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**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, JULY 7, 2010
at 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) Special Session – June 29, 2010
 - 2) Special Session – June 25, 2010
 - 3) Executive Session – June 25, 2010 (recorded)
 - 4) Council Hears Planning & Zoning Matters-Special Session – June 23, 2010
 - 5) Special Session – June 23, 2010
 - 6) Executive Session – June 23, 2010 (recorded)
 - 7) Regular Session – June 2, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) July 14, 2010 at 6:00 p.m. – Special Session – Public Hearing 2010-2011 Budget
 - 2) July 21, 2010 at 6:30 p.m. – Regular Session
 - 3) July 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible award of/and authorization to execute the contract with Republic Intelligent Transportation Services, Inc., a sole source provider for traffic signal maintenance for the signal lights located at Cliff's Parkway & Finnie Flat Rd. and Montezuma Castle Highway & Finnie Flat Rd. There is \$12,000 budgeted for this item in the HURF fund. Staff Resource: Ron Long**
 - d) **Possible award of Bid #10-82 "Supply or Supply and Delivery Aggregates" to Yavapai Apache Sand and Rock (sole bidder) and authorization to execute the contract. This is a budgeted item in the HURF fund. Staff Resource: Ron Long**
5. **Special Announcements & Presentations**

Presentation of a Certificate of Appreciation to Wes Bonham for his service on the Board of Adjustments & Appeals. Mr. Bonham submitted a letter of resignation effective June 28, 2010. Staff Resource: Debbie Barber
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, and Yavapai County Water Advisory Committee. 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 authorization to execute a Letter of Consent from the Town of Camp Verde to the Bureau of Indian Affairs permitting the Yavapai Apache Nation to place non-tribal roads on tribal inventories. This action does not transfer ownership of Town roads, but rather, provides potential Tribal-funded road improvements. Staff Resource: Ron Long**

9. **Discussion, consideration, and possible approval of a Memorandum of Understanding between Northern Arizona Council of Governments (NACOG) and the Town of Camp Verde to continue administration of the Voucher Transit System for Fiscal Year 2010/2011. There is \$18,600.40 remaining in the LTAF II account for the Voucher Transit System. Staff Resource: Valerie House**
10. **Discussion, consideration, and possible selection of two candidates who are seeking election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill two four-year terms that expire in 2014 and authorization for the Mayor to complete the corresponding 2010 Trustee Ballot based on Council's selection. The candidates are Jackie Baker, Town of Camp Verde, Lenore Lancaster, Town of Paradise Valley, Jean Poe, City of Surprise. Staff Resource: David R. Smith**

Councilor Garrison requested items #11 & 12:

11. **Discussion, consideration, and possible direction to staff relative to the Capital Improvement Plan process, required updates, community surveys, public participation, etc.**
12. **Discussion, consideration, and possible direction to staff relative to the budget process. Discussion may include, but not be limited to timelines, format, public participation, etc.**
13. **Call to the Public for Items not on the Agenda.**
14. **Advanced Approvals of Town Expenditures.** There are no advanced approvals.
15. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
16. **Adjournment**

Posted by: W Jones

Date/Time: 7-1-2010 8:15 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.

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
TUESDAY, June 29, 2010
5:00 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

Mayor Burnside called the meeting to order at 5:00 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, and Councilors Garrison, Roulette, and Whatley were present. Councilors Baker and German were absent.

Also Present: Acting Town Manager, David R. Smith, Town Engineer Ron Long and Deputy Clerk, Virginia Jones

3. Discussion, consideration, and possible appointment of a Town Manager, contingent upon completion of a satisfactory background check and mutual agreement to the terms of employment. The final candidates for the position are Lawrence Dobrosky, Russell Martin, and Kelly Udall.

On a motion by Garrison, seconded by Kovacovich, Council voted to offer the position of Town Manager to Kelly Udall, contingent upon a satisfactory background check and mutual agreement to the terms of employment.

Mayor Burnside shared a memo with Council from Councilor Baker advising that she was unable to attend the meeting, but would like Council members to know that her first choice was Mr. Udall. Whatley confirmed that during the Committee interviews, Councilor German had also indicated her first choice was Mr. Udall.

4. Discussion, consideration, and possible direction to staff relative to the terms of the offer of employment to the successful candidate. Note: Council may vote to discuss this item in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Council discussed at length, the necessity of having the Town Manager as a resident of Camp Verde, and without giving a specific timeline, would like to see him become a resident within a reasonable amount of time with the understanding that there may be circumstances that prevent him from becoming a resident immediately. Council agreed that the Manager shall have the same working hours as other Town employees, noting that they understood that he might have to be out of the office during regular business hours and that there would be occasions when work days will exceed 10 hours.

Council also discussed the idea of providing a vehicle for the Manager and agreed the Town was not financially able to provide a vehicle, but noted that the Town does pay mileage for expenses incurred from work-related travel.

Public Input:

Steve Ayres said he had a chance to speak with Mr. Udall and he had indicated he was anxious to move to Camp Verde and enroll his children in school.

Suzy Burnside asked why Council preferred Mr. Udall to the other applicants. The consensus of Council was that Mr. Udall had the experience, education, and accomplishments that Camp Verde needed. He was an Arizona native and he has the ability to put things in black and white so that everyone could understand exactly what his directions are. During the interview process, Mr. Udall stated his strength was common sense and his weakness was that he was a perfectionist. Council stated that Mr. Udall recognizes the challenges that Camp Verde faces and has dealt with some of the same issues in his current position.

Steve Ayres stated that when he had spoken with Mr. Udall, he had asked him what was working and what was not working for him in his current position. He advised that Mr. Udall's answers were almost word for word what Ayres had received from the Pinetop Lakeside local newspaper. Ayres advised that he believed that he had received legitimate and honest answers.

On a motion by Roulette, seconded by Kovacovich, the Council voted to go into executive session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

The Special Session was recessed at 5:34 p.m. and reconvened at 6:00 p.m.

Mayor Burnside turned the meeting over to Acting Town Manager, David R. Smith.

Smith stated that Council has directed him to negotiate terms with Mr. Udall in a timely manner and attempt to get a manager on board as soon as possible.

5. Adjournment

On a motion by Whatley, seconded by Roulette, the meeting adjourned at 6:01 p.m.

Bob Burnside, Mayor

Virginia Jones, Deputy 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 Special Session of the Town Council of Camp Verde, Arizona, held on the 29th day of June 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

40.2

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
FRIDAY, June 25, 2010
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 8:03 a.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, Garrison, Roulette, and Whatley were present. Councilor German was absent.

Also Present

Marshal David R. Smith and Town Clerk Deborah Barber

Mayor Burnside read the agenda title aloud. Smith advised that all candidates requested executive session and that this was the preferred manner, so as not to give an unfair advantage to the applicants who sit in on the interviews. Smith explained the interview procedure and cautioned against questions that could be perceived as a violation of Fair Labor standards.

On a motion by Baker, seconded by Kovacovich, the Council voted to conduct the interviews for the Manager position in executive session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

The Special Session was recessed at 8:08 a.m. and reconvened at 11:40 p.m.

3. The Mayor and Council May interview one or more of the following candidates for the Town Manager Position:

Lawrence Dobrosky, Kimberly Kerr, Russell Martin, Roger Kolman, Kelly Udall, Clifford O'Neill.

Council directed staff to set a special session for Tuesday, June 29, 2010 at 5:00 p.m. for Council to consider an offer.

4. Adjournment

On a motion by Whatley, seconded by Baker, the meeting was adjourned at 11:40 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 Special Session of the Town Council of Camp Verde, Arizona, held on the 25th day of June 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4a4

**MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JUNE 23, 2010
6:30 P.M.**

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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, Garrison, Roulette, Baker and German were present.

Also Present: Acting Town Manager Dave Smith, Acting Community Development Director Mike Jenkins, Public Works Director Ron Long, Sr. Acct. Lisa Elliott, Asst. Planner Jenna Owens, Permit Tech Becky Oium, Town Clerk Debbie Barber, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by German.

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

a) **Approval of the Minutes:**

- 1) Special Session – June 9, 2010
- 2) Executive Session – June 9, 2010 (recorded)
- 3) Budget Work Session – June 8, 2010
- 4) Budget Work Session – June 7, 2010
- 5) Special Session – June 2, 2010
- 6) Executive Session – June 2, 2010
- 7) Executive Session – June 2, 2010 (recorded)
- 8) Budget Work Session – May 26, 2010

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

- 1) June 25, 2010 at 8:00 a.m. – Special Session – Interviews for Town Manager
- 2) July 7, 2010 at 6:30 p.m. - Regular Session
- 3) July 14, 2010 at 6:00 p.m. – Special Session –Public Hearing 2010-2011 Budget
- 4) July 21, 2010 at 6:30 p.m. – Regular Session
- 5) July 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval to confirm Judge Anna Young and Judge Jacque P. Daughety as Juvenile Hearing Officers without additional compensation as per ARS 8-323A and Administrative Orders No. 201011 and 201012.** Staff Resource: Judge Harry Cipriano

d) **Possible approval of Resolution 2010-810, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town Services.** Staff Resource: Debbie Barber

On a motion by Baker, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with an additional meeting for an Executive Session at 5:30 p.m. on July 7th, 2010.

Mayor Burnside requested that a Special Executive Session be added for July 7th, 2010 at 5:30 p.m., for discussion with possible new Town Manager.

5. **Special Announcements & Presentations**

Burnside read from a summary document received from MatForce that reviewed the projects that the Coalition has achieved over the last four years, effecting significant reductions in felonies filed and meth offenses, as well as decreases in alcohol, marijuana and meth use by youth from 2006 to 2008 in Yavapai County. Based on those efforts, MatForce was awarded the 2009 Got Outcomes Coalition of Excellence Award from the Community Anti-Drug Coalition of America.

There were no other special announcements or presentations.

6. **Council Informational Reports.**

Whatley said she attended the Sanitary District meeting on June 10th on the tentative budget that looks pretty good; there should be any significant increase.

German reported on attending the Chamber Board meeting as liaison; the discussion centered on funding for the Visitors Center.

Burnside, together with Acting Town Manager Dave Smith and Town Engineer Ron Long, met with the Yavapai-Apache Nation; they have an opportunity to submit a grant application to the Federal BIA for road maintenance; their inventory of roads includes any Camp Verde roads that the Tribal members use. The Town will be asked for its support.

7. **Call to the Public for Items not on the Agenda.**

(Comments from the following individuals are summarized.)

Debbie Miller, Manager of the Camp Verde pool, thanked the Town for opening the pool this summer, listing the benefits to the community and all the families. She described in detail her concern regarding the Council's decision to keep the temperature at a lower level, which is creating great discomfort to all ages using the pool, possibly leading to hypothermia, and requested that the temperature be raised to 82 degrees.

Tracie Schimikowsky, Executive Director for the Chamber and the Visitors Center, protested the decision to take away the \$35,000 funding for the Visitors Center, and outlined the importance of the Center for promoting tourism and the Town's economy.

