

# AGENDA



# 4:30 P.M.

## CITY COUNCIL MEETING

## TUESDAY, MAY 12, 2020

### NOTES:

- Public Forum:  
Comments are generally limited to **3 minutes**.
- Consent Items:  
Items listed under Consent Items have been distributed to Council Members in advance for study and will be enacted by one motion. Any member of the Council, staff or the public may remove an item from the Consent Items for discussion. Items removed from the Consent Items may be acted upon before proceeding to the next agenda item.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

[www.SedonaAZ.gov](http://www.SedonaAZ.gov)

### GUIDELINES FOR PUBLIC COMMENT

#### PURPOSE:

- To allow the public to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question/answer session.

#### PROCEDURES:

- Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01 (H), there will NOT be a public forum for this meeting.
- **Public input on agenda items will be limited to written comments submitted to the City Clerk at [sirvine@sedonaaz.gov](mailto:sirvine@sedonaaz.gov) in advance of the 4:30 p.m. Call To Order.**
- All public comments submitted in advance of the 4:30 p.m. Call To Order will be made part of the official record.

**DUE TO CONTINUED PRECAUTIONS RELATED TO THE COVID-19 PANDEMIC, NO PUBLIC ATTENDANCE WILL BE ALLOWED FOR THIS MEETING. THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT [WWW.SEDONAAZ.GOV](http://WWW.SEDONAAZ.GOV) OR ON CABLE CHANNEL 4. THERE IS ALSO VERY LIMITED VIEWING CAPABILITY IN THE LOBBY OF BUILDING 102. PLEASE NOTE THAT CITY COUNCIL AND STAFF WILL ATTEND THIS MEETING REMOTELY THROUGH ELECTRONIC MEANS.**

### 1. CALL TO ORDER/ROLL CALL

### 2. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT =

- Minutes - April 23, 2020 City Council Special Meeting - Executive Session.
- Minutes - April 28, 2020 City Council Special Meeting - Executive Session.
- Minutes - April 28, 2020 City Council Regular Meeting.
- AB 2573 Approval of a recommendation regarding an application for a Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830).
- AB 2576 Approval of a recommendation regarding an application for a Series 12 Restaurant Liquor License for Oasis of Sedona located at 70 Dry Creek Road, Sedona, AZ (File #106028).
- AB 2580 Approval of a Resolution appointing the City of Sedona Finance Director as Chief Financial Officer of the City for the purpose of submitting the annual expenditure limitation report to the Arizona Auditor General's Office.
- AB 2582 Approval of a Resolution authorizing an Intergovernmental Agreement for the provision of services by the Coconino County Elections Department.
- AB 2583 Approval of Resolution authorizing the Applicant's Agent Form submission to the Arizona Department of Emergency and Military Affairs designating the City Manager as the City's agent for applying for certain federal (FEMA) public assistance for City expenditures related to the Coronavirus (COVID-19) pandemic.

### 3. APPOINTMENTS

- AB 2584 **Discussion/possible action** regarding an appointment to fill the City Council vacancy created by the March 2020 resignation of Councilor Janice Hudson.

### 4. SWEARING IN OF NEW CITY COUNCILOR BY THE CITY CLERK.

### 5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER

6. **PUBLIC FORUM** - Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there will NOT be a public forum for this meeting.

### 7. PROCLAMATIONS, RECOGNITIONS & AWARDS - None.


VIRTUAL MEETING  
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.



### Page 2, City Council Meeting Agenda Continued

#### 8. REGULAR BUSINESS

- a. AB 2571 **Discussion/possible direction** regarding issues surrounding the COVID-19 pandemic and the City's response. 
- b. **Reports/discussion** regarding Council assignments.
- c. **Discussion/possible action** regarding future meeting/agenda items.

#### 9. EXECUTIVE SESSION

If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. Discussion/possible action on executive session items.

#### 10. ADJOURNMENT

Posted: \_\_\_\_\_

By: \_\_\_\_\_

Susan L. Irvine, CMC  
City Clerk

Note: Pursuant to A.R.S. § 38-431.02 notice is hereby given to the members of the City Council and to the general public that the Council will hold the above open meeting. Members of the City Council will attend either in person or by telephone, video, or internet communications. The Council may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney. Because various other commissions, committees and/or boards may speak at Council meetings, notice is also given that four or more members of these other City commissions, boards, or committees may be in attendance.

A copy of the packet with materials relating to the agenda items is typically available for review by the public in the Clerk's office after 1:00 p.m. the Thursday prior to the Council meeting and on the City's website at [www.SedonaAZ.gov](http://www.SedonaAZ.gov). The Council Chambers is accessible to people with disabilities, in compliance with the Federal 504 and ADA laws. Those with needs for special typeface print, may request these at the Clerk's Office. All requests should be made **forty-eight hours** prior to the meeting.

VIRTUAL MEETING  
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

**Action Minutes  
Special City Council Meeting  
City Attorney Interviews  
Virtual Meeting, Sedona City Hall,  
102 Roadrunner Drive, Sedona, Arizona  
Thursday, April 23, 2020, 1:00 p.m.**

**1. Call to Order**

Mayor Moriarty called the meeting to order at 1:00 p.m.

**2. Roll Call**

**Council Present:** Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor Bill Chisholm, Councilor John Currivan, Councilor Scott Jablow, Councilor Jessica Williamson.

**Staff in attendance:** City Manager Justin Clifton, Assistant City Manager/Community Development Director Karen Osburn, City Attorney Robert Pickels, Jr., Human Resources Manager Brenda Tammarine, City Clerk Susan Irvine.

**3. Special Business**

**Motion: Councilor Williamson moved to enter into Executive Session at 1:01 p.m. Seconded by Vice Mayor Martinez. Vote: Motion carried unanimously with six (6) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, and Williamson) and zero (0) opposed.**

- a. **Interviews with candidates for City Attorney. Discussion and consultation regarding personnel matters per A.R.S. § 38-431.03(A)(1) specifically to discuss the employment and/or appointment of a person to fill the City Attorney position. Candidates to be interviewed are:**
  - i. **Scott McCoy**
  - ii. **Michael Mitchell**
  - iii. **Juan Pablo Flores**

Reconvened in open session at 5:55 p.m.

- b. **Return to open session. Discussion/possible action regarding executive session items.**

No action was taken.

**4. Adjournment**

Mayor Moriarty adjourned the meeting at 5:55 p.m.

I certify that the above are the true and correct actions of the Special City Council Meeting held on April 23, 2020.

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Susan L. Irvine, CMC, City Clerk

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Date

**Action Minutes  
Special City Council Meeting  
Virtual Meeting, Sedona City Hall,  
102 Roadrunner Drive, Sedona, Arizona  
Tuesday, April 28, 2020, 3:00 p.m.**

**1. Call to Order**

Mayor Moriarty called the meeting to order at 3:00 p.m.

**2. Roll Call**

**Council Present:** Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor Bill Chisholm, Councilor John Currivan, Councilor Scott Jablow, Councilor Jessica Williamson.

**Staff in attendance:** City Manager Justin Clifton, City Attorney Robert Pickels, Jr., City Clerk Susan Irvine.

**3. Special Business**

**Motion: Vice Mayor Martinez moved to enter into Executive Session at 3:01 p.m. Seconded by Councilor Jablow. Vote: Motion carried unanimously with six (6) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, and Williamson) and zero (0) opposed.**

- a. **Discussion and consultation regarding personnel matters per A.R.S. § 38-431.03(A)(1) specifically to discuss the process to fill a City Council vacancy and review applications.**

**Reconvened in open session at 3:16 p.m.**

- b. **Return to open session. Discussion/possible action regarding executive session items.**

**No action was taken.**

**4. Adjournment**

**Mayor Moriarty adjourned the meeting at 3:16 p.m.**

**I certify that the above are the true and correct actions of the Special City Council Meeting held on April 28, 2020.**

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Susan L. Irvine, CMC, City Clerk

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Date

**Action Minutes**  
**Regular City Council Meeting**  
**City Council Chambers, Sedona City Hall,**  
**102 Roadrunner Drive, Sedona, Arizona**  
**Tuesday, April 28, 2020, 4:30 p.m.**

**1. Call to Order**

Mayor Moriarty called the meeting to order at 4:30 p.m.

**2. Roll Call**

All Council and staff attended the meeting via the internet through Zoom due to the COVID-19 pandemic.

**Council Present:** Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor Bill Chisholm, Councilor John Currivan, Councilor Scott Jablow, Councilor Jessica Williamson.

