

ADDITIONAL INFORMATION  
REGULAR SESSION

APRIL 12, 2010

ITEM #12

### MEMORANDUM

**To:** Council Member Norma Garrison  
**From:** Matt Morris, Special Projects Administrator  
**CC:** Mayor & Town Council; David Smith, Acting Town Manager; Debbie Barber, Town Clerk  
**Date:** 4/21/2010  
**Re:** April 21<sup>st</sup> Council Meeting (Item #12)

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Councilor Garrison, this memo is in response to your questions contained in your email dated April 19, 2010. (Listed below in bold and italics.)

***"We have done a Historical Resource Survey and even an update.....that did include main street. How did we use that information?"***

You are correct in that there have been two Historical Resource Surveys completed in Camp Verde, which were done in 1996 and 2001. The first survey was sponsored by the State Historic Preservation Office (SHPO) and was paid for by the Rural Preservation Initiative of the Arizona Heritage Fund. The second survey was sponsored by a private not for profit group named Camp Verde Pride, Preservation and Progress, Inc and was funded by the Arizona Humanities Council. "The primary purpose of both surveys was to assemble historical and architectural information about properties that played important roles in Camp Verde's history. A secondary purpose of the surveys was to help determine which of the properties might be eligible for the National Register of Historic Places, the nation's official roster." (Source: REVISED AND EXPANDED HISTORIC RESOURCE SURVEY OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA; Volume I: Survey Report; January 2002)

With respect to your question, on how this information has been utilized, I must defer to the Camp Verde Historical Society; however, I believe that a few of the properties identified in the survey have been added to the National Register of Historic Places. With respect to the proposed planning charrette, the aforementioned reports are an obvious and valuable resource that would be incorporated in the background research and analysis in preparation of the Camp Verde charrette.

***"We have old building but they are not authentic.....I believe that was the statement I read in a previous document.....how does that effect the SHPO/charrette?"***

The 2002 report excluded Fort Verde, the Clear Creek Church, and the Robert Wingfield House given the existing research and literature on these structures. The survey instead focused on 84 other properties in Camp Verde that may be of historical significance and or eligible for the National Register of Historic Places. There are multiple criterion used to qualify artifacts for the National Register such as a collective historic theme (early development of a town, military, etc), a building associated with an historic figure, an exemplary example of a particular architectural style, and or structures constructed over fifty years ago. You are correct in that the 2002 report did identify some of Camp Verde's historic buildings as potentially not qualifying for the National Register due to subsequent modifications to the façade of the building that comprise their historic integrity. Given this occurrence, the charrette may be helpful in highlighting the historical significance of the Town's older buildings and therefore encourage people to help preserve the building integrity and historic value. The benefit of the charrette though may extend beyond this goal by identifying how new development in and around Main Street could be designed and constructed in such a way to be complimentary to the older buildings and the broader history of Camp Verde. To clarify, buildings constructed today should not necessarily mimic or copy older architectural styles, but could be built in a way that does not comprise the value of the older buildings by matching building heights, setbacks, and etcetera.

***“Bugle...April 18, 2010 - The program, which is offered through the State Historic Preservation Office, will bring in professional architects, municipal planners and experts in the revitalization of historic areas who will work with the community to create a vision for the downtown.***

***This SHPO/charrette.....once we have their vision for downtown Camp Verde, who pays to implement the vision? The business/property owners and or the Town of Camp Verde?”***

First to clarify, the key to a successful charrette is the active participation of local residents and business owners as the process is driven by their comments, ideas, and suggestions. The architects and planners, referenced above, are there to simply render the drawings and plans that encapsulate the community’s vision.

To answer your question as to who pays to implement the community vision, that depends upon what your goals are. If the concern here is that somehow government, or the Town, will be dictating to local property owners to improve their properties in a particular way, please rest assured that is not at all what is being proposed. Ideally what would occur is the community vision, established by local residents and business owners, is so attractive that private investors will step-up to the plate on their own and say “yeah I want to be part of this” and “given the broader interest of the community to achieve this vision, I am comfortable investing money into a project in Camp Verde that I may not have been without some type of plan”. The City of Bisbee has benefited greatly from their cultural heritage tourism, and the Town of Camp Verde may want to consider strategies to utilize some of its assets such as recreational attractions (e.g. river, hiking, equestrian, etc) in combination with its historic and cultural heritage to give people a reason to visit Main Street Camp Verde. The charrette process is a way to develop a plan to accomplish this.

***“Just why would SHPO change the rules of the game for Camp Verde? (CLG)”***

I believe this question may relate to prior comments where it was mentioned that typically communities with a Certified Local Government status are assisted by SHPO to conduct planning charrettes. To clarify, I am not aware of a formal rule or policy limiting SHPO in this manner, but as mentioned above the key to a successful charrette process is to have a genuine and expansive interest of the community to carry out a planning charrette. As such, communities who have CLG status have already demonstrated a high level of interest.

***“What happens if the interest of the Community falls off and you end up with less than a dozen people attending these intensive work/think-tank sessions?”***

This is an excellent point! Without participation, the charrette process and planning document would be an absolute waste. Staff recommends moving forward with the charrette process if, and only if, there is a genuine and broad interest of the community, including the council and local business owners, to participate in a planning charrette.

As for dwindling community interest, the charrette is held over a four day period, so unlike other planning processes that extend over several months, where it is difficult to keep the community engaged, once the initial interest is realized then hopefully “fall off” would not be an issue.

***“Let’s say a few people made all the decisions.....What happens if the Business people on main street receive the SHPO vision and they hate the final project and they do not want to follow SHPO vision? Just what happens to SHPO vision?”***

If we end up with a SHPO vision, then we failed. The business owners, particularly on or near Main Street, need to be actively involved and participate in the planning process in order for this to be successful.

***“I would like to know if Cottonwood, Clarkdale or Jerome has has paid for a SHPO/charrette? If so, what did they do with the information?”***

The only community I am aware of that has completed a planning charrette with SHPO is Jerome. Their charrette was unsuccessful in large part due to the reasons you asked about above, because the community was not sincerely interested in the process. As for establishing CLG status, Sedona is a CLG community, and Cottonwood is currently pursuing their CLG status.

Hopefully this memo sufficiently answers your questions, but as I mentioned previously, please do not hesitate to contact me telephonically or in person to discuss any questions or concerns you have.

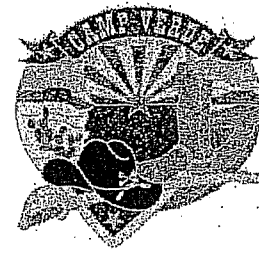
Thank you.

ADDITIONAL INFORMATION

REGULAR SESSION  
APRIL 21, 2010

ITEM #14

Public Works Department  
395 S. Main Street  
Camp Verde, Arizona 86322



Date: April 20, 2010

TO: Mayor and Council

From: Deborah Ranney

Subject: Public Surplus

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In advance of the April 21<sup>st</sup> Council meeting, attached is additional information that may be helpful information regarding the agenda item #14: Disposition of Surplus Town Owned Property.

Following, are two pages showing the information the Town completes as a description of the item being auctioned. The next pages are printed from Public Surplus website to provide you with an example of what the public views when logging on to the website. The Town will also have the opportunity to provide a link from our website that will take the bidder directly to items that Camp Verde has for auction.

If you are interested in viewing the website their web address is [www.publicsurplus.com](http://www.publicsurplus.com)

Public Surplus was founded in 1999 specifically for public agencies as a way to comply with government regulations and policies regarding procurement and disposal of surplus inventories. Almost anything can be sold, no matter how old. The system is a public auction website (much like eBay) that allows 24-7 access by the public or other government agencies to view and bid on surplus property that the Town wishes to dispose of.

Public Surplus assists the Town to set up our web location with the Town's emblem/logo and provides training on their system to post and describe items. They provide support in pricing and ideas to assist in moving items. Public Surplus is available "at will"; the Town may discontinue using the system at any time.

There is no limit either to the amount of items that the Town may post auction at any one time or the number of auctions you post each year. This eliminates storage and possible additional depreciation on items that are targeted for removal from the Town's inventory. Public Surplus recommends when you have a large inventory that you post items every two to four weeks, this maintains the public's interest to return to our web site.

Public Surplus maintains complete records of all transactions on the system: each bidder and their bid amount is recorded and retained for up to seven years.

The City of Tucson has negotiated an agreement with Public Surplus, which under our Code, Section 3-3-10 Cooperative Purchasing, we are allowed to utilize without further negotiations or RFP's.

Brenda Stopani, City of Tucson and Rudy Rodriguez, City of Cottonwood (a local municipality that has executed a Cooperative Purchasing Agreement with the City of Tucson) have both provided positive feedback on the use of Public Surplus. While they are not able to provide actual numbers to support possible increased revenues, they agree that the ease of use, the availability to local citizens and internet users everywhere has been very positive; more exposure generates more bids.

# Public | Surplus®

Please fill in the information below for each of your inventory items.

Overall Title: \_\_\_\_\_

Year: \_\_\_\_\_

Make/Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Mileage / Hours: \_\_\_\_\_

VIN #: \_\_\_\_\_

Running Condition:    Runs Well        Runs        Doesn't Run        Unknown

Engine Make, Size, & Gas Type: \_\_\_\_\_

Transmission Type: \_\_\_\_\_

Brakes: \_\_\_\_\_

Hydraulics Condition (if any): \_\_\_\_\_

Body Style (if applicable): \_\_\_\_\_

Tires: \_\_\_\_\_

General Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Digital Picture # (no limit on qty): \_\_\_\_\_

Inventory #: \_\_\_\_\_

Storage Address (pickup location): \_\_\_\_\_

\_\_\_\_\_

# Public | Surplus®

Please fill in the information below for each of your inventory items.

Overall Title: \_\_\_\_\_

Year: \_\_\_\_\_

Make/Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Quantity: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Features: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Digital Picture # (no limit on qty): \_\_\_\_\_


Condition:      Excellent      Good      Fair      Poor      Unknown

Inventory # (item code): \_\_\_\_\_

Storage Address (pickup location): \_\_\_\_\_

\_\_\_\_\_



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## Categories

Looking for a specific item?

Let us help you find what you are looking for.

### Categories

- Airport
- Animals and Livestock
- Aviation
- Building
- Children
- Clothing
- Collectibles
- Computers
- Electronics
- Food Supply
- Furniture
- Heavy Equipment
- Heavy Equipment Parts
- Housewares
- Industrial Equipment
- Jewelry
- Marine
- Medical
- Motor Pool
- Motor Pool Parts
- Music and Arts
- Office Equipment
- Outdoor Equipment
- Real Estate
- School Supplies
- Scrap
- Sporting Goods
- Storage

 [\[View New Auctions\]](#)  
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#### Airport

Confiscated (1)

#### Aviation

Airplane - Prop (1)

#### Building

A/C (6)  
 Electrical (18)  
 Flooring (1)  
 General (58)  
 Hardware (3)  
 Heating (6)  
 Painting (1)  
 Plumbing (9)  
 Tools (15)

#### Children

Baby Gear (1)  
 Games (1)  
 General (5)  
 Toys (4)

#### Clothing

Boys (1)  
 Footwear (41)  
 General (3)  
 Men's (1)  
 Purses (1)  
 Uniforms (1)  
 Women's (4)

#### Collectibles

Art (4)  
 Coins (2)

#### Computers

Cables (6)  
 General (95)  
 Macintosh (10)  
 Macintosh Systems (3)  
 Monitors (22)  
 Networking (17)  
 Notebooks (132)  
 Parts Misc. (24)  
 Parts PC (1)  
 PC (43)  
 PC Systems (4)  
 PDA (7)  
 Printers (48)  
 Scanners (4)  
 Storage (6)  
 Workstations/Servers (16)

#### Furniture

Bedroom (4)  
 Chairs (99)  
 Desks (54)  
 Dining Room (2)  
 General (39)  
 Tables (58)

#### Heavy Equipment

Asphalt (1)  
 Backhoes (2)  
 Compactors (1)  
 Dozers (2)  
 Dump Trucks (8)  
 Farm Equipment (10)  
 Fire (7)  
 Forestry (2)  
 Forklifts (5)  
 Loaders (2)  
 On-Road Trailers (13)  
 Refuse (9)  
 Street Maintenance (3)  
 Trucks (On-Road) (5)  
 Utility Trucks (4)

#### Heavy Equipment Parts

Attachments (6)  
 Engine (2)  
 General (2)  
 Recycling/Waste (1)  
 Snow (4)

#### Housewares

Dishes (4)  
 General (33)  
 Pots and Pans (1)

#### Industrial Equipment

Auto Shop (16)  
 Construction (5)  
 Fire (6)  
 General (71)  
 Kitchen (18)  
 Material Handling (3)  
 Medical (3)  
 Metal Shop (22)  
 Police (1)  
 Power Plant (7)  
 Printing (2)  
 Public Utility (11)  
 Safety (3)  
 Science (5)  
 Survey (1)  
 Tools (2)

#### Motor Pool

Body (3)  
 Bus (1)  
 Electronics (1)  
 Engine (1)  
 General (13)  
 Interior (3)  
 Lights (1)  
 Motorcycle (1)  
 Police (3)  
 Tires (2)  
 Tractor Attach  
 Transmissior

#### Music and /

Arts and Cra  
 General (13)  
 Photography  
 Pianos (12)  
 Sewing (7)  
 Theatre (5)

#### Office Equip

Accessories  
 Bookshelves  
 Cabinets (6)  
 General (75)  
 Lighting (5)

#### Outdoor Eq

Farm Equipn  
 General (24)  
 Lawn and Ga  
 Playground (1)  
 Snow (4)

#### Real Estate

Trailer(mobi

#### School Sup

Accessories  
 AV Carts (18)  
 Boards (2)  
 Books (2)  
 Cafeteria Tal  
 General (10)  
 Janitorial (1)  
 Lockers (1)  
 Student Cha  
 Student Des

#### Scrap

Metal (13)  
 Plastic (1)

Audio (17)  
Bus. Machines (15)  
Cameras (20)  
CDs (1)  
DVD/VHS (9)  
Games (8)  
General (44)  
Phones (21)  
Projectors (35)  
Radio (16)  
TV (37)  
Video (11)

**Food Supply**  
Equipment (24)  
General (3)

**Jewelry**  
Bracelets (1)  
Earrings (2)  
General (8)  
Rings (10)  
Watches (2)

**Marine**  
General (12)  
Motorboat (1)  
Skiff (2)

**Medical**  
Beds (1)  
Clinical (6)  
General (23)  
Imaging (4)  
Laboratory (3)  
Measurement (2)


**Motor Pool**  
Ambulance (1)  
ATV (2)  
Auto (147)  
Motorcycle (8)  
Paratransit Bus (11)  
Police (28)  
School Bus (20)  
SUV (22)  
Transit Bus (4)  
Truck (70)  
Van (85)

**Sporting Goods**  
Bicycles (22)  
Exercise (12)  
Firearms (7)  
Fishing (1)  
General (11)  
Indoor Equipment (6)  
Knives (5)  
Outdoor Equipment (1)  
Snow (2)

**Storage**  
Bins (4)  
General (12)  
Racks (1)

# Public | Surplus

## Auction #429438 - 1970 Chev 1/2 ton pickup

<p>Current Price <b>\$1,308.00</b></p> <p>Time Left <b>1 day, 6 hrs</b></p> <p>High Bidder <b>BUCKM37</b></p> <p># of Bids <b>12</b></p> <p>First Offer <b>\$100.00</b></p> <p>Auction Started <b>Apr 14, 2010 9:48:03 PM MDT</b></p> <p>Auction Ends <b>Apr 21, 2010 4:00:00 PM MDT</b></p> <p>Note: This auction might extend </p> <p>Seller <b>Town of Payson</b> [View seller's auctions]</p> <p>Terms and Cond. [View Terms and Conditions]</p> <p>Pick-up Location Town of Payson [Map It] 303 N Beeline Highway Payson, AZ 85541</p> <p>Auction Contact Please login to view contact</p> <p>Payment <b>Money Order, Cashiers Check, Visa, MasterCard, Discover, Cash</b></p> <p>Shipping <b>Buyer must pickup item(s)</b></p>	<p><b>Bid History</b> [View bid history]</p> <p><b>Questions</b> You can ask the seller questions about this auction after you login.</p>
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### Description

Year: **1970**  
 Make: **Chev**  
 Model: **1/2 ton pickup**  
 Mileage: **74,115 (not actual)**  
 VIN: **KE140Z1699266**  
 Running Condition: **Not Running**  
 Engine: **V8**  
 Transmission: **Standard**  
 Tires: **Poor**

The engine has been removed and is in the bed of the truck. This vehicle was to have the motor replaced however that plan was abandoned. The drivers seat has been removed. The body has minor damage on all sides. The police lettering will be removed prior to sale.

Condition: **SEE DESCRIPTION**

Note: Click on pictures below to view larger image

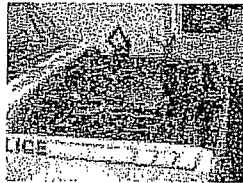
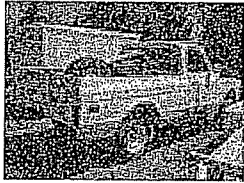
TOWN OF PAYSON WILL NOT SHIP

Sale of all surplus property is, as is and where is, without warranty. The description of surplus property offered for sale has been compiled from available data, but there is no guarantee or warranty on the part of the Town of Payson as to condition or quality of surplus property. The Town of Payson reserves the right to withdraw any items being offered. No service of any kind will be furnished by the Town of Payson, and the successful bidder shall assume any cost of weighing, packaging, crating, loading or hauling, unless otherwise indicated. No refunds or adjustments will be made on any award(s). Bids submitted shall remain firm and effective for a period of seven (7) days following the closing date. Successful bidder will be required to remit payment within


seven (7) calendar days and remove property within ten (10) business days from date of notice of award. No property may be removed by the purchaser prior to making full payment. PICK-UP HOURS BY APPOINTMENT ONLY! Town Hall is open Mon-Thurs from 7:00 a.m. to 6:00 p.m.

Make Certified Check, Cashier's Check, and Money Orders payable to the:  
Town of Payson

Send to:  
Silvia Smith  
Town Clerk  
303 N Beeline Highway  
Payson, AZ 85541




# Public | Surplus

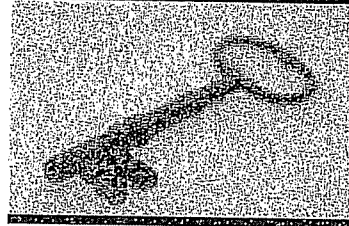
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- Animals and Livestock
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- Heavy Equipment Parts
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- Office Equipment
- Outdoor Equipment
- Real Estate
- School Supplies
- Scrap
- Sporting Goods
- Storage

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Click the button below to become a buyer, or **Contact Us** for more information.

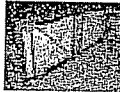









**Looking for a specific item?**

Let us help you find what you are looking for.



## Fea

#430013 - Risers		CA	10 days
#428680 - 1994 Ford F-350 Crew Cab 4x4		CO	3 days,
#426850 - 101/4842- 7) Gateway M465E Centrino Laptops for Parts		NM	1 day,
#426198 - 2001 Exmark Turf Tracer Mower		IN	3 hrs, 5
#427566 - Lot Of Non-Functional Computers		CO	3 days,
#428695 - 1995 Kenworth T800 Water Tanker		CO	3 days,
#429135 - 1999 FORD CROWN VICTORIA SEDAN		IL	2 min, 4
#412004 - AIR COMPRESSOR ~ FB~9~19		TX	3 hrs, 5

# Public | Surplus

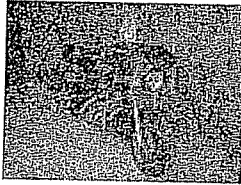
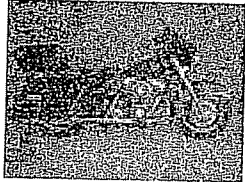
## Auction #425932 - 2007 Harley Davidson M/C

<p>Current Price <b>\$7,000.00</b> (Reserve not met yet) <input type="checkbox"/></p> <p>Time Left <b>17 days, 6 hrs</b></p> <p>High Bidder <b>Kat357</b></p> <p># of Bids <b>3</b></p> <p>First Offer <b>\$5,000.00</b></p> <p>Auction Started <b>Apr 9, 2010 2:59:00 PM MDT</b></p> <p>Auction Ends <b>May 7, 2010 4:00:00 PM MDT</b></p> <p>Note: This auction might extend <input type="checkbox"/></p> <p>Seller <b>City of Sedona</b> [View seller's auctions]</p> <p>Terms and Cond. [View Terms and Conditions]</p> <p>Pick-up Location City of Sedona [Map It] 102 Roadrunner Drive Sedona, AZ 86336</p> <p>Auction Contact Please login to view contact</p> <p>Payment <b>Cashiers Check, Visa, MasterCard, Discover, American Express, Cash</b></p> <p>Shipping <b>Buyer must pickup item(s)</b></p>	<p><b>Bid History</b> [View bid history]</p> <p><b>Questions</b> You can ask the seller questions about this auction after you login.</p>
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<p><b>Description</b></p> <p>Year: <b>2007</b>                  Make: <b>Harley Davidson</b>                  Model: <b>Electra-Glide Police</b>                  Mileage: <b>24247</b>                  VIN: <b>1HD1FMM1X7Y640398</b>                  Running Condition: <b>Excellent</b>                  Engine: <b>Excellent</b>                  Transmission: <b>Excellent</b>                  Tires: <b>Excellent</b></p> <p>2007 Harley Davidson Motorcycle Electric Glide Standard Police Model vivid black; good shape new tires; just been serviced by Harley Dealership; no oil leaks; heated grips not working.</p> <p>If reserve price is not met, bike will not be sold.</p> <p>Condition: <b>EXCELLENT</b></p> <p>Note: Click on pictures below to view larger image</p>	<p>City of Sedona Standard Disclaimers</p> <p>Standard Disclaimer for City of Sedona, AZ:</p> <p>Sale of all surplus property is, as is and where is, without warranty. The description of surplus property offered for sale has been compiled from available data, but there is no guarantee or warranty on the part of the City of Sedona as to condition or quality of surplus property. The City of Sedona reserves the right to withdraw any items being offered. No service of any kind will be furnished by the City of Sedona, and the successful bidder shall assume any cost of weighing, packaging, crating, loading or hauling, unless otherwise indicated. No refunds or adjustments will be made on any award(s). Bids submitted shall</p>
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remain firm and effective for a period of five (5) days following the closing date. Successful bidder will be required to remit payment (MasterCard, VISA, Cash (U.S. Currency only), Cashier's Check or Money Order) within five (5) business days and also remove property within five (5) business days from date of notice of award. Property may not be removed by the purchaser prior to making full payment. Buyer is responsible for paying the 9.35% sales tax and 7% surcharge over the final sell price. Pick-up hours are by appointment only.

Make checks payable to the:  
City of Sedona





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

**REGULAR SESSION  
MAYOR AND COUNCIL**

**COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
WEDNESDAY, APRIL 21, 2010 at 6:30 P.M.**

1. **Call to Order**
  2. **Roll Call**
  3. **Pledge of Allegiance**
  4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
    - a) **Approval of the Minutes:**
      - 1) Special Session – April 14, 2010
      - 2) Regular Session – April 7, 2010
      - 3) Special Session – April 7, 2010
      - 4) Executive Session – April 7, 2010 (recorded)
      - 5) Special Session – March 31, 2010
      - 6) Special Session – March 22, 2010
    - b) **Set Next Meeting, Date and Time:**
      - 1) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
      - 2) April 28, 2010 at 6:30 p.m. – Work Session – Fire District Fees
      - 3) May 05, 2010 at 6:30 p.m. – Regular Session
      - 4) May 12, 2010 at 1:00 p.m. – Budget Work Session
      - 5) May 19, 2010 at 6:30 p.m. – Regular Session
      - 6) May 26, 2010 at 1:00 p.m. – Budget Work Session
      - 7) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - c) **Possible approval of out-of-state travel for Animal Control Officer to attend training in Laughlin, NV.** This is a budgeted item. Staff Resource: David R. Smith
    - d) **Possible approval of the Financial Operations Guide, Revision #2, adding 'designee' in the absence of a Finance Director** Staff Resource: Debbie Barber
    - e) **Approval of Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona reinserting Section 3-2-a.1 (Formerly Section H), appointment of Acting Town Manager and Duties and Amending the following Section of the Town Code: 2-2-5 Absence of Mayor, 2-3-1.1 Times and Places of Special Meetings, 2-3-2 Special Meetings.**
  5. **Special Announcements & Presentations**
    - a. **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
    - b. **Proclamation declaring May 2, 2010 through May 8, 2010 as Municipal Clerk's Week.** Staff Resource: Debbie Barber
  6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
  7. **Call to the Public for Items not on the Agenda**
  8. **Quarterly Reports from the following: a) Board of Adjustments, b) Planning & Zoning Commission, and c) Chamber of Commerce**
- Old Business – Items 9, 10, and 11 are carried over from the 4/7/10 Regular Session:**
9. **Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona superseding Resolution 2009-781, Adopting Fees for Town Services.** Staff Resource: Debbie Barber
- Councilor Roulette requested item #10:
10. **Discussion, consideration, and possible direction to staff relative to possible uses of the 15 acres that the Town leased as part of the Intergovernmental Agreement with the Camp Verde Sanitary District, to include but not be limited to the possibility of subleasing the property.**



Mayor Burnside requested item #11:

11. **Discussion, consideration, and possible direction to staff relative to the Camp Verde Sanitary District IGA Section IV – Special Use Permit wherein the Town agrees to work with the District to renew the Special Use Permit with the Forest Service that expires in 2014.**

**New Business:**

12. **Presentation by Bob Frankenberger and Eric Vondy from State Historic Preservation Office (SHPO) regarding the planning charette process utilized by SHPO in other Arizona communities, followed by discussion, consideration, and possible direction to staff to coordinate with SHPO to conduct a planning charette for the creation of a civic plan for the downtown area of Camp Verde at a cost of approximately \$15,000. This is an unbudgeted item from the Contingency Fund. Staff Resource: Matt Morris**
13. **Discussion and consideration regarding activities and estimated costs as they pertain to the operation, administration, and bus purchase costs relative to the planning and budgeting of a public transit system, followed by possible direction to staff to proceed with the following: a) Preparation of a letter to Arizona Department of Transportation (ADOT) indicating the Town's interest in completing or updating a Public Transit Feasibility and Implementation Study, adding that the study is not to exceed \$50,000 in grant funding; b) designating a staff member as the local Project Manager; and c) authorization to reappropriate funds to meet the Town's 20% match requirement for the grant of approximately \$10,000. This is an unbudgeted item from the Contingency Fund. Staff Resource: Valerie House**
14. **Discussion, consideration, and possible authorization to use an on-line auction service to dispose of surplus property and equipment. Staff Resource: Ron Long**
15. **Discussion, consideration, and possible approval of Resolution 2010-808, a Resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement between the Town of Camp Verde and the Camp Verde Unified School District No. 28 of Yavapai County allowing: South Verde Technology Magnet High School (South Verde High School) students from the Camp Verde Unified School District #28 to make use of the Town gymnasium and soccer fields for the purposes of Physical Education Instruction. Staff Resource: Ron Long**
16. **Discussion, consideration, and possible approval of the following: Staff Resource: Lisa Elliott**
  - a) **Voluntary Retirement Incentive Program, to include the timeline, application and agreement.**
  - b) **Establishing incentive amounts by increasing the range of sick leave payout by an additional 10% to 100%. The current payout for eligible employees is 50%. The recommended cap is \$27,000, which is unbudgeted and will come from the Contingency Fund. The balance remaining in the Contingency Fund as of April 7, 2010 is \$27,324.62.**
  - c) **Authorization to reappropriate Contingency Funds to fund the increased Sick Leave Accrual cash-outs.**

Councilor Roulette requested item 17:

17. **Discussion, consideration and possible direction to staff relative a possible tax increase of less than 1%.**

Councilor Garrison requested item 18:

18. **Discussion, consideration, and possible direction to staff relative to preparing a tax increase proposition for the November ballot. If accepted, this item will also include approval of the ballot language.**

Mayor Burnside requested item 19 & 20:

19. **Discussion, consideration, and possible direction to staff relative to an application for funding from USDA Rural Development for the construction of a new library.**
20. **Discussion, consideration, and possible direction to staff to put in an access road and gate off of McCracken Lane, as this is the only legal access to the Community Park at this time.**
21. **Call to the Public for Items not on the Agenda.**
22. **Advanced Approvals of Town Expenditures.** There are no advanced approvals
23. **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.
24. **Adjournment**

Posted by: *U. Jones*

Date/Time: *4-15-2010*

*3:40 p.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.

MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
WEDNESDAY, APRIL 14, 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**

Mayor Burnside called the meeting to order at 5:15 p.m.

2. **Roll Call**

Present: Vice Mayor Bob Kovacovich, Councilor Robin Whatley, Councilor Norma Garrison, Councilor Jackie Baker, Mayor Bob Burnside, and Councilor Pete Roulette. Absent/Excused: Councilor Carol German.

**Also Present**

Acting Manager Dave Smith and Town Clerk Deborah Barber

3. **Discussion, consideration, and possible direction to staff relative to staffing the Finance Department. Discussion may include, but not be limited to reclassifying Senior Accountant Lisa Elliott to Finance Manager, and/or consideration of the organization of the Finance Department to include retaining consultants, outsourcing, hiring a Certified Public Accountant as a Finance Director, etc. Discussion and consideration may also include approval of a new job description and pay classification to create the Finance Manager position. An increase in salary in this fiscal year is unbudgeted and will come from the Contingency Fund.**

Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Mayor Burnside read the agenda item aloud and explained that the majority of the agenda item would be discussed in open session, while the discussion relative to the employee must be in executive session. Barber explained the procedures for discussing employment in executive session, noting that it was not necessary for the employee to be present.

Burnside advised that former Town Manager Michael Scannell recommended a new position for Ms. Elliott that was somewhat less than a Finance Director. He reviewed the job descriptions in the agenda packet.

Garrison felt that the Council needed to look at the state of the budget before adding another layer in any department. She also advised that she would like the ability to speak to Ms. Elliott before agreeing to the position, noting that Council might want to look at hiring a Finance Director so there would be no need for a consultant at all.

Whatley noted the similarities between the job description of the Finance Director and that of a Finance Manager and expressed confusion as to which position was higher. Smith clarified that the Finance Director would supervise a Finance Manager.

Kovacovich said that he preferred to wait on the director's position until a new manager was on board. He felt that if something could be done now to eliminate the accounting consultants, it would be beneficial to the budget.

In answer to Roulette's questions, Smith explained that Council approved the Financial Operations Guide (FOG) and the guide was very specific to what the Finance Director must approve and sign. He suggested that Council add 'or designee' to the FOG to address the gap that is left when a vacancy occurs, adding that he was surprised this was not included in the original document since vacancies naturally occur. He also advised that the Senior Accountant was a supervisory position.

Smith also suggested that Council could appoint Elliott as an Interim Finance Director at no additional pay until a manager is on board to determine the best course of action. He noted that once an employee is appointed to a position, such as Finance Manager, it would be difficult to remove that position even when a Finance Director was hired. Smith advised that the primary issue is the segregation of duties, noting that it was improper for Ms. Elliott to review and sign off on her own entries.

Council members agreed that they had a lot of respect for Ms. Elliott and commended her educational efforts and skills.

Councilor Baker discussed the proposal submitted by Lumbard and Associates. She explained that she had phoned them at the request of the Mayor to get a better understanding of the operations of the Finance Department. She explained that if we selected Lumbard to assist with the day-to-day operations of the Finance Department, all of their employees were certified and well versed in government accounting. She pointed out that the Lumbard proposal was substantially less than the current consultants, Heinfeld and Meech, and the proposal was more detailed. Baker further noted that since Lumbard and Associates are no longer our auditors, there would be no conflict. Council liked the fact that Lumbard & Associates would be assisting with the budget, the RFP for a new audit firm, and assisting with the process of hiring a Finance Director.

Council members commended the comprehensiveness of the proposal, noting that it answered their questions.

Council then discussed the need to staff the department. Smith advised that there was one full-time position, one part-time of about 30 hours, and another part-time position of 20 hours. Council asked Smith to check in house to determine if another 20-hour person could be assigned to the department, which would then bring the staffing up to 3 full-time positions. The Mayor suggested the Assistant to the Town Manager or another employee with available time.

After further discussion, Council agreed that the best course of action was to keep things as they are now, with Ms. Elliott as Senior Accountant, bringing in additional help, and hiring the Lumbard firm for day-to-day oversight and help with the budget.

**Burnside summarized the direction to staff as follows:**

- 1. Make change to the Financial Operations Guide, adding "or designee" and bring back to Council as soon as possible.**
- 2. Add additional employees to the Finance Department.**
- 3. Ask Lisa Lumbard to meet with Council and have a contract for approval as soon as possible.**

In closing, Burnside advised members that the upcoming Council meeting was very large. He recommended that Council review the materials carefully, ask questions of staff, and come prepared for the meeting.

#### **4. Adjournment**

On a motion by Baker, seconded by Garrison, the meeting was adjourned at 6:09 p.m.

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Bob Burnside, Mayor

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Deborah Barber, Town Clerk

#### **CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 14<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.

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Debbie Barber, Town Clerk

4/a.2

MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, APRIL 7, 2010  
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**  
The meeting was called to order at 6:30 p.m.
  
2. **Roll Call**  
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette and German were present.  
  
**Also Present:** Town Marshal Dave Smith, Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Special Projects Administrator Matt Morris, Sr. Acct. Lisa Elliott, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.
  
3. **Pledge of Allegiance**  
The Pledge was led by German.
  
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Special Session – March 24, 2010
    - 2) Executive Session – March 24, 2010 (recorded)
    - 3) Regular Session – March 22, 2010
    - 4) Regular Session – March 17, 2010
  - b) **Set Next Meeting, Date and Time:**
    - 1) April 14, 2010 at 4:30 p.m. – Special Session (Finance Department)
    - 2) April 21, 2010 at 6:30 p.m. – Regular Session
    - 3) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - 4) May 5, 2010 at 6:30 p.m. – Regular Session
    - 5) May 12, 2010 at 1:00 p.m. – Budget Work Session
    - 6) May 19, 2010 at 6:30 p.m. – Regular Session
    - 7) May 26, 2010 at 1:00 p.m. – Budget Work Session
    - 8) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
  - c) **Possible approval of and authorization for the Mayor to sign a letter supporting the efforts of Rainbow Acres relative to the application for funding of two new minivans through the ADOT Section 5310 Transportation Program to benefit the elderly and persons with disabilities.** Staff Resource: Debbie Barber
  - d) **Possible approval of Resolution 2010-809, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing and approving the transfer of outdated Town computers and ancillary computer equipment to Camp Verde Senior Citizens, Inc.** Staff Resource: Debbie Barber
  - e) **Possible approval of the special event liquor license for the Verde Valley Sheriff's Posse for the Annual Crowdad Festival that is scheduled for June 4 and 5, 2010.** Staff Resource: Debbie Barber
  - f) **Possible authorization for staff to solicit Request for Proposals for professional auditing services as required by Town Code Section 3-4-3.10(2).** Staff Resource: Lisa Elliott
  - g) **Possible authorization for the Mayor to endorse Community Assessment request from the Arizona Department of Housing in support of the Yavapai-Apache Nation Tribal Housing application for a reservation of federal tax credits via the Low-Income Housing Tax Credit Program.** Staff Resource: Matt Morris

On a motion by Baker, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the change in time to 5:15 p.m. for the April 14, 2010 Special Session, Mayor Burnside is pulling 4.f), and the Minutes of March 22, 2010 is to go back to the Clerk's office for correction.

Garrison commented that there were several issues in the Minutes of March 22, 2010, and she requested that the Minutes go back for correction and come back to Council at a later date in that there was some confusion about the vote, and two Bobs got mixed up.

Whatley requested a change to the time for the Special Session scheduled for April 14 for the Finance Department; after discussion it was agreed to change the time to 5:15 p.m.