Betty Fineman, Camp Verde resident, spoke in support of Debbie Miller's presentation, and as a user of the pool confirmed the extreme discomfort of the lowered water temperature.

Debbie Roulette, spoke in support of the Chamber and in support of the request to return funding for the Visitors Center.

Brenda Hauser also spoke in support of the Chamber that serves a real purpose in promoting the Town; she especially was concerned with the problem of the lowered water temperature of the pool .

Elaine Kiehlbaugh also spoke on the issue of wanting the pool water temperature raised.

Arlene Atkinson, a Camp Verde resident, expressed her concern regarding the excessive number of pigeons maintained by a neighbor, and brought to the attention of the Council the proven threat to the health of the community caused by pigeons.

Justin Wertz said that he continues to work on the issue of providing skateboard facilities for the Town.

Amy Bast described how her small children are adversely affected by the low water temperature of the pool, and described how residents of other communities have joined together to create small playgrounds with swimming pools.

Kathy Davis, Superintendent of the National Monuments in the Verde Valley, spoke in support of the Chamber, a key and essential part of the tourism scene in the Verde Valley.

Linda Buchanan, Education Coordinator at Yavapai College, pointed out the chilling effect that the lack of funding for the Visitors Center will have for the community, and described a recent grant-writing workshop held in Camp Verde and attended by many from out of State. The additional funding needed by the Visitors Center is extremely important in order to keep the Town afloat.

Charlie German spoke in support of the Visitors Center, which is a different entity from the Chamber. He strongly advocated volunteerism in being proactive in soliciting businesses from recent disaster areas to relocate to Camp Verde. He said he would also promote that idea to the incoming new Town Manager.

Dave Freeman pointed out that the businesses are the Town's profit center, providing revenues from sales taxes; the pump needs to be primed by helping and increasing the businesses; he asked if this Town is too tough to die or too dysfunctional to survive.

Ramona Aldridge, owner of Healthy Thymes Health Foods Store, spoke in support of the Visitors Center and the important symbiotic relationship between the Town and its businesses.

Dean Harrison, owner of Out of Africa, said that in the past he has offered businesses to include their brochures at his business, and again invited the merchants to do that; the businesses on each side of the highway should work together for the benefit of all.

Steve Goetting spoke in support of the Visitors Center and the Chamber, and outlined his personal research leading to his decision to relocate to Camp Verde.

Gary Thompson, real estate business owner, said that now is not the time to cut back on support for the Visitors Center; innovative advertising is needed to bring people to the Town.

Jim Velder spoke in support of increasing the water temperature for the pool; otherwise, people will go to Cottonwood and shop there.

Kyle French, a new business owner, is in support of the Visitors Center, is a member of the Chamber, and urged the Council to consider the overall impact on the Center from decreasing the funding; he also voiced his support for raising the water temperature of the pool.

There was no further public input.

Mayor Burnside expressed his appreciation for the public who had attended, and commended them on their thoughtful input and civility throughout the sharing of opinions and requests.

8. **Discussion, consideration, and possible direction to staff concerning a proposal from Robbie Allen, owner of Wingfield Plaza, to allow a boardwalk-like sidewalk to be constructed over the existing concrete sidewalk fronting the Sutler's Steak House location that is currently being remodeled.** Staff Resource: Mike Jenkins

On a motion by German, seconded by Roulette, the Council unanimously directed staff to begin the Encroachment & Building permit process for the proposed Board Walk "like" sidewalk and railing structure in front of the Sutler's Steak House.

Acting Community Development Director Mike Jenkins reviewed the existing problem of the step down from the sidewalk surface to the parking area in front of the subject business, both of which fall outside Federal, State and Town requirements. The owner has proposed installing a boardwalk sidewalk with a fall

protection railing under the existing canopy roof, and has committed to pay all costs associated with the construction. The current deteriorated condition of the sidewalk may be a liability to the Town. The Town staff would process the Building Permit and the Appearance Standards Review, and it appears that the proposed board walk project would be of benefit to both the business owner and the Town.

Public Works Director Ron Long gave a Power Point presentation to illustrate the existing condition of the sidewalk and hazardous step down, how it was created during the Main Street improvements, and the responsibility assumed by the owner in order to receive an encroachment permit in connection with the renovation of his building. Long said that the Town would request Mr. Allen to modify his encroachment permit to include the boardwalk, indemnify the Town, and agree to maintain the board walks in perpetuity. The presentation also included drawings prepared by the owner of the proposed project. The alternative to the owner making the proposed changes would be for the Town to remove the existing concrete sidewalk and provide the handrail and landscaping, which would cost from \$25,000 to \$50,000

The Council briefly discussed the construction details involved in the proposal, with input from Long and Mr. Allen, and expressed general agreement with the project as outlined by staff and the owner.

9. **Discussion, consideration, and possible approval of budget re-appropriations for various line items as detailed to ensure that the actual FY 2009-2010 year-to-date expenditures are in line with the budgeted appropriations.** Staff Resource: Lisa Elliott

On a motion by Whatley, seconded by Kovacovich, the Council unanimously approved the budget re-appropriations for various line items as detailed to ensure that the actual FY 2009-2010 year-to-date expenditures are in line with the budgeted appropriations, and accept the four corrections of Account Numbers, on Page 2 Community Development; on Page 3 Camp Verde Community Library; on Page 3 Magistrate Special Revenue; on Page 4 CDBG Grants Fund.

Sr. Acct. Elliott said that she has prepared an exhaustive list of all account numbers in the current budget that look to exceed budget appropriations, as well as a listing of the corresponding re-appropriation numbers to satisfy those overages. The majority of the re-appropriations have come from within the departments and the related divisions. Elliott said she cannot tell if there will be others between now and the end of the budget period; she referred to a list of four account number typo corrections that she had distributed to Council prior to the meeting. It was confirmed that the question of whether the Council members would prefer a line item review, or look at the big ticket items, has yet to be decided.

10. **Discussion, consideration, and possible approval of Resolution 2010-814, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled "Town of Camp Verde Fiscal Year 2010-2011 Tentative Budget.** Staff Resource: Lisa Elliott

On a motion by Baker, seconded by Roulette, the Council unanimously approved Resolution 2010-814, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled "Town of Camp Verde Fiscal Year 2010-2011 Tentative Budget.

Sr. Acct. Elliott detailed a few additional appropriations that staff became aware of subsequent to the recent budget work sessions, including electricity for the rock building which is estimated to be approximately \$50 per month, for an additional appropriation of \$600. The annual maintenance cost for the computer software will be \$172 more than budgeted for the next fiscal year. Elliott also cited a risk management issue involving a tree which might require an additional cost. The final item is the Zellner woodyard settlement, the amount of which is still in negotiation.

The Council discussed the statutory deadline for adoption of the budget, with input from Acting Town Manager Smith, and Town Clerk Barber. It was confirmed that the tentative budget must be adopted by the end of June, and that after adoption it will not be possible to add to the total amount as set forth in the

tentative budget. However, monies can be moved around within the budget to take care of other issues as they may arise. The schedule for the public input was also discussed. There was extensive discussion on the issue of having decreased funding for the Visitors Center. The majority of the Council ultimately agreed to return \$20,000, for a total of \$55,000 for the Visitors Center, with the \$25,000 for marketing making a total of \$80,000. The \$20,000 is to be appropriated from the funding set aside for the Finney Flat storm drain project. The subject of increasing the pool water temperature was also addressed; it was agreed to reset it higher by 4 degrees. It was also generally agreed that the additional costs outlined initially by Elliott could probably be absorbed within the ceiling set by the tentative budget. Burnside cautioned the members to keep in mind that the contingency fund is set aside for emergencies only.

There was no public input.

Sr. Acct. Elliott requested clarification from the Council, that the Council is willing to increase the amount of the Visitors Center appropriation by \$20,000, and decrease the appropriation of the CIP budget for the Finney Flat sidewalk by \$20,000; the temperature for the pool will be increased right away.

A recess was called at 8:26 p.m.; the meeting was called back to order at 8:35 p.m.

11. **Discussion, consideration, and possible approval of Resolution 2010-812, a resolution of the Common Council of the Town of Camp Verde, Arizona, ordering and calling an election to be held on November 2, 2010, in and for the Town of Camp Verde, Arizona to submit to the qualified electors thereof the question to authorize two proposed increases in the general transaction privilege tax of the Town of Camp Verde: a one percent (1%) increase, excluding the categories of construction contracting, construction contractors, hotel (bed tax), and rental taxes on real property referred by the common council and a 50 mill (1/2 cent) increase as proposed by initiative.** Staff Resource:

Debbie Barber

On a motion by Baker, seconded by German, the Council unanimously approved Resolution 2010-812, a resolution of the Common Council of the Town of Camp Verde, Arizona, ordering and calling an election to be held on November 2, 2010, in and for the Town of Camp Verde, Arizona to submit to the qualified electors thereof the question to authorize two proposed increases in the general transaction privilege tax of the Town of Camp Verde: a one percent (1%) increase, excluding the categories of construction contracting, construction contractors, hotel (bed tax), and rental taxes on real property referred by the common council and a 50 mill (1/2 cent) increase as proposed by initiative.

Barber explained that the proposed Resolution calls the Special Election and authorizes the Town Clerk to take the necessary steps to comply with the mandated procedures which Barber outlined in discussion with the members. The Council also discussed with Barber and Jones the costs for participating in the General Election.

12. **Discussion, consideration, and possible approval of the Publicity Pamphlet for the November 2, 2010 Special Election. The pamphlet includes proposed ballot language, voter information, and sample ballots for the Town's portion of the statewide November election.** Staff Resource: Debbie Barber

On a motion by Baker, seconded by Roulette, the Council unanimously approved the Publicity Pamphlet for the November 2, 2010 Special Election.

Barber said that copies of the proposed Publicity Pamphlet will be sent to every household with a registered voter. Public money cannot be spent to influence an election, so the language must be carefully reviewed by the attorney. The Pamphlet provides information on the intent of the measures to be voted upon. Individuals are allowed to have an argument included in the Pamphlet, either for or against a measure, for a fee of \$200. Barber confirmed that there is no way to anticipate that language, so approval of the proposed Pamphlet is based on the draft as submitted.

- 13. **Discussion, consideration and possible appointment of a Vice Mayor to serve a one-year term.** Staff Resource: Mayor & Council
On a motion by Whatley, seconded by Baker, the Council unanimously appointed Bob Kovacovich to remain as Vice Mayor to serve a one-year term.

There was no Council discussion prior to the action taken.

- 14. **Discussion, consideration and possible appointment of Council members to serve on various local, regional and state committees.** Staff Resource: Mayor & Council
The Council members agreed to serve on the following various local, regional and state Committees, as indicated:

Camp Verde Schools Education Foundation:	Garrison/German
Chamber of Commerce Board:	German/Roulette
NACOG Regional Council:	Burnside/Baker
NACOG – Tourism:	Garrison/Baker
NACOG – Economic Development Council	Garrison/Baker
Sanitary District Liaison:	Roulette/Whatley
Verde Valley Transportation Organization	Baker/Roulette
Youth Coalition (Now inactive)	
Verde Valley Water Users Liaison	Kovacovich/Whatley
Yavapai County Local Drought Impact Group	Kovacovich/German
Yavapai County Water Advisory Committee	Burnside/Baker

- 15. **Call to the Public for Items not on the Agenda.**
There was no public input.

