

REGUALR SESSION

MAY 19, 2010

6:30 P.M.

ADDITIONAL INFORMATION ITEM #9

Councilor Baker is unable to attend the Council Meeting on May 19<sup>th</sup> and has requested that Council consider her for nomination as a candidate for election to the Arizona Municipal Retention Pool Board of Trustees to fill the 4-year term that expires in 2014. Councilor Baker has served on the AMRP Board for seven years in the past and is aware of the responsibilities and time that is involved. Councilor Baker would like to thank you for your consideration of this item




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**AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, MAY 19, 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 – May 5, 2010
    - 2) Special/Work Session – May 5, 2010
    - 3) Special/Work Session – April 28, 2010
  - b) **Set Next Meeting, Date and Time:**
    - 1) May 26, 2010 at 1:00 p.m. – Budget Work Session
    - 2) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - 3) June 2, 2010 at 6:30 p.m. – Regular Session
    - 4) June 16, 2010 at 6:30 p.m. – Regular Session
    - 5) June 23, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
  - c) **Possible approval of a letter of support for the Qwest application for funding to provide broadband services in Camp Verde and the Verde Valley.** Staff Resource: Debbie Barber
  - d) **Possible approval of the facility use agreement with the Camp Verde Historical Society for the Old Rock Building located at 44 Hollamon Street.** Staff Resource: Ron Long
5. **Special Announcements & Presentations** - There are no announcements or presentations
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for Items not on the Agenda**
8. **Discussion, consideration, and possible authorization to close the Camp Verde Community Library on June 26 and June 29, 2010 to upgrade the library automation system.** Staff Resource: Gerry Laurito
9. **Discussion, consideration, and possible nomination of a Council member as a candidate for election to the Arizona Municipal Risk Retention Pool Board of Trustees to fill the 4-year term that expires in 2014.** Staff Resource: Carol Brown
10. **Discussion, consideration, and possible approval of an agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required. This discussion may be followed by possible direction to staff to include funding for the agreement in the amount of \$19,400 in the FY 2010/11 budget. There are two options for consideration 1) \$45 per hour without professional liability insurance and 2) \$48 per hour with professional liability insurance.** Staff Resource: Carol Brown

11. **Presentation and update relative to the Fort Verde State Park to include discussion of, but not limited to the volunteer program, events, and maintenance projects.** Staff Resource: Valerie House
12. **Discussion, consideration, and possible direction to staff relative to amending the Town's application for Community Development Block Grant (CDBG) funds in the event that the Town does not receive State Special Projects (SSP) funding for the Hollamon Street project. If Council selects the Hollamon Street project for funding, the Senior Center and Head Start Playground projects cannot be funded.** Staff Resource: Debbie Barber
13. **Discussion, consideration, and possible appointment of the Mayor or another Council member to serve on the 2010 Resolutions Committee of the League of Arizona Cities and Towns.** Staff Resource: Debbie Barber
14. **Discussion, consideration, and possible direction to staff to prepare resolutions on behalf of the Town to submit to the League of Arizona Cities and Towns 2010 Resolutions Committee for consideration. The topics of the potential resolutions are unknown until such time that Council members discuss this item. Past resolutions include encouraging the State to refrain from using State Shared Revenues and Heritage Fund monies.** Staff Resource: Debbie Barber
15. **Call to the Public for Items not on the Agenda.**
16. **Advanced Approvals of Town Expenditures.** There are no advanced approvals.
17. **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.
18. **Adjournment**

Posted by:



Date/Time: 5-13-2010

9:15 a.m.

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

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

2/01

MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, MAY 5, 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, Councilors Whatley, Garrison, Roulette and German were present; Garrison arrived at 6:31 p.m.; Vice Mayor Kovacovich and Councilor Baker were absent.

**Also Present:** Acting Town Manager Dave Smith, Special Projects Administrator Matt Morris, Public Works Director Ron Long, Town Magistrate Harry Cipriano, Sr. Acct. Lisa Elliott, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Roulette.

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

a) **Approval of the Minutes:**

- 1) Regular Session – April 21, 2010
- 2) Executive Session – April 21, 2010 (recorded)
- 3) Special Session – April 21, 2010

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

- 1) May 12, 2010 at 1:00 p.m. – Budget Work Session
- 2) May 19, 2010 at 6:30 p.m. – Regular Session
- 3) May 26, 2010 at 1:00 p.m. – Budget Work Session
- 4) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of an Intergovernmental Agreement with the Yavapai County Office of Emergency Management for emergency services, naming Marshal David R. Smith as the Town's Emergency Management Coordinator, and authorizing payment in the amount of \$3,969.00 for services.** This is a budgeted item. Staff Resource: David R. Smith

d) **Possible approval of Resolution 2010-611, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona requesting that the Arizona Department of Transportation establish a dedicated Winter Maintenance Fund in the FY 2011 ADOT Operating Budget.** Staff Resource: Councilor Garrison

e) **Possible approval of the Cooperative Purchasing Agreement between the Town of Camp Verde and the City of Tucson for an on-line auction.** Staff Resource: Ron Long

f) **Possible approval of the following facility use agreements: 1) Alcoholics Anonymous; 2) Camp Verde Adult Reading Program; 3) Salvation Army; 4) Historical Society; and 5) Farmer's Market.** Staff Resource: Ron Long

g) **Possible authorization to pay \$526.90 to SW Risk Services/Arizona Municipal Risk Retention Pool for the Town's portion of expenses incurred by SWRS/AMRRP for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde Litigation; and reappropriating \$526.90 from the Marshal's Office Legal line item to the Litigation line item in the Legal Department budgetary unit.** Staff Resource: Carol Brown

On a motion by Whatley, seconded by Roulette, the Consent Agenda was unanimously approved as presented, with the exception of the Historical Society agreement in Item 4.f), and adding the Work Session on May 19<sup>th</sup> at 5:15 p.m., as well as a possible Special Session.

Mayor Burnside said that a Special Session may be called for May 19<sup>th</sup> for legal advice; a Work Session regarding the IGA with the Fire District is added for May 19<sup>th</sup> at 5:15 p.m. Acting Town Manager Smith or Acting Community Development Director Jenkins will confirm whether the Special Session for legal advice will be scheduled. Burnside requested that the proposed agreement with the Historical Society listed in Item 4.f) be pulled for separate consideration.

4.f) **Possible approval of the following facility use agreements: 1) Alcoholics Anonymous; 2) Camp Verde**



**Adult Reading Program; 3) Salvation Army; 4) Historical Society; and 5) Farmer's Market.**

On a motion by Burnside, seconded by Roulette, the Council unanimously directed staff to send the proposed agreement with the Historical Society back and to work with the Historical Society to finalize the agreement.

Mayor Burnside requested that the Historical Society agreement listed in Item 4.f) be pulled in order to allow the Society and staff to work out final details. He explained that there was a question regarding the intention for the jailhouse, which requires further discussion.

Burnside confirmed that the other agreements listed in Item 4.f) had been approved by the original formal action.

**5. Special Announcements & Presentations**

- **Ed Bantel of SW Risk will present an award of excellence to the Town of Camp Verde in recognition of outstanding achievement and continued excellence in Risk Management and Loss Control.** Staff Resource: Matt Morris

Morris commented on the good work done through the Town Safety Program and the Town Safety Committee that meets monthly; Morris commended the employees participating in the Committee, adding that final responsibility for safety rests with all employees.

Ed Bantel of SW Risk reviewed the history of working with the Town on risk management, and presented the subject Award to the Mayor, commenting on the good work and rapport he has enjoyed with the employees, and the proactive approach of the Town on safety measures.

**6. Council Informational Reports.**

**Whatley** wanted to make it clear to everyone that her remark, "Show me the budget" was in no way meant to be any disparagement of the Finance Department or Lisa Elliott; it was meant simply for the Council to be patient and consider the budget before making any decisions.

**Garrison** reported on her attendance at the NACOG meeting; there will be many changes in the coming year. Some projects will no longer be acceptable for CDBG funding; the list will be submitted to the Town Clerk. NACOG will be looking at how they develop the Comprehensive Economic Development Strategy Goals and Priority List; there will be drastic changes. That list will also be submitted to the Town Clerk. Garrison added that the Education Foundation is planning a Teachers Appreciation Breakfast for August.

**German** said she had attended a fund-raiser for Camp Verde Promotions; they are sponsoring the Corn Fest and Fort Verde Days, and German urged everyone to help out that group. She also wished Debbie Barber well in connection with her recent hospitalization.

**Burnside** announced that ADEQ is sponsoring a recycling of electronic devices will be held on May 8<sup>th</sup> from 9:00 a.m. to 1:00 p.m.; Gary Thompson is working on coordinating the event, to include the Yavapai-Apache Nation as well.

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

**Howard Parrish** thanked the Marshal and his crew for their help with safety measures when the White Mountain Posse came to town; they did an excellent job. Parrish also thanked the Council members and the newspapers, and pointed out that the Camp Verde Cavalry has been the sponsor for the event for three years. It was very successful, economically beneficial, and the banquet was well attended; and the Posse wants to come back next year.

**Justin Wertz** said he continues to want to see if anyone is interested in pushing forward on the project he is working on.

There was no further public input.

**8. Discussion, consideration, and possible appointment of the following persons to serve as Assistant Magistrate for a 2-year term:**

- 1) **Anna Young, Esq. as Assistant Magistrate for a 2-year term on an as-needed basis and setting the compensation at \$38.00 per hour with a 3-hour minimum payment.** This is a budgeted item.
- 2) **Court Supervisor Jacque Daughety as Assistant Magistrate for a 2-year term on an as-needed basis at no additional compensation.** Staff Resource: Presiding Magistrate Harry Cipriano

On a motion by German, seconded by Roulette, the Council unanimously approved, (1) the appointment of Anna

Young as an Assistant Magistrate for a two (2) year term to serve under the direction of the Town Magistrate at the rate of \$38 per hour on an as needed basis, with a three-hour minimum; and (2) the appointment of Jacque Doughety as an Assistant Magistrate for a two (2) year term to serve under the direction of the Town Magistrate on an as needed basis, at no additional compensation.

Presiding Magistrate Harry Cipriano explained that the need for Assistant Magistrates has increased since he was first appointed in 2005 under Judge Bluff. There is only one Assistant Magistrate at this time; he is semi-retired and not available at all times. Cipriano reviewed the qualifications of Anna Young, Esq., who has agreed to be available on a part-time basis, as well as the past experience of Jacque Daughety as Assistant Magistrate for Judges Bluff and McElhane. Cipriano outlined how he would use the help of both Young and Daughety; there would be no additional compensation for Daughety.

After a brief discussion and confirmation regarding how the two individuals would be needed and would serve, as well as the proposed compensation for Young, the Council formally approved the requested appointments.

9. **Discussion, consideration, and possible approval of an agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required. This discussion may be followed by possible direction to staff to include funding for the agreement in the amount of \$19,400 in the FY 2010/11 budget. There are two options for consideration 1) \$45 per hour without professional liability insurance and 2) \$48 per hour with professional liability insurance.** Staff Resource: Carol Brown  
Mayor Burnside announced that because of the illness of Mr. Zelechowski, this item has been pulled, and will be rescheduled.

10. **Discussion, consideration, and possible approval of Resolution 2010-808, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement between the Town and the Camp Verde Unified School District allowing the District to use Town facilities for physical education instruction in exchange for 35 hours of community service.** Staff Resource: Ron Long  
On a motion by Garrison, seconded by German, the Council unanimously approved Resolution 2010-808 of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the IGA between the Town of Camp Verde and the Camp Verde Unified School District No. 28 of Yavapai County, a political subdivision of the State of Arizona.

Public Works Director Long advised the Council that there had been a typographical error in the document originally submitted; instead of "3-5 hours of community service," it should have read "35 hours of community service." The agreement with the School District had been for the 35 hours, which was considered a fair exchange for allowing the District to use the gymnasium. That would cover the amount of time the Maintenance crews spend cleaning up on a monthly basis after the gym is used for their classes. The Council discussed with Long the understanding that the students would be closely supervised by a school employee who would report to the Maintenance Department for instructions on the clean-up activities. Long agreed that Council will be kept advised on the efficacy of the arrangement through a quarterly report. The agreed-upon hourly amount of \$10 was determined based on the time the janitors and maintenance staff would spend keeping the gym ready for the classes; that community service would be in lieu of charging for the maintenance. Burnside referred to the motion made by Vice Mayor Kovacovich at the previous meeting to make sure that the motion was based on the intent and would not be affected by the typographical error explained by Long.

11. **Discussion, consideration, and possible approval of the Town of Camp Verde Facility Rental Rules and Regulations.** Staff Resource: Ron Long  
Mayor Burnside said that this Item 11 has been pulled at the request of Lynda Moore.
12. **Discussion, consideration, and possible approval of the following:** Staff Resource: Lisa Elliott
- a. **Reversal of the budgeted entries for the Operating Transfer from the General Fund to the Parks Fund;**
  - b. **Reversal of the Interfund Loan Repayment budgeted entries for the repayment of the monies loaned to the Parks Fund by the General Fund in the FY 2009/10 Budget;**
  - c. **Amend the Refunding Agreement to allow for the Interfund Agreement Loan to be repaid with the Parks Fund has cash available to make the payments.**

On a motion by Whatley, seconded by Garrison, the Council unanimously approved (1) the reversal of the budgeted entries for the Operating Transfer from the General Fund to the Parks Fund; and (2) the reversal of the Interfund Loan Repayment budgeted entries for the repayment of the monies loaned to the Parks Fund by the General Fund in the FY 2009-2010 Budget; and (3) amending the Refunding Agreement to allow for the Interfund Loan to be repaid when the Parks Fund has cash available to make the payments.