**4.f) Possible authorization for staff to solicit Request for Proposals for professional auditing services as required by Town Code Section 3-4-3.10(2).**

On a motion by Burnside, seconded by Baker, the Council voted 6-1 to authorize staff to solicit Requests for Proposals for professional auditing services as required by Town Code Section 3-4-3.10(2); **with German opposed.**

Burnside said that Lisa Elliott had requested the opportunity to advise the Council regarding an option she has just found out about in connection with contracting for auditing services. Elliott explained that the Town Code provides for submitting Requests for Proposals for a new auditing firm for professional auditing services every three years. Information has been received from the Government Finance Offices Association recommending at least a five-year agreement with an auditing firm in order to minimize potential for disruption in connection with the independent audit as well as the audit cost. The members discussed whether to consider revising the Code to provide for the recommended five year intervals, or leave it as it is; the majority agreed to stay with the three-year provision.

5. **Special Announcements & Presentations** – There are no announcements or presentations. There were no special announcement or presentations.

6. **Council Informational Reports.**

**Whatley** said she had attended the funeral ceremony for Tom Nielson; she said the Town needs to give him some recognition for his many contributions and his dedication to the Town of Camp Verde, and extended condolences to his wife and family.

**Garrison** thanked everyone for their patience with her during the last few weeks in connection with her participation in the family's care and concern for her premature granddaughter as well as the mother. Garrison said that, for anyone who might be interested, she was filing with the Town Clerk the Annual Report from NACOG.

**German** reminded everyone that the Denim & Lace Dinner-Auction is taking place this Saturday for the Camp Verde Library Endowment; tickets are available.

**Burnside** said that April is Water Awareness Month; on Saturday he will be in Rimrock for the Buzzard's Day annual Chili Cook-Off. The Fort will hold a two-day celebration of the History of the Soldiers commencing with a flag-raising on Saturday morning. The prices for copper and steel will be rising dramatically, with the added cost affecting the prices on vehicles and appliances. Burnside also announced the schedule for mandatory training for employees in connection with the recent adoption of the fraud policy.

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

(Comments from the following individuals are summarized.)

**Linda Harkness**, representing CCCVL, said that the group has been encouraged to apply for loan and that in the process of that, there is the possibility of receiving grant funding for a percentage of the loan. Ms. Harkness said she had received assurance from Burnside and Scannell that they would be happy to assure a loan to Camp Verde for something as worthy as the new Library. Ms. Harkness reviewed the financing possibilities, suggesting that if the Town passed the 1 percent sales tax increase, a quarter of that 1 percent be dedicated for the Library. (*Burnside clarified the statement by Ms. Harkness regarding her meeting with him and Scannell, that she was told that they would not commit the Town to co-sign on the loan, but that the issue would be brought to Council for consideration. The matter is set for the 21<sup>st</sup>.*)

**Jim Lawson** of the Lions Club said he wanted to comment on the proposed plan for the old jail house. *He was advised that the issue was on the agenda, at which time he could address the Council.*

**Justin Wertz** said he is soliciting support for his group that is working on the teen project that was brought to Council in the past.

There was no further public input.

8. **Presentation by Ray Floyd and Dick Rynearson relative to the economic potential of the Old Camp Verde Jail building located behind the Chamber of Commerce, which is presently used by the Lions Club. The presentation may followed by discussion, consideration, and possible direction to staff relative to the building.** Staff Resource: Debbie Barber

On a motion by Roulette, seconded by Garrison, the Council unanimously directed staff to coordinate with the Historical Society and bring back to Council a new lease for the Old Jail Building located on Hollamon Street behind the Chamber of Commerce building, as discussed.

Town Clerk Barber reported that research showed that the lease with the Lions Club had expired in 2001. The Town has received a request from the two subject individuals to be allowed to present to the Council some ideas for use of the Old Jail building, which was then explained by Mr. Floyd and Mr. Rynearson.

The proposal was to return the stone building in the parking lot of the Chamber of Commerce and Visitors Center to its former glory, thereby enhancing the experience for visitors to Camp Verde. Mr. Floyd outlined the history of the building and how it could be restored by volunteers working with the Historical Society, which would enter into a lease with the Town for the building. During the presentation, the issue of the old doors being stored at the old Marshal's office was raised, with stress on making sure the doors would be a crucial part of the restoration. There was comment that Jim Bullard built the old jail, and he will be contacted for possible help toward the goal of trying to restore the original facility.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Jim Lawson** said that he had originally intended to request that the Town extend the Lions Club lease on the old jailhouse, but after hearing the presentation by Floyd and Rynearson, he is 100% in support of the plans outlined by them. He volunteered the Lions Club to help in the effort.

There was no further public input.

Garrison asked if staff could be directed to go back and check to see if there are any other leases that have expired, and bring the Town up to date on those; Barber said she would follow up on that.

9. **Discussion, consideration, and possible approval of Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona reinserting Section 3-2-1.1 (formerly Section H), appointment of Acting Town Manager and Duties and amending the following sections of the Town Code: 2-2-5 Absence of the Mayor; 2-3-1.1 Times and Places of Special Meetings; and 2-3-2 Special Meetings.** Staff Resource: Debbie Barber

On a motion by Kovacovich, seconded by Garrison, the Council voted 5-2 to approve Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, as written, amending the following sections of the Town Code: 2-2-5, Absence of Mayor; 2-3-1.1, Time and Places of Special Meetings; 2-3-2, Special Meetings; and Section 3-2-1.1, Acting/Interim Town Manager to be filled first by the Town Marshal and secondly by the Town Clerk if the Marshal is not available; and 3-2-1.1.C.1 revised to read, "Incur any unbudgeted indebtedness on behalf of the Town."; **with German opposed, and Baker abstaining.**

Barber explained that, with the departure of the recent Town Manager, she found that Section 3-2-1.1 of the Code, pertaining to appointment of an acting interim Town Manager, had been accidentally deleted during a revision of the Code in 2006. Discussing the proposed revisions, the issue of the previous objection to the Town Clerk possibly being named as acting Town Manager in the absence of the Town Manager, while she had a relative sitting on the Council, was discussed. The question of the absence of the Mayor being shortened to 7 days from 15 days was raised; Barber explained that it was based on recommendation from the Town Attorney. Barber also reviewed the section dealing with special meetings and times and places of special meetings, pointing out that it had been revised for the purpose of clarification. After discussion the members generally agreed with that revision.

The Council again discussed the proposed Section 3-2-1.1, with the majority preferring to leave the Section as it was pre-2001, except to designate first the Town Marshal, then the Town Clerk, to serve as Acting Town Manager in the absence of the Town Manager. For the record, Councilor German voiced her objection to that, stating that the change in 2001 was made for a reason; there is definitely a conflict of interest when the situation of relatives exists; it does not present a good presentation to the public. German added that she did not want to see the Town get into a conflict of interest when there is a Councilperson who is a direct relative to the Town Clerk; that is not the way business is conducted. Baker said that German stated it well, that perception is the rule; however, she reminded all that it would take all seven Councilors to give direction to the Town Manager; Baker added that she would abstain from the vote.

After suggestion by the Barber, the members agreed to revise Section 3-2-1.1.C to state: "Incur any unbudgeted indebtedness on behalf of the Town."

10. **Discussion, consideration, and possible appointment of an Acting Town Manager.** Staff Resource: David R. Smith  
On a motion by Garrison, seconded by Baker, the Council voted 5-2 that Marshal Smith become the Town's Interim Manager until a Town Manager is found; **with German and Roulette opposed.**

Town Marshal Smith said that on March 22 the majority of the Council decided to select someone from in-house for an Interim Town Manager. Two individuals have responded to the announcement of the temporary position by Human Resources: Matt Morris and Dave Smith.

The applicants were invited to make a presentation to the Council on their qualifications. Morris stressed the experience he has

gained working directly with the leadership team and working on critical issues including the annual budget process; Morris said he has a vested interest in Camp Verde and is confident he could serve the Town well. Smith reminded the Council that he has done the job before; he has a Master's degree in organizational management, 35 years in government, he lives in the community, and is here to serve.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Irene Peobles** commented on the possible length of time to find a Town Manager since there are many issues coming up that will require the Interim Town Manager to be very busy working with the Council, staff and the public; she is concerned about how much time Marshal Smith will be able to devote to attend to the Town business; Matt is already in-house and in Town and may be better able to serve.

**Greg Blue** expressed his support for Marshal Smith based on how well Smith handled his assignment during recruitment for the last Town Manager.

There was no further public input.

The Council discussed the two applicants, with some members commenting on having received public support for Marshal Smith. In response to a question regarding his health concerns and upcoming surgery, Smith said that recovery would take about 3 to 4 weeks, but he would be back on the job within just a few days. There was some objection to the appointment of Smith based on the duties he is already assigned to manage. Acknowledging that the decision was difficult, the majority of the Council indicated a preference for Marshal Smith based on his experience and approval of the job he has done in the past.

11. **Discussion, consideration, and possible direction to staff relative to waiving Building Permit fees (estimated at \$20,274.59) and Development Impact fees (estimated at \$10,595.00) for the proposed fire station located at 1710 Arena del Loma, Camp Verde, Arizona and any future Camp Verde Fire District (District) structures within the Town limits. The conditions and terms will be included in a revised Intergovernmental Agreement between the Town and the District.**(Staff Resource: Michael Jenkins)

On a motion by Roulette, seconded by Baker, the Council unanimously directed staff to come back to Council at the earliest possible convenience for a Work Session to discuss the IGA and possible waiving of Building Permit fees for the development of the new Fire Department; the Council has already waived the Impact Fees estimated at \$10,595.

Acting Community Development Director Jenkins presented his report to the Council outlining the request of the Fire District to waive the subject Building Permit and Development Impact fees. Jenkins outlined the difficulties of determining imposition of those fees, the research into the cost of past Fire District charges for fire and emergency responses, as well as the existing fire insurance policy held by the Town, which does not cover fire or emergency responses. Jack Blum, Secretary-Treasurer of the Fire District, has proposed that if Council were willing to waive all or part of the current and future Building Permit fees and the Development Impact fees the Fire District would reciprocate by exempting the Town from paying for fire response to emergency calls to the Town's existing and future structures. The exemption would not pertain to any vacant properties the Town may currently or in the future own. Jenkins said that staff is seeking direction on drafting a revised IGA to include waiving of the fees as requested, and suggested that the two fees might be considered separately so as not to impact the current IGA with the Fire District that strictly relates to their Fire Officer serving as the Town's Fire Inspector.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**George Young** said that we all have to live and work together; we should show the Fire District the courtesy of trying to take care of the situation.

There was no further public input.

The Council discussed at length the Fire District's proposal, together with input from Mr. Blum on the history and operation of the Fire District and its relationship to the Town. The discussion included the need for a new fire station, the Development Impact fees and the burden on taxpayers. There was a general consensus that the Town should cooperate with our inter-governmental people and that the Development Impact fees should be waived. During the discussion, Mr. Blum reviewed the past costs the Town has incurred, and itemized how those costs would have been much higher had the Fire District billed the Town for all the calls and services as authorized by State Statutes, as the basis for the proposed IGA between the Town and the Fire District to include waiving the Building Permit fees. The Council discussed with Mr. Blum the changes in the assessed value of the Fire District over the years, and the Town being willing to contribute its fair share by allowing the Fire District to annex all the Town streets, which added to the District's tax

base. After further discussion regarding possible terms of a revised IGA to include and to justify waiving the Building Permit fees, it was suggested by the Fire District representatives and acknowledged by Council that a Work Session is necessary as soon as possible to resolve the questions raised and discuss an IGA; staff was directed accordingly.

A recess was called at 9:00 p.m.; the meeting was called back to order at 9:11 p.m.

12. **Staff update followed by discussion, consideration, and possible direction to staff to proceed with the removal of the old CVMO trailer and approval of budget reappropriations to complete repairs to the remaining block structure after the mobile portion is removed in an amount not to exceed \$10,000.00.** This amount will come from Contingency Fund. Staff Resource: Ron Long

On a motion by Roulette, seconded by Baker, the Council voted 6-1 to direct staff to proceed with facilitating the removal of the Old CVMO trailer office and repairing the wall, and also authorize the transfer of Contingency Funds Not to Exceed \$10,000 to cover the Town's expenditures related to the removal of the trailer and repair to the Library Building, with a report to Council on the final cost when the project is completed; **with Burnside opposed.**

Public Works Director Long advised the Council that a contractor in Chino Valley has agreed to haul off the old trailers at no cost. Funds are required to disassemble them, disconnect the utilities, and then once the trailers are removed, it appears that there will be repair needed on the wall facing Montezuma Castle Highway. The project is estimated to cost no more than \$10,000; Long is requesting that the funds be moved from the Contingency Fund and into the CIP Account.

Garrison requested Long's assurance that the Old Jail doors will be removed and protected prior to completing the project. Long said that everything should be finished within a month and a half at the most. Burnside suggested that only \$5,000 be approved at this time to begin the project, with staff to come back later to Council for more funds if necessary, in order to avoid possibly spending money on "frills" as Burnside felt had happened on a recent project. German countered that they should have what they need to get this particular project done and off the Town's plate.

13. **Discussion, consideration, and possible approval of the following:** Staff Resource: Lisa Elliott
1. **To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue 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 payment to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
  2. **Appropriate an additional \$25,000 funding for the following:**
    - a) **\$5,600 to augment the current contract until June 30, 2010; and**
    - b) **\$19,400 for fiscal year 2010/11 budget**

On a motion by Burnside, seconded by Baker, the Council unanimously voted to appropriate \$5,600 to augment the current contract until June 30, 2010; and have staff get with Mr. Zelechowski to revamp his proposal to include an E&O insurance policy, and to bring back to Council by May 5<sup>th</sup> two options, one with and one without insurance, for the fiscal year 10/11.

Executive Asst. to the Town Manager Brown said that Mr. Zelechowski ("Mr. Z.") could not be here for the meeting, and that former Town Manager Scannell two weeks had requested that she present this agenda item. Brown presented the report she had prepared for that purpose, reviewing the return on the investment in Mr. Z's services to date and the issue of requiring Professional Liability Insurance. The report noted that the Town Attorney felt there was minimal risk for liability associated with his work; however, the Town's insurance company, Southwest Risk Services cautioned that the Town would not be covered by the Southwest Risk policy in the event of any legal action involving Errors and Omissions. Based on review of one vendor's professional liability costs, the extra semi-annual cost to Mr. Z for Professional Liability Insurance was estimated at approximately \$2,342. During the ensuing Council discussion, Baker requested that staff research the Minutes to look up what she understands was initially an agreement that Mr. Z would also conduct a training program to educate a staff member to work on tax collections. Although there will be no Professional Liability Insurance in place during the remainder of this year, it was agreed to honor the request for the \$5,600 to augment the contract until June 30<sup>th</sup>, and request Mr. Z to bring back a proposed agreement that would include the cost of the insurance, in addition to the other proposed agreement without.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Greg Blue**, referring to the E and O issue, said that he had received a letter from Mr. Zelechowski regarding his property in Chino Valley, which would be an example of an Error or Omission in that Mr. Zelechowski is sending out letters on property not in Camp Verde, a big typo.



There was no further public input.

14. **Discussion, consideration, and possible direction to staff relative to establishing the parameters and qualification factors for a possible Retirement Incentive Program as part of the budget balancing strategy.** Staff Resource: Lisa Elliott  
There was no action taken.

There was unanimous agreement on the following parameters and guidelines for Lisa Elliott to follow in preparing a proposed Retirement Incentive Program: Eligible for full retirement; additional time at 100%, with Council to determine the final percentage; a possible 3-week time frame to submit letters of interest; retirement by June 30<sup>th</sup>; a possible cash-out Cap.

Sr. Acct. Lisa Elliott said that at the March 24<sup>th</sup> budget Work Session, Council directed staff to gather information regarding a Retirement Incentive Program as part of a budget balancing strategy in the next Fiscal Year. Ms. Elliott reported that she had researched the number of employees who could be eligible for full or early retirement, depending on various factors to consider, including age and years of service. Ms. Elliott said that she is seeking direction from the Council in order to draft the proposed retirement program, and outlined the complex financial considerations. Following Council's discussion with Ms. Elliott, with input from one employee, the Council agreed upon the various criteria discussed, or parameters and guidelines for Ms. Elliott to follow, as set forth in the preceding recap of the discussion. It was also agreed that when the information is brought back to Council for review, as soon as possible, the Council will decide whether or not to adopt a Retirement Incentive Program.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Monty Reimer** commented that if he retired, he could be replaced with 1-1/2 persons for what the Town is paying him, starting at the bottom range. There are three employees in the Marshal's Office who are eligible for retirement; one probably would not take it, the other one may. Reimer said he wants to retire and whatever the Town could offer would be much appreciated.

There was no other public input.

15. **Discussion, consideration, and possible direction to staff relative to an increase to the Transaction Privilege License Tax in the general rate of taxation from two percent (2%) to three percent (3%). Discussion may include, but not be limited to possible allocations, the election process, and timelines.** Staff Resource: Lisa Elliott  
A motion by Baker, seconded by German, to direct staff relative to an increase to the Transaction Privilege License Tax in the general rate of taxation from two percent (2%) to three percent (3%), and staff to bring back an Ordinance at the earliest possible meeting, **failed by a 3-4 vote, with 'no' votes by Whatley, Garrison, Roulette and Burnside.**

Lisa Elliott said that Council had directed staff on March 24<sup>th</sup> to bring back information for Council to discuss the possibility of increasing the general sales tax rate from 2% to 3% because of the severe decline in State and local sales tax revenues over the past two years that will continue into the next fiscal year. A conservative estimate indicates a possible increase in revenue for the Town in the amount of \$750,000. Ms. Elliott referred to other funding sources that now have been cut, adversely affecting Town projects and services; the increase of the 1% sales tax would help to finance those services and projects. Ms. Elliott said that if the tax increase was approved, she would recommend leaving a percentage of it unallocated and available based on demands of the system from year to year; allocation of percentages can be broken out during the budget process.

The Council discussed the crucial need for funds to continue providing services and maintenance projects for the community, and the problem of imposing an additional tax on the community in light of the economic hardships that many are already facing. A list of the types of business, in addition to retail sales, that would be subject to a sales tax increase was outlined. Based on an informal voice poll, there was almost an equal split between those members who indicated support of the tax increase based on input from some of the citizens, as well as concern for the cuts in services that would have to be made without the added revenue, and other members who objected to the increase at this time, or without a vote of the public.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Linda German** said she feels the Council should "bite the bullet;" a recent poll by the Bugle showed 63% in favor of the tax. She asked the Council to consider allocating one-quarter of the 1 percent to the Library. The tax raise might not be popular, but do something to help the people.

**George Young** commented that the people that he has heard who are voting for the tax raise are the employees; government employees are all receiving excellent wages. The people in the community should be given the opportunity to vote on the issue of a sales tax raise. He understands there are those who will pull packets for a referendum otherwise.

Greg Blue said the public wants to vote on the tax; the people are also looking at the Rio Verde Plaza project as a money pit, and this is not the time for that.

Debbie Hughes believes the sales tax increase is necessary; she took issue with Mr. Young's comment on the Town employees being paid more; that is not the case.

There was no further public input.

There was a brief further discussion of the problems facing the Town because of the projected shortfall in funding, and the frustration of having to cut services to the Town; a motion was made to increase the sales tax as discussed, and the motion failed. No further action was taken.

**NOTE: Because of the late hour, the remainder of the Agenda was not addressed prior to adjournment of the meeting.**

- 16. **Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolution 2009-781, Adopting Fees for Town Services.**  
Staff Resource: Debbie Barber

Councilor Roulette requested item #17:

- 17. **Discussion, consideration, and possible direction to staff relative to possible uses of the 15 acres that the Town leased as part of the Intergovernmental Agreement with the Camp Verde Sanitary District, to include but not be limited to the possibility of subleasing the property.**

Mayor Burnside requested item #18:

- 18. **Discussion, consideration, and possible direction to staff relative to the Camp Verde Sanitary District IGA Section IV – Special Use Permit wherein the Town agrees to work with the District to renew the Special Use Permit with the Forest Service that expires in 2014.**
- 19. **Call to the Public for Items not on the Agenda.**
- 20. **Advanced Approvals of Town Expenditures.**
- 21. **Manager/Staff Report**
- 22. **Adjournment**  
On a motion by Whatley, seconded by Burnside, the meeting was adjourned at 10:57 p.m.

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

\_\_\_\_\_  
Margaret Harper, Recording Secretary

**CERTIFICATION**

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

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

4 a. 3

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
of the TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
WEDNESDAY, APRIL 7, 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**

Mayor Burnside called the meeting to order at 5:15 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich and Councilors Whatley, Garrison, Baker, and German were present. Councilor Roulette arrived at 5:33 p.m.

**Also Present**

Acting Community Development Director Mike Jenkins and Town Clerk Deborah Barber

The Mayor allowed 5 minutes for public input after reading the agenda title. There was no public input.

On a motion by German, seconded by Baker, the Council voted unanimously to go into Executive Session to hear the following item. The Special Session was recessed at 5:17 p.m. and reconvened at 6:16 p.m.

**3. Discussion or consultation with the Town Attorney concerning the Council's position for Zoning Violation Complaint #Z51-11-09 as based on Use Permit 95-12 for the Montezuma Heights Airpark and possible direction to the Town Attorney to release legal opinion.**

Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. Staff Resource: Michael Jenkins

The Mayor explained that staff continues to deliberate on questions posed by Air Park Board. He advised that staff will request additional information from the Board, and then will use the information in terms of applying the Town's zoning codes and come back with a recommendation.

**4. Adjournment**

On a motion by Garrison, seconded by Baker, the meeting was adjourned at 6:18 p.m.

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

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

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 7<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

4/0.5

**MINUTES  
SPECIAL SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, MARCH 31, 2010  
at 4:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion**

**1. Call to Order**

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

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, and German were present. Councilor Roulette came in at 4:31 p.m. Councilor Whatley arrived at 4:44 p.m. Councilor Garrison was absent.

**Also Present**

HR Director Dave Smith and Town Clerk Deborah Barber

**3. Pledge of Allegiance**

Mayor Burnside led the pledge.

**4. Discussion with Ken Strobeck of the League of Arizona Cities and Towns followed by possible direction to staff relative to filling the Town Manager's position and desired qualifications. Discussion may include, but not be limited to the League Proposal to include the scope of service and schedule, the proposed advertisement and Town Manager profile to include, but not be limited to the current job description, salary, qualifications, experience, skills, educational requirements, and criteria from recent advertisements from other communities, etc. Staff Resource: David R. Smith**

Smith introduced Ken Strobeck and explained that Ken would detail the recruitment process. Strobeck assured Council that the recruitment costs would not exceed \$8,000. Strobeck advised that the League is involved in several recruitments throughout the State and that they had participated in the recruitment of our last manager. He said that his intent of this meeting was to develop a profile that would be matched with applicants. The League will review the applications and will recommend 10 to 12 candidates for consideration. He noted that they would forward all of the applications. He recommended that Council select no more than five (5) candidates to interview. The League will then perform a background check to include credentials, education, and financial. He advised that some communities form a committee to interview the candidates and recommend the top three (3) for Council interviews. Council would then make the selection. Strobeck reviewed the 2007 profile with Council and recommended ICMA credentials.

Roulette noted the job description required a Masters degree. Smith clarified that Council had the authority to adjust as needed since its intent is to serve as a guide as opposed to a hard and fast rule. German agreed, stating that we should say 7-10 *preferred* years of experience and that a Masters degree is *preferred*, as opposed to required. Strobeck advised that they receive applications 'all over the map' despite what the advertisement states.

Council reviewed the profile and made changes and suggestions. Strobeck asked for any other qualities that Council might desire. Council then reviewed the proposed advertisement. Strobeck said his focus was on the statement, "The Town has commitment to sound planning principles to maintain community character." Baker felt it was important to have someone with the ability to market our community. She said when Mike left, we lost most of the department heads since he was serving in that capacity. Strobeck said he would add that to the profile. German said the budget section of the ad looks good. Strobeck advised that the best response from advertisement was the ICMA newsletter. He recommended that the ad would run for 4 weeks and the closing date would be 4 to 6 weeks out. He also recommended using the local papers, the League website, and a weekly magazine called, Government Jobs. Council supported the proposal to include both the Bugle and Journal. Burnside noted that the Town would pay for the advertising costs.

Kovacovich asked if the suggested pay range considered the 5% pay cut. Smith said it did not. Council agreed that the correct starting salary should reflect the 5% reduction. Strobeck made the adjustments. He then advised that the application and materials would be sent electronically. Burnside asked about the number of full time employees. Smith said he would get the correct number to Strobeck.

Council reviewed the schedule. Strobeck noted that we were just a couple of days off the estimate. He said that he expected at least 50 applications. He reminded Council that the applicants were either out of work, unhappy where they were, or out of something, and that Council should understand that the applicants would come with some baggage. Strobeck said they would send a response letter to all applicants. He advised that the Council could choose to send the letters from the Mayor's office or the League could do it. Council agreed that the Mayor should sign the letters. Strobeck explained that once the finalists were submitted, the League's job was complete. He recommended a candidate meeting with the community and with the department heads.

Smith recommended that Council establish a committee to interview the 10-12 finalists and to come up with a recommendation of three finalists for Council members to interview. He explained that the last committee was comprised of a couple of Council members, citizens, and area managers. Burnside felt that three Council members on a committee were too many. Whatley disagreed. German suggested a rating sheet that would be completed without discussion. Smith said the group as a whole would then decide the top candidates.

Strobeck said he would get the process started. Council thanked him for his assistance,

5. **Adjournment**

On a motion Baker, seconded by Roulette, the meeting was adjourned 5:36 p.m.

---

Bob Burnside, Mayor

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Deborah Barber, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on March 31, 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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Deborah Barber, Town Clerk

4. a. 6

**MINUTES  
SPECIAL SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
MONDAY, MARCH 22, 2010  
at 6:00 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion**

**1. Call to Order**

Mayor Burnside called the meeting to order at 6:00 p.m.

**2. Roll Call**

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

**Also Present:** Marshal/Human Resource Director Dave Smith and Town Clerk Deborah Barber

**3. Pledge of Allegiance**

Councilor German led the Pledge of Allegiance.

**4. Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager. Staff**

Resource: David R. Smith

The Mayor asked for a consensus on contacting the League for an Interim Town Manager. Vice Mayor Kovacovich and Councilors Baker, Roulette, and German said no, while Councilors Whatley, Burnside, and Garrison were in favor or using the League.

On a motion by Roulette, seconded by Baker, the majority of Council voted to look in house for an Acting Town Manager, with no votes by Garrison, Burnside, and Whatley.

Smith advised that he had contacted the Range Riders through the League. He explained that the Range Riders are retired City Managers that offer their services on an interim basis. Smith stressed that Council needed to understand that the Town would have to provide room and board, per diem, and mileage in addition to the salary, and further, that the Interim Manager would likely not work more than 30 hours per week (3 ten hour shifts). Smith estimated the cost at \$8,619.72 per month. Smith advised that he was awaiting Council direction before proceeding further. He stated that if Council chose to use the League, a Manager should on board by late August.

Council discussed the pros and cons of using the League vs. appointing from within. Smith explained that an interim manager would serve just 'to hold it together' until a Manager is hired. Garrison said that she felt more comfortable using the League since staff was already overburdened, noting how hard it was for Dave Smith to hold two jobs when she was first elected. She said that Mike Scannell was still reporting that he finds new issues on a daily basis. Several Council members expressed their feelings that the focus should be on saving all the money possible in this tight budget and that staff did not really need a manager since they know their jobs well. The Mayor asked for a consensus as to whether or not they would like to hire from the League. Burnside, Whatley, and Garrison preferred the League, while Baker, Roulette, German, and Kovacovich preferred appointing from within the organization.

Discussion then ensued about a letter submitted by Matt Morris indicating his interest in serving as Interim Manager. In answer to Whatley's questions relative to the need to discuss personnel matters in executive session, Barber explained that the letter was submitted after the agenda was prepared. She explained that the agenda item permitted discussion of "other possibilities" and that discussion of appointing from within was permissible. However, discussion of a person's qualifications or performance required a notice to the employee and should be discussed in executive session. She noted that Council would not be permitted to make an appointment since it was not agendaed.

Garrison said that she felt strongly that the Council should use the Range Riders, but that she would go with Council's desires and if they were going to appoint from within, she preferred appointing the Town Clerk. She explained that the Clerk attends every meeting including executive sessions and is well aware of the Town's position in every matter. She said that the Clerk had many years of experience and would be able to serve well in the position. The Mayor agreed with Garrison's assessment.

Councilor German said with the greatest respect that the Manager had already assigned many of the issues, most importantly, the water issues to Matt Morris. She said that the Clerk's Office is very busy taking care of the Council and day-to-day business. Council members agreed.

During the discussion, Council questioned Smith as to why there was no job description for Special Projects Administrator and what exactly this job entailed. Whatley asked if Morris would be able to continue both jobs effectively. Smith responded that Mr. Scannell told him that Council had approved the job description. Barber reported that they had not. Council members appeared to agree that they needed more information on this. Smith explained that whatever staff member assumed the responsibility would be expected to continue their regular work as well. Following pay discussion, Smith explained that the appointee would receive a 5% pay increase for the duration of the appointment.

Smith advised that he would advertise within to allow other staff who met the qualifications of the position to apply. Council members agreed that was the most equitable method in which to proceed.

5. **Discussion, consideration, and possible approval of the League of Arizona Cities and Town's Executive Recruitment Proposal as it applies to filling the Town Manager's position. The estimated cost of the recruitment services is \$8,000. There is \$2,600 remaining in the Recruitment Expense line item in the Human Resources budget. If approved, the approval will include the reappropriation of \$5,400 from General Fund Contingency to the Recruitment Expense line item. Discussion may include direction to staff to pursue other avenues of recruitment.** Staff Resource: David R. Smith

After discussion, the Mayor asked if Council were in favor of moving forward with the League. All of Council agreed, though they wanted a firmer estimate. They did not want to be told that it was going to cost \$8,000, only to discover after the fact that the total cost would be \$15, 000 to \$20,000.

Council members discussed the need to have a manager with finance and community development backgrounds. Smith explained that the League would meet with them to come up with skills needed from the perfect candidate.

6. **Adjournment**  
On a motion by Baker, seconded by Roulette, the Mayor adjourned the meeting at 6:58 p.m.

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

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

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 22<sup>nd</sup> day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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

4c.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

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

**Reference Document:**

**Agenda Title:**

Discussion, consideration, and possible approval for Out-of-State travel for Animal Control Officer Tara Hopkins to attend training in Laughlin, Nevada.

**Purpose and Background Information:**

The Association of Rabies Animal Control Enforcement Agents of Arizona will be holding its annual training at Laughlin, Nevada, May 13 and May 14, 2010. The cost for this training will be less than \$300. Animal Control has budgeted for the per-diem, training and travel costs.

**Recommendation:**

Move to approve the Marshal's Office to send Animal Control Officer Tara Hopkins to Laughlin, Nevada for a training seminar.

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

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

**Submitting Department:** Marshal's Office

**Contact Person:** David R. Smith



4 d.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

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

**Reference Document:** N/A

**Agenda Title (be exact):**

Possible approval of the Financial Operations Guide, Revision #2

**Purpose and Background Information:**

During the Special Session of April 14, 2010, Council directed staff to make changes to the Financial Operations Guide that would allow a designee to perform those duties assigned to the Finance Director. The revisions allow a designee, and further permits the Town Manager to appoint a designee. In the absence of a Town Manager, the Acting Manager or Council have the authority to make the appointment.

**Recommendation (Suggested Motion):**

Move to approve the Financial Operations Guide, Revision #2.

**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

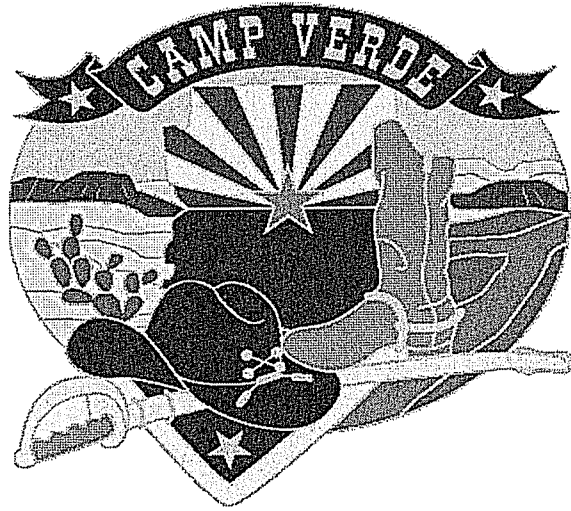
**Contact Person:** Deborah Barber

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

# TOWN OF CAMP VERDE

## FINANCIAL OPERATIONS GUIDE



April 2010  
FIRST EDITION-REVISION #2  
PREPARED BY TOWN FINANCE DEPARTMENT

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## INTRODUCTION

PURPOSE: The purpose of this manual is to set forth those policies and procedures established to govern and to implement all aspects of fiscal policy and financial management related to the Town of Camp Verde. The general purpose of this document is to provide a working guide to established financial policies and procedures. IN THE EVENT THAT THE FINANCE DIRECTOR'S POSITION IS VACANT, THE DUTIES OF THE FINANCE DIRECTOR WILL BE PERFORMED BY A DESIGNEE APPOINTED BY THE TOWN MANAGER. IN THE ABSENCE OF THE TOWN MANAGER, THE ACTING MANAGER SHALL APPOINT THE DESIGNEE.

### I. RESPONSIBILITIES

Camp Verde's Town Code charges the Town Finance Director with implementing the financial policies of the Town Council. All matters discussed in this operations guide shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting.

Town employees not following the policies and procedures set forth in this manual may be subject to discipline, up to and including termination of employment.

### II. AMENDMENTS

This guide is written in sections, by subject, with the flexibility to be revised. The revision number and the effective date of the revision are in the top right hand corner of each page.

### III. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this guide shall be addressed to the Town's Finance Director (OR DESIGNEE).

### IV. OTHER TOWN POLICIES

For additional policy information, see the Town's separate policies as follows:

1. Record Retention – The Town follows the “Records Retention and Disposition for Arizona Municipalities” as issued by the Arizona State Library, Archives, and Public Records.
2. Town Investment Policy (in development at time this manual prepared)
3. Town Fiscal Policies (in development at time this manual prepared)
4. Town Budget Policies (in development at time this manual prepared)

## PAYROLL

PURPOSE: To establish standard policies and procedures for the disbursement of funds to employees of the Town of Camp Verde to ensure that all work performed is authorized and accounted for properly and to maintain payroll files.

### POLICIES/PROCEDURES:

#### I. INITIATION, STATUS CHANGES and PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll is recorded on a properly executed and approved "Personnel Action Form" (Exhibit A). Authority for initial federal and state income tax withholdings and subsequent changes is recorded on a properly executed "W-4" form and "A-4" form (Exhibits B and C). The original authority for court ordered withholdings shall be a copy of the court order. The Finance Accountant enters the initial or change in status and the initial or change in withholding information into the computer payroll program and initials and dates each document entered. The documents are then placed in the employee's payroll file.

#### II. RECORDS

##### Employee Payroll Files

The Finance Clerk maintains a file for each employee. The following information must be kept in the Employee's Payroll File: Personnel File Information Form, W-4, A-4 (tax withholding forms), copies of Personnel Action Forms, copy of retirement enrollment forms, payroll deduction forms, court orders, and any miscellaneous payroll information regarding the employee.

##### Employee Personnel File (Human Resource File)

The originals of the following forms are kept in the Employee's Personnel File located in the Human Resources Department: Employment Verification Form (I-9), Personnel Action Forms, Application and Evaluations, retirement information, Personnel Manual Acknowledgement forms, Oath of Office, disciplinary information, training certifications, and any miscellaneous information regarding the employee.

##### Employee Timesheet Files

The Finance Clerk maintains a file for each employee. These files are kept by fiscal year. All "Time Sheets" (Exhibit D) and copies of all payroll check and direct deposit stubs are included in this file. Records of hours paid, wages earned, all deductions, and calendar year to date records appear on the paycheck stub.

#### III. PAY PERIODS

A bi-weekly pay period from 12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week shall be used for all employees.