- 16. **Advanced Approvals of Town Expenditures.**
There were no advanced approvals.

- 17. **Manager/Staff Report**
There was no Manager/staff report.

- 18. **Adjournment**
On a motion by German, seconded by Baker, the meeting was adjourned at 8:55 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 /Special Session of the Town Council of Camp Verde, Arizona, held on the 23rd day of June 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4 a.5

MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, JUNE 23, 2010
5:15 p.m.

Minutes are a summary of Council's actions/discussion. 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

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, Garrison, German, Roulette, and Whatley

Also Present:

Acting Town Manager David R. Smith, Acting Community Development Director Mike Jenkins, Town Clerk Deborah Barber, and Town Attorney Bill Sims was present telephonically.

Mayor Burnside read the agenda aloud. On a motion by Baker, seconded by Kovacovich, the Council voted unanimously to go into executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation.

The Special Session was recessed at 5:16 p.m. and reconvened at 5:39 p.m.

3. Discussion, consideration, and possible direction to staff relative to negotiations with California Hotwood, Inc., and business entities and affiliates related to the Zellner family. Staff Resource: Town Attorney

Council took no action on this item.

4. Adjournment

On a motion by Kovacovich, seconded by Garrison, the meeting was adjourned at 5:40 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 discussion of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 23, 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4 a.7

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JUNE 2, 2010
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, Garrison, Baker, German and Roulette were present.

Also Present: Acting Town Manager Dave Smith, Public Works Director Ron Long, Sr. Acct. Lisa Elliott, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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 – May 19, 2010
- 2) Special/Work Session – May 19, 2010
- 3) Work Session – May 12, 2010
- 4) Executive Session – May 12, 2010
- 5) Special Session – March 24, 2010

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

- 1) June 2, 2010 at 6:30 p.m. – Regular Session
- 2) June 7, 2010 at 1:00 p.m. – Budget Work Session
- 3) June 8, 2010 at 1:00 p.m. – Budget Work Session
- 4) June 16, 2010 at 6:30 p.m. – Regular Session
- 5) June 23, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of a letter of support for the Camp Verde Fire District's application for funding to USDA to construct a new fire station.** Staff Resource: Debbie Barber

d) **Possible authorization for the Magistrate Court to increase the Local Court Enhancement Fund by \$3,000 to cover the replacement costs of a new air conditioner.** This will be a budgeted item. Staff Resource: Magistrate Harry Cipriano

e) **Possible award of bid for Project 10-079, Town of Camp Verde energy Efficiency Retrofit Program to replace 9 air conditioning units on the Public Works building.** The grant award for this project was \$91,150.97. The low bidder is Carrier Corporation with a bid amount of \$76,434.93. This is a budgeted item in the General Fund. Staff Resource: Ron Long

On a motion by Kovacovich, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with Item 4.d) pulled.

Mayor Burnside requested that Item 4.d) be pulled.

4.d) Possible authorization for the Magistrate Court to increase the Local Court Enhancement Fund by \$3,000 to cover the replacement costs of a new air conditioner.

On a motion by Burnside, seconded by Roulette, the Council unanimously approved the Budget Reallocation of \$3,000 from the Housing Grant Fund – Local Revolving Loan Fund Expenses (18-50-00-9999), to the Magistrate's Special Revenue, Local Court Enhancement (05-60-68-7653)

Burnside said that Sr. Acct. Elliott had brought to Council's attention that this item cannot be approved as set forth on the Consent Agenda; Elliott suggested the correct motion that Burnside then made.

5. **Special Announcements & Presentations**

Burnside announced that the Town has received official notice that the Town was not awarded the SSP Grant and is proceeding with the Hollamon Street Improvement Project in the Regional CDBG application.

6. **Council Informational Reports.**

Whatley reported that she had attended the Sanitary District plant Open House event; it was extremely information, and she appreciated the opportunity to go out there. Whatley also attended the Intergovernmental Meeting at the YAN, and enjoyed a presentation on efforts to have the Upper Verde designated as Wild & Scenic; she has invited the presenter to make his presentation at a future Council meeting.

7. **Call to the Public for Items not on the Agenda**

(Comments from the following individual are summarized.)

Irene Peoble said she has recently observed some conditions on properties that appear to be out of compliance; staff has informed her that unless a formal complaint from a neighbor is received there is nothing that can be done pursuant to the existing Code. Ms. Peoble suggested that the Council should look into this situation, since there also appear to be some dangerous conditions that exist

There was no further public input.

8. **Discussion, consideration and possible appointment of Murray J. Lichty to the Board of Adjustments and Appeals to fill a vacancy, the term expires January 2011.** Staff Resource: Debbie Barber

On a motion by Roulette, seconded by Baker, the Council voted unanimously to appoint Murray J. Lichty to the Board of Adjustments and Appeals for a term that will expire January 2011.

Town Clerk Barber said that the existing vacancy on the Board of Adjustments and Appeals was advertised; only one qualified applicant has volunteered, and he was present if the Council wished to address him.

Mr. Lichty said that he is a resident of Camp Verde, and had looked for a way to be of service to the community. He reviewed his background that he feels qualifies him to make decisions, both from the standpoint of those who follow the rules and those who break the rules.

Councilor German requested item #9:

9. **Discussion, consideration, and possible direction to staff relative to the proposed 1% sales tax increase measure on the ballot in November 2010. Discussion may include percentages, potential allocations, and proposed initiative currently underway.**

On a motion by Burnside, seconded by Garrison, the Council voted unanimously to postpone this agenda item until June 9th at 6:30 p.m.; the motion was made based on guidance from the Town Attorney.

Mayor Burnside announced the agenda item; Council Garrison stated that she had a Point of Order in that she does not believe this item is correct, based on her understanding from discussions with the League of Cities and Towns. Garrison believes the agenda title and the purpose do not match up, since the request for the agenda item asks the Council to reconsider its direction to place the increase on the ballot and support adopting the increase administratively; that is not a part of the language of the agenda item, and according to Robert's Rules of Order cannot be considered and is out of order. A discussion followed with Town Clerk Barber citing from the Council's Policies & Procedures which would appear to defend the request for reconsideration as presented. Barber said that Council had directed her to place the issue of a 1% Sales Tax increase on the November Ballot; after that direction was received a citizen filed an initiative petition requesting a 1/2 % increase, and that gives rise to additional information that may or may not affect the

direction that was given. Garrison stated that she believes the Council cannot get involved in a decision by any citizen to put an issue to a vote, and must move forward pursuant to the vote that was previously taken on the issue. Garrison said that the League during her discussion with them strongly recommended that the Town Attorney should be involved, especially in any discussion of a tax issue. After further debate on the citizen's proposed ballot language, including the possibility of two tax issues being presented for a vote, and agreement on the need for legal advice and clarification, as well as the need to make a timely decision, the Council elected to go into Executive Session for legal advice and consultation with the Town Attorney.

On a motion by Roulette, seconded by Garrison, the Council voted unanimously to go into Executive Session for legal advice and consultation with the Town Attorney.

A recess was called at 6:56 p.m. to go into Executive Session; the meeting was called back to order at 7:27 p.m., at which time it was announced that this agenda item is postponed until June 9 at 6:30 p.m.

Items 10, 11, 12, & 13 have been carried over from previous meetings:

10. **Discussion, consideration, and possible selection of Financial Consultant to provide administrative services for the Finance Department, followed by possible direction to staff to prepare a contract based upon the approved proposal and bring back to Council for approval at the earliest possible date. Heinfeld & Meech submitted a proposal at an annual cost of \$37,840 and Lisa Lumbard & Associates, PLLC submitted a proposal at an annual cost of \$23,500. This is a budgeted item in the General Fund. Staff Resource: Lisa Elliott**

On a motion by Garrison, seconded by Baker, the Council by a 5-2 vote approved the development of an agreement for financial consulting services with Lumbard & Associates, PLLC to provide financial consulting services for the Finance Department as determined; **with Roulette and German opposed.**

Sr. Acct. Elliott said that both accounting firms had submitted proposals as directed by Council on May 5, 2010. The proposals detail each firm's experience, qualifications, anticipated scope of work, and proposed hourly costs for their subject services; those costs are fairly comparable. Elliott suggested that the Council should look at the selection of a firm based on experience and qualifications, similar to hiring an employee.

Following the motion made and seconded, both German and Roulette expressed their preference for employing Heinfeld & Meech based on their opinion that this firm had presented a better offer and was the better accounting service to utilize; the motion was then voted upon.

11. **Discussion, consideration, and possible appointment of the Mayor or another Council member to serve on the 2010 Resolutions Committee of the League of Arizona Cities and Towns. Staff Resource: Debbie Barber**

On a motion by Baker, seconded by German, the Council unanimously appointed Mayor Burnside to represent the Town of Camp Verde on the 2010 Resolutions Committee of the League of Arizona Cities and Towns.

Barber reminded the Council that an appointment was discussed at the last meeting, but a decision was delayed until all members could be present. The Mayor of a community traditionally serves on the subject Committee, and Mayor Burnside has indicated a willingness to serve.

12. **Discussion, consideration, and possible approval of a resolution urging the legislature to act on behalf of all cities and towns asking for protection, authorization, and full appropriations for funding of State Shared Revenues and Arizona State Parks Board Heritage Funds. If approved, the resolution will be presented to the Arizona League of Cities and Towns Resolution Committee for consideration. Staff Resource: Debbie Barber**

On a motion by Roulette, seconded by Baker, the Council unanimously approved a resolution urging the Legislature to act on behalf of all cities and towns asking for protection, authorization, and full appropriations for funding of State Shared Revenues and Arizona State Parks Board Heritage Funds.

Barber explained that the proposed Resolution had been drafted and distributed to the Verde Valley communities of Cottonwood, Sedona, Jerome and Clarkdale. Clarkdale has agreed to sign on, but has proposed a change in the document to cover just the Heritage Funds. The members discussed making the requested change. However, the other communities had only the original draft for reference and it was pointed out that there was no time to coordinate with them a revised resolution. It was agreed to go forward with the draft that was originally distributed.

Councilor Garrison requested item #13:

13. **Discussion, consideration, and possible approval of the job descriptions and pay ranges for the Senior Accountant, Special Projects Administrator, and Special Projects Coordinator positions.**
On a motion by Roulette, seconded by Baker, the Council by a 6-1 vote approved the job descriptions and salary ranges for the Senior Accountant and the Special Projects Administrator; **with Garrison opposed.**

Garrison said that she had requested this item in order to determine how these title changes were made and whether it had been done correctly. These titles, although discussed at three different meetings, had never been brought to Council for a vote on the changes.

