immediate warning, it does not substitute for the fences, door alarms and safety covers required by the code.
- 6 Install either an automatic or manually operated, approved safety cover to completely block access to water in the pool, spa or hot tub. Never allow anyone to stand or play on a pool cover.
- 7 Check for warning signs for an unsafe deck, including loose or wobbly railings or support beams, missing or loose screws that connect a deck to the house, corrosion, rot and cracks.

## Grill Safety

- 8 Place the barbeque grill away from siding, deck railings and out from under eaves and overhanging branches. It is also unsafe to use grills in a garage, porch or enclosed area that could trap carbon monoxide. Never grill on top of anything that can catch on fire.
- 9 When grilling, have a fire extinguisher, a garden hose or at least 4 gallons of water close by in case of a fire.
- 10 Keep children away from fires and grills. Establish a safety zone around the grill and instruct the children to remain outside of the zone. A chalk line works great for this purpose. Never leave the grill unattended.

Source: ICC <http://www.iccsafe.org/safety/Pages/Backyard.aspx>, ABC Pool Safety ([www.abcpoolsafety.org/](http://www.abcpoolsafety.org/)), NFPA [www.commerce.state.wi.us/SB/docs/SB-FirePreventionProgramSummerGrill.Art.pdf](http://www.commerce.state.wi.us/SB/docs/SB-FirePreventionProgramSummerGrill.Art.pdf)

9

TOWN OF CAMP VERDE  
CAMP VERDE, ARIZONA

*Proclamation*  
Declaring May As

VOTER REGISTRATION MONTH

WHEREAS, Arizona is commemorating its one hundredth anniversary of statehood during the 2012 centennial year; and

WHEREAS, the Sandra Day O'Connor House Centennial Voter Engagement Project's mission is to increase informed participation of all citizens as a way to commemorate Arizona's Centennial; and

WHEREAS, it is imperative to create an Arizona where important policy decisions affecting our future are made through a process of civil discussion, critical analysis of facts and informed participation of all citizens; and

WHEREAS, to increase informed voter participation the Town of Camp Verde is a partner with the Arizona Centennial Voter Engagement Project;

NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde, Arizona do hereby proclaim the month of May 2012 as **Camp Verde Voter Registration Month** and call upon the people of Camp Verde to join their fellow citizens across Arizona in assisting other citizens to register to vote and become informed voters.

Issued this 2<sup>nd</sup> day of May, 2012.

---

Bob Burnside, Mayor

ATTEST:

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Deborah Barber, MMC, Town Clerk

# FORT VERDE STATE HISTORIC PARK

## (Quarterly Report FY 12 - January - March 2012)

### VOLUNTEERS:

Volunteers have continued to assist with running the front desk/visitor center and leading interpretive programs, and completing maintenance projects. We are grateful for all the volunteers who work behind the scenes and for those who work are in direct contact with our customers.

You are making a difference!

### SPECIAL EVENTS:

#### JANUARY

This month we continued the festive Victorian Christmas until the first week in January... then it was time to take down all the decoration and box them up for next year...

The AmeriCorps team came to Fort Verde for an entire week to help us with a drainage problem, round the buildings located at Officer's Row.



**ASP volunteers Carole and George Dvorak were recipients of the Yavapai County Unsung Hero Award, which was presented by Superintendent Davis at the Yavapai Broadcasting Studio located in Cottonwood. It was a real honor to receive this award from Superintendent Davis.**



**The first ever Free Fourth Friday at Five series was introduced in the month of January on the 28<sup>th</sup>. For a first-time event the turnout was great - Kudos helped promote the even by doing a special front-page feature story!**



## FEBRUARY - Buffalo Soldiers

This event was held in conjunction with the annual Pecan and Wine Festival. A special thank you to Verde Valley Entertainments for partnering with us on this event. It was a great weekend and everyone seemed to have a great time, even if it was chilly.