Sr. Acct. Lisa Elliott reviewed the history of the Town's purchase of the 118.7 acres to establish a community park, and the loan of funds from the General Fund in order to complete the purchase, through by an agreement for repayment of the loan by annual installments, which was memorialized and tracked through approved accounting procedures. Elliott explained in detail the effect of the proposed reversals of the budgeted entries, and the necessary amendment of the refunding agreement based on the current economy. Elliott added that these reversals would serve to clearly define the Town's existing assets and liabilities, and would benefit the General Fund. The Parks loan repayment agreement would be readdressed each year during the budget process, and once the economy is improved and there are adequate funds to transfer from the General Fund for the Parks Fund or various CIP projects, that agreement would be continued.

Councilor Baker requested item #13:

13. **Discussion, consideration, and possible direction to staff relative to placing a plaque on the gazebo recognizing Tom Neilson's efforts in constructing the gazebo.** This is an unbudgeted item.

On a motion by German, seconded by Whatley, the Council unanimously voted to allow Councilor Baker to proceed with raising funds, other than Town funds, to purchase a plaque to be placed on or near the gazebo, recognizing Tom Neilson's efforts in the construction of the gazebo.

On a motion by German, seconded by Whatley, the Council unanimously voted to amend the original motion to include direction to staff to bring back to Council for approval of the design and wording of the plaque before placement.

Whatley said that she had thanked Baker for proposing the request to Council for direction to staff to place a plaque on the gazebo in honor of Tom Neilson; Baker had asked her to move forward with that request. Whatley added that she believes that Tom always had the best interests of the Town in his heart, and was deeply involved in the Town's activities, and was especially instrumental in the construction of the gazebo. A quality plaque would cost between \$200 and \$300, and Baker plans to raise the necessary funds through donations from the community. The members agreed on the proposal to place such a plaque on the gazebo, and that the proposed wording and design would be brought back to Council for approval.

Councilor Garrison requested items 14 & 15:

14. **Discussion, consideration, and possible direction to staff relative to setting a return policy for Town-owned equipment, keys, credit cards, files, hard copies of reports, and documents to include all items funded by the tax payers and/or material that should remain in the Town's archives, etc. when an employee or Council member ends their service with the Town.**

There was no action taken.

During the discussion it was agreed that the Town Clerk would start work on a return procedure, as requested, to bring back to Council for further clarification and consideration.

Garrison expressed her concern regarding the lack of any specific policy for return of the subject Town-owned equipment and related items. Garrison said that pursuant to discussion with the Town Clerk, the Town Clerk would like to have permission to move forward with developing such a return policy, and then bring back the document for Council approval. The members discussed the types of material or documents that should be retained in the Town archives. It was also suggested that a library should be created to make such information available to anyone for research.

15. **Discussion, consideration, and possible approval of job descriptions and pay ranges for the positions of the Senior Accountant and Special Projects Administrator.** These are budgeted items.

Garrison requested that this Item 15 be continued to the May 19<sup>th</sup> regular meeting, anticipating that there will be a full Council in attendance. Smith commented that these positions have been approved in the budget process.

Mayor Burnside requested item #16:

16. **Discussion, consideration, and possible direction to staff relative to John Biondi's letter in which he would**

**like to know if the Town is interested in purchasing his property located adjacent to the Town Hall facilities.**  
There was no action taken.

Burnside said that Administration had received a letter from John Biondi seeking to determine whether the Town would be interested in purchasing certain property. Burnside wanted to know if Council would like him to follow up with a response. A brief discussion indicated majority agreement that the Town was in no position to consider purchase of more property, and Burnside will proceed no further.

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

There was no public input.

18. **Advanced Approvals of Town Expenditures.**

There were no advanced approvals of Town expenditures.

19. **Manager/Staff Report**

There was no Manager/staff report.

20. **Adjournment**

On a motion by Garrison, seconded by Roulette, the meeting was adjourned at 7:33 p.m.

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Bob Burnside, Mayor

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Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 5<sup>th</sup> day of May 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Debbie Barber, Town Clerk

Ha.2

**MINUTES  
SPECIAL/WORK SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, May 5<sup>th</sup>, 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 5:15 p.m.

**2. Roll Call**

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

**Also Present:** Acting Town Manager Dave Smith, Sr. Acct. Lisa Elliott, and Recording Secretary Margaret Harper.

**3. Presentation by Lisa Lumbard, CPA, CGFM of Lumbard & Associates and Heinfeld, Meech & Co, P.C., Certified Public Accountants relative to providing Administrative Services for the Finance department, followed by decision, consideration and possible approval of a contract to provide these services . Staff Resource: Lisa Elliott**

There was no action taken.

Sr. Acct. Lisa Elliott confirmed the presence of the representatives from the two subject firms; Cherie Wright, of the firm of Heinfeld, Meech & Co., was invited to make the first presentation.

Cherie Wright, CPA and Partner in Heinfeld, Meech & Co. distributed copies of a formal proposal for providing management advisory services to the Town of Camp Verde, and outlined highlights of the firm's profile, past experience in working with the Town as well as other municipalities, staffing plan, and an overview of the project scope. During a brief discussion with Ms. Wright, she confirmed that in connection with the cost proposal presented, there would be an additional charge for additional services "as needed."

Lisa Lumbard, CPA and CGFM, of the firm of Lumbard & Associates presented that firm's proposal, reviewing the firm's profile and qualifications, references from other governmental entities, current and prior audits experience, preliminary estimate of the proposed services, and a quote for the consulting and agreed-upon procedures. The presentation was followed by a discussion with Council, including input from Ms. Wright as well, regarding the question of comparing costs between the two firms based on the variables in assisting on projects, and the Finance Department workload fluctuations.

In lieu of the absence of three Council members at this meeting, and general agreement that more study of the two proposals would be helpful, it was agreed that a final decision would be postponed until the meeting of May 19<sup>th</sup>; in the interim, all the members will be provided with a complete set of documents for review.

**4. Adjournment**

On a motion by German, seconded by Roulette, the meeting was adjourned at 6:07 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/Work Session of the Town Council of Camp Verde, Arizona, held on the 5<sup>th</sup> day of May 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Debbie Barber, Town Clerk

4 Q.3

**MINUTES  
SPECIAL/WORK SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, APRIL 28, 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.; Vice Mayor Kovacovich presiding.

**2. Roll Call**

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

**Also Present:** Acting Town Manager Dave Smith, Acting Community Development Director Mike Jenkins, Sr. Acct. Lisa Elliott, Asst. Planner Jenna Owens, Permit Tech Becky Oium, and Recording Secretary Margaret Harper.

**3. Presentation of Certificates of Appreciation to former Design Review Board members**

Kovacovich said that with the expertise and guidance of the volunteers and liaison members serving on the Design Review Board the Town of Camp Verde now has a beautiful new Forest Service building, and several other major business projects. The Board review also included signage and other conceptual commercial developments. The following members were cited and presented with Certificates of Appreciation for their participation: Jim Binick, Chip Norton, Paul Holguin, Michael Hough, Shirley Brinkman, Steve Darby, Dugan McDonald, Jim Bullard, Jr., Alan Buchanan, Howard Parrish, Carol German and Bob Burnside.

- 4. Senior Accountant Lisa Elliott will address Council relative to questions raised during the April 14, 2010 Special Session. Discussion may include, but not be limited to the responsibilities and duties of the Senior Accountant; responsibilities of outside consultants, to include desired qualifications and certifications in municipal financial operations; staffing requirements for the Finance Department; the budget process, etc. Discussion may be followed with possible direction to staff relative to any or all of the items raised during the discussion. Staff Resource: Lisa Elliott**  
There was no action taken.

Sr. Acct. Elliott said she had reviewed the recording from the April 14, 2010 Special Session in order to fully understand the concerns and comments voiced at that meeting. Elliott has confidence in her ability to handle the Finance Department functions that need to be address; however, she acknowledges that with the small number of staff some outside help is needed in order to address the internal control requirement. Elliott outlined the financial documents on which she has made significant improvements, together with her team, and which she has been bringing to the Council. Elliott explained that the request for reclassification of the Senior Accountant position was made by Mr. Scannell based on his concern for the type of responsibilities being placed on a position of that level, which he considered was not proper. The issue of approval for transactions was discussed and resolved as appropriate with representatives from both Lumbard & Associates and Heinfeld & Meech; Finance Directors everywhere prepare journal entries and have the authority to create and approve transactions; the annual audit provides a review of those approved transactions. The comment that the position of Finance Director requires a CPA certification; however, the job description requires a B.A. in Finance Accounting or Business Administration. Elliott believes that the Certified Government Finance Manager certification would be more desirable; that is the degree that she will be pursuing. Elliott referred to the Council discussion regarding changing the audit and consulting services; not having been at the meeting she was confused regarding the desire to switch; she outlined the past services and qualifications of both of the consulting entities named, adding that both have proven to be assets to the Town through their auditing services. The issue of reallocation of an employee within the Town

to help the Finance Department was also discussed. Elliott requested clarification of the concern from Council for a CPA to help with the budget; she was advised that it would only pertain to a final review and no involvement in preparing the budget; Roulette added that some of the concern was based on not wanting to overburden Elliott.

Elliott suggested that Heinfeld & Meech be invited to also give a presentation to Council for consulting services, as well as Lumbar & Associates. There was some discussion regarding the meeting of the Audit Committee on Monday, with Elliott not being made aware of the meeting taking place and then not having received a copy of the Minutes. Smith said he would see that staff will take care of that oversight in the future. The Council also discussed with Elliott the proposal from Lumbar & Associates regarding providing outside accounting assistance on monthly services, and their hourly rates. After further discussion it was agreed that Heinfeld & Meech would be scheduled to also give a presentation to Council for consulting services, if that firm does not intend to apply for the annual audit. The Council also discussed including a presentation from Heinfeld & Meech on the Special Session scheduled for May 5<sup>th</sup> at 5:15 p.m. for Lumbar & Associates.

5. **Discussion with Camp Verde Fire District (District) officials relative to their request to waive all or part of the building permit fees, estimated at \$20,274.59, for the construction of a fire district station at 1710 Arena del Loma and waiver of fees for any existing and future District structures within the Town limits in return for services offered by the District to the Town for fire responses on Town-owned properties for existing and future structures, followed by possible direction to staff to include these elements in an Intergovernmental Agreement to be brought back to Council at the earliest possible date. Staff Resource: Michael Jenkins**

Staff was directed to prepare an IGA as discussed, including waiving the entire Building Permit fees and the Fire District waiving costs for their fire responses, and training fees; a Work Session will be scheduled for May 19<sup>th</sup>, 2010 at 5:15 p.m. for review of the final draft IGA.

Acting Community Development Director Mike Jenkins said that Council had directed staff at the April 7, 2010, to come back for a Special Work Session for discussion and further direction on drafting an IGA between the Town and the Fire District in connection with the request from the Fire District that the Town waive Building Fees, with the Fire District providing reciprocal fire response services. The agreement would cover the fees for the currently proposed Fire Station and future Fire Stations or structures build by the Fire District, and for the Fire District to provide fire response coverage for all existing and future structures on Town-owned properties. Exceptions from the fire response services would include for Hazardous Materials and vacant properties owned by the Town; the Fire District would bill the Town for those responses.

The Council discussion included input from Jack Blum, Fire District, on the properties owned by the Town and the taxes assessed for fire protection, CPR training costs, and past Building Permit fees that the Fire District paid. Blum basically summarized the Fire District proposal as simply not having to pay Building Permit fees, with the Town receiving fire protection; the first agreement would be for three years, with a 60-day cancellation provision, and renewable indefinitely. Blum added that the parcel numbers would be listed so everyone would know what is being covered. Blum said he has provided a draft agreement for staff to work from. The concern over the issue of waiving Building Permit fees was discussed; Smith explained that money is not being lost, only that anticipated revenue would not be received. There have already been fees collected in the amount of approximately \$9,600 which would need to be reimbursed if the IGA is approved. In response to concern regarding future Fire District Board personnel changes and a possible early cancellation of the IGA, Blum suggested that the agreement include a clause that the Fire District return a pro rata share of any Building Permit fee savings; he believes the Fire Chief would agree to that, and that the Town should be protected. Blum explained the unique exceptional costs involved in Hazardous Materials responses that would require a separate independent billing. Blum agreed that CPR and other related training should also be spelled out in the IGA. Although the fees will be waived, it will continue to be necessary to apply for the permits. Elliott explained the procedure for reimbursing the \$9,600 already



advanced by the Fire District. In response to a question regarding a deadline for completion of the IGA, Blum said that May 19<sup>th</sup> would fit into the schedule required in the current building process. Permit Tech Oium confirmed that the total amount of fees to be waived is \$20,274.59, with the \$9,600 already paid to be reimbursed.

There was no public input.

**6. Adjournment**

On a motion by Baker, seconded by Roulette, the meeting was adjourned at 7:33 p.m.