.Acting Town Manager Smith explained that the title of Special Projects Administrator was created during a budget session when the Housing Department was eliminated and the Housing Director was given that title; the job description was created but never submitted to Council. The position of Special Projects Coordinator never came through HR; the person requesting the title is an Administrative Assistant and the Department Head acknowledges that the change requested never went to the Council or to HR. Smith suggested that the title be pulled at this time pending going through the correct investigation and procedure. The position of Sr. Accountant and Special Projects Administrator did go through HR; Smith was not at the meetings when they had been discussed and had assumed those had been approved by Council.

The members reviewed the history of discussions with the former Town Manager and the subsequent budget process in essence approving the positions and salaries of the Sr. Accountant and Special Projects Administrator without formal Council approval. There was a suggestion to delay any further decision until the new Town Manager is on board; however, Smith said that these persons have held these two positions for some months now, and Council should go ahead with approval. If the new Town Manager feels that should be rectified or a new authorization is necessary, the Council can take action accordingly; the correct procedure will be followed in the future.

14. **Call to the Public for Items not on the Agenda.**
(Comments from the following individuals are summarized.)
Murray J. Lichty said he had read about the planned Hollamon Street improvements because of the traffic volume; there is also an increase in volume of traffic on Head Street, and a problem with young children playing in the street with skateboards and scooters. Mr. Lichty suggested providing a 3-way stop at the top of the hill, or to install rows of ceramic devices in the street to deter riding the skateboards and scooters.
(*Smith will coordinate with the Town Engineer to look into this request.*)

Jim Meredith announced an upcoming July 4th event to be held by the United Methodist Church, and passed out copies of the flyers that will be distributed in the Town, saying that everyone is invited to attend. Mr. Meredith also expounded on the need to encourage the community to unite in efforts to support events, increase tax revenues, and revitalize the Town.

There was no further public input.

15. **Advanced Approvals of Town Expenditures.**
There were no advanced approvals of Town expenditures.

16. **Manager/Staff Report**

Smith reminded everyone of the Crawdad Festival coming up this weekend.

Councilor German commented on the help the Town is giving the Senior Center, and the need for publicity to encourage the public to support the Center. German said she will be coming back to the Council with an agenda item in connection with the Town needing to help the Center in any way possible.

17. **Adjournment**

On a motion by Baker, seconded by Roulette, the meeting was adjourned at 8:10 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 Session of the Town Council of Camp Verde, Arizona, held on the 2nd day of June 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Session**

Reference Document: Contract for Maintenance Services for the Town's two traffic signals.

Agenda Title (be exact): Discussion, consideration and possible award of Contract, including authorization to execute the Contract For Maintenance Services, to provide annual testing and bi-annual inspection of the Town's two traffic signals

Purpose and Background Information: The State of Arizona requires annual NEMA Compliance Inspections (National Electrical Manufacturers Association) and the bi-annual test results of traffic signals must be reported to the Federal Government. Testing and inspections must be done by a level III International Municipal Signal Association (IMSA) Certified Traffic Signal Technician. The Town is dependent on contractors for this service. Republic ITS, Inc. is currently the only qualified contractor serving central and northern Arizona (single source provider). The cost for bi-annual inspections on both signals will be \$1,940.00; on-call services are charged at an hourly rate, specified in the contract. Republic ITS is a licensed electrical contracting and transportation engineering firm that was founded in 1991. The company specializes in Intelligent Transportation Services which include, but are not limited to the maintenance, testing, repair, and replacement of traffic signals,

Recommendation (Suggested Motion): Move to execute the Contract for Maintenance Services of The Town's two traffic signals with Republic Intelligent Transportation Services, Inc. (Republic ITS, Inc.)

Finance Review: **Budgeted** **Unbudgeted** **N/A (Included in line items 20-20-00- 7730)**

Finance Director Comments/Fund: N/A

Attorney Review: **Yes** **No** **N/A**

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Action Report prepared by: D. Ranney

CONTRACT FOR MAINTENANCE SERVICES FOR THE TOWN OF CAMP VERDE

This contract is made and entered into on this 7th day of July, 2010, by and between the Town of Camp Verde and Republic ITS, Inc. ("SERVICE PROVIDER).

- Maintenance Services.* The SERVICE PROVIDER agrees to perform certain service and maintenance for TOWN OF CAMP VERDE, at the rates as set forth in Exhibit "A" (attached), **on an "as needed" or "on call" basis. This is not an exclusive contract, and the TOWN OF CAMP VERDE may hire other providers.** The need for service may depend on weather conditions, system repairs, capital improvement schedules, or budget constraints. TOWN OF CAMP VERDE agrees to pay the SERVICE PROVIDER as compensation for services on a time and material basis in accordance with the process and fee schedule set forth in Exhibit "A". If deemed necessary by TOWN OF CAMP VERDE, the SERVICE PROVIDER and TOWN OF CAMP VERDE will confer to further define specific tasks in the scope of work and expertise of the SERVICE PROVIDER and estimate the amount of time to be spent on those tasks.
- Confidential Information.* All correspondence, reports and other documentation of SERVICE PROVIDER'S work shall be considered confidential information and will be distributed only to those persons, organizations or agencies specifically designated by TOWN OF CAMP VERDE or its authorized representative, or as specifically required for completion of SERVICE PROVIDER'S task.
- Billing and Payment.* Except as otherwise set forth in this contract, billing and payment will be in accordance with the conditions set forth in Exhibit "A". Invoices are due and payable upon receipt and are delinquent thirty (30) days after the invoice date. Each invoice shall set forth a general description of the work performed, in accordance with the scope of work, for the hours billed.
- Conflicts.* In the event any term or provision of this contract is held to be illegal or in conflict with any law of the United States of America or the State of Arizona or any local law, the validity of the remaining provisions shall not be affected, and this contract shall be construed and enforced as if it did not contain the particular term or provision.
- Certification.* SERVICE PROVIDER hereby warrants that it is qualified to assume the responsibilities and render services described herein and has all requisite corporate authority and professional licenses in good standing required by law.
- Compliance With Local Rules and Regulations.* It is contemplated that the work and services to be performed by SERVICE PROVIDER hereunder shall be done in compliance with applicable laws, ordinances, rules and regulation that are in effect on the date of this contract. Any subsequent changes in applicable laws, ordinances, rules or regulations that necessitate additional work shall constitute a change in the scope of the work.
- Indemnification.* With respect to its professional services hereunder, SERVICE PROVIDER agrees to indemnify and hold harmless TOWN OF CAMP VERDE, its officials and its employees from and against all liability claims, demands and expenses, including court costs and reasonable attorney fees, in an amount not to exceed the total compensation under this contract, on account of any injury, loss or damage that arise out of, or are in any manner connected with, the work negligently performed under this contract, or on account of any injury, loss or damage that arise out of, or are in any manner connected with, any omission or professional error of the SERVICE PROVIDER, or any officer, employee or agent of the SERVICE PROVIDER. For other than its professional services hereunder, SERVICE PROVIDER agrees to indemnify and hold harmless TOWN OF

CAMP VERDE, its officials and its employees from and against all liability claims, demands and expenses, including court costs and reasonable attorney fees, in an amount not to exceed the total compensation under this contract, on account of any injury, loss or damage that arise out of, or are in any manner connected with, the work negligently performed under this contract, or on account of any injury, loss or damage that arise out of, or are in any manner connected with, any other fault or negligence of the SERVICE PROVIDER, or any officer, employee or agent of the SERVICE PROVIDER.

8. *Insurance.* The SERVICE PROVIDER agrees to procure and maintain in force during the term of this contract, at its own cost, the following coverage, **as may be requested by the TOWN OF CAMP VERDE, either in the initial bid, or prior to commencement of particular tasks. In some instances, the TOWN OF CAMP VERDE may request to be named an additional insured on the SERVICE PROVIDER'S policies.**
 1. Workers Compensation Insurance as required by the Labor Code of the State of Arizona and Employers' Liability Insurance.
 2. Commercial General or Business Liability Insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate.
 3. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000.00) for any occurrence, with respect to each of the SERVICE PROVIDERS owned, hired or non-owned automobiles assigned to or used in performance of the services.
 4. Professional Liability coverage with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) each claim and ONE MILLION DOLLARS (\$1,000,000.00) general aggregate. If approved by TOWN OF CAMP VERDE, evidence of qualified self-insured status may be substituted for one or more of the foregoing insurance coverage's.
9. *Non-Assignability.* Neither this contract, nor any of the rights or obligation of the parties hereto, shall be assigned by either party without written consent of the other.
10. *Termination.* This contract shall terminate at such time as the work in the scope of work is completed or upon TOWN OF CAMP VERDE providing SERVICE PROVIDER with seven (7) days advance written notice, whichever occurs first. In the event the contract is terminated by TOWN OF CAMP VERDE's issuance of said written notice of intent to terminate, TOWN OF CAMP VERDE shall pay SERVICE PROVIDER for all work previously authorized and performed prior to the date of termination. If, however, SERVICE PROVIDER has substantially or materially breached the standards and terms of this contract, TOWN OF CAMP VERDE shall have any remedy or right of set-off available at law and equity. TOWN OF CAMP VERDE shall owe no other payments, including any payment for loss of profit or business opportunity, and no penalty, to SERVICE PROVIDER in the event of termination upon notice.
11. *Venue.* The laws of the State of Arizona shall govern this contract, and any legal action concerning the provisions hereof shall be brought in the County of Yavapai, State of Arizona.
12. *Independent Contractor.* SERVICE PROVIDER is an independent contractor. Notwithstanding any provisions appearing in this contract, and any exhibits and/or addenda, all personnel assigned by SERVICE PROVIDER to perform work under the terms of the contract shall be, and remain at all times, employees or agents of SERVICE PROVIDER for all purposes. SERVICE PROVIDER shall make no representation that it is the employee of TOWN OF CAMP VERDE for any purpose.
13. *Performance Standards.* SERVICE PROVIDER shall perform the services in Exhibit A in a good and workmanlike manner and in conformity with the best standards of its industry. The TOWN OF CAMP VERDE

in its sole discretion may cancel this agreement if the SERVICE PROVIDER fails to meet the specifications for the materials and timely complete assigned tasks.