**Staff Present:** City Manager Justin Clifton, City Attorney Robert Pickels, Jr., City Clerk Susan Irvine.

**3. Consent Items**

- a. **Minutes - April 14, 2020 City Council Regular Meeting.**
- b. **AB 2573 Approval of a recommendation regarding an application for a Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830).**
- c. **AB 2574 Approval of Change Order 1 in the amount of \$272,477 to the Wastewater Collection System Improvements – SR179 Sewer Main Replacement Construction Manager at Risk Construction Services Contract with Kinney Construction, LLC.**
- d. **AB 2575 Approval of a recommendation regarding an application for a Series 10 Beer and Wine Store Liquor License for Sedona Best Western Plus Arroyo Roble and Creekside Villas located at 400 N State Route 89A, Sedona, AZ (File #85426).**
- e. **AB 2577 Approval of the appointment of Judge Eric Jeffery as Magistrate Pro Tem for the Sedona Municipal Court.**
- f. **AB 2578 Approval of Cottages at Peach Lane Final Plat to allow for a three (3) unit townhouse subdivision at 460 Peach Lane. The property is zoned RM-3 (Multi-family Residential) and is located at the northwest corner of Sunset Lane and Peach Lane. APN 401-14-100. Applicant: Verde Valley Habitat for Humanity, Inc. Case Number PZ18-00001 (SUB).**

Items 3b was pulled at the request of staff and deferred until May 12, 2020, and Item 3c was pulled at the request of Vice Mayor Martinez.

**Motion:** Vice Mayor Martinez moved to approve consent items 3a, 3d, 3e, and 3f. **Seconded by Councilor Williamson. Vote:** Motion carried unanimously with six (6) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, and Williamson) and zero (0) opposed.

**Pulled Consent Item:**

**3c - AB 2574 Approval of Change Order 1 in the amount of \$272,477 to the Wastewater Collection System Improvements – SR179 Sewer Main Replacement Construction Manager at Risk Construction Services Contract with Kinney Construction, LLC.**

Questions from Council which were answered by Justin Clifton.

**Motion: Vice Mayor Martinez moved to approve consent item 3c. Seconded by Councilor Williamson. Roll Call Vote: Motion carried unanimously with six (6) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, and Williamson) and zero (0) opposed.**

- 4. Appointments – None.**
- 5. Summary of Current Events by Mayor/Councilors/City Manager – None.**
- 6. Public Forum – Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there was no public forum for this meeting.**
- 7. Proclamations, Recognitions, and Awards – None.**
- 8. Regular Business**
  - a. AB 2571 Discussion/possible direction regarding issues surrounding the COVID-19 pandemic and the City's response.**

Presentation by Justin Clifton and Robert Pickels, Jr.

Questions and comments from Council.

**Discussion only. No action taken.**

- b. AB 2572 Discussion/possible action regarding ideas for possible resolutions for consideration by League of Arizona Cities and Towns' policy committees.**

Presentation by Mayor Moriarty.

**Discussion only. No action taken.**

- c. Reports/discussion regarding Council assignments.**

Councilor Jablow stated that the Humane Society is working hard to educate the community about keeping their pets safe during this time, and most of their animals are being fostered instead of held at the shelter. The Airport Authority added a new member, Mike Schroeder, and are also looking to reappoint Scott Schroder and Tim Miller following approval from the County. They are looking to update their website regarding their noise abatement procedure to help adhere to the Fly Friendly Agreement.

- d. Discussion/possible action regarding future meeting/agenda items - None.**

**9. Executive Session**

**Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:**

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

**10. Adjournment**

Mayor Moriarty adjourned the meeting at 5:40 p.m. without objection.

**I certify that the above are the true and correct actions of the Regular City Council Meeting held on April 28, 2020.**

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Susan L. Irvine, CMC, City Clerk

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Date



**CITY COUNCIL  
AGENDA BILL**

**AB 2573  
May 12, 2020  
Consent Items**

**Agenda Item: 2d**

**Proposed Action & Subject:** Approval of a recommendation regarding an application for a Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830).

<b>Department</b>	City Clerk
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	
<b>Other Council Meetings</b>	N/A
<b>Exhibits</b>	Liquor License Application is available for review in the City Clerk's office.

City Attorney Approval	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>	\$ 0
City Manager's Recommendation	Recommend approval of a new Series 12 Liquor License for Mole.	<b>Amount Budgeted</b>	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** State liquor laws require Sedona's City Council to forward a recommendation for approval or denial of applications for liquor licenses.

The City has received an application for a Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830). The liquor license application is available for review and inspection in the City Clerk's office or by email.

A Series 12 Liquor License is a non-transferable, on-sale retail privileges liquor license that allows the holder of a restaurant license to sell and serve all types of spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the 40% food requirement may result in revocation of the license.

Community Development, Finance, the City Clerk's Office, the Sedona Police Department (SPD), and Sedona Fire District (SFD) have conducted a review of the application. No objections regarding its approval were noted.



**Community Plan Consistent:** Yes - No - Not Applicable

**Board/Commission Recommendation:** Applicable - Not Applicable

**Alternative(s):** Recommend denial of a new Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830). Reasons for a recommendation of denial would need to be specified.

**MOTION**

**I move to:** recommend approval of a new Series 12 Restaurant Liquor License for Mole located at 771 AZ-179, Sedona, AZ (File #102830).



**CITY COUNCIL  
AGENDA BILL**

**AB 2576  
May 12, 2020  
Consent Items**

**Agenda Item: 2e**

**Proposed Action & Subject:** Approval of a recommendation regarding an application for a Series 12 Restaurant Liquor License for Oasis of Sedona located at 70 Dry Creek Road, Sedona, AZ (File #106028).

<b>Department</b>	City Clerk
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	
<b>Other Council Meetings</b>	N/A
<b>Exhibits</b>	Liquor License Application is available for review in the City Clerk's office.

City Attorney Approval	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>	\$ 0
City Manager's Recommendation	Recommend approval of a new Series 12 Liquor License for Oasis.	<b>Amount Budgeted</b>	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** State liquor laws require Sedona's City Council to forward a recommendation for approval or denial of applications for liquor licenses.

The City has received an application for a Series 12 Restaurant Liquor License for Oasis of Sedona located at 70 Dry Creek Road, Sedona, AZ (File #106028). The liquor license application is available for review and inspection in the City Clerk's office or by email.

A Series 12 Liquor License is a non-transferable, on-sale retail privileges liquor license that allows the holder of a restaurant license to sell and serve all types of spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the 40% food requirement may result in revocation of the license.

Community Development, Finance, the City Clerk's Office, the Sedona Police Department (SPD), and Sedona Fire District (SFD) have conducted a review of the application. No objections regarding its approval were noted.

**Community Plan Consistent:**  Yes -  No -  Not Applicable

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):** Recommend denial of a new Series 12 Restaurant Liquor License for Oasis of Sedona located at 70 Dry Creek Road, Sedona, AZ (File #106028). Reasons for a recommendation of denial would need to be specified.

**MOTION**

**I move to:** recommend approval of a new Series 12 Restaurant Liquor License for Oasis of Sedona located at 70 Dry Creek Road, Sedona, AZ (File #106028).



CITY COUNCIL
AGENDA BILL

AB 2580
May 12, 2020
Consent Items

Agenda Item: 2f

Proposed Action & Subject: Approval of a Resolution appointing the City of Sedona Finance Director as Chief Financial Officer of the City for the purpose of submitting the annual expenditure limitation report to the Arizona Auditor General's Office.

Department: City Attorney
Time to Present: N/A
Total Time for Item:
Other Council Meetings: None
Exhibits: A. Resolution

Table with 2 columns: City Attorney Approval, City Manager's Recommendation, Expenditure Required, Amount Budgeted, Account No. (Description), Finance Approval.

SUMMARY STATEMENT

Background: The Arizona Auditor General's Office requires that cities appoint a Chief Financial Officer for the purpose of submitting the annual expenditure limitation report. Approval of this Resolution will appoint the City of Sedona Finance Director as Chief Financial Officer of the City for this purpose. A form must be submitted annually with the name and contact information for the City's Finance Director.

Community Plan Consistent: [ ] Yes - [ ] No - [x] Not Applicable

Board/Commission Recommendation: [ ] Applicable - [x] Not Applicable

Alternative(s):

MOTION

I move to: approve Resolution 2020-\_\_ appointing the City of Sedona Finance Director as Chief Financial Officer of the City for the purpose of submitting the annual expenditure limitation report to the Arizona Auditor General's Office.