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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 Work Session of the Town Council of Camp Verde, Arizona, held on the 28<sup>th</sup> day of April 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:** May 19, 2010

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Possible approval of a letter of support for the Qwest application for funding to provide broadband services in Camp Verde and the Verde Valley

**Purpose and Background Information:**

Qwest has filed an application for a federal grant to bring or upgrade broadband throughout the West and Midwest sections of the U.S. Camp Verde and the Verde Valley is included in the proposed project. Qwest is requesting a letter of support.

**Recommendation (Suggested Motion):**

Move to approve the letter of support and authorize signing.

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

**Finance Director Comments/Fund:** N/A

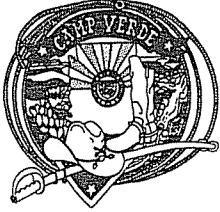
**Attorney Review:**       Yes       No       N/A

**Attorney Comments:**

**Submitting Department:** Clerk's Office

**Contact Person:** Debbie Barber

**Action Report prepared by:** D. Barber



# TOWN OF CAMP VERDE

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

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

[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)

May 20, 2010

Honorable Tom Vilsack  
Secretary of Agriculture  
U.S. Department of Agriculture  
1400 Independent Ave., SW  
Washington D.C. 20250

Dear Secretary Vilsack:

As the Rural Utilities Service (RUS) reviews applications for the second round of the Broadband Initiative Program, the Mayor and Common Council of the Town of Camp Verde urge you to consider the application filed by Qwest. The Qwest application includes plans to deploy broadband to areas of Camp Verde and surrounding communities that are not presently served and who do not have access to the high-speed Internet that is necessary for economic growth in today's world.

While the most Americans have a choice of broadband services from at least one and often many providers, there are millions of citizens living in rural communities across the nation, including the Verde Valley, who remain unserved. Either these areas do not have high-speed wireless access to the Internet or it is available only at speeds that are insufficient for the bandwidth-intensive applications essential for delivering programs such as telemedicine, distance learning, public safety, and the economic opportunities that will create and maintain jobs and improve the lives of our shared constituents.

Much like the water, electric, and other utility programs your agency has administered since it was established early in the last century to encourage rural development, federal grants are essential to offset the high cost of deploying broadband to communities that remain unserved because they are located in expansive, geographically diverse, and sparsely populated regions that are difficult to reach. It is important that federal stimulus funds be directed to applicants such as Qwest, with a proven record of accomplishment of building, operating, and maintaining broadband facilities. Moreover, Qwest has a legacy of providing communications services to the people of the State of Arizona that dates back more than 100 years!

We appreciate your consideration of the Qwest application to bring broadband to the unserved rural areas of Camp Verde and the Verde Valley, as this will assist in bridging the digital divide and seek new opportunities for the 21<sup>st</sup> century.

Sincerely,

Mayor Bob Burnside   Vice Mayor Bob Kovacovich   Councilor Jackie Baker   Councilor Norma Garrison

Councilor Carol German

Councilor Pete Roulette

Councilor Robin Whatley



## Qwest Broadband Grant Application

Qwest has filed an application for a federal grant to bring or upgrade broadband at speeds of 12 to 40 Mbps to more than half a million homes, schools, businesses and hospitals in rural communities throughout the West and Midwest. The total cost of the proposed deployment would be \$467 million. Qwest is requesting \$350 million from the Broadband Initiatives Program (BIP), a federal program that provides funding for broadband deployment to hard-to-serve rural areas. The BIP provides 75 percent of the build-out costs. The remaining 25 percent, or \$117 million, would be funded by Qwest.



### Here is a summary of how Qwest's application would benefit Arizona:

Total Network Investment in Arizona: \$55.5M  
Number of New Sites: 278  
Number of Newly Served/Upgraded Living Units: 82,912

The proposed deployment would reach thousand of businesses, support organizations (i.e., YMCA, Boys & Girls Clubs, etc), State and Federal government locations, institutions of higher education as well as medical and healthcare facilities. Most importantly, these services would be made available for the first time to many K-12 schools.

The economic impact on the State of Arizona will be two fold as more than 2,700<sup>1</sup> jobs will be created or retained, which will generate millions of dollars in State income tax revenue.

### Some of the Areas Included in the Proposed Deployment Area:

Anthem, Apache Junction, Arlington, Benson, Bisbee, Buckeye, Camp Verde, Casa Grande, Chandler Heights, Chino Valley, Coolidge, Cornville, Cottonwood, Douglas, Flagstaff, Florence, Gilbert, Glendale, Globe, Gold Canyon, Groom Creek, Hereford, Huachuca City, Kirkland, Lake Montezuma, Litchfield Park, Luke AFB, Marana, Maricopa, Miami, New River, Nogales, Peeples, Valley, Peoria, Phoenix, Prescott, Prescott Valley, Queen Creek, Rimrock, Rio Rico, Sahuarita, Saint David, Scottsdale, Sedona, Somerton, Tombstone, Tonopah, Tucson, Waddell, Wittmann and Yuma.

<sup>1</sup> This assumes each job has an annual salary of \$45,000. Taxes are at the "married, filing jointly" rate.

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Anthem, Apache Junction, Arlington, Benson, Bisbee, Buckeye, Camp Verde, Casa Grande, Chandler Heights, Chino Valley, Coolidge, Cornville, Cottonwood, Douglas, Flagstaff, Florence, Gilbert, Glendale, Globe, Gold Canyon, Groom Creek, Hereford, Huachuca City, Kirkland, Lake Montezuma, Litchfield Park, Luke AFB, Marana, Maricopa, Miami, New River, Nogales, Peeples, Valley, Peoria, Phoenix, Prescott, Prescott Valley, Queen Creek, Rimrock, Rio Rico, Sahuarita, Saint David, Scottsdale, Sedona, Somerton, Tombstone, Tonopah, Tucson, Waddell, Wittmann and Yuma.

<sup>1</sup> This assumes each job has an annual salary of \$45,000. Taxes are at the "married, filing jointly" rate.

4 d.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** May 19, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Business**

**Reference Document:** Facility Use Agreements

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of the facilities use agreements between the Town of Camp Verde and the Historical Society for a period of three years.

**Purpose and Background Information:**

On May 5, 2010 Council directed staff to work with the Historical Society to make changes to the Facilities Use Agreement for the Rock Building located 44 Hollamon Street. The changes have been made are very minor; in section 1. Changed parking lots to parking spaces; in section 6 added all improvements will be done in cooperation with the Town and the Society; in section 9. Removed Society's Board.

**Recommendation (Suggested Motion):**

1. Move to approve facility agreements between the Town of Camp Verde and Historical Society for a period of three years.

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

**Finance Director Comments/Fund:** N/A

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

This is the same agreement that was prepared for the Bread of Life Mission in August of 2009 and it was reviewed by the attorney. These four agreements are the same form and have not been reviewed again.

**Attorney Comments:** N/A

**Submitting Department:** Public Works

**Contact Person:** Ron Long

**Action Report prepared by:** L. Moore

**Town of Camp Verde  
and  
Camp Verde Historical Society**

The Parties to this Facilities Use AGREEMENT (herein referred to as "AGREEMENT") are The Camp Verde Historical Society (herein referred to as the "Society"), an Arizona Corporation and the Town of Camp Verde, Yavapai County, Arizona, a municipal corporation of the State of Arizona (herein referred to as the "Town").

The parties agree that the point of contact for the respective parties are as follows:

**Mayor, Town of Camp Verde**  
473 South Main Street, Ste. 102  
Camp Verde, AZ 86322

**President, Camp Verde Historical Society**  
P.O. Box 1184  
Camp Verde, AZ 86322

**Purpose of this AGREEMENT:** To facilitate certain uses of Town property to support and promote the Society's desire to maintain a strong and vital local economy and to assist with the preservation of our local history.

**This Agreement is made with reference to the following factors:**

16.

1. **Property and Use:** The Town agrees that the "Society" is authorized to utilize certain Town-owned properties and facilities within the corporate limits of the Town, for the Society to restore and to preserve our local history and enhance tourism.  
The authorized Town facilities that the Society may exclusively utilize: the Old Rock Building located at 44 Holloman Street and related parking spaces.  
The Society agrees to conduct all activities associated with this AGREEMENT in a professional, careful and safe manner. When using any Town-assigned facility, or any portion thereof, the Society agrees to comply with all applicable State, Federal or Town ordinances and regulations. It is further understood that the Society will adhere to all written Town policies concerning the use and occupancy of any particular Town-assigned facility. Upon the completion of any use related herein, the Society agrees to leave any Town-assigned facility in as good order and condition as existed prior to the Society use thereof.
2. **Relocation of Event:** The parties agree that under certain circumstances i.e. an emergency or an event beyond the Town's control that may necessitate the relocation of the Society's service for any use herein provided that their service can be relocated. This decision shall be so determined at the sole discretion of the Town concerning which particular Town-owned properties and facilities can be utilized under certain circumstances for the Society event.
3. **Cancellation of Event:** The Town reserves its right to cancel the use of any preset time and place of usage for Town-assigned facility if the facility becomes unavailable for any reason, including emergencies. The Town will timely notify by verbal notification (as well as in writing to the Society, if time allows) any changes affecting the event's times, dates or places of said Town-assigned facility; based upon the prevailing facts and circumstances, as soon as the Town is made aware that the requested facility is no longer available to the Society for the preset time and place of said Town-assigned facility.

The Society also reserves its right to cancel the use of any preset time and place of usage of Town-assigned facility if the Society cannot hold their event for any reason, including emergencies. The Society will timely notify by verbal notification (as well as in writing to the Town, if time allows) any changes affecting the event's times, dates or places of said Town-assigned facility; based upon the prevailing facts and circumstances, as soon as the Society is made aware that they will not meet at the pre-set time and place of said Town-assigned facility.

4. **Term:** The term of the AGREEMENT shall be for a period of three (3) years and commence on **May 19, 2010 and end on May 18, 2013**. A similar AGREEMENT may be renewed upon the mutual agreement of both parties, under the same terms and conditions or re-negotiated. The Town shall complete any future AGREEMENT based on the then prevailing facts and circumstances and transmit it to the Society for review well in advance of the Council meeting in which a future AGREEMENT will be considered. The Society shall help coordinate this process through the Town Manager of the Town of Camp Verde and shall clearly identify the dates and times needed for use of Town facilities.
5. **Facility User Fees:** The Town waives any payment of user fee(s) during the term of the AGREEMENT in consideration for the Town allowing the use of the facility and the consideration of the Society contribution and service to the community with respect to serving the community by preserving our local history and enhancing tourism. In consideration of the right to use Town facilities without the payment of user fees, Society agrees that it will enhance tourism and historical preservation of the "Old Rock Building".
6. **Improvements:** The Society shall not make any modifications or improvements to Town facilities without prior consent of the Town. All improvements will be done in cooperation with the Town and Society.
7. **Insurance:** The Society agrees to procure and maintain - at its sole expense - a policy of General Liability Insurance limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage and names the Town of Camp Verde, Arizona as an Additional Insured in connection with the Society use of Town-assigned facilities as provided herein; the Society shall keep said policy in force for the duration of this AGREEMENT, and for any extension thereof. The Society shall provide the Town with the Certificate of Insurance (COI) evidencing such insurance coverage. This COI and the fully executed facilities AGREEMENT shall be returned simultaneously to the Town. Upon the Town's receipt of both the aforementioned documents the AGREEMENT will be considered fully executed.
8. **Indemnification:** The Society, its officers, employees and members shall through the signing of this AGREEMENT by an authorized party or agent, indemnify, hold harmless and defend the Town of Camp Verde and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason of any action or of Society by the Society or its agents or employees pursuant to this agreement. Nothing in this AGREEMENT shall be construed to make either party the legal representative or agent of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of, or on behalf of, the other party. The relationship created by this AGREEMENT shall not be read so as to change the independent nature of either party.
9. **Damage to Facility:** If any damage occurs to the facilities by the Society, then the Society must compensate the Town in order to repair the facilities.



10. **Entire Understanding:** This AGREEMENT embodies the entire understanding and obligations between the Society and the Town for all uses of Town-assigned facilities pursuant to this AGREEMENT. The parties shall not be bound by, nor is either party liable for, any statement or representations, of any nature, not set forth in this AGREEMENT. Changes of any of the provisions of this AGREEMENT shall not be valid unless completed in writing and signed by both parties.
11. **Suspension and Termination:** A non-breaching party may terminate this AGREEMENT for the failure of the other party to comply with the provisions of this AGREEMENT by giving the other party a thirty (30) day written notice of the failure to comply. Either party may terminate this AGREEMENT immediately if the other party files for bankruptcy or receivership, or takes any actions relating to insolvency, such as assignment for the benefit of creditors.
12. **Assignment and Subletting:** The Society shall not have the right to assign this AGREEMENT, nor shall it allow any other person or entity to use or occupy a Town-assigned facility that has been authorized to be used by the Society pursuant to this AGREEMENT.
13. **Arbitration:** In the event of a dispute hereunder, either party may exercise its right to cancel this AGREEMENT in writing. At the Town's sole discretion, it may choose to resolve any dispute pursuant to A.R.S. § 12-1518, utilizing the services of the American Arbitration Association.
14. **Conflict of Interest:** The parties understand that this AGREEMENT is subject to cancellation pursuant to A.R.S. § 38-511, without penalty or further obligation on the part of the Society or the Town, if any person significantly involved in initiating, negotiating, securing, drafting or creating this AGREEMENT on behalf of the Society or Town, and said employee or agent of the Town or the Society, in any capacity, or a consultant to the Town or the Society, with respect to the subject matter of this AGREEMENT, and such association creates a conflict of interest or presents an appearance of impropriety at any time while this AGREEMENT, or any extension hereof, is in effect.
15. **Governing Law:** The laws of the State of Arizona shall govern this AGREEMENT, the courts of which shall have jurisdiction of the subject matter hereof. If any portion of this AGREEMENT is found by a court of record to be in valid, the remaining portions shall remain in full force and effect.
16. **Authority:** The individual signing below on behalf of the Town hereby represents and warrants that he/she is duly authorized to execute and deliver this AGREEMENT on behalf of the Town and avows that this AGREEMENT is binding upon the Town in accordance with its terms.