## PAYROLL

### IV. TIME SHEETS

The "Time Sheet" (Exhibit D) forms for the pay period are collected by the person so designated in each department and turned into the Finance Clerk by 10 A.M. on the first Monday after the end of the pay period. All timesheets must be signed by the employee and reviewed and approved by the department head.

Any requested vacation, sick or comp time hours shall be included on the "Time Sheet" (Exhibit D) form. The "Application for Leave" form (Exhibit E) shall be attached to the "Time Sheet" when submitted to the Finance Clerk for payment.

If the employee is eligible and in the need to use sick hours, then the authorizing supervisor shall fill in the appropriate hours to be paid should the employee be unavailable to complete the timesheet. Within five days of returning to work, the employee shall go to the Finance Department to sign the "Application for Leave" form completed by the supervisor.

### V. VACATION, SICK OR COMP TIME

Any employee requesting time off shall fill out an "Application for Leave" form (Exhibit E) and have it approved in advance for leaves other than unanticipated sick leave by his or her supervisor. The requested time is to be reported on the "Time Sheet" (Exhibit D) form and the "Application for Leave" form attached to the Time Sheet. If the requested time overlaps pay periods, a copy must be attached to both timesheets. If "Time Sheets" are due while an employee expects to be on leave, the employee should prepare the "Time Sheet" as of the last day worked and submit to the supervisor. Should the employee be unavailable to complete the timesheet, the supervisor or department head shall fill in the appropriate hours. Within five days of returning to work, the employee shall go to the Finance Department to sign the "Time Sheet" completed by the supervisor.

### VI. DATA ENTRY AND PAYROLL REGISTER

Hours worked are entered into the payroll system by the Finance Clerk from approved "Time Sheet" (Exhibit D) forms. Once all timesheets are entered, a "Timesheet Verification Report" is generated and submitted to the Finance Director (OR DESIGNEE) to check it against the submitted timesheets. If needed, corrections are made to the employees' timesheets and another "Timesheet Verification Report" is generated. The Finance Director (OR DESIGNEE) initials and dates the "Timesheet Verification Report" as evidence of review. Once correct, net payroll is calculated by the computer and checked for any inaccuracies. If correct, the "Preliminary Register" is created and checks are created.

## PAYROLL

### VII. CHECK RUN, SIGNING AND DISBURSEMENT

During the afternoon of the above-mentioned Monday (or Tuesday morning if required), the Finance Clerk generates, from the computer, the payroll checks and "Final Check Register."

The checks are forwarded to the Mayor (or Vice Mayor) for elected official signature and then to the Finance Director (OR DESIGNEE) or Town Clerk for staff signature.

No later than Tuesday afternoon, direct deposit checks are entered into the Wells Fargo ACH system and submitted for payment effective on the payroll date.

White copies of the direct deposit stubs and the original checks are separated by department and picked up on Wednesday morning by the person so designated by each department. If a person other than the employee is to pick up a payroll check, a written statement must be on file authorizing someone other than the employee to pick up the check, and the person picking up the check signs a log acknowledging receipt.

The "Time Sheets" (Exhibit D) are then attached to the yellow copies of the checks and direct deposit stubs and filed in the appropriate "Employee Timesheet File".

### VIII. FISCAL YEAR END PROCEDURES

When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on number of days in each period. The Finance Accountant prepares the journal entry for approval by the Finance Director (OR DESIGNEE).

In addition, the Finance Accountant prepares a schedule of year-end compensated absences payable and applicable journal entries. The schedule and applicable journal entries are reviewed and approved by the Finance Director (OR DESIGNEE).

### IX. QUARTERLY REPORTS AND YEAR END W-2 PROCEDURES

Quarterly reports are prepared by the Finance Clerk and reviewed and approved by the Finance Director (OR DESIGNEE). Once the fourth quarter reports have been prepared and balanced, the Finance Clerk reconciles final W-2 amounts to the quarterly reports. The Finance Director (OR DESIGNEE) reviews and approves the reconciliation. The Finance Clerk then prints the W-2s for distribution to employees and the IRS.

### X. PAYROLL LIABILITY ACCOUNTS

The Finance Accountant reconciles the payroll liability accounts and prepares any necessary adjustments at least quarterly. The Finance Director (OR DESIGNEE) reviews these reconciliations.

## CONTRACT LABOR

PURPOSE: To establish standard policies and procedures for the accurate handling of contract labor personnel.

### POLICES/PROCEDURES:

- A. Before a contract laborer is allowed to start working, he/she must complete a Form W-9 (Exhibit F). These forms must be submitted to Finance by the Department that the laborer is contracted with. If payment is due and the required Form W-9 has not been received, the payment is subject to backup withholding of 28% pursuant to IRS requirements.
- B. For contract laborers that work only one day (event), submit a "Check Request" (Exhibit O) for amounts under \$2,000 or "Purchase Order" (Exhibit N) for amounts over \$2,000 along with the "Form W-9 to Accounts Payable for payment.
- C. For Parks & Recreation Officials, complete a "Game Summary Report" (Exhibit G) and submit to Accounts Payable for payment along with the completed Form W-9. Scorekeepers are considered employees and are paid through payroll with general employees.

## TRAVEL AND TRAINING

PURPOSE: To establish the policies regarding in state and out-of-state travel and reimbursement of related expenditures.

POLICIES: The policy of the Town of Camp Verde is to encourage training opportunities for employees and supervisors so their services rendered to the Town can be made more effective, and that employees may become, at the same time, qualified for promotion to higher-level positions. The Department Head, consistent with the budget and this policy, may authorize attendance at conferences, seminars, meetings, conventions and other courses that directly benefit the Town of Camp Verde.

### I. ELIGIBLE INDIVIDUALS

- A. Town employees (classified, part-time classified, and non-classified employees)
- B. Others - Members of boards, commissions, authorities, council members and committees who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.

### II. GENERAL TRAVEL PRINCIPLES - The Town shall authorize employee travel in accordance to the following principles:

- A. All Town travel arrangements should reflect an understanding of the Town of Camp Verde's Travel Policy.



### TRAVEL AND TRAINING

- B. Travel is usually warranted when personal contact is the most economical method of conducting official Town business.
- C. Employees may attend educational or training seminars if funds for that purpose are available and such training is directly job related.
- D. The most economical method of transportation shall be selected in terms of expense to the Town and the employee's time away from the office.
- E. Employee travel, in state and out-of-state, is conducted according to the Town Travel Policy regardless of funding source (i.e. Grant requirements do not supersede the Town requirements; however, any grant requirements that are more restrictive must be followed.).
- F. Shared lodging is encouraged, wherever possible. Non-shared lodging requires approval of the Department Head.
- G. Any travel claims shall be submitted to the Finance Department using the "Travel Advance/Reimbursement Report" (Exhibit I) within five (5) business days after the end of the trip.
- H. Any expenses incurred for items such as alcohol, telephone calls (except when business related), in room movies, etc. shall not be covered by the Town and are the employee's responsibility.

### III. PROCEDURES

Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings request approval from their respective department heads. The Department Head notifies the Assistant to the Town Manager of approved travel requests. The Assistant to the Town Manager makes the necessary travel arrangements and prepay lodging and other travel costs as appropriate. For advances of per diem allowances, employees must submit a "Travel Advance/Reimbursement Report" (Exhibit I) to the Finance Director or his/her designee, not later than ten (10) working days prior to the date that travel for such schooling or training is to commence.

### IV. TRAVEL COMPENSATION GUIDELINES

- A. Tips and other gratuities for all meals are included in the Per Diem.
- B. Alcohol shall not be reimbursed and shall not be considered as part of the meal per diem.
- C. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- D. Subsistence shall not be permitted when the training received is for the direct benefit of the employee and not required by the job.

## TRAVEL AND TRAINING

- E. An employee on Town travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the Town, is not entitled to the allowance for that meal or if applicable, lodging.
- F. The Department Head approves or disapproves the "Travel Advance / Reimbursement Report" (Exhibit I).
- G. If approved, the employee requesting travel funds submits the "Check Request Form" (Exhibit O) with a copy of the "Travel Advance/Reimbursement Report" (Exhibit I) to the Finance Department for check disbursement.

## V. LODGING AND MEAL PER-DIEM

- A. Lodging - the following policy is to be utilized by eligible individuals who are contemplating traveling for Town business or training related purposes.
    - 1. Eligibility
      - a. Employee must be on authorized travel status.
      - b. Travel must be outside a 100-mile radius of the corporate Town limits and a multi-day event or an early morning meeting.
      - c. Lodging must be at a commercial establishment.
    - d. Lodging is covered at the single room rate unless sharing a room with another Town Employee.
  - 2. Documentation
    - a. The commercial establishment's original receipt is required.
    - b. Lodging receipts must be itemized.
    - c. If original lodging receipt is lost or destroyed:
      - 1) A photocopy may be submitted with the statement Treat as the Original.
      - 2) The employee and the Department Head must sign the photocopy.
      - 3) If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used.
- B. Meals and Incidental Expenses (MIE) - Per Diem
  - 1. Eligibility
    - a. Employee must be on authorized travel status.
    - b. In accordance with IRS guidelines, per diem is paid when the travel requires an overnight stay.
    - c. Meals must be at a commercial establishment.
  - 2. Documentation - Compensation is based on the schedules listed in Section C & D. Since the meal reimbursement has been established as a per diem, receipts are not required to be submitted with the "Travel Advance/Reimbursement Report" (Exhibit I).
  - 3. Per Diem Allowances for "Travel Days" (The trip must include an overnight stay in order to be reimbursable.)
    - a. Breakfast - Reimbursable when travel commences on or before 6:00 a.m. or returns after 10:00 a.m..

TRAVEL AND TRAINING

- b. Lunch – Lunch is only reimbursable if the traveler leaves prior to 11:30 a.m. or returns after 1:30 p.m..
- c. Dinner - Reimbursable when travel commences prior to 6:00 p.m. or returns after 7:00 p.m.
- 4. Meals Provided
  - a. Traveler is not entitled to a per diem allowance for meals provided at the conference, seminar or lodging site.
  - b. A special meal is required due to dietary restrictions; notice must be given in writing at the time of compensation request.

C. Per Diem Rates by Meal(per Council approval on 7/6/05)

Breakfast Meal	\$7.00
Luncheon Meal	\$12.00
Dinner Meal	\$18.00

D. Per Diem Rates per Day

Depart Camp Verde on or prior to 6:00 a.m. or return to Camp Verde after 7:00 p.m.	\$37.00
Depart Camp Verde prior to 11:30 a.m.	\$30.00
Return to Camp Verde after 1:30 p.m.	\$19.00
Depart Camp Verde prior to 6:00 p.m.	\$18.00
Return to Camp Verde after 10:00 p.m.	\$7.00
Daily rate for full days away	\$37.00

Lodging - As approved by the Department Head and Finance Director(OR DESIGNEE) in accordance to the lodging policy.

I. TRANSPORTATION - Compensation shall be made only for the method of transportation, which is in the best interest of the Town considering travel expense, vehicle condition, as well as the employee's time. When more than one employee uses the same motor vehicle, only one claim for mileage compensation shall be allowed.

A. Requirement for Using Town Owned Vehicle

- 1. Authorization - by the Department Head prior to use of Town owned vehicle.
- 2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
- 3. Vehicle reservation - each department shall reserve a pool vehicle with the Assistant to the Town Manager or receptionist at least 24 hours before needed.
- 4. Reporting - pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, destination, purpose of travel and fuel level.
- 5. Return of Pool Vehicle - fuel level must be full upon return from an out of town trip and any problems or incidents with the vehicle must be reported

## TRAVEL AND TRAINING

to the Assistant to the Town Manager. The vehicle shall be returned in a clean state (all soda cans, paper & trash shall be removed).

6. NO SMOKING in Town vehicles.
7. Only Town Staff, Council, Board & Commission members or another municipality staff may ride in a Town Vehicle.

### B. Requirement for using personal vehicle

1. Authorization - by the Department Head prior to use of personal vehicle.
2. Driver's license - a valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
3. Current Vehicle Insurance - liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
  - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy. If the amount exceeds that coverage, the Town's insurance, at the time, covers the amount over the policy limits if the traveler was acting within the course and scope of their employment.
  - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town shall not reimburse for any physical damage to the motor vehicle.
4. Compensation Basis
  - a. Compensation is based on Map Mileage using official state highway maps or mapping programs.
  - b. Beginning address and ending location address must be submitted for compensation.
  - c. Compensation is based on using the most direct route.
  - d. Mileage compensation shall be at the lower of the Arizona Department of Administration approved rate or the IRS standard mileage rate. When the Arizona Department of Administration and/or the IRS standard mileage rate adjust, the Town automatically adjusts the mileage rate. The mileage rate includes all travel and maintenance expenses of the vehicle.
  - e. If the traveler drives their privately owned vehicle, a Town credit card may not be used for gasoline purchases. The traveler must submit a "Travel Advance/Reimbursement Report" (Exhibit I) for mileage reimbursement at the conclusion of the trip.

## VII. MISCELLANEOUS TRAVEL ISSUES

### A. Communication Expense

1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible.
3. No personal calls shall be reimbursed.

## TRAVEL AND TRAINING

- B. Extending Business Trips with Vacation Time
  1. With the Department Head's approval, traveler may extend a business trip using vacation time.
  2. The Town covers the lodging, map mileage and per-diem for the period the traveler is conducting Town business. Additional costs to extend the trip shall be borne by the traveler.
- C. Local Transportation, Tolls and Parking
  1. Taxi, bus, and streetcar use is classified as local transportation and can be claimed with receipts. Whenever possible, hotel-provided shuttles should be used.
  2. Claims for local transportation shall not be allowed where the Town provides for other transportation (Town, personal or rental vehicle).
  3. Bridge and road tolls are reimbursable with receipts.
  4. Travelers must use the free or discounted parking when traveling on Town business.
  5. Receipts are required for reimbursement of allowable parking fees.

## CASH RECEIPTS

PURPOSE: To describe the policies and procedures for obtaining and receipting all revenues received by the Town of Camp Verde.

## POLICIES/PROCEDURES

- A. All Town revenues received are receipted in the receiving department's cash receipts book and entered into the cash register or handwritten receipts are issued at each department where it is received.
- B. All checks are stamped "For Deposit Only, Town of Camp Verde" immediately upon receipt.
- C. Each department prepares a "Daily Cash Reconciliation Report" (Exhibit M) reconciling the receipts to the cash collected. For departments that accept credit cards, a batch report for all credit cards processed for the day shall be generated at the end of each day and reconciled to applicable receipts.
- D. By 4:45 p.m. each day, all received monies, along with the "Daily Cash Reconciliation Report", batch reports, receipts, and/or cash register tapes, are remitted to the Finance Department. The Finance Department receipts in all monies received.
  1. Funds deposited directly to Town bank accounts are entered by the Finance Accountant into the computer when the confirming deposit facsimile arrives.
  2. A receipt for payments that the Town receives must always be created using the receiving department's "Cash Receipt Book" (ex: Exhibit H).
  3. Monies received from the other departments are counted at the time of submittal by the Finance Clerk in the presence of the department representative. If a discrepancy exists, the discrepancy should be investigated, and the necessary correction should be made and initialed by the department representative and the Finance Clerk.
  4. The Finance cash register is balanced on a daily basis by Finance Clerk, and a deposit is prepared the following morning when the amount of monies on hand exceeds \$100 in cash or \$1,000 in checks.

## CASH RECEIPTS

5. The "Deposit Master" (Exhibit J) is created by the Finance Clerk using the receipts received from all departments and reconciling these to the receipts issued by the Finance Department. At such time, the Finance Clerk accounts for the numerical sequence of receipts. The "Deposit Master" is reviewed and reconciled to the register tape by the Finance Accountant, initialing and dating as evidence of review.
  6. A deposit slip is completed and the monies deposited into the Town's general bank account by the Finance Clerk. The deposit receipt is attached to the "Deposit Master" (Exhibit J) and given to the Finance Accountant for coding of the deposit.
  7. The "Cash Report" (Exhibit K) report is created by Finance Accountant using the receipts received from all departments and reconciled to the receipts issued by the Finance Department. The "Cash Report" report is compared to the "Deposit Master" and the register tape. Once verified, the report is entered into the finance computer program by the Finance Accountant, reviewed by the Finance Director (OR DESIGNEE) (initialing and dating as evidence of review) and filed.
  8. Cash registers are opened with a \$100.00 change fund.
- E. The Town Pool maintains a cash register for the receipt of funds. The Town Pool cash box is closed out daily (when the pool is in operation) by the Head Life Guard and the Cashier, and the revenues are received at the Finance Department. A "Shift Balance Sheet" report (Exhibit L) is completed at the end of the day by the Head Life Guard and submitted with the deposited monies to the Finance Department. The cash register is opened with a \$100.00 change fund.
- F. All bank accounts are reconciled monthly by the Finance Accountant, reviewed by the Finance Director (OR DESIGNEE) (initialing and dating as evidence of review) and filed. (See the Bank Reconciliations Section for further details.)
- G. Customer Complaints. Customer complaints regarding payments to the Town should not be handled by the same person who receives the monies in dispute. If the person receipting monies receives a customer complaint regarding such monies, the customer should be directed first to a supervisor. If the complaint is not resolved, it shall be forwarded as follows until resolution is achieved:
- Finance Director (OR DESIGNEE)
  - Town Manager
  - Town Council

## PROCUREMENT

PURPOSE: To establish standard policies and procedures for the procurement of goods and services for the Town of Camp Verde to ensure that all goods and services received are properly authorized.

## PROCUREMENT

POLICY: The Finance Director (OR DESIGNEE) shall be the Purchasing Agent for the Town. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the Purchasing Agent, or any officer, employee or agent of the Town, except in the manner set forth below, and unless said purchase is in accordance with the adopted Town Budget. The Town Code supersedes if there is conflicting information.

### I. ORDERING PROCEDURE

- A. Due to Town cash flow needs and limited storage facilities, departments are expected to maintain only minimal supplies on hand.
- B. Purchases of less than \$50 may be made with petty cash funds upon approval from the Department Head. See Petty Cash Section for detailed procedures.
- C. Purchases of less than \$2,000 may be made with approval from the Department Head.
- D. A pre-numbered "Purchase Order" (Exhibit N) shall be written for all purchases (excluding normal operating expenditures such as utility expenses, payroll taxes and expenditure payments, etc.) of \$2,000 or more. Each department prepares the "Purchase Order" and forwards it to the Finance Director (OR DESIGNEE) for approval PRIOR to expending funds and/or placing orders. Any department that repeatedly submits "Purchase Orders" for approval after orders are made or expenditures incurred shall be reported to the Town Manager. Once approved, the pink copy of the "Purchase Order" is retained by Finance Clerk, and the white and yellow copies of the "Purchase Order" are returned to the originating department for ordering. The department sends the white copy of the "Purchase Order" to the vendor.

All orders are placed according to the guidelines below.

- E. Purchases or contracts for services of under \$2,500 may be ordered by the Department without further formality.
- F. Purchases or contracts for services of \$2,500 to \$10,000 require the solicitation of at least three quotes. The quotes may be solicited by phone or in writing. Documentation of the quotes solicited is to be maintained and attached to a completed "Purchase Order" form and submitted to the Finance Department for approval PRIOR to placing the order. Upon "Purchase Order" approval, the purchaser may award the purchase or contract for service to the lowest responsible bidder or to the bidder who submits the most responsive and responsible quote determined to be the most advantageous to the Town. The reasons for selecting other than the lowest bidder should be documented and attached to the completed "Purchase Order".
- G. Purchases or contracts for services contemplated to be \$10,000 or more follow the procedure below. No purchase or contract shall be awarded without prior Council approval. The Council reserves the right to reject any and all bids and re-advertise.

## PROCUREMENT

1. The Department Head or representative shall cause to be published in two issues of a newspaper with general circulation in the County, a notice inviting bids for the purchase or contract at least 10 days prior to the date set for the receipt of the bids. Whenever feasible, bid requests should indicate that preference will be given to local vendors.
  2. The Department Head or representative posts a notice inviting bids for the purchase or contract at Town Hall.
  3. Both of the above notices include a general description of the item or services to be performed and the date, time and place for opening bids along with the place and time period within which bids are submitted.
  4. A notice inviting bids may also be mailed to responsible perspective suppliers and all potential vendors on the Town's bid list maintained by the Town Clerk.
  5. All notices and solicitations for bids shall state the date, time and place for opening the bids.
  6. Bids are submitted in a sealed envelope and identified as bids on the envelope. Any bid not received within the time period allowed shall be rejected.
  7. All bids shall be opened in public on the date, time and place stated in the public notice.
  8. A tabulation of all bids shall be posted in Town Hall for public inspection.
  9. All bidders shall be notified in writing of the award or rejection of any and all bids.
  10. The Department Head or representative shall present the bids to the Council for approval and advise the Council of the advantages or disadvantages of the purchase or contract bids.
- H. The Department Head, for purchases or contracts of under \$10,000, or the Council, for purchases or contracts for services of \$10,000 or more, shall have the authority to reject any and all bids and parts of bids and re-solicit bids.
- I. Unless the Department Head or the Council rejects the bids, the following shall be considered in determining the lowest responsible bidder.
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
  2. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
  3. The quality of performance of previous contracts.
  4. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
  5. The financial resources and ability of the bidder to perform the contract.
  6. The quality, availability and adaptability of the supplies or service.
  7. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.
  8. Bid documents are maintained on file in the Town Clerk's office in accordance with the Town's record retention policies.



## PROCUREMENT

J. The Department Head has the authority to require a performance bond, in cash or otherwise, for such amount as he/she may deem sufficient to secure the execution of the contract.

K. Exceptions

1. In the event there is only one firm or company capable of providing a particular service or commodity, such purchase or contract for services can be secured without bidding by approval by Council.
2. In the case of an emergency which requires immediate purchase of supplies or services and when time is of the essence, the Mayor is empowered to authorize the Department Head to purchase or secure services without following the above procedures. A full report in writing of the circumstances of any emergency purchase is filed by the Department Head with the Town Council at its next meeting.
3. Unless required by the Council, the above procedures shall not apply to professional services rendered on an open account on an as needed basis including, but not limited to, the following: physicians, attorneys and engineers.
4. The above procedures shall not apply to purchases or contracts made by, through, or with the State of Arizona or its political subdivisions. The Town may make purchases or award contracts for services without a formal bidding process whenever other government units have done so for the same item or service if, in the opinion of the purchasing agent, a separate bidding process is not likely to result in a lower price for such items or services.
5. Used equipment. Upon recommendation of the Town Manager, the Council may elect to waive the bid procedures with respect to the purchase of used equipment.
6. Public Works. All Public works contracts are bid in accordance with those Arizona statutory provisions currently codified in A.R.S. § 34-201 et seq. as may be amended from time to time.
7. Lease Purchase Agreements. This article shall not apply to acquisitions made through lease purchase agreements that have been approved by the Council.
8. The Town currently can make purchases through the State of Arizona Procurement office or Mohave Education Services Cooperative, without going out to bid, due to the bid guidelines these entities have set up.

\* For detailed bid procedures, please contact the Town Clerk's Office for a bid procedure packet available on both CD and paper.

## RECEIVING

PURPOSE: To establish standard policies and procedures for the accurate receipting of all purchases or services received by the Town of Camp Verde.

### I. POLICIES/PROCEDURES

- A. All items purchased by the Town require a written receipt of the items at the time of delivery.

## RECEIVING

- B. A title or deed acts as the receiving document for the purchase of vehicles, land or buildings. The sales contract acts as the invoice.
- C. Items purchased with petty cash are documented by the purchaser as being received by the purchaser's signature on the detailed receipt or with a signed, written description of the items purchased if a detailed receipt is not available. It is then placed in the petty cash drawer and marked "PAID" as proof of the use of funds.
- D. Items purchased and paid for at the time of receipt with a Town check or a Town credit card include an itemized receipt that is signed by the purchaser. The proper account code is identified, and the receipt is forwarded to the Finance Clerk.
- E. All other items received are documented on a packing slip, bill of lading or a vendor invoice.
  - 1. Items received are signed for and dated by the Department Head or their designee upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
  - 2. Receiving documents for items purchased with a "Purchase Order" (Exhibit N) include the "Purchase Order" number.
  - 3. Items received via a parcel shipping company are signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the Department Head or his/her designee inspects the contents of the delivery, sign and date the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
  - 4. All receiving documents are forwarded to the Finance Clerk after completing the above procedure(s). The Finance Clerk attaches the receiving documents to the invoice and file in the appropriate vendor file.

## CAPITAL ASSETS

PURPOSE: To establish standard policies and procedures for the accurate tracking of capital assets.

POLICIES: Capital assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$5,000 or more. All capital expenditures are coded to an 8XXX object code to ensure proper classification and to facilitate the reconciliation of capital asset additions.

### I. PROCEDURES

- A. Departments must notify the Finance Department when any item is acquired, disposed of, or transferred to another department when the item was purchased for or valued at \$1,000 or more.
- B. In addition to the capital asset listing, the Finance Accountant also maintains a stewardship listing of items purchased for or valued at \$1,000 or more and less than \$5,000.

## CAPITAL ASSETS

- C. Capital assets are depreciated on a straight-line basis.
- D. In consultation with department heads, the Finance Accountant assigns useful lives to individual assets based on asset category.
- E. When equipment items are acquired, departments shall request property tags to be affixed to the assets, if feasible. Property tags should not be affixed to any item if this would seriously impair the item's value or usefulness. Engraving or other means of identification of such items is recommended to facilitate their possible return if they are lost or stolen

Departments indicate the property tag number assigned on the vendor invoice before forwarding to the Finance Department. The Finance Clerk provides copies of such invoices to the Finance Accountant for updating of the capital asset/stewardship listings.

- F. Departments must complete the "Request for Authorization to Dispose of/Transfer Equipment" (Exhibit P) and submit to the Finance Department at the time of disposal or transfer of assets. The Finance Director (OR DESIGNEE) reviews and approves all "Request for Authorization to Dispose of/Transfer Equipment" forms.

Disposals of assets must comply with approved methods. Assets generally cannot be donated unless it can be demonstrated that the donation serves a public purpose.

Departments shall report lost, stolen, or destroyed assets within ten working days of discovery.

- G. For capital projects (assets acquired through construction or assets acquired through similar multiple payments), a separate account code shall be created to track the costs to be capitalized. For existing assets, projects should be identified as to whether they are improvement projects or repair/maintenance projects. Improvement projects significantly extend the useful life of an asset or increase the value of an asset. Repair/maintenance projects generally maintain the condition of an asset so that the expected useful life is attained.
- H. Once a year, the Finance Department distributes current equipment listings for verification and physical inventory by department heads or designees, along with instructions regarding how physical inventories are to be performed. If there are any discrepancies, the proper corrections to the listing are indicated noting the date of the change and any other needed information (price, etc.). In addition, during the physical inventory process, the department heads or designees examine assets for possible impairments. The listings are returned to the Finance Department. The Finance Accountant researches and resolves any discrepancies between the physical inventory and the capital asset listing.
- I. The Finance Accountant reviews and reconciles the capital asset listing to the general ledger, at least quarterly. The Finance Director (OR DESIGNEE) reviews the reconciliation, initialing and dating as evidence of review.

## CASH DISBURSEMENTS

PURPOSE: To establish standard policies and procedures for the disbursement of funds to vendors for items or services purchased by the Town of Camp Verde, for ensuring that all services and items delivered were authorized and accounted for properly, and for maintaining accurate vendor files.

### I. POLICIES/PROCEDURES

- A. When placing orders, departments shall notify vendors that all invoices shall be mailed directly to the Finance Department. Upon receipt of invoices, the Finance Clerk logs the invoice in a tickler file and forwards invoice to the applicable department for coding and department head approval.
- B. All coded and department approved invoices (or demands for payment) are forwarded to the Finance Clerk, along with applicable receiving documents. The Finance Clerk batches invoices for payment based on due date and when received. Invoices received by Monday at 12:00 p.m. will be included in the batch paid on Thursday. If an invoice does not require immediate payment, it may be held for payment until a subsequent batch. If an emergency check is required, the Finance Director (OR DESIGNEE) may approve processing of a check outside the normal batch timelines.
- C. The Finance Clerk matches all invoices with the receiving documents and "Purchase Orders" (Exhibit N) for invoices totaling \$2,000 or more.
- D. Each department completes a "Check Request" form (Exhibit O) for each invoice totaling less than \$2,000. A completed form includes account cost allocations and must be approved by the Department Head. The matching invoice(s) and the receiving document(s) are attached to the "Check Request" and forwarded to the Finance Clerk.
- E. The Finance Clerk reviews each "Check Request", make any necessary corrections, noting the vendor number and any other needed information.
- F. The Finance Clerk reviews invoices for possible duplicate payments. If it has been determined that the invoice is not a duplicate, the Finance Clerk enters the approved invoices into the accounting computer program.
- G. The Finance Clerk then runs a "Preliminary Check Register" and review the accuracy of the report. If a correction is necessary, the Finance Clerk reenters the corrected data and rerun the "Preliminary Check Register".
- H. Upon completing an acceptable "Preliminary Check Register", the Finance Clerk prints the checks (including a copy) and runs a "Check Register". Until such time as they are needed, blank checks shall be kept in a locked storage cabinet.
- I. The Finance Clerk forwards the approved checks, with copy attached, to the Finance Director (OR DESIGNEE) for signature.

## CASH DISBURSEMENTS

- J. The Finance Director (OR DESIGNEE) reviews the checks, note any exceptions, and sign the checks, if approved. The checks are then forwarded to the Mayor (or Vice Mayor) for signature. If the Mayor (or Vice Mayor) is unavailable for signatures, the Town Clerk may sign the checks. If due to absences, the required signatures are not available, signature stamps may be used with prior authorization by the absent authorized check signer.
- K. The Mayor (or Vice Mayor) reviews the checks, notes any exceptions, and signs the checks, if approved. The checks are then forwarded to the Town Clerk's office for mailing.
- L. The Finance Clerk separates the signed checks, mails the original to the payee, and forward the "yellow" copy to the Finance Clerk. The Finance Clerk attaches the invoice(s) and any supporting documentation to the "yellow" copy of the check and marks the invoice(s) as paid.
- M. The Finance Clerk files the "yellow" copy of the check attached to the invoice and other supporting documentation in the appropriate vendor file.
- N. Any voided checks are marked void, the signature area torn off, and filed in a reconciliation file.
- O. The Town operates on a cash basis during the fiscal year, and accruals are recorded at year end. Only those goods or services received on or before June 30 and paid after June 30 are accrued to the previous fiscal year. After June 30, the Finance Clerk reviews all invoices being processed to determine in which fiscal year the invoice should be recorded.
- P. Once all prior year invoices have been recorded, the Finance Accountant prepares a detail listing of all invoices accrued to the prior fiscal year and reconciles the listing to the accounts payable control account on the general ledger. The Finance Accountant prepares any necessary journal entries to correct the control account balance and to reflect the correct allocations of accounts payable balances between funds.
- Q. Each January, the Finance Clerk compiles and reconciles a preliminary list of 1099s to be issued in accordance with IRS regulations. The Finance Director (OR DESIGNEE) reviews and approves the preliminary determination of 1099s to be issued. Once approved, the Finance Clerk prints the final 1099s for distribution to vendors and the IRS.

## SIGNATURE STAMPS

PURPOSE: To establish standard procedures for the use of signature stamps for the disbursement of funds to vendors for items or services purchased by the Town of Camp Verde.

### I. POLICIES/PROCEDURES

## SIGNATURE STAMPS

- A. All check signers have a signature stamp. Check signers include the Mayor, Vice Mayor, Finance Director (OR DESIGNEE), and Town Clerk.
- B. The signature stamp shall be placed in a secure location in the check signer's department.
- C. The signature stamp shall be placed in a separate location from blank checks.
- D. Each check signer is responsible for the safekeeping and authorized usage of the stamp.
- E. Each department shall have a designed employee(s) authorized to use the signature stamp in the check signer's absence, and this authorization shall be made in writing.
- F. Each check signer may stipulate that they be contacted for approval of the use of their signature stamp for each occurrence.
- G. In all cases, at least one signature shall be "live".

## CREDIT CARD/BUSINESS CHARGE CARD POLICY

PURPOSE: To establish standard procedures for the use of Town credit cards and business charge cards.

POLICIES/PROCEDURES: The purpose of the credit card is principally for use in the purchase of gasoline for Town vehicles, travel or other purchases where the vendor requires such use. Credit card purchases are intended to be small in scope and of a 'non-capital' nature. All purchasing of budgeted capital items must have the proper approval of the Finance Director (OR DESIGNEE) and must be purchased via the Purchase Order process. Business charge cards are also available for certain frequently used vendors.

### I. CARD RESTRICTIONS

- A. Credit cards/business charge cards are to be signed out at the Finance Department and returned promptly after use. When the card is returned, it must be accompanied by a fully completed "Credit Card Use Form" (Exhibit S) with all receipts and other supporting documentation attached. In addition, the employee must sign the credit card log to acknowledge return of the credit card.
- B. Town employees and officials may sign out credit cards/business charge cards in accordance with this policy. If an individual needs a card to keep in his/her possession, a "Request for Credit Card" (Exhibit Q) needs to be filled out by the Department Head, turned into the Town Manager for signature and forwarded to the Finance Department. Once the request is approved, the individual must sign the "Credit Card User Agreement" (Exhibit R) before the card is issued.

## CREDIT CARD/BUSINESS CHARGE CARD POLICY

- C. A maximum dollar amount for each single purchase and a total for all purchases made with the credit card within a given monthly billing cycle are as follows:
  - 1. Single Purchase Limit - Not to exceed \$1,000
  - 2. Billing Cycle Limit - Not to exceed \$2,500

### II. USE OF CREDIT CARD/BUSINESS CHARGE CARD

- A. The credit card/business charge card is to be used for Town purchases only.
- B. No person other than the one who signed out the card is authorized to use it. Employees must not retain credit card numbers for future use when not signed out.
- C. Questions regarding credit card/business charge card accounts and procedures should be directed to the Finance Director (OR DESIGNEE).
- D. The credit card may be used at any business establishment, which accepts credit cards for payment, as long as the expenditure complies with Town policy requirements.
- E. All other methods of procurement should be exhausted before using the credit card (i.e., purchase orders or invoicing).
- F. The employee must be able to justify that the use of the card was necessary and for official Town business purpose.
- G. The employee shall take all necessary precautions to keep the card and card number in a secure location. The Finance Department is to be notified immediately if card is lost or stolen.
- H. Department is responsible for all charges incurred on department -issued cards including any annual service fees and finance charges.

### III. TELEPHONE, FACSIMILE, AND INTERNET ORDERS

- A. When placing a telephone/facsimile order, the employee shall confirm that the vendor agrees to charge the card when shipment is made and not sooner. The receipt charge date should coincide with the shipping date.
- B. All telephone/facsimile/internet orders must be recorded on the "Credit Card Use Form" (Exhibit S) when the transaction occurs.
- C. For telephone/facsimile orders, the employee shall request that the vendor send, via facsimile, a copy of the invoice. *The original invoice is still necessary by the Finance Department for reconciliation purposes.*
- D. For internet orders, employees must print a copy of the receipt/order confirmation and attach to the "Credit Card Use Form" (Exhibit S).

## CREDIT CARD/BUSINESS CHARGE CARD POLICY

- E. If no receipt is available for the telephone/facsimile order, complete the "Credit Card Use Form" (Exhibit S) detailing the purchase in entirety. This form shall be used as the documentation when reconciling the monthly statement of account.
- F. NO backorders are allowed.