**RESOLUTION NO. 2020-\_\_**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, DESIGNATING THE CITY OF SEDONA FINANCE DIRECTOR AS CHIEF FISCAL OFFICER OF THE CITY FOR THE PURPOSE OF SUBMITTING THE ANNUAL EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL'S OFFICE.**

WHEREAS, A.R.S. 41-1279.07(E) requires each county, city, town and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer of the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the Sedona City Council believes that appointment of the City of Sedona Finance Director is the most prudent choice for this appointment; and

WHEREAS, entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT:

1. The recitals above are hereby incorporated as if fully set forth herein.
2. Cherie Wright is hereby designated as the City of Sedona's Chief Fiscal Officer for purposes of submitting the fiscal year 2020-2021 AELR to the Arizona Auditor General's Office on the governing body's behalf.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 12<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Sandra J. Moriarty, Mayor

ATTEST:

\_\_\_\_\_  
Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert L. Pickels, Jr., City Attorney



**CITY COUNCIL  
AGENDA BILL**

**AB 2582  
May 12, 2020  
Consent Items**

**Agenda Item:** 2g  
**Proposed Action & Subject:** Approval of a Resolution authorizing an Intergovernmental Agreement for the provision of services by the Coconino County Elections Department.

<b>Department</b>	City Clerk
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	
<b>Other Council Meetings</b>	None
<b>Exhibits</b>	A. Proposed Resolution with IGA as Attached Exhibit A

City Attorney Approval	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>
		\$ TBD
City Manager's Recommendation	Approve a resolution authorizing and IGA with Coconino County Elections Department.	<b>Amount Budgeted</b>
		\$
		Account No. 10-6240-06-6405 (Description) Elections (FY21 Budget)
		Finance Approval <input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** Coconino County has submitted an Intergovernmental Agreement for the Provision of Services by the Coconino County Elections Department. This is an agreement for the services they will provide to the City of Sedona for the August 4, 2020 Primary Election and the November 3, 2020 General Election, if necessary.

**Community Plan Compliant:**  Yes -  No -  Not Applicable

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):** None - the City must enter into this IGA so that Coconino County will provide election services to the City.

**MOTION**

**I move to:** approve Resolution 2020-\_\_\_\_, authorizing an Intergovernmental Agreement for the provision of services by the Coconino County Elections Department.

**RESOLUTION NO. 2020-\_\_**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,  
ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR  
PROVISION OF SERVICES BY THE COCONINO COUNTY ELECTIONS  
DEPARTMENT.**

WHEREAS, the respective governmental entities the City of Sedona (the "City") and Coconino County (the "County") desire to enter into an Intergovernmental Agreement (IGA) for Provision of Services by the Coconino County Elections Department attached as an exhibit to this resolution; and

WHEREAS, execution of this IGA will allow the City and the County to work in cooperation on the August 4, 2020 Primary Election and November 3, 2020 General Election.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT;

The City of Sedona, through its Mayor and City Council, hereby approves the Intergovernmental Agreement for Provision of Services by the Coconino County Elections Department and authorizes the Mayor to execute the IGA with approval of the City Attorney.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 12<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Sandra J. Moriarty, Mayor

ATTEST:

\_\_\_\_\_  
Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert L. Pickels, Jr., City Attorney



**Intergovernmental Agreement  
FOR PROVISION OF SERVICES BY THE  
COCONINO COUNTY ELECTIONS DEPARTMENT**

This Contract for Services is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 pursuant to A.R.S. 11-951 *et seq* between **COCONINO COUNTY**, for and on behalf of **COCONINO COUNTY ELECTIONS DEPARTMENT (CCED)**, a political subdivision of the State of Arizona, hereinafter referred to as **COUNTY**, and the **CITY OF SEDONA**, hereinafter referred to as **JURISDICTION**, also a political subdivision of the State of Arizona.

WHEREAS, the COUNTY has authority under A.R.S. Title 16 and 19 to conduct elections and responsibility for establishing and staffing polling places, preparing and counting ballots, and providing voting equipment;

WHEREAS, the COUNTY RECORDER has the authority to maintain voter registration rolls and to conduct early balloting under A.R.S. 16-162 and A.R.S. Title 17, Ch. 4, Art. 8;

WHEREAS the JURISDICTION has the responsibility for conducting its own elections under A.R.S. Title 16;

WHEREAS, the JURISDICTION is authorized to contract with the board of supervisors and county recorder for election services under A.R.S. 16-408 and desires to use the election services of COUNTY to conduct its election as set forth below;

NOW THEREFORE, in consideration of the mutual agreements described herein, the parties agree as follows:

**SECTION 1. Type of Election and Important Dates**

COUNTY agrees to provide election services for the following elections:

**Primary Election**

<b>Election Day</b>	<b>08/04/20</b>
<b>Last day to vote early in person</b>	<b>07/31/20</b>
<b>Last day to request an early ballot to be mailed</b>	<b>07/24/20</b>
<b>Early voting begins/early ballots mailed</b>	<b>07/08/20</b>
<b>Voter registration deadline</b>	<b>07/06/20</b>



## General Election

<b>Election Day</b>	<b>11/03/20</b>
<b>Last day to vote early in person</b>	<b>10/30/20</b>
<b>Last day to request an early ballot to be mailed</b>	<b>10/23/20</b>
<b>Early voting begins/early ballots mailed</b>	<b>10/07/20</b>
<b>Voter registration deadline</b>	<b>10/05/20</b>

### **SECTION 2. CONTACT PERSONS FOR JURISDICTION**

**Contact Name:** Susan L. Irvine

**Legal Counsel:** Robert L. Pickels, Jr.

Address: 102 Roadrunner Drive

Address: 102 Roadrunner Drive

Sedona, AZ 86336-3710

Sedona, AZ 86336-3710

Telephone: 928-203-5103

Telephone: 928-204-7200

Fax: 928-204-7105

Fax: 928-204-7188

E-mail : sirvine@sedonaaz.gov

E-mail: rpickels@sedonaaz.gov

Cell Phone: \_\_\_\_\_

### **SECTION 3: PURPOSE**

The purpose of this contract is to secure the services of COUNTY, as enumerated in Section 4, for the preparation and conduct of the election described above.

### **SECTION 4: SERVICES TO BE PERFORMED BY COUNTY**

The Coconino County Elections Department (CCED), or its designated agent, agrees to:

#### **1. PRINTING**

The statutory required amount of ballots will be designed, ordered and printed through CCED, so that the election can use the ES&S Optical Scan Voting System and accessible ExpressVote equipment.

#### **2. TRANSLATION**

**SPANISH:** Translation of ballot text shall be provided by JURISDICTION. The jurisdiction is responsible for ensuring the Spanish translation of the ballot text also appears in the Information Report, Publicity Report and Sample Ballot.

**NATIVE AMERICAN:** If a portion of the jurisdiction is located on an Indian Reservation, all election related materials must be translated into the Native American language. CCED will provide Navajo language translation for the ballot.

### **3. BALLOTS**

- A. CCED will have Official Ballots printed and distributed to the early voting sites and the polling places and vote centers:
- B. JURISDICTION will provide CCED with final ballot language, including the Spanish translation, no later than 90 days prior to election day.
- C. After 90 days prior to election day, JURISDICTION will pay \$100 per change to CCED for any changes or alterations to final ballot language unless it is an error or omission made by CCED.
- D. CCED shall provide the JURISDICTION a ballot proof. The JURISDICTION shall have three days to notify CCED of any corrections to the ballot because of errors or omissions.

### **4. POLL WORKERS**

CCED will recruit, train, provide and pay Election Workers to conduct the election.

### **5. POLLING PLACES**

CCED will designate and arrange for the polling places and vote centers. (This includes reserving each site and mailing an agreement to each location.)

### **6. REGISTERS AND ROSTERS**

- A. CCED will provide the statutory lists of registered voters for early voting and for use at the polling places and vote centers.
- B. CCED voter lists, registers and files contain restricted Data – release or distribution of all or any portion of such information is restricted and in some cases prohibited by law, subject to criminal prosecution.

### **7. ELECTION DAY SUPPLIES**

CCED shall deliver and pick up polling place and vote center supplies.

### **8. LOGIC AND ACCURACY TEST**

- A. CCED will conduct the Logic and Accuracy Tests of vote tabulating equipment.
- B. CCED will publish notice of the Logic and Accuracy Tests.

### **9. EARLY VOTING**

CCED will conduct early voting by mail and in person at locations designated by CCED.