**For The Town:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
 Bob Burnside, Mayor  
 ATTEST:

\_\_\_\_\_  
 own Attorney

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

Date: \_\_\_\_\_

**CAMP VERDE HISTORICAL SOCIETY**

\_\_\_\_\_  
 Shirley Brinkman, President

Date: \_\_\_\_\_



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** May 19, 2010

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:**

**Agenda Title** (be exact): Possible closing of the Camp Verde Community Library on June 26<sup>th</sup> and June 29<sup>th</sup> 2010 to upgrade the library automation system.

**Purpose and Background Information:**

The Camp Verde Community Library as part of the Yavapai Library Network will be moving to a new library automation system. The process will take 4 working days and we will be going live on the new system on June 30<sup>th</sup>. During this time we will not be able to function as a library. We will not be able to check items in or out, there will be no access to our catalog, and they will not be able to use our public access catalog. During this time, I am proposing that the library be closed to the public on June 26<sup>th</sup> and June 29<sup>th</sup>. Staff will be given the option to take vacation or come to work and clean up files and work areas; and organize tasks to be completed when we are on our new automation system. We will be handing out announcements and fliers at the library and we will have something in the newspapers informing the public about what is happening

**Recommendation** (Suggested Motion): Allow the closing of the library on June 26<sup>th</sup> and June 29<sup>th</sup> 2010

OR

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:** N/A

**Submitting Department:** Library

**Contact Person:** Library Director, Gerard Laurito

**Action Report prepared by:** G. Laurito

9.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** May 19, 2010

**Meeting Type:** Regular Session

Consent Agenda     Regular Business

**Agenda Title:**

**Discussion, consideration and possible nomination of a Council Member as a candidate for possible consideration of an election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill a 4-year term that expires in 2014.** (Staff Resource: Carol J. Brown)

**Purpose and Background Information:**

Arizona Municipal Risk Retention Pool is a nonprofit corporation that provides an insurance risk sharing group of certain public agencies of the State of Arizona. The public agencies, such as the Town of Camp Verde, enter into contracts with AMRRP for the joint purchase of insurance, or to pool retention of their risks for property and liability losses and workers' compensation claims to provide for the payment of such losses or claims made against any member of the Corporation. To that end, having a Town liaison on the AMRRP Board of Trustees would provide the opportunity for our Town to have input into the Board's decisions.

The business affairs of AMRRP are conducted by a Board of Trustees consisting of nine members that serve for a term of office, usually, for 4-years. In the near term, Council will have an opportunity to cast a ballot by voting for two candidates (from the nominee list), who are seeking election to fill two openings, created by term expirations on the AMRRP Board of Trustees.

Per the AMRRP's request, if the Council chooses to nominate a Council Member, the Town is required to advance to the Committee, the name of the nominee along with their brief biography by June 4, 2010.

The first official meeting that a newly elected member to the Board of Trustees should attend is in September 2010.

**Recommendation: Possibly nominate a Council Member as a candidate for possible consideration of an election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill a 4-year term that expires in 2014.**

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

**Finance Director Comments:**

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

**Attorney Comments:** N/A

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

**Contact Person:** Carol J. Brown *CJB*

**2010**  
**Call For Nominations**  
 Arizona Municipal Risk Retention Pool

◆ Nine Trustees serve on the Board of Trustees, each for a term of office of up to four years. Trustee terms of office are staggered, with the terms of approximately 1/4 of the Trustees expiring annually.

◆ Each Trustee shall hold office until his/her successor is duly appointed or elected. A Trustee may resign at any time upon written notice to the Board or a Trustee may be removed from the Board subject to the Pool's Bylaws.

◆ Any employee or elected official of an AMRRP Member city or town is eligible for nomination. If you are interested in serving on the Board, or if you wish to nominate someone from a Member municipality, please provide the Nominating Committee with the candidate's name along with a brief biography by June 4, 2010.



- ◆ To fill openings created by term expirations, this year **two** Trustees will be elected to the AMRRP Board.
- ◆ Each new Trustee will be elected for a four-year term.
- ◆ In the event of a tie, AMRRP Members present at the Annual Members' meeting on **Friday, July 16, 2010**, will vote to break the tie.



**Trustee Terms**  
**Expiring in 2010**

**Lenore Lancaster**  
 Management Services Director  
 Town of Paradise Valley

**Jean Poe**  
 Risk Manager  
 City of Surprise

*Nominations due no later than:*  
**June 4, 2010.**

*Those received after this date may not be considered.*

The AMRRP Board of Trustees requested the League of Arizona Cities and Towns' assistance in conducting the election. Nominations should be sent to:

AMRRP Nominating Committee  
 League of Arizona Cities & Towns  
 1820 West Washington Street  
 Phoenix, Arizona 85007  
 Fax: 602.253.3874  
 E-Mail: [kstrobeck@azleague.org](mailto:kstrobeck@azleague.org)

**Trustee Terms Expiring in 2011**

**Gary Duncan**  
 Risk Manager  
 Town of Queen Creek

**Kelly Udall**  
 Town Manager  
 Town of Pinetop-Lakeside

**Teresa Williams**  
 Finance Director  
 City of Globe

**Trustee Terms Expiring in 2012**

**George Hoffman**  
 City Manager  
 City of Apache Junction

**Jesus "Rudy" Rodriguez**  
 Finance Director/Treasurer  
 City of Cottonwood

**Trustee Terms Expiring in 2013**

**Scott Barber**  
 Admin. Services Director  
 City of Casa Grande

**Robert Easton**  
 Safety & Risk Manager  
 Town of Oro Valley

ARIZONA MUNICIPAL RISK  
 RETENTION POOL

Southwest Risk Services, Administrator  
 14902 North 73rd St  
 Scottsdale, AZ 85260  
 Main Phone: 602-996-8810  
 Fax: 602-996-9045  
[www.amrrp.org](http://www.amrrp.org)



**The Board of Trustees directs the AMRRP. Such direction includes but is not limited to:**

- ▶ Adopting policies, rules and procedures for the administration and operation of the Pool, consistent with law and AMRRP's Articles of Incorporation and Bylaws
- ▶ Retaining the services of an administrator, legal counsel, actuaries, auditors, engineers, private consultants and advisors as the Board deems necessary to carry out the business and purposes of the Pool
- ▶ Authorizing payment of claims pursuant to, and limited by, the Members' Coverage Agreement with the Pool
- ▶ Authorizing the purchasing, leasing or renting of any real or personal property deemed necessary
- ▶ Entering into financial and service agreements with investment managers and banks

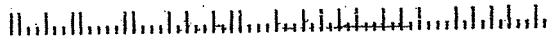
**Trustee responsibilities include, but are not limited to:**

- ▶ Establishing terms, conditions, limits and exclusions of coverage
- ▶ Ensuring all claims are promptly paid
- ▶ Establishing procedures to safeguard the financial and physical assets of the Pool
- ▶ Oversight of the recording and maintenance of minutes of the Board and Committee meetings
- ▶ Designating an administrator to: manage the policies established by the Board; provide day-to-day administration of the Pool and; make recommendations to the Board concerning all issues requiring Board consideration and action
- ▶ Attending at least four Board of Trustees meetings, one annual Membership meeting, and any properly called "special meetings" throughout the year. Prior to each Board of Trustees meeting, Trustees should review all materials circulated with the meeting agenda
- ▶ Serving as a representative of the Pool in its marketing and administrative functions

**Trustee Responsibilities**

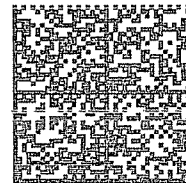


602.996.8810



**Arizona Municipal Risk Retention Pool**

Southwest Risk Services, Administrator  
14902 North 73rd Street  
Scottsdale, Arizona 85260



neopost 045J83063833  
\$0.440  
04/30/2010  
Mailed From 85260  
US POSTAGE

Carol Brown  
Accountant  
Town of Camp Verde  
475 S. Main St. Suite 102  
Camp Verde, AZ 86322



**2010**

**Call  
For  
Nominations**

**Annual Members' Meeting  
July 16, 2010 10:00 AM**

League of Arizona Cities & Towns

Arizona  
Municipal Risk  
Retention Pool

Southwest Risk Services  
Administrator  
14902 North 73rd Street  
Scottsdale, AZ 85260  
602.996.8810 / 602.996.9045 FAX  
www.amrrp.org

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: May 19, 2010**

**Meeting Type: Regular**

**Type of Presentation: Verbal**

**AGENDA TITLE: Discussion, consideration, and possible approval of an agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required. This discussion may be followed by possible direction to staff to include funding for the agreement in the amount of \$19,400 in the FY 2010/11 budget. There are two options for consideration 1) \$45 per hour without professional liability insurance and 2) \$48 per hour with professional liability insurance. (Staff Resource: Carol Brown)**

**PURPOSE AND BACKGROUND INFORMATION:**

**Purpose:**

The purpose of the agenda item is for Council to consider approving Mr. Zelechowski's agreement through June 30, 2011. The agreement may be extended for one (1) additional year upon approval of the parties under the same terms and conditions.

Staff is very pleased with Mr. Zelechowski's service. He has improved the compliance rate for sales tax and rental tax. In one compliance adjustment alone, Mr. Zelechowski was able to identify a substantial mis-applied sales tax. Recently, the aforementioned, mis-applied sales tax was received by the Town of Camp Verde.

**Background:**

**February 4, 2009:** Council unanimously approved Ordinance 2009-A356, an Ordinance of Town of Camp Verde, Arizona, relating to the Privilege License Tax; adopting "Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona" by reference, amending Article V – Administration of the Town Tax Code and Regulation 8-555.1; providing penalties for the violation thereof; providing severability and establishing an effective date; provisions of this Ordinance and the amendments to the Tax Code adopted herein shall become effective on April 5th, 2009.

**March 4, 2009:** Council unanimously approved an agreement between Donald E. Zelechowski, a Certified Public Accountant, and the Town of Camp Verde for a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required.

**October 7, 2009:** Council unanimously directed the Town Manager to start enforcement of the TPT, which represents Transaction Privilege Taxes, effective January 1, 2010, with respect to individual and commercial property rentals.

**On April 7, 2010:** Council unanimously voted to appropriate \$5,600 to augment Mr. Zelechowski's current contract until June 30, 2010; and have staff invite Mr. Zelechowski to revamp his proposal, and to bring back to Council by May 5th with two options, one with and one without insurance, for the fiscal year 10/11. Please find attached in Exhibit A (and below) the options identifying the Consultant's hourly rate with and without E&O Insurance.

**A. Option #1:** \$45.00 per hour of services provided if Professional Liability Insurance coverage is NOT required; or  
**B. Option #2:** \$48.00 per hour of services provided if Professional Liability Insurance Coverage is required.

Also attached are the, general, responses from the Consultant to questions posed subsequent to the April 7, 2010 Council meeting pertaining to the initial discussion with Council at a prior meeting:

1. What has been accomplished:
  - a. Education to the public; and
  - b. Estimate of number of people/businesses attending the forum; and
  - c. "X" amount of collections received to date; and
  - d. Net gain beyond Consultant's contract price; and
  - e. "X" amount of letters distributed; and
2. If we go forward another year - what can be accomplished; and
3. Could Camp Verde ever get to point where the public is educated and fully reporting?

**Extending the consultant's agreement and appropriating \$19,400 until June 30, 2011 will:**

1. Financially benefit the Town if the collections exceed the consultant's compensation.
2. Allow Mr. Zelechowski to continue to:
  - a. Inform taxpayers of their requirements and the proper way to report income, and;
  - b. Review records to ensure taxpayer compliance with the Town's sales tax requirements in order to enhance privilege tax collections.

The processes above would be at the direction of staff.

**STAFF RECOMMENDATION(S): Move to approve the following:**

1. **An agreement through June 30, 2011 with Don Zelechowski, CPA to continue the taxpayer education program designed to increase compliance with our tax program and for sales tax auditing services to verify Transaction Privilege Tax (sales tax) reporting and payments to the degree that said audits are required.**
2. **Direction to staff to include funding for the agreement in the amount of \$19,400 in the FY 2010/11 budget.**
3. **One of the two options:**
  - a) \$45 per hour without professional liability insurance; or
  - b) \$48 per hour with professional liability insurance.