Attendance: 838

Revenue: \$2,559.00

Publications/Gift Shop Revenue: \$ 761.04



**The Free Fourth Friday at Five was held on February 25<sup>th</sup>. The hay rides continued, along with the candlelight tours and the Dutch Oven tasty cobbler.**



### **MARCH - Archaeology Awareness Month**

**Adobe brick-making workshops and living history presentations were held every weekend during the month of March. Thank you to our volunteers for putting on these workshops. For PR Specialist Monica Meinke, this was her first time putting on the workshop in addition to her rehabilitation of the demonstration garden.**





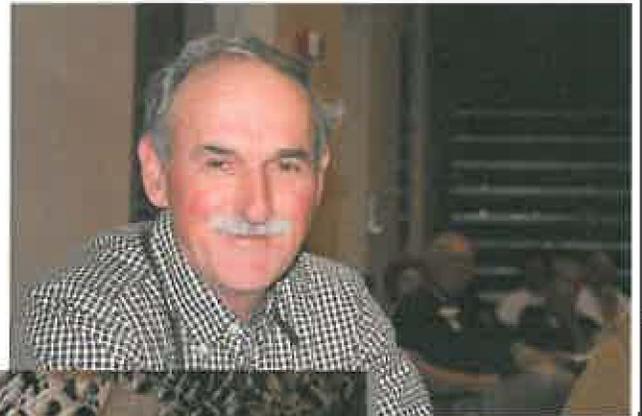
And yet another Free Fourth Friday at Five event was held on March 25<sup>th</sup>. Local talent was brought in to strum a few notes of some good old-fashioned folk music

### **Arizona State Parks Volunteer Venture Award Ceremony - March 31st**

Fort Verde had three volunteers recognized at the annual award ceremony this year. These volunteers have contributed numerous hours and have been instrumental in contributing to our visitors experience as well as helping to keep Fort Verde open to the public. All three volunteers were surprised at being selected as recipients of the awards. We thank all of our volunteers for all that you do!

**George & Carole - Dvorak - Volunteers of the Year**

**Bill Stafford - Volunteer of the Region**



**MAINTENANCE PROJECTS:** During this past quarter our volunteers continued refurbishing shutters for the historic homes along Officer's row and painting the exterior of the buildings.

Other projects that we are catching up on include bidding the plaster repair job in the COQ upstairs room, meeting with contractors to figure out how to tackle the drainage problem at the North side of the administration building and many other projects that can be otherwise time consuming.

**FUTURE PROJECTS:** Replace broken windows throughout the park, repair of the irrigation drainage at front of administration building, rebuild frame for Indian Scout Video interpretative display, paint the interior and exterior of historic homes and structures, renovate two additional rooms in the Surgeon's Quarters, repair of the adobe wall on the Administration building, repair plaster ceiling in Kid's Room of COQ, and other projects.

### **REVENUE & ATTENDANCE**

- The discounted entry coupon was still used in which Arizona State Parks began distributing a coupon to our Northern Region Parks (Fort Verde, Jerome, Dead Horse Ranch and Red Rock State Parks), which provides customers with a discount of \$1.00 per adult in their group (with a maximum discount of up to \$4.00 per group). For this reason, we have an increase in our attendance, which may not be reflected in the revenue.
- Our revenue almost doubled at the Buffalo Soldier event by partnering with the Pecan & Wine Festival this year - we are grateful for our partnership.

#### • **Comparison from last year's stats:**

##### **Jan 2011:**

Attendance: 447  
Revenue: \$1,603  
Publications/Gift Shop Revenue: \$529.56  
Volunteer Hours: 162

##### **Jan 2012:**

Attendance: 642  
Revenue: \$1,838 (Up 17%)  
Publications/Gift Shop Revenue: \$865.35  
Volunteer Hours: 526

##### **February 2011**

Attendance: 863  
Revenue: \$3,237.20  
Publications/Gift Shop Revenue: \$853.25  
Volunteer Hours: 672.50

##### **February 2012**

Attendance: 1,558  
Revenue: \$4,841 (Up 49%)  
Publications/Gift Shop Revenue: \$1,891.62  
Volunteer Hours: 699