## **SECTION 5: OBLIGATIONS OF JURISDICTION**

JURISDICTION, or its designated agent, agrees to:

1. Pay the following costs to CCED:

**\$2.00** per registered voter, except as provided below, plus:

\* Actual cost of Native American Outreach

2. Publish and/or post all legal notices required by statute, except for the notice for the Logic and Accuracy tests.
3. Prepare, print and mail any required informational pamphlet.
4. If a change in taxing district boundaries occurs, notify the Department of Revenue by November 1 pursuant to ARS §42-17257.

## **SECTION 6: MANNER OF FINANCING AND BUDGETING**

Each party represents that it has sufficient funds available in this current fiscal year budget to discharge the funding obligation imposed by this Contract.

## **SECTION 7: TERMINATION**

This Contract shall terminate upon resolution of all matters connected with the elections, legal challenges excepted, or upon written notice by either party to the other within thirty (30) days prior to the election date(s). Should the election herein be challenged or questioned for any reason whatsoever, then, subject to the Jurisdiction's right of indemnification under Section 8 of this Contract, the Jurisdiction shall be solely responsible for the defense of said election, provided that the County shall cooperate in the defense of such challenge and shall provide its officers and employees as necessary to testify in any proceedings arising from the challenge.

## **SECTION 8: INDEMNIFICATION OF COUNTY AND DISTRICT**

To the extent permitted by law, each party agrees to hold the other party harmless and to indemnify the other for any loss, liability or damage arising from any action, omission or negligence of each party's employees, officers or agents, regarding the performance of this Contract.

## **SECTION 9: EFFECTIVE DATE AND TERM OF AGREEMENT**

This Contract shall become effective from and after the date of its execution and shall terminate as provided in Section 7.

**SECTION 10: CANCELLATION**

This agreement is subject to cancellation pursuant to the provisions of A.R.S. §38-511.

**SECTION 11: SEVERABILITY**

If any provision of this Contract or application thereof is held invalid, such invalidity shall not affect other provisions or applications of this Contract.

IN WITNESS WHEREOF, the governing bodies of each of the parties hereto have approved this agreement by resolution adopted on the dated given below.

JURISDICTION:

COCONINO COUNTY:

Date of adoption: \_\_\_\_\_

Date of adoption: \_\_\_\_\_

\_\_\_\_\_  
Sandra J. Moriarty  
Mayor

\_\_\_\_\_  
Patty Hansen  
Coconino County Recorder

ATTEST:

\_\_\_\_\_  
Elizabeth C. Archuleta  
Chair, Board of Supervisors

\_\_\_\_\_  
Susan L. Irvine, CMC, City Clerk

ATTEST:

\_\_\_\_\_  
Lindsay Daley, Clerk of the Board

Reviewed and approved by legal counsel and found to be within the authority of the governing body to adopt:

\_\_\_\_\_  
Robert L. Pickels, Jr., Attorney for Jurisdiction

\_\_\_\_\_  
Rose Winkeler, Deputy County Attorney



**CITY COUNCIL  
AGENDA BILL**

**AB 2583  
May 12, 2020  
Consent Items**

**Agenda Item:** 2h  
**Proposed Action & Subject:** Approval of Resolution authorizing the Applicant’s Agent Form submission to the Arizona Department of Emergency and Military Affairs designating the City Manager as the City’s agent for applying for certain federal public assistance reimbursement funding for City expenditures related to the Coronavirus (COVID-19) pandemic.

<b>Department</b>	City Manager’s Office
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	N/A
<b>Other Council Meetings</b>	N/A
<b>Exhibits</b>	A. Resolution B. Application

<b>City Attorney Approval</b>	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>	\$ 0
<b>City Manager’s Recommendation</b>	Approve a resolution designating the City Manager as agent for applying for public assistance relating to the pandemic response,	<b>Amount Budgeted</b>	\$
		Account No. (Description)	
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** The FEMA Public Assistance program allows states and local governments to submit for reimbursement for eligible expenditures incurred beginning January 20, 2020 related to the COVID-19 emergency. The City of Sedona has registered through the State of Arizona Department of Emergency and Military Affairs grant portal to begin submitting expenditures for reimbursement should the City incur qualifying expenses; however, a formal resolution of the governing body is required to designate an applicant agent for the jurisdiction before any reimbursement requests could be considered.

It is unclear whether or not the City has incurred or will incur expenses that would be eligible for some level of federal reimbursement, as this program is still evolving. Staff is participating in weekly applicant briefings to continue to learn and stay informed so opportunities may be pursued if possible. This resolution will position the City to be able to submit a reimbursement request should any City expenditures be eligible now or in the future.

The DEMA application designates the City Manager as the organization's authorized representative.

**Community Plan Consistent:** Yes - No - Not Applicable

**Board/Commission Recommendation:** Applicable - Not Applicable

**Alternative(s):** N/A

## **MOTION**

**I move to:** approve Resolution 2020-\_\_\_, a resolution approving the Applicant's Agent Form submission to the Arizona Department of Emergency and Military Affairs, designating the City Manager as the City's agent for applying for certain federal (FEMA) public assistance for City expenditures related to the Coronavirus (COVID-19) pandemic.

RESOLUTION NO. 2020-\_\_

**A RESOLUTION OF THE CITY OF SEDONA APPROVING THE APPLICANT'S AGENT FORM SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS DESIGNATING THE CITY MANAGER AS THE CITY'S AGENT FOR APPLYING FOR CERTAIN FEDERAL PUBLIC ASSISTANCE RELATED TO THE CORONAVIRUS (COVID-19) PANDEMIC.**

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, as follows:

Section 1: The City Manager is hereby designed as the Applicant Agent and Authorized Representative of the City of Sedona, Arizona, and is hereby authorized to execute for, and on behalf of, the City of Sedona, Arizona, this application and to file it in the appropriate state office for the purpose of obtaining certain financial assistance under the Disaster Relief or Hazard Mitigation Assistance Grants or Public Assistance Grants.

Section 2. The Application Agent is authorized to provide information to state and federal authorities for all matters pertaining to disaster assistance.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 12<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Sandra J. Moriarty, Mayor

ATTEST:

\_\_\_\_\_  
Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert L. Pickels, Jr., City Attorney

**ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS  
DESIGNATION OF APPLICANT'S AGENT FORM**

The intent of this **DESIGNATION** is to appoint an **APPLICANT'S AGENT** for the following:

Select program(s)  Public Assistance  HMA Mitigation Program  SEC Mitigation  
Select duration  Until further notice  Only Event \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Applicant: City of Sedona

**CERTIFICATION**

I, Justin Clifton, duly appointed and City Manager of  
(Authorizing Official's Name) (Title)

City of Sedona, do hereby certify that the information below is true and correct,  
(Applicant)

based on a resolution passed and approved (**attached**) by the City Council  
(Governing Body)

of City of Sedona on the 12 day of May, 2020.  
(Applicant) (day) (month) (year)

Justin Clifton has been designated as the Applicant's Agent  
(Name of Designated Applicant's Agent)

to act on behalf of City of Sedona.  
(Applicant)

City Manager  
(Authorizing Official's Signature) (Title) (Date)

*This document MUST be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Applicant's Agent.*

**Designated Applicant's Agent**

Name Justin Clifton

Title/Official Position City Manager

Full Mailing Address 102 Roadrunner Drive, Sedona, AZ 86336-3710

Email Address jclifton@sedonaaz.gov

Daytime Telephone Number (928) 204-7127 Cell \_\_\_\_\_

(Please include area code and extension if not a direct number)

**For DEMA Use Only**

Received By: \_\_\_\_\_  
(Initials & Date)

March 2020

Form #AZ PA 204-4





**CITY COUNCIL  
AGENDA BILL**

**AB 2584  
May 12, 2020  
Appointments**

**Agenda Item:** 3a  
**Proposed Action & Subject:** Discussion/possible action regarding an appointment to fill the City Council vacancy created by the March 2020 resignation of Councilor Janice Hudson.

<b>Department</b>	City Clerk
<b>Time to Present</b>	N/A
<b>Total Time for Item</b>	
<b>Other Council Meetings</b>	April 28, 2020
<b>Exhibits</b>	A. City Council Vacancy Applications

City Attorney Approval	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>	\$ 0
City Manager's Recommendation	Discuss and take action to appoint a person to fill the City Council vacancy.	<b>Amount Budgeted</b>	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** Following the resignation of Councilor Hudson on March 21, 2020, the City of Sedona solicited for applicants to fill the vacancy. The deadline for applications was April 13, 2020. Four applications were received from individuals seeking appointment.

