

AMENDED AGENDA



SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, FEBRUARY 3, 2010
5:15 P.M.

1. Call to Order
2. Roll Call
3. Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town water attorney and Town Attorney for legal advice relative to a proposed water rights agreement between the ~~Verde Ranch Estates~~ RIVER RANCH ESTATES Subdivision and the Town of Camp Verde and the impact of recent case law. Please note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in discussions conducted in order to avoid or resolve litigation. Staff Resource: Michael Scannell
4. Adjournment

Posted by: V. Jones Date/Time: 1-28-2016 11:53 a.m.

Note: Pursuant to A.R.S. §38-431.03.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.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Executive Session

Consent Agenda Regular Business

Agenda Title:

Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town water attorney and Town Attorney for legal advice relative to a proposed water rights agreement between the River Ranch Estates Subdivision (formerly identified, incorrectly, as Verde Ranch Estates Subdivision) and the Town of Camp Verde and the impact of recent case law. Please note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in discussions conducted in order to avoid or resolve litigation.

Staff Resource: Michael K. Scannell

Purpose and Background Information:

Consult with the Town water attorney and Town Attorney for legal advice relative to potential agreement between landowners within Verde Ranch Estates Subdivision and the Town regarding water rights.

Recommendation:

Move to adjourn to Executive Session to discuss or consult with the Town Attorney with respect to legal advice relative to potential agreement between landowners within Verde Ranch Estates Subdivision and the Town regarding water rights.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments:

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Town Manager

Action Report prepared by: Attorneys Steve Wene & Bill Sims/C. Brown

Contact Person: Michael K. Scannell

2ND AMENDED AGENDA



SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, FEBRUARY 3, 2010
5:15 P.M.

1. Call to Order
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3. Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town water attorney and Town Attorney for legal advice relative to a proposed water rights agreement between the River Ranch Estates Subdivision (formerly identified, incorrectly, as Verde Ranch Estates Subdivision) and the Town of Camp Verde and the impact of recent case law. Please note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in discussions conducted in order to avoid or resolve litigation. **Staff Resource: Michael Scannell**
4. Adjournment

Posted by: U Jones Date/Time: 1-28-2010 2:53 p.m

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

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ADDITIONAL INFORMATION

**FEBRUARY 3, 2010
REGULAR SESSION**

ITEM #8

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 11 2008

* Employer Identification Number:
26-2129506

DLN:
17053120300008

CITIZENS COMMITTEE FOR CAMP VERDE
LIBRARY
C/O LINDA HARKNESS
776 S SGT WOODALL LN
CAMP VERDE, AZ 86322-7136

Contact Person: RONALD D BELL ID# 31185
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
Yes

Effective Date of Exemption:
February 7, 2008

Contribution Deductibility:
Yes

Advance Ruling Ending Date:
December 31, 2012

Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

-2-

CITIZENS COMMITTEE FOR CAMP VERDE

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Letter 1045 (DO/CG)



*It's in your hands ~
"Build a stronger community- shop locally"*

**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 3, 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) Regular Session – January 20, 2010
 - 2) Special Session – January 20, 2010
 - 3) Executive Session – January 20, 2010 (recorded (2))
 - 4) Special Session – January 20, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) February 17, 2010 at 6:30 p.m. – Regular Session
 - 2) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
 - 3) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat
 - 4) March 3, 2010 at 6:30 p.m. – Regular Session
 - 5) March 17, 2010 at 6:30 p.m. – Regular Session
 - 6) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible authorization for the Municipal Court to apply for a Municipal Fill the Gap grant to pay for the annual maintenance fee of approximately \$650.00 from 4-13-10 through 4-12-11 for the audio/visual system used for in-custody defendants, the monthly DSL line charges from 2-2010 through 4-12-11, totaling approximately \$750.00, and to purchase a switch box to place on the DSL modem and a longer line to accommodate moving the audio/visual system as needed at a cost of approximately \$100.00. This is an allowable expense in the designated Fill the Gap Funds line item. The balance in this account is currently \$16,700. Staff Resource: Jacque Daughety**
 - d) **Possible approval of Resolution 2010-800, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the 2nd amendment to the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to designate the previously approved funding of \$18,000 for Fort Verde State Historic Park (Park) in order to continue the operations of the Park through March 29, 2010. This is an unbudgeted item from the General Fund. Staff Resource: Michael Scannell**
 - e) **Possible authorization to pay \$3,814.95 for loss adjustment expenses to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde litigation. This item is budgeted subject to approval of reappropriation of budgeted funding to the Litigation line item 01-20-16-7110 in the Legal Department. Staff Resource: Michael Scannell**
 - f) **Possible authorization to 1) pay \$29,669.39 to Southwest Risk for Sophronia Zellner et al. v. Town of Camp Verde litigation and 2) transfer of \$60,000 from the Contingency Fund to Litigation Expenditures in the Legal Department (01-20-16-7110). Staff Resource: Michael Scannell**
 - g) **Possible approval of the FY 2010-2011 Budget Calendar** Staff Resource: Lisa Elliott
 - h) **Possible approval of Resolution 2010-803, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of The Planning and Zoning Ordinance and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Council. Staff Resource: Matt Morris**
5. **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.

6. **Call to the Public for Items not on the Agenda**
7. **Discussion, consideration, and possible approval of and authorization for the Mayor to sign the following liquor license applications for the Pecan, Wine & Antique Festival: Freitas Vineyard, Page Springs Cellars, Granite Creek Vineyard, Caduceus Cellars, Jerome Winery, Kopopelli Winery, Pillsbury Wine Co., Alcantara LLC, Javelina Leap Vineyard Winery, Oak Creek Vineyards & Winery. Staff Resource: Debbie Barber**

Mayor Burnside requested item #8:

8. **Discussion, consideration, and possible direction to staff to waive the Town's fees associated with the Pecan, Wine & Antique Festival. A portion of the profits will be donated to Citizens Committee for Camp Verde Library (CCCVL). Deposit fees will not be waived and insurance will be required. Based on the application submitted, a *preliminary* estimate sets the minimum fees for a non-profit organization at approximately \$3,015.00, *plus* \$1,600 for two deputies, as required when alcohol is sold or consumed, *plus* \$25.00 for each Special Event Vendor License. Additional fees will apply if the vendor plans to use staff time for set up or cleaning, preparing permits or use of additional facilities, equipment, or utilities. CCCVL is also requesting return of liquor license fees in the amount of \$500.00. This is an unbudgeted item.**
9. **Second Public Hearing for the purpose of selecting projects to submit to the FY 2009 State Special Projects Fund and the FY 2010 Regional Account for Community Development Block Grant Funds. The projects are prioritized in the following order: 1) Hollamon Street Improvement Project, 2) Senior Center Renovations Project, and 3) Head Start Playground Improvement Project. The public hearing will be followed by discussion, consideration, and possible approval of the following resolutions as required by the granting agency: Staff Resource: Debbie Barber**
 - a. **Possible approval of Resolution 2010-797, authorization to submit applications and implement CDBG Regional Account and SSP Projects: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of applications for FY10 Community Development Block Grant Funds (CDBG) and FY09 CDBG State Special Projects Funds (SSP), certifying that said applications meet the community's previously identified housing and community development needs and the requirements of the State CDBG Program, and authorizing all actions necessary to implement and complete the activities outlined in said applications.**
 - b. **Possible approval of Resolution 2010-798 – Relocation Assistance Plan as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a Residential Antidisplacement and Relocation Assistance Plan for FY 2010, as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended.**
 - c. **Possible approval of Resolution 2010-801, commitment of local leveraged funds/resources: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona committing local resources as leverage for the FY 2009 State Special Projects Fund Application.**
10. **Discussion, consideration, and possible direction to staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and completion of a Civic Town Charrette Program for Camp Verde, and authorization for the Mayor to sign the letter on behalf of the Town. Staff Resource: Matt Morris**
11. **Discussion, consideration, and possible authorization to close Montezuma Castle Highway to support and accommodate the 2010 Yavapai Apache Nation Exodus-Return Commemoration Day on February 27, 2010 from 9:00 a.m. to 11:00 a.m. Staff Resource: Ron Long**
12. **Update and discussion relative to the status of the removal of the mobile office located at 33 Moser Lane, formerly used as the Marshal's Office. Staff Resource: Ron Long**
13. **Discussion, consideration, and possible direction to staff to prepare a lease agreement with Redeeming Life, Inc. a non-profit organization, for the purposes of operating a Teen Center on Town-owned property located at 602 S. First Street. Staff Resource: Ron Long**

14. Discussion, consideration, and possible approval of Resolution 2010-802, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to the Personnel Manual- Handbook Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank Policy. Staff Resource: Michael Scannell
15. Discussion, consideration, and possible approval of 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for Town of Camp Verde Employees and Council Members in Workplace Ethics and Values and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations of \$1,000 from 01-20-14-7010, \$2,000 from 01-20-14-7038, \$2,000 from 01-20-14-7522, \$400 from 01-20-13-7010, \$500 from 01-20-13-7015, and \$1,290 from the Contingency Fund for a combined total of \$7,190 to account 01-20-13-7010 to fund the expenditure. Amounts from previously budgeted items will be re-appropriated to fund this expenditure, with \$1,290 taken from the Contingency Fund. Staff Resource: Michael Scannell
16. Discussion, consideration, and possible approval of the following: Staff Resource: Michael Scannell
 - a. Authorization to change the general liability limit requirements for casual vendors from \$1 million per occurrence and \$2 million aggregate and naming the Town of Camp Verde as additional insured to \$1 million per occurrence and \$1 million aggregate and naming the Town of Camp Verde as additional insured.
 - b. Authorization to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga, etc.) The aforementioned vendors would be similar to a contract employee. Before commencing their program, vendors will sign a Waiver holding the Town harmless.
 - c. Authorization to permit and encourage sponsors of events held on Town property to obtain one Master/Blanket (Blanket) insurance policy for the special event pending proof from the insurance company that the sponsor and each participating vendor are covered in the Blanket Policy, and the insurance policy includes certain baseline monetary thresholds depending upon the circumstance applicable to the sponsor's event.

Councilor Garrison requested item #17:

17. Assessment and evaluation of the Emergency Operations Plan as established for the storm and forecasted flooding during January 21, 22, & 23, 2010. Discussion will include, but not be limited to what 'went right', 'what went wrong' and actions that we can take to improve; availability and responsiveness of leadership and staff; responsibility of opening emergency shelters; dissemination of information to citizens; response time; citizen comments and complaints, etc., followed by possible direction to staff to incorporate changes as discussed.

Mayor Burnside requested item #18:

18. Discussion, consideration, and possible direction to staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.
19. Call to the Public for Items not on the Agenda.
20. Advanced Approvals of Town Expenditures. There are no advanced approvals.
21. **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.
22. **Adjournment**

Posted by: _____



Date/Time: 1-28-2010

9:58 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.

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**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 20, 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, Baker, Roulette and German were present; Garrison was absent due to illness.

Also Present: Town Manager Michael Scannell, Town Marshal Dave Smith, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, 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 – January 6, 2010
 - 2) Special Session – January 6, 2010
 - 3) Executive Session – January 6, 2010 (Recorded)
 - 4) Work Session – January 6, 2010
 - 5) Special Session – January 7, 2010
 - 6) Executive Session – January 7, 2010 (Recorded)
 - b) **Set Next Meeting, Date and Time:**
 - 1) January 27, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - 2) February 3, 2010 at 6:30 p.m. – Regular Session
 - 3) February 17, 2010 at 6:30 p.m. – Regular Session
 - 4) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Discussion, consideration, and possible approval of the following:**
 - 1) **Establishment of the Employee Benefits Fund**
 - 2) **Transfer of undesignated fund balance from the General Fund to the Employee Benefits Fund in the amount of \$403,320**
 - 3) **Designation of the Employee Benefits Fund balance amounts of \$11,803 as the Sick Leave Bank and \$391,517 as the Accrued Employee Benefits Reserve.**

Note: This action does not affect the expenditure limitation as set forth in the adoption of the final budget, but merely transfers fund balance amounts and designates those amounts for specific purposes. Staff Resource: Lisa Elliott

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.
5. **Council Informational Reports.**

Roulette said he had attended the Sanitary District meeting, but there is nothing new to report.

Baker reported on attendance at the WAC meeting today; Clarkdale is anticipating their rain gauges to equal the '93 flood conditions over Thursday and Friday. Much of the discussion involved budget cuts, ADWR in particular as deep as 57%, which will affect much of the work done to date.

Kovacovich reported on the meeting with State Parks in Phoenix last Friday; the Fort received a reprieve until the end of March. Hopefully by then a long-range solution will be worked out to keep it open beyond that. The speech given by the Mayor was well received by the Board.

Whatley also commented on attendance at the State Parks meeting with several other Councilors; she believes a good showing was made. The Agenda had been amended to allow for Camp Verde in order to give the Town those few extra months.

Burnside said that the State Parks meeting was an experience that he enjoyed; he was impressed with the massive volunteerism shown. **Burnside** said he does not know how the Town can afford to keep the Fort open, but with everyone's help it will be possible. **Burnside** also reported on a meeting with ADOT regarding Hwy 260.

6. **Call to the Public for Items not on the Agenda**
(Comments from the following individuals are summarized.)

Nancy Floyd, a Board member of the Camp Verde Historical Society, informed the Council of the volunteer efforts being devoted to the Fort Verde State Park to try to help offset the staffing costs in order to keep the Park open. Ms. **Floyd** asked anyone who would be willing to volunteer to work at the Fort to call her at 567-5060 to discuss schedules.

Marshal Dave Smith outlined the emergency management steps being taken in anticipation of the possible flooding that has been forecast, which now has been downgraded from the '93 levels to about the same as the 2005 floods. Volunteers have helped in the planning efforts, including alerting people residing in the low-lying areas to expect possible evacuations.

There was no further public input.

7. **Discussion, consideration, and possible appointments to the following Boards and Commissions:**

- 1) **Board of Adjustments – three (3) members for 3-year terms expiring January 2013.**
- 2) **Board of Adjustments – one (1) member for a term expiring January 2011.**
- 3) **Planning & Zoning Commission – two (2) members for 3-year terms expiring January 2013.**

On a motion by **Roulette**, seconded by **German**, the Council unanimously appointed **Joe Butner** and **Jim Hisrich** to the **Planning & Zoning Commission** for 3-year terms expiring January 2013; and appointed **Al Roddan**, **Jim Bullard** and **Wes Bonham** to the **Camp Verde Board of Adjustments** for the 3-year terms expiring January 2013.

Town Clerk **Debbie Barber** advised the Council that enough applications have been received to fill all of the subject appointments, except for the one Board of Adjustments position that was vacated with the loss of **C.A. McDonald**.

There was no input from the applicants.

8. **Presentation and discussion of quarterly reports from the following:**

- 1) **Board of Adjustments**
- 2) **Design Review Board**
- 3) **Planning & Zoning Commission**
- 4) **Camp Verde Chamber of Commerce**

Asst. Planner Owens reported that the Board of Adjustments did not meet for October through December 2009; the Design Review Board also did not meet during that time period. She invited **Mr. Bonham** to come to her office to visit with her and to complete the necessary paperwork as a new member of the Board of Adjustments.

Joe Butner, Chairman of the P&Z Commission, gave a detailed report on the hearings and actions of that Commission for the period of October through December 2009. He commented on the Council reversing the denial by the Commission of an application for an off-premises sign. Councilor **Whatley** explained that the main problems on which the Commission had based its denial had been corrected by the applicant when the matter was brought to Council.

Traci Schimikowsky reported that for the most part the Chamber of Commerce is on target for the Arizona Rural and Regional Marketing Grant, and reviewed in detail the public relation activities the Chamber and the Visitor Center have been involved in during the subject quarter, as well as the literature created and distributed throughout the State of Arizona.

9. **Discussion, consideration, and possible approval of Resolution 2010-799, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations and setting the 2010 Holiday Schedule amending Resolution 2010-795.** Staff Resource: **Debbie Barber**

On a motion by **Baker**, seconded by **Kovacovich**, the Council unanimously approved Resolution 2010-799, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations and setting the 2010 Holiday Schedule amending Resolution 2010-795.

Barber explained that Resolution 2010-795 approved by Council at the last meeting had included an error in connection with the hours of operation of the Animal Shelter. That error has now been corrected, as indicated in the proposed Resolution 2010-799

that has been presented for approval.

10. **Discussion, consideration, and possible direction to staff relative to Council's previous direction to bring back an Ordinance that gives preference to local bidders OR possible approval of Ordinance 2010-A372, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Chapter 3, Article 3, by adding Section 3-3-5.D to the Town of Camp Verde Town Code relating to purchases in general (bids and proposals) to include a local preference option for goods and construction materials. Discussion to include Exhibit A and the determination of amounts to be included in said Exhibit.** Staff Resource: Debbie Barber
On a motion by German, seconded by Baker, the Council voted unanimously **not to proceed** further with the Ordinance relating to purchases in general to include a local preference for goods and construction materials.

Barber said that at the last meeting an Ordinance had been presented to the Council for approval; the document included an exhibit with blanks in it. Council directed to staff complete the Ordinance and bring it back with a recommendation. With input from Scannell on the math in connection with determining low bidder, taking into consideration the sales tax computation, the Council was advised that a problem might arise from a perception of unfair selection of a bidder. Although the Arizona Constitution states that no law shall be enacted that gives preference to any particular citizen or corporation. The Town Attorney believes that offering the preference to taxable items is defensible. However, the possibility of a lawsuit exists if a non-qualified business owner or an outside bidder becomes disgruntled.

There was comment from the Council that this issue has been looked at in the past with much the same result; staff has pointed out once again why most municipalities cannot make such a decision without getting into a quagmire that can be easily avoided. Staff was thanked for making the effort, as requested, to try to help the business community.

Mayor Burnside requested item #11:

11. **Discussion, consideration, and possible direction to staff to waive the Town's fees associated with the Highland Games promotion. Deposit fees will not be waived and insurance will be required. Based on the application submitted in December, a preliminary estimate sets the minimum fees to be waived at approximately \$1,280.00. Additional fees will apply if the vendor plans to use staff time for set up or cleaning, preparing permits or use of additional facilities, equipment, or utilities. This is an unbudgeted item.**
On a motion by Baker, seconded by Whatley, the Council voted unanimously to take no action relative to this agenda item, which has the practical effect of imposing all fees, \$1,280 minimum, on the sponsor.

Burnside said that he had included this item pursuant to a request from the Highland Games representative, just as he would in response to a request from any other person in the community. The obligation rests with the person requesting the agenda item; he has provided related documentation that has been included in the agenda packet, and has indicated that the event cannot be held unless the fees are waived.

