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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 16, 2020 at 6:30 P.M.**

ZOOM MEETING LINK <https://us02web.zoom.us/j/81832839654>

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – September 2, 2020 Page 5
 - 2) Executive Session – September 2, 2020 (Recorded and on File)
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Meeting – Wednesday October 7, 2020 at 6:30 p.m.
 - 2) Regular Meeting – Wednesday October 21, 2020 at 6:30 p.m.
 - 3) Regular Meeting – Wednesday November 4, 2020 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
6. **Special Announcements and Presentations**
 - **Proclamation to declare September 11th of each year a National Day of Service and Remembrance in the Town of Camp Verde to memorialize the**

men, women and children who lost their lives and honor with eternal respect the lives of those lost. Page 11

- **Notice of RFP process to accept proposals for Town Investment services.**
Staff Resource: Michael Showers Page 13
- **Discussion on public education process for Permanent Base Adjustment.**
Staff Resource: Russ Martin and Michael Showers Page 15
- **Update on delayed budgeted personnel in Risk Management, Marshal's Office, and Maintenance** Staff Resource: Russ Martin and Brandy Cabrera Page 17

7. **Discussion, Consideration and Possible Approval of Ordinance 2020-A456, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town Code, Section 2-1-3 Assumption of Office.** Staff Resource: Cindy Pemberton Page 27

8. **Discussion, Consideration and Possible Approval of Special Event Liquor License application for Mary Kristine Phelps-Camp Verde Arena Association for Fort Verde Days Rodeo Event scheduled for October 9th and 10th, 2020 at the Equestrian center off State Route 260 east of the Town's Sports Complex.** Staff Resource: Cindy Pemberton Page 29

9. **Discussion, Consideration and Possible Approval of Special Event Liquor License application for 63rd Annual Fort Verde Days scheduled for Friday October 9, 2020 through Saturday October 10, 2020.** Staff Resource: Cindy Pemberton Page 41

10. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 12 (Restaurant) Liquor License Application #117537 for Shannalee Marie Fowler/Low Places located at 564 S Main Street #100, Camp Verde, AZ 86322.** Staff Resource: Cindy Pemberton Page 53

- **Staff Comments**
- **Public Hearing Open**
- **Public Hearing Closed**
- **Council Discussion**

11. **Discussion, Consideration and Possible Approval of Resolution 2020-1054, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL PREVIOUS RESOLUTIONS AND APPROVALS OR PARTS OF RESOLUTIONS AND APPROVALS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION.** Staff Resource: Michael Showers Page 63

12. **An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona, for a Text Amendment by Town of Camp Verde Community Development to include: Animals: Section 305.B.2, Exceptions, Regarding**

Animal Counts; Definition of Terms: Section 103, Regarding Animals; Off-Street Parking: Section 403.E.2, Regarding Employee Parking; Signs: Section 404.H, Permitted Permanent Signs, Commercial, Freeway Signage; Town Council: Section 600.C.3, Regarding Board Appointments/Quorums; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations. Staff Resource: Melinda Lee Page 143

13. **A public hearing before the Mayor and Common Council of the Town of Camp Verde, Arizona, for consideration of the extension and increase of approximately 95 acres, into the corporate limits of the Town of Camp Verde, Yavapai County, State of Arizona, pursuant to the provisions of Title 9, Chapter 4, Article 7, Arizona Revised Statutes and amendments thereto, as requested by the Town of Camp Verde. The annexation area begins approximately 2,100 feet north of State Route 260 and approximately 2,150 feet east of Champion Trail, continuing north and east of the eastern corporate limits of the Town of Camp Verde. It incorporates two Town-owned parcels designated for the existing wastewater treatment plant facility. Certain property is contiguous to the existing Town of Camp Verde limits of the Town of Camp Verde, as described, shall be annexed thereto.** Staff Resource: Melinda Lee Page 157
14. **Discussion, Consideration and Possible Approval of a loan request for final construction drawings/design for sewer mains/lift stations along Highway 260 from the state Water and Wastewater Infrastructure Authority (WIFA). The loan request is in the amount of 1.2 million and will be an interest only loan until a district is formed for construction as well and will NOT be paid for out of current customer's monthly bills or property taxes.** Staff Resource: Russ Martin, Troy O'dell, and Michael Showers Page 167
15. **Covid-19 Update.** Staff Resource Russ Martin
16. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
17. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. 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.

- 18. 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.

19. Adjournment

<p>CERTIFICATION OF POSTING OF NOTICE</p> <p>The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashes on <u>09-09-2020</u> at <u>3:00 p.m.</u></p> <p><u>Cindy Pemberton</u></p> <p>Cindy Pemberton, Town Clerk</p>
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Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an 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.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 2, 2020 at 6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

2. Roll Call

Mayor Charles German (zoom), Vice Mayor Dee Jenkins, Councilor Bill LeBeau, Councilor Robin Whatley (zoom), Councilor Joe Butner, Councilor Jesse Murdock (zoom) and Councilor Buck Buchanan are present.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Deputy Town Clerk Virginia Jones and Rec Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Buck Buchanan led the Pledge.

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

a) Approval of the Minutes:

1. Regular Session – August 19, 2020
2. Special Session – August 19, 2020

b) Set Next Meeting, Date and Time:

1. Work Session – Wednesday, September 9, 2020 at 5:30 p.m.
2. Regular Meeting – Wednesday September 16, 2020 at 6:30 p.m.
3. Regular Meeting – Wednesday October 7, 2020 at 6:30 p.m.
4. Regular Meeting – Wednesday October 21, 2020 at 6:30 p.m.

c) Discussion, Consideration, and Possible Approval of Resolution 2020-1053 which would have the effect of transferring an ADOT Drainage Easement adjacent to the Sports Complex to the Town of Camp Verde and authorization for the Mayor to sign the ADOT Four Year Advance Waiver of Abandonment.

Mayor German ask for clarification from Town Clerk Cindy Pemberton on Item B1. Ms. Pemberton stated the work session listed is a courteous notice. The Courtesy Notice is a field trip, where no decisions will be made.

Vice Mayor Jenkins asked to pull Item C for further explanation. Town Manager Russ Martin said ADOT has an USFS Easement to operate a detention basin, which is located just south of the Sports Complex to reduce flooding in the area. With ADOT'S agreement, staff has requested that the USFS transfer the drainage easement to the Town of Camp Verde. USFS has indicated that they would approve transfer with ADOT's permission. Transfer of the easement would be a benefit to the Town for a multitude of reasons. It would be the Town's responsibility to maintain the operation of the basin in perpetuity.