### IV. DOCUMENTATION

- A. Documentation must be retained as a proof of purchase any time a purchase is made using the card. These documents are to be used to verify the purchases on the monthly statement of account.
- B. The Town shall not be responsible for any charges incurred if the criteria listed in (A) and supporting documentation is not received in a timely manner by the Finance Department.
- C. All purchases made by telephone and facsimile are to be recorded on "Credit Card Use Form" (Exhibit S). This form must be maintained as charges occur.
- D. If, for any reason, the employee does not have documentation for a transaction, the employee must attach a "Credit Card Use Form" (Exhibit S), providing: a description of the item, vendor's name, reason for missing documentation, and the action that will be taken to ensure proper documentation in the future. In addition, the employee and the Finance Director's (OR DESIGNEE) signature are required on the form.
- E. If receipts are related to travel, it is the employee's responsibility to photocopy the receipts to attach to their "Travel Advance/Reimbursement Report" (Exhibit I). The originals must be forwarded to the Finance Department for reconciliation with the monthly statement.
- F. Copies of all necessary forms are enclosed within the exhibits section of the Financial Operations Guide.
- G. An original invoice/sales order must accompany the credit card receipt. It should be in detail, to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges will be the responsibility of the purchaser.

### V. CARD RESTRICTIONS

- A. The following uses of a credit card are **prohibited**:
  - 1. Cash advances.
  - 2. Personal purchases. Employees may not charge any personal items on the Town credit cards/business charge cards.
  - 3. Gasoline purchases or vehicle repairs unless outside the service area and/or in an emergency. Documentation shall be required.
  - 4. Alcoholic beverage purchases.



## CREDIT CARD/BUSINESS CHARGE CARD POLICY

Any prohibited use of cards shall be reported to the applicable department head and/or the Town Manager.

- B. Per Diem. Per Diem requests are processed through Accounts Payable prior to travel. Refer to the Travel and Training Section.
- C. Employees shall also comply with any applicable departmental restrictions on usage.

Employees may not violate any procurement requirements, where it pertains to obtaining quotes, when using the Town credit card.

### VI. RECONCILIATION AND PAYMENT

- A. After each purchase, the department must submit the completed "Credit Card Use Form" (Exhibit S) to the Finance Department to hold for reconciliation to the monthly statement.
- B. The employee attaches any additional documentation necessary to the "Credit Card Use Form" (Exhibit S), complete the form fully and assure that all necessary signatures have been obtained.
- C. This form is reconciled with both the receipts and the credit card's monthly statement of account by the Finance Department.
- D. If unable to submit the required documentation by the due date, please contact the Finance Department as soon as possible.
- E. Payment shall be made promptly and before the due date to avoid any service or finance charges.
- F. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the credit card account shall be assessed the finance charges imposed by the issuing financial institution.

### VII. TERMINATION/RESIGNING EMPLOYEES

- A. All efforts shall be made by the Finance Department to obtain the credit card, any receipts, "Credit Card Use Forms" (Exhibit S) and other related forms when a Cardholder employee is terminated or resigns.
- B. If the credit card cannot be collected, notify the Finance Director (OR DESIGNEE) immediately to ensure the card is canceled.

### VIII. POLICY VIOLATIONS

Failure to follow this policy may result in loss of card privileges and, for employees, may result in disciplinary action, including termination of employment.

## CELLULAR TELEPHONE POLICY

PURPOSE: The purpose of this policy is to provide guidance and procedures governing the use of Town owned cellular telephones. This administrative guideline will also help ensure consistency among Town departments using cellular phones.

### I. POLICIES

- A. The Town of Camp Verde issues cellular phones to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not readily available and where such use will benefit the Town and its citizens.
- B. Cellular phones are intended for special applications such as safety purposes or to assist in the completion of an assigned task or official responsibility. They are not intended for personal convenience.

### II. UNAUTHORIZED USES OF A TOWN OWNED CELLULAR TELEPHONE

- A. Any call which could suitably be made from a standard Town telephone or other electronic communications.
- B. Any call made in relation to an official's or employee's personal business enterprise.
- C. Any call for the purpose of entertainment, such as 900 numbers, movie links, etc.

### III. PROCEDURES

- A. All requests for cellular telephones require completion of "Request for Cellular Telephone Form" (Exhibit T), approved in advance by the Department Head and the Town Manager, and then forwarded to the Finance Department.
- B. The user of the cellular telephone shall be required to complete the "Cellular Telephone User Agreement" (Exhibit U) prior to being issued a cellular telephone.
- C. The Finance Department tracks all cellular phones issued on the Cell Sign In/Out log (Exhibit V).
- D. All purchases of Town cellular telephones shall be through State of Arizona contract, unless a more advantageous contract is negotiated through an outside provider.
- E. All cellular telephone bills shall be sent to the Finance Department and not to a home or business address.
- F. The person responsible for the cellular telephone reviews each monthly cellular telephone bill, notes any personal calls and reimburses the Town for the cost of the call within 30 days of the closing statement in which the call was recorded. According to the IRS, when the minutes do not exceed the plan limit, the "per

## CELLULAR TELEPHONE POLICY

minute cost” should be determined based on the plan rate divided by number of minutes used during the month. The calculated “per minute cost” should then be multiplied times the number of minutes of personal calls.

- G. The Finance Department will credit all reimbursements for personal calls in the appropriate account.

## IV. POLICY VIOLATIONS

- A. Failure to follow this policy may result in loss of cellular phone privileges and, for employees may result in disciplinary action, including termination of employment.
- B. Excessive non-work usage of a Town owned cellular telephone is reviewed by the employee’s supervisor to determine whether continued access to a cellular telephone is in the Town’s interest.

## V. TERMINATED EMPLOYEES

- A. Any employees issued a Town owned cellular telephone must return it no later than the last day of employment. The employee shall be required to sign the “Request for Cellular Telephone Form” (Exhibit T) to indicate the phone was returned.
- B. Any employees not returning Town owned cellular telephone as of their last day of employment shall be billed for the cost of the phone and any minutes used subsequent to termination.

## CLAIMS/LAWSUITS AGAINST THE TOWN

PURPOSE: The purpose of this policy is to provide guidance and procedures governing claims against the Town for property or other types of damage along with lawsuits filed against the Town.

### I. POLICIES/PROCEDURES

- A. Once notified of a claim or lawsuit against the Town, employees shall instruct the claimant to contact the Town Clerk.
- B. If the incident involves a Town employee, supervisors shall have the employee submit written documentation of the incident noting any witnesses.
- C. The Town Clerk issues the claimant the “Notice of Claim” forms (Exhibit W) and the “Incident Report” forms (Exhibit X). These forms must be completed and returned to the Town Clerk.
- D. Upon receipt of the “Notice of Claim” forms and the “Incident Report” forms, the Town Clerk date-stamps the forms and notifies the Finance Director (OR DESIGNEE) of the claim with copies of the reports.

## CLAIMS/LAWSUITS AGAINST THE TOWN

- E. The Finance Director (OR DESIGNEE) then notifies the insurance company of the claim to initiate the claims process.

## JOURNAL ENTRIES

PURPOSE: To maintain balanced accounts and to make necessary adjustments to resolve unbalanced accounts.

### I. POLICIES/PROCEDURES

- A. Journal entries shall be approved by the Finance Director (OR DESIGNEE) prior to entry in FundWare.
- B. A Journal Entry form (Exhibit Y) is completed that details the journal entry needing to be made. Any supporting schedules or other documentation are attached.

### II. AUDIT ADJUSTING JOURNAL ENTRIES

- A. The Finance Director (OR DESIGNEE) shall review to determine the validity of any audit adjusting journal entry(ies).
- B. Upon consensus, the audit adjusting journal entry(ies) are inputted in FundWare.

## PETTY CASH ACCOUNT

PURPOSE: To account for minor disbursements when immediate payment is required.

### I. POLICIES

- A. The petty cash reimbursement and reconciliation shall be reviewed by someone other than the custodian or person who purchased the items.
- B. Petty cash shall be properly safeguarded at all times.
- C. At a minimum, the Petty Cash Custodians shall request replenishment monthly or when the petty cash balances are more than 50% below the imprest balance and an immediate need for replenishment is anticipated
- D. Petty cash funds may not be used for personal services/items.

### II. PROCEDURES

## DISBURSEMENTS

- A. The requesting employee shall obtain the Department Head approval before purchases are made.
- B. The requesting employee completes the Petty Cash Withdrawal form (Exhibit Z).

## PETTY CASH ACCOUNT

- C. The Petty Cash Custodian receives all Petty Cash Withdrawal Request forms and vendor receipts and ensures the form is complete and properly approved before any disbursement is made from the Petty Cash Account.
- D. The Petty Cash Custodian maintains a Petty Cash Disbursement/Replenishment log (Exhibit AA), either in hard copy form or in Excel, for all disbursements and replenishments.
- E. The Petty Cash Custodian checks the amount requested for mathematical accuracy and notes any discrepancy.
- F. Upon disbursement of cash to the employee, the employee signs the Petty Cash Withdrawal form for acknowledgement of receipt of cash. If change is being returned, the Petty Cash Custodian validates the amount to the vendor receipt and the total amount originally given.
- G. The Petty Cash Custodian stamps the Petty Cash Withdrawal form and vendor receipts "PAID", to prevent reuse.

## RECONCILIATION

- A. On a monthly basis and whenever a replenishment is requested, using the Petty Cash Disbursement/Replenishment log (Exhibit AA), the Petty Cash Custodian reconciles the disbursement and change returned amounts listed on the various Petty Cash Withdrawal Request forms.
- B. The Petty Cash Custodian also reconciles the Petty Cash Fund imprest total to amounts disbursed and remaining cash.
- C. The Petty Cash Custodian researches and resolves any discrepancies.
- D. The Department Head reviews the reconciliation.
- E. The Petty Cash Custodian prepares a Check Request (Exhibit O) to replenish petty cash funds, when necessary.

The Petty Cash Custodian receives a petty cash fund reimbursement check made payable to the applicable petty cash custodian for the purposes of replenishing the petty cash fund.

## BANK RECONCILIATION

PURPOSE: To ensure that all activity within the general ledger is complete and properly reconciled to the bank.

### I. POLICIES

## BANK RECONCILIATION

- A. In accordance with Arizona Revised Statutes (A.R.S.), each bank account that the Town maintains over the FDIC insured amount shall be collateralized by the bank for the amount over the FDIC insured amount.
- B. All bank accounts and related activity shall be properly recorded in the general ledger.
- C. Bank statements, for each account, shall be received by the Town on a monthly basis.
- D. Prior to opening, all bank accounts shall be authorized by the Town Council.
- E. Each bank account shall be reconciled monthly and on a timely basis to resolve any discrepancy.
- F. The Finance Director (OR DESIGNEE) shall review the bank statement reconciliation.

## II. PROCEDURES

- A. Upon receipt of the bank statements, the Finance Accountant verifies that all cancelled checks listed agree with the Town's accounting records. Cancelled checks are reviewed for alterations, irregular endorsements, and authorized signatures.
- B. The Finance Accountant compares transaction amounts listed on the bank statements to the Town's records to ensure that amounts were accurately debited or credited.
- C. The Finance Accountant forwards all reconciliation documentation to the Finance Director (OR DESIGNEE) to review that the reconciliation was properly completed and all items reconciled.
- D. Upon receipt of the collateralization statements, the Finance Accountant ensures that any amounts over the FDIC insured amount are collateralized.

## III. INTERFUND BORROWING

- A. The General Account serves as the general operating bank account of the Town and represents the pooled cash of all funds, except those amount retained in separate bank accounts for legal or operational purposes.
- B. Each fund's share of the pooled cash is recorded on the general ledger as Equity in Pooled Cash.
- C. Once all bank accounts have been reconciled for the month, the Finance Accountant reviews and reconciles the Equity in Pooled Cash balances to ensure the amounts agree to the offsetting entries in the General Fund.

## GRANTS

PURPOSE: To ensure grants are properly approved and accounted for.

### I. POLICIES

- A. Only grants approved by the Town Council may be applied for or accepted.
- B. The Department administering the grant shall be responsible for the submission of any required quarterly and annual financial reports required by the granting agencies.

### II. PROCEDURES

#### REIMBURSEMENT GRANTS

- A. Monthly or quarterly as required by the granting agency, a total listing of all applicable grant expenditures is generated.
- B. All expenditures are reviewed for reasonableness for compliance with the grant requirements.
- C. Once verified, the reimbursement claim is prepared, reviewed by someone other than the preparer, and submitted to the granting agency. A copy of the reimbursement claim is forwarded to the Finance Department.
- D. The Finance Accountant prepares journal entries to record related receivables and transfer of monies for any matching requirements.
- E. The Finance Accountant maintains a file of pending reimbursement claims. Upon receipt of grant monies, the Finance Accountant ensures that the reimbursement received reflects the amount requested. If not, the Finance Accountant researches and resolves the discrepancy.
- F. The Finance Accountant periodically reviews the file of pending reimbursement claims to determine if any outstanding claims have not been received in a timely manner.

#### ADVANCE-TYPE GRANTS

- A. Monthly or quarterly as required by the granting agency, a total listing of all applicable grant expenditures is generated along with the grant amounts advanced from the granting agency.
- B. All expenditures are reviewed for reasonableness for compliance with the grant requirements.
- C. Once verified, any required financial status reports are prepared, reviewed by someone other than the preparer, and submitted to the granting agency. Copies of the reports are forwarded to the Finance Department.

## GRANTS

- D. The Finance Accountant prepares journal entries to transfer monies for any matching requirements.
- E. Prior to completion of the grant, the balance of any unspent grant monies is determined.
- F. A determination is made if the remaining grant funds will be returned or if there is an allowable expenditure for which the funds could be used.

## ACCOUNTS RECEIVABLE

PURPOSE: To establish procedures for proper management of accounts receivable.

### I. POLICIES/PROCEDURES

#### COURT RECEIVABLES

- A. The Municipal Court maintains records of outstanding receivables.
- B. On a monthly basis, the Court Supervisor identifies delinquent accounts and forwards the accounts to the collection agency.
- C. Each month, the Court Supervisor forwards a listing to the Finance Department for recording of accounts receivable activity in the Town's general ledger.

#### CDBG LOAN RECEIVABLES

- A. The Housing Department maintains subsidiary ledgers by payor for each CDBG loan receivable account identifying the loan amount, monthly payments, and remaining balance owed.
- B. On a monthly basis, the Housing Department reviews the subsidiary ledgers for any delinquencies.
- C. On a monthly basis, the Finance Accountant updates the receivable balance based on monthly statements and payments made.
- D. The Housing Department forwards copies of the subsidiary ledgers to the Finance Department at the end of each fiscal year for reconciliation to the master control account in the Town's general ledger.
- E. The Finance Accountant reconciles the subsidiary ledgers to the general ledger, investigating any discrepancies.

#### MISCELLANEOUS RECEIVABLES

- A. Following each fiscal year end, the Finance Accountant reviews July and August cash receipts to identify any unrecorded receivables.



## ACCOUNTS RECEIVABLE

- B. Any amounts collected prior to June 30 and remitted to the Finance Department after June 30 are recorded as cash on hand.
- C. Any amounts collect after June 30 for services provided prior to June 30 are recorded as accounts receivable.

## CREATING NEW FUNDS

PURPOSE: To establish policies for creation of Town funds.

### I. POLICIES/PROCEDURES

- A. All funds must be approved by the Town Council.
- B. New funds generally are requested and approved as part of the annual budget process; however, if the need arises during the year, a request for creation of a new fund should be submitted to the Town Council for approval.
- C. When approved, the Finance Accountant creates the new fund in Fundware.
- D. The Finance Director notifies applicable employee(s) of the uses and non-uses of the new fund.

## OPERATING TRANSFERS

PURPOSE: To established policies regarding the proper approvals and accounting of operating transfers between funds.

### I. POLICIES/PROCEDURES

- A. All operating transfers shall be authorized by the Town Council and within the amounts budgeted.
- B. Operating transfers are requested and approved as part of the annual budget process. If an unbudgeted operating transfer becomes necessary or if the amount budgeted was insufficient, approval for the transfer or the increase in amount must be obtained from the Town Council.
- C. Operating transfers are recorded through a journal entry (refer to the Journal Entries Section).
- D. Operating transfers shall be recorded in a timely manner. Depending upon the nature and purpose, operating transfers shall be recorded monthly, annually, or at such time that the event triggering the operating transfers occurs.

4.e



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular

Session

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

**Reference Document:** Ordinance 2010-A370

**Agenda Title** Possible approval of Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, reinserting Section 3-2-a.1 (Formerly Section H), appointment of Acting Town Manager and Duties and Amending the Following Section of the Town Code: 2-2-5 Absence of Mayor, 2-3-1.1 Times and Places of Special Meetings, 2-3-2 Special Meetings.

**Purpose and Background Information:**

At the April 7, 2010 Regular Session, Council approved Ordinance 2010-A370 as presented. This Ordinance was previously submitted to the Attorney for review, prior to Council approval on the 7<sup>th</sup>. When the document was sent to the attorney for his signature, he then suggested the word INTERIM, be removed and sent back to Council. Staff has made the correction, the word INTERIM is the only difference in what was previously approved.

**Recommendation (Suggested Motion):**

Approve Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, reinserting Section 3-2-a.1 (Formerly Section H), appointment of Acting Town Manager and Duties and Amending the Following Section of the Town Code: 2-2-5 Absence of Mayor, 2-3-1.1 Times and Places of Special Meetings, 2-3-2 Special Meetings

OR

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

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

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

**Attorney Comments:** This item is being returned to Council because when the document that was approved on April 7, 2010 was sent to the Attorney he suggested we remove the word INTERIM.

**Submitting Department:** Clerk's Office

**Contact Person:** Deborah Barber

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



## ORDINANCE 2010-A370

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
REINSERTING SECTION 3-2-1.I (FORMERLY SECTION H),  
APPOINTMENT OF ACTING TOWN MANAGER AND DUTIES  
AND  
AMENDING THE FOLLOWING SECTIONS OF THE TOWN CODE:  
2-2-5 ABSENCE OF MAYOR  
2-3-1.1 TIMES AND PLACES OF SPECIAL MEETINGS  
2-3-2 SPECIAL MEETINGS**

### **Section 3-2-1.I Acting/Interim-Town Manager**

In the absence of the Town Manager from his office, or upon the disability of the Town Manager, or in the event the position has been vacated by either the resignation of the Manager or the termination of his contract by action of the Town Council, the Acting Town Manager shall be appointed as follows:

- A. For a temporary absence or disability of the Town Manager, the Town Marshal will serve as Acting Town Manager. If the Town Marshal is not available, the Town Clerk will serve as Acting Manager ~~Town Manager will designate one of the current Department Heads to serve as Acting Town Manager by written notice. In the event the Town Council objects to any such designation, the Council may vote in a public meeting called pursuant to the provisions of this Code to override the Town Manager's designation and select an alternative Department Head to serve as Acting Town Manager. (Ordinance 2001-A211)~~
- B. For a vacancy in the position, the Acting Town Manager shall be appointed by resolution of the Council, which may also resolve to keep the position vacant until filled by later selection and contract.
- C. The Acting Town Manager shall have the duties and responsibilities of the Town Manager as established by this code, ordinance or statute, except that he shall not without prior approval of the Council:
  - 1. Incur any unbudgeted indebtedness on behalf of the Town exceeding \$500.00.
  - 2. Discharge any Town employee except for extreme cause
  - 3. Substantially change duties and authorities assigned to other staff members.
- D. The Acting Town Manager may assign, in writing, temporary duties to other staff members for a period not to exceed twenty working days.

### **Section 2-2-5 Absence of Mayor**

The Mayor shall not absent himself from the Town for a greater period than ~~fifteen~~ SEVEN consecutive days without the consent of Council. IN ADDITION, THE MAYOR SHALL LEAVE EMERGENCY CONTACT NUMBERS WITH THE TOWN CLERK DURING THE ABSENCE.

### **Section 2-3-1.1 2-3-2 SPECIAL MEETINGS AND Times and Places of Special Meetings is now amended to read:**

- A. The Mayor, after public vote of the Council to schedule a special session within the jurisdiction of the Town, shall direct staff to schedule a special session of the Council, ~~or the Mayor and Manager may jointly schedule a special session to be held in appropriate facilities within Town limits,~~ to begin at a time and place designated in the motion. IN ADDITION, THE MAYOR OR VICE MAYOR IF THE MAYOR IS ABSENT PURSUANT TO SECTION 2-2-5, AND THE TOWN MANAGER MAY JOINTLY SCHEDULE A SPECIAL SESSION TO BE HELD AT A TIME AND IN APPROPRIATE FACILITIES WITHIN THE TOWN LIMITS WHEN AN URGENT AND/OR UNFORESEEN EVENT OR MATTER ARISES BETWEEN REGULARLY SCHEDULED MEETINGS AFTER CONFIRMATION OF THE

AVAILABILITY OF A QUORUM. SPECIAL MEETINGS SHALL BE POSTED IN THE SAME MANNER AS REGULAR MEETINGS BY THE TOWN CLERK.

- B. Notices and agendas will be posted for the special sessions as required by law, and additionally posted at the alternate site.
- C. Special sessions herein will not be scheduled away from Town Hall if the agenda involves public hearings on **controversial topics** likely to interest citizens of the Town in general rather than a particular neighborhood.

**Section 2-3-2 Special Meetings**

~~Special and emergency meetings, as permitted by law, shall be called and posted in the same manner as regular meetings by the Mayor or the Town Clerk, after confirmation of the availability of a quorum.~~

**PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 7<sup>th</sup> day of April 2010.**

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

Approved as to form: \_\_\_\_\_  
Town Attorney

Attest:

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

\_\_\_\_\_  
Date

s.b



**TOWN OF CAMP VERDE  
PROCLAMATION  
Declaring  
May 2, 2010 through May 8, 2010  
As  
“MUNICIPAL CLERKS WEEK”**

**Whereas,** The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

**Whereas,** The Office of the Municipal Clerk is the oldest among public servants; and

**Whereas,** The Office of the Municipal Clerk proves the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**Whereas,** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**Whereas,** The Municipal Clerk serves as the information center on function of local government community; and

**Whereas,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and.

**Whereas,** it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk;

**Now, Therefore, the Mayor and Council** of Camp Verde do recognize the week of May 2, 2010 through May 8, 2010, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerks and to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities the represent.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the seal of the Town of Camp Verde, Arizona, this 21st day of April 2010.

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

ATTEST:

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

**QUARTERLY REPORT  
Board of Adjustments  
January-March 2010**

REGULARLY SCHEDULED MEETINGS: 3

January 12, 2010 - Regular Session  
CANCELLED, NO BUSINESS BEFORE BOARD

February 9, 2010 - Regular Session  
CANCELLED, NO BUSINESS BEFORE BOARD

March 9, 2010 - Regular Session  
MEETING CALLED: ELECTIONS AND REVIEW OF PROCESS

- There were no public hearings scheduled.
- Chairman Roddan introduced new board member Wes Bonham.
- Al Roddan was elected to another term as Chairman, and Doug Stevens was elected as Vice Chairman for the next term.
- Jenna Owens presented a discussion of the purpose and responsibilities of the Board.
- Mayor Burnside and Councilor Baker were special guests in attendance, and both gave valuable input to the discussion.

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:  
There were no applications approved.

THE FOLLOWING APPEALS WERE DENIED:  
There were no appeals denied.

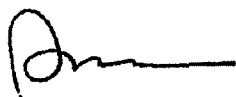
THE FOLLOWING APPLICATIONS WERE DENIED:  
There were no applications denied.

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:  
There were no items discussed.

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:  
There were no items discussed in work sessions.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:  
Jenna Owens presented a discussion of the purpose and responsibilities of the Board.

COMMENTS:  
The board would like to acknowledge the support of the Mayor and Town Council for filling the vacant seat on the Board.



Chairman Al Roddan

**QUARTERLY REPORT  
Planning and Zoning Commission  
January – March 2010**

**REGULARLY SCHEDULED MEETINGS:      1**

**JOINT WORK SESSIONS: 0**

**SPECIAL SESSIONS:      1**

**THURSDAY FEBRUARY 4, 2010 – REGULAR SESSION**

**Roll Call**

Vice Chairperson Hisrich, Commissioners Buchanan, Parrish, Norton, Hough and Freeman were present. Chairperson Butner arrived at 6:38 pm.

**Also Present:** Acting Community Development Director/Sr. Planner Mike Jenkins, Asst. Planner Jenna Owens and Recording Secretary Margaret Harper.

**THE FOLLOWING RECOMMENDATIONS WERE MADE TO COUNCIL:**

None

**Election of Chairman and Vice Chairman:**

**Election of Chairman and Vice Chairman.**

On a motion by Parrish, seconded by Hough, the Commission unanimously reelected **Joe Butner** as **Chairman**.

On a motion by Hough, seconded by Buchanan, the Commission unanimously reelected **Jim Hisrich** as **Vice Chairman**.

With only a brief discussion, nominations were made for Chairman and Vice Chairman, voted upon, and offices filled accordingly.

**THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:**

**Discussion on General Plan Amendment and Zoning Map Change**

There was no action taken.

Acting Community Development Director Mike Jenkins advised the Commission that instead of holding the subject discussion at this meeting, staff has worked out a more productive approach that will provide the members the opportunity to suggest what they consider the most important topics to discuss. After some discussion regarding the current project to rewrite the P&Z Ordinance, including streamlining the Design Review process, Jenkins confirmed that staff will compile

a list of topics from the members' input. The list will be e-mailed to each member for review, to be agendized and discussed at a later meeting, possibly in March

**Staff:**

Asst. Planner Owens reminded everyone of the next scheduled Neighborhood meeting on February 17 in connection with the Ordinance revision; she encouraged everyone to attend, observe and give input.

**THURSDAY APRIL 1, 2010 – SPECIAL SESSION**

**Roll Call**

Chairperson Butner, Commissioners Freeman, Parrish, Buchanan and Norton were present; Vice Chairperson Hisrich and Commissioner Hough were absent.

**Also Present:** Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Mayor Bob Burnside, Special Projects Administrator Matt Morris, and Recording Secretary Margaret Harper.

**THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:**

**Update on the code re-write**

There was no action taken.

Special Projects Administrator Matt Morris gave an update on the status of the Code rewrite and reorganization, including Council approval of the Diagnosis consisting of the initial overall evaluation, and the five neighborhood meetings held to date. Morris reviewed the six-part outline of the planned Code document, a draft of which is anticipated to be completed in August for review and discussion.

In response to questions during the Commission discussion, Morris confirmed that the main work is about to commence and the Commission will be much more involved. Mayor Burnside commented on the task ahead, adding that enforcement and streamlining of the Code is key to the success of the project. During the general discussion, with input from the two Commissioners serving on ZORC, there was stress on the need for strict enforcement of the Code, and determination as to whether violations were to be prosecuted as civil or criminal. Mike Jenkins advised the members that the issue of civil or criminal will be addressed down the line. Jenkins suggested that he bring a Code Enforcement Official to a Commission meeting to give a report on what that official deals with on a daily basis; the suggestion was met with approval, and Jenkins will follow through with setting up the meeting.

**Presentation and Discussion on Use Permits**

There was no action taken.

Asst. Planner Jenna Owens gave a Power Point presentation on Use Permits as a refresher course for some of the members and as an opportunity for all the members to become familiar with and to discuss the requirements for granting Use Permits. During the discussion, Owens was asked to check into whether



Park Model Homes are allowed in the Town; Jenkins pointed out that a Use Permit is a license as opposed to zoning, which is a vested right; and the difficulty of defining what a nuisance is was addressed.

**Staff Presentation**

**Water Conservation**

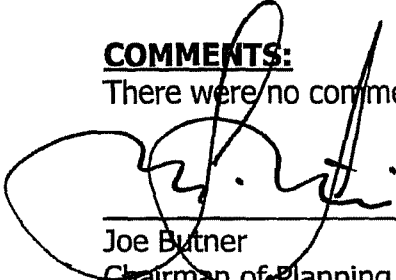
Jenkins commented on the Water Conservation Ordinance recently completed by Chino Valley which he said looks very comprehensive. A copy of that document has been given to Commissioner Freeman, and it will be brought to a Commission meeting to begin work on the Town's Water Conservation Ordinance. Owens will get the packet ready for distribution to the members to review well in advance of the meeting. Chairperson Butner emphasized the critical importance of including the issue of protection of irrigation rights in drafting the Camp Verde document; Owens said she will research the subject of irrigation rights and report her findings. Jenkins noted as a matter of interest that April just happens to be Water Conservation Month.

**THE FOLLOWING ITEMS WERE TABLED, POSTPONED OR CONTINUED BY THE COMMISSION: 0**

**THE FOLLOWING ITEMS WERE DISCUSSED BY THE COMMISSION: 0**  
**TRAINING: 0**

**COMMENTS:**

There were no comments.

  
\_\_\_\_\_  
Joe Butner  
Chairman of Planning and Zoning Commission

APRIL 8, 2010

Camp Verde Chamber of Commerce  
for the  
Official Visitor Center of Camp Verde  
3<sup>rd</sup> Qtr FY 10

2<sup>nd</sup> qtr FY10 PR Work

- ▶ Enjoy Economical Valentine's Outing with wine, food & fun
- ▶ Wintertime Weekend Get-away
- ▶ Feature Five Festivals are Perfect Weekenders
- ▶ Pick heartland as hub for your Arizona Adventure
- ▶ Enjoy history stopover on way to Grand Canyon
- ▶ Astute Trekkers: Are you looking for a challenge?
- ▶ Short Museum getaways in the Verde Valley
- ▶ Desertscapeland ideal for eco and archeo-minded visitor
- ▶ Create Your Own Fun Bucket List
- ▶ Generic press releases for festivals
- ▶ Shhh... This desert river is a secret
- ▶ Only history buff's need apply

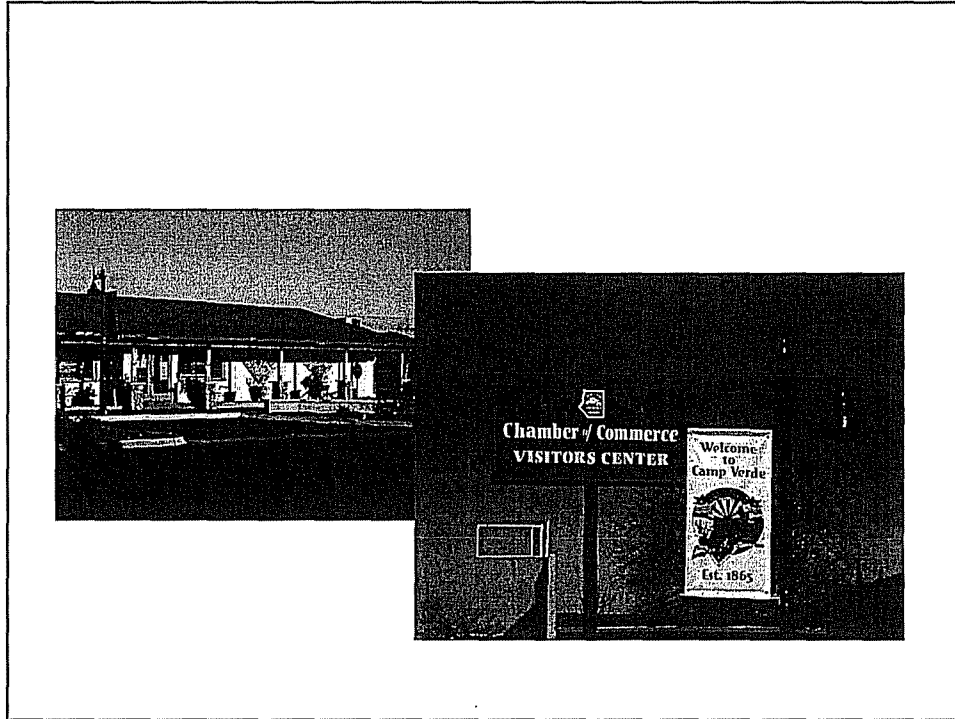
## Media Leads

- **Daily Sun News (WA)** – Sent photos for History Buff's press release
- **The Gazette (CO)** – Sent photos for History Buff's press release
- **Bandera County Courier** – Sent photo for Desertscapeland ideal for eco and archeo-minded visitor
- **Family Travel Forum (NY)** – requested photos of Camp Verde for their website

## Visitor Count

### Jan – Mar 2010

- January 2010 - 404
- February 2010 - 699
- March 2010 - 1182
  
- February & March are record months
- Had a record day in March with 92 on a Tuesday



## Local Visitor Information Center "Value" to the Community

- Positive "First Impression"/Image of the community
- Free signage – otherwise community would have to purchase billboard advertising
- How much more are visitors spending, because of their visit to LVIC
- "Facebook" for the community
- Educate visitors about the community
- New people who move to a community, utilize the LVIC to become more knowledgeable

## LVIC – Value Cont'd

- Provide information not only for the visitors, but for locals as well
- Act as an information clearinghouse
- Community Point of Pride – “Sense of Place”
- Premier Volunteer Opportunity
- Increase/extended visitation leading to additional tourism dollars coming into community
- Opportunity to help visitors who are actually here in the community
- Service for those looking to come to the community either to visit or relocate

## Visitor Comments

- Well done on your visitor's information, sign posting, everything! (Australia)
- Very friendly (California)
- Nice people (Arizona)
- Great facility (Arizona)
- Lovely Center (Canada)
- Great Greeting (Utah)
- Thank you for the computers (several of these)
- Appreciate the hospitality (California)
- Nice Center (Pennsylvania)
- Nice Center / good info (Arizona)
- Very helpful (several of these)
- Brilliant (UK)

**2008 Arizona Office of Tourism Facts  
(Research & Statistics from azot.gov)**

- Travel & tourism is one of the most important “export-oriented” industries in Arizona
- 166,900 people are employed in the tourism industry
- Direct travel spending brought \$1.4 billion in state & local tax revenues
- Visitors’ spending generates sales in lodging, food services, arts, entertainment, recreation, retail & transportation

**The Official Visitor Center  
of Camp Verde and  
Tourism Marketing is an  
investment in the  
community!**

**Thank You!**



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

Meeting Date: April 21, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: Resolution 2010-807

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2009-781 Adopting Fees for Town Services.

**Purpose and Background Information:**

On March 3, 2010, Council reviewed and approved the Special Event Permitting Process and Handbook. During the discussion, Council requested an Ordinance be brought back to Council giving the Town Clerk the authority to waive fees. Council sets all fees by Resolution; therefore, staff has prepared an amended fee schedule for Council to approve that will clarify the fees Council would like to charge when working with Non-profit groups, churches, schools and civic groups identified in the fee schedule as 'Class B'. Staff would like approval and clarification on the following:

- Line 21 - Added Special Event Vendor (Non-Profit), No Charge for business license
- Lines 152-160 – Will be removed. Council previously directed the Weight Room to be closed.
- Line 180-182 is bolded and enlarged to easily identify the different classes of service.
- Line 185 – Ball Fields – remove the \$20.00 fee and the verbiage 'or by agreement.'
- Line 188 – Ball Field Preparation – remove verbiage 'or by agreement.'
- Line 193 – Soccer Fields – remove the \$20.00 fee and the verbiage 'or by agreement'.
- Line 201 – Lights (24 hour cancellation notice required) - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 203 – has been bolded and enlarged to define the miscellaneous deposits and fees, the deposits are clearly marked as well as the fee to be charged. Miscellaneous Deposits & Fees are the fees charged by the Town for everyone, including private citizens, but NOT for Special Events.
- Line 210 – Meeting Rooms - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 214 – Community Center (Gym) - delete 'per class', add the verbiage 'No Charge and deleted the \$75.00 fee.
- Line 223 – Meeting Rooms – remove 'per class' and add verbiage 'No Charge', remove \$25.00 fee
- Line 231 – Park or Ramada Reservation – direct staff if Council wishes to waive or charge the fee.
- Line 235 – Sno-Cone Machine – direct staff if Council wishes to waive or charge the fee.
- Line 239 – Jolly Jump – direct staff if Council wishes to waive or charge the fee.
- Line 241 – Electric at Park/Gazebo/Ramada-all classes – direct staff if Council wishes to waive or charge the fee.
- Line 243 – Has been bolded and enlarged. This is the fee the Town Charges for Special Event Sponsors (i.e. Crowdad Festival, Pecan and Wine Festival, and Fort Verde Days).
- Line 248 – Fencing – direct staff if Council wishes to waive or charge the fee.
- Line 251 – Tent Lighting – direct staff if Council wishes to waive or charge the fee.
- Line 254 – Stage – direct staff if Council wishes to waive or charge the fee.
- Line 257 – Ramada/Vendor Electric – direct staff if Council wishes to waive or charge the fee.
- Line 260 – Use of Water – direct staff if Council wishes to waive or charge the fee.
- Line 263 – Kitchen – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 266 – Room 206-207 – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 268 – Room 204 – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 272 - Added verbiage 'Non-profit' includes all charitable, religious, and civic organizations as defined in the Special Events Permitting Handbook.'