14. *Entire Agreement.* This contract together with the attached Exhibit "A", is the entire agreement between SERVICE PROVIDER and TOWN OF CAMP VERDE, superseding all prior oral or written communication. None of the provisions of this contract may be amended, modified or changed except by written amendment executed by both parties.
15. *Non-Discrimination.* SERVICE PROVIDER, its agents, employees, contractors and subcontractors shall not discriminate on the basis of race, color, creed, nation origin, ancestry, age, sex, religion or disability in any employment or practice.
16. ***Compliance With State and Federal Laws:***

SERVICE PROVIDER understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: SERVICE PROVIDER must also comply with A.R.S § 34-301. "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

- A. Under the provisions of A.R.S. § 41-4401, SERVICE PROVIDER hereby warrants to TOWN OF CAMP VERDE that SERVICE PROVIDER and each of its subcontractors will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A) (hereinafter "Contractor Immigration Warranty")
 - B. A Breach of the Contractor Immigration Warranty shall constitute a material breach of this contract and shall subject SERVICE PROVIDER to penalties up to and including termination of this contract at the sole discretion of TOWN OF CAMP VERDE.
 - C. TOWN OF CAMP VERDE retains the legal right to inspect the papers of any contractor or subcontractor employee who works on this contract to ensure that the contractor or subcontractor is complying with the Contractor Immigration Warranty. SERVICE PROVIDER agrees to assist TOWN OF CAMP VERDE in regard to any such inspections.
 - D. TOWN OF CAMP VERDE may, at its sole discretion, conduct random verification of the employment records of SERVICE PROVIDER and any subcontractors to ensure compliance with Contractor's Immigration Warranty. SERVICE PROVIDER agrees to assist TOWN OF CAMP VERDE in regard to any random verifications performed.
 - E. Neither SERVICE PROVIDER nor any subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if SERVICE PROVIDER or any subcontractor establishes that it has complied with the employment verification provision prescribed by sections 274A and 274B of the Federal Immigration and nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.
 - F. The provisions of this article must be included in any contract that SERVICE PROVIDER enters into with any and all its subcontractors who provide service under this contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement of real property.
17. *Dispute Resolution.* The parties agree in good faith to attempt to resolve amicably, without litigation, any dispute arising out of or relating to this contract. In the event that any dispute cannot be resolved through

direct discussion, the parties agree to endeavor to settle that dispute by mediation. Either party may make written demands for mediation, upon which demand the matter shall be submitted to a mediation firm mutually selected by the parties. The mediator shall hear the matter and provide an informal opinion and advice within twenty (20) days following demand for mediation. Said informal opinion and advice shall not be binding on the parties but shall be intended to help resolve the dispute. The parties shall share the mediator's fee equally. If the dispute has not been resolved the matter may then be submitted to the judicial system.

18. *Delays.* SERVICE PROVIDER shall not be responsible for delays that are due to causes beyond SERVICE PROVIDER'S reasonable control. In case of any such delay, any deadline established as part of the scope of work shall be extended accordingly.
19. *Attorneys' Fees and Costs.* Should any legal action, including arbitration, be necessary to enforce any term or provision of this contract or to collect any portion of the amount payable hereunder, then all expenses of such legal action or collection, including witness fees, costs of the proceedings and attorney's fees, shall be awarded to the substantially prevailing party.
20. *Conflict of Interest.* From the date of this contract through the termination of its service to TOWN OF CAMP VERDE, SERVICE PROVIDER shall not accept, negotiate or enter into any contract or agreements for services with any other party that may create a substantial interest, or the appearance of a substantial interest in conflict with the timely performance of the work or ultimate outcome of this contract and/or adversely impact the quality of work under this contract without express approval of the TOWN OF CAMP VERDE'S Manager and TOWN OF CAMP VERDE'S attorney. The parties hereto acknowledge that this Contract is subject to cancellation pursuant to the provisions of ARS § 38-511.
21. *Notice.* Any notice or communication between SERVICE PROVIDER and TOWN OF CAMP VERDE that may be required, or that may be given, under the terms of this contract shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

TOWN: Town of Camp Verde
Attn: Ron Long
395 S. Main Street
Camp Verde, AZ 86322

SERVICE PROVIDER: Republic ITS
Attn: Tim Conway
Arizona Operations Field Manager
2609 N. Ogden Road, Ste. 101
Mesa, AZ 85215

24. *Notice to Proceed.* Unless otherwise noted by TOWN OF CAMP VERDE, acceptance of this contract is official notice to proceed with the work.

TOWN OF CAMP VERDE, ARIZONA

Republic ITS, SERVICE PROVIDER

Bob Burnside, Mayor

By: _____
Title: V.P Finance

ATTEST:

Town Clerk

I hereby affirm that I am authorized
to enter into and sign this contract
On behalf of SERVICE PROVIDER

APPROVED AS TO LEGAL FORM:

Town Attorney

EXHIBIT A

Republic Intelligent Transportation Services, Inc. would like to perform the following professional services described as: Bi-Annual Inspection, Annual Testing and On-Call Emergency Service Availability for the Town of Camp Verde, AZ.

Location

Two intersections owned by the Town of Camp Verde, AZ

- 1.) Cliff's Parkway & Finnie Flat Rd.
- 2.) Montezuma Castle Hwy & Finnie Flat Rd.

Scope of Work

An I.M.S.A. Certified Traffic Signal Technician, not less than a Level II, shall perform all inspections and make all reports. All inspections will comply with the latest I.M.S.A. standards for traffic signal maintenance records. A record of inspections performed will be kept at the Republic I.T.S. office and will be available for review by the Town of Camp Verde. Records of inspection will be provided to any attorney on request, after receiving clearance from Town Engineer and Town Attorney.

A. Traffic Signal Annual Test

Provide **annual** testing and report deficiencies to the Town of Camp Verde, AZ, as detailed below.

- 1.) Test conflict monitors for NEMA compliance
- 2.) Test controllers including timing and operations
- 3.) Test load switches and flashers for leakage and output current
- 4.) Visual inspection of all traffic and pedestrian signal heads
- 5.) Test detector amplifiers and loops for short, opens, grounds and sensitivity
- 6.) Clean inside cabinet and replace air filter
- 7.) Perform checks according to Republic ITS, Inc. maintenance check list

B. Traffic Signal Bi-Annual Inspection

Provide **bi-annual** inspections of traffic signals and related electrical and electronic traffic control equipment. Maintain records and report deficiencies to the Town of Camp Verde, AZ, as detailed below.

- 1.) Provide on-site visual inspection of all traffic signal control equipment
- 2.) Maintain a log of all inspections and test performed by Republic Intelligent Transportation Services Inc..
- 3.) Maintain a log of all work performed by the Town of Camp Verde, Arizona, personnel or contractors hired by the Town of Camp Verde, AZ reported to Republic Intelligent Transportation Services Inc.
- 4.) Perform checks according to Republic ITS maintenance check list

C. 24-Hour On-Call Service

Provide 24-hour service and support as detailed below

- 1.) Provide 24-hour on call service availability
- 2.) Respond to emergency calls within four (4) hours

- 3.) Labor will be charged at a rate of \$75.00 per hour for regular time hours and \$115.00 per hour over time hours plus applicable sales tax. Prices noted per hour, portal to portal, with a two (2) hour minimum. Time will be charged in one (1) hour increments. Billing will be based on work completed. Terms are net 30 days.
- 4.) Regular time hours are based on technicians working no more than 10-hour regular time day. Technicians have variable work days to allow full coverage of the work week.
- 5.) Overtime hours will be charged when: a.) More than ten (10) hours are worked in a day by the technician; b.) after forty (40) hours have been worked by the technician in the weekly pay period; c.) when work is required on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- 6.) Materials and expenses purchased through Republic Intelligent Transportation Services Inc. will have a twenty (20%) percent mark-up, plus applicable sales tax. (Expenses defined as ; Travel, lodging, rental equipment and miscellaneous.)

PRICE AND BILLING SCHEDULE

Routine Maintenance

Routine Maintenance (Per Intersection per visit)	\$485.00
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LABOR RATES

Traffic Signal Technician

REGUALR TIME

\$75.00/Hr

OVERTIME

\$115.00/Hr

EQUIPMENT RATES

Bucket Truck

\$35.00/Hr



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Session**

Reference Document: Contract for Supply or Supply and Delivery of Aggregates

Agenda Title (be exact): Discussion, consideration and possible award of Bid including authorization to execute the Contract with Yavapai Apache Sand and Rock and for Bid #10-082 "Supply or Supply and Delivery of Aggregates"

Purpose and Background Information: Aggregate base (sand and rocks) is used by the Street Division for various street repairs, drainage projects and/or road construction. Prices are quoted per ton for the various material types; the Street Crew uses Town equipment to pick up all materials on an as-needed basis.

Recommendation (Suggested Motion): Move to award bid #10-082 and authorization for execution of the contract with Yavapai Apache Sand and Rock.

Finance Review: **Budgeted** **Unbudgeted** **N/A (Included in line items 20-20-20-7700 & 7730)**

Finance Director Comments/Fund: N/A

Attorney Review: **Yes** **No** **N/A**

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Action Report prepared by: D. Ranney

PROPOSAL

Date: 6-25-10

Honorable Mayor and Town Council
Camp Verde, Arizona

Ladies & Gentlemen:

In compliance with your invitation for bid and all conditions of the Contract Documents, the undersigned

YAVAPAI APACHE SAND & ROCK a Governmental Corporate Enterprise

a corporation organized under the laws of the State of YAVAPAI ARIZONA, a partnership consisting of _____ or individual trading as _____,

hereby proposes and agrees to furnish any and all plant, materials, labor, construction equipment, services, etceteras, required **FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND AND 3/8" CHIPS IN THE TOWN OF CAMP VERDE, Project #10-082** in strict accordance with the specifications to supply materials, equipment, and/or services, and to the satisfaction of the Owner, through its properly authorized agents and under the direction and the supervision of its properly authorized agents and strictly pursuant to and in conformity with the Specifications prepared by the Owner of their property authorized agents, as provided herein, at the unit price(s) **including all applicable taxes including, but not limited to, Arizona Vendors, Transaction Privilege Tax; Out of State Vendors, Use Tax:**

BID ITEM:	UNIT PRICE
A. TYPE I	\$ <u>5.74</u> /per ton
B. BORROW	\$ <u>4.89</u> /per ton
C. WASHED SAND	\$ <u>7.32</u> /per ton
D. 3/8" CHIPS	\$ <u>10.10</u> /per ton
Delivery Cost	\$ _____ /per ton mile

DELIVERY RATE SCHEDULE MAY BE ATTACHED AND SHOULD BE NOTED ABOVE

Upon Receipt of Notice of Acceptance of this bid, the undersigned will execute the formal Contract within 10 days.

The undersigned has carefully checked all the above figures and understands that the Town Council of the Town of Camp Verde Arizona will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned understands that the Owner reserves the right to reject any and/or all bids, or to waive any informality in any bid, deemed by them to be for the best interest of the Town of Camp Verde Arizona.

The undersigned has, or will obtain, a Camp Verde business license prior to execution of the contract, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

If applicable to the trade, the undersigned is the holder of an Arizona Commercial Contractors License Number N/A and Classification N/A.

***By signing below the bidder certifies that submissions of this bid did not involve collusion or other anti-competitive practices and that she/he has read, understands and will faithfully execute the terms and conditions stated within this document. The signer also certifies that she/he is an officer or fully authorized agent of the bidding firm with full power and authority to submit biding offers for the goods or services as specified.**

Respectfully submitted,

YAVAPAI APACHE SAND & ROCK.
Vendor/Bidder (Company Name)

[Signature] Rep
Vendor Signature, Title

PO Box 249 C.V. 86322
Vendor (Bidder) ADDRESS

928-300-0911
Telephone

ATTEST:

Witness: If Bidder is an Individual

(Corporate Seal)

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on this **CONTRACT FOR SUPPLY OR SUPPLY AND FOR SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND AND 3/8" CHIPS IN THE TOWN OF CAMP VERDE, Project #10-082**, my intention concerning subcontracting a portion of the work, is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractors will be identified and approved by the Engineer, or his designated representative, prior to award of this contract; and that documentation such as copies of letters, requests for quotations etc., substantiating the actions taken and the responses to such actions, is on file and available for review.