Council asked for clarification of where the easement would be located.

Councilor LeBeau asked about liability and if there would be additional cost to the Town. Mr. Martin said we could possibly fence off any area that is not part of the park and yes anything that is done in that area would be a cost to the Town.

Motion made by Vice Mayor Jenkins to approve the consent agenda. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, Butner, LeBeau, and Buchanan approving.

5. **Call to the Public for items not on the Agenda.** (Please complete Request to Speak Card and turn in to the Clerk.) *Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))*

No public to speak.

6. **Special Announcements and presentations**

• **Community Assessment Project with James LaRue**

Mayor German explained this item was meant more for a work session. Librarian Kathy Hellman gave a background on the project. In March 2020 she submitted a grant proposal to the State Library for a staff development day mini-grant with the intention of bringing someone in to put a new spin on staff training. When they reviewed the grant proposal, the reviewers felt we actually expressed a need for community assessment/strategic planning rather than staff training. Someone from the State Library called and told me that Sedona was bringing James (Jamie) Larue, former director of the Douglas County (Colorado) Libraries, widely known as one of the most

successful and innovative public libraries in the nation, to Arizona. The opportunity was too good to pass up. She decided to coordinate the timing of Jamie's visit with Sedona Public Library. The State Library agreed to increase our grant from \$4,000 to \$10,000. Normally Jamie meets with the Library Board when he embarks on Community Analysis/Strategic Planning projects. In lieu of a library board, Camp Verde Community Library answers to Town Council and our Town Manager, making it most expedient to bring Jamie to talk to you at a regular Council meeting tonight. Ms. Hellman turned the floor over to Mr. LaRue.

Mr. LaRue explained the steps it would take to create a strategic plan and then who would be on the brainstorm committee. Mr. LaRue gave some ideas on what other communities have been talking about.

Mayor German stated this is a great idea. He directed Councilors to give names of people they would recommend to sit on the committee to Kathy Hellman.

7. Discussion, Consideration and Possible Approval of the use of the CARES Act monies received in the amount of 1,284,000. The request includes capital improvement projects as well as possible designation for reserve and/or other items within the approved final Town Budget. Staff Resource Russ Martin

Town Manager Russ Martin stated Congress passed the CARES ACT near the beginning of the Covid-19 pandemic that allowed for local governments to receive monies to shore up local governments to ensure government services, specifically Public Safety were not compromised by losses in revenue. This gave our community the ability to continue to serve through the early stages of this pandemic. At this point it appears the Town has fared well enough to consider using this funding to continue progress locally to maintain/repair some of our infrastructure and facilities for the future that was put off in this years' budget because of revenue concerns. This work also will allow us to prepare for what could be an economic downturn and a reduction or leveling off of revenues from the state and locally. Staff hopes to address the use of the funds. Included in the packet is the final version of what Council had worked through in the winter/spring for priorities in 2020 and with added projects that are timely or limit future costs and from a staff prospective need consideration as well. Staff is hoping to hold about one-third to one-half for reserve to maintain a cushion for possible prolonged revenue lag, reduction statewide or changes locally in revenues. Mr. Martin reminded Council they are not required to make a decision tonight.

Vice Mayor Jenkins would like the roundabouts be cleaned up. She suggested putting some of the money towards local businesses relief. Mr. Martin is hesitant about setting aside money to use for relief funds because of the difficulty of developing a plan and the cost it would take to have an attorney look it over. Vice Mayor Jenkins thinks there may be another way to support local businesses without giving them money.

Councilor LeBeau agreed on cleaning up the roundabouts and suggests giving money to Meals on Wheels for their van.

Mr. Martin reviewed some of the projects Council had put on a list from an earlier meeting. He also mentioned that PSPRS is underfunded. Council could put money into this.

Councilor Butner asked questions about PSPRS. He suggested not messing with this at this time until we get on an even footing which could be early next year.

Councilor LeBeau left 7:28pm & returned at 7:31pm

Councilors discussed the list and considered what we should do with the money.

Public Comments:

Steven Goetting suggests 3 areas that could use money now. 1) Create a grant program for small business owners to cover the costs of PPE items, 2) incorporate a broad base marketing program to draw people to Camp Verde, and 3) Give money to Meals on Wheels/Bread of Life to help our seniors through the fall.

Elaine Bremner with the Meals on Wheels Program is happy for attention on their needs. She is hoping for matching funds because there is a time limit on their grant. This program is life saving and necessary.

After more discussion Vice Mayor Jenkins suggested that in order to compile a list, Council should review staff's priorities. Mr. Martin reviewed staff's priorities:

- Spillman Server,
- Council Chambers
- Road Repairs; Specifically, Montezuma C. Hwy Mill/Repave
- Meals on Wheels
- Finnie Flat signal upgrade

Motion made by Councilor Butner to add the following project line budgets:

- Meals On Wheels: \$12,500 grant match,
- Spillman Server: \$35,000,
- Man-lift Street tree trimming: \$31,000,
- Finnie Flat Cliffs Parkway Intersection Signal Upgrade: \$50,000,
- Upgrade of Wilshire and Industrial Drive Roundabouts: \$34,000,
- A Grant Program for Local Businesses Relief Fund: grants between \$200-\$500 line item for a total of \$5,000 for PPE,
- Arena: \$100,000.

Second was made by Vice Mayor Jenkins. Councilors discussed which projects should and should not be included in the motion. Ms. Pemberton stated there was motion on the floor needs to be voted on. Mayor German asked Mr. Martin to clarify money that was designated for the arena. Mr. Martin stated this is a budget amendment, it had already been discussed previously, this cleans it up in a formal way. Council would still have to do it later if not now. **Motion** passed 6-1 with Mayor German, Vice Mayor Jenkins, Councilors Murdock, Butner, LeBeau, and Buchanan aye and Councilor Whatley, nay.

8. **2020 Covid-19 Update – Staff Resource Russ Martin**

Financial Update-Finance Manager Mike

Local revenues are over budget so far, state revenues are over budget; all in all, revenues are doing exceptionally well.

Operational Update- Town Manager Russ Martin

- Plexi-glass will be installed between Council seats,
- Door will remain locked; there have been no complaints thus far.
- Staff is continuing to work on Fort Verde Days. State Parks are governed by Governor so the park may not be able to use the park. Staff would like to plan for the event and then pull off later if we can't hold the event. Councilor Butner asked about using the rodeo arena for the Colonel's Daughter. He also asked Mr. Martin if he had discussed the situation with governor; about using the State Park for an annual event? Mr. Martin said he would check with the Governor. He said if the park isn't open staff can look into using other locations.

9. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** *Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))*

No public to speak.