##### **March 2011:**

Attendance: 943  
Revenue: \$3,337.00  
Publications/Gift Shop Revenue: \$1,599.58  
Volunteer Hours: 142

##### **March 2012:**

Attendance: 1180  
Revenue: \$4,478.00 (Up 34%)  
Publications/Gift Shop Revenue: \$1,814.19  
Volunteer Hours: 405.50  
(Total includes Free Fourth Friday volunteer hours)

### **Comments from Fort Verde State Park Staff:**

A special thank you to our volunteer reenactors who drive from all over the State of AZ and elsewhere and brave the frigid temperatures to help out with events, etc. We also thank the Town of Camp Verde employees (Russ, Mel, Mike, Shane and all other whose names I don't have on file) and Council Members who have been helping out with maintenance projects, setting up and breaking down tents, etc. - we really appreciate your help - even more than donuts can possibly express 😊



**Agenda Item Submission Form - Section I**

**Meeting Date:**

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

**Requesting Department:** Marshal's Office

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

**Agenda Title (be exact):** Discussion, consideration, and possible approval of a title change from Lieutenant to Commander in the Town of Camp Verde Position, Classification and 2009 Salary Plan. This change will not impact the job description or the salary range.

**List Attached Documents:** Memo, Lieutenant job description page from the Position, Classification, and 2009 Salary Plan

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments:

Finance Review:  Budgeted     Unbudgeted     N/A

**Finance Director Comments/Fund:**

**Fiscal Impact:**

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

**Comments:**

**Background Information:** In some settings words and titles mean little, but in a paramilitary organization such as a police department, a title or rank insignia means a great deal—to the holder of the rank, to their subordinates and to the community. As the Marshal's Office continues to raise the bar of high expectation this offers an opportunity for the position and organizational structure. As such, I am requesting that the title of Lieutenant be changed to "Commander" in the Town of Camp Verde Position, Classification, and 2009 Salary Plan.

**Recommended Action (Motion):** Approve the title change.

**Instructions to the Clerk:** Notify the HR Department of the change, if approved.

## REQUEST TO RECLASSIFY POLICE LIEUTENANT POSITION

I would like to change the title of "Lieutenant" to "Commander" in the Town of Camp Verde Position, Classification, and 2009 Salary Plan. This change in title will not result in a change to the current salary nor will it change the current pay range, since the current range is consistent with that of other departments in the area that have the commander rank. Importantly, this change is one that will enhance how the position is viewed by other law enforcement agencies.

Some examples of the agencies that have the commander rank are: Yavapai County, Sedona, Casa Grande, Cottonwood, Prescott Valley, Surprise, Chandler, Gilbert, Coolidge and virtually all the large agencies in the State.

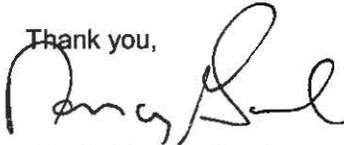
### The benefits of this change include:

- This position is basically a second in command position requiring a level of authority to provide support and decision making powers in my absence.
- This would provide an opportunity in a 5 year plan to add a lieutenant position to the rank if necessary.
- Often times the lieutenant is required to attend meetings with members of the community or other law enforcement agencies, when they do so, they are acting in my place and representing the Marshal's Office and the Town of Camp Verde. The title of commander brings with it a higher level of respect and expectation. This will benefit the Marshal's Office each time a function is attended, by letting the audience know that we take them and their issues seriously enough to send a "commander." The current lieutenant regularly attends police related meetings where he holds the lowest rank of anyone else in the room, while at the same time his duties are equal to or above others in attendance.
- Virtually there is no cost—the only cost will be the purchasing stars (two on each collar) to replace the single bar that each of them wear on their collars.
- Morale for the position

In some settings words and titles mean little, but in a paramilitary organization such as a police department, a title or rank insignia means a great deal—to the holder of the rank, to their subordinates and to the community. As the Marshal's Office continues to raise the bar of high expectation this offers an opportunity for the position and organizational structure.

With your approval I will move forward with this change.