**Finance Director Review**

Budgeted/Amount: See note below                      No                      N/A

If you approve the agreement through June 30, 2011 the Town will need to budget \$19,400 for Fiscal Year 2010/11.

Finance Department's Consulting Services: **Fund:**                      01-20-13                      **Line Item:** 7100

**Comments:**

Attorney Review                      Yes X                      No                      N/A

**Submitting Department:** Administration  
**Action Report prepared by:** Carol Brown

**Contact Person:** Carol Brown *CB*

## **Consultant Agreement**

For Professional Services  
To  
Conduct Supplementary Local Audit  
Between the Town of Camp Verde  
Camp Verde, Arizona  
and  
Donald E. Zelechowski, CPA  
Specialist – Model Tax Code

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This CONSULTANT AGREEMENT (“Agreement”) is by and between Donald E. Zelechowski, a Certified Public Accountant specializing in tax payer education program and privilege tax audits (“Consultant”) and the Town of Camp Verde, a municipal corporation (“Town”) and is awarded pursuant to Procurement #2010-078.

This Agreement is made and entered into on the 19<sup>th</sup> day of May 2010, and is for professional services as outlined below. The parties agree as follows:

### **Section I. Period of Service**

The term of this Agreement shall commence on the approval of the final budget by the Town Council, and continue until the 30 day of June, 2011 unless terminated sooner by the parties, pursuant to Section V. below. This agreement may be extended for one (1) additional year upon approval of the parties under the same terms and conditions.

### **Section II. Compensation**

For services rendered by consultant for the Town of Camp Verde to enhance the community’s compliance with the Town’s privilege sales tax and to conduct audits to the degree required. The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed. The rates the Consultant will be paid for professional services are set forth in Exhibit “A” (see option 1 and 2 in Exhibit “A”) attached herewith and incorporated herein by reference.

### **Section III. Billing**

Consultant shall provide Consultant services to the Town, based on the written needs of the Town as set forth in Exhibit “A” attached herewith and incorporated herein by reference, but only as directed pursuant to Section IV. The Town shall pay Consultant, monthly, based upon work performed and completion to date and submission of invoices.

### **Section IV. Scope of Services**

Consultant is being retained to provide professional services to the Town for those services more particularly described in the Scope of Work as set forth in Exhibit “A” attached herewith and incorporated herein by reference. Consultant shall not commence any work at any time unless directed to do so in writing by the Town Manager/ **Acting Town Manager or the individual acting in the capacity to administer this agreement.**

### **Section V. Termination**

The Town reserves the right to cancel the whole or part of this Agreement due to failure by Consultant to perform under this Agreement. However, in the event that this Agreement is terminated, for any reason, the Town shall pay Consultant in full for all services already rendered, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. § 38-511.

Either party for any reason may cancel this contract by giving notice of cancellation in writing to the other party sixty (60) days prior to the effective date of cancellation.



## **Section VI. Successors and Assigns**

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town.

## **Section VII. Waiver and Severability**

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

## **Section VIII. Whole Agreement**

This Agreement represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

## **Section IX. Professional Liability Insurance**

At the discretion of the Town, Consultant may be required to provide professional liability insurance. If the Town elects to require the Consultant to provide professional liability insurance, the Town shall give the Consultant written notice of such election and within thirty (30) days thereafter the Consultant shall procure and maintain, at Consultant's sole expense, the following:

Certificate of Insurance for Professional Liability Insurance (Errors and Omissions) Policy with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims in connection with the consulting services provided herein.

The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

## **Section X. Indemnity**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

## **Section XI. Compliance with Federal and State Laws**

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant will comply with, and are contractually obligated to comply with, all Federal Immigrations laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or subcontracted employees who work under this Agreement to ensure that the Consultant and his staff are complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor his staff shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant establishes that he has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Pursuant to A.R.S. §§ 35-391.06 and 35.393.06, contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§ 35-391 and 35-393, in either Sudan or Iran.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, this 19<sup>th</sup> day of May, 2010

APPROVED AS TO FORM:

Town of Camp Verde:

\_\_\_\_\_  
Bill Sims, Town Attorney

By: \_\_\_\_\_  
Bob Burnside , Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Donald E. Zelechowski, CPA, Consultant:  
Date: \_\_\_\_\_

ATTEST:

The Mayor and Council approved this contract for execution at the regular session of May 19, 2010\_\_\_\_\_

\_\_\_\_\_  
Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Consultant on \_\_\_\_\_

\_\_\_\_\_ 2010 by \_\_\_\_\_

## Exhibit A

The services proposed include the development of an educational program and performance of privilege tax audits of taxpayers that conduct business within the community and for other services as may be required.

For all services rendered by Consultant in a professional manner will be charged depending on the following options at a rate of:

- A. Option #1: \$45.00 per hour of services provided if Professional Liability Insurance coverage is NOT required; or
- B. Option #2: \$48.00 per hour of services provided if Professional Liability Insurance Coverage is required.

Charges for service include all activities related in the services enumerated below:

Either party for any reason may cancel this contract by giving notice of cancellation in writing to the other party sixty (60) days prior to the effective date of cancellation.

### Scope of Work (Consultant's Responsibility)

1. Develop tax payer education program designed to increase compliance with our tax program.
2. To perform all audits in a professional manner.
3. To be available to answer privilege tax questions and to provide information to staff and businesses.
4. To provide transportation to and from audit site within the state of Arizona.
5. To provide equipment and supplies necessary to complete the audits.
6. Audits must be performed within the legal boundaries of the state of Arizona and shall not include out of state trips. Taxpayers located out of state may be audited via records provided by the taxpayer through the mail. Out of state trips will be performed only if the records cannot be provided by the taxpayer through the mail. The Town of Camp Verde shall reimburse any reasonable travel expense incurred during out of state audits, but only with the prior written approval of the Town Manager. Such costs would include travel expenses and room and board for the duration of the audit fieldwork. The Town of Camp Verde must approve all out of state audits and related expenses before the audit is conducted.
7. All audits, taxpayer financial information, and other related information is confidential between the taxpayer, auditor, and those designated staff members of the Town of Camp Verde, as per the Tax Code.

### Intent of Parties

Both parties intend and agree that services provided shall be rendered as an independent contractor and not as an employee. Auditor shall not receive any employee related benefits and shall retain full professional and administrative discretion in the conduct of any audit, except that the Town of Camp Verde shall retain the right to approve what taxpayer is to be audited, prior to the commencement of any audit.

**DONALD E. ZELECHOWSKI**  
**Certified Public Accountant**

Telephone : 480-367-8421  
E-mail: TheDonzz2004@Yahoo.com

April 26, 2010

TO : Carol J. Brown, Town of Camp Verde

FROM : Don Zelechowski, Tax Auditor

RE : Information on Audit Program

Dear Carol:

Please find below some information concerning the audit program and some answers to the questions posed by members of the Town Council. I also have attached some other documents that were initially sent to the Town when the audit program was first discussed over a year ago.

The education process is important and is the basis for the Town conducting its part to have information available for businesses subject to the Town privilege and use taxes. To this end, information letters concerning the Town's taxes levied on contractors, rental property owners, retailers, and mobile home dealers have been created. In addition, a general summary letter of the Camp Verde privilege taxes has also been created for distribution.

The Business License Clerk is able to provide to this information to business license applicants and the general public when contact is made with them. The contractor information letter has been passed on to the Building Dept. where the letter is to be provided when a building permit is issued.

Further, the general summary letter was sent to 29 accounting offices in the Verde Valley area to inform them of the Town's privilege tax. Rental information letters were also sent to area property managers to inform them of the rental tax levied by the Town.

To date, \$79,137 in Camp Verde privilege tax has been assessed, of which \$78,162 has been received. The balance should be received by the Town within the next 60 days. This additional tax revenue was found in the initial \$10,000 budget for this year.

A continuing audit program, even a nominal one, generates additional revenue because of the additional information presented through the information processes described above, the availability of a knowledgeable person to answer questions regarding the tax, and the direct contact with businesses through audit and tax verification procedures with those who are subject to the Town's tax. The knowledge that an audit presence exists, further

contributes to an increase in tax compliance.

I have worked in some towns for several years and certain revenue areas, e.g., local contractors and real property rentals, have an increase in tax compliance that is maintained through the years. However, tax deficiencies continue because new businesses come and go, staff members change, rental property owners change, etc, so it is a continuing effort. The initial first years of an audit program involve more research and compiling of data in order to review past transactions that have not been addressed before.

**DONALD E. ZELECHOWSKI**

**Certified Public Accountant**

11030 N. 64th St.

Scottsdale, AZ 85254

Telephone : 480-367-8421

E-mail: [Yesmaam440@Aol.com](mailto:Yesmaam440@Aol.com)

April 6, 2010

TO : Carol Brown, Town of Camp Verde

FROM : Don Zelechowski, Tax Auditor

RE : Auditor Summary

Dear Carol:

To date, I earned the \$10,000 budgeted for the tax audit program in the following manner:

**Administrative**

Admin. Misc	2.03%
Info Letters:	7.88%
Land Issue:	0.89%
Taxpayer Contacts:	4.09%

**Research:**

Business License:	3.30%
Contractor:	23.54%
Rental	11.69%
Tax DL	0.98%
Retailer	0.39%

**Verification & Audits:**

Contractor:	18.22%
Retailers:	0.53%
Rentals:	26.46%

**100.00%**

The Yavapai County residential report detailed 416 properties listed as residential rentals. There are other such properties not listed by the County as the owners have not properly registered. Of the County registered residential rental properties, I found that 19 of these properties were owned by folks who had three or more registered rental properties in Yavapai County, and 15 of these folks were sent rental verifications and rental tax information. There are rentals of commercial properties that need to be focused on as well and I have been working on a database for commercial properties from which further work can be performed.

The construction contractor work has focused on reviewing the taxes paid on the 2,200 plus building permits issued since 2004. These have been reviewed and some 32 construction contractor tax verifications have been sent. In addition, research consisting of compiling data on the sales of the spec built homes has been conducted. This information provides additional data for further construction contractor work.

Much work has been dedicated to conducting research and creating information letters and databases for future work. Future work will be far less weighted on these actions and more directly involved with tax verifications and work in other areas of business activity.

**DONALD E. ZELECHOWSKI**  
Certified Public Accountant

11030 N. 64th St.  
Scottsdale, AZ 85254

Phone: 480-367-8421  
E-mail: Yesmaam440@AOL.COM

December 4, 2008

Mr. Michael Scannell, Town Manager  
Town of Camp Verde  
473 S. Main Street  
Camp Verde, AZ 86322

RE: Privilege Tax Enhancement and Consulting Services

**Outline of Tax Audit Program**

**1) Analysis of Businesses Operating in Town - to determine the tax reporting status of business known to be operating.**

- a) Review business rolls for taxpayer privilege tax account numbers to verify reporting of tax through comparison to tax payment records.
- b) Perform research to determine non-licensed business operators through surveys of physical locations and through review of real property, utility, and building permit records.
- c) Institute license procedures to license non-complying businesses.

**2) Real Property Rental Analysis - to determine real rental properties and verify that the property landlords are complying with the tax code.**

- a) Compile real property rental database from real property ownership records, utility records, building permit records, business registration files, etc.
- b) Review tax payment records to obtain landlord tax account number and confirm tax payments.
- c) Send information letters to property owners to apprise them of real property rental and to verify compliance with tax code.

**3) Construction Contracting Analysis - to determine taxable construction contracting receipts and to verify contractors are complying with tax code.**

- a) Compile information database on all building permits issued.
- b) Summarize construction permits by contractor and calculate the tax due on construction receipts based on the permit valuation of work performed.



- c) Review tax payment records to obtain contractor tax account number and to compare tax payments on calculation of tax due from estimate based on permit valuation.
- d) Provide information letters to contractors at time of issuance of the building permit to apprise contractors of tax on their business receipts.

**4) Statistical Analysis of Reporting Businesses - to review and analyze reporting histories of taxpayers for trends and comparative analysis.**

- a) Compare tax payment histories of similar businesses, based upon standard industry codes, for comparative analysis.
- b) Taxpayer information provided upon start of business activities by providing information at initial contact with Town, e.g., issuance of building permit or business license.
- c) Brochures and information briefs available to businesses as part of a regular information process of the Town, e.g., an information brochure to be sent along with a utility billing.

**6) Privilege Tax Audits of Taxpayer Business Records - to compare the tax liability of the business's receipts to the tax payments made to the Town.**

- a) Perform audits of taxpayer businesses that fail to comply with prior Town requests for compliance with tax code.
- b) Perform audits of taxpayers that appear to be under reporting tax on receipts from available data, e.g., contractor that has been issued permits with work valuations in excess of taxable reported receipts.
- c) Random audit of businesses to establish audit presence and compliance activities.

To accomplish these projects, I will need to review the Town's privilege tax records from the Arizona Dept. of Revenue, receive a copy or summary of the Town's building permit records, review business license records, and other data as needed. This information will be kept in confidentiality of course.

Please contact me at 480-367-8421 to discuss further.