10. **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, Yavapai County Water Advisory Committee, and shopping locally. 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.**

Councilors Butner and LeBeau commented about the amount of work being done at the arena and park. They are excited about the progress.

11. **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.**

Town Manager Russ Martin:

- Next week Council will meet at 5:30pm for the field trip, the big van will be ready. The first stop is Waste Water Facility.

12. Discussion Consideration and Possible Direction to staff regarding Purchase Negotiations with the Water Company and the Due Diligence report requested by Town Council completed by Steve Wene and associated professionals. The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible direction as covered under A.R.S. 38-431.03

Mr. Martin stated staff recommends adjourning into an Executive Session. **Motion** made by Councilor Murdock to adjourn into an Executive Session. Second was made by Vice Mayor Jenkins. **Motion** passed unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, Butner, LeBeau, and Buchanan approving

Recess: 8:13pm

Council Resumed Regular Session at 9:18 p.m. Motion by Mayor German, second by Councilor Murdock, Council directed staff to formalize a list of items that would be included in the potential purchase and formalize the due diligence report and bring back to Council

13. Adjournment

Mayor German adjourned the meeting at 9:19 p.m. without objection

Mayor Charles German

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on September 2, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk



Town of Camp Verde

National Day of Service and Remembrance Proclamation

WHEREAS, on September 11, 2001, the American people endured the worst terrorist attack on U.S. soil in the nation's history with courage and heroism, and;

WHEREAS, in response to this tragedy, Americans across the country came together in a remarkable spirit of patriotism and unity and carried out countless acts of kindness, generosity, and compassion, and;

WHEREAS, community organizations and family members of 9/11 victims began observing the anniversary of September 11th as a charitable service day to honor the memory of those who were lost and those who united in response to the tragedy, including first responders and volunteers, and;

WHEREAS, the Serve America Act, approved by Congress and enacted into law on April 21, 2009, directed September 11th to be observed and recognized as an annual "National Day of Service and Remembrance" and charged the Corporation for National and Community Service with leading this nationwide effort, and;

WHEREAS, participating in service and remembrance activities on September 11th is a positive and respectful way to remember the lives of those lost, pay tribute to those who rose in service, and honor those who continue to serve our country today, including active-duty and reserve soldiers and their families, veterans, and first responders, and;

NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona do hereby proclaim September 11th a Day of Service and Remembrance in the Town of Camp Verde, and call upon the people of Camp Verde to honor the lives of those lost on this day and throughout the year.

Proclaimed this 11th day of September 2020.

Charles German, Mayor

Date

ATTEST:

Cindy Pemberton, Town Clerk

Date

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Agenda Item 6-2nd bullet



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Notice of RFP process to accept proposals for Town Investment services.

List Attached Documents: 1) None

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 5 mins

Reviews Completed by:

Town Attorney Comments: N/A

Department Head:

- Budgeted Unbudgeted N/A

Fiscal Impact: N/A

Comments: The Finance Director will be utilizing an RFP process to review proposals for financial investment services for the Town.

Background Information: Currently, the Town receives investment services through Stifel. The Town has been approached in the past and currently by providers who would like to be afforded the opportunity to offer their services and insight for Town investment purposes. If a new advisor were selected, a new investment account would need to be opened and Council would have to approve the opening of that account. For this reason, the Finance Director is alerting Council to this process as it starts.

Recommended Action (Motion): None, informational only.

Instructions to the Clerk: None.

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Agenda Item 6 - 3rd bullet



Town of Camp Verde

Meeting Date: September 16th, 2020

- Consent Agenda
- Decision Agenda
- Executive Session Requested
- Presentation Only
- Action/Presentation

Requesting Department: Administration/Finance

Staff Resource/Contact Person: Russ Martin / Mike Showers

Agenda Title (be exact): Discussion on public education process for Permanent Base Adjustment

List Attached Documents:

1. Sample Flyer

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Russ Martin/Mike Showers
- Town Attorney Comments: N/A
- Finance Department: No budget impact for campaign, considering newspaper or other advertisement as well as digital/social media and within the existing budget for dispersing educational material.

Background Information: This is to review and seek feedback on potential places/ways we can educate the general public about the Permanent Base Adjustment, providing information for the upcoming Nov. 3rd ballot.

Reminder it is NOT okay to promote a vote for or against this at this time, please remember this is an education only campaign and needs everyone to assist in getting the public to a level of understanding so they can vote in an educated fashion the way they please.

Social Media: Facebook

Meetings: School Board, Kiwanis, Churches

Video: Link to Mr. Showers explanation on Website

Handout/Flyer: Available to distribute anywhere and Website

Recommended Action (Motion): None required feedback/ideas only



Explanation of the Permanent Base Option

Camp Verde Proposition 452
November 3, 2020 General Election

What is a permanent base adjustment?

- In 1980, the State enacted spending limitations on cities in Arizona. The limitations were based on the municipalities budgeted expenses for that year.
- Camp Verde's expenditure limitation was set in 1987 after the Town incorporated at \$2,072,112.
- Each year, that base expenditure limit is adjusted based on inflation and population modifiers.
- A *permanent base adjustment* would increase that original spending limitation amount by the amount requested in Proposition 452, which is \$565,000.

Why is this proposition on the ballot?

- When Camp Verde incorporated in 1986, it had neither a wastewater utility nor a water utility.
- In 2013, Camp Verde took on the operations of the Camp Verde Sanitary District. In 2020, this added \$1.5 million of expenses to the Town's total expenses.
- Currently, the Town is looking at purchasing a water utility as well, which would add another approximately \$1.5 million of expenses.
- The 2 utilities together would increase total Town expenses by a minimum of \$3.0 million each year putting the Town right up against its expenditure limitation each year.
- The current Town budget only allows for only 9 months of water company operations to stay within our current expenditure limitation.
- The Town cannot operate a water utility of this size without a *permanent base adjustment*.

Will the proposed permanent base adjustment increase your taxes?

- **No.** Approving proposition 452 to increase the permanent base adjustment only allows the Town to spend the funds it currently has and expects to receive in the coming fiscal years. It does not authorize or cause the Town to impose new or additional taxes or to spend revenues it does not have or expects to receive.

Why an increase of \$565,000?

- \$565,000 when multiplied by the current modifiers results in an increased expenditure limitation of approximately \$3.5 million.
- That is the amount of the additional \$3.0 million utility operating expenses and an additional \$500,000 for potential capital purchases.

What are the consequences of a YES vote?