Thank you,



Marshal Nancy Gardner

646 South 1<sup>st</sup> Street  
Camp Verde, AZ 86322

**Job Description**



**LIEUTENANT**

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under direction of the Town Marshal, serves as the commanding officer of one or more divisions within the police department.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the planning, coordination, and evaluation of law enforcement personnel and operations; implement and train subordinates in the policies, regulations, and general orders of the Marshal's Office; directly supervises the sergeants, civilian supervisors, and officers/deputies assigned to their division and indirectly supervises the entire department; regularly inspects functions within their command for compliance and quality control.
- Trains and develops departmental personnel; maintains departmental discipline and the conduct and general behavior of assigned personnel; conducts periodic performance evaluations and planning sessions for assigned personnel; counsels personnel on job performance and disciplinary matters; conducts internal affairs investigations of departmental personnel.
- Prepares and submits periodic reports to the Marshal regarding department activities and prepares a variety of other reports as appropriate; supervises the investigation of suspected crimes; takes command of major events and disasters.
- Participates in a variety of meetings with staff to discuss/resolve issues, concerns, complaints, and problems; consults with Town Marshal in the development of overall goals and objectives; promotes, develops, and implements crime prevention programs and other community based programs.
- Performs other related, similar or logical duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

Directly supervises first-line supervisors and other assigned law enforcement personnel.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in criminal justice, management, or a closely related field; AND five years experience in police work with at least three years in a supervisory capacity; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

#### **Required Knowledge of:**

- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The standards by which "quality police service" is measured.
- The geography, addresses and building locations within and surrounding Camp Verde.
- The equipment used in law enforcement including weaponry, communications and vehicles.
- Town and Department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Law enforcement liability and loss prevention practices.

#### **Required Skill in:**

- Planning, organizing, directing, and evaluation of police department programs.
- Establishing and maintaining effective relationships with school system officials, other law enforcement agencies, general public, Town officials and Town staff.
- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of law enforcement officers.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Evaluating the work of subordinate staff to ensure achievement of departmental objectives and standards
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** May 2, 2012

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Town Manager

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration and possible approval of a lease between the Town of Camp Verde and the Verde Valley Archaeology Center, Inc. for the facility at 385 S. Main Street authorizing the Mayor's signature and commencing upon receiving confirmation of voluntary termination from the current lease holder, the Camp Verde Chamber of Commerce.

**List Attached Documents:**

1. Draft Lease Agreement

**Estimated Presentation Time:** 10 Min

**Estimated Discussion Time:** 20 Min

**Reviews Completed by:** Russ Martin/Bill Simms

Department Head:

**Town Attorney Comments:** Mr. Simms will provide a redline version and comments, if necessary, prior to consideration on Wednesday.

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

**Finance Director Comments/Fund:**

**Fiscal Impact:**

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

**Comments:** Costs for upgrading the HVAC and annual utilities for this arrangement would need to be budgeted if those items remain in the lease.

**Background Information:** The Town provided notice to the current lease holder on November 2, 2011 that it would like to terminate the lease on or before the 18 month period ends, May 2, 2013. Additionally, the Council gave staff direction to begin discussions with the Verde Valley Archaeology Center about its interest in obtaining a long term

lease from the Town for the premise at 385 S. Main Street, on or before the lease would terminate with the Chamber of Commerce. Several meetings have been held with and between parties and continue to determine the best solution for transitioning this space and the timeframes that would be most beneficial to all parties involved in hopes to further facilitate downtown business traffic. Staff believes that although there is not a perfect solution the parties have hopefully found compromises to allow for the Town Council to consider the arrangement that would begin once a formal termination letter was received from the current lease holder.

This lease with Verde Valley Archaeology suggests that the Town believes that this type of Center is vital to the Town and will allow the Town to make progress towards a stronger local economy that will benefit all residents. It also continues the type of arrangements we continue to support similarly with the Historical Society and Fort Verde State Historical Park where we contribute for similar reasons.

The Verde Valley Archaeology Center intends through this lease arrangement to upgrade the interior of the facility at their cost while maintaining public uses that have traditionally been occurring in the facility.