The open seat has a term beginning on the date of appointment and ending in November/December 2022 when newly elected Councilors are seated following the Fall 2022 election cycle.

The City Council conducted a review of the applications on April 28, 2020 and directed staff to prepare an agenda item for possible action to fill the vacancy.

**Community Plan Consistent:**  Yes -  No -  Not Applicable

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):** Council could choose to re-advertise the vacancy.

**MOTION**

**I move to:** appoint \_\_\_\_\_ to fill the City Council vacancy effective immediately with the term ending in November/December 2022 when newly elected Councilors are seated following the Fall 2022 election cycle.



**CITY COUNCIL APPLICATION**

RECEIVED  
APR 10 2020  
CITY OF SEDONA  
CITY CLERK'S OFFICE

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION – TYPE OR PRINT CLEARLY IN INK ONLY.**

All requested information must be furnished. If an item does not apply to you or if there is no information to be given, write in the letters "N/A" for "Not Applicable".

**A RESUME MUST BE SUBMITTED, AND, YOU MUST COMPLETE ALL INFORMATION REQUESTED ON THE APPLICATION.**

**POSITION APPLIED FOR:** CITY COUNCIL

**APPLICANT'S NAME:** Richard W Breunich

**PHYSICAL ADDRESS:** [Redacted] Sedona AZ 86336  
(Street) (City) (State) (Zip)

**MAILING ADDRESS:** [Redacted] Sedona AZ 86336  
(Street or PO Box) (City) (State) (Zip)

**PHONE:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: [Redacted]

**EMAIL:** [Redacted]

**Are there any days you will not be available for an interview?**

no

**Are you a resident of the City of Sedona?** Yes  No  **How many Years?** 3

Have you previously been appointed by the City of Sedona to any position or commission/board other than the one for which you are currently applying?

Yes  No  If so, what and length of term? ELO Work Group; PSPRS Board

Are you a registered voter? Yes  No

In answering the following questions, if more space is required, please attach a separate sheet of paper.

**BACKGROUND INFORMATION WHICH YOU BELIEVE QUALIFIES YOU FOR THE APPOINTMENT.** (This should include education, employment history, community service, special interests and skills, and personal philosophy.)

See Attachment 1

1. What are your perceptions of the duties, responsibilities, and role of the City Council?

See Attachment 2

2. What do you believe are the major issues facing this City Council?

See Attachment 3

3. What do you hope to accomplish as a City Councilor?  
See Attachment 4

4. Have you read the following City of Sedona documents?

Community Plan            Yes  No

City Code                    Yes  No

Land Development Code    Yes  No

5. Have you reviewed the current City of Sedona Budget?    Yes  No

6. Have you attended any Sedona City Council meetings?    Yes  No  If yes, please estimate the number you have attended and provide further explanation.  
Approximately 6 or so since I retired from my full time employment last year.

7. Please provide any additional information which you believe may be pertinent for consideration of your application.  
See Attachment 5

## Attachment 1

I feel due to my work experience that I would be able to provide a unique perspective to the existing council's already varied and diverse backgrounds. I spent most of my career working in the Information Technology field for many of the major Wall Street firms. However, for the last six years, I had the opportunity of focusing my efforts not on my traditional business partners but rather applying my skill set in the public sector, specifically in support of the New York Police Department.

In this role I was able to establish a unique public sector-private sector relationship which enabled the City of New York to leverage the talent and expertise of the company which I was employed ( JP Morgan Chase ) to further their IT initiatives. During my tenure in this role, the City and the NYPD were able to build and deploy a new Public Safety Answering Center (911 Call Center), a modern 911 Computer Aided Dispatching (CAD) System, and various other IT systems in support of law enforcement & public safety initiatives.

I feel my diverse business background, combined with my fondness for my new home in Sedona, will enable me to contribute to the City Council in its efforts to execute the Community Plan in a timely and successful manner.

## **Attachment 2**

**As I reviewed the City of Sedona's Community Plan, I was struck by the breadth and inclusiveness of the plan and the framework it provides for prioritizing and executing development within the city. Given this framework, it is the City Council's role to actualize the vision put forth in this plan.**

**Since this plan's level of detail is by necessity at a higher level, the City Council must ensure that the decisions, funding, and initiatives designated as supporting this plan are in fact doing so in a manner acceptable to the community it serves.**

### Attachment 3

The major issues the City Council faces could be viewed as opportunities. I believe we are at a "tipping point" in the development of the city. Sedona is so unique in that it is a small town in terms of resident population but it is a very large city if viewed in terms of a vacation destination. We have obviously been "discovered" by the world at large so there is no turning back in terms of our tourism but that should be a positive if we are able to manage and balance the residents needs with our "visitors" needs.

We need to embrace our goal of sustainability seriously and to make sure our decision making process does not treat that goal as a marketing moniker.

Our overall infrastructure needs to be upgraded to support both communities we are trying to serve. The management of traffic in the city is being addressed, and although as a resident I would like to see more rapid progress, there is a plan in place which is being executed. I believe the "Transportation Center" concept must be explored more deeply because of its great potential but also associated risks. Executing and managing an effort of the proposed scope would require a significant and permanent change in the City's management structure if it were to be successful. Those benefits and risks must be thoroughly understood due to the long term nature of the effort. The development of the identified Community Focus Areas is an opportunity to make progress on the Housing Diversity Outcome delineated in the Community Plan. These Focus Areas must be well thought out and "fast tracked" at the same time so we as a community can reach these housing diversity goals defined in the Plan.

Finally, I feel the City Council needs to exploit to a greater extent the leveraging of public-private partnerships to improve the economic diversity of Sedona. With the natural assets of our environment, it provides us a strong base upon which we could build the business and technology capabilities required to attract these "non-tourism" based businesses.



#### **Attachment 4**

**As a City Councilor, I hope to be able to contribute to the Council using my enthusiasm, energy, and acquired experience to resolve the most time dependent issues facing the Council as well as making progress on the major opportunities delineated in the Community Plan.**

**I have had the opportunity to work in several unique environments from which I have gleaned some valuable experience which I know will be useful in helping Sedona reach its full potential for the residents of the city, as well as our many visiting guests. My public sector-private sector liaison experience should be useful as we, the City Council, work our way developing many alternative work environments in our quest to attract a diverse work force to work and live in Sedona. Working with the other council members, I believe that technology partners could be convinced to form partnerships with the city as we create the environment needed to attract this type of talented, diverse workforce.**

## Attachment 5

Enclosed resume summarizes at a very high level my most prominent activities and accomplishments of my working career. What it does not express very well was how I worked to be successful at the task at hand. In the corporate, private sector world I worked for large successful organizations where I had direct management responsibility of people, budgets, resources, etc. so I was able to hone my management skills in that kind of environment where goals were clearly defined and managing staff and budgets were skills you needed to develop to a high level of precision.

When I shifted my career to the public sector, I found myself in an environment where I was an advisor to the Police Commissioner and served as his advisor/representative to the management team at New York City Hall on all Information Technology projects. In this role I had no direct staff and no budget so I had to rely entirely on "influence" management to aid my client, the NYPD, to reach their IT goals. To be successful in this task, I had to be a great listener, be a great educator, and be able to work seamlessly with the both the Police Commissioner's and the Mayor's staff to get things done. Being able to build a consensus was really the essence of the position.

Because of my background, I believe my life experiences would position me well for working with my fellow City Council members and I would look forward to it if the opportunity was offered to me.

## **RICHARD W BREUNICH**

---

[REDACTED] Sedona, Az. 86336 | [REDACTED]

### **SUMMARY:**

**Senior Information Technology Business Leader with wide range of management experience, in both the Public and Private Sectors. Strategic conceptualization, planning and delivery in the areas of strategic business transformation, vendor management, emerging technology and IT enterprise engineering development and deployment.**

### **Accomplishments in the Public Sector have included:**

- In support of the NYPD, and the City of New York, the creation of a new Public Safety Answering Center (PSAC2)
- In support of the NYPD, deployment of new 911 Computer Aided Dispatching (CAD) System
- In support of the NYPD, development of a Data Center Transformation Strategy

### **Accomplishments in the Private Sector have included:**

- Creation of an Enterprise Technology Office resulting in savings of over \$2 B
- Establishment of a global enterprise engineering organization responsible of all network, infrastructure, and application platform standards and deployment (approx. 800,000 end user devices )
- Establishment of a vendor management process to manage strategic and critical IT providers (top 50 vendors representing approx. \$6 B in annual spend rate)
- Development of the business model, IT architecture and deployment of a new technology platform in support of the largest retail brokerage firm in the U.S.