- A yes vote would add \$565,000 to our current "base" expense limitation (before modifiers are applied) creating a new base limitation of \$2,637,112.
- With modifiers applied, our estimated expenditure limitation for fiscal year 2022 would increase from 13,116,221 to \$16,692,603 and allow us the expenditure room necessary to continue Town operations.

What are the consequences of a NO vote?

- A NO vote would limit operations, capital project funding and the Town's potential ability operate utilities.

For more information, contact Camp Verde Finance Director Mike Showers
(928) 554-0811 or michael.showers@campverde.az.gov.



Town of Camp Verde

Meeting Date: September 16th, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Administration/Public Works

Staff Resource/Contact Person: Russ Martin / Brandy Cabrera

Agenda Title (be exact): Update on delayed budgeted personnel in Risk Management, Marshal's Office, and Maintenance

List Attached Documents:

1. Information/options sheet
2. Job Descriptions
3. HR Director Statement

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head:** Russ Martin/Brandy Cabrera
- Town Attorney Comments:** N/A
- Finance Department:** No Impact to Personnel Lines, a budget amendment is unnecessary.

Background Information: As Manager I would like provide an update on personnel items that were put off until it may be clear that we could financially not have to take drastic or even slight measures to maintain other service levels through this year's budget. Those include an additional officer starting academy in January as well as a grounds maintenance staffer for additional park duties and the transition from the Risk Manager retirement.

Risk Manager has formally completed her service to the Town and staff has been working in a distributed model for those duties but this was only contemplated for a short time. This work has been distributed partially to mostly the Code Enforcement Officer for Risk Manager duties, Human Resources Director for Workman's Comp, Clerk for administrative, Marshal for Emergency coordination/planning, and Town Manager for legal issues/processing.

This has worked to take care of the immediate needs associated with risk management, however with each of these assists it has taken parts of their duties/progress away to perform these tasks.

Code Enforcement – Essential issues have been addressed but progress on outstanding issues lagged as time had to be dedicated to regular risk management duties, Code Enforcement requires at least full-time follow-up to be more successful and proactive.

Human Resources – Continued daily requirements, however larger projects (Staff Training & Engagement/Policy review) are just getting moving and stagnate when immediate issues arise.

Marshal – Staff again has had limited demand but progress on initiatives like regular emergency operation/staff training and regional coordination stagnates without regular staff priority attention and update of COOP (Continuity Of Operations Plan) will need addressed soon as its use during the pandemic allows for updates to better reflect changes/lessons in the past few months since completion, again requiring focused staff to maintain high level of preparedness previously achieved.

Clerk/Town Manager – Limited demand changes during the past couple of months but if legal issues arise that would take priority over other items.

The staff will be pursuing the following in the coming weeks within the budgets approved.

Advertising for:

Police Officer – Academy (December)

Grounds Maintenance – (Start January)

Risk Manager – Transition to a Risk Manager/Projects Administrator position. (October)

This position is intended to address a missing piece of the needs in the organization that can assist several departments in keeping projects moving forward and specifically assist other department heads in project development that often gets delayed due to lack of time for concentrated/regular effort. Both of these positions currently have job descriptions but will be advertised for a single position to leverage the needs of the organization to fill this need.

Recommended Action (Motion): None required at this time as the positions are within the current adopted budget.

Thank you Council and Mayor for allowing me to discuss the role of risk within our organization and my perspective as an HR Professional. As the HR Director my focus is continually on how I solve important problems that will contribute positively to the company's bottom line and this focus ensures that my objectives are in line with the organizations overall strategy. The human aspect of the organization balancing with the strategic objectives allows us to maintain a competitive edge by addressing key issues while maintaining productivity.

Risk specialists have traditionally focused mostly on important causes of risk such as weather, disease and natural calamities, and ways to deal with the risk. Risk management has paid little attention to human resources and human resource calamities (with exception to our previous Risk Manager) such as divorce, chronic illness, accidental death, or the impact of interpersonal relations on businesses and families. Including human resources in risk management reflects the fact that people are fundamental to accomplishing the organizations goals. Human resources affect most production, financial, and marketing decisions. People can help or get in the way of accomplishing what managers have planned.

A constant in today's employment culture is change. When change occurs there is always an increase in the risk and Human Resources is an essential part in the awareness and understanding of these risks through data and assessments and asking the appropriate follow-up questions that gain clarity of the direction we need to move towards in each unique risk situation. This understanding can enhance our organization's overall mitigation efforts and efficiencies by proactively working to avoid and prepare for these risks. HR Professionals like myself are increasingly partnering their skills with those in the Risk Management professions and has been successful in local area towns & cities such as our next door neighboring city of Cottonwood.

Every loss in Risk has some form of human error whether it is Employment Practices Liability, Negligence or failure to follow through on due diligence, Property Liability Claims, and even Natural Disaster losses can be assessed for human error. All of the above add up to a need to re-evaluate a human resource function, policy or procedure, and in turn combining the efforts of HR & Risk Management the organization has the capability of looking at the bigger picture and creating accountability for managing its total loss exposure.

Risk managers and HR Professionals find that working as partners is the only truly effective means to move through the cataclysm of change in a way that is least harmful to their organization and its workforce and to offer workers a positive revitalization of their work world.

Not all Risk Management issues can be addressed by HR. These issues would include the risk of natural disaster as it relates to property. However, hiring appropriately trained professionals can minimize an organization's risk of engineering and design defects. In addition, even the effects of a devastating natural disaster can be minimized by training staff to effectively and efficiently respond to disaster.

A positive human resource environment reduces risk and increases the business' ability to handle the risk that does exist. Which choice is made, how the decision is carried out, the follow-up and monitoring depend on people.

Having the "right" people in place, trained, motivated, and rewarded is essential to success in risk management. Second, human resource calamities, e.g., divorce, chronic illness, or accidental death, can hamper carefully made and appropriate risk management decisions. Risk management should anticipate the likelihood of human resource calamities. Human resource contingency planning needs to be an integral part of risk management. Third, no management team stays together indefinitely and succession planning will proactively mitigate that inevitable risk. Fourth, human resource performance evaluation should be tied to risk management. Risk management strategies are carried out through people. Human resource failures can cause the best planned risk management strategies to fail.

The combination approach of a Special Projects Administrator and Risk Manager will provide us with more clarity and insight into the day-to-day risk potentials that could be mitigated more efficiently and lower our liability or potential for loss exposures. Strategically speaking this would be bottom line beneficial to our organization and increase the productivity of departments who rely heavily on current risk program capabilities. This would be an innovative approach to engaging our staff in creating a high standard safety culture while allowing for more creative methods to implement new actions, procedures, and training opportunities that will continue to endure the test of time and changes within the organization.