***Recommended Action (Motion):*** Move to approve the lease with Verde Valley Archaeology Center, Inc. and authorize the Mayor to sign the Lease only after the current lease holder formally submits a termination letter or no longer meets the obligations of the lease resulting in termination.

***Instructions to the Clerk:*** None.

**Municipal Lease  
Between  
The Town of Camp Verde  
and the  
Verde Valley Archaeology Center, Inc.**

This Agreement for a Municipal Lease ("Lease") is entered into this \_\_\_\_\_ of 201\_ by and between the Verde Valley Archaeology Center, Inc, a non-profit corporation, hereinafter referred to as "Center" and the Town of Camp Verde, a municipal corporation, hereinafter referred to as "Town".

**Lease**

**LANDLORD:** Town of Camp Verde, an Arizona municipal corporation, 473 South Main Street, Ste. 102, Camp Verde, AZ 86322

**TENANT:** Verde Valley Archaeology Center, Inc., P.O. Box 3474, Camp Verde, AZ 86322

**WHEREAS**, the Landlord and Tenant agree it is in the public interest to establish an Archaeological Facility for use by the Center, and other related public agencies, for promotion of tourism generated by the area's prehistoric culture and Native American history such that if the Center did not create, open and operate such a facility, the Town would do so itself:

**WHEREAS**, the Town owns facilities located at 385 S. Main Street, and related parking areas; located at the entrance to Fort Verde State Historic Park, from Main Street, that would serve as a gateway center for future development connecting the downtown area and the Fort; and

**WHEREAS**, the Town receives a significant portion of its tax revenue from tourists spending in the community and sales tax revenue from those businesses substantially support public services the Town provides for the benefit of all residents; and

**WHEREAS**, the Town desires to maintain a strong and vital local economy and to assist in the collection, study, curation and exhibition of the Camp Verde area's archaeological artifacts; and

**WHEREAS**, the Center is qualified and has the experience, organization and facilities to provide for the collection, study, curation and exhibition of archaeological artifacts for the public benefit and it would be much more expensive for the Town to acquire the expertise to operate such a facility itself; and

**WHEREAS**, the Town and Center both have the desire and the commitment to build a strong local economy and promote Camp Verde;

**WHEREAS**, the parties wish to memorialize their understanding regarding the lease of the building located at 385 South Main (the "Facility") to be used as defined in the Agreement; and

***NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW***

## Terms & Conditions of Lease

1. **Premises:** Landlord shall lease to Tenant the Facility which is located at 385 South Main Street (the "Premises"), including approximately 3,333 square feet of rentable space.
2. **Non-exclusive use** The Tenant shall not have exclusive use of the Premises. A lecture hall/presentation room and any other common areas will be available for LANDLORD's use and available for use by other groups as authorized by the Town Manager (or his/her designee) to be scheduled by the Town Manager (or his/her designee), through the Archaeology Center Director (or his/her designee). The TENANT will be responsible for all scheduling and coordinating use of the building.
3. **Term:** The term of the Lease shall from July 1, 2012 to June 30, 2022.
4. **Renewal:** If at the conclusion of the eighth year of the Lease the Tenant shall not be in default under any provision of this Lease, Tenant shall have the option to renew this Lease for one (1) additional ten (10) year term, upon the same terms and conditions as set forth herein. Tenant will advise Landlord in writing on or before July 31, 2020, if Tenant elects to exercise this renewal option.
5. **Rent:** In consideration of the leasehold interest granted hereby, the fair market value of which is \$24,000 per year, Tenant shall perform its obligations, as specified below, and Tenant shall pay rent during the term of the lease in the amount of \$1.00 per year, payable on July 1 of each lease year, acknowledging that the occupancy and use of the premises for Center will be a benefit of the citizens of the TOWN and the surrounding communities. The Town is fully compensated by the Center's operation of a facility to promote tourism, preserve and display the prehistoric and Native American artifacts from the area. The fair market rental value of the Premises is less than the amount it would cost the Town to create and operate such facility itself. The obligations of the Tenant include:
  - a. Establishing, administering, and staffing the Center to display the local prehistoric culture and Native American history;
  - b. Marketing and promoting the Center and its events in the Town of Camp Verde and increasing tourism in Camp Verde and coordinating with the Town on items of mutual interest to promote tourism and the Center;
  - c. Permitting the Town and other groups approved by the Town to use the Premises as needed;
  - d. Providing information to the Town from which the Town may calculate increases in tourism and sales tax generated by the Center;
  - e. Meeting with the Town Manager and/or Council on an as-needed basis, but not less frequently than semi-annually and providing annual presentations to the Town Council in regularly scheduled meetings to inform the Council of relevant activities and information related to the Center's mission; and