**Recommendation (Suggested Motion):**

Approve Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, and Superseding Resolution 2009-776 Adopting Fees for Town Services.

OR: Take no action with regard to the Resolution and direct staff to make additional changes.

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

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

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

**Attorney Comments:** This Resolution was not sent to the Attorney, it is the same format that is used each year.

**Submitting Department:** Clerk's Office

**Contact Person:** Deborah Barber  
**Action Report prepared by:** V. Jones



**RESOLUTION 2010-807**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
SUPERSEDING RESOLUTION 2009-781 ADOPTING FEES FOR TOWN SERVICES**

*WHEREAS*, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

*WHEREAS*, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public as set forth in Exhibit A are hereby adopted, effective January 1, 2010.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of April 21, 2010:

**PASSED AND ADOPTED:**

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

\_\_\_\_\_  
Date

Attest:

Approved as to form:

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

\_\_\_\_\_  
William Sims, Town Attorney

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
5	<b>Clerk's Office</b>				
6	<b>Duplication Rates</b>				
7	Current Agenda Packets (per page)	\$ 0.10	\$ 4.77	\$ 0.10	9/28/2009
8	Minutes	\$ 0.25	\$ 5.10	\$ 0.25	9/28/2009
9	Recordings (per CD)	\$ 2.00	\$ 5.10	\$ 5.00	9/28/2009
10	Public Records (per page)	\$ 0.25	\$ 14.04	\$ 0.25	9/28/2009
11	Business License List (Commercial request)	\$ 200.00	\$ 200.00	\$ 200.00	9/28/2009
12	<b>Notary Fees</b>				
13	No Charge	\$ -	No Rec	\$ -	9/28/2009
14	<b>Publicity Pamphlet</b>				
15	Argument	\$ 200.00	\$ 200.00	\$ 200.00	9/28/2009
16	<b>Business License Fees</b>				
17	<b>New or Change in Ownership or Location</b>				
18	Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
19	Business License Fee	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
20	Casual Business License	\$50.00 per day	no recommendation	\$25.00 Per day	9/28/2009
21	<b>SPECIAL EVENT VENDOR (NON PROFIT)</b>				
22	Special Event Vendor	N/A	N/A	NO CHARGE	
23	<b>Renewal</b>				
24	Business License Fee (annual)	\$ 30.00	\$ 14.45	\$ 15.00	9/28/2009
25	Name Change in Addition to Annual Fee	\$ 10.00	\$ 7.15	\$ 10.00	9/28/2009
26					
27	<b>Rental Unit Fees</b>				
28	<b>Residential (3 or more):</b>				
29	Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
30	Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
31	<b>Commercial (1 or more):</b>				
32	Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
33	Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
34	<b>Storage Unit Rental:</b>				
35	Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
36	Business License (Annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
37					
38	<b>Liquor License Permits</b>				
39	Application/Posting/Inspection Fee	\$ 150.00	\$ 247.23	\$ 250.00	9/28/2009
40	<b>Business License (annually) + the following:</b>				
41	Series 01 through 14 and Series 16 & 17	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
42	Series 15 Special Event (Temporary License - Annually)	\$ 100.00	\$ 100.00	\$ 100.00	9/28/2009
43	One-time Special Event Permit	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
44					
45					
46					
47					

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
48						
49		<b>Public Works</b>				
50		Site Plan Review	N/A	\$ 355.55	\$225.00 per sheet (1st & 2nd Reviews)	9/28/2009
51		Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	N/A	\$ 694.47	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
52		Construction Plans and Grading Plans (Civil grading and drainage,	N/A	\$ 1,990.75	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	9/28/2009
53		As Built Plan Review	N/A	\$ 93.05	\$93.05 per sheet	9/28/2009
54		Plat Review (Preliminary & Final plat reviews)	N/A	\$ 508.52	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
55		<b>Right of Way:</b>				
56		Encroachment permit	N/A	\$ 291.00	\$ 291.00	9/28/2009
57		<b>Miscellaneous Plan Review:</b>				
58		Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal)Plan revision reviews	N/A	\$ 125.51	\$100.00 per sheet	9/28/2009
59		Any Additional inspections	N/A	N/A	\$50.00 per inspection	9/28/2009
60		Public Improvement Construction Inspection	N/A	N/A	\$ 225.00	9/28/2009
61		Road Cut Permits (excluding utility companies)	\$ 50.00	N/A	\$ 50.00	9/28/2009
62		New Private Road Street Signs (per sign)	\$ 75.00	\$ 76.34	\$ 75.00	9/28/2009
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2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
79	<b>Municipal Court</b>					
80	<b>ARS §22-404</b>					
81		Minimum Clerk Fee	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
82		Research in Locating a Document	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
83		Record Duplication	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
84		Per Page Fee	\$ 0.50	\$ 0.50	\$ 0.50	9/28/2009
85	<b>Special Fees</b>					
86		Injunction Against Harassment	\$ -	\$ -	\$ -	9/28/2009
87		Domestic Violence Order of Protection	\$ -	\$ -	\$ -	9/28/2009
88	<b>ARS §12-284</b>					
89	<b>Special Fees</b>					
90		Marriage License (includes covenant marriages)	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
91		Civil Traffic Default Fee	\$ 50.00	\$ 53.36	\$ 50.00	9/28/2009
92		Warrant Fee	\$ 100.00	\$ 167.47	\$ 150.00	9/28/2009
93		Municipal Court Enhancement	\$ 20.00	\$ 20.00	\$ 20.00	9/28/2009
94		Court Appointed Counsel Fee	\$ 25.00	\$ 25.00	\$ 25.00	9/28/2009
95		Collection fee( \$35 per charge + 19%)	varies	varies	varies	9/28/2009
96		Deferral fee (\$1.00 - \$500.00)	varies	varies	varies	9/28/2009
97						
98	<b>Library</b>					
99		Photocopies	\$ 0.10	\$ 0.05	\$ 0.10	9/28/2009
100		Printouts from Public Access Computers	\$ 0.10	\$ 0.05	\$ 0.10	9/28/2009
101		Temporary Library Card for Seasonal Residents	\$ 25.00	\$ 25.00	\$ 25.00	9/28/2009
102		Card Replacement	\$ 3.00	\$ 4.39	\$ 3.00	9/28/2009
103		Overdue items (our Library) (per day)	\$ 0.10	\$ 0.10	\$ 0.10	9/28/2009
104		Overdue videos (our Library) (per day per item)	\$ 0.50	\$ 0.50	\$ 0.50	9/28/2009
105		Overdue items (inside county)	varies	varies	varies	9/28/2009
106		Overdue items (outside county) (per item)	\$ 1.00	varies	\$ 1.00	9/28/2009
107		Items placed on hold & not picked up w/in 8 days	\$ 1.00	\$ 12.44	\$ 1.00	9/28/2009
108		Lost items - replacement cost + \$5.00 processing fee + overdue fines	varies	\$ 12.44	varies	9/28/2009
109		Items put in Book Drop that are marked "Do not put in Book Drop"	\$ 0.25	\$ 0.50	\$ 0.25	9/28/2009
110						
111						
112						
113						

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
114	<b>Marshal's Office</b>					
115		Reports (up to 20 pages)	\$ 5.00	\$ 5.28	\$ 5.00	9/28/2009
116		Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25	9/28/2009
117		911 Tape	\$ 10.00	\$ 8.29	\$ 10.00	9/28/2009
118		Photographs	\$ 10.00	\$ 5.48	\$ 10.00	9/28/2009
119						
120	<b>Animal Shelter</b>					
121		Impound Fee	\$ 25.00	\$ 20.63	\$ 25.00	9/28/2009
122		Additional Fee per night	\$ 10.00	\$ 12.00	\$ 10.00	9/28/2009
123						9/28/2009
124		Animal License Fees		*\$10.32		9/28/2009
125		Altered Dog (purchased before March 1)	\$ 6.00	*\$10.32	\$ 10.00	9/28/2009
126		Unaltered Dog (purchased before March 1)	\$ 8.00	*\$10.32	\$ 12.00	9/28/2009
127		Altered Dog (purchased after March 1)	\$ 10.00	*\$10.32	\$ 12.00	9/28/2009
128		Unaltered Dog (purchased after March 1)	\$ 12.00	*\$10.32	\$ 15.00	9/28/2009
129		No license will be issued without proof of Rabies vaccination.		*		
130	<b>Adoption Fees</b>					
131		Altered Animals	\$ 25.00	*	\$ 35.00	9/28/2009
132		Female Dogs	\$ 80.00	\$ 41.27	\$ 131.50	9/28/2009
133		Male Dogs	\$ 50.00	*	\$ 101.50	9/28/2009
134		Female Cats	\$ 50.00	*	\$ 101.50	9/28/2009
135		Male Cats	\$ 25.00	*	\$ 71.50	9/28/2009
136	* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats surgically spayed or neutered before being released for adoption. The increased adoption fees includes the Veterinarian fee for spay and neutering.					
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Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
151	<b>Parks &amp; Recreation</b>					
152	<b>Weight Room Sun-Mon 8:00 a.m. to 8:00 p.m.</b>					
153	Membership					
154	Daily		\$3.00	\$7.22	\$7.00	9/28/2009
155	Monthly		\$15.00	\$121.60	\$30.00	9/28/2009
156	3-Months		\$30.00	\$365.40	\$60.00	9/28/2009
157	Annual		\$100.00	\$1,481.90	\$200.00	9/28/2009
158	Key Cards		\$5.00		\$0.00	9/28/2009
159	Replacement Key Cards		\$10.00		\$0.00	9/28/2009
160	Family Key Cards w/ Family Members		\$25.00		\$0.00	9/28/2009
161	<b>Specialty Classes:</b>					
162	20% of fees to Town/80% to instructor (adult)				Change to 25/75	9/28/2009
163	15% of fees to Town/85% to instructor (youth)				Change to 20/80	9/28/2009
164	<b>Pool Fees</b>					
165	<b>Adults (18 &amp; over):</b>					9/28/2009
166	Per Visit		\$2.00	\$5.40	\$2.00	9/28/2009
167	10 Visits		\$15.00	\$40.52	\$15.00	9/28/2009
168	Season Pass		\$60.00	\$162.08	\$60.00	9/28/2009
169	<b>Children:</b>					9/28/2009
170	Per Visit		\$1.50	\$4.05	\$1.50	9/28/2009
171	10 Visits		\$12.50	\$30.39	\$12.50	9/28/2009
172	Season		\$50.00	\$121.56	\$50.00	9/28/2009
173	<b>Family Pass (Immediate Family Only)</b>					
174	10 Visits		\$25.00	\$70.91	\$25.00	9/28/2009
175	Season		\$100.00	\$283.64	\$100.00	9/28/2009
176	Swim Lessons (30 minutes) two week session 4 days a week		\$21.50	\$59.10	\$21.50	9/28/2009
177	Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.					
178	Season passes for open swim & Family nights only. Lap swimmers & aerobics my purchase 10 visit passes or pay by visit.					
179	Private Use - Sundays Only (per hour) plus staff wages and \$100 cleaning deposit		\$25.00	\$25.00	\$25.00	9/28/2009
180	<b>Class A- Town co-sponsored Organizational Groups or other Government agencies, Little League, AYSO &amp; Youth Football</b>					
181	<b>Class B-Non-profit, churches, school and civic groups</b>					
182	<b>Class C-Profit Making individuals, groups or organizations</b>					
183	<b>Ball Fields</b>					
184	Class A (no charge or by agmt)		\$0.00	\$0.00	\$0.00	9/28/2009
185	Class B (no charge or by agmt) per hour		\$0.00	\$18.67	\$20.00	9/28/2009
186	Class C (per hour)		\$10.00	\$18.67	\$40.00	9/28/2009
187	<b>Ball Field Preparation</b>					
188	Class A (no charge or by agmt)	Remove from Schedule				9/28/2009
189	Class B (per day)	Remove from Schedule				9/28/2009
190	Class C (per day)	Remove from Schedule				9/28/2009
191	<b>Soccer Fields</b>					

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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
192		Class A (no charge or by agmt)	\$0.00	no recommendation	no fee	9/28/2009
193		Class B (no charge or by agmt)	\$0.00	\$18.67	\$20.00	9/28/2009
194		Class C (per hour)	\$10.00	\$18.67	\$40.00	9/28/2009
195		<b>Soccer Field Preparation</b>				
196		Class A (no charge or by agmt)	Remove from Schedule			9/28/2009
197		Class B (each time)	Remove from Schedule			9/28/2009
198		Class C (each time)	Remove from Schedule			9/28/2009
199		<b>Lights (24-hour cancellation notice required)</b>				
200		Class A (no charge or by agmt)	\$0.00	no recommendation	\$0.00	9/28/2009
201		Class B (per hour)	\$40.00	no recommendation	\$50.00	9/28/2009
202		Class C (per hour)	\$50.00	no recommendation	\$65.00	9/28/2009
203		<b>Miscellaneous Deposits &amp; Fees:</b>				
204		<b>Key Deposit</b>				
205		Class A	\$50.00	\$108.18	\$110.00	9/28/2009
206		Class B	\$50.00	\$108.18	\$110.00	9/28/2009
207		Class C	\$50.00	\$108.18	\$110.00	9/28/2009
208		<b>Banner Pole Deposit</b>				
209		Class A	New	no recommendation	\$0.00	9/28/2009
210		Class B	New	no recommendation	\$50.00	9/28/2009
211		Class C	New	no recommendation	\$50.00	9/28/2009
212		<b>Community Center (Gym) FEE</b>				
213		Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	9/28/2009
214		Class B (per hour)	\$50.00	\$137.11	\$75.00	9/28/2009
215		Class C (per hour)	\$100.00	\$137.11	\$140.00	9/28/2009
216		Cleaning Deposit (Class A, B, & C)	\$500.00	\$500.00	\$500.00	9/28/2009
217		<b>Floor Preparation FEE</b>				
218		Class A	\$0.00	\$0.00	\$0.00	9/28/2009
219		Class B	\$50.00	\$62.65	\$65.00	9/28/2009
220		Class C	\$75.00	\$62.65	\$65.00	9/28/2009
221		<b>Meeting Rooms FEE</b>				
222		Class A (no charge)	\$0.00	\$0.00	\$0.00	9/28/2009
223		Class B (per class) NO CHARGE	\$20.00	\$25.48	\$25.00	9/28/2009
224		Class C (per class)	\$40.00	\$25.48	\$50.00	9/28/2009
225		<b>Setup Fee:</b>				
226		Class A (per event)	Remove from Scheule			9/28/2009
227		Class B (per event)	Remove from Scheule			9/28/2009
228		Class C (per event)	Remove from Scheule			9/28/2009
229		<b>Park or Ramada Reservation FEE</b>				
230		Class A	\$0.00	\$0.00	\$0.00	9/28/2009
231		Class B	\$10.00	\$3.16	\$5.00	9/28/2009
232		Class C	\$20.00	\$3.16	\$5.00	9/28/2009
233		<b>Sno-Cone Machine Available to non-profits only-FEE</b>				
234		Class A (by agreement)	\$0.00	\$0.00	\$0.00	9/28/2009
235		Class B (per day)	\$20.00	\$20.00	\$20.00	9/28/2009
236		Class C	Not Available to Profit making organizations			9/28/2009
237		<b>Jolly Jump Available to non-profits only FEE</b>				
238		Class A (by agreement)	\$0.00	\$0.00	\$0.00	9/28/2009
239		Class B (per day)	\$40.00	\$40.00	\$40.00	9/28/2009



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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
240		Class C	Not Available to Profit making organizations			9/28/2009
241		Electric at Park/Gazebo/Ramada - all classes	\$20.00		\$20.00	9/28/2009
242						
243		<b>Equipment/Facility Fees &amp; Deposits for Non-Sponsored Special Events - New</b>				
244		<b>Cleaning/Security/Damage Deposit</b>				
245		Class B DEPOSIT	\$500.00	\$500.00	\$500.00	9/28/2009
246		Class C DEPOSIT	\$500.00	\$500.00	\$500.00	9/28/2009
247		<b>Fencing FEE</b>				
248		Class B (per panel)	\$5.00	\$5.00	\$5.00	9/28/2009
249		Class C (per panel)	\$10.00	\$5.00	\$10.00	9/28/2009
250		<b>Tent Lighting FEE</b>				
251		Class B	\$20.00	\$108.72	\$50.00	9/28/2009
252		Class C	\$30.00	\$108.72	\$50.00	9/28/2009
253		<b>Stage FEE</b>				
254		Class B	\$150.00	\$3.16	\$150.00	9/28/2009
255		Class C	\$200.00	\$3.16	\$200.00	9/28/2009
256		<b>Ramada/Vendor Electric FEE</b>				
257		Class B	\$100.00	No Recommendation	\$100.00	9/28/2009
258		Class C	\$150.00	No Recommendation	\$150.00	9/28/2009
259		<b>Use of Water FEE</b>				
260		Class B	\$20.00	\$20.00	\$20.00	9/28/2009
261		Class C	\$40.00	\$20.00	\$40.00	9/28/2009
262		<b>Kitchen FEE</b>				
263		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
264		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
265		<b>Room 206 &amp; 207 FEE</b>				
266		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
267		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
268		<b>Room 204 FEE</b>				
269		Class B (per day) NO CHARGE	\$50.00	\$25.48	\$25.00	9/28/2009
270		Class C (per day)	\$75.00	\$25.48	\$50.00	9/28/2009
271						
272						
273		<b>NOTE: 'NON-PROFIT' INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK. PA Systems, extension cords, water hoses, cash registers, tables &amp; chairs not available</b>				
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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
285						
286						
287		<b>Community Development</b>				
288		Board of Adjustment & Appeals				
289		Appeal	\$110.00	\$552.00	\$500.00	
290		Variance	\$620.00	\$1,164.30	\$800.00	
291		Additional Variance/Same Application	\$55.00	\$55.00	\$55.00	
292		Non-Conforming Use Hearing	\$220.00	\$1,492.12	\$1,500.00	
293		<b>Copies of Maps (plotted or color)</b>				
294		Large	\$30.00	\$20.71	\$30.00	9/28/2009
295		11 X 17	\$10.00	\$4.86	\$5.00	9/28/2009
296		8 X 11	\$5.00	\$4.86	\$5.00	9/28/2009
297		<b>General Plan Amendment</b>				
298		Minor	\$1,000.00	\$1,795.85	\$1,800.00	9/28/2009
299		Major	\$1,500.00	\$2,165.36	\$2,200.00	9/28/2009
300		<b>Map Change for Zoning (ZMC)</b>				
301		To Agriculture zone	\$870.00	\$1,683.06	\$1,700.00	9/28/2009
302		Residential to Residential (50 acres)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
303		plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00	9/28/2009
304		Residential to Commercial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
305		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
306		Commercial to Industrial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
307		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
308		PAD and PUD (for one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
309		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
310		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
311		Major Amendment (one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
312		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
313		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
314		To Mixed Use/Low Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
315		To Mixed Use/High Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
316		<b>Minor Land Division</b>	\$165.00	\$103.24	\$165.00	9/28/2009
317		<b>Subdivision Plats</b>				
318		Preliminary Plat (for 10 lots)	\$1,000.00	\$1,971.24	\$2,000.00	9/28/2009
319		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
320		Final Plat (for 10 lots)	\$835.00	\$1,374.52	\$1,400.00	9/28/2009
321		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
322		Amended Plat (for 10 lots)	\$835.00	\$73.16	\$835.00	9/28/2009
323		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
324		Final Site Plan PAD Review	\$550.00	\$140.00	\$550.00	9/28/2009
325		Time Extensions	\$110.00	\$300.15	\$300.00	9/28/2009
326						
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331		<b>Design Review</b>				

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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
332		Board Review: Commercial Bldg, PUD/PAD	\$350.00	\$1,968.85	\$2,000.00	9/28/2009
333		Director Review: Commercial Bldg	\$100.00	\$89.33	\$100.00	9/28/2009
334		Director Review: Signs	\$50.00	\$48.75	\$50.00	9/28/2009
335						
336		<b>Community Facilities District</b>	\$55,000.00	No recommendation	As determined by the Town Manager	9/28/2009
337		<b>Development Agreement</b>				
338		Revision to Amend	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	9/28/2009
339		Reconsideration	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	9/28/2009
340		<b>Use Permits</b>				
341		Open Space Uses	\$370.00	\$1,821.17	\$1,800.00	9/28/2009
342		Residential Uses	\$670.00	\$1,821.17	\$1,800.00	9/28/2009
343		Commercial ( RCD, RS, C1 & C2)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
344		Heavy Commercial/Industrial Uses	\$1,000.00		\$1,800.00	9/28/2009
345		Mobile Home Parks (for 10 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
346		plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	9/28/2009
347		plus \$10 for each additional space	\$10.00	\$10.00	\$10.00	9/28/2009
348		RV Parks	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
349		plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	9/28/2009
350		plus \$5 for each additional space	\$10.00	\$10.00	\$10.00	9/28/2009
351		Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
352		plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	\$10.00	9/28/2009
353		RV Storage (per 50 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
354		plus \$5 for each additional space	\$5.00	\$5.00	\$5.00	9/28/2009
355		Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00	9/28/2009
356		plus \$55 per acre up to 50 acres	\$455.00	\$455.00	\$455.00	9/28/2009
357		plus \$55 per acre up to 50 acres	\$55.00	\$55.00	\$55.00	
358		plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00	9/28/2009
359		<b>Continuance of Hearing</b>				
360		Before Advertising	\$55.00	\$38.42	\$100.00	9/28/2009
361		After Advertising	\$110.00	\$119.02	\$250.00	9/28/2009
362		<b>Signs</b>				
363		Non-Illuminated \$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 min	\$1 per sq ft - \$10 minimum	9/28/2009
364		Illuminated \$1 per sq ft - \$10 min	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	9/28/2009
365		Mural	\$25.00	\$25.00	\$25.00	9/28/2009
366		Off Premise	\$330.00	\$1,821.17	\$1,800.00	9/28/2009
367		<b>Street Abandonment</b>	\$110.00	\$1,890.22	\$1,800.00	9/28/2009
368		<b>Verification Letter</b>	\$110.00	\$165.31	\$170.00	9/28/2009
369		<b>Underground Utilities Exemption</b>	\$25.00	No Recommendation	\$170.00	9/28/2009
370		<b>Wireless Communication</b>				
371		Administrative Review	\$220.00	\$292.66	\$300.00	9/28/2009
372		Administrative Review w/comment	\$550.00	\$366.44	\$400.00	9/28/2009

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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
373		Applications requiring Special UP towers less than 99'	\$1,550.00	No Recommendation	\$1,800.00	9/28/2009
374				No Recommendation		9/28/2009
375		Towers 100 to 199'	\$2,100.00	No Recommendation	\$2,100.00	9/28/2009
376		Towers 200' and above	\$2,650.00	No Recommendation	\$2,700.00	9/28/2009
377		<b>Zoning Clearance for Building Permits</b>				
378		Accessory buildings/structures-residential remodel	\$25.00	\$10.63	\$25.00	9/28/2009
379		Residential remodel		\$10.63		9/28/2009
380		Commercial remodel	\$110.00	\$63.93	\$110.00	9/28/2009
381		Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.00	\$191.66	.01 sq ft-min \$100.00	9/28/2009
382		Fence .05 per linear ft - minimum \$10	Min. \$10 or .05/L.F	\$10.00	Min. \$10 or .05/L.F	9/28/2009
383		<b>Zoning Clearance for Building Permits (Continued)</b>				
384		Houses	\$85.00	\$21.31	\$85.00	9/28/2009
385		Manufactured Home	\$55.00	\$21.31	\$55.00	9/28/2009
386		THE TOWN COUNCIL DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THE TOWN LIMITS AS PROVIDED BY ARS 11-251.08				
388		THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (bdv) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY AND AUGUST AND IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.				
389		<b>GRADING PERMIT FEES</b>				
390		50 Cubic Yds or less	\$23.50	None	\$23.50	9/28/2009
391		51 to 100 Cubic Yds	\$37.00	None	\$37.00	9/28/2009
392		101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds) plus \$17.50 for each additional 100 cubic yds	\$37.00	\$22.90	\$37.00	9/28/2009
393		1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yds	\$194.50	\$114.94	\$194.50	9/28/2009
394		10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yds	\$325.00	No Recommendation	\$325.00	9/28/2009
395		100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yds	\$919.00	No Recommendation	\$919.00	9/28/2009
396		<b>BUILDING PERMIT FEES</b>				
397		<b>TOTAL VALUATION</b>		<b>FEES</b>		
398		\$1.00 TO \$500.00		\$23.50		
399		\$501.00 TO \$2,000.00		\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		
400		\$2001.00 to \$25,000.00		\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00		
401		\$25,001 to \$50,000.00		\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00		

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
402		\$50,001.00 to \$100,000.00		\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		
403		\$100,001.00 to \$500,000.00		\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00		
404		\$500,001.00 to \$1,000,000.00		\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00		
405		\$1,000,001.00 and up		\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.		
406		<b>NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.</b>				
407		<b>Miscellaneous Fees</b>				
408		Penalty-Building without a permit	Equal to permit fee	No Recommendation	Equal to permit fee	9/28/2009
409		Inspection outside Normal Business Hrs (per hour - 1 hour min) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
410		Re-inspection Fees (per inspection) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
411		Inspection fee for which no fee is specifically indicated	\$47.00*	No Recommendation	\$47.00*	9/28/2009
412		Plan Review Fees shall be 65% of the building fee	65 % of Bldg. Fee	No Recommendation	65 % of Bldg. Fee	9/28/2009
413		Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour) *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	\$47.00*	No Recommendation	\$47.00*	9/28/2009
414		For use of outside consultants for plan review and inspections, or both **Actual costs include administrative and overhead costs.	Actual Cost**	No Recommendation	Actual Cost**	9/28/2009
415		<b>Fees for All Over the Counter Permits</b>				
416		Electrical	\$50.00	No Recommendation	\$50.00	9/28/2009
417		Mechanical	\$50.00	No Recommendation	\$50.00	9/28/2009
418		Plumbing	\$50.00	No Recommendation	\$50.00	9/28/2009
419		Building	\$50.00	No Recommendation	\$50.00	9/28/2009
420		Combination permits will be charged at 50% of the original permit fee. <b>Example:</b> Electrical \$50 plus Mechanical \$25 equals \$75				
421		<b>ADDITIONAL SPECIFIC VALUATION DATA - **Plus Any Utilities Installed</b>				
422		<b>Residential Agricultural and Accessory Buildings</b>				
423		A. Barn (wood, metal, or masonry) (per sq ft)**	\$28.65	No Recommendation	\$28.65	9/28/2009
424		B. Shade/Mare Motel/Pole Barn (per sq ft)**	\$15.00	\$20.69	\$15.00	9/28/2009
425		C. Greenhouse (per sq ft)**	\$15.00	\$20.69	\$15.00	9/28/2009

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
426		D. Storage Building or Shed (over 200 sq ft) (per sq ft)	87% of BVD Fee	\$11.49	87% of BVD Fee	9/28/2009
427		D. Storage Building or Shed (over 200 sq ft) (per sq ft)	87% of BVD Fee	\$11.49	\$15.00	
428		<b>Carport (IF OVER 200 SQ. FT.)**</b>				
429		A. Wood (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
430		B. Metal (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
431		<b>Alteration to Existing Residential Structure where no additional floor are or roof coverage is created, such as the conversion of patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.</b>	87% of BVD Fee	Valuation	87% of BVD Fee	9/28/2009
432		<b>Single Alteration to an existing structure - Residential</b>				
433		A. Enclose Exterior Wall Opening (per sq ft)	\$5.00	\$6.90	\$5.00	9/28/2009
434		B. Add or Remove Interior Partition (includes utilities) (per sq ft)	\$30.00	\$41.38	\$30.00	9/28/2009
435		C. Install Window or Sliding Glass Door (per sq ft)	\$7.50	\$10.34	\$7.50	9/28/2009
436		D. Install Exterior Siding (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
437		<b>E. Plastering:</b>				
438		Interior (per sq ft)	\$2.00	\$2.87	\$2.00	9/28/2009
439		Exterior (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
440		F. Add Stone or Brick Veneer (per sq ft) (with no structural changes)	\$4.00	\$5.75	\$4.00	9/28/2009
441		<b>Awning or Canopy** (Supported by Building)</b>				
442		A. Canvas (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
443		B. Metal (per sq ft) (ENGINEERED)	\$8.00	\$11.21	\$8.00	9/28/2009
444		<b>Balcony (per sq ft)</b>	\$15.00	\$20.69	\$15.00	9/28/2009
445		<b>Carport (IF OVER 200 SQ. FT.)**</b>				
446		A. Wood (per sq ft)	\$15.00	\$20.69	\$15.00	
447		B. Metal (per sq ft)	\$15.00	\$20.69	\$15.00	
448		<b>Demolition of Existing Structure</b>				
449		A. Up to two structures on same Assessor Parcel Number	\$50.00	\$22.99	\$50.00	9/28/2009
450		B. After 2 structures on same Assessor Parcel # (per structure)	\$25.00	\$22.99	\$25.00	9/28/2009
451						
452						
453		<b>Fireplace/Free Standing Stove (other than new construction)</b>				
454		A. Concrete or Masonry (plans required)	Valuation	Valuation	Valuation	9/28/2009

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
455	B. Pre-Fabricated Metal (no plans required)	Valuation	Valuation	Valuation	9/28/2009
456	C. Exterior Fireplace/Barbeque (plans required)	Valuation	Valuation	Valuation	9/28/2009
457	<b>Manufactured Housing Foundation (per L.F.)</b>	\$5.00	\$6.90	\$5.00	9/28/2009
458	<b>Master Plan Fee</b>				
459	First Floor Plan (per plan - 65% of Building Fee)	65% of Building Fee	Varies	65% of Building Fee	9/28/2009
460	Each additional Floor Plan under same approved subdivision plat	\$100.00	\$137.93	\$100.00	9/28/2009
461	<b>Patio/Deck/Porch</b>				
462	Covered Patio at Grade Level (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
463	Covered Deck Elevated (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
464	Open Deck Elevated (per sq ft)	\$10.00	\$12.93	\$10.00	9/28/2009
465	Screened Porch under Existing Roof Cover (sq ft)	\$6.00	\$8.33	\$6.00	9/28/2009
466	Pre-Fab Metal Awning (ENGINEERED)	\$6.00	\$8.33	\$6.00	9/28/2009
467	Gazebo/Ramada (per sq ft)	\$12.50	\$17.24	\$12.50	9/28/2009
468	<b>Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)</b>	\$5.00	\$6.90	\$5.00	9/28/2009
469	<b>Retaining Wall (measured from bottom of footing to top of wall; Walls over 4' require engineered plans) (length X height = sq footage)</b>				
470	A. CMU, concrete (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
471	B. Brick reinforced (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
472	C. Un-reinforced Manufactured Unit (keystone, pavenstone, versalock, etc.) (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
473	<b>Roof Structure Replacement (includes trusses, rafters, sheeting, and roofing materials)</b>				
474	A. Asphalt Shingles	Valuation	Valuation	Valuation	9/28/2009
475	B. Clay Tile	Valuation	Valuation	Valuation	9/28/2009
476	C. Wood Shake or Shingle	Valuation	Valuation	Valuation	9/28/2009
477	D. Rolled Roofing	Valuation	Valuation	Valuation	9/28/2009
478	E. Built Up or Hot Mop w/ Aggregate	Valuation	Valuation	Valuation	9/28/2009
479	<b>Shell Building (sq ft)</b>	\$50.00	\$69.54	\$50.00	9/28/2009
480	<p style="text-align: center;"><b>Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</b></p>				
481					
482	<b>Swimming Pool (sq ft of water surface area based</b>				
483	<b>on length X width) (per sq ft)**</b>	\$25.00	\$20.69	\$25.00	9/28/2009

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
484		Spa or Whirlpool (includes utilities) (per sq ft)	\$25.00	\$20.69	\$25.00	9/28/2009
485		Stairs (sq ft)	\$7.00	\$8.05	\$7.00	9/28/2009
486		Tenant Improvements	Valuation	Valuation	Valuation	9/28/2009
487		<b>Above Ground Water Tank (over 5000 gallons)</b>				
488		A. Residential	\$100.00	\$114.94	\$100.00	9/28/2009
489		B. Commercial	\$400.00	\$459.77	\$400.00	9/28/2009
490		<b>UTILITIES</b>				
491		<b>Single Permit-New Construction (electrical, plumbing, or mechanical) Plans Required</b>				
492		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	9/28/2009
493		B. 6,001 or more (Bldg Permit Fee only per valuation)	Valuation		Valuation	9/28/2009
494						
495		<b>Combined Permit for single equipment installations only (i.e. electric &amp; mechanical for A/C equipment, building &amp; electric for wood stove, plumbing &amp; mechanical for heater, etc.</b>				
496		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	9/28/2009
497		A. Up to \$6,000	\$50.00	\$57.47	\$75.00	
498		B. 6,001 or more (Building Permit Fee only per valuation)	Valuation	No Recommendation	Valuation	9/28/2009
499		<b>For New Construction or Addition</b>				
500		A. Plumbing (sq ft)	\$3.50	\$4.02	\$3.50	
501		B. Electrical (sq ft)	\$2.50	\$2.87	\$2.50	
502		C. Mechanical (sq ft)	\$1.50	\$1.72	\$1.50	
503		<b>Equipment</b>				
504		Air Conditioning Commercial (plans required) (sq ft)	\$4.00	\$4.60	\$4.00	9/28/2009
505		<b>Fire Alarm</b>				
506		A. Commercial (sq ft)	\$0.50	\$0.57	\$0.50	9/28/2009
507		B. Residential (sq ft)	\$0.25	\$0.29	\$0.25	9/28/2009
508		Kitchen Type I or II Hood System (plans req)	Valuation	No Recommendation	Valuation	9/28/2009
509		<b>Solar Installation (plans required)</b>				
510		A. Up to \$6,000 (flat fee)	\$150.00	\$172.41	\$150.00	9/28/2009
511		B. \$6,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
512		<b>Sprinkler System</b>				
513		A. Commercial (sq ft) (Flat Fee)	\$2.60	\$2.99	\$150.00	9/28/2009
514		B. Residential (sq ft) (Flat Fee)	\$2.60	\$2.99	\$150.00	9/28/2009
515		<b>Tower (plans required) New Installation</b>				
516		A. Up to \$6,000 (Flat Fee)	\$185.00	\$212.64	\$185.00	9/28/2009
517		B. \$6,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
518		<b>Co-Locate Existing Tower (Plans Required)</b>				
519		A. Up to \$5,000 (Flat Fee)	\$165.00	\$189.66	\$165.00	9/28/2009
520		B. \$5,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
521		<b>Deposits - paid at time of plans submission.</b>				
522		New Commercial Project	\$300.00	\$344.83	Plan Review Fee	9/28/2009
523		New Residence	\$150.00	\$172.41	\$150.00	9/28/2009
524						
525		Remodel/Addition - up to \$5,000	\$25.00	\$28.74	\$25.00	9/28/2009
526		\$5,000 to \$10,000	\$50.00	\$57.47	\$50.00	9/28/2009
527		\$10,000 to \$25,000	\$ 75.00	No Recommendation	\$ 75.00	9/28/2009



2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
528		\$25,000 and up	\$100.00	\$114.94	\$100.00	9/28/2009
529		Grading - up to 1,000 cu yds	\$20.00	\$22.99	\$20.00	
530		1,001 cu yds or more	\$100.00	\$114.94	\$100.00	
531		<b>Refunds</b>				
532		Plan Check Fees - once review begun	No refund	No Recommendation	No refund	9/28/2009
533		Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	No Recommendation	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	9/28/2009
534		Building Permit fees w/ no work started and no inspections called	Retain \$25 or 25%, Whichever is greater	No Recommendation	Retain \$25 or 25%, Whichever is greater	9/28/2009
535		Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called -	Retain \$10 or 25%, whichever is greater.	No Recommendation	Retain \$10 or 25%, whichever is greater.	9/28/2009
536		<b>Elevator Permit Fees (Table 3-E)</b>				
537		<b>New Installations:</b>				
538		<b>A. Passenger or Freight Elevator, Escalator, Moving Walk</b>				
539		Up to and including \$40,000.00 of valuation	\$89.00	No Recommendation	\$89.00	9/28/2009
540		Over \$40,000 of valuation \$89.00 plus \$1.65 for each \$1000.00 or fraction thereof over \$40,000.00		No Recommendation		9/28/2009
541		<b>B. Dumbwaiter or private residence elevator</b>				9/28/2009
542		Up to and including \$10,000.00 of valuation	\$25.00	No Recommendation	\$25.00	9/28/2009
543		Over \$10,000 of valuation \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00		No Recommendation		9/28/2009
544						
545		<b>Major Alterations:</b>				

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
546		Fees for major alterations shall be based on the value of the project, labor and materials. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	Valuation	No Recommendation	Valuation	9/28/2009
547	<b>Elevator Annual Certificates of Inspection Fees (Table 3-E)</b>					
548		Each Elevator	\$41.50	No Recommendation	\$41.50	9/28/2009
549		Each Escalator or Moving Walk	\$24.65	No Recommendation	\$24.65	9/28/2009
550		Each Commercial Dumbwaiter	\$16.75	No Recommendation	\$16.75	9/28/2009
551	<b>(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or moving walk)</b>					
552	<b>Manufactured Housing Permit Fees are established by the State Department of Fire, Building and Life Safety Office of</b>					
553	<b>Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement.</b>					
554		Manufactured Home	\$200.00	No Recommendation	\$200.00	9/28/2009
555		Factory Built/Modular Building	\$600.00 per story	No Recommendation	\$600.00 per story	9/28/2009
556		Mobile Home Rehabilitation	\$102.00	No Recommendation	\$102.00	9/28/2009
557						
558						
559						



**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: April 14, 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 the possibility of subleasing either a portion of or all of the 15 acres that the Town leased as part of the Intergovernmental Agreement with the Camp Verde Sanitary District and/or other possible uses of the land.