During a brief discussion, it was determined that it would be highly unlikely that sales from the event could generate enough to offset the waived fees; it was also confirmed that the entity promoting the event is a for-profit group that is in the business to make money. It was agreed that a business has to spend money to make money, and the fees should be paid.

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

There was no public input.

13. **Advanced Approvals of Town Expenditures.**

a. There are no advanced approvals.

There were no advanced approvals.

14. **Manager/Staff Report**

Scannell said he had met with State Parks Monday morning to begin conversation about the lease, and with the Historical Society, a very productive meeting. The Community is thoroughly engaged in getting volunteers. Scannell will submit a report to Council on February 3rd explaining what their options are with respect to staffing the Park and what the Town's cost might be. Supervisor Davis of Yavapai County has indicated he is interested and is researching how he might be able to help. Scannell is also preparing an update for February 17th on the financial status for the current budget year. A credit has been received from the work being done by Mr. Zelechowski with respect to the misdirected taxes. Staff is working with Verizon to resolve a discrepancy with their tax remittances. Scannell also commented on the potential flooding and the steps that Marshal Smith and the staff have taken to prepare for the possible emergency.

15. Adjournment

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 7:22 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 20th day of January 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

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 20, 2010
4:30 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 4:30 p.m.

2. Roll Call

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

Also Present: Town Manager Michael Scannell, Town Attorney Bill Sims, telephonically, Acting Community Development Director Mike Jenkins, and Recording Secretary Margaret Harper.

3. Discussion, consideration, and possible direction to staff relative to litigation and/or possible setting of parameters for the development of Settlement Agreement among the Town of Camp Verde, California Hotwood, Inc., and business entities and affiliates related to the Zellner family.

Note: Council may vote 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. (Staff Resource: Town Attorney)

On a motion by Kovacovich, seconded by Garrison, the Council voted unanimously to go into Executive Session for discussion or consultation with the Attorney for legal advice.

Town Manager Scannell distributed an accounting of the Town's expenditures to date in connection with the Zellner-Hotwood litigation since the onset of the process in 2007-2008. The \$97,344.12 paid to date total the payments to the law firm of Moyes, Sellers & Sims, and to Southwest Risk, on behalf of the Town. Scannell understands that California Hotwood has incurred costs of approximately \$130,000. The mediation proceeding is scheduled for January 29, 2010. Scannell said that if Council would want him to attend, he would request reimbursement of a \$150 fee to change travel plans he had previously made for that date.

A recess was called at 4:38 p.m. to go into Executive Session.

On a motion by Baker, seconded by German, the Executive Session was adjourned at 5:55 p.m.

The Special Session was called back to order at 5:55 p.m.

There was no action taken.

4. Adjournment

On a motion by German, seconded by Baker, the meeting was adjourned at 5:55 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 20th day of January 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

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 20, 2010
5:15 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 5:55 p.m.

2. Roll Call

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

Also Present: Town Manager Michael Scannell, Town Attorney Steve Wene, telephonically, and Recording Secretary Margaret Harper.

3. Discussion, consideration, and possible direction to staff relative to setting the negotiating parameters with regard to a water rights settlement agreement and related issues with the Yavapai Apache Nation. Note: Council may vote 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; and §38-431.03(A)(6) for negotiations with members of a Tribal Council. Staff Resource: Michael Scannell

On a motion by German, seconded by Roulette, the Council voted unanimously to go into Executive Session for discussion or consultation with the Attorney.

A recess was called at 5:56 p.m. to go into Executive Session.

On a motion by Baker, seconded by Kovacovich, the Executive Session was adjourned at 6:19 p.m.

The Special Session was called back to order at 6:19 p.m.

4. Adjournment

On a motion by Whatley, seconded by Baker, the meeting was adjourned at 6:20 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 20th day of January 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

4C



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular

Session

Consent Agenda **Regular Business**

Reference Document: ARS§ 41-2421K & Administrative Office of the Courts (AOC) list of Administered Grants, specifically Municipal Court Fill the Gap, Expenditure Recap

Agenda Title (be exact):

Discussion, consideration, and possible authorization to apply for a Municipal Fill the Gap Grant to pay for the yearly maintenance fee of approximately \$650, from April 13, 2010 thru April 12, 2011, for the audio/visual system we use for seeing in-custody defendants, the monthly DSL line charges from February 2010 thru April 12, 2011, totaling approximately \$750.00, and to purchase a switch box to place on the DSL modem and a longer DSL line to accommodate moving the audio/video system as needed at a cost of approximately \$100.00. This is an allowable expense in the designated Fill the Gap Funds line item. The balance in this account is currently \$16,700.

Purpose and Background Information:

As per the attachments the court receives a quarterly check for its portion of Fill the Gap Funds collected monthly and sent to the State. This balance is in a designated account and has accrued too approximately \$16,700.00. As indicated on the attachment, "the court shall use the monies to improve, maintain and enhance the ability to collect and manage monies assessed or received by the courts, to improve court automation and to improve case processing or the administration of justice" with the AOC'S approval thru a grant process. To be clear, the money is here with the Town in a FTG designated account and the court is not asking for any matching funds.

Recommendation (Suggested Motion):

1. Move to approve that the court apply for a Fill the Gap Grant to pay for the yearly maintenance fee, from April 13, 2010 thru April 12, 2011, for the audio/visual system, pay for the monthly DSL line from February 2010 thru April 12, 2011 and purchase a switch box to place on the DSL modem and a longer DSL line to accommodate moving the audio/video system from chambers to courtroom as needed at the approximate cost of \$1,500.00.
2. Move to NOT approve that the court apply for a Fill the Gap Grant to pay for the yearly maintenance fee, from April 13, 2010 thru April 12, 2011, for the audio/visual system, pay for the monthly DSL line from February 2010 thru April 12, 2011 and purchase a switch box to place on the DSL modem and a longer DSL line to accommodate moving the audio/video system as needed at the approximate cost of \$1,500.00.
- 3.

Finance Review: **Budgeted** **Unbudgeted** **N/A This is an allowable expense in the designated Fill the Gap Funds line item.**

Finance Director Comments/Fund:

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

Attorney Comments:

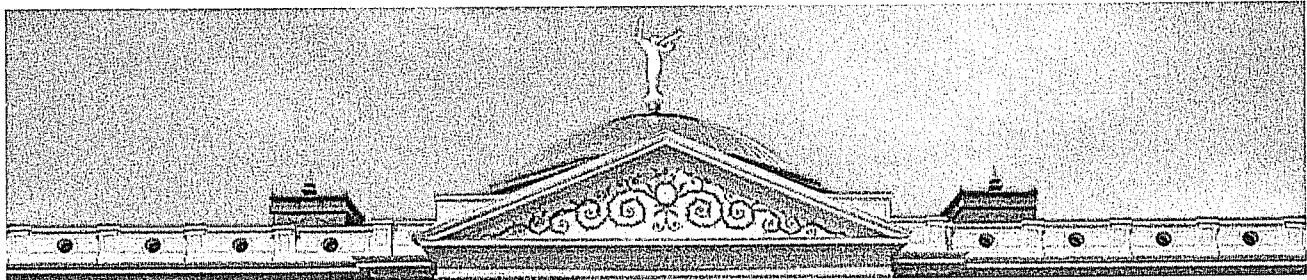
Submitting Department: Camp Verde Magistrate Court

Contact Person: Harry Cipriano, Magistrate

Action Report prepared by: J. Daughety

Arizona State Legislature

Bill Number Search:



Forty-ninth Legislature - Second Regular Session

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41-2421. Enhanced collections; allocation of monies; criminal justice entities

A. Notwithstanding any other law and except as provided in subsection J of this section, five per cent of any monies collected by the supreme court and the court of appeals for the payment of filing fees, including clerk fees, diversion fees, fines, penalties, surcharges, sanctions and forfeitures shall be deposited, pursuant to sections 35-146 and 35-147, and allocated pursuant to the formula in subsection B of this section. This subsection does not apply to monies collected by the courts pursuant to section 16-954, subsection C, or for child support, restitution or exonerated bonds.

B. The monies deposited pursuant to subsection A of this section shall be allocated according to the following formula:

1. 21.61 per cent to the state aid to county attorneys fund established by section 11-539.
2. 20.53 per cent to the state aid to indigent defense fund established by section 11-588.
3. 57.37 per cent to the state aid to the courts fund established by section 12-102.02.
4. 0.49 per cent to the department of law for the processing of criminal cases.

C. Notwithstanding any other law and except as provided in subsection J of this section, five per cent of any monies collected by the superior court, including the clerk of the court and the justice courts in each county for the payment of filing fees, including clerk fees, diversion fees, adult and juvenile probation fees, juvenile monetary assessments, fines, penalties, surcharges, sanctions and forfeitures, shall be transmitted to the county treasurer for allocation pursuant to subsections E, F, G and H of this section. This subsection does not apply to monies collected by the courts pursuant to section 16-954, subsection C or for child support, restitution or exonerated bonds.

D. The supreme court shall adopt guidelines regarding the collection of revenues pursuant to subsections A and C.

E. The county treasurer shall allocate the monies deposited pursuant to subsection C of this section according to the following formula:

1. 21.61 per cent for the purposes specified in section 11-539.
2. 20.53 per cent for the purposes specified in section 11-588.
3. 57.37 per cent to the local courts assistance fund established by section 12-102.03.
4. 0.49 per cent to the state treasurer for transmittal to the department of law for the processing of criminal cases.

F. The board of supervisors in each county shall separately account for all monies received pursuant to subsections C and E of this section and expenditures of these monies may be made only after the requirements of subsections G and H of this section have been met.

G. By December 1 of each year each county board of supervisors shall certify if the total revenues received by the justice courts and the superior court, including the clerk of the superior court, exceed the amount received in fiscal year 1997-1998. If the board so certifies, then the board shall distribute the lesser of either:

1. The total amount deposited pursuant to subsection C of this section.
2. The amount collected and deposited pursuant to subsection C of this section that exceeds the base year collections of fiscal year 1997-1998. These monies shall be distributed according to the formula specified in subsection E of this section. Any monies remaining after this allocation shall be transmitted as otherwise provided by law.

H. If a county board of supervisors determines that the total revenues transmitted by the superior court, including the clerk of the superior court and the justice courts in the county, do not equal the base year collections transmitted in fiscal year 1997-1998 the monies specified in subsection C of this section shall be transmitted by the county treasurer as otherwise provided by law.

I. For the purposes of this section, base year collections shall be those collections specified in subsection C of this section.

J. Monies collected pursuant to section 12-116.01, subsection B shall be allocated as follows:

1. 15.44 per cent to the state aid to county attorneys fund established by section 11-539.

Refers to page 2

2. 14.66 per cent to the state aid to indigent defense fund established by section 11-588.
3. 40.97 per cent to the state aid to the courts fund established by section 12-102.02.
4. 0.35 per cent to the department of law for the processing of criminal cases.
5. 14.29 per cent to the Arizona criminal justice commission for distribution to state, county and municipal law enforcement full service forensic crime laboratories pursuant to rules adopted by the Arizona criminal justice commission.
6. 14.29 per cent to the supreme court for allocation to the municipal courts pursuant to subsection K of this section.

K. The supreme court shall administer and allocate the monies received pursuant to subsection J, paragraph 6 of this section to the municipal courts based on the total amount of penalty assessments transmitted pursuant to section 12-116.01 by that jurisdiction's city treasurer to the state treasurer for the prior fiscal year divided by the total amount of penalty assessments transmitted to the state treasurer pursuant to section 12-116.01 by all city treasurers statewide for the prior fiscal year. The municipal court shall use the monies received to improve, maintain and enhance the ability to collect and manage monies assessed or received by the courts, to improve court automation and to improve case processing or the administration of justice. The municipal court shall submit a plan to the supreme court and the supreme court shall approve the plan before the municipal court begins to spend these allocated monies.



**Administrative Office of the Courts (AOC)
Administered Grant Funds**

The following is an alphabetical list of funds available to courts and administered by the AOC. Included are the purpose of each fund, the Division name, phone number, and contact for specific grant information. The application submission deadlines are set based on criteria such as Administrative Order, amount of time needed to develop and process a complete recommendation package for the entire funds, or legislative budgetary appropriations schedule. The annual deadlines remain consistent when funds are available. Dates vary due to day of the week for a given year.

For applications and instructions, please [click here](#).

FUND	AUTHORITIES	DESCRIPTION	ADMINISTRATION TYPE	CONTACT INFORMATION
Alternative Dispute Resolution Fund (ADR)	<u>§12-135</u>	To establish, maintain, improve or enhance local, regional, or statewide alternative dispute resolution programs in the courts.		Division: Court Services Name: Amy Wood Phone: (602) 452-3337 E-mail: awood@courts.az.gov
Adult Intensive Probation Supervision Programs (AIPS)	<u>§13-913</u>	Legislatively appropriated funds provided to the 15 local adult probation departments to supervise higher risk offenders who would otherwise be imprisoned.		Division: Adult Probation Services Name: Jeanie Lynch Phone: (602) 452-3460 E-mail: JLynch@courts.az.gov
Adult Probation Service Fee Fund (PSF)	Arizona Constitution, Article 6 & § <u>12-267</u>	To generate by fees collected from adult probations, retained locally to be used primarily for probation officer's salaries.		Division: Adult Probation Services Name: Jeanie Lynch Phone: (602) 452-3460 E-mail: JLynch@courts.az.gov

*Refer to page 1
4.
(MFTG)*

<p>Case Processing Assistance Fund (CPAF)</p>	<p>§ 41-2401 (D, 8)</p>	<p>To enhance the ability of the courts to process criminal, domestic violence, and delinquency cases, in addition to strategic projects that have a statewide or regional impact or change the way the court conducts business in the areas of criminal case processing. General grant applications are not being accepted for FY 2006</p>	<p>Competitive Application Process when Funds are Available</p>	<p>Division: Court Services Name: Toni Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov</p>
<p>Community Punishment Programs (CPP)</p>	<p>§ 13-821, § 12-299</p>	<p>Comprised of legislatively appropriated funds and monies collected from fined levied against drug offender for the 15 local adult probation departments. Funds are used to provide an array of community-based treatment/education services while providing a high level of supervision and control.</p>		<p>Division: Adult Probation Services Name: Jeanie Lynch Phone: (602) 452-3460 E-mail: JLynch@courts.az.gov</p>
<p>Court Appointed Special Advocate (CASA)</p>	<p>§ 8-524 (A), (B)</p>	<p>To provide Legislatively appropriated funds to administer local special advocate programs in each county. Local special advocate programs recruit volunteers who are appointed by a juvenile court judge to dependency cases to work in the child's best interest.</p>		<p>Division: Dependent Children's Services Name: Robert Shelly Phone: (602) 452-3416 E-mail: RShelley@courts.az.gov</p>

Court Improvement Programs Funds	Chapter 276 (HB2645), <u>§ 46(c), A.O. 98-35</u>	Comprised of legislatively appropriated funds to enhance the juvenile courts' ability to process dependency cases.		Division: Dependent Children's Services Name: Robert Shelly Phone: (602) 452-3416 E-mail: RShelley@courts.az.gov
Diversion (formerly Pic-Act)	<u>§ 8-321</u>	Legislatively appropriated funds that provide the opportunity for youth to be held accountable for specific offenses without the formal court process. Youth are required to attend programs which emphasize accountability, restitution, skill development, crime reduction, and community safety.		Division: Juvenile Justice Services Name: Steven Tyrrell Phone: (602) 452-3451 E-mail: STyrrell@courts.az.gov
Drug Enforcement Account (DEA)	<u>§ 41-2402</u>	Funds administered and granted to the Arizona Supreme Courts by the Arizona Criminal Justice Commission and used by court agencies statewide to process drug or drug related offenders through the court, emphasizing adjudication, probation and indigent defense services.		Division: Adult Probation Services Name: Phone: (602) -452-3558 E-mail:
Drug Treatment Education Fund (DTEF)	<u>§ 13-901.02</u>	Fund created by The Drug Medicalization, Prevention, and Control Act of 1996 which is used for the treatment and education of substance abusing adult probationers convicted of a personal possession or use of a		Division: Adult Probation Services Name: Molly Miller Phone: (602) 452-3558 E-mail: MMiller@courts.az.gov

	<p>controlled substance. Deadline: Annual Budget Request</p> <p>Legislatively appropriated funds are provided to all 15 counties on a four-to-one state-county fund match. Funds are used to strengthen family relationship and prevent juvenile delinquency.</p>		<p>Division: Juvenile Justice Services Name: Susan Alameda Phone: (602) 452-3455 E-mail: SAAlameda@courts.az.gov</p>
<p>Family Counseling Program</p>	<p><u>§ 8-261 (2)</u></p>	<p>Application for Disbursement from AOC</p>	<p>Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov</p>
<p>Fill The Gap</p>	<p><u>§ 12-102.02</u></p>	<p>To allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases. Deadline: Applications accepted throughout the year.</p>	<p>Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov</p>
<p>Municipal Court Fill The Gap (MFTG)</p>	<p><u>§ 41-2421 (K)</u></p>	<p>In addition to other sources of Fill the Gap funding, statute provides funding for an additional penalty assessment of 7%. Municipal courts receive a 14.29% allocation of this assessment. The allocation to municipal courts will be distributed by the Supreme Court according to a statutory formula based on the total surcharges transmitted by municipal court compared to the total surcharge transmitted by municipal courts</p>	<p>Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov</p>