Sincerely,

Don Zelechowski, CPA

# DONALD E. ZELECHOWSKI

Certified Public Accountant

11030 N. 64th St.  
Scottsdale, AZ 85254

Phone: 480-367-8421  
E-mail: Thedonz2004@yahoo.com

December 4, 2008

Mr. Michael Scannell, Town Manager  
Town of Camp Verde  
473 S. Main Street  
Camp Verde, AZ 86322

RE: Privilege Tax Enhancement and Consulting Services

This letter serves as an offer to contract with your municipality to provide privilege tax revenue enhancement services. These services will result in an increase in the privilege tax collections for your municipality, making current budget requests easier to fund. These services will result in a return of three or more times the contract amount in actual recovered tax revenue. In addition, information projects will assist taxpayers in complying with the Model Tax Code, resulting in additional privilege tax revenue.

I have been working with the Model Tax Code since its inception in 1987, and providing privilege tax enhancement services since 1986, first as an employee of the City of Scottsdale, and then with the City of Casa Grande where I began their supplemental auditing program in 1988. In 1993, I began my own business, working with communities throughout the state of Arizona.

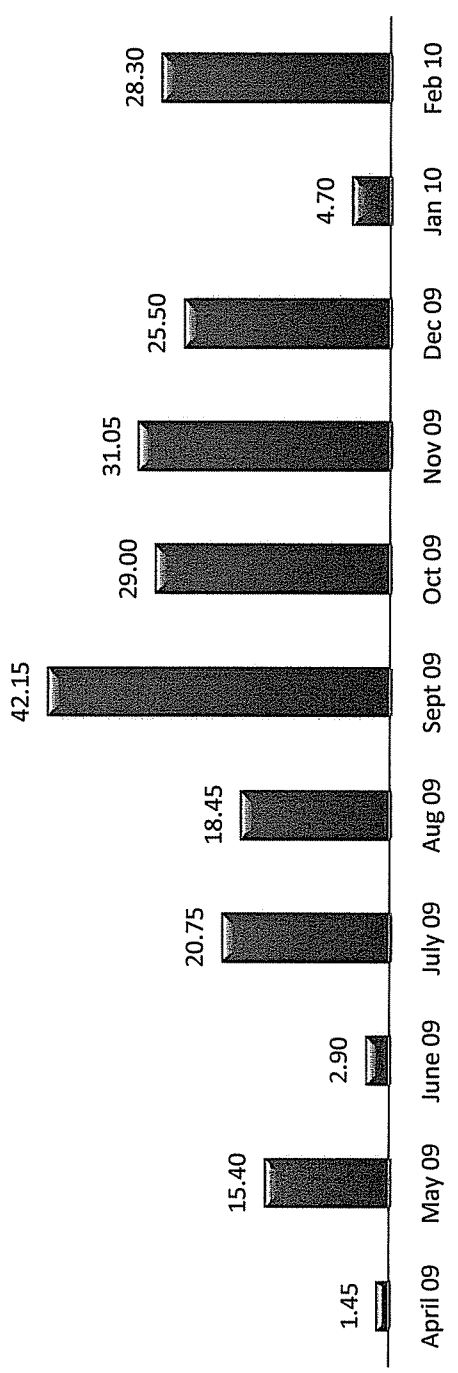
What is proposed for your community is a program consisting of information projects, tax payment verification, and privilege tax audits. The program would focus on construction contracting, real property rentals, sales of manufactured homes, restaurants and bars, retailers, peddlers and transient merchants. These businesses often have unreported privilege tax receipts because of a lack of understanding of how the Model Tax Code applies to their activities, and because of key differences between the Model Tax Code and the state of Arizona tax code. Educating the taxpayer about the tax laws applicable to them will result in an increase in the remittance of these taxes.

I welcome the opportunity to discuss with you further the services I can provide to your community. Please contact me at 480-367-8421 to discuss any questions you may have.

Sincerely,

Donald E. Zelechowski Certified Public Accountant

## Hours Worked by Don Zelechowski



Month	Hours
April 09	1.45
May 09	15.40
June 09	2.90
July 09	20.75
Aug 09	18.45
Sept 09	42.15
Oct 09	29.00
Nov 09	31.05
Dec 09	25.50
Jan 10	4.70
Feb 10	28.30
	219.65

Don Zelechowski, Contract A - Average Weekly Hours  
 Provided to the Town for TPT Collections and Estimated Current and Future Return on Investment (ROI)  
 A=Average

□

	Contract Amt.	Consultant's Hourly Rate	Approx. Hrs. Delivered for Contract (Salary/Hours)	Months	A = Month Hrs.	A = Weekly Hrs.
9 mths FY 09/10	\$10,000.00	\$45.00/hr.	222	9	24.67	6.17
April, May June 2010	\$5,600.00	\$45.00/hr.	124	3	41.18	10.37
FY 10/11	\$19,600.00	\$45.00/hr.	436	12	36.3	9.08

Revenues Generated from TPT Construction		Estimated ROI
Contract Amt.	Misallocation	
\$10,000.00	\$70,831	7.08%
Return on Invest (ROI) Construction Tax only for 9 mths FY 09/10		

Est. Conservative Revenues		Est. Revenues	Less Contract Amt.	Est. Conservative Revenues To the Town in FY 10/11
Contract Amt.	ROI	Est. Revenues	Est. Revenues	To the Town in FY 10/11
\$19,200.00	x 3 (conservative ROI)	\$57,600	\$57,600.00	\$38,000
ROI on FY 10/11			\$19,600	

Please note: Since rental tax compliance was approved by Council to be initiated January 1, 2010 and the Town has just begun to receive said revenues there was not enough historical data to analyze the ROI for rental TPT revenues.



**TOWN OF CAMP VERDE**  
**Agenda Action Form**

**Meeting Date:** May 19, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, presentation and update on Fort Verde State Park; discussions may include but not limited to the volunteer program, events and maintenance projects.

**Purpose and Background Information:**

On March 3, 2010, your Council approved an IGA between the Town of Camp Verde and the Arizona State Parks Board to provide funding in order to support the operations of Fort Verde State Park. Shortly after, staff attended a kick off meeting with Sheila Stubler from the Fort, Nancy Floyd with the Historical Society and several others to discuss the Town's roll in assisting with the operations of the Fort (i.e., volunteer program, maintenance requests, etc.).

Subsequently staff has attended meetings, volunteered a few hours and maintained constant communication with Sheila Stubler at the Fort to coordinate requests and discuss the volunteer program in order to help support the operations at the Fort. Staff has attached a summary report that covers information regarding Fort operations from approximately March 10<sup>th</sup> through May 10, 2010. Staff would like to provide a presentation to update Council and answer any questions Council may have in regards to the Fort operations.

**Recommendation (Suggested Motion):**

Take no action.

**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:** Valerie House

**Action Report prepared by:** V. House

## FORT VERDE STATE PARK

### (Update/Report on Fort Verde)

On March 10, 2010 I attended a kick-off meeting at the Chamber of Commerce where all the parties involved in the new volunteer process to run the operations at the Fort discussed the roles each person would be expected to perform as well as, expectations of the Town. The attendees were Town Manager Mike Scannell, Fort Verde State Park Director Sheila Stubler, State Parks Volunteer Coordinator Nicole Armstrong, Historical Society Representative Nancy Floyd, Volunteer-Volunteer Coordinator Justin Davis and Volunteer for Special Projects/Maintenance Coordinator George Dvorak and myself.

The meeting was productive and ultimately ended with a clear understanding that I would act as a liaison for the Town by assisting with the volunteer program, the contact person at the Town for any special requests or communications and in addition, attend monthly meetings in order to stay informed and then subsequently provide updates to Council on a regular basis.

Therefore, please find the following information regarding operations at the Fort:

#### Volunteers:

There are currently 45 volunteers approved to serve at the Fort. The first volunteer started on March 22<sup>nd</sup> and others followed suit by serving at the History of the Soldier event. The coordinators have begun the process of coordinating the volunteers into a schedule for the next month, which is quite the process when considering the volunteers' differences in availability. Currently there are 16 volunteers scheduled to run the front office for the month of May and we are working to sign up a few extra volunteers to fill in for emergencies.

In addition to the new volunteers, Fort Verde has several new young volunteers that have stepped up to the plate. (*Reference article posted in the Camp Verde Bugle dated, Wednesday, May 5, 2010.*)

#### Events:

On March 30, 2010, the new coordinators and existing volunteers had a picnic/barbeque to thank current volunteers and to provide an opportunity to meet and discuss upcoming events and training sessions that would be held with the new volunteers.

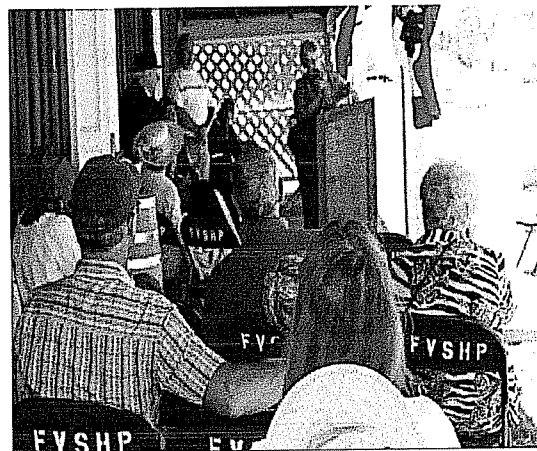
The first order of business was to prepare for the History of the Soldier event held on April 10<sup>th</sup> & 11<sup>th</sup>. Sheila immediately began the process of reviewing the volunteer applications and reference checks (*required per the State Parks policies for volunteers*) in order to prepare for all the help needed to run the event. Special training was provided for the new volunteers for the upcoming events on Thursday April 8, 2010. Volunteers were able to sign up for specific areas,

such as working the front desk, collecting gate fees, set up and take down of tents, etc. Gary and Sharon Munson, Veteran Volunteers from Dead Horse Ranch State Park, assisted with the Parks Special Events training of the new volunteers.

The History of the Soldier event included a Kid's Day/School Day held on Friday, April 9, 2010. Approximately 70 children from local schools attended. This was an exceptional turnout considering that Fort Verde still faced the possibility of closure since the agreement was in the final stages. In addition, the teachers were given short notice about the Kids Day. The event was successful and everyone had a great time.



On April 25, 2010, an 1800's Period Church Service was held as well as, a presentation of the book "Objects of Our Affection" by author Lisa Tracy, great granddaughter of Lieutenant Colonel Harry Egbert who served at Fort Verde in 1879. Ms. Tracy provided a book reading and signing where all but one book (11 total) was sold. There were about 15 participants; 10 volunteers (6 of which were re-enactors-dressed in period clothing).



*Lisa Tracy*

### **Maintenance/Special Projects:**

Special Projects/Maintenance Volunteer George Dvorak is working as a full-time volunteer on projects such as building repairs and grounds improvements. George has successfully established a means of communication for coordinating projects with the list of volunteers bringing their expertise to the table, prioritizing projects, inventorying supplies and carefully planning for upcoming projects. He has and continues to coordinate effectively with the Park Manager and me relative to providing updates on the status of existing projects and areas that may require assistance from the Town.

Upcoming maintenance projects include repairs to the sidewalk in front of the administration building to alleviate some drainage issues, repairs to the adobe on the administration building wall, and interior and exterior painting of the administration building. The Park Manager is completing the Request for Determination of Effect (RDE) form as required by the State Historic Preservation Office, since several of these projects involve maintenance work on historic structures, buildings and/or grounds.

In addition to completing projects, George attends all of the events to help organize and set up the various stations, booths, tents, etc. He is also available to assist with any other projects.

Another major accomplishment was completion of the historic demonstration garden with the planting of the three sisters (corn, beans and squash) in the Native American Section and tomatoes, carrots and onions planted in the civilian garden. Volunteer MaryAnne Brownell is vital to the garden's success, working diligently every chance she gets.

### **Additional information:**

The Fort has had internal and external customers who visit solely to conduct research. Fort Verde staff has assisted customers with at least four different research projects, including providing archival photo access to the Camp Verde Historical Society for use in their new book called "Images of Camp Verde." The book will be part of the Images of America series published by Arcadia Publishing.

### **Attendance:**

Fort Verde has seen an increase in revenue and attendance in comparison to last year's records; especially with the History of the Soldier event held in April. The comparison follows:

#### **History of the Soldier Event 2009:**

**Attendance: 556**

**Revenue: \$1,305.00**

**Publications/Gift Shop Revenue: \$647.10**



**History of the Soldier Event 2010:**

**Attendance: 590**

**Revenue: \$2,241.00**

**Publications/Gift Shop Revenue: \$757.14**

**Overall Attendance:**

March – 1427 visitors

April – 1272 visitors

**Volunteer Hours:**

March – 707 hours/38 volunteers

April – 837 hours/45 volunteers

**Comment from Fort Verde State Park Staff:**

*“The Park Manager is extremely grateful to Town of Camp Verde staff for their dedication and assistance in helping to promote our special events and coordination of maintenance projects that require the use of special equipment and operators. These efforts and others are contributing to the success of the IGA between the Town of Camp Verde and Fort Verde.”*



**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: May 19, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff relative to amending the Town's application for Community Development Block Grant (CDBG) Funds in the event that the Town does not receive State Special Projects (SSP) funding for the Hollamon Street Project. If approved, the Senior Center and Head Start Playground Renovation projects will not be funded.