**Purpose and Background Information:**

An organization that is interested in locating a business in our community has approached the Town about the prospect of subleasing the property that we lease from the Sanitary District. This discussion will determine Council's interest in possible uses of the property.

**Recommendation (Suggested Motion):**

Determine Council's interest(s) in the potential uses of the property and direct staff accordingly.

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund: N/A

Attorney Review:  Yes     No     N/A

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Council Member Pete Roulette

Action Report prepared by: D. Barber



Camp Verde Town Council  
April 7<sup>th</sup>, 2010

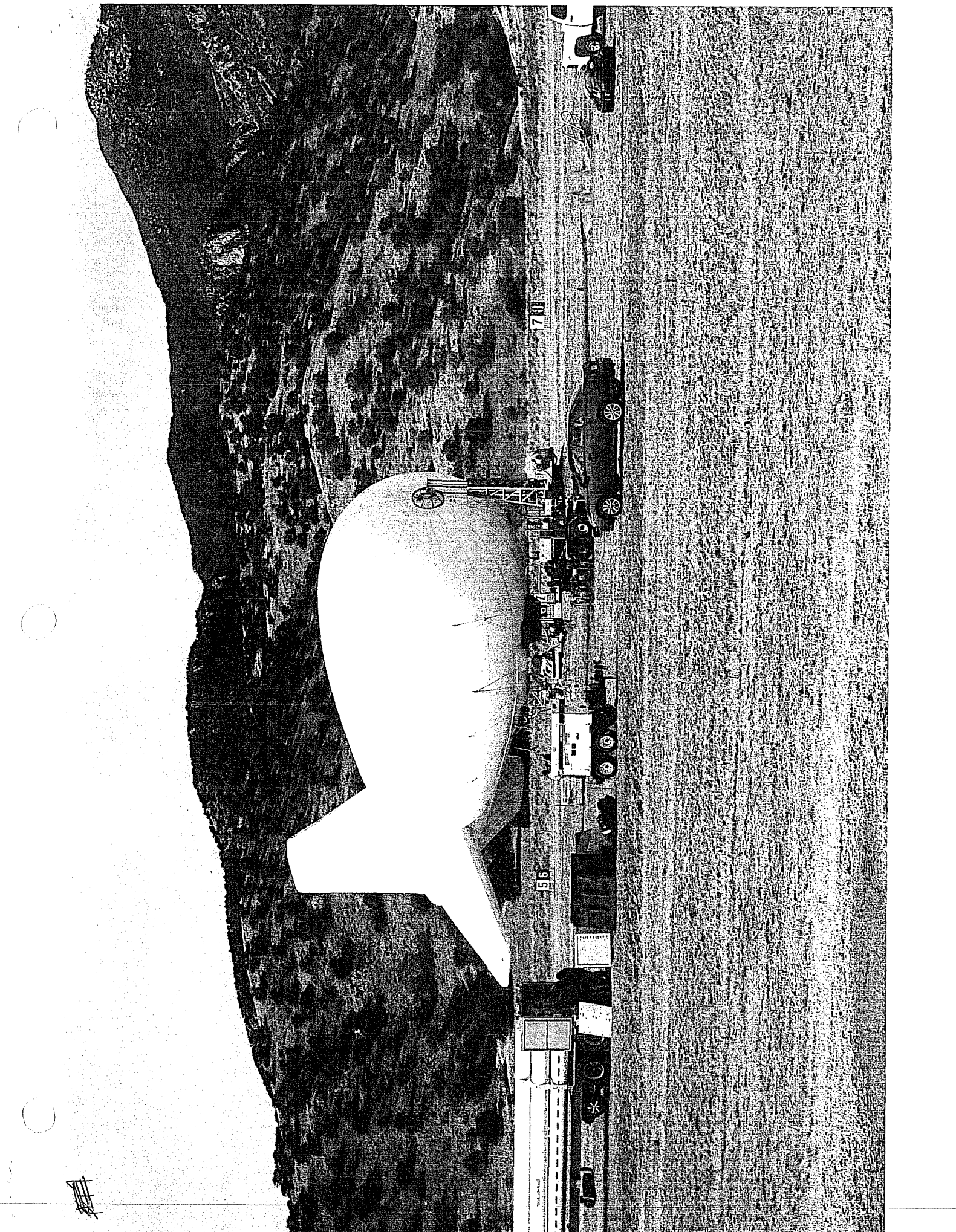
**STARA Technologies, Inc.**  
*Camp Verde Use Overview*

STARA Technologies Inc., an innovator in "rapid development" engineering solutions for both commercial and government customers, has decided that Camp Verde is the best suited location for its' research, development and training efforts associated with alternative energy sources for persistent ground surveillance systems for the Naval Air Warfare Center Aircraft Division.

These portable powered surveillance trailers and aerostats will help protect US troops operating in remote areas of Afghanistan. Due to Afghanistan's mountainous terrain and elevation, it is imperative to replicate this type of atmosphere when testing our surveillance equipment. Camp Verde offers us the perfect testing environment for these activities.

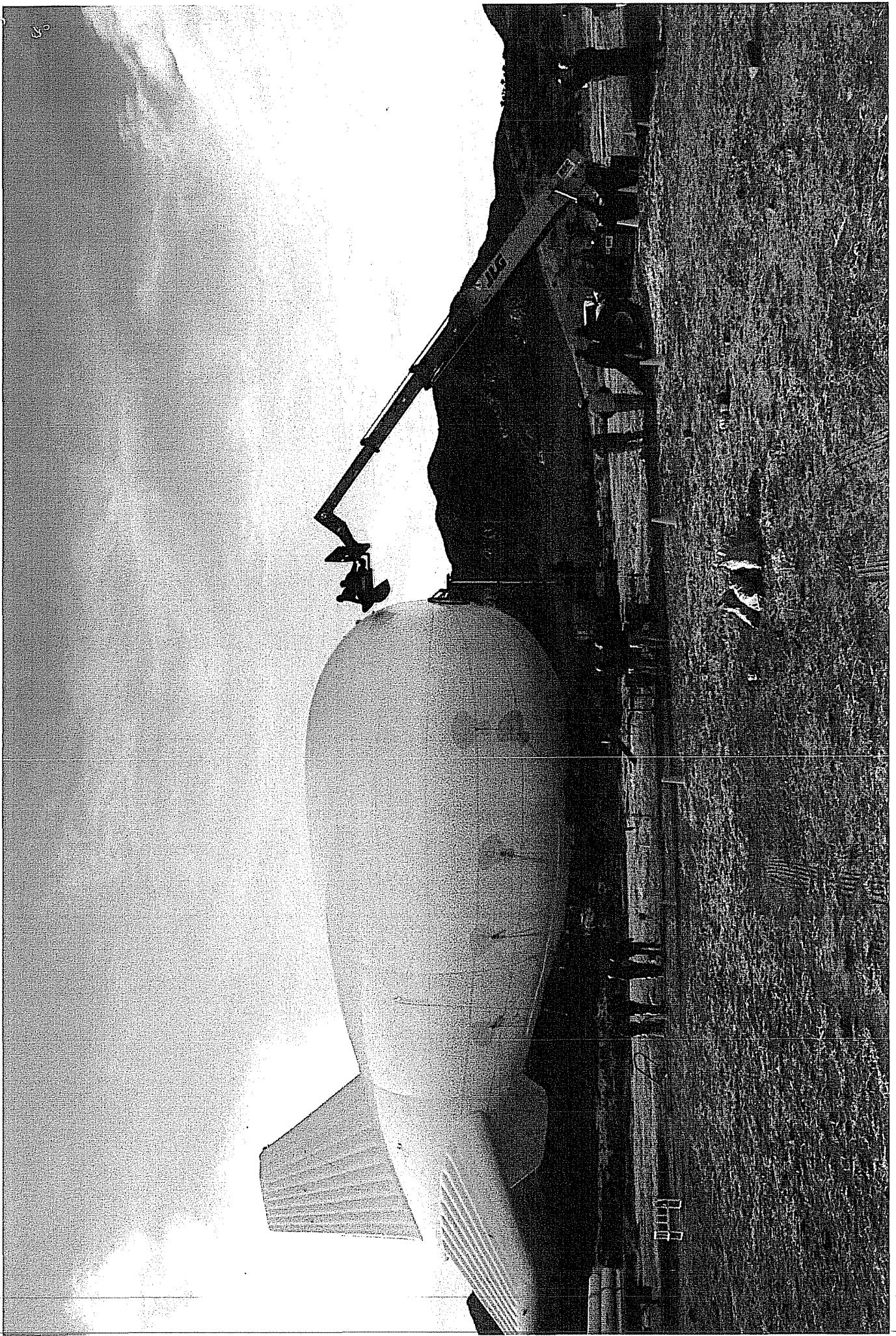
- STARA will use this land as a training facility, designed to test and evaluate surveillance and renewable resource technologies for rapid incorporation into the field.
- Operating twenty four hours a day, employees will train with radar, camera and communications technology, establishing Camp Verde as the official training site for these highly specific military technologies.
- All structures and equipment located within the leased property will be portable, and fully capable of being re-positioning if needed. The portable offices will be on wheels, and fully compliant with all IBC codes. (approximately six 8x20 office connexs, along with two other portable trailers)
- STARA will not be pouring concrete pads; paving roads or placing anything permanent on this site. The service drives and maneuverable areas will consist of the existent dirt on the property, or a mixture of crushed gravel. We will have the property secured with standard eight foot chain link fencing and locked gates. Generators will be used as a source of power for the site along with our portable solar panel power station.
- We anticipate between fifteen to thirty employees at any given time on the property, operating twenty four hours a day, seven days a week.
- We are considering a 3yr lease with an option for 5yrs.

**Company info:** STARA Technologies Inc. is a custom engineering firm which specializes in rapid development of engineering solutions for both commercial and government customers.  
[www.rapidfielding.com](http://www.rapidfielding.com)

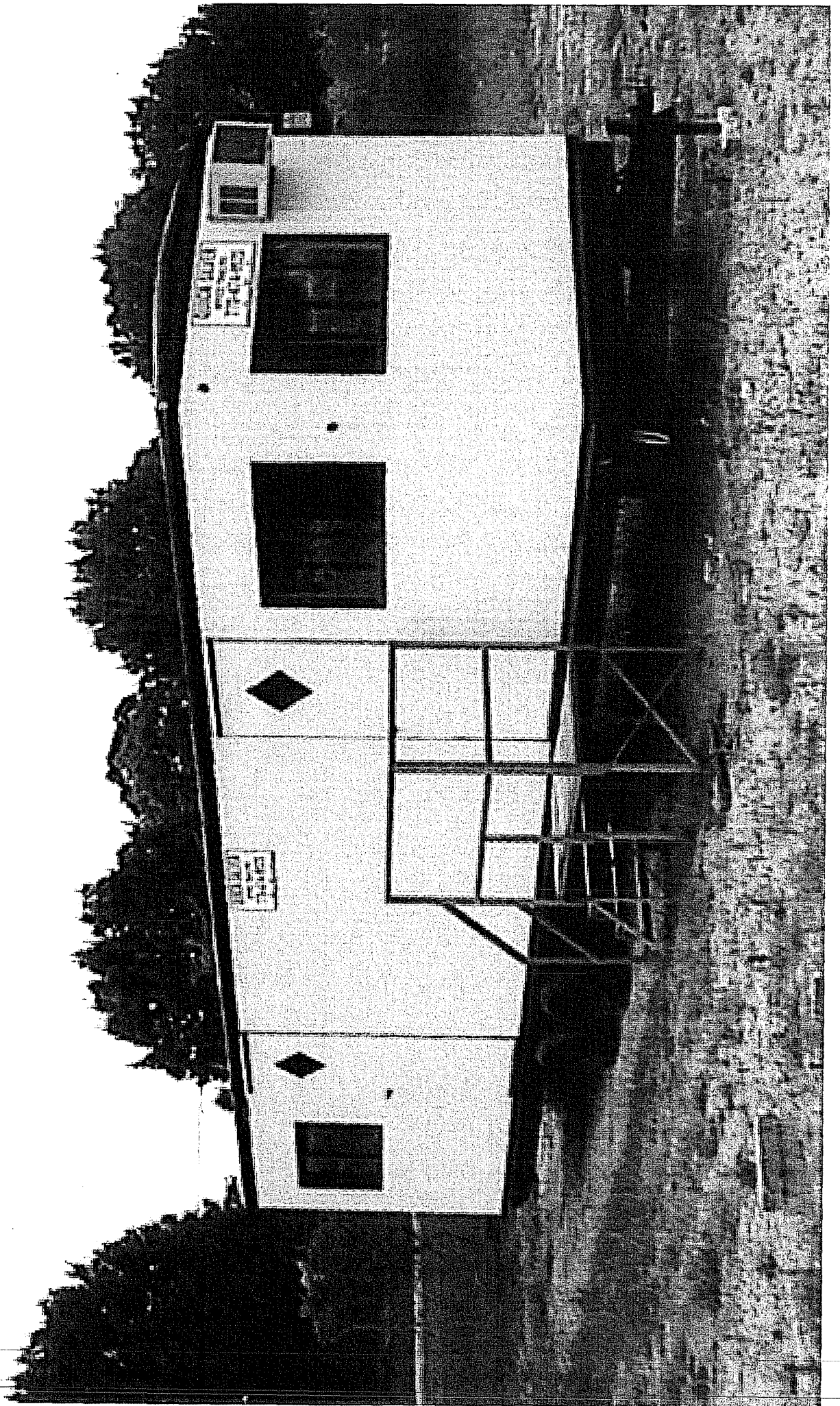


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40



100



#11



TOWN OF CAMP VERDE  
Agenda Action Form

Meeting Date: April 14, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: Lease Agreement with CV Sanitary District – 15 acres.

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff regarding Section IV of the 15 acre Lease Agreement between the Town of Camp Verde and the Camp Verde Sanitary District .

**Purpose and Background Information:**

Section IV of the agreement between the Town and the Sanitary District states "the Town acknowledges that District does not a right of way or easement onto the Premises. The Town acknowledges that the only access onto the Premises belongs to the U.S. Forest Serve. The Town acknowledges that the only access onto the Premises belongs to the U.S. Forest Service. The Town acknowledges that the U.S. Forest Service provided the District with a Special Use permit and this Permit expires in 2014. The Town acknowledges that the special use permit is defined as 15 feet wide, and is not compatible with any substantial volume of two-way traffic. The Town agrees to work with the District to renew this special use permit beyond 2014."

Staff needs direction regarding this section of the Agreement.

**Recommendation (Suggested Motion):**

OR

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund: N/A

Attorney Review:     Yes     No     N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Ron Long

Action Report prepared by: Virginia Jones



B. TOWN shall be responsible for all maintenance, utilities, repair and replacement costs associated with the use of the site.

C. All monetary obligations of the TOWN under the terms of this lease agreement are deemed to be rent.

D. TOWN agrees to pay any and all applicable taxes, fees, or assessments arising out of the use or lease of the Premises.

E. Prior to developing the Premises, the TOWN shall submit to the District a land use site plan ("Site Plan") for the District's review and approval, such approval not to be unreasonably denied. During the term of this lease agreement, the Town may propose amendments to the Site Plan for the District's review and approval, such approval not to be unreasonably denied.

## II. Term

A. TOWN acknowledges this lease agreement shall expire on the 12<sup>th</sup> day of May 2032.

## III. Premises

A. The parties accept the premises in an "as-is" condition.

B. TOWN acknowledges (a) they have been advised by DISTRICT to satisfy themselves with respect to the condition of the premises and their suitability for the intended use of TOWN, (b) TOWN has made such investigation as they deem necessary with reference to such matters and assumes all responsibility therefor as the same relates to its occupancy of the premises, and (c) neither DISTRICT, DISTRICT's agents, nor Brokers have made any oral or written representations or warranties with respect to said matters other than as set forth in this lease agreement.

## IV. Special Use Permit

The TOWN acknowledges that DISTRICT does not have a right of way or easement onto the Premises. The TOWN acknowledges that the only access onto the Premises belongs to the U.S. Forest Service. The TOWN acknowledges that the U.S. Forest Service provided the District with a Special Use Permit and this Permit expires in 2014. The TOWN acknowledges that the special use permit is defined as 15 feet wide, and is not compatible with any substantial volume of two-way traffic. The TOWN agrees to work with the DISTRICT to renew this special use permit beyond 2014.

## V. Sublease

#12



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

Consent Agenda       Regular Business

**Reference Document:** Letter from Eric Vondy, State Historic Preservation Office, March 18, 2010

**Agenda Title** (be exact): Staff presentation followed by Council discussion, consideration, and possible direction to staff to coordinate with SHPO to conduct a planning charrette for the creation of a civic plan for the downtown area of Camp Verde.

**Purpose and Background Information:**

On February 2<sup>nd</sup>, the Town Council directed staff to proceed with the preparation of a letter to the Arizona State Historic Preservation Office (SHPO) requesting their assistance in the preparation and conducting of a Civic Town Plan Charrette Program for Camp Verde. SHPO has subsequently responded via a letter dated March 18<sup>th</sup>, where they have indicated their interest in participating in a planning charrette with the Town. Should the Town decide to move forward with conducting a planning charrette, SHPO has offered to assist the Town with planning for the charrette and the identification and administration of architecture, planning, tourism, economic development, and outdoor recreation specialists.

The total cost that may be incurred by the Town for this project is estimated at or below \$15,000. As noted at the February Council meeting, the cost of the project is reduced via philanthropic contributions by architects, etc, whereto the true cost for all services rendered would quite easily exceed \$40,000. The business community has taken interest in the project. In particular, the Camp Verde Chamber of Commerce has expressed an interest in the planning charrette process and is therefore interested in collaborating with the Town to help facilitate the kickoff-evening event for the charrette, which is tentatively planned for June 17-20.

Mr. Robert Frankeberger and Mr. Eric Vondy of SHPO have offered to attend the April 21<sup>st</sup> meeting to answer any questions you may have, including how this process, which they have facilitated in communities around the State, could be utilized in Camp Verde, should the community desire to do so.

The following text is from the February 2<sup>nd</sup> Council meeting staff report, which includes additional background information:

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

On January 14, 2010 staff along with Mayor Burnside met with representatives from the Arizona State Historic Preservation Office (SHPO) to explore potential economic development strategies for Main Street and the Downtown Area more generally. As a division of Arizona State Parks, SHPO is responsible for the identification, evaluation, and protection of Arizona's prehistoric and historic cultural resources. The SHPO staff represents various areas of expertise, including history, prehistoric and historic archaeology, historical architecture, and grants management. The role and function of SHPO is defined in both state law (Arizona Historic Preservation Act) and federal law (National

Historic Preservation Act). ([www.pr.state.az.us/SHPO/](http://www.pr.state.az.us/SHPO/)) The programs and services provided by this staff are diverse and include the development and facilitation of Civic Town Plan Charrette Programs, which as the title suggests includes the facilitation of a design charrette. The charrette process is used by planners to address a difficult community problem in a short period of time. It is an intensive workshop/think-tank effort usually held over the span of several days, during which participants gain an understanding of the issues from the community and then generate design ideas aimed at solving the problem. It is a participative process involving design professionals, public agencies, private business stakeholders and community residents. This process is a tool which has been utilized by several Arizona communities, such as Bisbee and Winslow, who were faced with similar challenges currently confronting the Town.

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

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

**Recommendation (Suggested Motion):**

Option 1: Move to direct staff to coordinate with Arizona State Historic Preservation Office to prepare and conduct a Civic Town Plan Charrette Program for Camp Verde for an amount not to exceed \$15,000.

OR

Option 2: Move to direct staff to explore other economic development strategies to help sustain the viability of Main Street and the downtown area.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:** N/A

**Submitting Department:** Administration

**Contact Person:** Matt Morris

**Action Report prepared by:** Matt Morris

"Managing and conserving Arizona's natural, cultural and recreational resources"

March 18, 2010

Matthew Morris  
Town of Camp Verde  
395 South Main Street  
Camp Verde, AZ 96322

Dear Mr. Morris,

Pursuant to the meetings that took place on January 14<sup>th</sup> and March 10<sup>th</sup> of this year, the State Historic Preservation Office (SHPO) will participate in a planning charrette with the Town of Camp Verde. The SHPO will donate time in planning for the charrette as well as help in selecting participants from other governmental agencies and the private sector.

The goal of the charrette is provide a civic plan for the downtown area of Camp Verde with the goal of improving the area's economic vitality and livability. To this end, SHPO will help recommend participants with expertise in fields such as architecture, planning, tourism, economic development, outdoor recreation, and other areas as needed.

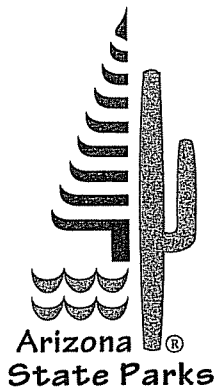
The SHPO in consultation with the Town of Camp Verde will help manage the charrette to keep expenses within budget and to complete tasks in a timely manner.

Thank you for your time and assistance.

Sincerely,



Eric Vondy  
Planner  
State Historic Preservation Office



Janice K. Brewer  
Governor

State Parks  
Board Members

Chair  
Reese Woodling  
Tucson

Tracey Westerhausen  
Phoenix

Larry Landry  
Phoenix

Walter D. Armer, Jr.  
Vail

Arlan Colton  
Tucson

William C. Scalzo  
Phoenix

Maria Baier  
State Land  
Commissioner

Renée E. Bahl  
Executive Director

Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007

Tel & TTY: 602.542.4174  
AZStateParks.com

800.285.3703 from  
(520 & 928) area codes

General Fax:  
602.542.4180

Director's Office Fax:  
602.542.4188

#13



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

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

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion and consideration regarding activities and estimated costs as they pertain to the operation, administration, and bus purchase costs relative to the planning and budgeting of a public transit system, followed by possible direction to staff to proceed with the following:

- a. Preparation of a letter to Arizona Department of Transportation (ADOT) indicating the Town's interest in completing or updating a Public Transit Feasibility and Implementation Study, adding that the study is not to exceed \$50,000 in grant funding; and
- b. Designating a staff member as the local Project Manager; and
- c. Approval to reappropriate funds to meet the Town's 20% match requirement of approximately \$10,000.

**Purpose and Background Information:**

On January 6<sup>th</sup>, Council directed staff to move forward with researching the cost for a feasibility study. On April 5, 2010, I prepared and forwarded a report (a copy of which is attached) regarding my research of the overall feasibility study cost as well as, associated costs and planning considerations for developing a new public transportation system. The report was submitted ahead of time in order to provide Council the opportunity to review, consider and forward any questions to staff so that staff could provide enough information to Council for consideration of this important issue.

Staff is now seeking direction to move forward with preparing a letter to Arizona Department of Transportation to complete a Public Transit Feasibility and Implementation Study or, if possible, update our 2001 Transportation Study. Staff would also like to point out that the letter may include verbiage which states the study is not to exceed \$50,000 in order to keep the Town's match at a maximum cost of \$10,000. In addition, ADOT requires that the Town designate a Project Manager to facilitate the required communications and planning strategies.

**Recommendation (Suggested Motion):**

Move to direct staff to:

- a. Prepare a letter to Arizona Department of Transportation (ADOT) indicating the Town's interest in completing or updating a Public Transit Feasibility and Implementation Study, adding that the study is not to exceed \$50,000; and
- b. Designate a staff member as the local Project Manager; and
- c. Authorize staff to reappropriate funds to meet the Town's 20% match requirement of approximately \$10,000.

**OR** - Take no action.

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

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Public Works

**Contact Person:** Valerie House

# ***MEMO***

**To:** Mayor Burnside and Council Members

**CC:** Public Works Director Ron Long and Town Clerk Debbie Barber

**From:** Valerie House

**Date:** 4/5/10

**RE:** Feasibility Study- Alternate transportation research

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I am writing to provide information in advance of an upcoming agenda item being submitted for the April 21<sup>st</sup> Council meeting. Since our last discussion on transportation research, I have met with Arizona Department of Transportation (ADOT) and NAIPTA (Northern Arizona Intergovernmental Transportation Authority) representatives, Director Shirley Scott of CATS in Cottonwood and Mr. Scannell to discuss the possibility of updating our 2001 Transit Study and other important issues such as overall project costs and planning requirements for developing a new public transportation system. The meeting was very informative and I would like to update Council as to where we are in regards to Council's last direction and also, provide Council with information that will be needed in future decisions.

First I would like to recap our last discussion with Council. During a Work Session on January 6<sup>th</sup>, staff provided you with information regarding a new opportunity to link with local transportation services in the event the Town was ready to pursue the development of a new public transit system. At that time, staff explained that as a first step the Town should conduct a public transit feasibility study to identify service goals, objectives, profiles and users of a potential bus system. We explained that through ADOT's Federal Transit Administration (FTA) Section 5304 program, funds were available on a first-come, first-serve basis to provide an 80% federally funded grant for such a study; by ADOT estimation, the study would be around \$50,000 to conduct, leaving the Town a required match of approximately \$10,000. As a result of that meeting, staff was "directed to move forward with researching the cost for the feasibility study, and to place the issue on a future agenda for approval." In addition, it was discussed that ADOT would look into the possibility of updating the Town's 2001 study in lieu of doing an entire new study.

Subsequent to the January 6<sup>th</sup> meeting, staff was advised that ADOT cannot determine if our 2001 study can be updated at this point; instead, this determination will be made by the consultants as they begin the study process. ADOT explained that once they distribute an RFP to the consultants, the RFP will contain verbiage in the "scope of the study" that the Town's 2001 study will be evaluated and possibly updated in lieu of creating a new study as it may provide enough information to reduce the overall cost of the study. ADOT did point out however that some key issues since 2001, such as population in the Cottonwood and Camp Verde areas, additions and closures of key businesses and medical facilities, the redevelopment of the downtown area and extreme economic turn, may require that a new study be done. As mentioned before, the cost to

the Town to update the study could be between \$4,000 and \$6,000 and a new study would be around \$10,000.

Therefore, in order to move forward with this study, ADOT simply requests that the Town Manager or Mayor forward a letter stating that the Town is interested in completing a Public Transit Feasibility and Implementation Study for the Town of Camp Verde in order to access jobs, medical trips and provide general public transportation services between Camp Verde and Cottonwood. The letter must also designate a member of staff as the local project manager and may also include verbiage that states "the study is not to exceed \$50,000" (*should it be determined that a new study be conducted, this verbiage will in effect, cap the maximum cost for the Town's portion of the study at \$10,000*).

In summary, and in consideration of what I have just explained, staff will be requesting Council's direction during the April 21<sup>st</sup> Council meeting to: proceed with the preparation of a letter to ADOT stating that the Town is interested in completing or updating a Public Transit Feasibility and Implementation Study for the Town of Camp Verde, to include verbiage that the study is not to exceed \$50,000 and, to designate a staff member to be the local project manager. Staff will also be requesting approval of the \$10,000 to complete the study from Contingency Funds. These considerations will be the only decisions Council will have to make at the April 21<sup>st</sup> meeting.

However, there may be a request for further discussion included in the agenda item because staff feels it is imperative to enlighten Council on some estimates of the costs involved. Since the costs alone will invariably have an impact on future budget considerations, I would like to provide you with "ballpark" figures, estimated by ADOT, as they relate to operating, administration and bus purchasing.

As you know, the Town has an opportunity to link with local transportation services in Cottonwood by establishing an IGA with NAIPTA and the City of Cottonwood. NAIPTA's portion of the IGA would include, but not limited to, submittal of all grants on behalf of the Town to acquire the funds needed for operations, administration and bus purchasing. Cottonwood's portion would be the actual administration and operations of providing a bus service to the Town. Part of the agreement will require the Town to purchase two new buses to add to the Cottonwood LYNX system; additional drivers will be necessary and possibly support staff. Through the 5310 and 5311 grants offered by ADOT, a large portion of our share to fund the entire endeavor will be covered; however, the Town must commit to budgeting enough to cover our grant matches for a minimum of 5 years.

In the following paragraph I will explain the non-reimbursed costs to the Town. Please keep in mind the following estimates are only examples; they do not include any of the variables that could affect the costs over the next two years (*approximate time before an actual bus system would be in place if the Town kept moving forward*).

For an approximate 25 mile one way system that makes two round trips a day, the operating and administration annual costs could be as much as \$110,000 for the Town's non-reimbursable cost (\$475,000 total cost).

Through the 5311 grant, operating costs are 58% grant funded with a 48% local cost; administration costs are 80% grant funded with 20% local cost. As stated above, the Town would have to purchase two passenger vehicles at \$130,000 each. Using the grants, with an estimated 93% grant funded and 7% local cost, the Town's total cost for the buses would be \$18,200.

Having said that, if we estimate using the higher end of the annual cost being \$110,000 plus the initial bus purchase cost of \$18,200, the Town's first year of funding could be as much as \$128,200 more or less depending on variables. If we estimate in the "middle of the road" with the operating and administration costs around \$63,750 plus the \$18,200 for buses, the first year of funding would be around \$81,950. After the first year's initial bus purchase the Town would only be funding the administration and operating costs; \$63,750 per year after that based on the "middle of the road" example.

It is important to point out that the only way to get to the exact dollar amount is to complete the study. The study will evaluate the needs and make recommendations based on that information as to the type of buses and trips needed for an adequate transit system. Until we know how often, how far and how many trips are needed, we cannot determine an exact price. Naturally the costs will vary based on those recommendations and economic conditions.

In addition I would like to briefly discuss other associated costs with planning a transit system. Once the Town completes the study, applies for the grants and secures the IGA, we will be required to establish several bus stops. There may be costs associated with purchasing rights-of-ways in some locations (*once the locations are determined*), installing signage and/or benches (covered) and providing routine maintenance and repairs.

Another key element that has recently occurred and affects our transit planning is the fact that the State has permanently swept all LTAF II funding; this funding could have been used to offset the Town's non-reimbursable costs. Last year's Camp Verde distribution for LTAF II was \$16,070. We currently use the funding for the Voucher Transit System; which is another item I will be bringing to Council in the near future (*Council will have to decide if the Town will provide funding to continue the Voucher System or end the service*). By current estimations, the Town should have enough remaining LTAF II funds to continue the Voucher System through the end of December 2010, leaving the Town the burden of shouldering approximately \$9,000 to continue the service through FY ending June 30, 2011. I would like to point out that should Council decide to end the Voucher System at the end of this Fiscal Year, the remaining LTAF II funding could be used to pay for the Transit Feasibility study staff is requesting.

Because this is a lot of information to digest, I am apprising you ahead of time. Please feel free to contact me with any questions you may have so that I can be prepared to provide you with the information either before or at the April 21<sup>st</sup> Council meeting.

Thank you,

Valerie House





**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Session

**Reference Document:** Disposition of Surplus Town Owned Property

**Agenda Title (be exact):** Discussion, consideration, and direction to staff regarding an alternative to the current auction process for surplus property and equipment disposal.

**Purpose and Background Information:** On October 7, 2009 Staff was directed to compile a list of all unused property owned and stored at various locations around Town, including recommendations from staff on items to retain or dispose of, and bring back to Council for review. (The list of surplus property is attached, staff is recommending disposal of all items.)

The City of Tucson executed a contract with The Public Group in 2004. Staff is requesting Council's direction to pursue a Cooperative Purchasing Agreement for On-line, /e-procurement, Services with the City of Tucson for the disposal of surplus property.

**The Public Group ([www.thepublicgroup.com](http://www.thepublicgroup.com))** is a Public Purchase eProcurement System designed for use by Government Agencies and their Vendors; it is compliant with all Federal and State regulations which set forth the required procedures for Government Agency purchasing. The Town is able to list all surplus property on the Public Group web site, items are available to **local** bidders and *anyone* logging into the web site. The City of Tucson has executed a contract with The Public Group. Under Town Code 3-3-10 Cooperative Purchasing, and under the Financial Operations Guide: K 4 Procurement, Camp Verde is able to use Tucson's agreement to initiate our own auction.

**Some Advantages:**

- Potential of increased revenues for surplus equipment
- Satisfies the current state statues for publicly owned surplus
- Continuous access to Town surplus (24/7) and greater audience
- Items are available for sale as soon as they are taken out of service, this saves storage space, can add to value by preserving the condition of the item(s) sold
- Bidders log on to web site, so they don't have to be "present" throughout the auction process
- The Town may benefit from other entities' marketing programs
- Potential for reduced staff time to prepare, and auction items
- For local citizens lacking internet access, the library offers this service.

The Town will notify the public through local newspaper, flyers and our web site of the on line auction. Because items will be listed at various times, the public will be encouraged to continue checking the website on a regular basis.

The cost of the service is 7% of the purchase price. The winning bidder is accessed the 7% fee and all applicable taxes.

The City of Tucson (with over five years using the Public Group) and the City of Cottonwood (3 years experience with the Public Group) both report satisfaction with the process: citing more money for the items sold and savings both in staff time and storage.

**Recommendation** (Suggested Motion): Move to direct staff to:

- 1.) Work with the City of Tucson to bring to Council a Cooperative Purchasing Agreement for Council's approval.
- 2.) Work with The Public Group to formalize auction procedures for the Town of Camp Verde.