		<p>statewide. The monies shall be used to improve, maintain and enhance the ability to collect and manage monies assessed or received by the courts, to improve court automation and to improve case processing or the administration of justice. Deadline: Applications accepted throughout the year</p>	
<p>Interstate Compact</p>	<p><u>§ 31-467</u></p>	<p>Legislatively appropriated funds provide administrative for the interstate transfer of adult probationers and community-based supervision to probationers permitted to move to Arizona.</p>	<p>Division: Adult Probation Services Name: Dori Ege Phone: (602) 452-3324 E-mail: DEge@courts.az.gov</p>
<p>Judicial Assistance Funds</p>	<p><u>Arizona</u> <u>constitution</u> <u>Article VI, §</u> <u>19-20, § 12-143</u> <u>(A), § 38-813</u> <u>(B)</u></p>	<p>Legislatively appropriated funds for judges pro tempore in the superior courts and retired judges and justices for the court of appeals and supreme court on a short-term, emergency basis. Order of appointment by the Chief Justice is required. Do to budget reductions, available funds are very limited.</p>	<p>Division: Administrative Services Name: Kevin Kluge Phone: (602) 452-3395 E-mail: KKluge@courts.az.gov</p>
<p>Judicial Collection Enhancement Funds (JCEF)</p>	<p><u>§ 12-113, et seq.</u></p>	<p>Legislatively appropriated funds to train court personnel, improve, maintain and enhance the ability to collect and manage</p>	<p>Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov</p> <p>Local: Applications to Spend Funds Maintained Locally</p>

		monies assessed or received by the courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice. No state funds are available for the fiscal year. Local Fund Deadline: Applications are accepted throughout the year.	State: Approval from COT necessary when funds are available	
Juvenile Crime Reduction Funds (JCRF)	<u>§ 41-2401D (5)</u>	Legislatively appropriated funds for prevention and intervention programs and projects designed to reduce juvenile crime.		Division: Juvenile Justice Services Name: Frederic Santeseban Phone: (602) 452-3309 E-mail: FSantest@courts.az.gov
Juvenile Intensive Probation Supervision Program (JIPS)	<u>§ 8-351 through 8-358</u>	Legislatively appropriated funds to divert high risk juveniles from the Arizona Department of Juvenile Corrections or other out-of-home placements.		Division: Juvenile Justice Services Name: Frederic Santeseban Phone: (602) 452-3309 E-mail: FSantest@courts.az.gov
Juvenile Probation Service Fees funds	<u>§ 8-241</u>	Funds generated by fees collected from juvenile probationers, retained locally to be used primarily for probation officers' salaries.		Division: Juvenile Justice Services Name: Frederic Santeseban Phone: (602) 452-3309 E-mail: FSantest@courts.az.gov
Juvenile Standard Probation Programs	<u>§ 8-203 and 12-261 through 266</u>	Legislatively appropriated funds to subsidize juvenile probation services statewide in order to maintain the statutory ratio of juvenile probation officers at 31:1.		Division: Juvenile Justice Services Name: Frederic Santeseban Phone: (602) 452-3309 E-mail: FSantest@courts.az.gov

Juvenile Probation Service Fund (JPSF)	<u>§ 8-322</u>	Legislatively appropriated funds that provide intervention services for youth on probation. The fund provides the resources to assist the probation officer in enforcing the terms of probation through a comprehensive continuum of services to ensure accountability, skill development, community safety and crime reduction.	Division: Juvenile Justice Services Name: Steven Tyrrell Phone: (602) 452-3451 E-mail: STyrrell@courts.az.gov
Public Defender Training Fund (PDTF)	<u>§ 12-117 (A)</u> ACJA 5-105	To Provide funds for county public defender training. Funds are to be used in accordance with code section 5-105. Deadline: Applications are accepted throughout the year. Applications for continuing grants should be submitted with the courts normal funding cycle.	Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov
State Aid To Detention (SAD)	<u>§ 41-2417</u>	Established for the purpose of providing state assistance to counties in maintaining, expanding and operating Juvenile Detention Centers required by § 8-305 and 8-226.	Division: Juvenile Justice Services Name: Phone: (602) 452-3464 E-mail:
State Aid Enhancement (SAE)	<u>§ 12-261</u> through <u>266</u>	Legislatively appropriated funds to subsidize adult probation services statewide in order to maintain the statutory ratio of	Division: Adult Probation Services Name: Jeanie Lynch Phone: (602) 452-3464 E-mail: JLynch@courts.az.gov

State Grand Jury	<u>§ 21-428 (B)</u>	adult probationers to probation officers at 60:1. Legislatively appropriated funds to provide for reimbursement if eligible grand jury expenses. (See Administrative Order 91-34) Due to budget reductions available funds are very limited.		Division: Administrative Services Name: Kevin Kluge Phone: (602) 452-3395 E-mail: KKluge@courts.az.gov
Title IV-D Case Processing		State pass through funds from the Domestic Relations budget. Funds are distributed to all counties to enhance and streamline IV-D case processing by the Superior Court or the Clerk of the Court.		Division: Court Services Name: Theresa Barrett Phone: (602) 452-3364 E-mail: TBarrett@courts.az.gov
Traffic Case Processing Fund (TCPF)	<u>Administrative Order No. 97-52</u>	TCPF are Defensive Driving fee funds used to expedite the processing of all offenses prescribed in Title 28, Chapter 6, and Articles 2 through 15. The money for TCPF comes from fees placed on attendance at court-authorized traffic offense diversion programs. TCPF monies are used to administer the Defensive Driving Program and to improve traffic case processing.		Division: Court Services Name: Antonia Murbach Phone: (602) 452-3931 E-mail: AMurbach@courts.az.gov

FILL THE GAP EXPENDITURE RECAP 2010/2011

- 1. Audio Visual year maintenance fee from April 13, 2010 thru April 12, 2011, approximately \$650.00**
- 2. DSL monthly fee from February 2010 thru April 12, 2011, approximately \$750.00**
- 3. DSL Switch box and longer DSL coax, approximately \$100.00**

4d



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Subject: Resolution and amended IGA relative to Fort Verde State Historic Park

Agenda Title: DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2010-800 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE 2ND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (“IGA”) BETWEEN THE TOWN OF CAMP VERDE (“TOWN”) AND THE ARIZONA STATE PARKS BOARD (“BOARD”) ALLOWING THE TOWN TO DESIGNATE THE PREVIOUSLY APPROVED FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK (“PARK”) IN ORDER TO CONTINUE THE OPERATIONS OF THE PARK THROUGH MARCH 29, 2010.

Purpose and Background Information:

Resolution 2010-800 supersedes Resolution 2009-791 and 2009-787.

Resolution 2009-791 was adopted October 21, 2009 and an original IGA was executed authorizing an expenditure in the amount of \$16,000 with the BOARD for the period September 11, 2009 through December 31, 2009. An amended IGA via Resolution 2009-787 was approved in December 2009 authorizing an additional expenditure in an amount of \$18,000 to ensure that the staffing of Fort Verde State Historic Park continued unabated through June 30, 2010.

The Town retained the aforementioned \$18,000 due to proposed legislative action that would result in the imminent closure the PARK, but further negotiations with the BOARD in January 2010 resulted in moving forward with the payment of \$18,000. However, the \$18,000 will be utilized to *continue operations of the PARK through March 29, 2010 (v. just staffing of the PARK through June 30, 2010).*

If you approve Resolution 2010-800 and the amended IGA, the grand total contributed to Arizona State Parks by the Town for FY 2010, to date, will be \$34,000 (\$18,000 + \$16,000).

Recommendation: MOVE TO APPROVE RESOLUTION 2010-800 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE 2ND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (“IGA”) BETWEEN THE TOWN OF CAMP VERDE (“TOWN”) AND THE ARIZONA STATE PARKS BOARD (“BOARD”) ALLOWING THE TOWN TO DESIGNATE THE PREVIOUSLY APPROVED FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK (“PARK”) IN ORDER TO CONTINUE THE OPERATIONS OF THE PARK THROUGH MARCH 29, 2010.

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

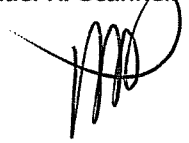
Although, this is an unbudgeted item, an amount of \$18,000 (as per the amended IGA) would be appropriated from the contingency fund in order to help support staffing levels at the fort through March 29, 2010

Finance Director Comments:

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

Submitting Department: Town Manager
Action Report prepared by: C. Brown

Contact Person: Michael K. Scannell



TOWN OF CAMP VERDE



Resolution 2010-800

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE 2ND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (“IGA”) BETWEEN THE TOWN OF CAMP VERDE (“TOWN”) AND THE ARIZONA STATE PARKS BOARD (“BOARD”) ALLOWING THE TOWN TO DESIGNATE THE PREVIOUSLY APPROVED FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK (“PARK”) IN ORDER TO CONTINUE THE OPERATIONS OF THE PARK THROUGH MARCH 29, 2010.

WHEREAS, the BOARD is the owner of, and has the authority to manage the PARK, and additionally has the responsibility pursuant to A.R.S. § 41-511.04 (A)(2) and (7) including the acquisition, planning, administration, management and development of state historic sites, and a historic preservation program; and

WHEREAS, the BOARD operates the PARK to provide a quality visitor experience while maintaining and protecting the artifacts, archives and integrity of this historic resource; and

WHEREAS, The TOWN and the BOARD recognize the importance of the PARK, both to the TOWN and to the citizens of the State of Arizona, and the need for a stable funding stream to operate the PARK; and

WHEREAS, an original IGA was executed in October 2009 authorizing the expenditure in an amount of \$16,000 with the BOARD for the period September 11, 2009 through December 31, 2009 and an amended IGA was approved in December 2009 authorizing an additional expenditure in an amount of \$18,000 (total of \$34,000) to ensure that the staffing of Fort Verde Historic State Park continued unabated through June 30, 2010; and

WHEREAS, the Town retained the aforementioned \$18,000 due to proposed legislative action that would result in the imminent closure the PARK, but further negotiations with the BOARD in January 2010 resulted in moving forward with the payment of \$18,000, however, the \$18,000 will be utilized to *continue operations of the PARK through March 29, 2010 (v. just staffing of the PARK through June 30, 2010)*.

Resolution 2010-800

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO AMEND THE AFOREMENTIONED AGREEMENT AS FOLLOWS:

1. In Section D1, replaced *June 30, 2010* with March 29, 2010.
3. In Section E1, amend section as follows:
 - a) The Board shall accept the supplemental \$18,000 to continue the operations of the PARK through March 29, 2010.
 - b) Replace *June 30, 2010* with March 29, 2010.
4. Section F1, amend section as follows:
 - a) Replace sentence as follows: This AMENDMENT is entered into and is effective as of the date on which the last of all required signatures are affixed hereto, and expires at 12 PM on March 29, 2010.

PASSED AND APPROVED by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 3rd day of February, 2010 by a vote of ___ ayes and ___ nay.

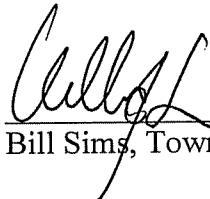
Bob Burnside, Mayor

Date

ATTEST:

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Bill Sims, Town Attorney

Resolution 2010-800



1300 W. Washington, Room 220
Phoenix, AZ 85007
Phone: (602) 542-6937
Fax: (602) 542-6949

Arizona State Parks

MEMO

To: Bob Burnside, Mayor
c/o Carol Brown
Assistant to Town Manager
473 S. Main St., Ste. 102
Camp Verde, AZ 86322

From: Margaret Fernandez
Procurement Officer
1300 W. Washington, Room 220
Phoenix, AZ 85007
(602) 542-6937

Fax: _____ **Date:** January 20, 2010

Phone: 928-567-6631 ext 106 **Pages:** _____

Ref.: PR10-016 Fort Verde Supplementary Funding Amendment 2 **CC:** Contract File

- In accordance with A.R.S. § 11-952, enclosed are (3) originals of the above referenced document which requires the Attorney General's determination. Once signed, please phone 542-6937 for pick up.
- Enclosed is/are ____ original(s) and ____ copy(ies) of the referenced documents which has/have been signed on behalf of the Arizona State Parks.
- Please return a fully executed copy for our files to my attention at the above address.
- We have retained a fully executed copy for our files.
- Please note and initial change(s) then return a fully executed copy for our files.
- Please have all copies signed by an authorized individual and return all copies to the above address; attention Margaret Fernandez, Contract Officer. A fully executed copy will be returned for your records.
- We are submitting a fully executed copy for your files. Please distribute according to those individuals requiring a copy of the attachment. Thanks.

If you have questions, please contact me at the above number or email to mjf2@azstateparks.gov.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Subject: Payment for loss adjustment expense of \$3,814.95 to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, L.L.C. & Tanner Enterprises, L.L.C. v. Town of Camp Verde Litigation.

Agenda Title: Possible authorization to pay \$3,814.95 for loss adjustment expense to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, L.L.C. & Tanner Enterprises, L.L.C. v. Town of Camp Verde Litigation. Staff Resource: Michael K. Scannell

Purpose and Background Information:

Staff is requesting Council's consideration to pay \$3,814.95 Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, L.L.C. & Tanner Enterprises, L.L.C. v. Town of Camp Verde litigation.

Recommendation: Pay \$3,814.95 for loss adjustment expense to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, L.L.C. & Tanner Enterprises, L.L.C. v. Town of Camp Verde Litigation.

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

Finance Director Comments: If the February 3, 2010 agenda item requesting the re-appropriation of budgeted funding to the Litigation line item (01-20-16-7110) in the Legal Department budgetary unit is approved, the funding for this item will be budgeted.

Fund: 01-20-16 Line Item: 7110

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

Attorney Comments: N/A

Submitting Department: Town Manager
Action Report prepared by: C. Brown

Contact Person: Michael K. Scannell

Southwest Risk Services

A division of Berkley Risk Administrators Company, LLC

January 13, 2010

Invoice Amount \$3,814.95

Town of Camp Verde
395 South Main Street
Camp Verde, AZ 86322
Attention: Mike Scannell;

01-20-10P04:50 RCVD

RE: Member : Town of Camp Verde
Claimants : Alpha, L.L.C. & Tanner Enterprises, L.L.C.
File No. : 13010778
Case No. : CV820090206
Venue : Yavapai County Superior Court
Date of Loss : 9/4/07

Dear Mr. Scannell:

As claims administrator for the Arizona Municipal Risk Retention Pool (hereinafter, "the Pool"), Southwest Risk Services (hereinafter, "SWRS") is providing a defense on the above referenced Complaint titled Alpha, L.L.C. et al. v. Town of Camp Verde et al. filed in Yavapai County Superior Court.

The purpose of this letter is to provide reconciliation of the Town's share of the expense for defense of the original Complaint as articulated in the Supplementary Payments section of the Town's Municipal Liability Coverage Agreement. A First Amended Complaint was subsequently served on the Town which triggered full defense by the Pool. Pertinent portions read as follows:

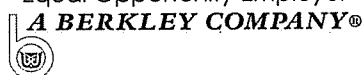
4. Supplementary Payments

- b. With respect to any "declaratory relief claim" or "injunctive relief claim" that is exclusive of any "claim" for "damages", and in which a Covered Entity is a defendant, even if the Member is not also a party to the "claim" or "suit":
- (1) The Pool will pay:
 - (a) 50% of the first \$25,000 of "loss adjustment expense; and
 - (b) 25% of the next \$25,000 of "loss adjustment expense".
 - (2) The Member shall pay all "loss adjustment expense" in excess of \$50,000.
 - (3) The Pool may pay any part or all of the "loss adjustment expense" amount to effect settlement of any "claim" or "suit" and, upon notification of the action taken, the Member shall promptly reimburse the pool for such part of the Member's share of "loss adjustment expense" as has been paid by the Pool.
 - (4) The most the Pool will pay for all "loss adjustment expense" arising out of "injunctive relief claims" and "declaratory relief claims" made during the "rating period" is \$100,000.

The Pool's defense obligation as articulated in the Supplementary Payments section is based on a 50/50 sharing of the first \$25,000 of defense costs, and a 25/75 sharing of the next \$25,000 of defense costs.

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Southwest Risk Services

A division of Berkley Risk Administrators Company, LLC

This will provide up to \$18,750 in defense fees and costs (50% of the first \$25,000 = \$12,500; 25% of the next \$25,000 = \$6,250; \$12,500 + \$6,250 = \$18,750).

The amount of bills paid by Southwest Risk Services for defense of the original Complaint total \$7,629.90. Pursuant to the formula cited above, the Town is responsible for \$12,500 of the first \$25,000 of expense, and 75% of next \$25,000 of expense. Finally, the Town is responsible for all "loss adjustment expense" in excess of \$50,000.

Town's Obligation:

Phase I (First \$25,000):	\$3,814.95 (50% of \$7,629.90)
Phase II (Second \$25,000):	\$ N/A
Phase III (Excess of \$50,000):	\$ N/A
Amount Owed:	\$3,814.95
Less Paid to Date:	\$0
Current Balance Owed:	\$3,814.95

Attached you will find our "Claim File Payment Ledger" and spreadsheet which lists the individual payments that have been made since the inception of our defense of this matter. Please make your **\$3,814.95** check payable to the **Arizona Municipal Risk Retention Pool** and mail the check to my attention. Please reference the AMRRP File number of 13010565 on your check and correspondence.

We thank you in advance for your cooperation.

In the event you have any questions, or would like to discuss this matter further, please do not hesitate to contact the undersigned.

Sincerely,



Tom McMahon
Litigation Specialist

Attachment:

- Payment Ledger
- Spreadsheet



Account Information: Account #: 0000134002 Name: CAMP VERDE, TOWN OF RISK MANAGER
 Policy #: AM 1439 Inception Date: From 12/26/2008 To 12/26/2009

Claim Status: OPEN
 Date Closed:

Claim Number: 13010778 Claimant Name: ALPHA, L.L.C. Examiner: 11301 TOM MCMAHON
 Accident Date: 9/04/2007 Claim Made Date: 5/26/2009 Aslob: 170 SubLn: 334 Cause Code: 0462 PD PREMISES/OPS-OTHER
 Claim Description: COMPLAINT FOR MANDAMUS AND DECLARATORY RELIEF

Losses Paid	O/S Loss Reserves	Gross Loss Incurred	Expenses Paid	O/S Expense Reserves	Gross Expense Incurred	Total Gross Incurred	Recoveries	Total Net Incurred
.00	1.00	1.00	7,685.90	12,314.00	19,999.90	20,000.90	.00	20,000.90

Check#	Date	Applied	Code	Trans	Payment Amount	Bank	Vendr	Payee Name	Payment Description
0044951	7/17/09	7/17/09	01	62	4,481.60	3B	AT031	MURPHY SCHMITT HATHAWAY & INVOICE NO. 66721	
0045371	9/04/09	9/04/09	01	62	3,204.30	3B	AT031	MURPHY SCHMITT HATHAWAY & INVOICE NO. 66889	
					7,685.90			LEGAL FEES (DEFENSE ATTORNEY	

CLAIMANT TOTAL 7,685.90

Account Information: Account #: 0000134002 Name: CAMP VERDE, TOWN OF RISK MANAGER
 Policy #: AM 1439 Inception Date: From 12/26/2008 To 12/26/2009

Claim Status: OPEN
 Date Closed:

Claim Number: 13010778 Claimant Name: TANNER ENTERPRISES, L.L.C. Examiner: 11301 TOM MCHAHON
 Accident Date: 9/04/2007 Claim Made Date: 5/26/2009 Aslob: 170 SubIn: 334 Cause Code: 0462 PD PREMISES/OPS-OTHER
 Claim Description: COMPLAINT FOR MANDAMUS AND DECLARATORY RELIEF

Losses Paid	O/S Loss Reserves	Gross Loss Incurred	Expenses Paid	O/S Expense Reserves	Gross Expense Incurred	Total Gross Incurred	Recoveries	Total Net Incurred
.00	1.00	1.00	.00	1.00	1.00	2.00	.00	2.00

Check#	Check Date	Date Applied	Pay Code	Trans	Payment Amount	Bank Vendr	Payee Name	Payment Description
					.00			

PAYTYP NOT ON FILE

CLAIMANT TOTAL .00

PAYTYP NOT ON FILE .00

CLAIMANT TOTAL .00

CLAIM TOTAL 7,685.90

13010778 INJUNCTIVE & DEC RELIEF REIM BRKDN SPREAD SHEET

Expense Breakdown	File 13010778		
Amount of Payment			
Tier One - Member pays 50%	\$ 4,481.60		
of Initial \$25,000 of Expense	\$ 3,148.30		
Tier One Total	\$ 7,629.90		
Member Owes 50%		\$3,814.95	
Pool's Limit Tier One			\$12,500
Tier Two - Member pays 75%			
Tier Two not applicable	\$0		
Tier Three - Member pays 100%			
Tier Three not applicable	\$0		
Paid by Member		\$0.00	
Balance Owed		\$3,814.95	

48.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Subject: Payment for loss adjustment expense of \$29,669.39 to Southwest Risk

Agenda Title:

Possible authorization to 1) pay \$29,669.39 for loss adjustment expense to Southwest Risk for Sophronia Zellner et al. v. Town of Camp Verde litigation and 2) transfer of \$60,000 from the Contingency Fund to Litigation Expenditures in the Legal Department (01-20-16-7110).