### **EXPERIENCE:**

#### **JP Morgan Chase**

Senior IT Advisor to the NYPD Police Commissioner

#### Summary of Key Deliverables/Strategic Initiatives

- 911 Computer Aided Dispatching (CAD) System Deployed
- Network Operations Center Established
- Data Center Transformation Strategy Developed
- Voice over IP (VOIP) Telephony Deployment-FirstNet "Vision to Implementation" strategy developed
- Unified Communications Strategy to deliver Telepresence & Distance Learning

## **Citigroup**

Enterprise Technology Office, Managing Director

### **Summary of Key Project/Initiative Experience**

-Disaster Recovery/Contingency Planning (responsible for post 9/11 restoration of voice, data and messaging infrastructure)

-Built an enterprise "IT Business" model, and the supporting organization, to provide infrastructure and development services

-Implemented an Organizational Model which transformed the "Shared Services" organization into a "Business Provider" organization.

-Developed and Deployed a standard's based Client Server/Desktop packaging system in support of application development rollouts ( 300,000 end users )

## **Merrill Lynch**

Private Client Division, Vice President, Director

### **Business Transformation**

-In conjunction with Private Client senior business management, developed the business model and supporting IT processes & systems for a new business transformation initiative ( 30,000 users in approx.. 500 branch offices)

## **EDUCATION:**

MBA, University of San Diego, CA.

B.S. in Chemistry, Saint Joseph's University, Philadelphia, PA.



## CITY COUNCIL APPLICATION

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION – TYPE OR PRINT CLEARLY IN INK ONLY.**

All requested information must be furnished. If an item does not apply to you or if there is no information to be given, write in the letters "N/A" for "Not Applicable".

A RESUME MUST BE SUBMITTED, AND, YOU MUST COMPLETE ALL INFORMATION REQUESTED ON THE APPLICATION.

POSITION APPLIED FOR: CITY COUNCIL

APPLICANT'S NAME: Charles Thomas Lamkin

PHYSICAL ADDRESS: [Redacted] Sedona, Arizona, 86336  
(Street) (City) (State) (Zip)

MAILING ADDRESS: [Redacted] Sedona, Arizona, 86336  
(Street or PO Box) (City) (State) (Zip)

PHONE: Home: N/A Work: N/A Cellular: [Redacted]

EMAIL: [Redacted]

Are there any days you will not be available for an interview?

No.

Are you a resident of the City of Sedona? Yes  No  How many Years? 7.5

Have you previously been appointed by the City of Sedona to any position or commission/board other than the one for which you are currently applying?

Yes  No  If so, what and length of term? City Councilor - 9 mo. in 2016

Are you a registered voter? Yes  No

In answering the following questions, if more space is required, please attach a separate sheet of paper.

**BACKGROUND INFORMATION WHICH YOU BELIEVE QUALIFIES YOU FOR THE APPOINTMENT.** (This should include education, employment history, community service, special interests and skills, and personal philosophy.)

My college degree (BA in English) taught me the value of reading in-depth and understanding the English language and how to research and analyze writing and appreciate differing viewpoints. My work in the corporate world of sales management and finance trained me how to process information presented, ask informed questions, think outside the box, listen and then select a solution to problems presented and develop successful effective sales strategies and campaigns. It also taught me to respect all others opinions, work with others as required as an individual or on a team. I recognize the need to change, like new experiences and helping others. In Sedona I volunteer as a City of Sedona Park Ranger, have been President of Kiwanis for 4 years, participated in many events and was appointed to City Council in 2016 to serve for 9 months. I ran and was elected to a 2 year-term after that and believe that one should give back to their community and be a part of it.

1. What are your perceptions of the duties, responsibilities, and role of the City Council?

The first duty of a City Councilor is to establish policy. The policy should be given serious consideration and questioned to clarify when needed. It should be for the benefit of the majority of the citizens and not the most vocal minority or to serve one's own political advantage. A City Councilor should be well prepared to vote on any changes or new policies and have read any material prepared by Staff, listen to comments from the public and other Councilors and consider their own research. Proper respect should be given to all and follow proper procedure and open meeting laws. In addition, the City Council should support the Mayor and Vice-Mayor by attending City events on holidays and otherwise when possible and remain available to the public for questions and comments outside Council chambers. Councilors should also participate at meetings with other cities in the Verde Valley and have an open exchange of ideas and look for ways to emulate others if it will benefit Sedona's citizens.

2. What do you believe are the major issues facing this City Council?

At this time the greatest concern facing Sedona is the health and safety of its citizens in regard to the Covid-19 flu risk. Tough and perhaps unpopular decisions have already been made and more may have to be made to protect Sedona from further effects of the virus. Behind that effort is the one that considers the economic impacts wrought as a result and how best to mitigate them during and after the virus threat is controlled as much as possible. This concerns not only the viability of local businesses, but also potential ramifications to the City Budget as tax revenues are reduced due to lower flow based upon substantially less business and tourism tax collected. Sustainable Tourism focus may be required to ramp up efforts to bring tourists back more quickly than normal so the current plan may need review. After that are the continuing traffic concerns and projects for SIM, economic development, some type of joint government-commercial workforce housing solutions, additional environmental projects and completion of the CFAs. Then the Council should review the list of priorities developed in the annual planning session to review and perhaps re-prioritize it and begin again along with other demands not yet known that may arrive in the meantime. It is a full plate.

3. What do you hope to accomplish as a City Councilor?

I have no specific agenda, but hope to leave Sedona a better place than it was before serving it. This can be addressing antiquated policies as well as new ones and focusing on the list of priorities already established. But, it can also be a developed sense of community that helps change the perception of the City as divided from the Citizenry, to one that pulls both city government and citizens together as a unified force working together focused on how change will improve its overall quality of life. It would be a cultural shift that gets people thinking that there is so much more right about Sedona than there is wrong. Cultural shifts take years so I am not ignorant of the work and communication this would require, but it would be a worthy outcome longterm. I would also hope that our service might inspire others to step up to serve in the future. We can select solutions that are a win-win, not win-lose. It just might work.

4. Have you read the following City of Sedona documents?

Community Plan            Yes  No

City Code                    Yes  No

Land Development Code    Yes  No

5. Have you reviewed the current City of Sedona Budget?    Yes  No

6. Have you attended any Sedona City Council meetings?    Yes  No  If yes, please estimate the number you have attended and provide further explanation.

As a previous City Councilor and before that, I estimate that I have attended about 130 Council meetings and/or work sessions. My most recent meeting attended was in support of the City of Sedona Police Department and the officers involved in a fatal shooting still under investigation. I have watched some meetings online and I read the Red Rock News to follow the meeting agendas for the meetings, work sessions and any executive sessions. If I see something that is of interest, I will comment. I have been fortunate to know the members of the current City Council and have great access to them via email and/or in person. This allows me to express my thoughts without having to attend every meeting and I trust them to make the right decisions. I know they are generally privy to information I may not have. I support them fully.

7. Please provide any additional information which you believe may be pertinent for consideration of your application.

I feel that with my past experience that I could step in and contribute after quickly ramping up on what I need to know. I am familiar with the current and future budget and was recently on the Citizen's Budget Committee for next year. I have also been through 3 other budget cycles. But I think the greatest advantage would be my ability to step in for Councilor Hudson who also had a strong respect for numbers and the value they bring to the table. She and I are similar analytical people that help diversify the skills on the Council. Some of the Councilors have other great skills that demonstrate strong leadership, business acumen, experience in larger cities' issues and solutions, critical logical thinking, particular connection to the community and many others. I think the current Council is well blended and I would be honored to serve if chosen. I also believe the City is moving in the right direction and appreciate City Staff.

**CHARLES THOMAS LAMKIN**

Sedona, Arizona 86336

**RESUME OF QUALIFICATIONS**

Cell Phone: ██████████

E-mail: ██████████

**Objective:** To secure an interview and ultimately be appointed as temporary City Councilor of Sedona.

**Summary of Qualifications:** Meet and exceed statutory regulations to be qualified to serve as City Councilor. Have been a resident of Sedona for over 7 years, am over 18 years of age (66 years old), a registered voter, have a Bachelor of Arts degree (Major in English), no felony convictions, not been adjudicated as an “incapacitated person” and a qualified elector. Background includes over thirty-seven years of experience in sales and sales management in high tech products, services and leasing. Highly successful across diverse territories and industries ranging from small businesses to large Fortune 500 accounts. Top performer exceeding sales targets with demonstrated strong selling skills in relationship management, listening, negotiation and closing.