It is my intention to subcontract a portion of the work.

It is not my intention to subcontract a portion of the work.

YAVAPAI APACHE SAND & ROCK

Name of Firm:

Rob White

By: (Signature)

Sales Rep.

Title:

6-25-10

Date:



CONTRACT

THIS AGREEMENT made and entered into this 7 day of July, 2010, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and YU A PAI APACHE S+R, party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specifications and Plans, to the Contractor by the said Owner, at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this Agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY OR SUPPLY AND DELIVERY OF AGGREGATE BASE COURSE, 1 1/2" BORROW, WASHED SAND, AND 3/8" CHIPS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 10-082**. The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications and Plans, are made a part of this Agreement but are subject to the Specifications and Plans prepared by the Town Engineer, or his designated representative. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the Agreement, and further, will ensure all subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans" and "Addenda" and any other attachment in the Town's official contract documents are hereby understood to be a part of this Agreement.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject all materials furnished or work performed under this Agreement, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the Contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Agreement or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Agreement is subject to cancellation pursuant to A.R.S. §38-511.

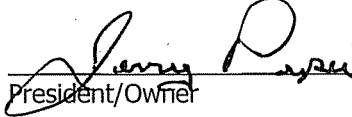
In return for the performance of this Agreement by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes, other than taxes based on the income of the Contractor)** through a payment schedule as described in the Agreement documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Agreement, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year below.

Town of Camp Verde:

Contractor:

By: _____
Mayor Bob Burnside

By:  _____
President/Owner

APPROVED AS TO FORM:

Contractors License No.

Town Attorney/ William Sims

Secretary

ATTEST:

The Mayor and Council approved this Agreement for execution at their regular session of _____.

Town Clerk

The Agreement was reviewed and delivered, as signed by the Town, to the Contractor

on _____, 2010 by _____.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Letter of Resignation

Agenda Title (be exact): Discussion, consideration and acceptance of letter of resignation from Wes Bonham from the Board of Adjustment & Appeals and presentation of Certificate of Appreciation for his service.

Purpose and Background Information: Mr. Wes Bonham was appointed to the Board of Adjustments and Appeals by Council on January 20, 2010 for a term that expires January 2013. Mr. Bonham turned in his letter of resignation dated June 17, 2010.

Recommendation (Suggested Motion):

Accept Mr. Bonham's resignation and present Certificate of Appreciation.

OR

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Debbie Barber

Action Report prepared by: V. Jones

June 17, 2010

RECEIVED
JUN 21 2010

BY: -----

Town of Camp Verde
Community Development
473 S. Main Street, suite 108
Camp Verde, AZ 86322

Attention: Jenna Owens

To Whom It May Concern:

I am writing this letter to inform you of my intent to resign from the Board of Adjustments and Appeals.

Motivated by the current economic challenges we are all facing, I have recently closed my business and accepted an offer of employment in the Phoenix area effective June 28, 2010. While I will continue to maintain my residence here in Camp Verde, it is improbable for me to effectively participate as a member of the board.

Although brief, I enjoyed my time and experience with the staff and fellow board members, and wish you all the best.

Respectfully,



Wes Bonham

CERTIFICATE OF APPRECIATION

This certificate is awarded to

Wes Bonham

In recognition of his valuable service to the Town for his time serving on the Board of Adjustments and Appeals.



TOWN OF CAMP VERDE

Bob Burnside

Mayor Bob Burnside

June 22, 2010

Date



**TOWN OF CAMP VERDE
Agenda Action Form**

Consent Agenda Regular Session

Reference Document: Inclusion of Town Roads in BIA Regional Roads

Agenda Title (be exact): Discussion, consideration and possible authorization to execute a letter of consent from the Town of Camp Verde to the Bureau of Indian Affairs (BIA) allowing the Yavapai Apache Nation to place non-tribal roads on tribal inventories.

Purpose and Background Information: On June 22, 2010, at the request of the Yavapai Apache Nation ("YAN"), Chairman Thomas Beauty, Vice Chairman Norman Smith and Attorney General, Rob Hunter met with Town Mayor Bob Burnside, Dave Smith, Interim Town Manager and Ron Long, Public Works Director to provide background information on the YAN's road inventory including roads under the Town's jurisdiction that tribal members routinely use to obtain goods and services.

The YAN requested the Town consider executing a consent form, or as the BIA considers it; a Memorandum of Understanding. This will allow the YAN to include the listed Town-owned road segments as non-BIA roads in the Indian Reservation Roads Inventory on the YAN Reservation within Arizona. Potentially allowing the YAN to obtain BIA funding for the maintenance or improvements of Town- owned and maintained roads. The Town would not be giving ownership or responsibility for the roads to the YAN; however, the increased inventory may provide additional leverage for the YAN when competing for funding through the BIA Roads Program.

Any portion of funds the YAN receives for maintenance or improvement of a Town-owned road would require an additional agreement outlining the parameters of the work to be done. The Yavapai Apache Nation has provided a more detailed letter of explanation included with this Agenda Action Form.

Recommendation (Suggested Motion): Move to execute a consent letter to the Bureau of Indian Affairs allowing specific Town-owned road segments to be included in the Indian Reservation Roads Inventory on the Yavapai-Apache Nation Indian Reservation within Arizona.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Action Report prepared by: D. Ranney

To: Town of Camp Verde, Mayor and Council
Fr: The Yavapai-Apache Nation
Re: Background on The Nation's Roads Inventory & Nation's Request
Dt: June 25, 2010

The Yavapai-Apache Nation ("Nation") recently updated its roads inventory ("Inventory"). This Inventory update is crucial for the Nation to receive its share of federal dollars designated for tribes through the Bureau of Indian Affairs to either construct or maintain the roads tribes use. The Inventory also included portions of roads under federal, state, county, city and town jurisdiction.

As the Bureau of Indian Affairs for this Region recommends, each tribe in this Region should update their Inventory to include not only tribal roads, but federal, state, county, city and town roads ("non-tribal roads") as well, which roads routinely allow tribal members to obtain goods or services. Including non-tribal roads in the Inventory is critical for several reasons. First, it is likely that what is currently put in the Inventory will be "grandfathered" into the BIA's roads system. Roads that are eligible today may not be eligible for inclusion in the future. Second, funding for the BIA Roads Program is a zero sum game. Every tribe in this Region is in competition with each other tribe for a share of a fixed pot of money. They are also in competition with every other tribe in the nation. What this means is that if the Nation adds more roads to its Inventory, the Nation's share of the pot may increase and the dollars for roads may decrease for other tribes depending upon how up to date their inventories are. Therefore, an accurate, up to date Inventory is essential to the Nation for the Nation to receive its full share of funding.

To be clear, the federal formula for determining the dollar amount for the Nation is not only contingent upon the miles of roads the Nation includes in its Inventory, but also upon elements such as current traffic counts and surface conditions. For example, if a road was built 10 years ago and that was the last time the Inventory was updated, the Inventory will still reflect 10 years later that that road is in pristine condition. That road will earn no money. The amount of traffic may also have increased significantly in the last ten years. So it is imperative that the Inventory be updated to reflect the current traffic counts and an accurate reflection of the current road condition.

When a tribe includes non-tribal roads in its Inventory, the BIA requires the tribe to obtain consent from the governmental entity having jurisdiction over such road to allow the tribe to include that road in the Inventory. Including the road in the Inventory does not mean the entity having jurisdiction is turning that road over to the tribe, or that the road thereafter cannot be used for the general public. In fact, the non-tribal jurisdiction will still own the road, maintain it and operate it. Any funding the non-tribal jurisdiction would otherwise obtain for such road will not be impacted by the inclusion of the road (or portion thereof) in the tribe's Inventory. Furthermore, should the tribe use a portion of its BIA funding to maintain or improve that non-tribal road, an additional agreement is usually required between the tribe and the non-tribal entity in order to place the parameters upon the road work to be done.

Attached is an example consent form (the BIA calls it a MOU/IGA) the BIA has accepted from non-tribal jurisdictions who have agreed to allow tribes to place non-tribal roads on tribal inventories. More information can be found in 25 CFR Part 170 about the BIA Roads Inventory Program.

In light of the fact that all of our citizens use both tribal and non-tribal roads on a continuous basis, we request, in partnership with you, that your jurisdiction consider executing the attached draft and sending such to the Regional Director for the Phoenix Region of the Bureau of Indian Affairs. Thank you for your time and consideration of the Nation's request.

Should you have any additional questions, please contact Fran Chavez at 928-567-1006 or Dimas Bejarano at 928-301-5619.



Matt Crain, Deputy Regional Director
Bureau of Indian Affairs
Western Regional Office
P.O. Box 10
Phoenix, AZ 85001

RE: Certification of Road Maintenance of Town of Camp Verde-owned roads by the
Camp Verde, Arizona, Yavapai-Apache Nation

Dear Mr. Crain:

The Town of Camp Verde understands the need for the Yavapai-Apache Nation to update the Bureau of Indian Affairs (BIA) – Indian Reservation Roads (IRR) Inventory on the Yavapai-Apache Nation Indian Reservation within Arizona. It is also understood that the Nation desires to include in the inventory the roads listed in *Table 1*; all roads listed are owned and maintained by the Town of Camp Verde.

Table 1

Route Number	Highway Name	From mile post	To Mile post	Length (miles)
9200	Salt Mine Road	Int. SR 260	.5 miles N of Vista Dr	4.3
9201	Middle Verde Road	Int. Monte. Castle Hwy	Int. I-17	0.6
9202	Montezuma Castle HWY	Int. SR 260	Int. Middle Verde Rd	3.2
9203	Finnie Flat Road	Int. SR 260	Int. Monte. Castle Hwy	1.5
9204	Middle Verde Road	Int. I-17	Int. Cemetery Rd	2

Note: Milepost limits verified per 2007 Arizona Highway System Log

The roads are for public use and will remain open to the public at all times. In the event construction occurs on a listed road, the Town of Camp Verde will continue to own and be responsible for maintenance of the road.

The Town of Camp Verde consents to include the road segments listed in *Table 1* as a non-BIA owned road in the IRR inventory. The said listing does not change the Town's exclusive jurisdiction and responsibility for maintenance of the roads. In the event that IRR funds are used to make improvements to the roads, the Town of Camp Verde will continue to be responsible for their maintenance. The Town's consent to include the road segments in the IRR Inventory is valid until either the Town of Camp Verde or Nation provides thirty (30) calendar days written notice of its intention to terminate this certification.

(signed)

(date)



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible approval of a Memorandum of Understanding between Northern Arizona Council of Governments (NACOG) and the Town of Camp Verde to continue administration of the Voucher Transit System for Fiscal Year 2010/2011.