Purpose and Background Information:

Staff is requesting Council's consideration to pay \$29,669.39 to Southwest Risk for Sophronia Zellner et al. v. Town.

Staff is also requesting budget re-appropriations totaling \$60,000.00 to fund the following:

1. \$16,721.30 in paid litigation expenditures to date.
2. \$29,669.39 to Southwest Risk for Sophronia Zellner et al. v. Town.
3. \$13,609.31 for unanticipated litigation expenditures through the remainder of the fiscal year.

Recommendation:

Authorize 1) the payment of \$29,669.39 to Southwest Risk for loss adjustment expense to Southwest Risk for Sophronia Zellner et al. v. Town of Camp Verde litigation and 2) the transfer of \$60,000 from the Contingency Fund to Litigation Expenditures in the Legal Department (01-20-16-7110).

Finance Review: **Budgeted** **Unbudgeted – see note below** **N/A**

Finance Director Comments: When the FY2010 budget was adopted, the Town had anticipated that the legal process for the Zellners Wood Yard issue would be near closure and therefore did not allocate funding in the Legal Department for litigation expenditures. An estimated \$60,000 was earmarked in the Contingency Fund to cover litigation expenses for the Zellners Wood Yard issue. Outside of the Zellners Wood Yard issue, the Town did not anticipate litigation expenditures for other matters. To date, the Town has paid \$16,721.30 in legal expenses for various litigations that were unbudgeted. This expenditure will increase that amount to \$46,390.69 excluding any additional expenditures that may be incurred through the remainder of the fiscal year.

The funds will be expensed to: Fund: 01-20-16 Line Item: 7110

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

Attorney Comments: N/A

Submitting Department: Town Manager
Action Report prepared by: C. Brown, Lisa Elliott

Contact Person: Michael K. Scannell

7/15
by
C/S

Southwest Risk Services

A division of Berkley Risk Administrators Company, LLC

December 31, 2009

Invoice Amount \$29,669.39

Town of Camp Verde
Attention: Mike Scannell
473 S. Main Street
Suite 102
Camp Verde, AZ 86322

01-13-10P12:12 RCVD

RE: Member : Town of Camp Verde
Claimant : Sophronia Zellner/California Hotwoods
File No. : 13010306
Case No. : CV820080289
Date of Loss : 10/7/08

Dear Mr. Scannell:

As claims administrator for the Arizona Municipal Risk Retention Pool (hereinafter, "the Pool"), Southwest Risk Services (hereinafter, "SWRS") acknowledges receipt of the above-referenced Complaint titled Sophronia Zellner et al. v. Town of Camp Verde filed in Yavapai County Superior Court.

The purpose of this letter is to provide a final reconciliation of the Town's share of the expense as articulated in the Supplementary Payments section of the Town's Municipal Liability Coverage Agreement. Pertinent portions read as follows:

4. Supplementary Payments

- b. With respect to any "declaratory relief claim" or "injunctive relief claim" that is exclusive of any "claim" for "damages", and in which a Covered Entity is a defendant, even if the Member is not also a party to the "claim" or "suit":
- (1) The Pool will pay:
 - (a) 50% of the first \$25,000 of "loss adjustment expense; and
 - (b) 25% of the next \$25,000 of "loss adjustment expense".
 - (2) The Member shall pay all "loss adjustment expense" in excess of \$50,000.
 - (3) The Pool may pay any part or all of the "loss adjustment expense" amount to effect settlement of any "claim" or "suit" and, upon notification of the action taken, the Member shall promptly reimburse the pool for such part of the Member's share of "loss adjustment expense" as has been paid by the Pool.
 - (4) The most the Pool will pay for all "loss adjustment expense" arising out of "injunctive relief claims" and "declaratory relief claims" made during the "rating period" is \$100,000.

The Pool's defense obligation as articulated in the Supplementary Payments section is based on a 50/50 sharing of the first \$25,000 of defense costs, and a 25/75 sharing of the next \$25,000 of defense costs. This will provide up to \$18,750 in defense fees and costs (50% of the first \$25,000 = \$12,500; 25% of the next \$25,000 = \$6,250; \$12,500 + \$6,250 = \$18,750).

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Southwest Risk Services

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The defense bills paid to date by Southwest Risk Services total \$38,157.57. Pursuant to the formula cited above, the Town is responsible for \$12,500 of the first \$25,000 of expense, and 75% of next \$25,000 of expense. Finally, the Town is responsible for all "loss adjustment expense" in excess of \$50,000.

Town's Obligation:

Phase I (First \$25,000):	\$12,500.00 (50% of \$25,000.00)
Phase II (Second \$25,000):	\$18,750.00 (75% of \$25,000.00)
Phase III (Excess of \$50,000):	\$20,787.57
Amount Owed:	\$52,037.57
Less Paid to Date:	\$22,368.18
Current Balance Owed:	\$29,669.39

Attached you will find our "Claim File Payment Ledger" and "Reimbursement Spreadsheet" which lists the individual payments that have been made since the inception of our defense of this matter. Please make your **\$29,669.39** reimbursement check payable to the "**Arizona Municipal Risk Retention Pool**" and mail the check to my attention. Please reference the AMRRP File number of 13010306 on your check and correspondence. We thank you in advance for your cooperation.

Lastly, we are in receipt of the December 14, 2009 service invoice from Moyes, Sellers & Sims regarding this matter. In light of the Supplementary Payment's expense limit being met we are forwarding the invoice to your attention for final handling.

In the event you have any questions, or would like to discuss this matter further, please do not hesitate to contact the undersigned.

Sincerely,



Tom McMahon
Litigation Specialist
Attachments:

- Payment Ledger
- Reimbursement Spreadsheet

Account Information: Account #: 0000134002 Name: CAMP VERDE, TOWN OF RISK MANAGER
 Policy #: AM 1368 Inception Date: From 12/26/2007 To 12/26/2008

Claim Number: 13010306 Claimant Name: SOPHRONIA ZELLNER Examiner: 11301 TOM MCMAHON
 Accident Date: 10/07/2008 Claim Made Date: 10/08/2008 AsJob: 170 Subin: 334 Cause Code: 0462 PD PREMISES/OPS-OTHER Date Closed:
 Claim Description: CLAIMANT SEEKING DECLARATION THAT USE OF PROPERTY IS A LEGAL NON-CONFORMING USE WITHOUT CONDITIONS

Claim Status: OPEN
 Total Net Incurred 50,419.39
 Recoveries 22,368.18-
 Total Gross Incurred 72,787.57

Check#	Date	Applied	Pay Code	Trans	Payment Amount	Bank	Vendr	Payee Name	O/S Reserves	Expenses Paid	Gross Loss Incurred	Total Net Incurred
0043209	11/20/08	11/20/08	01	62	608.00	3B	AT135	MOVES SELLERS & SIMS	1,999.00	70,787.57	72,786.57	72,787.57
0043410	12/18/08	12/18/08	01	62	5,773.50	3B	AT135	MOVES SELLERS & SIMS				
0043594	1/20/09	1/20/09	01	62	7,269.50	3B	AT135	MOVES SELLERS & SIMS				
0043830	2/20/09	2/20/09	01	62	2,962.50	3B	AT135	MOVES SELLERS & SIMS				
0044058	3/24/09	3/24/09	01	62	14,683.64	3B	AT135	MOVES SELLERS & SIMS				
00444301	4/27/09	4/27/09	01	62	2,565.43	3B	AT135	MOVES SELLERS & SIMS				
0044487	5/18/09	5/18/09	01	62	4,295.00	3B	AT135	MOVES SELLERS & SIMS				
0045051	7/30/09	7/30/09	01	62	4,629.00	3B	AT135	MOVES SELLERS & SIMS				
0045301	9/02/09	9/02/09	01	62	5,596.00	3B	AT135	MOVES SELLERS & SIMS				
0045305	9/02/09	9/02/09	01	62	14,575.00	3B	AT135	MOVES SELLERS & SIMS				
0045693	10/29/09	10/29/09	01	62	190.00	3B	AT135	MOVES SELLERS & SIMS				
0045913	11/30/09	11/30/09	01	62	4,686.00	3B	AT135	MOVES SELLERS & SIMS				
0045933	12/01/09	12/01/09	01	62	2,954.00	3B	AT135	MOVES SELLERS & SIMS				
LEGAL FEES (DEFENSE ATTORNEY)					70,787.57							
0103279	0/00/00	9/01/09	23	80	22,368.18-							
DEDUCTIBLE-EXPENSE 1					22,368.18-							
CLAIMANT TOTAL					48,419.39							
PAYTYP NOT ON FILE					.00							
CLAIMANT TOTAL					.00							
CLAIM TOTAL					48,419.39							

Payment Description

INV 13443
INV 13625
INV 13698
INV 13827
INVOICE # 13941
INVOICE # 14076 SERVICE DATES 3/2/09 - 3/25/09
INVOICE # 14218 SERVICE DATES 4/7/09 - 4/28/09
INVOICE # 14473
INVOICE # 14610
INVOICE # 14347
INVOICE # 14864
INVOICE # 14755
INVOICE # 14961

REIMBURSEMENT SPREADSHEET

Amount of Payment			
Tier One - Member pays 50%			
	\$ 608.00		
	\$ 5,773.50		
	\$ 7,269.50		
	\$ 2,962.50		
	\$ 8,386.50		
Subtotal	\$ 25,000.00		
Members Responsibility		\$12,500	
Tier Two - Member pays 75%			
	\$ 6,297.14		
	\$ 2,565.43		
	\$ 4,295.00		
	\$ 4,629.00		
	\$ 5,596.00		
	\$ 1,617.43		
Subtotal	\$ 25,000.00		
Members Responsibility		\$18,750	
Covered Shared Expense		\$31,250	
Paid by Member		\$ 22,368.18	
Balance Owed of Shared Expense		\$ 8,881.82	
Tier Three - Member pays 100%			
	\$ 12,957.57		
	\$ 190.00		
	\$ 4,686.00		
	\$ 2,954.00		
Subtotal	\$ 20,787.57		
Member's Responsibility		\$ 20,787.57	
Uncovered Expense		\$ 20,787.57	
Balance Owed of Shared Expense		\$ 8,881.82	
Amount Owed to Pool		\$ 29,669.39	

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**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: FY 2010-2011 Budget Calendar

Agenda Title (be exact):
Possible approval of the FY2010-2011 Budget Calendar.

Purpose and Background Information:
Town Code Section 3-4-1.6 Budget Calendar states "In February of each year, the Finance Director shall brief Council and obtain approval of the budget calendar for the following fiscal year."

Attached, please find the proposed budget calendar for the FY 2010-2011 Budget. Please note that dates may change as needed.

Recommendation (Suggested Motion):
Approval of the FY2010-2011 Budget Calendar.

Finance Review: **Budgeted** **Unbudgeted** **N/A**
Finance Director Comments/Fund:

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

Submitting Department: Finance Department
Contact Person: Lisa Elliott, Senior Accountant
Action Report Prepared By: Lisa Elliott, Senior Accountant

Proposed Budget Calendar for FY 2010-2011

Date	Task to be completed
February 3, 2010	Brief Council and obtain approval of the budget calendar
February 24, 2010	Council off-site retreat for the purpose of providing staff with policy guidance relative to strategic objectives that they want to pursue in the 2010/2011 budget and to provide guidance to staff for special funding requests.
March 1st to 26th	Finance Department completes non-departmental revenue estimates
March 29, 2010	Finance Department distributes budget worksheets and instructions to department heads w/estimated general fund support levels
April 9, 2010	Department Heads submit worksheets to Finance
April 12 to April 30	Finance Dept. compiles budget workpapers and meets with Department Heads to discuss their requests
May 5, 2010	Distribute draft budget with supplementary documentation to Council in advance of work session to be scheduled with Council
May 12 and May 26	Council budget work sessions
June 9, 2010	Submit agenda item introducing June 16 for 1st public hearing on budget
June 16, 2010	Council makes final budget adjustments
June 16, 2010	Town Council adopts the FY 2010-2011 tentative budget including resolutions et al.
June 23 & 30	Budget advertisement in local newspapers
July 7, 2010	Public Hearing on FY 2010-2011 tentative budget
July 7, 2010	Town Council adopts the FY 2010-2011 budget including resolutions et al.

*Please note that dates may change if necessary due to delayed information.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Resolution 2010-803

Agenda Title (be exact): Discussion, consideration, and possible approval of Resolution 2010-803, a resolution of the Mayor and Common Council, of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of the Planning and Zoning Ordinance, and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Town Council.

Purpose and Background Information:

The Town Council at the January 13, 2010 Work Session, directed staff to prepare a resolution to suspend Section 124, Design Review, of the Planning and Zoning Ordinance, and to authorize staff to administer the procedures and criteria established by Section 124 while the Town undertakes the comprehensive update to the Planning and Zoning Ordinance. While the Town is preparing a new Planning and Zoning Ordinance, this temporary resolution will allow development to proceed while retaining some Town oversight of development in Camp Verde. Once the new zoning regulations are completed the proposed resolution will expire. The estimated completion date of the new Planning and Zoning Ordinance is December 2010.

Given the long term interest of the Town to incorporate appearance standards in its zoning codes, and given the passage of the Private Property Rights Protection Act of 2006 (Proposition 207), the Town is suspending, as opposed to repealing, Section 124 to preserve its ability to incorporate appearance standards in the new zoning codes. To further reduce potential liability, staff is recommending an expiration date for the proposed resolution so that Section 124 would revert to its current condition even if the Town fails to act. While the zoning update is scheduled to be completed by December 2010, staff is recommending an expiration date of March 30, 2011 to provide ample time to complete the zoning update.

Approval of the proposed resolution will authorize the Community Development Department to review and process development applications as prescribed in Section 124, Design Review. Appeals of staff decisions will be reviewed by the Town Council.

Recommendation (Suggested Motion):

Move to approve Resolution 2010-803 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of the Planning and Zoning Ordinance, and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Town Council.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: Comments incorporated in staff report and resolution.

Submitting Department: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris

TOWN OF CAMP VERDE



Resolution 2010-803

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUSPENDING SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE AND DIRECTING THE COMMUNITY DEVELOPMENT DEPARTMENT TO REVIEW AND PROCESS SITE PLANS AND DESIGN CRITERIA FROM SECTION 124 ON AN INTERIM BASIS WHILE THE COMPREHENSIVE UPDATE OF THE TOWN CODE IS ONGOING; APPEALS SHALL BE PROCESSED THROUGH THE COUNCIL.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance in Ordinance 87 A23 ("Planning and Zoning Ordinance"), approved July 9, 1987, and

WHEREAS, the Town of Camp Verde adopted by reference Section 124, entitled Design Review, per Ordinance 2006 A 331, of the Planning and Zoning Ordinance ("Design Review Ordinance") and

WHEREAS, Section 124 of the Planning and Zoning Ordinance allows for the amendment, supplement or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council, and

WHEREAS, the Town Council retains the right to amend requirements and provisions, previously established by the Town Council, in the interest of protecting the public health, safety and welfare of the community.

WHEREAS, on January 13, 2010 the Town Council unanimously voted to direct staff to prepare a Resolution for Council to suspend Section 124, and authorize staff to review site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Town Council.

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS:

- 1. Suspend Section 124, Design Review, of the Planning and Zoning Ordinance during the period while the broader revisions to the Planning and Zoning Ordinance are completed.**
- 2. Direct Community Development Staff to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be process through the Town Council.**
- 3. Resolution 2010 - 803 shall expire March 31, 2011, unless specified otherwise by Town Council at an earlier date.**

PASSED AND APPROVED by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 3rd day of February, 2010 by a majority vote of __ ayes and __ nay.

Resolution 2010-803

Bob Burnside, Mayor

Date

ATTEST:

Deborah Barber, Town Clerk

Date

APPROVED AS TO FORM:

Town Attorney

Date



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible approval of and authorization for the Mayor to sign wine festival licenses for the Pecan, Wine & Antique Festival to be held the weekend of February 13, 2010.

Purpose and Background Information:

The attached Wine Festival Applications will permit the wineries to conduct wine tasting and sales at the event.

Recommendation (Suggested Motion):

Move to authorize the Mayor to sign all wine festival licenses for the 2010 Pecan, Wine & Antique Festival.

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

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber

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

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APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

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

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: FREITAS TRAY FRANCES
Last First Middle

2. Business Name: FREITAS VINEYARD D.F.W. Lic#: 13133002
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip
Yavapai

4. Mailing Address: 1575 Paradise Dr. Cottonwood AZ 86326
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>02/12/2010</u>	<u>Friday</u>	<u>12 noon</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/13/2010</u>	<u>Saturday</u>	<u>9:00 am</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/14/2010</u>	<u>Sunday</u>	<u>10:00 am</u> a.m./p.m.	<u>5:00 PMP</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 639-2149 (928) 639-2149
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

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



Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.