**Professional Experience**

November 2012 – Present

**Retired**

Sedona, Arizona

Past President of Kiwanis and a volunteer City of Sedona Park Ranger. Also previously appointed as a City of Sedona City Councilor in 2016 and elected for a 2 year term as a City of Sedona City Councilor.

August 2004 – November 2012

**HP Financial Services**

Downers Grove, IL

Sales Director-Central Region

Responsible for management and attainment of \$230M in sales for the Central Region of the US. Managed a team of twelve sales consultants to drive business in lease financing of HP products and services. Helped establish true participation rates and grew business in print services offerings that bundled hardware, software, services and leasing to present a utility-like charge on a per page basis to end-users. Implemented new processes and worked with legal team to develop better contracts.

January 2002 – August 2004

**Siemens Financial Solutions**

Hoffman Estates, IL

Zone Finance Manager

Responsible for the management and attainment of \$280M budget for the Western half of the US. Successfully grew the business year-to-year by fifteen percent while reaching full year goal in nine months. Improved sales team skills that positioned team for success, growth and penetration levels in the tax-exempt market. Expanded into new markets of non-hospital sector and wellness segments. Specialization was in the medical field working with imaging centers in hospitals and physician offices.

July 1975 – August 2001

**IBM Corporation**

Phoenix, AZ

Business Unit Executive

Responsible for the management and attainment of \$500M quota for the Southwestern Region. Successfully implemented strategic and tactical plans to increase market share. Expanded business model to OEM markets, increased executive trust, delivered value-added solutions and managed lease portfolios that grew asset base by 32%. Generated over \$2B in new lease originations in five years and over \$58M in profits in eighteen months. Received Top Contributor Award for largest software financing sale in IBM Credit Corporation history.

Education: Westminster College, Fulton, MO, Bachelor of Arts 1975, Major-English, Married, one son.



RECEIVED

APR 02 2020

CITY OF SEDONA  
CITY CLERK'S OFFICE



# CITY COUNCIL APPLICATION

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION – TYPE OR PRINT CLEARLY IN INK ONLY.**

All requested information must be furnished. If an item does not apply to you or if there is no information to be given, write in the letters "N/A" for "Not Applicable".

**A RESUME MUST BE SUBMITTED, AND, YOU MUST COMPLETE ALL INFORMATION REQUESTED ON THE APPLICATION.**

**POSITION APPLIED FOR:** CITY COUNCIL

**APPLICANT'S NAME:** Stephen J McGarry

**PHYSICAL ADDRESS:** [REDACTED] sedona az 86336  
(Street) (City) (State) (Zip)

**MAILING ADDRESS:** same  
(Street or PO Box) (City) (State) (Zip)

**PHONE:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: [REDACTED]

**EMAIL:** [REDACTED]

**Are there any days you will not be available for an interview?**

**Are you a resident of the City of Sedona?** Yes  No  **How many Years?** 3

Have you previously been appointed by the City of Sedona to any position or commission/board other than the one for which you are currently applying?

Yes  No  If so, what and length of term? \_\_\_\_\_

Are you a registered voter? Yes  No

In answering the following questions, if more space is required, please attach a separate sheet of paper.

**BACKGROUND INFORMATION WHICH YOU BELIEVE QUALIFIES YOU FOR THE APPOINTMENT.** (This should include education, employment history, community service, special interests and skills, and personal philosophy.)

I am a retired ceo from the restaurant distribution industry. i have done business in 45 states and international. In 2002 i expanded our distribution west and opened a faulcity in phoenix. in 2004 i purchased a home in gold canyon, knowing i wanted to retire in Arizona. After a successful career i retired in 2011, Wanting to give back to the community I volunteered at the phoenix zoo, banner health and join the Experience corp in Temple . This organization helps first to third graders to read. I also became a CASA member which is a court appointed special advocate for children . Upon moving to sedona I have enjoyed teaching catechism at St. John Vianney , working with Sedona Literacy and Meals on wheels. I have also joined the Elks club and the Maine Corp League where I am on the board of trustees. I believe my skills are intuitiveness, communication and energy. I have always worked to help everyone achieve their goals.

1. What are your perceptions of the duties, responsibilities, and role of the City Council?  
To carry out the mission statement of the city. Work on the community plan environment tourism and community. Fiscal responsibility

2. What do you believe are the major issues facing this City Council?  
the issues noted as council priorities in the citizens budget work group of jan 21 2020

**3. What do you hope to accomplish as a City Councilor?  
Help to make the council priorities come to fruition**

**4. Have you read the following City of Sedona documents?**

**Community Plan**            Yes  No

**City Code**                    Yes  No

**Land Development Code**    Yes  No

**5. Have you reviewed the current City of Sedona Budget?**    Yes  No

**6. Have you attended any Sedona City Council meetings?**    Yes     No     If yes, please estimate the number you have attended and provide further explanation.

i have attend about 17 council meetings . I have also attend the Sedona citizens academy and attended the first meeting of the citizens budget work group unfortunately missing the last two meeting due to knee replacement surgery. i

**7. Please provide any additional information which you believe may be pertinent for consideration of your application.**

i believe the wisdom i have obtain though my life experiences would be an asset to the council

Hello neighbor!

My name is Stephen McGarry and I am running for Sedona City Council.

I'd like to tell you a little bit about myself.

Born in Providence Rhode Island, my father owned a small chain of restaurants called McGarry's, where I learned firsthand about early hours, hard work, and the importance of small businesses.

My wife Dona and I have been married for 44 years, have three children, two grandchildren, and Norman the Giant Schnauzer!

In 1975 I began my career at Paramount Restaurant Supply, a Providence based restaurant distribution company. I started as a traveling salesman, wore many hats as sales manager, general manager, and eventually CEO. In 2011 I retired, having grown the company to \$64 million dollars in revenue and additional locations in Florida and Arizona.

In 2004 Dona and I purchased a home in Gold Canyon and moved to Arizona full time in 2013. I volunteered to teach 1<sup>st</sup>-3<sup>rd</sup> graders how to read through The Experience Corp in Temple. I also volunteered at The Phoenix Zoo, and Banner Health.

I also became a CASA member for children which is a court appointed special advocate for a local child.

In December of 2015, we purchased a home in Sedona. Since moving up here I have enjoyed teaching catechism at St. John Vianney, working with Sedona literacy to teach 1<sup>st</sup>-3<sup>rd</sup> graders how to read, and a Meals on Wheels volunteer. I have also joined the Elks club and the Maine Corp League where I am on the board of trustees.

I have enjoyed a wonderful career and would like to continue to give back to the community now that I have more time to do so!

May 4, 2011

Stephen McGarry  
Paramount Restaurant Supply  
P. O. Box 388  
Warren, RI 02885

Dear Stephen:

*"What you leave behind is not what is engraved in stone monuments,  
but what is woven into the lives of others."*

- Pericles Change


*Today we have the pleasure of sending you well wishes and Godspeed as you soon embark on your new life journey.*

*We can't begin to tell you the number of times we've been reminded of your dedication and integrity. Not only has Paramount benefited from your stellar insight and vision, but so many people in our industry have had the pleasure to know and work with you. We are defined by our values and how we embrace opportunities. Stephen, you espouse wisdom, radiate confidence, and exhibit contagious enthusiasm. You have been a dynamic leader, but not without a human touch -- understanding that we are in a people business and relationships are what allow individuals and an organization to be successful.*

*You are not only a business luminary, accomplished in your professional field, but you have recognized the highest priorities of life: family, friends, and community. Stephen, what a great support you have been to us, both professionally and personally. Recently reminiscing in boxes of pictures of the last 25 years, it's you we see supporting, sharing ideas, being there—actively involved! This is what is worthy, what is lasting; and we thank you from our hearts.*

*We are excited for the new opportunities that lie before you. Let not the latitudes and longitudes of life keep you from your SEFA friends. So enjoy the charm of the break, revel in the luxury of loafing, and enjoy the people in your life as you chart your next journey.*

Fondly,



Tedde Reid  
President



Jim Reid  
CFO



# CITY COUNCIL APPLICATION

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POSITION APPLIED FOR: CITY COUNCIL

Jon Thompson

APPLICANT'S NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

(Street) (City) (State) (Zip)

██████████ Sedona, AZ 86336

MAILING ADDRESS: \_\_\_\_\_

(Street or PO Box) (City) (State) (Zip)

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

████████████████████

EMAIL: \_\_\_\_\_

Are there any days you will not be available for an interview?