**Purpose and Background Information:**

Council ranked projects for CDBG funding in the following order: 1. Hollamon Street Project; 2. Senior Center Renovation Project, and 3. Head Start Playground Renovation Project. Staff applied for SSP funding for the Hollamon Street project and the other two projects were submitted in the regional application for CDBG funding. By the time Council receives this information, the SSP awards will have been announced. NACOG has advised that there were more applications submitted than there was funding available and that several of the applications would likely score higher as they met an urgent need, such as arsenic mitigation.

Staff is seeking direction at this point since we have one week to amend and resubmit the application. Council has the following two options:

1. Continue with the Hollamon Street project and eliminate the Senior Center & Head Start projects; or
2. Continue with the Senior Center & Head Start projects and eliminate the Hollamon Street project.

Staff recommends that we continue with the Hollamon Street project, as Council identified the project as the top priority in this funding cycle. To date, the Town has spent approximately \$67,253 on this project in engineering costs and staff time in qualifying the project. This project will serve a greater number of persons (257 with a low-to-moderate income percentage of 52.1%), aid in improving the appearance of the Town Site, connect with the pedestrian traffic areas on Main Street, and serve the businesses on Hollamon Street. Moreover, it is unlikely that the Town will have the funds available in the General/HURF funds to improve the street and add sidewalks in the foreseeable future. If we wait until the next funding cycle, which is four years out, the work we have completed will have to be redone from the beginning.

If approved, staff recommends that the Town continue with the NACOG contract to administer the project since road projects are complex and time consuming. Of course, staff will continue to provide some administrative services and we can amend the application to include reimbursement of these costs. However, the administrative funds will be substantially reduced, thus affecting the General Fund revenues. In addition, the application will be amended to expend in the neighborhood of \$96,000 more in improvements, such as lighting, to complete the project as originally designed since the SSP application was limited to \$300,000.

The downside to staff's recommendation, aside from the budget impact, is that the Arizona Department of Housing has changed the project eligibility standards. After this year, park and library improvement projects (Head Start Playground) are no longer eligible and the Senior Center project will move to a medium priority as opposed to a high priority.

**Recommendation (Suggested Motion):**

Move to direct staff to amend the regional application to include the Hollamon Street project only.

OR

Move to direct staff to continue with the Senior Center and Head Start Playground renovation projects; thus eliminating the Hollamon Street project.

**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



**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: May 19, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible appointment of the Mayor or a Council Member to serve on the 2010 Resolutions Committee of the League of Arizona Cities & Towns, followed by discussion, consideration, and possible direction to staff to prepare resolutions to submit to the 2010 Resolutions Committee for consideration.

**Purpose and Background Information:**

The Resolutions Committee meets on an annual basis during the League Conference. The Committee reviews and approves resolutions submitted by the member communities. If approved, the resolutions are submitted to the State legislature for consideration.

**Recommendation (Suggested Motion):**

Appoint a member to represent the Town on the 2010 Resolutions Committee. Determine what subjects, if any, that Council would like to consider and direct staff to place the item in the appropriate resolution format, contact other communities to sign onto the resolution(s), and bring back to Council for approval.

Finance Review:  Budgeted     Unbudgeted     N/A

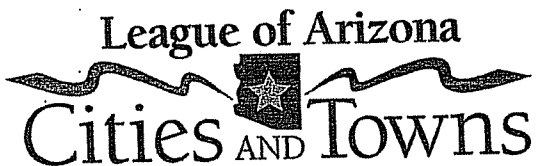
Finance Director Comments/Fund: N/A

Attorney Review:     Yes     No     N/A

Attorney Comments:

Submitting Department: Clerk's Office

Contact Person: Debbie Barber  
Action Report prepared by: D. Barber



1820 W. Washington · Phoenix, AZ 85007 · Phone: (602) 258-5786 · Fax: (602) 253-3874  
 Email: [league@azleague.org](mailto:league@azleague.org) · Web site: [www.azleague.org](http://www.azleague.org)

May 3, 2010

The Honorable Bob Burnside  
 Mayor of Camp Verde  
 473 S Main St Ste 102  
 Camp Verde, AZ 86322

Dear Mayor Burnside:

It is my privilege to appoint you to the 2010 Resolutions Committee of the League of Arizona Cities and Towns. Councilmember Claude Mattox of Phoenix from the League's Executive Committee has agreed to serve as the Chairperson of this year's Resolutions Committee.

The Committee is responsible for recommending items for the League's legislative program based upon a review of all resolutions submitted by Arizona's cities and towns. The adopted resolutions are outlined in the annual Municipal Policy Statement which serves as the principal guide for the League's legislative program for the upcoming session. As you develop your resolutions, please keep in mind that they should be broadly applicable to all cities and towns across the state and should advance our common municipal goals. A focused, strategic policy agenda will provide us an opportunity to make the greatest impact at the Legislature.

Attached you will find:

- Resolutions Committee Calendar
- Resolutions Committee Procedures
- Resolutions Tip Sheet
- Resolutions Format Sheet (Due June 11<sup>th</sup>)
- RSVP Form (Due June 11<sup>th</sup>)
- 2010 League Resolutions Current Status Sheet

**The Resolutions Committee will meet on Tuesday, August 24, 2010 at 1:30 p.m. as part of the League Annual Conference at the Glendale Renaissance Hotel. Lunch will be provided before the meeting. The resolutions will be formally adopted at the League's Annual Business Meeting on Thursday August 26, 2010 at 4:00 pm.**

**Please officially accept your appointment or designate a council representative to serve your city/town on the 2010 Resolutions Committee by faxing the enclosed RSVP to the League or emailing your response to: [resolutions@azleague.org](mailto:resolutions@azleague.org) no later than June 11, 2010.**

We hope that all 91 cities and towns will make their voice heard on the Resolutions Committee. If you have any questions or comments regarding the Resolutions Committee or your appointment, please do not hesitate to contact the League office.

Sincerely,

A handwritten signature in black ink, appearing to read "Boyd Dunn", enclosed in a simple oval scribble.

Boyd Dunn, President  
 Mayor of Chandler

Enclosures  
 cc (via email): Managers, Clerks without Managers, Intergovs

## **2010 Resolutions Committee Calendar**

- April:** Councilmember Claude Mattox appointed as 2010 Resolutions Chairman.
- May 3:** Letters sent to all Arizona city and town Mayors appointing them to serve on the Resolutions Committee.
- June 11:** Deadline for Mayors to officially accept appointment or designate a council representative to serve on the Resolutions Committee.
- June 11:** **Deadline for resolutions to be submitted to the League Office by 5:00 pm.**
- Early July:** Resolutions Subcommittee meeting.
- July 12:** League to send out resolutions agenda packets to Resolutions Committee members.
- August 24:** Resolutions Committee meeting at the Annual Conference in Glendale.
- August 26:** Resolutions ratified at the Annual Business Meeting.
-

**LEAGUE OF ARIZONA CITIES AND TOWNS  
RESOLUTIONS COMMITTEE PROCEDURES**

1. Resolutions Committee Appointment

The President shall appoint, at least ninety days before each Annual Conference, the Chairman and members of the Resolutions Committee. Only one elected official from each city or town shall be appointed to the Committee.

2. Duties

The Resolutions Committee shall adopt statements of policy amending the annual Municipal Policy Statement, special resolutions and such other resolutions of courtesy, commendation or appreciation as the Committee deems appropriate.

3. Submission of Resolutions

A. All resolutions, including resolutions of courtesy, commendation or appreciation, may be considered by the Committee provided such resolutions are submitted in proper form to the Chairman of the Committee or to the League office by the published deadline. Each resolution submitted shall be sponsored by at least two cities and/or towns. League staff shall review and, where appropriate, provide additional information on the impact of the resolution.

B. All resolutions submitted by the deadline specified in subsection A of this section along with fact sheets shall be mailed to Committee members at least six weeks prior to the meeting.

C. Except in the case of emergency as determined by the chair of the committee, no resolutions submitted after the deadline specified in subsection A of this section may be considered.

4. Resolutions Committee Process

A. The Committee shall hold a meeting at the Annual Conference for consideration of resolutions. Notice shall be given to each member at least six weeks in advance of the meeting.

B. Prior to the meeting, the chair of the Resolutions Committee will appoint and convene a Subcommittee of the Resolutions Committee to review and evaluate the submitted resolutions for municipal relevancy, duplication and completeness. The subcommittee may make minor editing changes for clarity, and may place submitted resolutions into the following categories: *Recommend Adoption*, *Not Recommended for Passage* or any other categories at the discretion of the Subcommittee. The Subcommittee will report its recommendations at the Resolutions Committee meeting.

C. Resolutions shall be amended according to the process established by the Chairman of the Committee.

5. Final Report

After the Resolutions Committee meeting, the Chairman of the Committee or a designee shall report to the entire league membership at the Annual Business Meeting those resolutions adopted by the Committee. Resolutions adopted by the Committee shall be formally adopted by the membership at the Annual Business Meeting and become the basis for the annual Municipal Policy Statement.

## **TIPS FOR A SUCCESSFUL RESOLUTION SUBMISSION**

**\*Resolutions are statements of policy that, once adopted by the Resolutions Committee, are used to form the League's municipal policy goals for the upcoming legislative session. A successful policy agenda will be focused and strategic; please consider how your resolution will impact the overall goals.**

**\* There are two types of resolutions:**

- 1) Statements requesting a specific action, such as requesting that the Legislature protect shared revenues.
- 2) Statements of general policy direction, such as supporting increases for transportation funding.

**1. Resolutions should be broadly applicable and advance our municipal goals.**

- Please take note, the resolutions process is designed for issues that impact a broad cross section of cities and towns. Submitted resolutions that impact only a single city/town or limited number of cities and towns are not generally part of the League's overall agenda. If your city/town has an issue(s) that just impacts your community, please notify League staff and we will assist you with this issue during the legislative session.

**2. Resolutions must be sponsored by at least 2 municipalities.**

- Some communities require council action to support a resolution. Take this timing into consideration when finding co-sponsors.
- Each sponsoring municipality must provide the League with written confirmation of their support.

**3. Resolutions must be submitted to the League no later than 5:00 pm June 11, 2010.**

- Electronic submission is preferable. Please email your resolution to Stephanie Prybyl at [resolutions@azleague.org](mailto:resolutions@azleague.org).

**4. Resolutions must be correctly formatted with all blanks adequately filled in.**

- Other cities and towns rely on your information to decide whether or not to support a resolution. Clear, concise and complete information is essential.
- Do not write in all caps or modify the format provided.



**LEAGUE OF ARIZONA CITIES & TOWNS  
RESOLUTION FORMAT**

*Text of Resolution (Insert one or two concise sentences describing what action or policy you are proposing.)*

**Submitted by:** *(List the municipalities sponsoring this Resolution – there must be at least two.)*

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**A. Purpose and Effect of Resolution** *(Explain your proposal and provide any relevant background information.)*

**B. Relevance to Municipal Policy** *(Explain how the resolution impacts cities/towns throughout the state.)*

**C. Fiscal Impact to Cities and Towns** *(Explain the potential fiscal impact, if any, to cities/towns. Include any cost estimates if possible.)*

**D. Fiscal Impact to the State** *(Identify possible state or federal funding sources and if the impact to the state would be an appropriation of monies or a tax credit, exemption, etc.)*

**E. Contact Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2010 Resolution Committee Member RSVP

- I will serve as a member of the 2010 Resolutions Committee
- I will not serve as a member of the Resolutions Committee, but have designated the following councilmember to represent our city/town:

Name of designee \_\_\_\_\_

- Our city/town will not be represented on the Resolutions Committee

Name \_\_\_\_\_

City/Town \_\_\_\_\_

**Please fax this form to (602) 253-3874 or email your response to [resolutions@azleague.org](mailto:resolutions@azleague.org) no later than Friday, June 11, 2010.**

**2010 RESOLUTIONS  
STATUS AS OF APRIL 2010**

	<b>Resolution</b>	<b>Status</b>
1	Support federal funding for ports of entry	Briefed Senator McCain's staff; letter sent to both Senators on Nogales POE issues. Nogales sent a letter to Homeland Security Secretary Napolitano regarding POE delays and requested improvement.
3	Streamline acquisition of state trust lands	Participated in multiple stakeholder meetings throughout the year and anticipate discussions to continue throughout the year.
4	State trust land reform	Participated in multiple stakeholder meetings throughout the year and anticipate discussions to continue throughout the year.
10	Protection of dedicated funds	League supported Proposition 100 in an effort to offset multiple funding sweeps; strongly protested the transfer of TPT state shared revenues to counties in special session legislation, proposal withdrawn.
12	Retain economic development tools	Discussions regarding GPLET as the primary economic development tool were extensive via HB2504; special districts such as entertainment districts in HB2596 and enterprise zones in HB2250 were vetted.
13	Sustainable energy financing district	League supported HB2474.
14	Implement Emergency Medical Services Access Task Force recommendations	Participated in stakeholder meetings with Representative Heinz, but legislation did not advance in light of healthcare debate at federal level.
16	Allow price ranges on RFQ/SOQ for professional services	Participated in stakeholder meetings with architects and engineers.
18	Allow municipal websites to serve as official publication/notification	Worked on numerous bills such as HB2302 and HB2282 to support the implementation of government transparency in a manner conducive to diverse local governments.
19	Certificate of Necessity regarding ambulance service	Stakeholder meetings coordinated with the Department of Health Services.
21	Municipal input on liquor licenses	Trainings coordinated with Department of Liquor Licenses and Control.
22	Impact fee and building code protection	Participated in numerous stakeholder meetings; HB 2478 and HB 2285 were amended and approved.
24	Flexibility in annexing county islands	League supported SB1207.
27	Support Arizona's military installations	Participated in stakeholder meetings with Senator Nelson regarding SB1281.
28	Support the Clean Water Act	Briefed Congressional staff.