A. Camp Verde Town Hall
395 South Main Street, Camp Verde, AZ -
(928) 567-6631

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Phoenix, AZ 85007
www.azliquor.gov
(602)542-5141

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1. Applicant's Name: GLOMSKI ERIC STEVEN
Last First Middle

2. Business Name: PAGE SPRINGS CELLARS D.F.W. Lic#: 13133004
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 1500 N. PAGE SPRINGS RD CDENVILLE AZ 86325
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
02/12/2010	Friday	12 noon a.m./p.m.	6:00 PM a.m./p.m.
02/13/2010	Saturday	9:00 am a.m./p.m.	6:00 PM a.m./p.m.
02/14/2010	Sunday	10:00 am a.m./p.m.	5:00 PMP a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 639-3004 (928) 301-0977
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

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1. Applicant's Name: HOULT ROBIN
Last First Middle

2. Business Name: Granite Creek Vineyards D.F.W. Lic#: BWN-AZ-15002
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 2515 N. RD. 1 East China Valley AZ 86323
City State Zip

Table with 4 columns: DATE, DAY OF WEEK, HOURS FROM, HOURS TO. Rows include dates 02/12/2010 (Friday), 02/13/2010 (Saturday), and 02/14/2010 (Sunday) with corresponding time slots.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 636-2003 (928) 636-2922
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

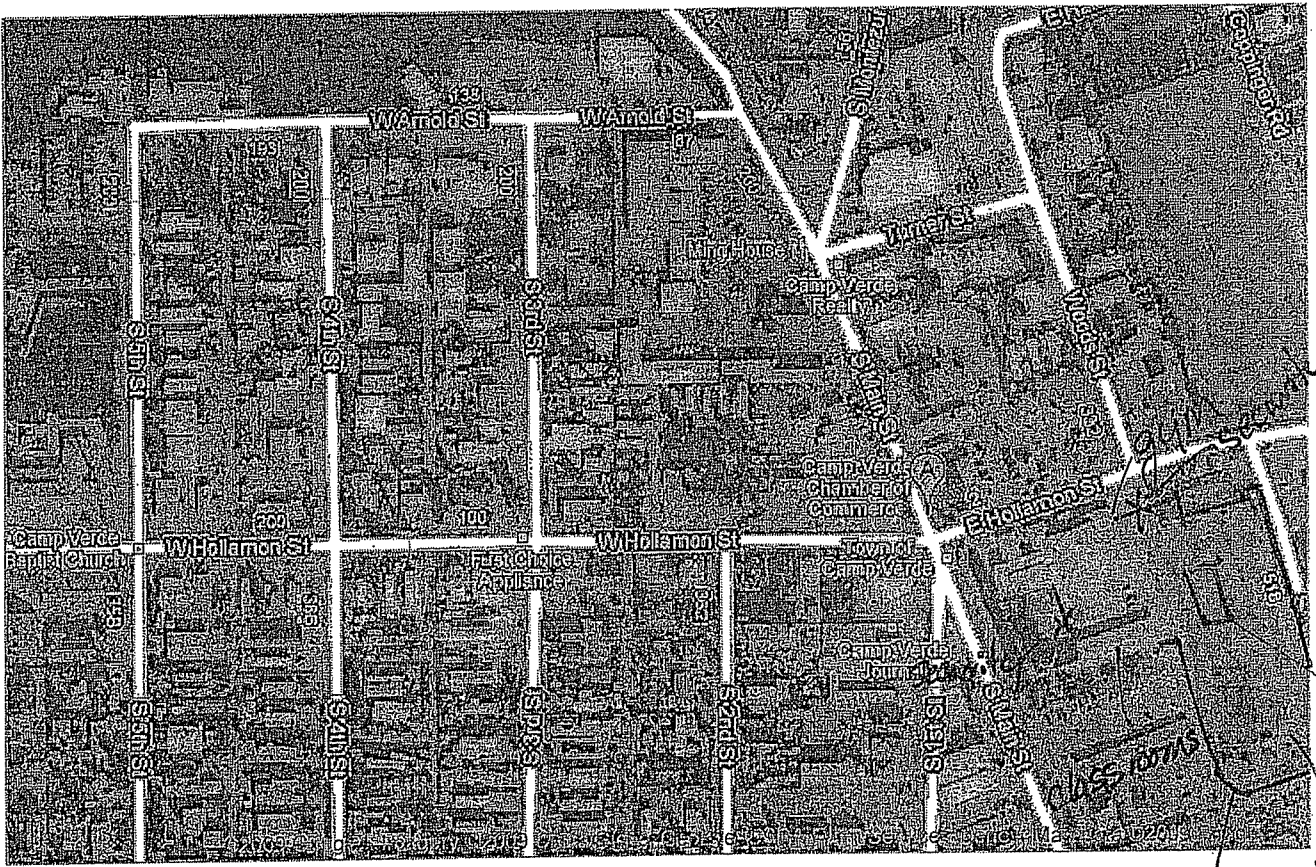
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1. Applicant's Name: Keenan Maynard James
Last First Middle

2. Business Name: Caduceus Cellars D.F.W. Lic#: 13133018
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: PO Box 905 Verome Az 86331
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>02/12/2010</u>	<u>Friday</u>	<u>12 noon</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/13/2010</u>	<u>Saturday</u>	<u>9:00 am</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/14/2010</u>	<u>Sunday</u>	<u>10:00 am</u> a.m./p.m.	<u>5:00 PMP</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
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_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 639-WINE (928) 301-0146
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

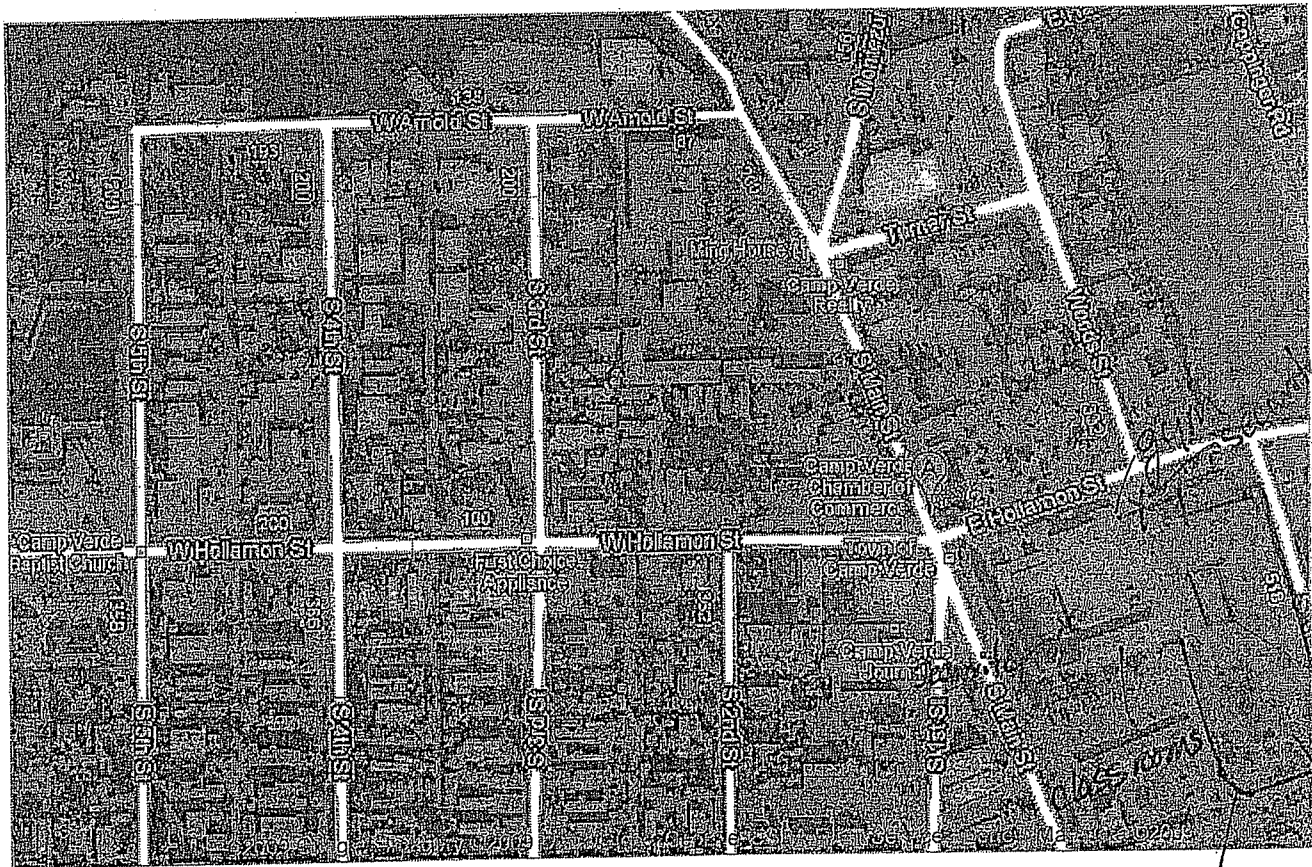
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Google maps

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395 South Main Street, Camp Verde, AZ -
(928) 567-6631

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8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO

9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES NO

10. How many wine festival licenses have you applied for this calendar year including this one? 5

What is the total number of days you have held licensed wine festivals this year? 14

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

- # Police
- # Security personnel
- Fencing
- Barriers

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

John McLoughlin

(Print full name)

hereby declare that I am the APPLICANT of this application.

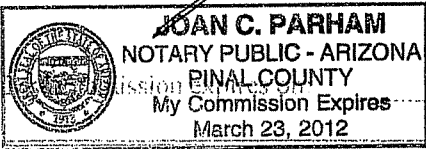
I have read the application and the contents and all statements are true, correct and complete.

State of Arizona County of Pinal

the foregoing instrument was acknowledged before me this

19 day of Jan 2010

Joan Parham
(Signature of NOTARY PUBLIC)



3/23/12

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

_____ hereby APPROVE DISAPPROVE this application on behalf of _____

Town of Camp Verde

(City, Town, or County)

(Title)

(Signature of OFFICIAL)

*** FOR USE BY DLLC ONLY ***

APPROVED DISAPPROVED

By: _____

Date: _____

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

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1. Applicant's Name: Minchella Dennis M
Last First Middle

2. Business Name: KoKopelli Winery D.F.W. Lic#: 13073008
(Domestic Farm Winery License #)

3. Location of Festival: 395 S. Main Street Camp Verde Maricopa 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 35 W. Boston Chandler AZ 85225
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>2/12</u>	<u>Fri</u>	<u>12</u> <u>a</u> <u>p.m.</u>	<u>6</u> <u>a.m.</u> / <u>p.m.</u>
<u>2/13</u>	<u>Sat</u>	<u>9</u> <u>a</u> <u>p.m.</u>	<u>6</u> <u>a.m.</u> / <u>p.m.</u>
<u>2/14</u>	<u>Sun</u>	<u>10</u> <u>a</u> <u>p.m.</u>	<u>6</u> <u>5</u> <u>a.m.</u> / <u>p.m.</u>
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde
Last First Middle

395 Main Street 102 Camp Verde AZ 86322
Address City State Zip

0535
City

7. Phone Numbers: (928) 567-6631 (480) 792-6927 (602) 330-4674
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.


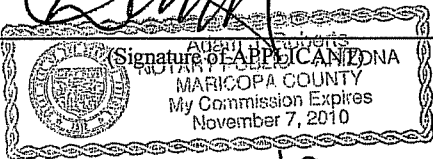
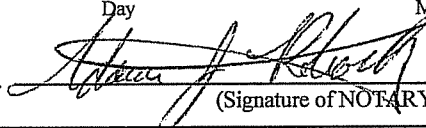
8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO
9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES NO
10. How many wine festival licenses have you applied for this calendar year, including this one? 8
- Give the total number of days you have held licensed wine festivals this year 23

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

✓ # Police Fencing
✓ # Security personnel Barriers

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

I, Dennis Minchella, hereby declare that I am the APPLICANT filing this application. I
 (Print full name)
 have read the application and the contents and all statements are true, correct and complete.

X  State of ARIZONA County of MARICOPA
 The foregoing instrument was acknowledged before me this
30th day of July, 2009
 Day Month Year

 My commission expires on: November 7th, 2010 
 (Signature of NOTARY PUBLIC)

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

I, _____, hereby APPROVE DISAPPROVE this application on behalf of
 (Government Official)

 (City, Town, or County) (Title) X (Signature of OFFICIAL)

*** FOR USE BY DLLC ONLY ***

APPROVED DISAPPROVED

By: Date:

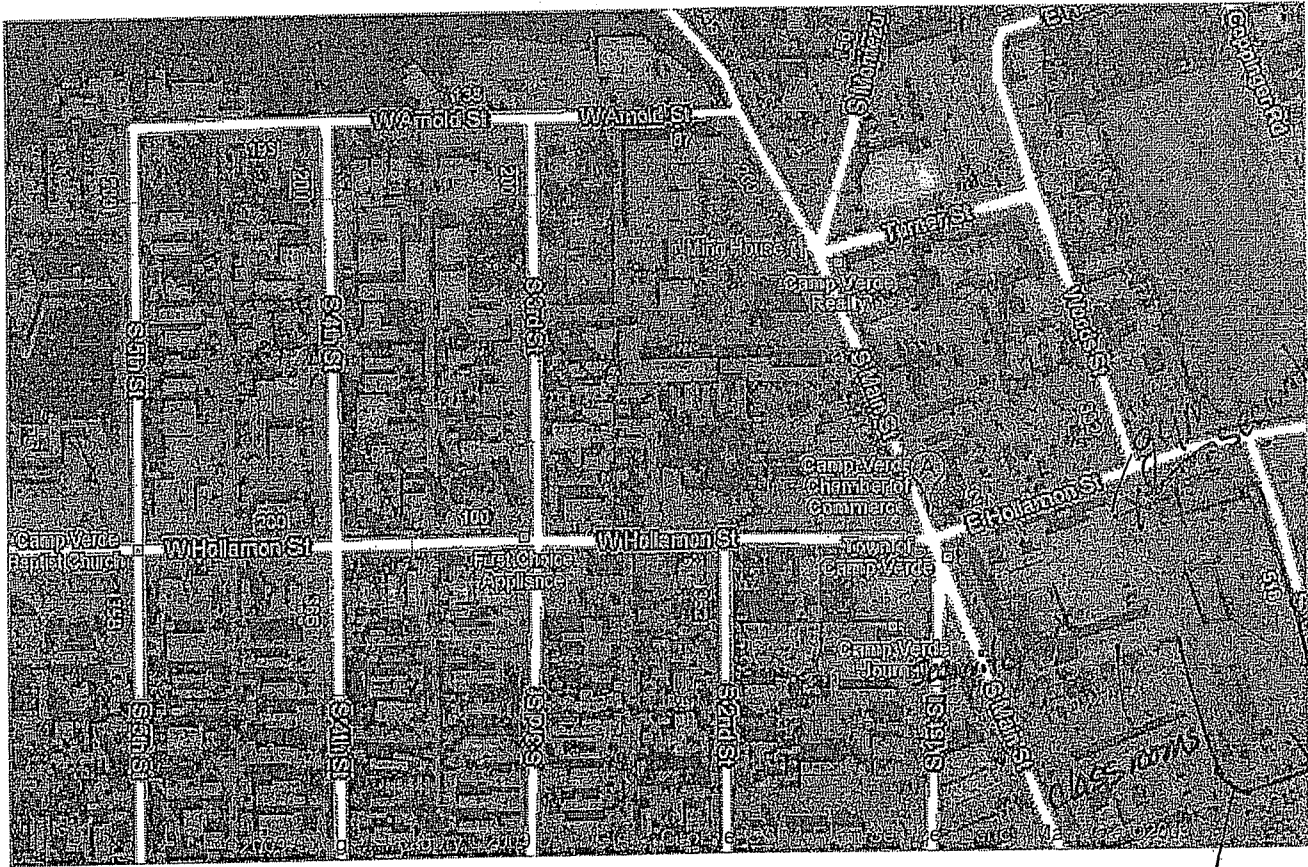
WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM
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(Show dimensions, serving areas, and label type of enclosure and security positions)



Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.



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1. Applicant's Name: PILLSBURY SAMUEL WALLACE
Last First Middle
2. Business Name: PILLSBURY WINE CO D.F.W. Lic#: 13023010
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 4109 L'Via Estrella Phoenix AZ 85028
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>02/12/2010</u>	<u>Friday</u>	<u>12 noon</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/13/2010</u>	<u>Saturday</u>	<u>8:00 am</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/14/2010</u>	<u>Sunday</u>	<u>10:00 am</u> a.m./p.m.	<u>5:00 PMP</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name of Person(s) in Charge: 395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: 828 567-0535 (310) 508-3348 (602) 946-3239
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO
9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES NO
10. How many wine festival licenses have you applied for this calendar year, including this one? 10

Give the total number of days you have held licensed wine festivals this year 3

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

yes # Police Fencing
 # Security personnel Barriers

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

I, SANDY WALLACE PLEASANT, hereby declare that I am the APPLICANT filing this application. I
 (Print full name)
 have read the application and the contents and all statements are true, correct and complete.