f. Completing a remodel of the interior of the Premises, at Tenant's sole expense.

6. **Improvements:** Tenant shall not make any modifications or improvements to the Property without the prior consent of the Landlord. Any office equipment, supplies, or other fixtures brought to the Premises by Tenant, shall remain the property of the Tenant.
7. **Utilities:** Costs of the utilities for the Premises such as electrical, gas, water, sewer and trash, telephone, and internet services shall be the responsibility of the Town.
8. **Use:** The Center notwithstanding its responsibility to its members shall, for the benefit of Town, promote, develop and enhance tourism for the Town and surrounding areas through the curation of archaeological collections, educational programming, public exhibits, public lecture series, volunteer training, student internships, research opportunities and cultural events.
9. **Public Use:** The Tenant shall hold the Premises open to the public. In addition to maintaining an Archaeological Center the Tenant agrees to the Facility will be open to the public and staff a minimum of five (5) days a week and a minimum of five (5) hours per day to promote the Town of Camp Verde and its heritage through operation of the Center. It is understood and agreed that the Center is free to hold private events from time to time and may contract with other parties or to otherwise provide additional services with the consent of the Town that should not unreasonably be withheld.
10. **Member Services:** The Town acknowledges that the Center will also be rendering services to the Centers own members in this Facility.
11. **Town:** The Town shall do the following:
  - a. At the request of the Center, the Town shall disclose to the Center any information pertaining to the community that may be legally released.
  - b. Town shall make available other Town facilities, as it deems necessary to accommodate activities associated with the Center's business.
  - c. Upgrade the existing HVAC system within the first year of the lease term.
12. **Sublease:** Tenant shall not sublease any portion of the Premises without the written consent of the Landlord.
13. **Maintenance:** Town shall be responsible for all maintenance of the Premises, interior and exterior, roofing, painting and the central heating and cooling, plumbing, and parking.
14. **Signs:** Tenant shall not install any exterior signage on the Premises without the prior written approval of the Landlord.
15. **Remodeling:** The Premises and surrounding properties are integral parts of Main

Street and will link the Archaeological areas of the Town with Fort Verde State Historic Park. Therefore, the Landlord reserves the right to effect changes in the building structure, parking, and access consistent with the surrounding parking areas that indicates the primary uses of the Premises.

**16. Insurance:**

Per Town Policy, Tenant agrees to procure and maintain, at its sole expense, a policy of General Liability insurance with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage that names the Town of Camp Verde (Landlord) as the Certificate Holder and as an Additional Insured (with corresponding endorsement) in connection with the Facility as provided herein; Carriers should possess an "A-" or better A.M. Best rating and the Tenant shall keep said policy in force for the duration of this Lease, and for any extension thereof. The Tenant shall provide the Landlord with the Certificate of Insurance (COI) evidencing such insurance coverage. This aforementioned COI, endorsement and the fully executed Agreement must be returned simultaneously to the Landlord. Upon the Landlord's receipt of all the aforementioned documents, the Agreement will be considered fully executed.

**Cancellation Notice or Material Change of Coverage:** Center's Carrier shall immediately notify the Town if insurance noted previously, is canceled, reduced, not renewed, or otherwise materially altered during the period for which it is intended.