Sincerely,

Brandy Cabrera, Human Resources Director

Job Description

Exempt (R60)



SPECIAL PROJECTS ADMINISTRATOR

Department:	Administration	Revised Date:	July 2009
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GENERAL PURPOSE: Under general supervision, coordinates and administers special programs or projects as directed by the Town Manager; work involves coordinating, planning, researching, and implementing all activities of a program or project identified as a critical Town service; duties require considerable initiative and independent judgment within the assigned area of responsibility; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Plans, develops, and coordinates Special Projects as assigned by the Town Manager; serves as the principal advisor to the Town on these programs and projects; develops plans and procedures to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines scope and priorities of programs and special projects.
- Represents the Special Projects Administration to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies; assures the integrity of the Special Projects' work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, state, and Town policies and practices; reviews status reports, and recommends appropriate actions.
- Reviews and approves applications, agreements, plans and reports of project activities; manages the collection, analysis and reporting of administrative and operational data; assures effective communication of project issues; coordinates with citizens' groups, develops cooperative professional relationships with local professionals.
- Identifies resources needed and implements projects according to approved project design; evaluates the effectiveness of projects and responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and reviews trends in planning and development programs; assures that appropriate services are provided.
- Assesses needs and researches current data on topic and reviews statistical material; researches additional funding resources including state and federal grants and prepares proposals as appropriate; serves as a resource throughout implementation of the project; maintains communication and interaction with all stakeholders.
- Performs other related duties as assigned or required.

Special Projects Administrator

March 25, 2010

Job Description**MANAGERIAL RESPONSIBILITIES:**

Directly supervises assigned staff.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree in Urban Planning, Business or Public Administration, or related field; AND five year's experience in project management; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

Required Knowledge of:

- Town policies and procedures.
- Principles and practices of public administration and government.
- Principles of land use planning and urban design.
- Organizing and implementing comprehensive administrative programs.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Techniques and practices for efficient and cost effective management of allocated resources.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Assessing Town needs and developing and promoting effective solutions.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.

Special Projects Administrator

March 25, 2010



RISK MANAGER

Department:	Administration	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Town Manager plans, develops, and manages the Risk Management Department and is responsible for the control of risk.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Performs work in a multi-faceted program that includes, but is not limited to, a proactive focus on the Town’s valuable human, financial and physical assets and is sometimes of substantial difficulty.

- Establishes Risk Management program for conformance to standards and applicable Town, State and Federal regulations/codes; trains end users
- Manages, organizes, and establishes goals, work plans, policies and procedures, selects, trains, evaluates, motivates and hires/fires employees in the Risk Management Department.
- Develops Risk Management budgets; forecasts financial needs for financing risk, staffing, equipment, materials and supplies; implements approved budget; and monitors expenditures
- Acts as liaison to insurance companies, legal counsel, risk carrier, management and individuals with respect to risk matters including liability, safety, training, insurance, while identifying the law, regulation or policy required to meet the standard
- Assesses/monitors, transfers and mitigates Risk
- Participates in litigation management with attorneys and may make recommendations to Council and Town Manager on same, processes claims, and monitors the Workers’ Compensation program
- Reviews and determines proper levels of insurance coverage or risk transfer on Town contract/bids, facilities, equipment and vendors
- Conducts/participates in loss control site reviews of equipment, facilities, employee work patterns
- Facilitates Safety Committee and their meetings; prepares agendas; ensures meeting minutes are produced
- Maintains the absolute confidentiality of Town Records & Information
- Provides HR consultation as requested by HR Director or the Town Attorney:
 - As an optional resource for Town employees the incumbent may address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
 - Participates in interview panels in order to help departments evaluate/recommend candidates for positions and to orient prospective employees to the Town’s Risk Management culture

MANAGERIAL RESPONSIBILITIES:

Directly supervises the employees in the Risk Management Department

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree from an accredited college or university in public or business administration, risk management, finance or a minimum of four years’ experience in commercial or public insurance,

including experience with Workers Compensation claims, safety programs/loss control liability/contractual risk transfer techniques.

Required Licenses or Certifications:

- Must possess valid State of Arizona Driver's license
- OSHA 10 Hour Certification within 6 months of hire
- ARM or CPCU certification is desired, but not required

PREFERRED QUALIFICATIONS

Knowledge of:

- Principles and practices of the insurance industry: property and casualty, legal liability, Workers' Compensation, risk financing techniques and procurement
- Effective methods of investigating, evaluating, negotiating, and settling liability claims
- State (e.g. ADOSH) and Federal (e.g. OSHA) regulations, Town ordinances, policies, procedures and mission relating to public liability management
- Workers' Compensation and general liability, (reviewing/investigating/processing claims)
- Financial analysis and number skills
- Town organization operations, policies and procedures facilities, and equipment
- Conflict resolution skills
- Business and personal computers and spreadsheet software applications

Skill in:

- Communicating clearly and concisely both verbally and in writing
- Analyzing and interpreting insurance information
- Planning, organizing and managing a Risk Management Department/Program
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job
- Establishing and maintaining effective working relationships with co-workers/public

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- May require outdoor work relative to identifying and assessing risks by participating in walk-about, accident, site investigations and audits
- Attendance at meetings including evening and other Council meetings; as appropriate to Risk Management or at the Town Manager's direction
- Work is performed in a standard office environment, with normal office noise.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 76

Option A

Risk Management

- Risk Manager (High Level)
- \$55-\$67k potential starting wage with extensive background up to \$80k
- Admin Shared with HR (Next Budget Year)
- Admin would become the safety officer
 - \$15k/half of wage for this position

Human Resources

- Human Resources Director
- Admin Shared with Risk (Next Budget Year)
- \$15k/half of wage for this position

Option B

Human Resources/Risk

- Human Resources/Risk Director
- 10% increase w/additional duties/oversight
- Risk Specialist/Safety Officer (Lower level than a management role)
 - \$37-\$42k starting wage
- HR Specialist (Next Budget Year)
 - \$30k starting wage

Option C

Risk/Special Projects

- Under direction of Town Manager
- More oversight and visibility of safety and legal liability out in the field but less administrative capability
- Wage would still be comparable to starting wage of \$55k
- Admin shared with special projects (Next Budget Year)
 - \$15k/half of wage for this position

Human Resources

- Human Resources Director
- Admin shared with special projects (Next Budget Year)
 - \$15k/half of wage for this position

Potential Shared Administrative Tasks :

Risk:

- OSHA Compliance/Reporting
- Insurance Database Updates/Changes
- Safe Personnel Database/Sending out training schedules
- Workers Comp/Emails/Filing/Calling Employee or Claims Coordinator
- Safety Audits
- Safety Committee-Agenda, Minutes, Scheduling
- Safety Officer Duties
- EYES & Phishing Program

HR:

- Recruiting, updates in system, contacting applicants, scheduling interviews
- New Hire Reporting/New Hire Orientation Paperwork
- Responding to basic emails, forwarding information
- Sending out reminders for performance review updates, e-blast notifications, training scheduling
- Maestro Benefits database updates, verification of changes or terms
- Everify, Intellicorp Data Entry
- Personnel files maintained and up to date, organized

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Agenda Item 7

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title (be exact):

Discussion, Consideration and Possible Approval of Ordinance 2020-A456, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town Code, Section 2-1-3 Assumption of Office. Staff Resource: Cindy Pemberton

List Attached Documents: Ordinance 2020-A456

Estimated Presentation Time: 10

Estimated Discussion Time: 15

Reviews Completed by:

- Department Head: Virginia Jones Town Attorney Comments: N/A

- Finance Department N/A
 Fiscal Impact: None
 Budget Code: N/A Amount Remaining: _____
 Comments:

Background Information: Current Town Code states that the newly elected officers will take their seat at the First Regular Meeting of the Council in December next following the date of the Primary or General Election at which the Council Members were elected. The current Code does not allow newly elected officials to take seat until after the November General Election. This Code Change will clarify that if All offices are filled during the Primary election All newly elected Officials can be seated at the first meeting after the General Election

Recommended Action (Motion): Move to approve

Instructions to the Clerk: Process Ordinance

ORDINANCE 2020-A456

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE TOWN CODE SECTION 2-1-3 ASSUMPTION OF OFFICE.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Camp Verde as follows:

Section 2-1-3 Assumption of Office of the Town Code is amended to read:

IF ALL OFFICES ARE FILLED IN THE PRIMARY ELECTION ALL Members of the Council shall assume the duties of office at the first Regular meeting of the Council in **NOVEMBER, FOLLOWING THE DATE OF THE GENERAL ELECTION. IF ALL OFFICES ARE NOT FILLED IN THE PRIMARY, AND A GENERAL ELECTION IS TO BE HELD IN NOVEMBER, ALL MEMBERS OF THE COUNCIL SHALL ASSUME THE DUTIES OF OFFICE AT THE FIRST REGULAR MEETING OF THE COUNCIL IN** December next following the date of the ~~Primary or~~ General Election at which the Council Members were elected. If a Council candidate, including Mayor, receives a majority of all votes cast at a primary election, then pursuant to A.R.S. § 9-821.01, as may be amended, such candidate shall be declared elected to the office, but effective as of the date of the general election, and the canvass thereof, to be seated as set forth herein.

PASSED AND ADOPTED in open meeting by the Town Council, Town of Camp Verde, Arizona, on the 16th day of September, 2020, to be effective when publication and posting pursuant to A.R.S. § 9-813, is completed.

Charles German, Mayor

Date:

Attest:

Approve as to Form:



Cindy Pemberton, Town Clerk

William J. Sims, Town Attorney



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact: Possible approval of Special Event Liquor License application for Mary Kristine Phelps-Camp Verde Arena Association for Fort Verde Days Rodeo Event scheduled for October 9th and 10th, 2020 at the Equestrian center off State Route 260 east of the Town’s Sports Complex. [Staff Resource: Cindy Pemberton]

**List Attached Documents: – Application for Special Event License
Copy of State Executive Order 2020-43
Copy of State Executive Order 2020-52**

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

- Department Head: Cindy Pemberton Town Attorney Comments: N/A
- Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Application was submitted to Clerk’s Office on September 9, 2020 for Council Approval. No posting is required. This application has been submitted with the understanding that Executive Order 2020-43 is in effect and the application will only be considered for approval if the governor lifts the current order stating that the Department of Liquor Licenses and Control shall cease issuing series 15, Special Event Licenses and series 16, Festival/Fair License for the period of June 29,2020 through July 27, 2020. Executive Order 2020-52 ordered the provisions of Executive Order 2020-43, ordered through July 27, 2020, including those pausing business operations for certain businesses, shall be extended, remain in place and continue to be reviewed for repeal or revision every two weeks.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Camp Verde Arena Association for Fort Verde Days Rodeo Event scheduled for October 9th and 10th, 2020 at the Equestrian center off State Route 260, East of the Town's Sports Complex only if the Governor has reconsidered Executive Order 2020-43 and will allow Special Event Liquor License Applications.

Instructions to the Clerk: Section II not required. Process application.



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLIC USE ONLY

Received Date: _____

Job #: _____

CSR: _____

License #: _____

APPLICATION FOR SPECIAL EVENT LICENSE
 Fees: \$25.00 per day for 1-10 days (consecutive) Cash Checks or Money Orders Only
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Phelps Mary Kristine [REDACTED]
Last First Middle Date of Birth

2. Applicant's mailing address: 112 W Fort McDowell Camp Verde AZ 86322
Street City State Zip

3. Applicant's home/cell phone: 928 274- [REDACTED] Applicant's business phone: () _____

4. Applicant's email address: mkphelps1983@gmail.com

SECTION 2 Name of Organization, Candidate or Political Party/Gov.: Camp Verde Arena Assoc.

SECTION 3 Non-Profit/IRS Tax Exempt Number: 83-2391244

SECTION 4 Event Location: Camp Verde Equestrian Center

Event Address: 1495 E Hideout Arena Ln. Camp Verde, AZ

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days. 86322
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>Oct 9-10, 2020</u>	<u>Fri & Sat.</u>	<u>5pm-</u>	<u>1am</u>
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

4 Number of Police _____ Number of Security Personnel Fencing Barriers

Explanation: We will have Camp Verde Marshal's Officers at the event along with members of C.V.A.A. patrolling gates, making sure NO-ONE leaves premises with alcohol.

SECTION 7 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
(If yes, Local Governing Body Signature not required)

Name of Business License Number Phone (Include Area Code)

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 9 What is the purpose of this event?

- On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? N/A
(The number cannot exceed 10 days per year.)