X [Signature] State of AZ County of MARICOPA
 The foregoing instrument was acknowledged before me this 03 day of JAN 2010
 Day Month Year
 My commission expires on APR 30, 2012
 [Notary Seal: NOTARY PUBLIC - ARIZONA, MARICOPA COUNTY, My Commission Expires April 30, 2012]
[Signature] (Signature of NOTARY PUBLIC)

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

I, _____, hereby APPROVE DISAPPROVE this application on behalf of
 (Government Official)

 (City, Town, or County) (Title) X (Signature of OFFICIAL)

*** FOR USE BY DLLC ONLY ***

APPROVED DISAPPROVED

By: _____ Date: _____

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1. Applicant's Name: PREDMORE BARBARA A
Last First Middle

2. Business Name: ALCANTARA LLC D.F.W. Lic#: 13133010
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: PO Box 64 Cottonwood AZ 86326
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
02/12/2010	Friday	12 noon a.m./p.m.	6:00 PM a.m./p.m.
02/13/2010	Saturday	9:00 am a.m./p.m.	6:00 PM a.m./p.m.
02/14/2010	Sunday	10:00 am a.m./p.m.	5:00 PMP a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 649 8463 (928) 830 0766
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

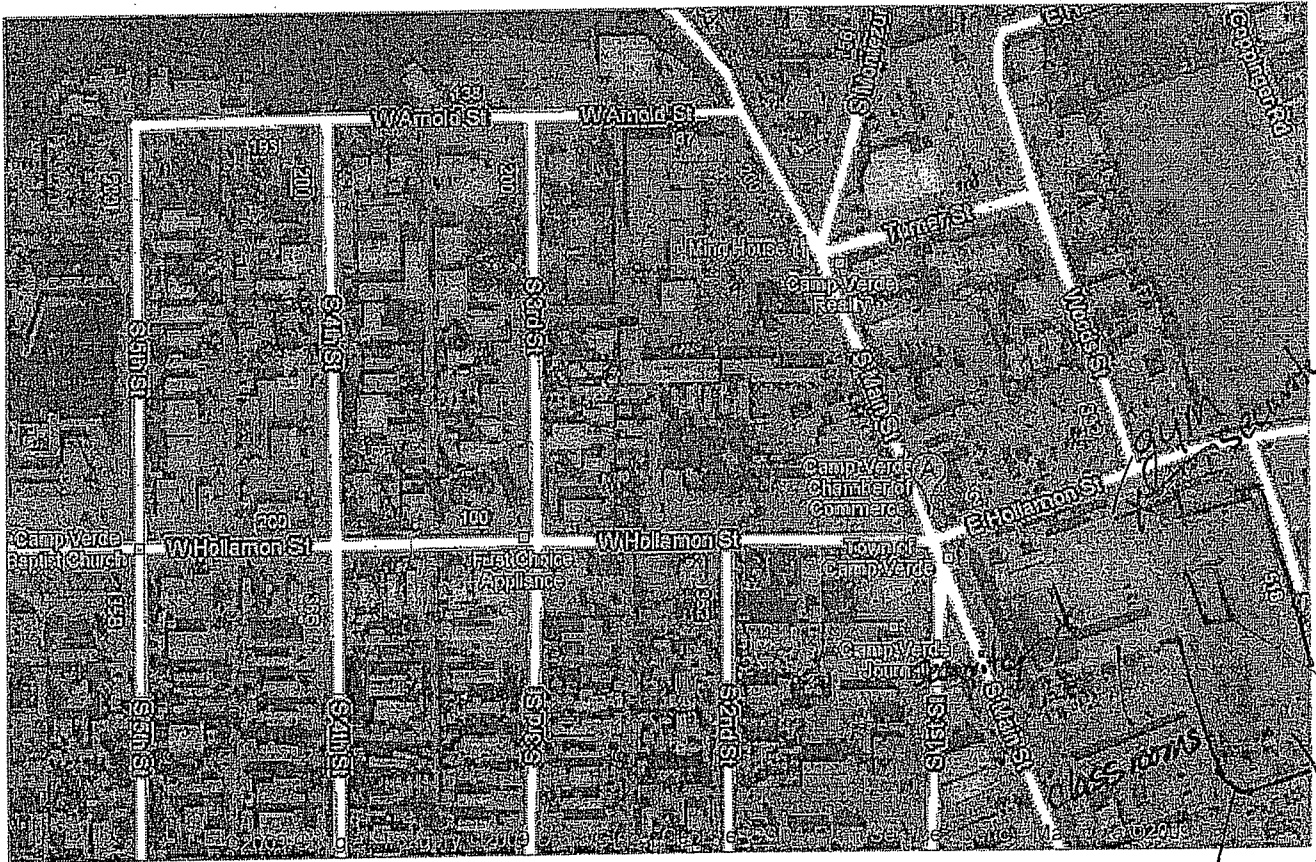
WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

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



Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.



A. Camp Verde Town Hall
395 South Main Street, Camp Verde, AZ -
(928) 567-6631

[Report a problem](#)

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

1-27-10
3020

APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

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

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: SNAPP KODNEY FLETCHER
Last First Middle

2. Business Name: JAVELINA LEAP VINEYARD WINE #24 D.F.W. Lic#: 13133009
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 1565 N. PAGE SPRINGS RD CORNVILLE AZ 860725
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>02/12/2010</u>	<u>Friday</u>	<u>12 noon</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/13/2010</u>	<u>Saturday</u>	<u>9:00 am</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/14/2010</u>	<u>Sunday</u>	<u>10:00 am</u> a.m./p.m.	<u>5:00 PMP</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 649-2681 (928) 274-0394
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES NO
9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES NO
10. How many wine festival licenses have you applied for this calendar year, including this one? 2

Give the total number of days you have held licensed wine festivals this year 6

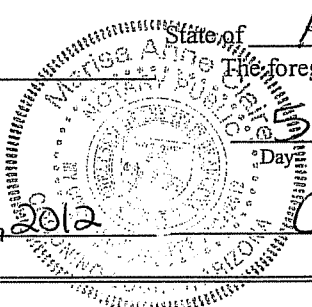
11. What security and control measures will you take to prevent violations of state liquor laws at this event?
 (List type and number of security/police personnel and type of fencing or control barriers if applicable)

YES # Police Fencing
 # Security personnel Barriers

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

I, RODNEY SNAPP, hereby declare that I am the APPLICANT filing this application. I
 (Print full name)
 have read the application and the contents and all statements are true, correct and complete.

X [Signature] The foregoing instrument was acknowledged before me this
 (Signature of APPLICANT)



State of Arizona County of Cochise
 day of October, 2009
 Day Month Year

My commission expires on: Oct 22, 2012
 (Signature of NOTARY PUBLIC)

*** FOR USE BY LOCAL GOVERNING AUTHORITY ONLY ***

I, _____, hereby APPROVE DISAPPROVE this application on behalf of
 (Government Official)

 (City, Town, or County) (Title) X (Signature of OFFICIAL)

*** FOR USE BY DLLC ONLY ***

APPROVED DISAPPROVED

By: Date:

WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

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



Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.



A. Camp Verde Town Hall
395 South Main Street, Camp Verde, AZ -
(928) 567-6631

[Report a problem](#)

1-27-10
3020

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

APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

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

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: Wahl Dubravka Georgia
Last First Middle

2. Business Name: Oak Creek Vineyards + Winery D.F.W. Lic#: 131 33 00 6
(Domestic Farm Winery License #)

3. Location of Festival: 395 South Main Street, Camp Verde, AZ 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: 1555 N Page Springs Rd Cornville AZ 86325
City State Zip

5. Date and hours of festival:

DATE	DAY OF WEEK	HOURS FROM	HOURS TO
<u>02/12/2010</u>	<u>Friday</u>	<u>12 noon</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/13/2010</u>	<u>Saturday</u>	<u>9:00 am</u> a.m./p.m.	<u>6:00 PM</u> a.m./p.m.
<u>02/14/2010</u>	<u>Sunday</u>	<u>10:00 am</u> a.m./p.m.	<u>5:00 PMP</u> a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.
_____	_____	_____ a.m./p.m.	_____ a.m./p.m.

6. Name and address of site owner: Town of Camp Verde, Parks and Recreation
Last First Middle
395 S Main Street Camp Verde AZ 86322-7272
Address City State Zip

7. Phone Numbers: (928) 567-0535 (928) 649-0290 (928) 649-0290
Site Owner Applicant's Business Applicant's Residence

* Disabled individuals requiring special accommodation, please call (602) 542-9027.

WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM
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Google maps

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A. Camp Verde Town Hall
395 South Main Street, Camp Verde, AZ -
(928) 567-6631

[Report a problem](#)

#8



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff to waive the Town's fees associated with the Pecan, Wine & Antique Festival. A portion of the profits will be donated to Citizens Committee for Camp Verde Library (CCCVL). Deposit fees will not be waived and insurance will be required. Based on the application submitted, a *preliminary* estimate sets the minimum fees for a non-profit organization at approximately \$3,015.00, *plus* \$1,600 for two deputies, as required when alcohol is sold or consumed, *plus* \$25.00 for each Special Event Vendor License. The fees for a for-profit corporation would be \$5,705 plus officer's pay and vendor licenses. Additional fees will apply if the vendor plans to use staff time for set up or cleaning, preparing permits or use of additional facilities, equipment, or utilities. CCCVL is also requesting return of \$500.00 for liquor license fees for the 10 liquor licenses that were processed. This is an unbudgeted item.

Purpose and Background Information:

Mr. Steve Goetting has been retained by CCCVL to host this event. CCCVL, a non-profit corporation, will receive a portion of the profits of the event. CCCVL is requesting a waiver of all fees associated with the event.

Recommendation (Suggested Motion):

Authorize the Manager to waive (all) or (a portion) of Town fees associated with this event.

OR

Take no action relative to this agenda item, which has the practical effect of imposing all fees (\$4,615 minimum).

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

Note: Waiving fees reduce General Fund revenues and does not allow for offsetting the staff costs associated with the preparation of permits, verification of insurance, or facility preparation & clean-up, or increased cost of utilities.

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Mayor Burnside

Action Report prepared by: D. Barber for Mayor Burnside

All Fees Shown are for a NON-PROFIT Organization. At this time we have NOT received a completed User Request/Event Application or the Agreement for Event Services from CCCVL.

Mr. Goetting dba: Verde Entertainments has completed a User Request listing the following items for which user fees have been adopted (those with hourly fees are calculated for use of 24 hours) the amounts shown are the total fees for the event.

- Gymnasium \$1,800
- Floor Prep 65
- Gazebo (3 days) 60
- Ramada (3 days) 60
- Ramada Electric 100
- Gazebo Electric 50
- Tent Light 50
- Soccer Field 480
- Room 206/207 75
- Kitchen 75
- Stage 150
- Banner Pole 5

TOTAL RENTAL FEES: \$3,015.00 Fees for a Profit organization would be \$5,705.00

* If fencing is required the cost is \$10/per panel

Deposit Fees: Keys (requested 5 keys) \$550
Cleaning/Damage \$500

Mr. Goetting has also requested items listed below that the Town does not typically rent out; therefore there is no associated fee for these items:

- Tables and chairs
- Heaters
- Surplus Wine Glasses (these have already been donated to Mr. Goetting)
- Trash Cans and liners
- Cash Registers
- Public Address System
- Barricades

Please verify this with the Marshal's office: We have been told that because the Pecan/Wine event is sanctioned by the Town the Marshal's Office will provide the security at no charge

(I am forwarding this information to you at 8:25 am; I have not heard from the Goetting's at this time. Mrs. Goetting had indicated that she would call me this morning.)

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- Kitchen 75
- Stage 150
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(I am forwarding this information to you at 8:25 am; I have not heard from the Goetting's at this time. Mrs. Goetting had indicated that she would call me this morning.)

PUBLIC WORKS DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

General Information

Sponsoring Organization CCCVL (Citizens Committee for Camp Verde Library)

Contact Person(s) (Responsible Party) Linda Harkness

Home Phone: 567-3893 Work: 567-6597 Cell: 928-220-0013

Mailing Address: 9 P.O. Box 3762

Event Name: Wine + Pecan Festival

Date(s) of Event: 12-13-14 of February 2010

Day 1 Start Time: 12 AM/PM End Time: 6 PM AM/PM

Day 2 Start Time: 9 AM AM/PM End Time: 6 PM AM/PM

Day 3 Start Time: 10 AM AM/PM End Time: 5 PM AM/PM

Set-up Date: 2/11/2012

Start Time: noon AM/PM

Time set for final inspection: _____ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Friday before your event.

EVENT DESCRIPTION

1. Provide a detailed description of your event (attach additional sheets of paper if needed):

Antique, food and wine vendors with
wine tastings

2. Anticipated Attendance: 1-2,000

3. Admission Charge Amount: 12.50

4. Describe type of entertainment that will perform at your event: _____

5. Event Location(s) (list all Town facilities to be used including parking lots, buildings, streets, parks, etc.):

Rooms 204, 206 + 207, Kitchen, Gazebo, Ramada, Community center field

6. Describe Town equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

tent

Will you have food and beverage vendors? Yes No

Will you have craft vendors? Yes No

Will you need Town utility connections? Yes No

If yes, describe: electric for all sites

Will alcohol be served at this event? Yes No

***Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crawdad Festive, and the Pecan, Wine & Antique Festival.**

Will you require street closure? Yes No

If yes, describe:

SPONSORS

Is your organization a non-profit or civic organization?

Yes

No

If yes, describe: Funding for Library building construction

If non-profit, provide your 501(c) 3 number:

There is no number - only a letter which will be provided.

Describe how your event will benefit the community and/or your organization's mission:

It will build an appropriately sized library for our community!!!

9a.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Resolution 2010-797

Agenda Title (be exact):

Discussion, consideration, and possible approval of RESOLUTION 2010-797, AUTHORIZATION TO SUBMIT APPLICATIONS AND IMPLEMENT CDBG REGIONAL ACCOUNT AND SSP PROJECTS: A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF APPLICATIONS FOR FY10 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) AND FY09 CDBG STATE SPECIAL PROJECTS FUNDS (SSP), CERTIFYING THAT SAID APPLICATIONS MEET THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATIONS.

Purpose and Background Information:

The CDBG program requires a series of resolutions to be submitted with the application(s). This resolution authorizes submission of the applications for the Hollamon Street project, the Senior Center project, and the Head Start Playground project. The resolution authorizes the Mayor to sign all documents necessary to implement and complete the activities.

Recommendation (Suggested Motion):

Move to approve Resolution 2010-797 as detailed above.

OR

Take no action, which would have the practical effect of becoming ineligible to receive CDBG funding.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber



**RESOLUTION 2010-797
AUTHORIZATION TO SUBMIT APPLICATIONS
AND IMPLEMENT CDBG REGIONAL ACCOUNT AND SSP PROJECTS**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AUTHORIZING THE SUBMISSION OF APPLICATIONS
FOR FY10 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)
AND FY09 CDBG STATE SPECIAL PROJECTS FUNDS (SSP),
CERTIFYING THAT SAID APPLICATIONS MEET THE COMMUNITY'S
PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS
AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM,
AND AUTHORIZING ALL ACTIONS NECESSARY TO
IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATIONS.**

WHEREAS, the Town of Camp Verde is desirous of undertaking community development activities; and

WHEREAS, the State of Arizona is administering the Community Development Block Grant Program and the CDBG State Special Projects Program; and

WHEREAS, the State CDBG Program requires that CDBG funds requested address one of the three Congressional mandated National Objectives; and

WHEREAS, the activities within these applications address the community's identified housing and community development needs, including the needs of low and moderate income persons; and

WHEREAS, an applicant of State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations.

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and Common Council of the town of Camp Verde authorize application to be made to the State of Arizona, Department of Housing for FY09 and FY10 CDBG funds, and authorize the Mayor to sign application and contract or grant documents for receipt and use of these funds for:

1. **Hollamon Street Improvement Project**, consisting of pavement improvements, rolled curbs, and sidewalk; and
2. **Camp Verde Senior Center Renovation Project**, consisting of kitchen renovations and building expansion; and
3. **Head Start Playground Improvement Project**, consisting of placement of new ground cover and the purchase of playground equipment; and

authorize the Mayor to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT these applications for CDBG and CDBG SSP funds meets the requirements of low- and moderate-income benefit for activities justified as benefiting low- and moderate-income persons, aids in the prevention or elimination of slum and blight or addresses an urgent need which poses a threat to health; and

THAT, the Town of Camp Verde will comply with all State CDBG and CDBG SSP Program guidelines, Federal Statutes and regulations applicable to the State CDBG Program and the certifications contained in these applications. Passed and adopted by the Mayor and Common Council of the Town of Camp Verde this 3rd day of **February 2010**.

Mayor Bob Burnside

ATTEST:

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Town Attorney

q b.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Resolution 2010-798

Agenda Title (be exact):

Discussion, consideration, and possible approval of RESOLUTION 2010-798 – Relocation Assistance Plan as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended: A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a Residential Antidisplacement and Relocation Assistance Plan for FY10, as required under Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Purpose and Background Information:

The CDBG program requires a series of resolutions to be submitted with the application(s). This resolution adopts a residential antidisplacement and relocation assistance plan. None of the proposed projects will displace citizens; however, the resolution is required to maintain eligibility to receive CDBG funding.

Recommendation (Suggested Motion):

Move to approve Resolution 2010-798 as detailed above.

OR

Take no action, which would have the practical effect of becoming ineligible to receive CDBG funding.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber



RESOLUTION 2010-798
RELOCATION ASSISTANCE PLAN
as required under Section 104(d) of the
Housing and Community Development Act of 1974 as amended

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA
ADOPTING A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR FY10,
AS REQUIRED UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT
OF 1974 AS AMENDED.**

WHEREAS, Section 104(d) of the Housing and Community Development Act of 1974, as amended, and implementing regulations require that each applicant for Community Development Block Grant funds must adopt, make public and certify that it is following a residential antidisplacement and relocation assistance plan; and

WHEREAS, the Town of Camp Verde is submitting an application to the Arizona Department of Housing for Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Common Council of the Town of Camp Verde do hereby adopt the residential antidisplacement and relocation assistance plan as described below.

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Camp Verde will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 as amended.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Camp Verde will make public and submit to the ADOH CDBG Program the following information in writing:

1. A description of the proposed activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as LM dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a LM dwelling unit for at least 10 years from the date of initial occupancy.

7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the State of Arizona's approved Consolidated Plan (ACP).

The Town of Camp Verde will provide relocation assistance, as described in the ACP and implementing regulations, to each LM household displaced by demolition of housing or by the conversion of a LM dwelling unit to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the ACP, the Town of Camp Verde will take the following steps to minimize displacement of persons from their homes:

1. Coordinate code enforcement with rehabilitation and housing assistance programs.
2. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
3. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
4. Adopt policies to identify and mitigate displacement resulting from intensive public investment neighborhoods.
5. Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
6. Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.

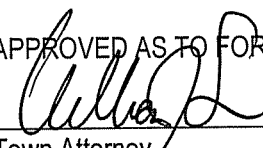
Passed and adopted by the Mayor and Common Council of the Town of Camp Verde this **3rd day of February 2010**.

Mayor Bob Burnside

ATTEST:

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Town Attorney

gc



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Resolution 2010-801

Agenda Title (be exact):

Discussion, consideration, and possible approval of Resolution 2010-801 commitment of local leveraged funds/resources: A resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona committing local resources as leverage for a FY 2009 State Special Projects Fund application.

Purpose and Background Information:

The CDBG program requires a series of resolutions to be submitted with the application(s). The Town Engineer has estimated that the cost of his time to complete this project will be approximately \$5,000. The Town will receive points for leveraged funds and time, which might result in a higher score and more likely to be funded in this competitive cycle. This resolution commits leveraged staff resources.

Recommendation (Suggested Motion):

Move to approve Resolution 2010-801 as detailed above.

OR

Take no action, which would have the practical effect of offering no commitment of staff resources to the Hollamon Street project should the Town receive the award.

Finance Review: **Budgeted** **Unbudgeted** **N/A Note:** This will be budgeted in the FY10/11 Budget if the Town receives the award.