Purpose and Background Information:

Council approved an MOU with NACOG in August of 2009 to continue administration of the Voucher Transit System for FY 2009/2010. Subsequently, LTAF II funds were appropriated by the State in January of 2010. After all expenditures were paid through June 30, 2010, a roll-over balance of \$18,600.40 remains. It is time to re-new the Memorandum of Understanding with NACOG to continue administration of the Voucher Transit System and staff would like to allocate the entire remaining balance of \$18,600.40 to be used for this Fiscal Year 2010/2011.

As you are aware, the State has swept all LTAF and LTAF II funding; completely eliminating funding in the future. Additionally, I would like to point out that LTAF II funding requires that "...unspent funds are subject to remittance to the State Treasurer's Office..." Therefore, the Town would have to return the roll-over funds to the State if we choose not to approve the MOU and end administration of the Voucher Transit System.

Recommendation (Suggested Motion):

Move to approve a Memorandum of Understanding between Northern Arizona Council of Governments (NACOG) and the Town of Camp Verde to continue administration of the Voucher Transit System for Fiscal Year 2010/2011 allocating the remaining funds in the amount of \$18,600.40.

Finance Review: Budgeted Unbudgeted N/A

If approved, this item can be budgeted in the FY 10/11 budget.

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Valerie House

Action Report prepared by: V. House

MEMORANDUM OF UNDERSTANDING
Between Northern Arizona Council of Governments-
Economic/Workforce Development Division
and the
Town of Camp Verde, Arizona

General Provisions

I) Introduction - Purpose of Memorandum of Agreement

This Memorandum of Understanding (MOU) is made and entered into by and between the Northern Arizona Council of Governments - Economic Workforce Development, hereafter referred to as NACOG, and the Town of Camp Verde, hereafter referred to as the Town.

The purpose of this MOU is to establish an agreement between NACOG and the Town concerning their respective rights and responsibilities for the development and implementation of a voucher transit system, or VTS, which shall serve Camp Verde Residents in providing transportation services to the following areas, the Town of Camp Verde, the City of Cottonwood and the City of Sedona, hereafter referred to as the Verde Valley.

All parties agree to coordinate and collaborate their efforts in mutual planning and implementation to ensure that Camp Verde Citizens benefit from this service. The vouchers shall be issued to residents of the Town to be used for travel only within the Verde Valley. Residents of the Town will pay a \$2.00 co-payment per service provided.

II) NACOG - Authorities and Responsibilities Expressly Implied

1. Fiscal Agent: NACOG will act as the fiscal agent for the VTS being responsible to receive and disperse funds.
2. Eligibility: NACOG will establish eligibility screening which conforms to the requirements set forth. Income level shall be based primarily on current income information.
3. Reporting: NACOG will collect data regarding all VTS users to include residency, origination, user name, eligibility category, age, income level as appropriate, and destination. This information will be compiled and reported to the Town on a quarterly basis.

4. Records Management: NACOG will prepare and maintain all records relating to the VTS for the duration of this agreement. Records will be released to the Town, upon request, at the termination of this agreement.
5. Staff: NACOG shall select and employ staff in order to provide project supervision and direct client services. This staff shall also perform administrative services as applicable.
6. Compensation: NACOG will receive a 15% administrative fee for performing all duties set forth herein.
7. Contributions: NACOG, when applicable, will make available other resources to VTS recipients.

III) Services to be provided

It is understood and agreed upon by all parties that this agreement is the result of collaboration between the Town and NACOG. NACOG will develop and implement the VTS program, per the following guidelines:

1. Funds will be distributed based on residency not on origination/destination of travel, i.e., the residency of a recipient shall determine the allocation of funds from the respective Town's VTS budget.
2. Transportation originations and destinations will be limited to Town of Camp Verde, City of Cottonwood and the City of Sedona for the purpose of work, education, job search, school, social services, counseling, medical appointments. Basic needs is to be limited to Town of Camp Verde only.
3. Eligibility includes youth, elderly (55 or older), developmentally disabled and low-income adults.
4. Special needs clients and unaccompanied youth will be given transportation only when appropriate accessibility and safety precautions can be provided.
5. Clients deemed eligible will be given vouchers based on a monthly expenditure budget of the Town of residency. The vouchers will be given out on a first come first serve basis beginning on the 1st on each month.

6. Transportation will be provided only by NACOG approved and contracted vendors. Contracts between NACOG and contracted vendors will include verbiage indemnifying the Town of Camp Verde and NACOG for any claims and/or damages arising as a result of the Voucher Transit Program.
7. NACOG may, as the Town has requested, authorize processing of vouchers by select organizations as may be deemed appropriate. Said organizations will be required to comply with all record maintenance procedures set forth by NACOG to facilitate the reporting process. NACOG reserves the right to withdraw on-site voucher processing from any organization which does not comply with required procedures.

IV) Assignment of this agreement

This agreement is not assignable in whole or in part by NACOG without the express written permission of the Town.

V) Term of this agreement

The Town and NACOG agree that the terms of this agreement will become effective upon execution by signature and shall continue in effect such time as either party provides 30 days written notice to modify or amend or terminate this agreement.

VI) Conflict of Interest

Pursuant to A.R.S. Section 38-511, the Town may cancel this agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the agreement on behalf of the Town is, at any time while the agreement or any extension of the agreement is in effect, an employee or agent of any other party to the agreement with respect to the subject matter of the agreement. In the foregoing event, the Town further elects to recoup any fee or commission paid on behalf of the Town from any other party to the agreement arising as a result of this agreement.

VII) Funding Level

The Town agrees to fund the voucher program in the amount of \$18,600.40 during the period of July 1, 2010 to June 30, 2011. This equates to \$1,550.03 per month. NACOG's 15% administration charge would equal \$232.51 per month, with the

remainder of the funds (\$1,317.52) going directly towards funding the vouchers.

VIII) Signatures

This Memorandum of Understanding shall constitute the entire agreement of both parties and is executed upon signature.

Passed, Approved, and Adopted by the Mayor and Council of the Town of Camp Verde this ____ day of _____, 2010.

Bob Burnside, Mayor

ATTEST:

Deborah Barber, Town Clerk

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

Town Attorney

Teri Drew
NACOG – Regional Director
Economic/Workforce Development Division



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Agenda Title: Discussion, consideration and possible selection of two candidates who are seeking election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill two four-year terms that expire in 2014 and authorization for the Mayor to complete the corresponding 2010 Trustee Ballot based on Council's selection. The candidates are Jackie Baker, Town of Camp Verde, Lenore Lancaster, Town of Paradise Valley, Jean Poe, City of Surprise. (Staff Resource: David R. Smith)

Purpose and Background Information:

At the invitation of the AMRRP Board Nominating Committee, the Town Council, at the May 19, 2010 meeting, voted to submit Councilmember Jackie Baker's name as a nominee for possible placement on the AMRRP Board of Trustees ballot to fill a 4-year term position that expires in 2014.

The Arizona Municipal Risk Retention Pool (AMRRP) is now inviting the Town to exercise their right to vote for two candidates who are seeking said election.

In addition, Council's action should authorize the Mayor to complete, sign/date the attached AMRRP 2010 Election Ballot based on Council's selection of two candidates.

The deadline to advance the ballot to the League of Arizona Cities and Towns is **July 12, 2010**.

Recommendation: Select two candidates for election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill two four-year terms that expire in 2014 and authorize the Mayor to complete the corresponding 2010 Trustee Ballot based on Council's selection.

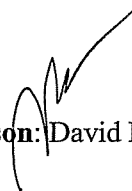
Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Administration
Action Report prepared by: C. Brown

Contact Person:  David R. Smith



2010

Trustee Election Materials

Arizona Municipal Risk Retention Pool

The Annual Members' Meeting of the Arizona Municipal Risk Retention Pool (AMRRP) has been scheduled for **Friday, July 16, 2010, 10:00 AM** at the League of Arizona Cities and Towns, 1820 W. Washington St., Phoenix, Arizona 85007. At the meeting, Members will be asked to vote for Trustees to fill **two** Board of Trustees positions.

During the meeting, Members may exercise their right to vote in person. **However, if Members are unable to attend, pursuant to A.R.S. §10-3708, they may submit their vote on the enclosed ballot and return it (in the enclosed return envelope) to the League of Arizona Cities and Towns, 1820 W. Washington St., Phoenix, Arizona 85007, no later than 5:00 PM, Monday, July 12, 2010.** Currently, the quorum requirement (either in person or by ballot) for the Annual AMRRP Member Meeting is one-third of AMRRP's total membership of 75, or 25 Members.

Each Member is entitled to vote for two Trustees, including any candidates whose names you may choose to write in.

1. A ballot marked with more than two choices will not be counted.
2. Ballots must be signed, dated and received by July 12, 2010.
3. The two nominees receiving the highest number of votes will be elected to the Board of Trustees, each for a four-year term.
4. In the event of a tie, AMRRP Members present and voting on July 16, 2010 will vote and break the tie.

The newly elected Trustees will join the Trustees whose terms are listed below:

Scott Barber, (2009–2013)
Administrative Services Director
City of Casa Grande

George Hoffman, (2008–2012)
City Manager
Apache Junction

Gary Duncan, (2007–2011)
Risk Manager
Town of Queen Creek

Rudy Rodriguez, (2008–2012)
Finance Director/Treasurer
City of Cottonwood

Bob Easton, (2009–2013)
Safety & Risk Manager
Town of Oro Valley

Kelly Udall, (2007–2011)
Town Manager
Town of Pinetop-Lakeside

Teresa Williams, (2007–2011)
Finance Director
City of Globe

Biographical information as submitted by the candidate or their city/town is enclosed.

Arizona Municipal Risk Retention Pool
14902 North 73rd Street ★ Scottsdale, Arizona 85260
(602) 996-8810 ★ (888) 309-4339 ★ Fax (602) 996-9045



Arizona Municipal Risk Retention Pool

2010 ELECTION BALLOT

Pursuant to A.R.S. § 10-3708, the undersigned Member of the Arizona Municipal Risk Retention Pool (AMRRP) hereby casts the votes as designated below, which the undersigned is entitled to cast, as a Member at the Annual Meeting of the Members to be held on Friday, July 16, 2010.

The Nominating Committee randomly drew the names listed on the ballot to determine the order in which they appear. That order is reflected herein.

Vote for not more than 2

Jackie Baker , Council Member Town of Camp Verde	<input type="checkbox"/>
Lenore Lancaster , Management Services Director Town of Paradise Valley	<input type="checkbox"/>
Jean Poe , Risk Manager City of Surprise	<input type="checkbox"/>
Write -In Candidate: _____	<input type="checkbox"/>
Write -In Candidate: _____	<input type="checkbox"/>

Vote for not more than 2

Member's Duly Authorized Representative	City/Town	Date
---	-----------	------

This form must be received by the League of Arizona Cities & Towns
 1820 West Washington, Phoenix, Arizona 85007
 By 5:00 PM Monday, July 12, 2010
kstrobeck@azleague.org/Fax: 602-253-3874



TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061

www.cvaz.org

towncouncil@cvaz.org

May 27, 2010

Arizona Municipal Risk Retention Pool
Nominating Committee
League of Arizona Cities and Towns
1820 West Washington Street
Phoenix, AZ 85007
Via scanned e-mail to: kstrobeck@azleague.org

Dear AMRRP Nominating Committee Members:

At Camp Verde's May 19, 2010 regular session, the Town Council unanimously nominated Council Member Jackie Baker, as a candidate for possible consideration of an election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees.