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Public Works

**Contact Person:** Ron Long

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

# Town of Camp Verde

## Surplus Asset Listing as of March 4, 2010

Department	Description	Serial Number
Building Department	Digital Camera	1452131
Building Department	HP 5470c Scanner	CN1731D0JD
Building Department	Printer	MY5C75RZNF
Building Department	Printer	MYSC7R2PX
Community Development	Computer - mother board failed	
Community Development	Printer	SG351130B1
Library	Gateway Server w/monitor, keyboard & mouse	
Maintenance	10' X 44' Job Site Office Trailer on 2 Axles	
Maintenance	10' X 5" Steel Pipe od	
Maintenance	12"x30' Wood Poles (3)	
Maintenance	13' Pine Poles (12)	
Maintenance	16' Canoe (1)	
Maintenance	1989 Ford Shuttle Bus	
Maintenance	1990 Ford F250 4X4	
Maintenance	1996 Ford Taurus	
Maintenance	1-Lot Misc - 2nd floor building	
Maintenance	30' Wood Trusses (31)	
Maintenance	4' X 11' Gallon Water Tank on Wheels	
Maintenance	6"x8" and 6"x6" Wood Beams (35)	
Maintenance	80'x120' Tent	
Maintenance	8x8x16 Concrete Blocks (approx 160)	
Maintenance	Basket Deco Rock	
Maintenance	Basket River Rock	
Maintenance	Hockey Arena	
Maintenance	Juki Sewing Machine	
Maintenance	Keystone Blocks (approx 60)	
Maintenance	Metal Cabinets (16)	
Maintenance	Misc 1"x6"	
Maintenance	Misc 1X Lumber	
Maintenance	Misc Doors	
Maintenance	Misc PVC Pipe	
Maintenance	Misc Toilets/Urinals	
Maintenance	Pile of Corrugated Tin	
Maintenance	PVC Conduit 2", 4", & 6"	
Maintenance	Scrap Metal	
Maintenance	Small Roper Tractor	
Maintenance	Steel Frame Wood Deck Trailer	
Maintenance	Tapered Steel Pipe 5" to 3" od	
Maintenance	Wood Shelves (5)	
Maintenance	Gym Equipment: Weights and Misc. Machines	

Municipal Court	Selectric Typewriter	
Municipal Court	Selectric Typewriter	
Streets Department	1988 Kick Broom	
Streets Department	Chain Saw (4)	
Streets Department	Corragated Metal Pipe	
Streets Department	Fox Sander	
Streets Department	Grizley	
Streets Department	Scrap Metal	
Streets Department	Snow Plow (2)	
Streets Department	1987 International Dump Truck	
Town Clerk	Canon MP25DV Calculator	2133788
Town Clerk	Dell Hardrive	JYD4P21
Town Clerk	Logitech Keyboard	967740-0403
Town Clerk	Microsoft Keyboard	E06401PS2
Town Clerk	Microsoft Keyboard	7.68701E+11

#15



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 7, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Session**

**Reference Document:** Intergovernmental Agreement relative to the Town of Camp Verde and Camp Verde Unified School District No. 28 (CVUSD) for use of Town facilities of the gymnasium and soccer fields by CVUSD.

**Agenda Title (be exact):** 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 ("IGA") BETWEEN THE TOWN OF CAMP VERDE AND THE CAMP VERDE UNIFIED SCHOOL DISTRICT (CVUSD) ALLOWING CVUSD TO USE TOWN FACILITIES FOR PHYSICAL EDUCATION INSTRUCTION.

**Purpose and Background Information:** South Verde High School students have made use of the Town gymnasium and soccer field at 395 S. Main Street for the past two years. South Verde High School, located directly across the street from Town property, does not have facilities for physical education classes. An informal understanding allowing the students to use Town facilities (under school staff supervision) for physical education (basketball, soccer, golf, etc.) has been in place during the past two years.

The attached IGA and resolution will formalize the existing understanding. The IGA does not call for a financial contribution from CVUSD but does put forth the terms of use by CVUSD and states the obligations, commitments and duration under the IGA of both CVUSD and the Town.

**Recommendation:** Move to approve:

RESOLUTION 2010-808 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE ("TOWN") AND THE CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF ARIZONA (CVUSD).

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Public Works

**Contact Person:** Ron Long

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



## 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 ("IGA") BETWEEN THE TOWN OF CAMP VERDE ("TOWN") AND CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY ("CVUSD") ALLOWING :**

**South Verde Technology Magnet High School (South Verde High School) students from the Camp Verde Unified School District No. 28, to make use of the Town gymnasium and soccer fields for the purpose of Physical Education Instruction.**

**WHEREAS,** South Verde High School is included in Camp Verde School District number 28 of Yavapai County School District; and

**WHEREAS,** the Administration of South Verde High School desires to provide physical education classes to students attending South Verde High School; and

**WHEREAS,** South Verde High School lacks the necessary facilities to provide physical education classes; and

**WHEREAS,** The Town of Camp Verde Town Site is located directly across the street, a safe walking distance from South Verde High School; and

**WHEREAS,** The Public Works Building has a gymnasium suitable for basketball and other indoor activities, a soccer field is located behind the gymnasium; and

**WHEREAS,** For the past two years students from South Verde High have utilized the Town gymnasium and soccer field under an informal, verbal agreement; and

**WHEREAS,** The Town and South Verde High School, CVUSD recognize the importance of a more formal agreement.

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT AS FOLLOWS:**

- A. The term of the Agreement shall be for one year, and may be extended by mutual written agreement of the Town and CVUSD for a term of one year. However, the agreement may not be extended more than four (4) times.

- B. When school is in session, South Verde High School will schedule the use of Town facilities through the Parks and Recreation division for one hour in the morning and one hour in the afternoon between the hours of 8:00 a.m. and 4:00 p.m.
- C. South Verde High School agrees to perform three to five hours of Community Service per month, Community Service will be coordinated with the Town of Camp Verde, Maintenance Division.
- D. Camp Verde Union High School and the Town, individually, will procure and maintain at their own expense, a property insurance policy and a policy of general liability insurance against claims for bodily injury, death, and property damage occurring in connection with the use of the facilities. Insurance provided by CVUSD shall be primary and insurance provided by the Town shall not contribute to liability covered by CVUSD insurance coverage.
- E. By signing below, the signer certifies the authority to enter into this IGA and has read the foregoing and agrees to accept the provisions herein.
- F. This IGA is entered into and is effective as of April 7, 2010 and shall continue until April 6, 2011, unless earlier cancelled or terminated. This IGA may be extended for four additional one-year periods, upon 30-calendar days written notice by either party, prior to expiration, and the written agreement of both parties.

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 7<sup>th</sup> day of April, 2010 by a vote of \_\_\_ ayes and \_\_\_ nay.

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

\_\_\_\_\_  
Date

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

INTERGOVERNMENTAL AGREEMENT  
TOWN OF CAMP VERDE FACILITIES USE

This Intergovernmental Agreement Town of Camp Verde Facilities Use Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between Camp Verde Unified School District No. 28 of Yavapai County, a political subdivision of the State of Arizona, for and on behalf of South Verde Middle/High School and South Verde Technology Magnet ("CVUSD"), and the Town of Camp Verde, an Arizona municipal corporation (the "Town"), each individually a "Party" and jointly the "Parties."

**RECITALS**

The Town owns a gymnasium and fields located at 395 South Main Street in Camp Verde, Arizona (the "Facility").

CVUSD desires to use the Facility when instructing physical education courses taught through South Verde Middle/High School and South Verde Technology Magnet.

CVUSD is authorized to enter into this Agreement pursuant to Arizona Revised Statutes ("ARS") Section 15-342(13), Section 15-364(A), Section 15-1105 and Section 11-952.

The Town is authorized to enter into this Agreement under ARS Section 15-364(B) and Section 11-952.

Now therefore, for the mutual covenants and consideration herein, the Parties agree as follows:

**AGREEMENT**

1. **TERM.** The term of this Agreement ("Term") shall commence on \_\_\_\_\_, 2010, and shall terminate no later than \_\_\_\_\_. This Agreement may be extended by mutual written agreement of the Parties following written notice by either Party of intent to extend delivered to the other Party not less than thirty (30) days prior to the end of the then-current term. If the Parties agree, the Term shall be extended for one (i) year. Each successive term shall be for one (1) year; provided, however, that this Agreement may not be extended more than four (4) times.

2. **PURPOSE.** The purpose of this Agreement is to set forth the responsibilities and contributions of the Parties with respect to the use and operation of the Facility.

3. **USE.**

A. CVUSD shall have non-exclusive use of the Facility for the purpose of instructing physical education courses to students of South Verde Middle/High School and South Verde Technology Magnet.



B. CVUSD agrees to comply with all applicable state and federal laws and regulations, and with the policies and regulations of Town, pertaining to the use and occupancy of the Facility. Town shall ensure that CVUSD has copies of Town policies and regulations pertinent to this Agreement. During the hours CVUSD is using the Facility, CVUSD shall not (i) use or allow any portion of the Facility to be used for any unlawful purpose, (ii) commit or allow to be committed any waste or nuisance in or about the Facility, (iii) violate any insurance coverage maintained by CVUSD or the Town, (iv) allow a number of persons in any portion of the Facility in excess of the legal or normal capacity of the Facility, and (v) permit smoking or alcohol in any portion of the Facility.

C. At the end of each session of use of the Facility by CVUSD, CVUSD shall perform routine cleanup of garbage, floor sweeping, and organization of equipment and furniture. CVUSD shall provide equipment required for its physical education courses. CVUSD shall repair or replace any of Town's equipment which is damaged during CVUSD use of the equipment.

4. SCHEDULING. The CVUSD will schedule the use of the Facility through the Town, primarily through its Parks and Recreation Department. Town events shall have priority in use of the Facility. When CVUSD is in session, CVUSD may, except when other scheduled events preclude its use, use the Facility for one hour each morning and one hour each afternoon, and such hourly use shall be scheduled between the hours of 8:00 a.m. and 4:00 p.m.

5. FINANCIAL CONTRIBUTIONS. CVUSD agrees to perform three to five hours of Community Service per month based on a rate of \$10.00 per hour to cover the cost of general maintenance and janitorial in the amount of \$350.00 per month. The Community Service will be coordinated with the Town of Camp Verde, Maintenance Division, 395 S. Main Street, Camp Verde, AZ.

6. INSURANCE.

A. CVUSD will procure, at its expense, and maintain during the term hereof, a property insurance policy and a policy of general liability insurance against claims for the bodily injury, death, and property damage occurring in connection with the use of the Facility as part of its general policy. This may be self-insurance through the Arizona School Risk Retention Trust and shall provide insurance coverage no less than provided for CVUSD buildings and operations. Insurance provided by CVUSD shall be primary and insurance provided by the Town shall not contribute to liability covered by CVUSD insurance coverage.

B. Town will procure, at its expense, and maintain during the term hereof, a property insurance policy and a policy of general liability insurance against claims for the bodily injury, death, and property damage occurring in connection with the use of the Facility as part of its general policy. This may be self-insurance through the Arizona School Risk Retention Trust and shall provide insurance coverage no less than provided for Town buildings and operations.

7. LIABILITY AND INDEMNITY. CVUSD agrees to conduct its activities in the Facilities in a careful and safe manner. In the event both Parties, including but not limited to employees, agents, students or invitees, participate in a liability-causing event, each Party shall contribute to the common liability at a pro rata share based upon its relative degree of fault as established by compromise, arbitration, or litigation. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by a Party to defend, hold harmless or indemnify the other Party shall be limited to, and be payable only from, available insurance or self-insurance coverage for liability assumed by contract, if any, available as part of its general liability insurance program.

8. ENTIRE CONTRACT. This Agreement and any Exhibits attached hereto are the entire agreement between Town and CVUSD concerning this matter. The Parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement. Alterations and modifications of any of the provisions of this Agreement shall not be valid unless reduced to writing and signed by both Parties.

9. TERMINATION. Either Party may terminate this Agreement by delivering written notice of intent to terminate to the other Party not less than thirty (30) days prior to the effective date of termination. Such termination shall be effective at the end of the then-current academic semester or quarter, as appropriate, in which notice was delivered.

10. MAINTENANCE. Except as provided elsewhere herein, Town shall be responsible for all maintenance, repairs, improvements and additions to the Facility, except for repairs resulting from use of the Facility by CVUSD, which repairs shall be the obligation of CVUSD. Town shall be responsible for the provision of utilities and payment for utility services to the Facility, including but not limited to water, sewer, electricity, heating, cooling, telecommunications, garbage disposal, and snow removal.

11. WAIVER. The failure of either Party to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement, or either Party's delay in the exercise of any such rights or remedies shall not release the other Party from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of the Party to insist upon strict performance of this Agreement.

12. DELEGATION AND ASSIGNMENT.

A. Town shall have the right to delegate Town's duties under this Agreement provided Town notifies the District in writing of such delegation, and provides the District with contact information of the delegee.

B. CVUSD shall not assign its rights under this Agreement without the prior written consent of Town.

13. ARBITRATION. In the event of a dispute hereunder, the Parties agree to negotiate in good faith to resolve any differences, and if such negotiations fail, then to use arbitration insofar as required by Arizona Revised Statutes Sections 12-1518 and 12-133, and the rules promulgated thereunder.

14. CONFLICT OF INTEREST. The Parties understand that this Agreement is subject to cancellation pursuant to ARS Section 38-511.

15. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Arizona, the courts of which state shall have jurisdiction of the subject matter thereof.

16. RELATIONSHIP.

A. The Parties agree that neither the Town nor any employees or other personnel of the Town will, for any purpose, be considered employees of the CVUSD. CVUSD shall not be responsible in any manner for the supervision, daily direction and control of the Town and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security), workers' compensation and disability benefits for Town and any of its employees or other personnel.

B. The Parties agree that neither CVUSD nor any employees or other personnel of CVUSD will, for any purpose, be considered employees of the Town. The Town shall not be responsible in any manner for the supervision, daily direction and control of CVUSD and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security), workers' compensation and disability benefits for CVUSD and any of its employees or other personnel.

17. AUTHORITY.

A. The individual signing below on behalf of the Town hereby represents and warrants that such individual is duly authorized to execute and deliver this Agreement on behalf of the Town and that this Agreement is binding upon the Town in accordance with its terms.

B. The individual signing below on behalf of CVUSD hereby represents and warrants that such individual is duly authorized to execute and deliver this Agreement on behalf of CVUSD and that this Agreement is binding upon CVUSD in accordance with its terms.

In Witness whereof, the Parties execute this Agreement:

FOR TOWN:

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

Attest: \_\_\_\_\_  
Debbie Barber, Town Clerk

This Agreement is in the proper form and is within the power and authority granted to Town under ARS Section 11-952 *et seq.*:

By: \_\_\_\_\_  
Town Attorney

FOR CVUSD:

By: \_\_\_\_\_  
Tim Roth, Board President

Attest: \_\_\_\_\_  
Mary Hudson, Superintendent/Board Secretary

This Agreement is in the proper form and is within the power and authority granted to CVUSD under ARS Section 11-952 *et seq.*:

By: \_\_\_\_\_  
Attorney for the District

#16



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

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

**Reference Document:** April 7, 2010 Council Actions Taken, Draft Retirement Incentive Program Documents

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of 1) the establishment of a Retirement Incentive Program; and 2) the re-appropriation of Contingency Funds to fund the increased Sick Leave Accrual cash-outs.

**Purpose and Background Information:**

At the April 7, 2010 Council meeting, Council directed Staff relative to the parameters and guidelines with which to develop a Retirement Incentive Program and to bring back information regarding the potential costs of implementing the program. The following guidelines were established by Council:

- Employees must qualify for full retirement status with either Arizona State Retirement System or Public Safety Personnel Retirement System.
- Amounts required to payout additional amounts of Sick Time Accruals up to 100% of accrual.
- Three (3) week timeframe with which employees will be required to submit letters of interest to participate in the Retirement Incentive Program.
- Employees must retire by June 30, 2010.
- Cap out amount for increased payout amounts.

Based on these guidelines, Staff has developed the following information:

- Based on years of service with the Town and retirement program requirements, there are eight (8) employees who qualify for full retirement. Though it is unknown if all eight (8) employees desire to retire at this time, Staff's estimates of costs associated with a Retirement Incentive Program include all eligible employees.
- Additional incentive payout amounts in incremental percentages are as follows:
 

○ Additional 10% of Sick Leave Accruals - \$9,136.18	Total Accrual Payout - \$100,334.15
○ Additional 25% of Sick Leave Accruals - \$22,840.45	Total Accrual Payout - \$114,038.42
○ Additional 50% of Sick Leave Accruals - \$45,680.90	Total Accrual Payout - \$136,878.86
○ Full 100% of Sick Leave Accruals - \$53,956.69	Total Accrual Payout - \$145,154.66
- Staff recommends the three (3) week timeframe with which employees will be required to submit letters of interest to participate in the Retirement Incentive Program begin on May 3, 2010 and close on May 20, 2010. This timeframe would allow for the indicated employees to contact their various retirement programs to discuss retirement benefits as well as assess their individual situations with regards to their ability to retire. This would also allow for department heads to plan for their department's needs.
- Requiring employees to retire by June 30, 2010 will ensure that budgetary savings due to decreased salary costs will be realized in the 2010-2011 fiscal year. These savings will not be measurable until the positions have been filled.
- The balance in the Contingency Fund as of April 7, 2010, is \$27,324.62. If Council desires to use only Contingency Funds to fund the payout amounts, a determination would need to be made as to whether the Contingency Funds would pay for the employees' total accrual cash outs or solely the increased Sick Leave Accrual amounts.

**Recommendation (Suggested Motion):**

Approval of 1) the establishment of a Retirement Incentive Program with the parameters and guidelines as approved by Council; and 2) the re-appropriation of Contingency Funds in the amount of \$ \_\_\_\_\_ to fund the increased Sick Leave Accrual cash-outs.

Finance Review:  Budgeted  Unbudgeted  N/A

Finance Director Comments/Fund:

Attorney Review:  Yes  No  N/A

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report Prepared By: Lisa Elliott, Senior Accountant

# Employees Eligible for Voluntary Retirement Incentive Program

Based on Full Retirement Eligibility

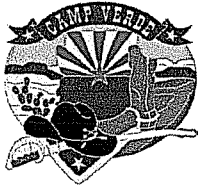
Employee	Payout Based on current Policy	If Paid Add'l 10% for Sick Time	If Paid Add'l 25% for Sick Time	If Paid Add'l 50% for Sick Time	If Paid 100% of Sick Time
1	\$ 14,831.93	\$ 16,162.25	\$ 18,157.72	\$ 21,483.50	\$ 21,483.50
2	\$ 8,752.53	\$ 9,717.43	\$ 11,164.77	\$ 13,577.01	\$ 13,577.01
7	\$ 5,807.35	\$ 6,663.52	\$ 7,947.77	\$ 10,088.19	\$ 13,512.85
8	\$ 13,122.39	\$ 14,290.97	\$ 16,043.83	\$ 18,965.28	\$ 21,886.73
10	\$ 1,182.33	\$ 1,334.53	\$ 1,562.84	\$ 1,943.35	\$ 2,552.16
20	\$ 17,209.54	\$ 18,804.91	\$ 21,197.97	\$ 25,186.39	\$ 25,186.39
22	\$ 6,554.14	\$ 7,683.89	\$ 9,378.51	\$ 12,202.87	\$ 12,202.87
25	\$ 9,139.15	\$ 9,616.69	\$ 10,333.00	\$ 11,526.85	\$ 11,526.85
	\$ 76,599.37	\$ 84,274.18	\$ 95,786.40	\$ 114,973.44	\$ 121,928.36
	\$ 2,356.23	\$ 2,580.63	\$ 2,917.24	\$ 3,478.24	\$ 3,909.45
	\$ 1,110.69	\$ 1,221.98	\$ 1,388.90	\$ 1,667.11	\$ 1,767.96
	\$ 9,409.21	\$ 10,361.05	\$ 11,788.82	\$ 14,168.44	\$ 14,853.50
	\$ 1,722.47	\$ 1,896.30	\$ 2,157.05	\$ 2,591.63	\$ 2,695.39
	\$ 91,197.97	\$ 100,334.15	\$ 114,038.42	\$ 136,878.86	\$ 145,154.66
<b>Additional Cost:</b>	<b>\$</b>	<b>\$ 9,136.18</b>	<b>\$ 22,840.45</b>	<b>\$ 45,680.90</b>	<b>\$ 53,956.69</b>

## **TOWN OF CAMP VERDE**

### **VRIP PROCEDURE SUMMARY**

1. Give the Employee the Application and Agreement.
2. Employee completes Application and returns to the Human Resources Director. Employee does not sign or return the Agreement.
3. Town determines if the Employee qualifies.
4. Town informs employee if he or she qualifies for the VRIP.
5. If employee qualifies, Town gives the employee a letter stating that he or she qualifies and informs him or her that the 30 day period to review and consider the Agreement has begun.
  - a. Employee tells Town of his or her retirement date.
6. On employee's last day of employment, employee signs Agreement—this starts the 7 day revocation period.
7. Payment under Agreement is made 10 business days after employee signs Agreement to make sure the 7 day revocation period has passed.





**Town of Camp Verde, Arizona**  
**Voluntary Retirement Incentive Program**

**Purpose** - Due to the adverse economic conditions currently affecting the Town of Camp Verde, a Voluntary Retirement Incentive Program (VRIP) is being offered from May 3, 2010 through May 20, 2010 (subject to the limitations herein) in order to reduce costs to the Town.

**Eligibility** – This program is open to employees of the Town of Camp Verde who: (1) who are eligible for full retirement status and pursue retirement through a bona fide retirement plan (*i.e.*: ASRS, PSPRS, Social Security).

**Participation** – Participation in this program is completely voluntary. The Town is not pressuring you or any employee to terminate employment with the Town. All employees have full discretion in deciding whether to apply for or participate in this program.

**Benefits** – The Town of Camp Verde will provide additional monetary benefits for staff members who are considering retirement by providing a greater level of payout on Sick Leave Accrual hours than would be normally paid upon resignation or retirement. Currently, Section 4-8-9 of the Town of Camp Verde Personnel Policies and Procedure Manual states that at the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated Sick Leave balance as calculated below:

Employees with 1-less than 10 years of service	10% of Sick Leave Accruals
Employees with 10-less than 15 years of service	25% of Sick Leave Accruals
Employees with 15+ years of service	50% of Sick Leave Accruals

Under the VRIP, employees will be eligible for a higher payout rate than is outlined in Section 4-8-9. The payout percentages will be increased to 100% of the employees accumulated Sick Leave balance.

**Limitations** – Funding for this program is available on a limited basis. Total payouts for all employees who wish to participate in this program are limited to a maximum of \$27,000. Applications will be considered on a non-discriminatory, first-come first-serve basis based on the date and time a fully completed and signed Application and Agreement is returned to the Human Resources office. Once the \$27,000 maximum has been reached, no further applications will be granted.

**Resignations.** Participants approved under this program shall resign their positions with the Town by June 30, 2010. At the discretion of the Town Manager, employees who cannot meet the June 30th deadline due to the requirements of their retirement option may be considered for up to a 3-month extension. Any approved VRIP payout also will be subject to all provisions related to resignation as outlined in the Town's Personnel Policy and Procedure Manual, and will be paid in addition to all other eligible benefits.

**Income Tax Consequences:** Early Retirement Incentive pay has been determined to be taxable income for state and federal income tax purposes and will be treated as such. It will

be reported as a taxable retirement payment, if applicable. Any required state or federal withholdings will be subtracted from each payment to the retiree.

**Coordination with Retirement Programs** – It is the employee's responsibility to coordinate with their appropriate retirement plan (ASRS, PSPRP, Social Security) to determine what, if any, impacts this VRIP will have on their retirement benefits and to arrange for participation in their respective retirement plan.

**Application and Agreement** – To be considered for the program, employees must complete an Application and Agreement which is available from the Human Resources Office. The deadline for submitting the Application and Agreement is on or before May 20, 2010. The Application and Agreement may be withdrawn by the employee at any time before issuance and acceptance of the incentive payment. Failure to submit the Application and Agreement within the time frame specified herein shall result in the rejection of the employee in the VRIP.

**Questions** – Employees who are interested in learning more about the VRIP should contact Human Resources Director David Smith at 567-6631 ext 406 or by e-mail at [David.Smith@campverde.az.gov](mailto:David.Smith@campverde.az.gov).

*This VRIP does not alter the rights of any individual to pursue their retirement options at any time. The Town of Camp Verde is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, age, gender, national origin or ancestry, marital status, sexual orientation, disability, or veteran status.*



## Voluntary Retirement Incentive Program APPLICATION

The Town of Camp Verde is offering a Voluntary Retirement Incentive Program (VRIP) from May 3, 2010 through May 20, 2010. This program is open to all employees of the Town of Camp Verde who are eligible for full retirement through a bona fide retirement plan (*i.e.*, Arizona State Retirement System, Public Safety Personnel Retirement System or Social Security) and who have not received a written notice of possible termination (not related to a reduction in force) between January 1, 2010 and May 20, 2010.

Funding for this program is available on a limited basis. Total payouts for all employees who wish to participate in this program are limited to a maximum of \$27,000. Applications will be considered on a non-discriminatory, first-come first-serve basis based on the date and time a fully completed and signed VRIP Application is returned to David Smith, Human Resources Director's office. Once the \$27,000 maximum has been reached, no further applications will be accepted absent an extension of this program by the Town Council.

The VRIP is currently in effect and allows employees who meet the eligibility requirements identified above to voluntarily elect to terminate their employment relationship with the Town and to receive the additional benefit payments provided for in the Voluntary Retirement Incentive Program Agreement ("Agreement") attached hereto. **This VRIP program is in effect until the earlier of May 20, 2010 at 5:30 p.m., or until the maximum expenditure for this program of \$27,000 has been reached.**

To be considered for the VRIP program, eligible employees must have submitted this completed Application to David Smith, Human Resource Director's office **no later than May 20, 2010, by 5:30 p.m.** The Application will then be considered for approval by the Town and the Employee will be notified of its determination. Late applications will not be considered absent an amendment to this VRIP by the Town Council.

Once the Application has been approved by the Town, the Employee shall confirm his or her retirement date with the Town. The attached Agreement is not to be signed by the Employee and returned to the Town until the Employee's actual last day of employment with the Town. The attached Agreement more specifically identifies the terms and conditions you will need to agree to in order to participate in this VRIP. Please review the attached Agreement carefully as you consider whether or not you want to apply for this program.

**Participation in this VRIP is completely voluntary. The Town is not pressuring any employee to terminate his or her employment with the Town. All eligible employees have full discretion in deciding whether or not to apply for or participate in this program.**

**To apply for this VRIP, please complete the following information and return this Application--but not the attached Agreement--to David Smith, Human Resource Director by May 20, 2010 at 5:30p.m.:**

**Please Print**

Name: Last	First	Middle
Mailing Address:		
Physical Address:		
Phone #:	Cell #:	Other #:
Date of retirement and resignation from the Town of Camp Verde:		
Employee's department and position:		

For your reference, the procedures that will be followed in processing this VRIP Application are as follows:

1. Return this completed Application to David Smith, Human Resources Director. Do not return the attached Agreement at this time.
2. The Town will review the application for compliance with this VRIP.
3. The Town will inform the employee if he or she qualifies for the VRIP.
4. If the employee qualifies, the Town will inform the employee in writing and the 30 day period for the employee to review and consider the Agreement will begin.
  - a. Employee will confirm his or her retirement date with the Town.
5. On employee's last day of employment, the employee will sign the attached Agreement and deliver it to David Smith, Human Resources Director.

6. Payment to the employee under the Agreement will be made 10 business days after the employee's last day of employment and delivery of a signed Agreement.

### **Certificate of Applicant**

I have completed and submitted this Application for the purpose of stating my intent to participate in the Town of Camp Verde ("Town") Voluntary Retirement Program ("VRIP"). I acknowledge and understand that participation in this program means the termination of my employment with the Town. I acknowledge and understand that my decision to participate in the VRIP has been made on a completely voluntary basis and without any force or coercion to do so. I also acknowledge receipt of the Town's VRIP Agreement

I understand that this VRIP does not alter the rights of any individual to pursue their retirement options at any time. The Town is an equal opportunity employer. The Town adheres to a policy of making employment decisions without regard to race, color, religion, age, gender, national origin or ancestry, marital status, sexual orientation, disability, or veteran status.

I understand that any questions or requests for additional information concerning the VRIP should be directed to David Smith, Human Resources Director at (928) 567-6631 extension 406 or by e-mail at [David.Smith@campverde.az.gov](mailto:David.Smith@campverde.az.gov)

Applicant's Signature \_\_\_\_\_

Date and time of delivery to David Smith, Human Resources Director  
\_\_\_\_\_



**Town of Camp Verde**  
**Voluntary Retirement Incentive Program Agreement**

This Voluntary Retirement Incentive Program Agreement ("Agreement") is entered into between the Town of Camp Verde ("Town") and \_\_\_\_\_ ("Employee") and embodies the terms and conditions of Employee's participation in the Town's Voluntary Retirement Program ("VRIP"). Any questions about the VRIP should be directed to David Smith, Human Resource Director, at (928) 567-6631 ext 406 or by e-mail at [David.Smith@campverde.az.gov](mailto:David.Smith@campverde.az.gov).

THE PARTIES TO THIS AGREEMENT UNDERSTAND AND AGREE AS FOLLOWS:

**SECTION I: GENERAL TERMS AND CONDITIONS**

- A. Employee is currently employed by and is in good standing with the Town.
- B. The Town does not have in place any policy or practice requiring the Employee to terminate his or her employment with the Town or that in any way diminishes the terms and conditions of Employee's employment.
- C. The Town recently established a VRIP.
- D. The Employee's participation in this VRIP is completely voluntary. The Town is not pressuring any employee to terminate his or her employment with the Town. All employees have full discretion in deciding whether or not to apply for or participate in this VRIP.**
- E. The terms and conditions of employment, termination of employment and retirement are regulated by law. Specifically, early retirement programs such as this VRIP are regulated by the Age Discrimination in Employment Act of 1967 (29 U.S.C. 62, et. Seq.), as amended by the Older Workers Benefit Protection Act (Public Law 101-433-October 16, 1990), which prohibits age discrimination in employment.
- F. The VRIP is currently in effect and allows employees who meet the Eligibility Requirements identified below to voluntarily elect to terminate their employment relationship with the Town and to receive the alternative benefit payment provided for herein. **This VRIP program is in effect until the earlier of May 20, 2010 at 5:30 p.m., or until the maximum expenditure for this program of \$27,000 has been reached.**
- G. To be considered for this VRIP program, eligible employees must have submitted a completed Application to David Smith, Human Resource Director's office **no later than May 20, 2010, by 5:30 p.m.** Late applications will not be considered absent an amendment to this VRIP by the Town Council.
- H. The Application will then be considered for approval by the Town and the Employee will be notified of its determination. If the Application has been approved by the Town, the Employee shall confirm his or her retirement date with the Town. **This Agreement is not**

**to be signed by the Employee and returned to the Town until the Employee's actual last day of employment with the Town.**

- I. Employees who desire to participate in the VRIP **must agree to a retirement effective date of on or before June 30, 2010** and shall resign their positions with the Town and apply for one of the retirement options identified in Section II below by that time. At the discretion of the Town Manager, employees who cannot meet the June 30th deadline due to the requirements of their retirement option may be considered for up to a three (3) month extension. Any approved VRIP payout also will be subject to all provisions related to resignation as outlined in the Town's Personnel Policy and Procedure manual and are in addition to any other benefits the Employee is otherwise entitled to.
- J. It is the Employee's responsibility to coordinate with his or her appropriate retirement plan (ASRS, PSPRS, Social Security, etc.) to determine what, if any, impact this VRIP will have on his or her retirement benefits and to arrange for participation in the retirement plan.
- K. This VRIP does not change any entitlement Employee has or may have under any other program or benefits offered by the Town.

**SECTION II: ELIGIBILITY REQUIREMENTS**

- A. Candidates must have been employed by the Town for at least one year; and
- B. Candidates must be eligible for full retirement through a bona fide retirement plan (*i.e.*, Arizona State Retirement System (ASRS), Public Safety Personnel Retirement System (PSPRS) or Social Security), acceptable proof of which must be provided to the Town prior to the Employee's retirement date; and
- C. Candidates must not have received a written notice of possible termination (not related to a reduction in force) between January 1, 2010 and May 20, 2010.

**SECTION III: BENEFIT PAYMENT FOR VERIP**

- A. **Current Benefit.** Section 4-8-9 of the Town's Personnel Policies and Procedure Manual states that at the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated Sick Leave balance as calculated below:

Employees with 1-less than 10 years of service	10% of Sick Leave Accruals
Employees with 10-less than 15 years of service	25% of Sick Leave Accruals
Employees with 15+ years of service	50% of Sick Leave Accruals

- B. **Alternative Benefit Under This Agreement.** In place of the current benefit, the Town will provide the Employee who participates in this VRIP the alternative benefit of receiving 100% of the employees accumulated Sick Leave balance.
- C. **Payment.** Based on the foregoing description of benefits, the Town agrees to pay Employee the sum of \_\_\_\_\_ (\$\_\_\_\_\_), less all required withholdings, within ten (10) business days after the Employee's last day of employment with the Town and delivery of this signed Agreement, provided that the Employee has not revoked his or her signature during the seven (7) day revocation period in Section V(D) below. This

payment will be made either by mail to the Employee's last known mailing address on file with the Town, or the employee may pick up the check at the Human Resource Department. Employee acknowledges that the Town does not owe Employee any additional monies pursuant to this Agreement.

**D. Deductions.** The Employee understands that the Town will deduct all federal and state withholding taxes and other deductions which the Town is required by law to make from the gross VRIP payment made to Employee under this Agreement. The VRIP payout will be made separate from all other payouts the Employee might be entitled to receive under the Town's existing Personnel Policies & Procedures Manual. Employee further understands that the VRIP payment is the total amount of compensation that the Employee will receive from the Town pursuant to this Agreement.

**E. VRIP Limitations.** Funding for this program is available on a limited basis. Total payouts for all employees who wish to participate in this program are limited to a maximum of \$27,000. Applications will be considered and approved on a non-discriminatory, first-come first-serve basis based on the date and time a fully completed and signed Application is returned to David Smith, Human Resource Director's office. Once the \$27,000 maximum has been reached, no further applications will be approved by the Town absent an extension of the VRIP by the Town Council which shall be in the Town Council's sole and absolute discretion. Once an Application has been accepted by the Town, the Employee shall have an opportunity to fully consider this Agreement for thirty (30) days as provided for herein.

#### **SECTION IV: FULL AND COMPLETE WAIVER AND RELEASE**

In consideration and exchange for the covenants and consideration provided for herein, Employee, on behalf of him or herself and on behalf of his or her marital community, heirs, executors, administrators, successors and assigns, does hereby waive and release any and all rights, claims or causes of action he or she has or may have against the Town and any of its elected officials, managers, agents, employees and/or members of the Town Council arising out of or relating in any way to the Employee's employment with the Town from the beginning of time to the date of this Agreement, including but not limited to any rights, claims or causes of action arising under local, state and federal law such the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, Title VII of the Civil Rights Act, the Arizona Employment Protection Act, the Arizona Wage Statute A.R.S. 23-350, et seq., and the Town of Camp Verde policies, and any and all actions for breach of contract, express or implied, breach of the covenant of good faith and fair dealing (express or implied), wrongful termination in violation of public policy, and all other tort claims, including, but not limited to, intentional or negligent infliction of emotional distress, invasion of privacy, negligence, negligent hiring or retention, defamation, intentional or negligent misrepresentation, fraud, and any and all other claims arising under laws and regulations relating to employment termination, employment discrimination or retaliation, wages, hours, benefits, compensation, and any and all claims for attorneys' fees and costs. **THIS FULL AND COMPLETE WAIVER AND RELEASE INCLUDES ANY AND ALL RIGHTS, CLAIMS OR CAUSES OF ACTION EMPLOYEE MAY HAVE, WHETHER KNOWN OR UNKNOWN, AT THE TIME OF EMPLOYEE'S EXECUTION OF THIS AGREEMENT.**

#### **SECTION V: AGE DISCRIMINATION IN EMPLOYMENT ACT REQUIREMENTS**



This Agreement includes a release of claims under the Age Discrimination in Employment Act of 1967, as amended ("ADEA"), which prohibits age discrimination in employment. As required by the ADEA, this Agreement is subject to the following terms and conditions:

- A. No Waiver of Future Claims.** This Agreement and the release contained herein does not waive or release any rights or claims that the Employee may have which arise after the date the Employee signs this Agreement.
- B. 30 Day Consideration Period.** The Employee shall have thirty (30) days to review and consider this Agreement after the Employee's Application has been accepted by the Town. The Employee may use as much of this thirty (30) day period as the Employee wishes prior to signing this Agreement.
- C. Consult with an Attorney.** The Employee is advised to consult with an attorney prior to signing this Agreement.
- D. Seven (7) Day Right to Revoke.** The Employee has the right to revoke this Agreement at any time within seven (7) days after the date the Employee signs this Agreement. The Employee can revoke this Agreement by mailing or delivering a written notice of revocation to:

David Smith  
Human Resources Director  
Town of Camp Verde  
395 S. Main Street  
Camp Verde, Arizona 86322

The revocation must be provided in writing and received by David Smith, Human Resources Director during the seven (7) day revocation period. This Agreement shall not become effective or enforceable until the foregoing revocation period has expired.