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber



**RESOLUTION 2010-801
COMMITMENT OF LOCAL LEVERAGED FUNDS/RESOURCES**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA
COMMITTING LOCAL RESOURCES AS LEVERAGE FOR AN
FY ~~2010~~ ²⁰⁰⁹ STATE SPECIAL PROJECTS FUND APPLICATION.**

WHEREAS, the Town of Camp Verde has adopted Resolution Number 2010-797 that authorizes submission of applications to the State of Arizona, Department of Housing for State Special Projects Funds (SSP) and Community Development Block Grant (CDBG) funds for FY 2010; and

WHEREAS, that application indicates that approximately \$5,000 of in-kind services will be committed by the Town of Camp Verde as leveraged funds, in the form of staff resources to be used to implement Activity #2, Hollamon Street Improvements Project; and

WHEREAS, the CDBG Program requires that all local leveraged funds/resources be committed in the form of a resolution by the governing body, and that such a commitment contain an opinion by the applicant's legal counsel that the leveraged funds represent a binding commitment, legally enforceable under State laws,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council hereby commit \$5,000 in staff resources to the CDBG Program, to be used for the following: Hollamon Street Improvement Project, for engineering, inspection, and ancillary employee time contingent upon the receipt of the **FY 2010 SSP/CDBG** assistance; and that the Mayor and Common Council of the Town of Camp Verde hereby state that this commitment is legally binding based on the legal opinion of the Town attorney, and that such funds will be available for an audit at the termination of the grant, if so required by ADOH.

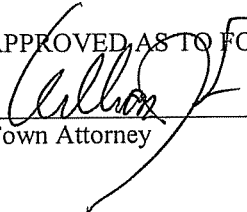
Passed and adopted by the Mayor and Common Council of the Town of Camp Verde this **3rd** day of **February, 2010**.

Mayor Bob Burnside

ATTEST:

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Town Attorney

#10



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document:

Agenda Title (be exact): Discussion, consideration, and possible direction to staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and completion of a Civic Town Plan Charrette Program for Camp Verde, and authorization for Mayor to sign letter on behalf of the Town.

Purpose and Background Information:

In the Fall of 2006 the Arizona Department of Transportation completed the construction and rerouting of Arizona State Route Highway 260, which consequently bypassed the Town's Main Street and Town Site Area. While the bypass enables travelers to get from point "A" to "B" in a more timely fashion, the subsequent affect to Main Street commerce results in a less desirable condition. This action, compounded with the recent degradation of the local and broader economy, has lead to repeated business failures on Main Street. Historically, there have been many communities bypassed in a similar fashion. However, the degree to which communities were prepared for and initiated proactive action varies as do the success or failure of their respective downtowns. In short, Main Street Camp Verde is an asset which has value and tremendous potential for the future, but in order to reach that potential the community needs to develop a strategy whereby success may be realized. As such, staff is exploring options for Council consideration to help breath life into the Town Site Area.

On January 14, 2010 staff along with Mayor Burnside met with representatives from the Arizona State Historic Preservation Office (SHPO) to explore potential economic development strategies for Main Street and the Town Site Area more generally. As a division of Arizona State Parks, SHPO is responsible for the identification, evaluation, and protection of Arizona's prehistoric and historic cultural resources. The SHPO staff represents various areas of expertise, including history, prehistoric and historic archaeology, historical architecture, and grants management. The role and function of SHPO is defined in both state law (Arizona Historic Preservation Act) and federal law (National Historic Preservation Act). (www.pr.state.az.us/SHPO/) The programs and services provided by this staff are diverse and include the development and facilitation of Civic Town Plan Charrette Programs, which as the title suggests includes the facilitation of a design charrette. The charrette process is used by planners to address a difficult community problem in a short period of time. It is an intensive workshop/think-tank effort usually held over the span of several days, during which participants gain an understanding of the issues from the community and then generate design ideas aimed at solving the problem. It is a participative process involving design professionals, public agencies, private business stakeholders and community residents. This process is a tool which has been utilized by several Arizona communities, such as Bisbee and Winslow, who were faced with similar challenges currently confronting the Town.

Depending upon the interests of the community and the results obtained via this process, the Town would potentially be positioned to implement the next steps in implementing an economic development strategy for the Town Site Area. Such a strategy may include the establishment of the Town as a Certified Local Government (CLG) by the National Park Service and SHPO, for a historic preservation program. Communities who obtain CLG status are then eligible to receive technical assistance and training, as well as financial support for preservation planning from SHPO in the form of pass through grants from Arizona's apportionment of the National Historic Preservation Fund derived from off-shore oil leases.

Typically, SHPO requires CLG status prior to providing assistance to communities in completing a Civil Town Plan Charrette Program; however, in this case it makes sense for the Town to conduct a charrette prior to becoming a CLG in order to explore the potential value and suitability of such a program in Camp Verde. Thus, the Town would be in a better position to decide whether or not to proceed with acquiring CLG status. In this specific case, SHPO staff has expressed their support in proceeding with the charrette first. The decision to coordinate with SHPO to implement this process is a Town Council policy decision. Therefore, staff is requesting direction from the Council as to whether or not to proceed. Should the Council

determine the proposal desirable, the next step is to send a letter, signed by the Mayor, to SHPO requesting their assistance in the implementation of a Civil Town Plan Charrette Program.

Recommendation (Suggested Motion):

Move to direct staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and conducting of a Civic Town Plan Charrette Program for Camp Verde, and authorize Mayor to sign letter on behalf of the Town.

Or

Move to direct staff to explore other economic development strategies to help sustain the viability of Main Street and the broader Town Site Area.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments:

Submitting Department: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Temporary closure of Montezuma Castle Highway within the Town of Camp Verde for the purpose of supporting of the 2010 Yavapai Apache Nation Exodus-Return Commemoration Day.

Agenda Title (be exact):

Discussion, consideration, and possible action directing Staff to work with the Yavapai Apache Nation to facilitate the two hour closure of Montezuma Castle Highway from the I-17 Exit 289 to Camp Lincoln Road on Saturday, February 27, 2010.

Purpose and Background Information: The 1875 Exodus- 1900 Return Commemoration is a holiday of remembrance for the time in 1875 when members of the Yavapai-apache Nation were removed by military force from the Verde Valley, and it honors their subsequent return to their homeland around 1900. The event is held on the last Saturday in February each year at the Veterans Memorial Park, below Cliff Castle Casino.

This year's commemorative events will begin Saturday, February 20th and run through Saturday, February 27th. Activities through out the week include live cultural entertainment, art-craft and food vendors and on Saturday, February 27th a Commemorative Walk will begin at 9:00 a.m. from the Yavapai-Apache Nation Cultural Resource Center. Participants will walk south on Montezuma Castle Highway to Apache Trail.

The safety of the people walking is of utmost importance to the Nation and the Town. In order to ensure the wellbeing of the people walking, staff proposes coordinating with Tribal members to close Montezuma Castle Highway from I-17 to Camp Lincoln Road. The closure will begin at 9:00 a.m. and reopen at approximately 11:0 a.m. on February 27th. If approved by Council, an alternate route will be posted on the Town website (www.cvaz.org) and at event locations; a copy of the alternate route is attached for review. Members of the Street Crew will place barricades and provide staffing at the street closures. Staff working the event will accrue time and one-half compensation (Comp. Time)

Recommendation (Suggested Motion):

Staff recommends a motion to support the Yavapai Apache Nation Exodus-Return Commemoration Day by facilitating the safe and proper closure of both lanes of Montezuma Castle Highway from I-17 to Camp Lincoln Road for a two hour period beginning at 9:00 a.m. on Saturday February 27th

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



EXODUS-RETURN COMMEMORATION DAY₂₀₁₀

PLEASE JOIN US IN COMMEMORATING THE 1875 REMOVAL - 1900 RETURN
OF THE YAVAPAI AND APACHE PEOPLE TO THE VERDE VALLEY

SATURDAY, FEBRUARY 27, 2010



FREEDOM SPIRIT RUN 5:00 A.M.

BOYNTON CANYON BLESSING CEREMONY 6:00 A.M.
Boynton Canyon, Sedona, Arizona

COMMEMORATIVE WALK 9:00 A.M.
Yavapai-Apache Nation Cultural Resource Center

NATIVE ARTIST BOOTHS/VENDERS 8:00 A.M.

COMMEMORATIVE CEREMONY 10:00 A.M.

INTER-TRIBAL ENTERTAINMENT 11:00 A.M.
Yavapai-Apache Nation Veteran's Memorial Park

The Yavapai Apache Nation assumes no responsibility for loss or injury incurred by reason of attending
and/or participating in Exodus-Return Commemoration Day activities.



EXODUS-RETURN COMMEMORATION DAY 2010

PLEASE JOIN US IN COMMEMORATING THE 1875 REMOVAL - 1900 RETURN | FEBRUARY 19-27, 2010
OF THE YAVAPAI-APACHE PEOPLE TO THE VERDE VALLEY

SATURDAY, FEBRUARY 20

YAVAPAI-APACHE NATION PAGEANT
Yavapai-Apache Nation Cultural Resource Center

MONDAY, FEBRUARY 22

FASHION SHOW
Council Chambers

TUESDAY, FEBRUARY 23

STORYTELLING-YAVAPAI
Council Chambers

WEDNESDAY, FEBRUARY 24

STORYTELLING-APACHE
Council Chambers

THURSDAY, FEBRUARY 25

MOVIE NIGHT AND DIGITAL STORIES
Council Chambers

FRIDAY, FEBRUARY 26

SWEAT CEREMONY
Verde River
CULTURAL JEOPARDY
Council Chambers

SATURDAY, FEBRUARY 27

BOYNTON CANYON BLESSING CEREMONY
SPIRIT RUN
Boynton Canyon, Sedona, Arizona
COMMEMORATIVE WALK
Yavapai-Apache Nation Cultural Resource Center
COMMEMORATIVE CEREMONY
NATIVE ARTIST BOOTHS/VENDERS
INTER-TRIBAL ENTERTAINMENT
Yavapai-Apache Nation Veteran's Memorial Park

The Yavapai Apache Nation assumes no responsibility for loss or injury incurred by reason of attending
and/or participating in Exodus-Return Commemoration Day activities.

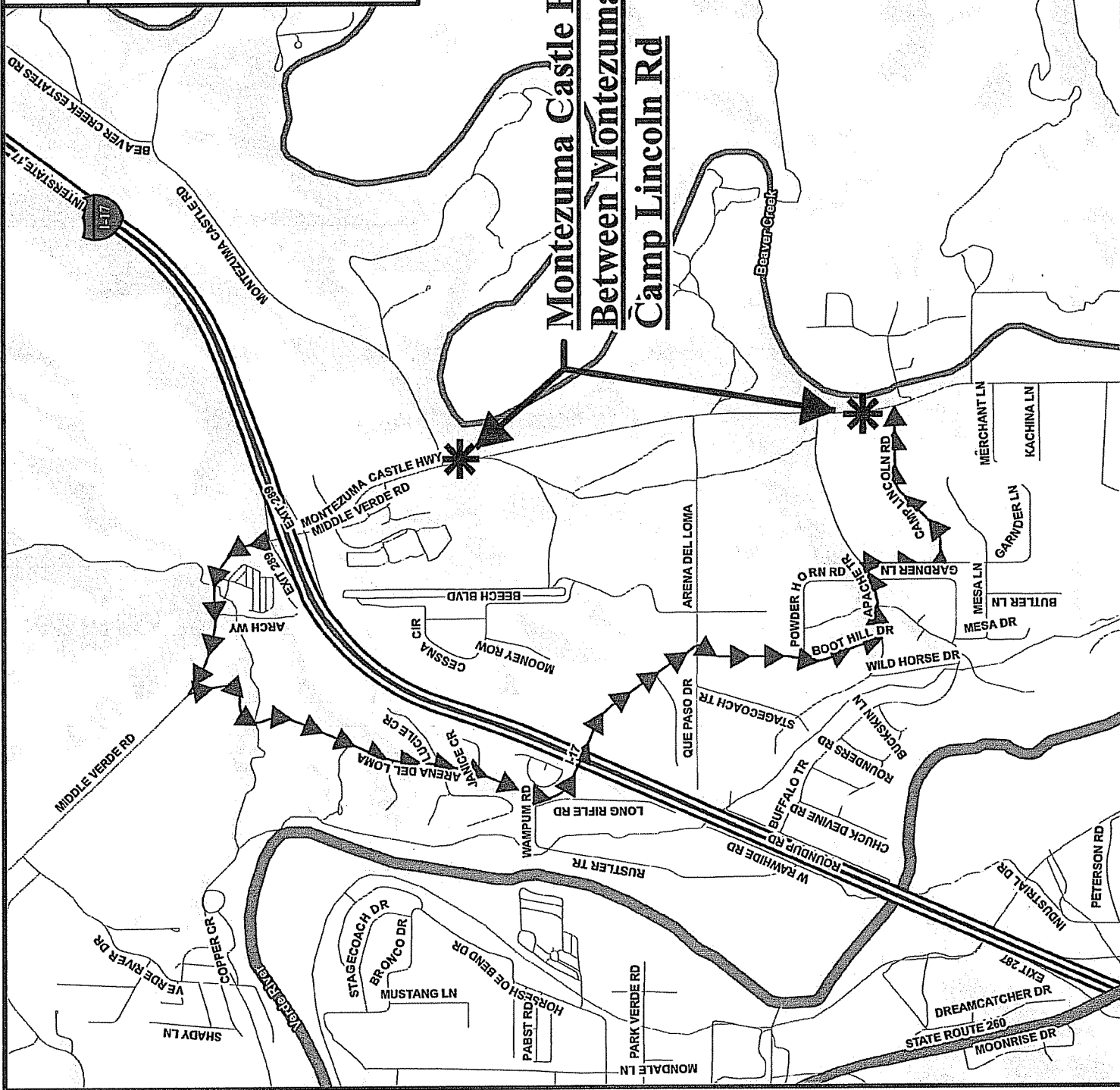
Town of Camp Verde



1 inch = 2,000 feet

Source: Town of Camp Verde, 1998, U.S. Forest Service, and Arima Soil Lab.
 Approved July 2000
 Revision Date January 11, 2010
 www.townofcampverde.com

Montezuma Castle Hwy. Closed Between Montezuma Castle Rd & Camp Lincoln Rd



#12



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Removal of the mobile portion of the Old Marshal's Office located at 33 Moser Lane.

Agenda Title (be exact):

Staff update to Mayor and Council of the status of the removal of the mobile office located at 33 Moser Lane which was once used as the Marshal's Office.

Purpose and Background Information: At the September 16, 2009, Town of Camp Verde Council meeting, Staff was authorized to solicit competitive bids for the purpose of hiring a contractor to remove the mobile portion of the old Marshal's Office located at 33 Moser Lane. Council acknowledged that the contractor may choose to salvage portions or all of the structure to reduce cost of demolition.

After research and review of estimates, the most economical solution was to have Staff dismantle the mobile and pay for transport to Grey Wolf for disposal. Subsequent to paying disposal fees the cost to the Town would have exceeded \$7,000.00. Steve Brown of Brown Development Inc. dba, Land Home Construction Company in Chino Valley, Arizona has provided the Town with a proposal; wherein he will remove the building and haul it to Best Buy Homes at 150 W. Sweet Valley Rd., Paulden, AZ. Mr. Brown will store the unit until his company is ready to utilize the mobile as a construction office for Brown Dev. There is no cost for this option.

Based on Council's direction at the September 16, 2009, council meeting, Staff will execute the contract with Mr. Brown to have Brown Development Inc. remove and relocate the mobile from 33 Moser Lane. It is expected that work to begin the move will commence mid to late February. This solution will accomplish the removal of the mobile and save the Town much needed capital.

Recommendation (Suggested Motion): N/A

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

#13



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Request for specific terms of a Lease Agreement for 602 South First Street.

Agenda Title (be exact):

Discussion, consideration, and possible action directing Staff to begin preparation of a binding lease agreement between the Town of Camp Verde and Redeeming Life Inc., a non-profit organization, for property owned by the Town located at 602 S. First Street.

Purpose and Background Information: On September 16, 2009, Council directed staff to enter into a Memorandum of Understanding (MOU) with Youth Count, wherein Youth Count would lease the building (602 S. First St.) in order to build the infrastructure of a Teen Center and within one year turn the center over to a non-profit organization.

At the November 18th Regular Council Meeting, staff reported that the Youth Count board had declined to enter into an MOU with the Town. Subsequently, VISTA employee, Katelyn Cohen, was directed by Youth Count to continue seeking a non-profit organization to operate the Teen Center. However, all efforts failed and the Town officially closed the Teen Center on October 2, 2009.

In anticipation of a non-profit coming forward, Staff met with Lori Deutsch from Youth Count on October 26, 2009, to discuss important points to be included (insurance, rules/regulations, etc.) in any MOU that may be considered. Staff continued to search for interest from a non-profit community group to assist with the Teen Center.

During the November 18, 2009, Council Meeting, Council directed Staff to "keep the Teen Center closed, leaving the possibility open for a qualified group to come forward within 90 days that would meet the qualifications outlined by the document received on how a Teen Center should be organized and operated, allowing Staff to be passively involved."

Staff recognizes that the operation of a Teen Center is not one of our core competencies. However, it seems that supporting the Town's Youth is very important to our community. One non-profit group, Redeeming Life Inc., having a deep commitment with the ability to coordinate and dedicate their time to the Town's youth, has come forward to request a lease agreement with the Town for the building located at 602 South First Street. If the Town is interested in serving the youth of our community, you can achieve this by entering into a lease agreement with Redeeming Life Inc. for the facility located at 602 South First Street.

If you elect to proceed, staff is requesting Council define the terms of the lease to be prepared for execution by the Mayor. The following are suggested terms for Council consideration:

- 1.) For the term of One (1) year and for the consideration of \$1.00; to be renewed annually.
- 2.) Routine maintenance (day-to-day cleaning /janitorial) to be the responsibility of Redeeming Life Inc.
- 3.) The cost of utilities would be the Town's contribution for the first year.

Recommendation (Suggested Motion):

Move to direct Staff to prepare, per the defined terms, a lease agreement between the Town of Camp Verde and Redeeming Life Inc. allowing Redeeming Life Inc., full use and possession of the land and building located at 602 South First Street.

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



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Resolution 2010-802, Revised Personnel Manual Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank

Agenda Title (be exact):

Discussion, consideration, and possible approval of Resolution 2010-802 adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-6 Sick Leave Bank.

Purpose and Background Information:

On December 16, 2009, Council approved the transition to a four-day, ten-hour work schedule with offices open Monday through Thursday of each week. This change has led to questions regarding how to handle holidays that fall outside of this new schedule.

Policy 3-7 Holiday Pay in the Town's Personnel Policy Manual, adopted by Council on October 21, 2009, details the Town's approved holiday policy including a listing of the eleven (11) observed holidays. The majority of these holidays fall on a Monday thus causing no question with regard to observance. Other holidays, such as the day after Thanksgiving and other holidays that rotate what day of the week on which they fall each year, are at risk of employees losing the benefit previously afforded to them.

Staff is proposing to amend Policy 3-7 Holiday Pay in the Personnel Policy Manual from providing Holiday Pay to providing Paid Holiday Leave accruals. Employees would still receive the benefit of 88 hours (11 observed holidays at 8 hours per day) of Holiday Pay that they are currently receiving, simply in a different form. Paid Holiday Leave would result in each employee accruing time each pay period just as they currently accrue vacation and sick leave time.