No

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Are you a resident of the City of Sedona? Yes  No  How many Years? \_\_\_\_\_

Have you previously been appointed by the City of Sedona to any position or commission/board other than the one for which you are currently applying?

Community Plan Steering Comm., 3.5 years

Yes  No  If so, what and length of term? \_\_\_\_\_

Are you a registered voter? Yes  No

In answering the following questions, if more space is required, please attach a separate sheet of paper.

**BACKGROUND INFORMATION WHICH YOU BELIEVE QUALIFIES YOU FOR THE APPOINTMENT.** (This should include education, employment history, community service, special interests and skills, and personal philosophy.)

My current resume is attached separately.

My personal philosophy of government is that it should be as small as possible, but as large as necessary. For a model, it should look for policy inspiration primarily at the family unit, rather than at the individual. That is, if our governments can think of their cities, states, nations, and world as family units at scale, they stand a better chance of governing successfully than if they focus too broadly on entire populations as inanimate masses or focus too closely on purely individual needs, desires, and expectations.

I have a special interest in environmental issues and long-term strategy. I enjoy the exchange of ideas and collaboration with open-minded people of all persuasions to achieve creative solutions to complex issues and problems. I believe in community service for everyone, based on their primary skills; I consider mine to be leadership and communication.

1. What are your perceptions of the duties, responsibilities, and role of the City Council?

The primary role of Council is to set and maintain the policies that guide the city staff in managing city operations and to hire and manage directly the people in key staff leadership positions. When a city is functioning effectively, voters elect Councilors who reflect the broad values of the community and allow them to craft appropriate policy on their behalf; the Councilors do so by applying those values to policy decisions themselves, even if many or even most of the voters may voice a preference for opposing policy decisions; and Councilors empower and motivate city staff by entrusting them to execute those policy decisions through their own skills, creativity, and commitment to excellence.

Council can and should take on the additional responsibility of managing relationships laterally (other cities and counties) and upward (state and national legislatures), especially when doing so is necessary to preserve the values of the residents or when there is an opportunity to share policy or implementation successes with others who share those values.

2. What do you believe are the major issues facing this City Council?

From a threat elimination perspective, it is essential first of all for Council to identify and implement the policies that must be adopted to meet or exceed reductions in greenhouse gas emissions that are necessary to ensure a sustainable future for our city. This threat is far more serious than any we have ever faced, including the worst projections of the coronavirus crisis, and it will take unprecedented levels of local commitment as well as intergovernmental cooperation and influence at the state and national levels. Second of all, we must seek ways to avoid the whiplash of economic peaks and valleys that have a disproportionate effect on tourism as our primary source of revenue. Diversification is a key strategy here.

From an opportunity perspective, I believe it's within our power to change the equation that tries to balance tourism with residential quality of life. Sedona as a desirable place to visit should not vary inversely with Sedona as a desirable place to live. We can attract and support the kind of visitors who respect our values, and we can educate and encourage our residents to welcome and appreciate those visitors as they would out-of-town friends as guests in their own homes.

3. What do you hope to accomplish as a City Councilor?

This is a difficult question for me, because I don't think as much in terms of accomplishments as facilitation. Because they operate at a policy level, it seems to me that Councilors should be focused more on the direction we're headed than on the success or failure of reaching any particular destination. We can and should certainly set targets for the policies we enact, but we cannot be afraid to set targets that are desirable, let alone necessary, rather than ones we feel confident we can achieve, just so we can add them to a list of accomplishments.

4. Have you read the following City of Sedona documents?

Community Plan            Yes  No

City Code                    Yes  No

Land Development Code    Yes  No

5. Have you reviewed the current City of Sedona Budget?    Yes  No

6. Have you attended any Sedona City Council meetings?    Yes  No  If yes, please estimate the number you have attended and provide further explanation.

I attended maybe a dozen or so prior to my full term on Council. During that time I was Chair of the Citizens Steering Committee for the New Community Plan, so in addition to attending to get a sense of the Council's priorities and modus operandi, I also participated in presenting and defending the Community Plan draft to P&Z as well as Council.

In my four years as a member of Council, I believe I missed only 2-3 meetings.

Since the end of my term, I have attended another 2-3 meetings, when issues of particular interest to me have been on the agenda. I have spoken during Public Forum twice.

7. Please provide any additional information which you believe may be pertinent for consideration of your application.

If selected, I am available to begin immediately (as on the same day as selected, if that can be arranged). I know that the current health crisis means that quick and impactful decisions may have to be made, and I'm confident that I can fit seamlessly into the Council's decision making dynamic and be helpful from day one. Also, I hope that if selected I can be seated soon enough to participate fully in the review and approval process of the FY21 budget, as I know that those decisions more than any other are what will drive what can be done during at least the following year.

Thank you for considering this application and for your continued dedication to service in Sedona.



## JON THOMPSON

Sedona, AZ 86336

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**OBJECTIVE:** Appointment to vacated term on Sedona City Council

### RELEVANT EXPERIENCE

Sedona City Councilor  
VP of Business Development for startup electronic publishing company  
Director/Manager of technical writing, editing, and production departments at IBM, SGI, Apple, and other software companies

### EDUCATION

1971-1972 Graduate study in English, University of Southern California  
1970-1971 M.A., English (Creative Writing), Stanford University  
1966-1970 B.A., English, *magna cum laude*, California Lutheran College

### EMPLOYMENT

2014-2018 Member of Council, **City of Sedona, AZ**  
2002-2007 Senior Manager, **IBM**  
1999-2002 Publications Director, **CrossWorlds Software** (acquired by IBM)  
Managed the department that writes, edits, and produces documentation for WebSphere Business Integration software.  
  
1998-1999 Vice President of Business Development, **Sidana Systems**  
Developed markets and managed communications for this startup electronic publishing software company.  
  
1992-1998 Manager of Technical Publications, **Silicon Graphics**  
Managed two writing groups and a centralized organization of editorial and production specialists for all writing groups.  
  
1990-1991 Director of Technical Publications, **Vitalink Communications**  
Managed the writers, editors, and producers of all hardware and software user manuals for this telecommunications firm.  
  
1981-1990 Sr Technical Writer, Publications Manager, **Apple Computer**  
As Sr Technical Writer, wrote reference and tutorial guides for a programming language and an educational software product; as Publications Manager developed a two-level organization to provide editorial, art, and production services for the groups writing all Apple's user and developer guides.  
  
1972-1981 Sales Rep, Acquisitions Editor, **Wadsworth Publishing Company**

### REFERENCES

Provided on request.



**CITY COUNCIL  
AGENDA BILL**

**AB 2571  
May 12, 2020  
Regular Business**

**Agenda Item:** 8a  
**Proposed Action & Subject:** Discussion/possible direction regarding issues surrounding the COVID-19 pandemic and the City's response.

<b>Department</b>	City Manager
<b>Time to Present</b>	15 minutes
<b>Total Time for Item</b>	45 minutes
<b>Other Council Meetings</b>	March 24, 2020, April 14, 2020, April 28, 2020
<b>Exhibits</b>	None

City Attorney Approval	Reviewed 5/4/20 RLP	<b>Expenditure Required</b>	\$ 0
City Manager's Recommendation	For discussion and possible direction only.	<b>Amount Budgeted</b>	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** This item was added to ensure opportunity to discuss the latest updates with the COVID-19 pandemic and the City's response.

The situation regarding the COVID-19 pandemic has continued to evolve since the last Council meeting. The most significant change has been a shift from developing and enforcing restrictions meant to slow the spread of COVID-19 to a conversation about reopening the economy. Governor Ducey continues to roll out new timelines and guidance on the opening of previously restricted businesses including retail, salons, and restaurants. Details will be provided during the Council meeting.

The City continues regular communication with state and county health departments, hospitals, other healthcare providers, emergency responders, emergency managers, and policy experts. These calls focus on:

- Testing supplies, protocols, and results
- Hospital and healthcare capacity and planning
- Planning and standing up new testing centers, quarantine sites, and mobile medical care facilities
- Mobilizing additional resources including personal protective equipment (PPE)

- Clarifying rules and regulations regarding state and local orders and proclamations
- Clarifying support resources including federal and state funds and local non-profit programs

City staff continues to evaluate how the economic slowdown will impact City finances. Staff will be prepared to discuss administrative policies meant to prepare for significant reductions in revenues.

**Community Plan Consistent:**  Yes -  No -  Not Applicable

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):**

**MOTION**

**I move to:** for discussion and possible direction only.