- 17. Dispute Resolution:** If a dispute between the parties arises as to the terms and obligations under this Lease, then the Landlord and the Tenant shall attempt in good faith to resolve said dispute.
- 18. Early Termination:** In the event the Town or the Center desire to terminate the Lease, eighteen (18) months written notice is required.
- 19. Choice of Law:** This Lease is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S. § 38-511.

*Remainder of Page Intentionally Left Blank*

IN WITNESS WHEREOF, the parties hereto have caused this Municipal Lease, consisting of \_\_\_ pages, to be executed by their duly authorized officials on \_\_\_\_\_, 201\_.

TOWN OF CAMP VERDE

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
William J. Sims, Town Attorney

\_\_\_\_\_  
Date

VERDE VALLEY ARCHAEOLOGY CENTER, INC.

By: \_\_\_\_\_  
James V. Graceffa  
Its President



Town of Camp Verde

**Meeting Date:** May 2, 2012

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

**Staff Resource/Contact Person:** Council Member Bruce George

**Agenda Title (be exact):** Discussion, consideration, and possible direction to staff relative to establishing a mechanism in which citizens can donate funds to purchase specific and/or volunteer time.

**List Attached Documents:** N/A

**Estimated Presentation Time:** 5 min

**Estimated Discussion Time:** 15 min

**Reviews Completed by:** N/A

- Department Head:                       Town Attorney Comments:

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

**Finance Director Comments/Fund:**

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ *N/A* \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_ *N/A* \_\_\_\_\_

**Comments:**

**Background Information:** At the April 18<sup>th</sup> meeting, a Camp Verde resident, Helen Zimmerli, spoke to Council and suggested that the Town provide opportunities to donate funds to the Town to pay for items, such as parks, equipment, park benches, fountains, etc.

**Recommended Action (Motion):** Move to establish a mechanism in which citizens can donate funds for purchasing items and/or volunteer time; and direct the Clerk to prepare a Contribution Form to publicize.

**Instructions to the Clerk:** N/A



## Camp Verde

## Pledge Form

### Donor Information (please print or type)

Name  Bruce M George  
Billing address  706 S Sgt WoodallDr  
City  Camp Verde  
State  Arizona  
ZIP Code  86322  
Telephone (home)  928 567-9251  
Telephone (business)   
Fax   
E-Mail

### Pledge Information

I (we) pledge a total of \$500 to be paid:  
x now  monthly  quarterly  yearly.

I (we) plan to make this contribution in the form of:  
x cash  check  credit card  other.

This contribution is made  
for the purchase of a park  
bench honoring our Mother

We want an inscription with the words, "In honor of our beloved Mother  
Doris Bonham" signed Bruce M George, Pat George, Karen George Prince

### Acknowledgement Information

Please use the following name(s) in all acknowledgements:

I (we) wish to have our gift remain anonymous.

Signature(s)

Date

Please make checks, corporate matches, or other gifts payable to:

[Organization Name]  
[Street Address]  
[City, State, ZIP Code]



# Pledge Form

[Organization Name]  
[Mission Statement]

## Donor Information (please print or type)

Name \_\_\_\_\_

Billing address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

Telephone (home) \_\_\_\_\_

Telephone (business) \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## Pledge Information

I (we) pledge a total of \$ \_\_\_\_\_ to be paid:  
\_\_\_\_ now \_\_\_\_ monthly \_\_\_\_ quarterly \_\_\_\_ yearly.

I (we) plan to make this contribution in the form of:  
\_\_\_\_ cash \_\_\_\_ check \_\_\_\_ credit card \_\_\_\_ other.

Credit card type \_\_\_\_\_

Credit card number \_\_\_\_\_

Expiration date \_\_\_\_\_

Authorized signature \_\_\_\_\_

Gift will be matched by \_\_\_\_\_ (company/family/foundation).  
\_\_\_\_ form enclosed \_\_\_\_ form will be forwarded

## Acknowledgement Information

Please use the following name(s) in all acknowledgements:

\_\_\_\_ I (we) wish to have our gift remain anonymous.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Please make checks, corporate matches, or other gifts payable to:

[Organization Name]

[Street Address]

[City, State, ZIP Code]