Below is brief biography for Ms. Baker:

Professional:

- Retired property/casualty, and life and health insurance agent

Town of Camp Verde:

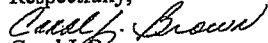
- Town Councilmember - re-elected to a 3rd term (non-consecutive) - June 2009 through June 2013

Served on the following committees:

- Board member of the AMRRP Board of Trustees 2000 /2002 and reappointed to serve a term from 2003 until 2007
- Member of the NACOG Executive Board (served as Vice Chair for one year), NACOG Regional Council, NACOG Economic Development Committee, NACOG Focused Future II Committee, and NACOG Transportation Policy Advisory Committee
- 1986 – served as a member of citizens group that participated in the Town of Camp Verde's incorporation
- Throughout Ms. Baker's business career, she has been active in volunteer work for the following organizations: Chambers of Commerce, Independent Insurance Agents community & mentoring programs, Muscular Dystrophy Assn., and volunteer work for local, special events.

If you have any questions, comments or concerns relative to this letter or the Town of Camp Verde's nomination of a candidate for the AMRRP Board, please feel free to contact me via the information below.

Respectfully,


Carol Brown,

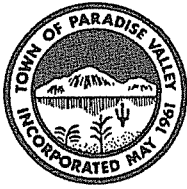
Administrative Assistant to the Town Manager
(928) 567-6631 x 106
carol.brown@campverde.az.gov

CC: Camp Verde Town Council; Acting Town Manager David R. Smith; Town Clerk Debbie Barber



Handicap Relay: Voice: 1-800-842-4681 ◆ TDD: 1-800-367-8939





May 10, 2010

AMRRP Nominating Committee
League of Arizona Cities & Towns
1820 W. Washington Street
Phoenix, AZ 85007

RE: Nomination for 2010 Board of Trustees Election

Dear Nominating Committee:

I would like to continue to serve on the Board of Trustees of the Arizona Municipal Risk Retention Pool. I have served on that Board since 2006. I was appointed to the AMRRP's Finance Committee in March 2007 and was appointed Finance Committee Chair in May 2007. As Chairperson, I recommended a change in our investment managers, overseeing the RFP process, and working closely with the new manager to implement a new investment policy.

I also served on the Board of Trustees of the Arizona Municipal Workers Compensation Pool from 1999 through 2003, at which time it merged with the Risk Pool. I served as President of the Workers Compensation Pool at the time of the merger.

I am a licensed CPA in the State of Arizona and have served as the Town of Paradise Valley Management Services Director since April 1991. As Management Services Director, I have been responsible for the Town's financial management, information technology and Town Clerk functions.

Sincerely,

Lenore Lancaster
Town of Paradise Valley

6401 East Lincoln Drive
Paradise Valley, Arizona
85253-4328

480-948-7411
480-951-3715 Fax
480-483-1811 TDD



MAY 20 2010

Finance Department
RISK MANAGEMENT
16000 N. Civic Center Plaza
Surprise, Arizona 85374
Ph 623-222-3820
Fax 623-222-3801

May 17, 2010

AMRRP Nominating Committee
League of Arizona Cities & Towns
1820 West Washington Street
Phoenix, AZ 85007

Dear AMRRP Nominating Committee Members:

Please consider my nomination as Board Member to the AMRRP Board of Trustees. I was originally elected to the AMWCP Board in 2002. After the merger of the AMRRP and the AMWCP in 2003, I became a Trustee on AMRRP's Board and served until 2004. I rejoined the Board in 2006 and am currently serving as a Board Member.

In addition to the Board of Trustees, I have also served as a member of the Loss Control Committee of the AMRRP Board since 2001 and, in November, 2008, I assumed the Co-Chair position of this committee.

I received a Bachelor of Science Degree in Industrial Safety from Central Missouri State University. I was transferred to Arizona in March of 1986 and worked in the insurance industry for the next 15 1/2 years. During this time I worked for several different commercial carriers. In September 2001, I became the City of Surprise's first Risk Coordinator, a position that has evolved into my current position of Risk Manager.

I am a Certified Risk Manager (CRM) as well as a Certified Safety Professional (CSP). I am also an active member of Public Risk Management Association (PRIMA) and American Society of Safety Engineers (ASSE).

I want to thank you for allowing me serve you as an AMRRP Board Member and for your consideration as a nominee to this Board.

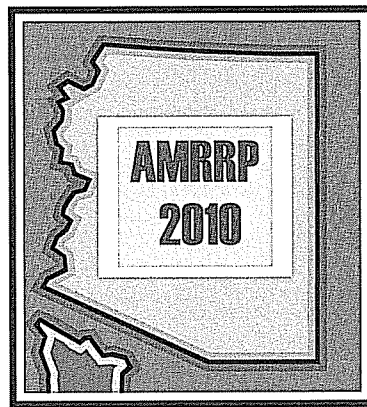
Best Regards,

Jean M. Poe, CSP, CRM
Risk Manager, City of Surprise



Arizona Municipal Risk Retention Pool

Annual Members' Meeting & Board of Trustees Election



Friday, July 16, 2010
10:00 AM

Members & Nominees are encouraged to
attend!

League of Arizona Cities & Towns
1820 W Washington St
Phoenix, Arizona, 85007
(602) 258-5786



Arizona Municipal Risk Retention Pool
2010 Annual Members' Meeting
Friday, July 16, 2010
10:00 AM

League of Arizona Cities & Towns
1820 W. Washington Street, Phoenix, AZ 85007
(602) 258-5786

Agenda

- | | |
|---|-------------------------------|
| 1. Call to Order – Welcome Members to the Annual Member Meeting | Rudy Rodriguez
No Action |
| 2. Approval of Annual Member Meeting Minutes - 2009
Ballots for the approval of Minutes from the July 17, 2009 Annual Members' Meeting will be reviewed and tallied. Members present at the meeting who did not elect to vote by mail/fax ballot may vote in person at this time. | Rudy Rodriguez
Action Item |
| 3. Election of Board of Trustees
Ballots for the election of Trustees will be reviewed and tallied. Members present at the meeting who did not elect to vote by mail/fax ballot may vote in person at this time. | Ken Strobeck
Action Item |
| 4. Member Inquiries
The Board will be available to respond to Member inquiries regarding the Pool's operation. | Rudy Rodriguez
No Action |
| 5. Administrator's Report
The Administrator may update Members present regarding the Pool's operation. | Dave Adams
No Action |
| 6. Adjourn | Rudy Rodriguez |

Individuals with disabilities may request a reasonable accommodation by contacting Susan Weiss at Southwest Risk Services (888) 309-4339 x 6613



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative to the Capital Improvement Plan (CIP) process, required updates, community surveys, public participation, etc.

Purpose and Background Information:

Staff has prepared the attached report relative to the CIP process. During our most recent budget meetings, we learned that the CIP had not been updated. I would like Council to review the existing process to ensure that we are still satisfied with its direction.

Recommendation (Suggested Motion):

Review the process, make recommended changes, and direct staff accordingly.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Councilor Norma Garrison

Action Report prepared by: D. Barber

CIP

- CIP (5-year program) is to be updated annually, reviewed and adopted by Council by April of each year. Recommended timeline begins in January and ends in April.
 - Upon adoption, the CIP is to be published and widely distributed
- Citizen input should be sought *periodically* to determine their desires.
- Update process:
 - Shall take place annually before the development of the Town's annual budget
 - CIP Technical Advisory Committee (TAC) shall work together to develop the annual update for presentation to the Council.
 - Appointment/Duties of the TAC:
 - ✓ **Step 1:** Finance Director shall organize and appoint the TAC each year at the start of the update process. *Recommended* composition is 1) at least one Council member; 2) one P&Z Commission member; 3) all department heads; 3) one citizen-at-large; and 4) others deemed necessary by the Finance Director. Council approval required of the TAC composition.
 - ✓ **Step 2:** TAC shall review the accomplishments of prior year and discuss issues related to the plan's implementation. TAC will also revisit the Evaluation Criteria and Weighting factors to determine feasibility and practicality. TAC to present Evaluation Criteria & Weighting factors to Council for approval. During this meeting communications equipment and system needs will be discussed and computer hardware and software needs coordinated to ensure compatibility within all Town departments.
 - ✓ **Step 3:** the TAC to hold joint Council/Commission study session to identify ideas for new project sheets. TAC will take this information and hold a meeting to develop project sheets for new projects, as well as updating the information on project sheets from prior year projects that have not been implemented. *Another year will be added to the planning horizon in order to maintain the 5-year plan.*
 - ✓ **Step 4:** the Town Manager and Finance Director shall meet to determine the Town's financial condition as it relates to CIP implementation. A brief report shall be developed for use by the TAC.
 - ✓ **Step 5:** The TAC shall meet to discuss and evaluate all of the CIP projects. Projects shall be categorized into Rated Projects, Assumption/Funded Projects, Contingent Projects, and Anticipated Future Needs. Projects that qualify as Rated projects shall go through the decision-making matrix, receiving a score from 0 to 10 in each Evaluation Criterion. This score allows a prioritization order. An unbiased facilitator should be used at this point.
 - ✓ **Step 6:** After the projects are prioritized, the Town Manager and Finance Director will develop the Capital budget. The Capital Budget will recommend which projects should be funded in the next year.
 - ✓ **Step 7:** The updated CIP shall be presented to the Council for adoption. The CIP budget shall be included in the annual Town budget development process.
- The last update appears to have been completed for the FY 04/05 budget when the former Finance Director informed Council that the TAC had met. No minutes are available in the Clerk's Office, and I have been unable to reach Lisa in the Finance Department to confirm.

Section 3-4-3.5 of the Town Code approved by Council on 7/22/09, conflicts with the CIP. The CIP requires an annual 5-year plan, while this newly adopted section requires a 6-year plan. The Town Code

and the CIP should be the same. We will need to change the Town Code by ordinance if Council wishes to remain with the 5-year plan.

Section 3-4-3.5 Capital Improvement Budget Policies

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual ~~six-year~~ plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

#12



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative to the budget process. Discussion may include, but not be limited to timelines, format, public participation, etc.

Purpose and Background Information:

During the last budget sessions, I had concerns with the process as whole. One of my concerns was the lack of time and input that Council members were afforded. I also heard complaints about the extremely small type size that made it difficult to read. I would like Council to review the budget process to determine if changes needed to be implemented.

Recommendation (Suggested Motion):

Review the process, make recommended changes, and direct staff accordingly.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Councilor Norma Garrison

Action Report prepared by: D. Barber