- E. Group Exit Incentive Requirement.** This VRIP is considered a group exit incentive program under the ADEA. The class, unit or group of individuals covered by this VRIP is all employees who meet the eligibility requirements in Section II above during the applicable time period. Since all employees of the Town participate in at least one of the retirement options identified in Section II, the decisional unit is all Town employees who have worked for the Town for at least one year and have not been provided with notice of possible termination between January 1, 2010 and May 20, 2010 (not related to a reduction in force). There are no job classifications, age groups or organizational units of the Town who are not eligible to participate in this VRIP.

## SECTION VI: OTHER TERMS AND CONDITIONS

- A. Entire Agreement.** This Agreement contains the entire understanding and agreement between the parties hereto with respect to its subject matter and supersedes any prior or contemporaneous written or oral agreements, representations or warranties between them respecting the subject matter hereof.
- B. Amendment.** This Agreement can be modified only by a written agreement signed by both parties.

**C. Severability.** If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this Agreement shall remain in full force and effect.

**D. Governing Law and Jurisdiction.** This Agreement shall be construed in accordance with, and all actions arising hereunder shall be governed by, the laws of the State of Arizona. Any action arising out of or relating to this Agreement shall be brought only in Yavapai County, Arizona or a federal court of competent jurisdiction in Arizona.

**E. Headings.** The headings used in this Agreement are for the convenience of the parties only and are not meant to limit or construe the terms of this Agreement in any manner.

**F. Effective Date.** The effective date of this Agreement shall be the date last signed below.

**G. Counterparts.** This Agreement may be executed in simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

**SECTION VII: SIGNATURES AND ACKNOWLEDGEMENTS**

BY SIGNING THIS AGREEMENT BELOW, EMPLOYEE ACKNOWLEDGES THAT HE OR SHE HAS READ THIS AGREEMENT, UNDERSTANDS AND AGREES TO BE BOUND BY ITS PROVISIONS, THAT HIS OR HER DECISION TO ENTER INTO THIS AGREEMENT IS COMPLETELY VOLUNTARILY AND THAT THE TOWN HAS NOT PRESSURED, FORCED OR COERCED EMPLOYEE IN ANY WAY TO ENTER INTO THIS AGREEMENT.

EMPLOYEE FURTHER ACKNOWLEDGES THAT HE OR SHE HAS BEEN GIVEN 30 DAYS TO REVIEW AND CONSIDER THIS AGREEMENT AND ITS ATTACHMENTS, THAT HE OR SHE HAS BEEN ADVISED TO CONSULT WITH AN ATTORNEY BEFORE SIGNING THIS AGREEMENT AND UNDERSTANDS THAT HE OR SHE MAY REVOKE THIS AGREEMENT FOR A PERIOD OF SEVEN (7) DAYS AFTER EXECUTING THIS AGREEMENT BELOW BY DELIVERING WRITTEN NOTICE OF SUCH REVOCATION TO DAVID SMITH, HUMAN RESOURCES DIRECTOR AS PROVIDED FOR HEREIN.

\_\_\_\_\_  
Employee Signature/Date

BY SIGNING THIS AGREEMENT BELOW, THE TOWN ACKNOWLEDGES THAT EMPLOYEE IS ELIGIBLE TO PARTICIPATE IN THE TOWN'S VRIP AND AGREES TO BE BOUND BY ITS TERMS.

\_\_\_\_\_  
Human Resources, Town of Camp Verde/Date

#19

**Debbie Barber**

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**From:** Debbie Barber  
**Sent:** Wednesday, April 14, 2010 10:39 AM  
**To:** 'Debra.Stewart@az.usda.gov'  
**Cc:** Bob Burnside

Hi Debbie!

You're right – it's a definite case of telephone tag. I have this magic button on my chair that I can't get disconnected – every time I step away, my phone rings! Anyway, my question are:

1. I noticed on the information that you sent that we are required to submit certification that we cannot get lending at reasonable rates. The Town has various means to finance projects including bonding, GADA loans, etc. Would this requirement prohibit our eligibility to apply for RDA funds? If not, then how would we meet the certification requirements?
2. It states that grant funds for a typical project are typically limited to \$50,000. CCCVL told Council that we are eligible for grant funding in the \$300,000 to \$400,000 range. Is this correct or is it limited to the \$50,000?
3. It states the priority is given to a service area that has a median household income below 60% of the state nonmetropolitan median household income. The State listed MHI at \$53,800 for Yavapai County in 2009. We do not have figures for Camp Verde alone. However, our Low-to-Moderate Income population is only 44.8% based on the 2000 Census. How will this affect our ability and what percentage, if any, would be available as a source of grant funding with this LMI percentage?
4. It states that RDA serves as the loan guarantor. Would we actually apply for the funds through another institution/agency or would it be a direct loan from RDA?
5. As for the possibility of issuing bonds, we have not gotten that far. Of course, if Council decides to go this route, we will hire a bond attorney to conduct the election and help us through the bonding process. As I understood your voice mail – we could proceed with the application and withdraw it if the voters did not approve the bonds. The Town has never held a bond election, but I am aware that it is a lengthy process. Am I correct in understanding that we could withdraw the application if the bond election failed?

Thanks for your help!  
Debbie

**Deborah Barber, MMC**  
**Town Clerk**  
**Town of Camp Verde - 473 S. Main, Ste. 102 - Camp Verde AZ 86322**  
**(928) 567-6631 ext. 102 - Fax (928) 567-9061**  
[debbie.barber@campverde.az.gov](mailto:debbie.barber@campverde.az.gov)

*As of 4/15/10 - Ms Stewart has not responded to these questions.*  
*db*

## Debbie Barber

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**From:** Stewart, Debra - Phoenix, AZ [Debra.Stewart@az.usda.gov]  
**Sent:** Thursday, April 08, 2010 3:38 PM  
**To:** Debbie Barber  
**Subject:** FW: Community Facility Loan & Grant Program (Pre-application)  
**Attachments:** 1 Pre-app Cover Letter.doc; 2. CF Pre-App Exhibits.doc; 3. FAQ's CF Direct Loan Grant.doc

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**From:** Stewart, Debra - Phoenix, AZ  
**Sent:** Thursday, April 08, 2010 3:17 PM  
**To:** 'debbie.barber@campverdeaz.gov'  
**Subject:** Community Facility Loan & Grant Program (Pre-application)

Hi Debbie,

The Community Facility (CF) direct loan program provides loans to public bodies, nonprofit corporations, and Indian tribes for the development of essential community facilities for public use in rural areas and towns with a population of 20,000 or less. This type of loan may be made to an eligible public body, nonprofit corporation, or Indian tribe which (a) can demonstrate its inability to finance the proposed project from its own resources or from commercial credit at reasonable rates and terms, (b) has authority to develop, own, and operate the proposed facility, and (c) can legally borrow money and make payments on debts obligated.

Under the CF grant program, grants may be made to public bodies and nonprofit organizations to assist in the development of essential community facilities for public use in small, poor, and needy communities. Grants may be made for up to 75 percent of the cost to develop the project. Priority is given to applications received from applicants located in and serving rural areas and towns with populations of 5,000 or less and where the median household income of the population to be served by the proposed facility is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income. Grant funds are highly competitive and are based on a priority selection process.

I have attached information for USDA, Rural Development's Community Facility Program. You will find everything you need to submit a pre-application to our Agency. There are Hyperlinks on the exhibit page that will take you to all of our Community Program Resources.

If you have any questions, please do not hesitate to contact me at (602) 280-8746 or by email.

Debra Stewart | Community Programs Specialist  
Rural Development  
U.S. Department of Agriculture  
230 N. First Ave., Suite 206 | Phoenix, AZ 85003-1706  
Phone: 602.280.8746 | Fax: 602.280.8881  
[www.rurdev.usda.gov](http://www.rurdev.usda.gov)

"Committed to the future of rural communities"



Committed to the future of rural communities.

United States  
Department of  
Agriculture  
Rural Development

Arizona State Office  
230 N. First Avenue  
Suite 206  
Phoenix AZ 85003

Community Programs  
(602) 280-8745  
(602) 280-8705 TDD  
(602) 280-8879 FAX

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RE: Financial Assistance Information: **Community Facilities Programs (CF)**

Enclosed is our information package for the USDA Rural Housing Service, *Community Facility Program*.

To be eligible for the Community Facilities Program the proposed facility must be an essential public use community facility located in a rural area. A rural area is considered to be any community or town of up to 20,000 in population, or any unincorporated rural area under up to 50,000 in population. The city of Casa Grande is an eligible community by special legislation. Indian reservations are considered eligible rural areas.

At the time of the pre-application all applicants must be: (1) A Public body, such as a municipality, county, district or other political subdivision of a state, or (2) An organization operated on a not-for-profit basis, such as an association, cooperative, or private corporation, or (3) A Federally recognized Indian tribe.

The Community Facility Programs are primarily loan programs. The CF Loan Guarantee Program is Lender Driven and therefore the applicant would apply for a loan with their lender, who then would request a loan guarantee from Rural Development. The CF Direct Loan Program provides applicants that are unable to obtain credit elsewhere with an opportunity to apply directly to Rural Development. Rural Development then acts as the lender.

Once the pre-application package is submitted an initial determination of applicant and project purpose and location eligibility is made based on the information reviewed. After completion of the pre-application stage the applicant will be informed in writing of the determination.

The CF Program can also provide some assistance in the form of grant funds when those funds are available. The amount of the grant funds available are limited and can never exceed 75% of the total project cost. Eligibility for grant funds is based on the financial need of the applicant in meeting payment requirements of the CF loan. The amount of funds available for a project typically would not exceed \$50,000.00.

“USDA is an equal opportunity provider, employer and lender.”  
To file a complaint of discrimination write USDA, Director, Office of Civil Rights,  
1400 Independence Avenue, S.W., Washington, DC 20250-9410  
or call (800)795-3272 (voice) or (202)720-6382 (TDD).

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The grant funds available to a specific project is limited by formula based on service area population and the Median Household Income (MHI) for the area. Grant assistance is limited to the following percentages of eligible costs:

- (a) 75 percent when the proposed project is located in a rural community having a population of 5,000 or less, and the MHI is below the higher of the poverty line or 60 percent of the State Nonmetropolitan MHI.
- (b) 55 percent when the proposed project is located in a rural community having a population of 12,000 or less, and the MHI is below the higher of the poverty line or 70 percent of the State Nonmetropolitan MHI.
- (c) 35 percent when the proposed project is located in a rural community having a population of 20,000 or less, and the MHI is below the higher of the poverty line or 80 percent of the State Nonmetropolitan MHI.
- (d) 15 percent when the proposed project is located in a rural community having a population of 50,000 or less, and the MHI is below the higher of the poverty line or 90 percent of the State Nonmetropolitan MHI.

In this information package you will find the answers to most of your questions. You will also find all the resources you need to complete your application. If you cannot find a financial source willing to assist you or to participate with Rural Development in a combination of a guaranteed loan and a direct loan you can apply to Rural Development for a direct loan.

In the CF Direct Loan Program Rural Development acts as the bank and is looking for the same type of credit qualities and repayment ability that an outside financial source would be looking for from you as the applicant. In the processing of the request we will also require an appraisal of the project to insure that there is value supporting the requested loan amount.

If you have any questions please contact me at the State Rural Development Office in Phoenix. My phone number is (602) 280-8746 and e-mail address is: [debra.stewart@az.usda.gov](mailto:debra.stewart@az.usda.gov)

Sincerely,

/s/

DEBRA STEWART  
Community Programs Specialist

Enclosures



Committed to the future of rural communities.

United States  
Department of  
Agriculture  
Rural Development

Arizona State Office  
230 N. First Avenue  
Suite 206  
Phoenix AZ 85003

Community Programs  
(602) 280-8745  
(602) 280-8705 TDD  
(602) 280-8881 FAX

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## **FAQ'S: Community Facilities Direct Loans and Grants**

### **1. What is an essential community facility?**

Essential community facilities are broad based, viable facilities that provide lasting services and benefits to the entire community. Essential community facilities must meet all of the following criteria:

- Provide an essential public service to the local community - the service should be a service that is typically provided by a local unit of government;
- Be needed for the orderly development of the rural community - considered a public improvement;
- Does not include private, commercial or business undertakings; and
- Must include significant community support.

### **2. What kind of projects qualifies as a community facility?**

Examples of community facilities are:

- **Community Health Care:** physicians clinics, outpatient care, nursing home, dental clinic, telemedicine, assisted care, ambulatory care, etc.
- **Cultural and Educational:** library, museum, vocational school, public school, all purpose building, college, educational camp for persons with disabilities, shelters, alcohol treatment centers, etc.
- **Fire Rescue and Public Safety:** fire department, fire trucks, jail, police station, communications center, civil defense building, rescue and ambulance service building, multiservice fire/rescue, etc.
- **Public Building and Improvements:** adult day care center, child day care center, city hall, community health department office building, community center, county courthouse, food preparation center, home for delinquents, public maintenance building, domestic violence centers

The most important factor is that the project serves the community as a whole and is needed for the orderly development of the community such as providing an essential service to the residents (health care services, fire and safety services, educational services, etc.).

### **3. Can Rural Development pay 100% of the project costs with CF funds?**

CF direct and guaranteed loan funds can be used to pay 100% of the project costs. Normally, under the direction of Rural Development, applicants use interim financing to pay construction costs and CF loans are used for long-term financing. This arrangement encourages participation from commercial banks.

The maximum amount of grant assistance is 75% of project costs depending upon the median household income and population in the community where the project is located and the availability of grant funds. Grant assistance is very limited and typically does not exceed \$50,000.00. In most instances, projects, which receive grant assistance, have a high priority for funding and are highly leveraged with other loan and grant awards.

### **4. What is the maximum loan amount that can apply for?**

There is no set maximum loan limits with the Community Facilities direct and guaranteed loan programs. The amount that can be financed is based on realistic project costs, project feasibility and funding availability at the time.

### **5. What are the eligibility requirements?**

Community Facilities programs has eligibility issues that are unique to the type of loan program. Applicant eligibility:

- Can be a Public body, non-profit corporation, special purpose district, or Indian tribe
- The Project must be in a city or town of 20,000 or less, or an unincorporated area;
- The Applicant must have legal capacity to borrow, pledge security, construct, operate and maintain the facility for the life of the loan;
- Be financially sound;
- Provide certification they are unable to obtain other credit at reasonable rates and terms and are unable to finance the proposed project from their own resources. A letter from a Lender will be sufficient.
- Have loan repayment ability based on revenues, fees, taxes, and assessments;
- Have final control of the facility which must remain with the borrower organization for the life of the loan. The borrower may enter into a contractual agreement for management of the facility by a third party by contract management agreement; and
- The Facility being financed must be for public use.



**6. What forms are required for filing a Community Facilities (CF) Direct loan or Grant application?**

The application process for CF Direct loans and Grants, or a combination of both, is a two-stage process. An applicant must submit documentation to support its eligibility status and priority for funding before making a formal application. The form needed to start the application process is SF 424, Application for Federal Assistance. The Web Site can also provide assistance with more information and a link to the Rural Development regulation and instructions. You should also contact the Rural Development State Office where you are located in order to obtain all other necessary forms. The requirements for each type of project differ.

**7. Can CF funds be used to refinance existing debts?**

Refinancing existing debts may be considered an eligible direct or guaranteed loan purpose if the debt being refinanced is a secondary part of the loan, is associated with the project facility, and if the applicant's creditors are unwilling to extend or modify terms in order for the new loan to be feasible.

**8. What types of projects are eligible for grant assistance?**

All of the Community Facility programs have the same eligibility rules pertaining to the types of projects that can be financed. With the grant program, such projects as health care and public safety receive a higher priority for funding.

**9. How much grant money grant money is available for small rural communities and how does RD determine what amount the community is eligible for?**

Grants have population and income limits based on where the project is located. There are four levels of percentage of grant assistance ranging from 75% down to 15% of the project costs. The determination on what percentage a project is eligible for is based on population and income. The applicant must provide matching dollars for the balance of project cost as the applicant contribution. Grant funds for a project are typically limited to \$50,000.00.

Grants cannot be made to an entity whose service area has a median household income of more than 90% of the state nonmetropolitan median household income. Priority is given to projects whose service area has a median household income below 60% of the state nonmetropolitan median household income and if the population where the project is located is less than 5,000.

**Community Programs Director, Leonard Gradillas 602.280.8747**

**Phoenix: Debra Stewart 602.280.8746      Yuma: Rosemary Felix 928.782.0860 x 111**

**Willcox: Jeff Hooper 520.384.3529 x 112      Flagstaff: Gordon Holiday 928.774.2401 x 107**

ARIZONA INCOME LIMITS

ARIZONA COUNTIES  
2009

State of Arizona -- State Housing Fund Program  
HOME and Housing Trust Fund Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +	
: Graham County		30%	9400	10750	12100	13450	14550	15600	16700	17750
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15700	17950	20200	22450	24250	26050	27850	29650	
INCOME: 44,900	60%	18840	21540	24240	26940	29100	31260	33420	35580	
	80% (Low-Income)	25150	28700	32300	35900	38750	41650	44500	47400	
: Greenlee County		30%	11850	13500	15200	16900	18250	19600	20950	22300
MEDIAN HOUSEHOLD	50% (Very Low-Income)	19700	22500	25350	28150	30400	32650	34900	37150	
INCOME: 56,300	60%	23640	27000	30420	33780	36480	39180	41880	44580	
	80% (Low-Income)	31550	36050	40550	45050	48650	52250	55850	59450	
: La Paz County		30%	9150	10500	11800	13100	14150	15200	16250	17300
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15300	17500	19650	21850	23600	25350	27100	28850	
INCOME: 37,700	60%	18360	21000	23580	26220	28320	30420	32520	34620	
	80% (Low-Income)	24450	27950	31450	34950	37750	40550	43350	46150	
: Navajo County		30%	9150	10500	11800	13100	14150	15200	16250	17300
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15300	17500	19650	21850	23600	25350	27100	28850	
INCOME: 43,100	60%	18360	21000	23580	26220	28320	30420	32520	34620	
	80% (Low-Income)	24450	27950	31450	34950	37750	40550	43350	46150	
: Santa Cruz County		30%	9250	10550	11900	13200	14250	15300	16350	17400
MEDIAN HOUSEHOLD	50% (Very Low-Income)	15400	17600	19800	22000	23750	25500	27300	29050	
INCOME: 41,400	60%	18480	21120	23760	26400	28500	30600	32760	34860	
	80% (Low-Income)	24650	28150	31700	35200	38000	40850	43650	46450	
Prescott, AZ : Yavapai County		30%	11300	12900	14550	16150	17450	18750	20050	21300
MEDIAN HOUSEHOLD	50% (Very Low-Income)	18850	21500	24200	26900	29050	31200	33350	35500	
INCOME: 53,800	60%	22620	25800	29040	32280	34860	37440	40020	42600	
	80% (Low-Income)	30150	34450	38750	43050	46500	49950	53400	56850	

# NON-ENTITLEMENT

PLACE	PLACENAME	POP100	LOWMODPCT
		69423	58.2
		117755	40.8
		63426	45.6
		51335	41.8
		33489	45.9
		8547	35.9
		19715	48.8
		40827	18
		155032	56.2
		97470	49.2
		179727	53.7
		38381	48.2
		167516	39
		82511	48.5
01090	Ak-Chin Village CDP	669	76.4
01990	Amado CDP	275	43.4
02830	Apache Junction city	31814	53.3
03530	Arizona City CDP	4385	44.1
03915	Arizona Village CDP	351	85.3
04440	Ash Fork CDP	457	46.5
05140	Bagdad CDP	1578	27.4
05770	Benson city	4711	43
06015	Big Park CDP	5245	32.7
06260	Bisbee city	6090	45.2
06470	Bitter Springs CDP	547	81.3
06610	Black Canyon City CDP	2697	38.2
06820	Blackwater CDP	504	81.9
07025	Bluewater CDP	730	42.4
07310	Bouse CDP	615	56.1
08220	Bullhead City city	33769	60.7
08535	Burnside CDP	632	59.2
09340	Cameron CDP	978	87.3
09690	Camp Verde town	9451	44.8
10040	Canyon Day CDP	1092	75.9
10180	Carefree town	2927	16.8
10530	Casa Grande city	25224	52.9
11300	Cave Creek town	3728	25.8
11720	Central Heights-Midland	2694	38.4
12630	Chilchinbito CDP	462	60.7
12770	Chinle CDP	5366	60.2
12840	Chino Valley town	7835	46
13190	Chuichu CDP	339	53
13400	Cibecue CDP	1331	75.4
13470	Cibola CDP	172	49.1
13890	Clarkdale town	3422	38.8



Committed to the future of rural communities.

United States  
Department of  
Agriculture  
Rural Development

Arizona State Office  
230 N. First Avenue  
Suite 206  
Phoenix AZ 85003

Community Programs  
(602) 280-8745  
(602) 280-8705 TDD  
(602) 280-8881 FAX

**COMMUNITY FACILITY PRE-APPLICATION EXHIBITS**

Pre-Application process for eligibility determination made by Rural Development

**Community Facility Direct Loans** RD Instruction 1942-A

[http://www.rurdev.usda.gov/regs/regs\\_toc.html#1942](http://www.rurdev.usda.gov/regs/regs_toc.html#1942)

**Community Facility Guaranteed Loans** RD Instruction 3575-A

[http://www.rurdev.usda.gov/regs/regs\\_toc.html#3575](http://www.rurdev.usda.gov/regs/regs_toc.html#3575)

**Community Facility Grant Program** RD Instruction 3570-B

[http://www.rurdev.usda.gov/regs/regs\\_toc.html#3570](http://www.rurdev.usda.gov/regs/regs_toc.html#3570)

Rural Housing Service, Community Facility Program Information

<http://www.rurdev.usda.gov/rhs/>

**1. SF 424 Application for Federal Assistance**

SF 424A Budget Information, Non-construction Programs

SF 424B Assurances, Non-construction Programs

SF 424C Budget Information – Construction Programs

SF 424D Assurances – Construction Programs

<http://www.usda.gov/rus/water/wwforms.htm>

In completing the SF-424 application *Item 8c* Organizational DUNS, if you do not have a DUNS number, one can be obtained at the following site:

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=674DF7CEBBF423D1249AA260EF61F539>. In *Item 10* the Name of Federal Agency, you will enter **Rural**

**Development**, and in *Item 11* the Catalog of Federal Domestic Assistance Number (CFDA) is **10.766**, and Titled: **Community Facilities Loans and Grants**.

**2. Survey on Ensuring Equal Opportunity for Applicants.** The Federal government is committed to ensuring that all qualified applicants have an equal opportunity to compete for Federal funding. All applicants for grants, direct loans and guaranteed loans are to complete this form with their application. The form can be obtained from the following site;

[http://www.rurdev.usda.gov/rhs/Admin/EO%20Survey/eo\\_survey.htm](http://www.rurdev.usda.gov/rhs/Admin/EO%20Survey/eo_survey.htm).

**3. Credit elsewhere.** Reference Rd Instruction 1942-A, 1942.2(a)(1 & 2). It may be necessary that the applicant apply for credit from commercial resources. If credit is available from commercial resources at reasonable rates and terms the applicant is not eligible for the Agency's financing. If the applicant is not eligible for a loan from a lending source a letter should be obtained from the lender as documentation of this effort.

**4. A brief written summary of the project.** This project summary should include a location map, the parcel size, and if applicable the street address and any other pertinent information. A description of the project proposal, purpose and area of service should be briefly addressed in this narrative summary of the proposed project.

Rural Development is an Equal Opportunity Lender, Provider and Employer

Complaints of Discrimination should be sent to:

USDA, Director, Office of Civil Rights, 326-W Whitten Bldg., Washington D.C. 20250-94

5. **Form RD 442-7, "Operating Budget,"** including projected cash flow.  
<http://www.rurdev.usda.gov/regs/forms/0442-07.pdf>

6. **Form RD 442-3, "Balance Sheet,"** or a financial statement or audit that includes a balance sheet. This form can be found at the following web site:  
<http://www.rurdev.usda.gov/regs/forms/0442-03.pdf>

7. **Evidence of organization:** The applicant's attorney legal opinion stating that the applicant is duly organized, in good standing, in compliance with State statutes and has the power to execute, deliver, obligate and perform under loan and/or grant documents, in addition provide the following applicable documents.

- a. Certificate of Good Standing, an original will need to be provided.
- b. Non-profit organizations: Articles of Incorporation and Bylaws; and a Certificate of Good Standing, an original will need to be provide.
- c. Public Entities: Appropriate legal documents certifying the existence and organization of the entity.
- d. Indian Tribes: Organizational documents with verification that the tribe is a federally recognized Indian Tribe.
- e. Any other organizational data for the organization/entity.

8. **Form RD 1940-20, "Request for Environmental Information",**  
<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1940-20.PDF>

9. **Median Household Income.** Rural Development will need the Median Household Income (MHI) for the service area of the proposed project. This may be obtained based by voter precinct information, through the US Census 2000, or from other local or state sources. The MHI will be used in Rural Developments determination of eligibility, interest rate of the loan, potential for grant assistance, and the ranking of the project for funding priority. Please indicate the service area.

10. **Evidence of support.** The proposed project must include significant community support. This can be in the form of local resolutions, letters or other support documentation. If such documentation is available at this time please submit it.

Debra Stewart, CP Specialist, Phoenix, (602) 280-8745, [debra.stewart@az.usda.gov](mailto:debra.stewart@az.usda.gov)  
Jeff Hooper, Area Specialist, Willcox, (520) 384-3529, [jeff.hooper@az.usda.gov](mailto:jeff.hooper@az.usda.gov)  
Rosemary Felix, Area Specialist, Yuma, (928) 782-0860, [rosemary.felix@az.usda.gov](mailto:rosemary.felix@az.usda.gov)  
Gordon Holiday, Area Specialist, Flagstaff, (928) 774-2401, [gordon.holiday@az.usda.gov](mailto:gordon.holiday@az.usda.gov)  
Loretta Orono, Area Specialist, Show Low, (928) 532-2270, [loretta.orona@az.usda.gov](mailto:loretta.orona@az.usda.gov)



Committed to the future of rural communities.

United States  
Department of  
Agriculture  
Rural Development

Arizona State Office  
230 N. First Avenue  
Suite 206  
Phoenix AZ 85003

Community Programs  
(602) 280-8745  
(602) 280-8705 TDD  
(602) 280-8881 FAX

## **COMMUNITY FACILITY APPLICATION EXHIBITS**

Web site reference for Community Facility Loans RD Instruction 1942-A

[http://www.rurdev.usda.gov/regs/regs\\_toc.html#1942](http://www.rurdev.usda.gov/regs/regs_toc.html#1942)

Web site reference for Community Facility Guaranteed Loans RD Instruction 3575-A

[http://www.rurdev.usda.gov/regs/regs\\_toc.html#3575](http://www.rurdev.usda.gov/regs/regs_toc.html#3575)

Web site for Rural Housing Service, Community Facility Program Information

<http://www.rurdev.usda.gov/rhs/>

### **1. SF-424 "Application for Federal Assistance" at**

<http://www.acf.hhs.gov/programs/ofs/grants/sf424.pdf> or **SF-424, Core Form "Application for Federal Assistance"**. The word version is a fillable form.

[http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp#1](http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1)

For Non-construction projects include Standard Form 424.a and Standard Form 424.b

For Construction projects include Standard Form 424.c and Standard Form 424.d

In completing the SF424 application *line 5* Organizational DUNS, if you do not have a DUNS number, one can be obtained at

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=674DF7CEBBF423D1249AA260EF61F539>. In *line 9* the Name of Federal Agency, you will enter *Rural*

*Development*, and in *line 10* the CFDA number is *10.766*, and Titled: *Community Facilities Loans and Grants*.

**2. Survey on Ensuring Equal Opportunity for Applicants.** The Federal government is committed to ensuring that all qualified applicants have an equal opportunity to compete for Federal funding. All applicants for grants, direct loans and guaranteed loans are to complete this form with their application (if not already completed at pre-application) The form can be obtained from the following site;

[http://www.forms.gov/bgfPortal/citizen.portal?nfpb=true&portlet\\_1\\_1\\_actionOverride=/portlets/eFormSearch/formDetailsAction&portlet\\_1\\_1\\_documentNum=12009](http://www.forms.gov/bgfPortal/citizen.portal?nfpb=true&portlet_1_1_actionOverride=/portlets/eFormSearch/formDetailsAction&portlet_1_1_documentNum=12009)

**3. Financial Feasibility Report of the project.** Reference RD 1942-A, paragraph 1942.17(h) thru (h)(1)(ii). Instruction 1942-A Guide 5 (attached) is used as a guide for the preparation of the financial feasibility report.

4. **Preliminary Architectural Feasibility Report.** Reference RD 1942-A, paragraph 1942.17(h) thru (h)(1)(ii). Instruction 1942-A Guide 6 (attached) may be used as a guide for the preparation of the financial feasibility reports. Please also include with the Preliminary Architectural Report:

- a. Exterior elevation on four sides
- b. Floor Plan
- c. One typical exterior section

5. **Form RD 1940-20, Request for Environmental Information.** The information requested is designed to obtain an understanding of the project area's present environmental condition and the projects elements that will affect this environment. RD is required by law to conduct an environmental assessment of all projects. The form can be found at the following web site: <http://www.rurdev.usda.gov/regs/forms/1940-20.pdf>

6. **The State Historic Preservation Office, (SHPO),** require that a records search be done on the proposed project property with the Arizona State Museum. If you have completed a records search on this property in the past please submit the results to this office. Otherwise, please have a records search completed and forward a copy of the finding to this office. For information you can call Arizona State Museum at 520-621-2096.

7. **Form RD 442-7, "Operating Budget,"** including projected cash flow. Note that all projects need to show a 10% funded reserve of the annual payments. For projections applicants may use a projected 4.5% loan rate for a term of 40 years. This form can be found at the following web site: <http://www.rurdev.usda.gov/regs/forms/0442-07.pdf>

8. **Form RD 442-3, "Balance Sheet,"** or a financial statement or audit that includes a balance sheet. This form can be found at the following web site: <http://www.rurdev.usda.gov/regs/forms/0442-03.pdf>

9. **A Certificate of Good Standing:** An original will need to be provided.

10. **Professional Services/Legal Services Agreement.** RD Instruction 1942-A, 1942.17(l) thru (l)(4). There are several guides available to assist the applicant depending on the type of professional services that are required. Refer to the RD Instruction for the Guides needed.

11. **Public Information Meeting.** Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan and/or grant, must hold at least one public information meeting which shall be held after an eligibility determination is made and prior to loan and/or grant agreement.

Attachments:

RD Instruction 1942-A, Guide 5

RD Instruction 1942-A, Guide 6



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### **(A) Public notice of intent to apply for funding publication requirement**

The following public notice must be published in a newspaper of local circulation within 60 days of filing an application for Water and Wastewater projects. (The public notice of intent to apply for funding is required for Water or Wastewater projects only). A copy of the notice is to be provided to Rural Development.

#### **(Sample) PUBLIC NOTICE**

This notice is being published to notify the public that (name of applicant) (intends to apply) or, (has applied) for funding assistance from the USDA, Rural Development for development of a (name of project). Additional information on funding request and specific elements of the project can be obtained by contacting (name of the contact person for the applicant.).

### **(B) Public meeting requirement**

A public information meeting is required for both **Water and Wastewater and Community Facility Projects**: Thereby, once an application is submitted to USDA, Rural Development, a public meeting must be held. A public notice of the meeting must be published 10 days prior to the scheduled public meeting. The notice must be published in a newspaper of general circulation of the project area. A copy of the notice must also be posted in the applicant's principal office. The applicant will provide a copy of the newspaper notice and copies of minutes on the public meeting to Rural Development.

#### **(Sample) PUBLIC INFORMATION MEETING**

The (name of applicant) has applied to the USDA Rural Development for funding assistance for development of a (name of project). A public meeting will be held on (date and time of meeting) to discuss the specific elements of the application and to give the residents in the local area an opportunity to become acquainted with the proposed project. The residents may provide comments on such items as economic and environmental issues that may impact the area or discuss any alternatives to the proposed project. The meeting will be held at the \_\_\_\_\_ located at \_\_\_\_\_. Additional information about this public meeting can be obtained by contacting (name of the contact person for the applicant).



PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

I GENERAL. The following may be used as a guide for preparation of the Preliminary Architectural Feasibility Report as required for Rural Development financed facilities.

- A Need for the facility.
- B Existing facilities. Describe - include condition, adequacy, suitability for continued use and other pertinent information.
- C Proposed facility. General description of proposed facility including design criteria adopted for continued use and other pertinent information.
- D Building sites.
  - 1 Amount of land required.
  - 2 Location - Alternate locations.
  - 3 Site plan.
  - 4 Site suitability.
- E Cost estimate.
  - 1 Development and construction.
  - 2 Land and rights.
  - 3 Legal.
  - 4 Architect fees.
  - 5 Interest.
  - 6 Equipment.
  - 7 Contingencies.
  - 8 Refinancing.
  - 9 Other (described).

- F Annual operating budget.
- 1 Income - Include rate schedule. Project realistic income.
  - 2 Operation and maintenance costs - Project realistic costs. In the absence of other data, base on actual costs of existing facilities of similar size and complexity.
- other  
Include facts in the report to substantiate operation and maintenance cost estimates.
- G Maps, drawings, sketches, and photographs.
- 1 Maps - Show locations, boundaries, elevations, distribution, existing and proposed facility, right-of-way, and land ownership.
  - 2 Drawings and sketches - Show preliminary design and layout elevations.
  - 3 Photographs - As needed.
- H Construction problems. Discuss in detail - Include information on items which may affect the cost of construction.
- I Conclusions and recommendations. Discuss possible alternatives to proposed plans.

FINANCIAL FEASIBILITY REPORT

I General.

The following may be used as a guide for the preparation of financial feasibility reports as required for Rural Development financed facilities. The guide contains minimal requirements and the report writer is expected to fully disclose and analyze all significant factors which will likely have a favorable or adverse effect on the financial success of the proposed facility.

A Need for the facility.

B Existing facilities.

Explain current capacities, rates or usage, activities, suitability for continued use, alternate usage, deficiencies in services, staffing, physical conditions, and any other pertinent information.

C Proposed facility.

- 1 Description of construction and renovation by component parts including capacity of each component part and physical limiting factors.
- 2 Explain and document the need for the facility. Include comments regarding the following:
  - a Service area
  - b Population trends
  - c Similar facilities and services in the area
  - d Usage trends
  - e Community support
  - f Regulatory agency approval
  - g Economy in the service area
  - h Analysis of staff and consultants

D Financial information.

- 1 Explain all assumptions underlying the expected demand, use, and projections of financial data, such as:

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RD Instruction 1942-A  
(Guide 5) (Page 2)

- a Changes in usage
  - b All income and expense
  - c Rate structure
  - d Allowance for uncollectible accounts
  - e Depreciation life and method
  - f Description of long-term debts
- 2 Financial statements. The following financial statements must be prepared reflecting five years projections:
- a Balance sheet for all funds
  - b Statement of income and expense
  - c Statement of cash flow (cash receipts and disbursements)
  - d Comparison data for facilities in service area (latest year only)

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**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** April 21, 2010

**Meeting Type:** Regular Session

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

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff to put in an access road and gate off of McCracken Lane, as this is the only legal access to the Community Park at this time. There will be no cost associated with this item.

**Purpose and Background Information:**

If approved, this road can be used as an emergency access once access is achieved through the Sanitary District side.

**Recommendation (Suggested Motion):**

Move to direct to staff to put in an access road and gate off of McCracken Lane, as this is the only legal access to the Community Park at this time.

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Mayor & Council

**Contact Person:** Mayor Burnside

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