## PAST RESOLUTIONS SUBMITTED BY THE TOWN

### RESOLUTION #1

**Urges the Legislature to implement a system that will hold harmless cities and towns which rely heavily on the State Shared Revenue in the event of tax cuts (i.e. raise State Shared Revenue percentages to municipalities to compensate for tax cuts).**

*Submitted by: Camp Verde, Town of Jerome, Town of Duncan, City of Yuma, City of Douglas, and City of Surprise*

□

#### **A. Purpose and Effect of Resolution**

Some cities and towns, particularly small rural communities, rely heavily on State Shared revenue to supply services, such as police, administration, planning and zoning, recreation, maintenance, libraries, and senior services. While tax cuts are beneficial to Arizona citizens, a reduction in State Shared Revenues would severely impact local services.

#### **B. Relevance to Municipal Policy**

This would keep local revenues at an acceptable level without having to cut services to local citizens.

#### **C. Importance of Resolution to Your City or Town**

Some communities, especially those without other revenue sources, rely heavily on State Shared Revenues for their maintenance and operating budgets to provide essential services to their citizens.

#### **D. Fiscal Impact to Cities and Towns**

There would be no cost to cities and towns.

#### **E. Fiscal Impact to the State**

There would be a fiscal impact to the State equal to portion of Shared Revenues eliminated by the proposed tax cut.

#### **F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102  
Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)

## RESOLUTION #2

***Urges the Legislature to modify the statutes that regulate the sale of pseudoephedrine products in all forms by requiring a statewide electronic database in addition to photo identification, the signing and maintenance of not only a written log, but also a statewide computerized record listing the persons purchasing the product and quantity. This electronic database must be required and utilized by all establishments selling pseudoephedrine products listing the persons purchasing the product and quantity.***

*Submitted by: Camp Verde and City of Douglas*

### **A. Purpose and Effect of Resolution**

In 2005, the legislature adopted rules on the sale of cold and allergy medication containing pseudoephedrine. The main provision of the adopted legislation required that these products be sold from behind the counter. The legislature passed additional rules requiring photo identification and the signing and maintenance of a written log to further reduce the use of pseudoephedrine the manufacturing of illicit drugs.

A statewide electronic database to enter purchases will further reduce the easily available product necessary for the production of methamphetamines. This electronic tracking database will curtail the efforts of those producing methamphetamine products from going store-to-store to purchase enough pseudoephedrine to produce methamphetamine.

### **B. Relevance to Municipal Policy**

Pseudoephedrine is one of the primary ingredients used in the production of methamphetamine. The number of methamphetamine labs that are being discovered by law enforcement throughout the state is growing at an alarming rate. Not only are these labs fabricating a drug that destroys lives and invites crime into our communities, but also the chemical residue associated with the production of methamphetamine creates a hazardous and toxic situation within neighborhoods. Local law enforcement personnel are usually tasked with the hazardous and expensive duty to secure and clean these labs. By adopting additional regulations, the goal is to make it more difficult to create methamphetamine, thereby mitigating its negative impacts within our communities.

### **C. Importance of Resolution to Your City or Town**

Curtailing the availability of pseudoephedrine products will reduce the number of "meth" labs in our area, thereby reducing the availability of the drug. Illegal drug use is related to many violent and non-violent crimes such as domestic violence, identify theft, burglary and theft.

### **D. Fiscal Impact on Cities and Towns**

The manufacturing and use of methamphetamines is directly or indirectly contributing to a significant percentage of crime. With the reduction of the availability of methamphetamines, the cost for arrests and incarcerations are reduced.

**E. Fiscal Impact to the State**

The manufacturing process of methamphetamines produces toxic waste, which is expensive to dispose. The reduction of "meth" labs will reduce the amount of money that is spent statewide to clean up the toxic waste that is left behind when the labs are discovered.

**F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102, Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)

*RESOLUTION #3*

**Urges the Legislature to maintain the original funding levels and usage of the Arizona Heritage Fund, including dedicated funding from the State Lottery monies.**

*Submitted by: Camp Verde, City of Yuma, Town of Jerome, Buckeye, City of Douglas, and City of Surprise*

¶

**A. Purpose and Effect of Resolution**

This resolution seeks to ensure that all Arizona communities can continue to apply for park development funding assistance. The Arizona State Parks Heritage Fund is vital to communities seeking to accomplish park development and improvement projects to accommodate both current recreational demands as well as the projected future needs created by continued urban growth. State voters have recognized the need for additional and improved recreational facilities as evidenced by their approval to have lottery moneys fund park and recreational projects. Full funding of the Heritage Fund will help preserve our natural, cultural and historic resources and act in accordance with the will of the people as expressed through support of a ballot initiative.

**B. Relevance to Municipal Policy**

The Arizona Heritage Fund provides revenue to local governments for land acquisition and development of local, regional, and state parks. Funding is also provided for trail construction, historic preservation projects and non-motorized trail development. The Heritage Fund is a resource that cities and towns use to assist with open space acquisition and preservation and the development of public recreational facilities.

Local government performance goals include citizen perception of service delivery to the community. Residents have identified park development and improvements as an essential service to be provided by the municipality. Doing so is especially critical as urban growth continued to occur and the demand for more recreational opportunities increases.

**C. Importance of Resolution to Your City or Town**

Heritage Fund revenue is used to assist with the development of public recreational facilities and historic preservation. Maintaining the Heritage Fund will have an impact by allowing the cities and towns throughout Arizona to continue preservation of natural beauty, cultural and historic resources and to provide recreational opportunities for our citizens.

**D. Fiscal Impact to Cities and Towns**

The Arizona State Parks Board Heritage Fund provides funding for local, regional and state parks, historic preservation projects and motorized trail development. Maintaining full funding to the Heritage Fund will allow cities to leverage both public and private support for recreational areas and historic and cultural preservation.

**E. Fiscal Impact to the State**

As the Heritage Fund receives it's funding only from the State Lottery Fund, and this funding is specified by formula with a maximum cap, there is no impact to the State General Fund. If State Lottery revenues decrease in any given year the amount of funding for the Heritage Fund programs decreases accordingly. There is no obligation for any funding from the State's General Fund to make up the shortfall. This resolution is intended to urge the State Legislature to avoid the temptation to solve temporary budgetary problems with Heritage Funds, but instead to realize the long term benefits the State will derive from the proper, originally intended, application of these funds.

**F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102, Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)

RESOLUTION #4

***Urge Congress to preserve and fully fund the Community Development Block Grant Program.***

*Submitted by: Camp Verde, City of Yuma, Town of Jerome, City of Douglas, and City of Surprise*

**A. Purpose and Effect of Resolution**

To authorize the League to act on behalf of all cities and towns asking the Arizona Congressional Delegation to contact Congressional leadership and ask for authorization and full appropriations for the Community Development Block Grant Program (CDBG).

**B. Relevance to Municipal Policy**

Cities and towns benefit from CDBG dollars either through a direct annual appropriation or through the state department of Commerce. CDBG dollars are the most flexible federal grant funds available and help communities with redevelopment and building projects as well as programs and services to support low and moderate-income citizens.

**C. Importance of Resolution to Your City or Town**

Small, rural areas, such as Camp Verde rely heavily on CDBG funds as the basis for comprehensive neighborhood-based stabilization and revitalization. Without CDBG monies, the Town's budget cannot possibly provide the funds needed for housing rehabilitation, street improvements, etc.

**D. Fiscal Impact to Cities and Towns**

CDBG funding has been cut heavily since FY01. The program has never been adjusted for inflation, since its inception in 1974. The 2000 Census added over 100 new entitlement communities further diluting an already dwindling formula allocation. Arizona's growing population, housing overcrowding and aging infrastructure create demands for increased CDBG dollars, not less.

**E. Fiscal Impact to the State**

The state benefits from CDBG dollars as well and works closely with small cities and towns to distribute CDBG funds to them through the Department of Commerce.

**F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102, Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)



## RESOLUTION #5

### **Urges the Legislature to consider impacts to rural areas when allocating transportation funding.**

*Submitted by: Camp Verde, City of Yuma, and City of Douglas*



#### **A. Purpose and Effect of Resolution**

The purpose of the resolution is to highlight that Camp Verde and other rural communities bear a disproportionate burden of funding the statewide transportation system when the roads and highways in rural Arizona benefit the state as a whole, not just the rural communities. Funding of the statewide transportation system, which serves the needs of commerce, tourism, recreation, interstate and intra-state travel, should not be treated as rural funding, but as statewide funding which benefits all citizens of Arizona. The current system of allocation hinders rural communities' efforts to obtain funds for individual, local transportation needs. Projects in their regions are frequently perceived as satisfying the need to be equitable in allocating funds when, in fact, those projects that are given priority are often of benefit to the State as a whole rather than the local community. Thus the truly local transportation needs remain unfunded.

#### **B. Relevance to Municipal Policy**

Reallocation of transportation funding to improve allocations for local projects will enable rural communities to meet local needs rather than needs which benefit the State as a whole.

#### **C. Importance of Resolution to Your City of Town**

The funding received by local communities is generally earmarked for transportation projects in their regions, which often benefit the State as a whole. For example, improvements on Interstate 40 are perceived to benefit northern Arizona when, in fact, the greater benefit accrues to the major urban areas through commerce, since this highway is primarily used for the transportation of goods and services and interstate travel, not by local travelers. As a result, the individual, local transportation needs of rural communities are frequently ignored or given low priority. Revising the transportation formula to provide rural communities with a fair share of funding for local projects will place them on a more equitable footing with large urban communities in serving the needs of their residents.

#### **D. Fiscal Impact to Cities and Towns**

Reallocation of the funding formulas will ensure that the transportation system in the rural areas of the State are built, rehabilitated and maintained as a State priority. Safe and adequate transportation in rural communities is critical to the welfare and economic vitality of the major urban areas, as goods and services are transported throughout the State utilizing the highway system.

**E. Fiscal Impact to the State**

The resolution recommends a reallocation of existing funds and therefore should not result in any new taxes, state appropriations or other funding increases to the State.

**F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102, Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)

**RESOLUTION #6**

**Urges the Legislature to protect the few remaining perennial Rivers and Streams in the State of Arizona by enabling local watershed decisions on water resources.**

Submitted by: Town of Camp Verde, Town of Jerome, Buckeye, and City of Douglas

**A. Purpose and Effect of Resolution**

Similar to the proposal by those concerned about the San Pedro Watershed, the Legislature is urged to enable the creation of Special Watershed Districts. Empowered by the voters, these Watershed Districts would have the authority to make local decisions (within the confines of State law) concerning water supplies, groundwater pumping, aquifer depletion, surface water protection, etc.

The Verde River is one of the five designated Wild and Scenic Rivers and one of the ten most endangered rivers in the United States. Many endangered species occupy this corridor. A large riparian ecosystem exists here and it truly sustains a large population of our human culture in this arid Southwest. In addition to these features, like the other few perennial Arizona rivers and streams, the Verde River provides recreational opportunities which contribute to the economy of the many communities through which the Verde River flows. Finally the Verde River is a substantial source of water for the communities it flows to and through.

**B. Relevance to Municipal Policy**

Protecting the State's scarce renewable water resources is critical to our existence and the economic viability of our future. Formulating plans and making decisions on a local level is synonymous with setting a course for a region's future. There certainly may be severe economic consequences for not managing water on a regional basis, along with the possible impacts of federal actions or lawsuits due to endangered species issues. Because growth and water are the biggest concerns of Arizona watersheds, municipalities should have some control over their destiny.

**D. Fiscal Impact to Cities and Towns**

Municipal costs are dependant on the degree of involvement in a watershed and the extent of any regional projects.

**E. Fiscal Impact to the State**

Depending on the structure of Special Watershed Districts the State may see a reduction in its costs and responsibilities.

**F. Contact Information**

Mayor Tony Gioia, Town of Camp Verde  
473 S. Main, Ste. 102  
Camp Verde, AZ 86322  
(928) 567-6631 ext 103.  
[towncouncil@cvaz.org](mailto:towncouncil@cvaz.org)



**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: May 19, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible appointment of the Mayor or a Council Member to serve on the 2010 Resolutions Committee of the League of Arizona Cities & Towns, followed by discussion, consideration, and possible direction to staff to prepare resolutions to submit to the 2010 Resolutions Committee for consideration.

**Purpose and Background Information:**

The Resolutions Committee meets on an annual basis during the League Conference. The Committee reviews and approves resolutions submitted by the member communities. If approved, the resolutions are submitted to the State legislature for consideration.

**Recommendation (Suggested Motion):**

Appoint a member to represent the Town on the 2010 Resolutions Committee. Determine what subjects, if any, that Council would like to consider and direct staff to place the item in the appropriate resolution format, contact other communities to sign onto the resolution(s), and bring back to Council for approval.

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund: N/A

Attorney Review:     Yes     No     N/A

Attorney Comments:

Submitting Department: Clerk's Office

Contact Person: Debbie Barber  
Action Report prepared by: D. Barber