- Each employee would accrue 3.39 hours per pay period (11 holidays observed multiplied by the 8 hours of holiday pay given to each employee divided by the 26 pay periods in a year), a total of 88 hours per year.
- When a holiday falls on an employee's regularly scheduled work day, the employee would draw down 10 hours of their Paid Holiday Leave accrual to cover the time off for that holiday.
 - Because the majority of employees previously worked 8 hours a day, Holiday Pay was based on an 8 hour work day. Therefore, employees who worked 10 hour days were required to use 2 hours of vacation or compensatory time to cover the remaining 2 hours or work an additional 2 hours during the remainder of the week.
 - In converting to Paid Holiday Leave accruals, the employee will be able to draw down 10 hours of leave to cover the days that the offices are closed. This will be addressed further in a future bullet point.
- If an employee is required to work on an observed holiday for public safety or emergency purposes, the employee would be paid time and one half for the actual hours worked or the additional one half pay may be converted to compensatory time.
 - Employees who are required to work on the holiday would no longer receive the additional 8 hours of holiday pay as they have received the accrual for Paid Holiday Leave. The employee can use this accrued time to take a day off of their choosing in lieu of the observed holiday (with approval from their department head/supervisor).
- Holidays that fall on days outside of the Monday – Thursday work week will not result in the offices being closed additional days. Offices will only close on those days that Federal offices are also closed.
 - The Paid Holiday Leave accruals account for holidays that fall outside of the Monday-Thursday work week. Allowing employees to use this time to draw down 10 hours of Paid Holiday Leave rather than the current allotment of 8 hours per holiday, allowing employees to use additional Paid Holiday Leave accruals to take a

day off of their choosing, or allowing employees to roll up to 40 hours of the accrued benefit over to the subsequent year ensures that all employees receive the same 88 hours of benefit that they are currently receiving.

Staff is proposing to amend Policy 4-9 Sick Leave Bank, Section 4-9-2 paragraph B1 to include verbiage to exempt Paid Holiday Leave accruals from being exhausted prior to being eligible to petition for assistance from the Sick Leave Bank.

Recommendation (Suggested Motion):

Approval of Resolution 2010-802 adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-6 Sick Leave Bank.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: As employee salaries have already been budgeted for, the time off via Paid Holiday Leave accruals would fall under the employee's base salary amount. Amounts budgeted for Holiday Pay would be reduced as the additional pay for holidays is no longer applicable, only the time and one half pay. For example, if an employee works 10 hours on a holiday, the employee's base salary would cover the 10 hours worked. Holiday Pay would be used to cover the additional 5 hours of pay.

Attorney Review: Yes No N/A

Attorney Comments:

Submitting Department: Finance Department & Human Resource Department

Contact Person: Michael Scannell, Town Manager

Action Report Prepared By: Lisa Elliott, Senior Accountant



RESOLUTION 2010-802

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING THE AMENDMENTS TO THE PERSONNEL MANUAL-HANDBOOK POLICY 3-7
HOLIDAY PAY AND POLICY 4-9 SICK LEAVE BANK POLICY.**

WHEREAS, the Town of Camp Verde Personnel Manual-Handbook was amended on October 21, 2009;

WHEREAS, it is in the best interest of the Town to update this Manual periodically to keep current with personnel issues and laws;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA;

THAT certain document entitled "AMENDMENTS TO THE TOWN OF CAMP VERDE PERSONNEL MANUAL-HANDBOOK POLICY 3-7 HOLIDAY PAY AND POLICY 4-9 SICK LEAVE BANK POLICY," copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the Town Clerk.

Passed and adopted by the Mayor and Council of the Town of Camp Verde, Arizona at the regular meeting of February 3, 2010.

Robert Burnside, Mayor

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

Policy 3-7 Paid Holiday Leave

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It is the policy of the Town to provide paid leave for a selected number of holidays. The Town administration is generally closed on those days.

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Section 3-7-1 Eligibility

A) Holidays observed by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Right's Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

B) Employees eligible for paid holiday leave are:

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- 1) Full-time employees
- 2) Employees in their initial evaluation period
- 3) Other classifications of employees approved by the Town Manager

C) Paid holiday leave is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to eighty-eight hours per year.

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D) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.

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E) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.

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F) Paid holiday leave that is not utilized to supplement employees' regular work hours when the Town offices are closed may be used at a later date in place of vacation leave.

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G) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible to use paid holiday leave for the holiday and shall lose pay for the day absent.

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H) Offices will only be closed for observed holidays that occur on regularly scheduled work days (Monday through Thursday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

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Deleted: When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday falls on a Sunday, the following Monday shall be observed as a holiday.9

I) If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick leave) paid holiday leave may be utilized for the holiday instead of the paid time off benefit that would otherwise have applied.

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J) Paid holiday leave is cumulative with a maximum year end accumulation of forty (40) hours. Hours in excess of forty (40) hours at December 31 of each year shall be forfeited.

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Section 3-7-2 Work on Holiday for Health or Safety Reasons

- A) Public Safety and other essential service employees may be required to work on holidays
- B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one half) for the time actually worked. The employee may request to have the additional half time hours converted to compensatory time in lieu of additional pay.
- C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

Section 3-7-3 Termination of Employment

Upon termination, employees will be paid for unused paid holiday leave time that has been earned through the last day of work at their prevailing rate.

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If an employee must work on the actual holiday because of health or safety reasons, holiday pay is paid.¶
¶
Employees who are required to work on a paid holiday shall receive overtime pay or comp time for the time actually worked in addition to the holiday pay.¶

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¶
Public Safety and other essential service employees may be required to work on holidays

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Policy 3-7 Sick Leave Bank

Section 4-9-2 Eligibility

B) The recipient:

- 1) Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts (Paid Holiday Leave accruals are exempt from this requirement); and

#15



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Yavapai College Custom Training Solutions (CTS) Proposal

Agenda Title (be exact):

Discussion, consideration, and possible approval of 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for Town of Camp Verde Employees and Council Members in Workplace Ethics and Values and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations of \$1,000 from 01-20-14-7010, \$2,000 from 01-20-14-7038, \$2,000 from 01-20-14-7522, \$400 from 01-20-13-7010, \$500 from 01-20-13-7015, and \$1,290 from the Contingency Fund for a combined total of \$7,190 to account 01-20-13-7010 to fund the expenditure.

Purpose and Background Information:

In an effort to foster training on maintaining an ethical work environment, staff feels it is necessary to develop mandatory annual ethics training for all employees and Council members. This training would include, but not be limited to: review of the Town's Fraud Policy (in development at this time), examples of unethical behavior, what to do if you observe unethical behavior, along with effective tools and strategies to promote ethical behavior in the workplace. Mandatory annual ethics training

Staff would also like to offer a course to employees on Personal Finance in Difficult Economic Times. In the current economic environment, numerous Town employees are struggling to make ends meet and fulfill their financial obligations, a handful of employees have had to file bankruptcy. While this issue could be thought of as solely a personal issue and not something that an employer should be involved with, studies have shown that employees that are having financial difficulty in their personal lives have reduced productivity in the workplace due to stress and diverted attention. Absenteeism, tardiness, wage garnishments, lowered moral, increased stress, lack of focus on strategic goals, loss of time to deal with financial matters, and employee turnover are but a few of the items that employers may face when employees are experiencing difficulties in their personal finances. In times when employees are not afforded merit and COLA increases, staff feels that offering employees training to help manage economic difficulties is a positive benefit. These classes would be offered after normal work hours and would consist of four to five 1.5 to 2 hour sessions and would cover a different topic each class.

Recommendation (Suggested Motion):

Approval of 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for Town of Camp Verde Employees and Council Members in Workplace Ethics and Values and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations of \$1,000 from 01-20-14-7010, \$2,000 from 01-20-14-7038, \$2,000 from 01-20-14-7522, \$400 from 01-20-13-7010, \$500 from 01-20-13-7015, and \$1,290 from the Contingency Fund for a combined total of \$7,190 to account 01-20-13-7010 to fund the expenditure.

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

Finance Director Comments/Fund: Amounts from previously budgeted items will be re-appropriated to fund this expenditure with the remaining balance of \$1,290 from the Contingency Fund.

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

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Michael Scannell, Town Manager

Action Report Prepared By: Lisa Elliott, Senior Accountant

#16



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Subject: Policies and procedures relative to insurance, certificates of insurance, waivers, and master insurance policies

Agenda Title:

Discussion, consideration, and possible approval and direction to staff relative to policies and procedures regarding insurance requirements, certificates of insurance, waivers, and master insurance policies for special events and casual vendors.

Item #1:

Approval to change the general liability limit requirements relative to certificates of insurance for casual vendors (i.e. teachers, facility users, etc.) from: 1 million per occurrence and 2 million aggregate, and naming the Town of Camp Verde as additional insured to: 1 million per occurrence and 1 million aggregate and naming the Town of Camp Verde as additional insured.

Currently, policies regarding general liability limits for certificates of insurances are as follows:

- Casual vendors are required to provide 1 million per occurrence and 2 million aggregate, and naming the Town of Camp Verde as additional insured.
- Special Events are required to provide 1 million per occurrence and 1 million aggregate, and naming the Town of Camp Verde as additional insured.

During the December 17, 2008 Regular Session meeting, Council made a motion (attached) allowing vendors who participate in special events to provide certificates of insurance with limits of 1 million per occurrence and *1 million aggregate*, naming the Town of Camp Verde as additional insured. Council took this action to reduce the aggregate limit in order to: 1) ease the financial burden on special event vendors; and 2) to help ensure the Town had numerous vendors at said events.

That being said, staff believes that in order to be consistent to both casual and special event vendors and, especially to ensure the continued use of Town facilities by casual vendors, that the general liability limits relative to certificates of insurance should be 1 million per occurrence and 1 million aggregate and naming the Town of Camp Verde as additional insured.

AMRRP Program Administrator ED Bantel believes that the action of reducing the aggregate limit to 1 million for vendors of other parks and recreation functions is acceptable; however, it does not provide the same coverage as a 2 million aggregate.

Item #2:

Approval to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga and etc.). The aforementioned vendors would be similar to a contract employee. Before commencing with their program vendors would be asked to sign the attached Town Waiver holding the Town harmless.

This is being requested in order to retain instructors and to afford the Town the opportunity to serve the community with respect to Parks and Recreation activities.

Please note: According to Ed Bantel waivers are not full proof.

Item #3:

To allow and encourage sponsors of special events, which are held on Town premises, to obtain one **Blanket/Master (“Blanket”) Insurance Policy for the Special Event** (providing one Blanket Certificate of Insurance relative to said policy) pending proof from the insurance company, that the sponsor and each vendor participating in the event are insured on the Blanket Insurance Policy, and the insurance policy includes certain insurance baseline monetary thresholds, depending on which circumstance below is applicable to the sponsor’s event:

Circumstance 1: If NO alcohol is served – Sponsor would provide the Town with a Certificate of Insurance with general liability limits of at least 1 million per occurrence and 2 million aggregate (naming the Town of Camp Verde as additional insured) with an additional 5 million excess policy.

Circumstance 2: If alcohol is served – to provide the Town with the following:

- a. A certificate of insurance with general liability limits of at least 1 million per occurrence and 2 million aggregate (naming the Town of Camp Verde as additional insured); with an additional 5 million excess policy.
- b. An additional liquor liability endorsement of 1 million per occurrence and 2 million aggregate; with an additional 5 million excess policy.

This item is being advanced to Council relative to the Town’s need to simplify the process of special events when someone besides the Town is sponsoring the event on Town premises. One Blanket Insurance Policy would be requested (providing one Blanket Certificate of Insurance relative to said policy) that insures both the sponsor and vendors of an event.

There is an insurance brokerage (company) in Town that will provide a Blanket Insurance Policy to cover the sponsor and a certain number of vendors (usually 20 vendors).

If Council approves this item and the sponsor is able to secure this type of insurance, the sponsor and vendors will only have one insurance policy v. the sponsor and each vendor having their own insurance policy. In addition, the sponsor will provide one certificate of insurance for both the sponsor and a set number of vendors which will be determined by the insurance company. The sponsor would need to provide the Town with the insurance baseline limits relative to either circumstance 1 or 2 above, whichever is applicable.

According to Ed Bantel, in this scenario, the Town would be significantly less protected by the sponsor's insurance. However, the 5 million excess insurance policy would help compensate for the one Blanket Insurance Policy. Only vendors that are insured under the Blanket policy would be covered by the sponsor. For Example: if the sponsor and 20 vendors are covered on the insurance policy then only those vendors would be insured under the Blanket Insurance Policy. If there were a total of 50 vendors the sponsor could obtain a second policy to cover the remaining vendors or the remaining vendors, possibly 30 (50-20), would have to secure their own policy. Whether alcohol is served or not, the sponsor is accepting full responsibility for himself/herself and all the specified vendors under one Blanket Insurance Policy. Unless the sponsor is forming a cooperative, association or an LLC, it is not widely practiced to provide one Blanket Insurance Policy in the scenario referenced above.

'Per occurrence' definition – is the maximum amount of coverage for one particular claim during a policy period. For example: If the coverage per occurrence is 1 million and there are two judgments in favor of the plaintiffs, 1 million each (total 2 million), for the same occurrence in that policy year, only 1 million maximum will be paid for the occurrence. The insured will pay for the remaining 1 million.

'An annual aggregate limit' definition – places a maximum on the amount of coverage an insurer must pay in any one policy period, no matter how many claims have occurred under that policy. For Example: If the 'annual aggregate limit' is 2 million and there are 3 different occurrences and 3 different judgments in favor of the plaintiffs, 1 million each (total 3 million), then only 2 million would be paid. The insured would have to pay the remaining 1 million.

Staff Resource: Michael K. Scannell

Recommendation: Move to approve

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Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments: N/A

Fund: Line Item:

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Town Manager
Action Report prepared by: C. Brown 

Contact Person: Michael K. Scannell

11. **Discussion, consideration, and possible direction to staff relative to the requirement for vendors of Special Events to provide a certificate of insurance for General Liability of at \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured. (Staff Resource: Lynda Moore)**
On a motion by German, seconded by Garrison, the Council voted unanimously to continue to require vendors to provide a certificate of insurance for General Liability for at least \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured.

PUBLIC INPUT

(Comments from the following individual are summarized in the Minutes.)

Jackie Baker

There was no further public input.

12. **Discussion, consideration, and possible appropriation of \$100,000 from the CIP Fund to the Parks Fund and direction to staff to begin Request for Proposal process to engage a consultant to complete design work for initial projects for the Community Park. (Staff Resource: Michael Scannell)**
On a motion by Hauser, seconded by Garrison, the Council unanimously approved the appropriation of no more than \$100,000 from the CIP Fund to the Parks Fund and direct staff to begin the Request for Proposal process as outlined.

There was no public input.

(Note: As previously agreed, Item 13 was addressed prior to Items 10, 11, and 12.)

13. **Discussion, consideration, and possible authorization for the Town Manager to complete the contract to engage consultant Donald Zelechowski for the purpose of performing sales tax audit services. (Staff Resource: Michael Scannell)**
On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to continue Item 13 and Items 4.f) and 4.g) to the Council meeting scheduled for January 21, 2009.

The Town Manager was directed to follow through with his recommendation to get together with the Chamber of Commerce between now and January 21st to help the community understand what is occurring in connection with the subject items discussed.

PUBLIC INPUT

(Comments from the following individuals are summarized in the Minutes.)

Charlotte Floyd

Therese Tobish

Debbie Roulette

Perry Haddon

Linda Buchanan

There was no further public input.

A recess was taken at 9:40 p.m.; the meeting was called back to order at 9:49 p.m., after which the discussion continued on Item 13.

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

15. **Advanced Approvals of Town Expenditures**
a) **There are no advanced approvals.**
There were no advanced approvals.

16. **Manager/Staff Report**
There was no Manager/staff report.

17. **Adjournment**
On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 10:24 p.m.

Waiver of Liability and Release
Town of Camp Verde

PLEASE READ THE FOLLOWING CAREFULLY.

If you have any questions, have them answered before signing this document.

In consideration of being permitted to participate as a volunteer for the Town of Camp Verde, I, _____, in full recognition and appreciation of the dangers and risks inherent in such activities, do hereby waive, release, and forever discharge the Town of Camp Verde, its officers, agents and employees from and against any and all claims, demand, action, or causes of action for costs, expenses or damages to personal property or personal injury, or death which may result from my participation in these activities.

I understand and admit that my participation is voluntary. I assume full responsibility for any injuries or damages resulting from my participation as a volunteer including responsibility for using reasonable judgment in all phases of my participation. I recognize and understand that the activities may be hazardous, that my participation is solely at my own risk and that I assume full responsibility for any resulting injuries and damages.

I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Town of Camp Verde, that I obtain general medical/health insurance if I am not already covered.

I understand that it is my responsibility to notify the appropriate person in the workplace of emergency medical information. I also understand that this Waiver of Liability and Release binds my heirs, executors, administrators and assigns as well as myself.

I acknowledge that I have read and understand this entire Waiver of Liability and Release, and I agree to be legally bound by it.

Participant's Name

Participant's Signature

Date

Witness

Signature of Parent or Guardian if
Participant is Under 18 Years of Age

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**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Assessment and evaluation of the Emergency Operations Plan as established for the storm and forecasted flooding during January 21, 22, & 23, 2010. Discussion will include, but not be limited to what 'went right', 'what went wrong' and actions that we can take to improve; availability and responsiveness of leadership and staff; responsibility of opening emergency shelters; dissemination of information to citizens; response time; citizen comments and complaints, etc., followed by possible direction to staff to incorporate changes as discussed.

Purpose and Background Information:

During the storm, I received several calls from concerned citizens who did not know where to go for help in keeping floodwaters at bay. I would like to review our Emergency Operations Plan to ensure that we are operating at the highest level possible to protect our citizens and their property. In addition, Council and citizens need to know who to call and where to go for help in an emergency when the offices are closed.

Recommendation (Suggested Motion):

Evaluate the success/problems of the response to recent floods to determine the effectiveness of the Emergency Operations Plan and make suggestions for improvement as needed.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Council

Contact Person: Norma Garrison

Action Report prepared by: D. Barber

#18



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 3, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.

Purpose and Background Information:

Staff has completed the Handbook and met with various members of the community to develop a comprehensive process that ensures that procedures are followed with no last minute surprises for the promoters. Fees and the process for waiving fees are also clearly defined. The process that is presently in place lacks consistency, is difficult and confusing for promoters, and leaves out input from affected departments and agencies.

Recommendation (Suggested Motion):

Move to direct staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.

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

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Mayor Burnside

Action Report prepared by: D. Barber