3. Is the Organization using the services of a Licensed Contractor?
 Yes No If yes, please provide the following: Name of Licensed Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?
 Yes No If yes, please provide the following: Name of Licensee _____ License #: _____

5. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Camp Verde Arena Assoc. Percentage: 100

Address 112 W Fort McDowell PL Camp Verde, AZ 86322

Name _____ Percentage: _____

Address _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

ATTACH DIAGRAM

If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

I, (Print Full Name) Mary Phelps, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

LOCAL GOVERNING BOARD

Date Received: _____

I, _____ (Government Official) _____ (Title) recommend APPROVAL DISAPPROVAL

On behalf of _____ (City, Town, County) _____ Signature _____ Date _____ Phone _____

DLLC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

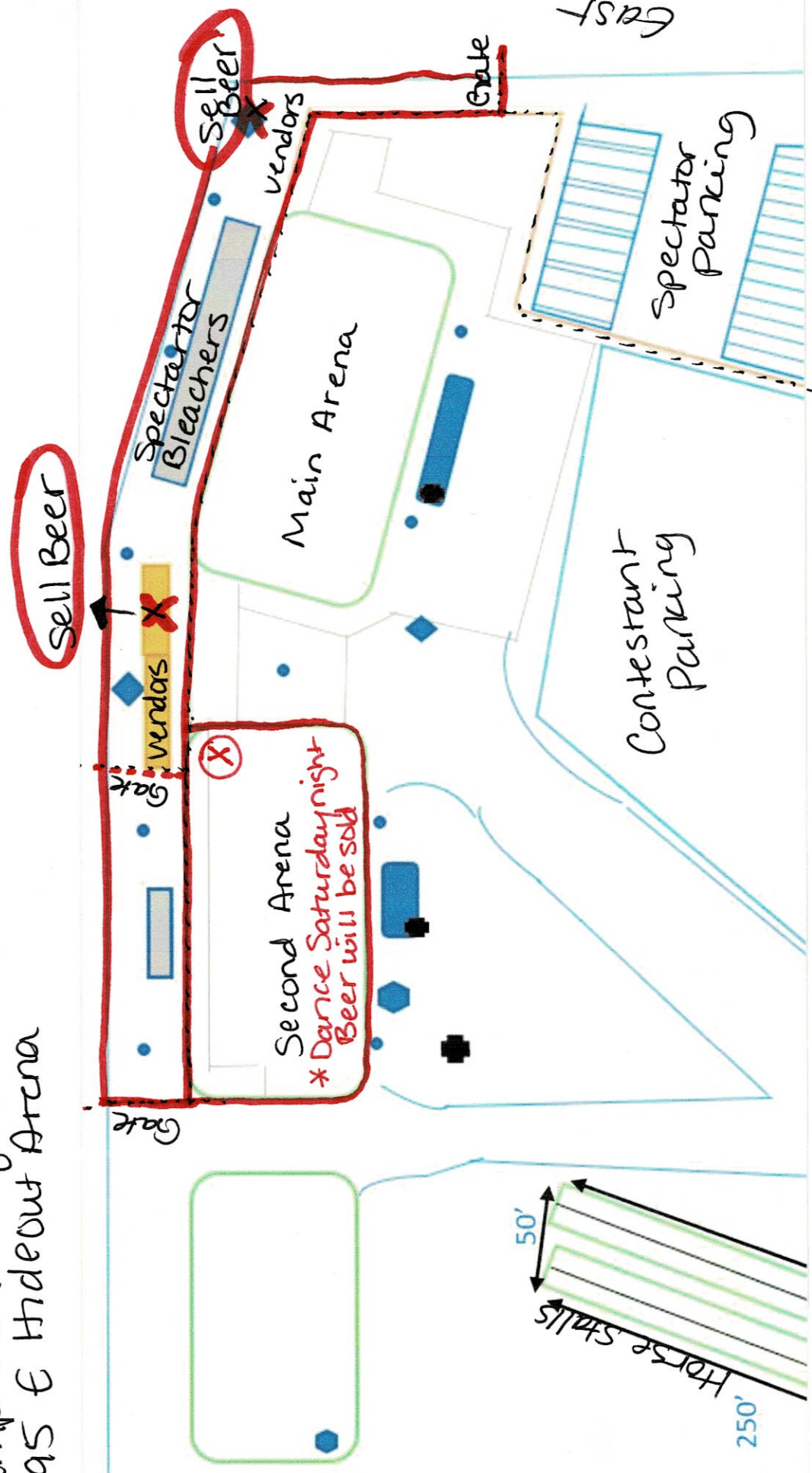
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.

Beer Controlled Areas

North
Camp Verde Equestrian Center
495 E Hideout Arena



West

STATE OF ARIZONA
EXECUTIVE ORDER

Executive Order 2020-43

**Pausing of Arizona's Reopening
Slowing the Spread of COVID-19**

WHEREAS, on March 11, 2020, pursuant to A.R.S. §§ 26-303 and 36-787, I, as Governor of the State of Arizona, issued a declaration of a Public Health State of Emergency due to the necessity to prepare for, prevent, respond to, and mitigate the spread of COVID-19; and

WHEREAS, on March 30, 2020, the Director of the Arizona Department of Health Services (ADHS), based on an epidemiological assessment of Arizona specific data and in alignment with the Centers for Disease Control and Prevention (CDC) guidance, recommended the State implement enhanced mitigation strategies which are continuing; and

WHEREAS, on May 12, 2020, Executive Order 2020-36, *Stay Healthy, Return Smarter, Return Stronger*, was issued outlining requirements for businesses to assist in mitigating the spread of COVID-19 as they reopened and mandated that businesses adopt policies consistent with guidance from the CDC and the ADHS; and

WHEREAS, as of June 28, 2020, there have been 73,908 diagnosed cases of COVID-19 in Arizona including 1,588 deaths, and the State is seeing an increase in the number of cases and hospitalizations; and

WHEREAS, the increased case numbers and hospitalizations also necessitate the need for an increased focus on precautionary measures by both businesses and individuals; and

WHEREAS, data has shown that community spread continues to grow at an exponential pace and is greatest among the demographic of 20-44 year olds; and

WHEREAS, there has not been sufficient time for mask mandates and limiting groups to have a demonstrable effect on containing the spread and additional measures need to be taken to ensure quicker containment; and

WHEREAS, it is necessary to impose additional measures to protect public health and safety and mitigate the strain on our health care providers by slowing the spread of COVID-19; and

WHEREAS, in taking such critical measures to protect public health there will be direct economic consequences for businesses across the State of Arizona that provide employment for many Arizonans, including bars and restaurants; and

WHEREAS, A.R.S. § 4-203, allows "[a] spirituous liquor license... [to] be issued only after satisfactory showing of the capability, qualifications and reliability of the applicant and, with the exception of

wholesaler, producer, government or club licenses, that the public convenience requires and that the best interest of the community will be substantially served by the issuance.”; and

WHEREAS, due to community spread of COVID-19, the state will not be substantially served by the issuance of certain liquor licenses; and

WHEREAS, Arizona is committed to containing the spread of COVID-19.

NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this state including A.R.S. §§ 26-303 and 36-787, hereby order as follows:

1. Effective June 29, 2020, organized public events of more than 50 people are prohibited unless the city, town or county in unincorporated areas has approved the event, and only if adequate safety precautions are implemented, including physical distancing measures. A city, town or county in unincorporated areas may deny a request for an organized event due to public health concerns related to COVID-19. Any approval may be subject to certain conditions or restrictions not inconsistent with this or any other executive order. Nothing in this order shall inhibit a person from engaging in constitutionally protected activities such as speech and religion, and any legal or court process provided that such is conducted in a manner that provides appropriate physical distancing to the extent feasible.
2. The Department of Liquor Licenses and Control shall cease issuing series 15, Special Event licenses and series 16, Festival/Fair licenses for the period of June 29, 2020 through July 27, 2020.
3. Notwithstanding any other law or executive order, effective at 8:00 pm on Monday, June 29, 2020, the following establishments shall pause operations until at least July 27, 2020, unless extended:
 - a. Bars, meaning an entity who holds a series 6 or 7 liquor license from the Department of Liquor Licenses and Control and whose primary business is the sale or dispensing of alcoholic beverages. These entities may continue serving the public through pick up, delivery, and drive-thru operations as provided for series 12 liquor licenses in Executive Order 2020-09, *Limiting The Operations Of Certain Businesses To Slow The Spread Of COVID-19*.
 - b. Indoor gyms and fitness clubs or centers.
 - c. Indoor movie theaters.
 - d. Water parks and tubing operators.
4. Pools may continue to operate as follows:
 - a. Pools operated as part of a public accommodation, such as those at hotels but not those at multi-housing complexes, shall prohibit groups larger than 10 from congregating together in or near the pool.
 - b. Privately owned pools located in public areas such as those at multi-housing complexes or other privately owned facilities may continue to be open provided that signage is included at all entrances to the pool reminding people to maintain physical distance and that groups larger than 10 should not congregate.

5. To receive authorization to reopen, entities shall complete and submit a form as prescribed by the Arizona Department of Health Services that attests the entity is in compliance with guidance issued by ADHS related to COVID-19 business operations. The form shall also be posted in an easily visible public place on the entity's premises. ADHS shall provide information to the public on those entities that have submitted such attestations on its website.
6. A local governmental jurisdiction shall have the authority to take immediate action against an entity that operates without submitting the prescribed attestation to the Arizona Department of Health Services.
7. Notwithstanding any other law or executive order, this executive order allows law enforcement and any regulatory agency, pursuant to their regulatory authority, to take immediate enforcement action against any business that fails to follow this Executive Order or any guidance issued by the Arizona Department of Health Services relating to COVID-19 for the protection of the public health, safety and welfare up to and including summary suspension for any license that the business holds.
8. If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.
9. This order shall remain in place until further notice, and shall be reconsidered for repeal or revision every two weeks after July 27, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



Douglas D. Ducey

GOVERNOR

DONE at the Capitol in Phoenix on this twenty-ninth day of June in the year Two Thousand and Twenty and of the Independence of the United States of America the Two Hundred and Forty-Fourth.

ATTEST:

[Signature]

Secretary of State

STATE OF ARIZONA
EXECUTIVE ORDER

Executive Order 2020-52

Continuation of Executive Order 2020-43
Slowing the Spread of COVID-19

WHEREAS, on June 29, 2020, Executive Order 2020-43 was issued providing measures to protect public health and safety and mitigate the strain on our health care providers by slowing the spread of COVID-19; and

WHEREAS, at the time of issuance, Arizona had 73,908 diagnosed cases of COVID-19 including 1,588 deaths, and the State was seeing an increase in the number of cases and hospitalizations; and

WHEREAS, the increased case numbers and hospitalizations necessitated the need for an increased focus on precautionary measures by both businesses and individuals; and

WHEREAS, since the issuance of that Order, action was taken to limit restaurant capacity to 50% and other mitigation measures such as eliminating standing at restaurants; and

WHEREAS, as of July 23, 2020, there have been 152,944 diagnosed cases of COVID-19 in Arizona including 3,063 deaths; and

WHEREAS, the weekly Arizona State Report issued by the White House Coronavirus Task Force on July 19, 2020, identifies that all but two Arizona counties are in the "red zone" which indicates there were new cases above 100 per 100,000 population and a diagnostic test positivity result above 10%; and

WHEREAS, the policy recommendations in the State Report, include that gyms and bars should be closed, that outdoor dining opportunities should be provided as possible and that groups should be limited to 10 people or fewer; and

WHEREAS, Executive Order 2020-43, outlined that certain businesses should be closed until at least July 27, 2020 to respond to and mitigate the spread of COVID-19; and

WHEREAS, Executive Order 2020-43 stated it "shall remain in place until further notice and reviewed for repeal or revision every two weeks after July 27, 2020;" and

WHEREAS, mask mandates, limitations on groups and closure of certain businesses have resulted in slight improvements to the growth of cases, these measures need to continue due to continued high rates of hospitalizations and high numbers of cases; and

WHEREAS, Arizona is committed to containing the spread of COVID-19.

NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this state including A.R.S. §§ 26-303 and 36-787, hereby order as follows:

1. The provisions of Executive Order 2020-43, ordered through July 27, 2020, including those pausing business operations for certain businesses, shall be extended, remain in place and continue to be reviewed for repeal or revision every two weeks.
2. The Governor's Office will issue a notice of review and current status of this and Executive Order 2020-43 which shall be published on the Governor's Office website at www.azgovernor.gov.
3. If any provision of this Executive Order, and Executive Order 2020-43 which is incorporated herein, or their application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order or any other Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



GOVERNOR

DONE at the Capitol in Phoenix on this twenty- third day of July in the year Two Thousand and Twenty and of the Independence of the United States of America the Two Hundred and Forty- Fifth.

ATTEST:

Secretary of State

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact: Discussion, Consideration and Possible Approval of Special Event Liquor License application Tyler Scott Rezzonico-Verde Valley Sheriffs Posse for 63rd Annual Fort Verde Days scheduled for Friday October 9, 2020 and October 10th at 395 S Main Street-Camp Verde. [Staff Resource: Cindy Pemberton]

List Attached Documents: – Application for Special Event License
Copy of State Executive Order 2020-43
Copy of State Executive Order 2020-52

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

- Department Head: Cindy Pemberton Town Attorney Comments: N/A
- Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Application was submitted to Clerk’s Office on September 9, 2020 for Council Approval. No posting is required. This application has been submitted with the understanding that Executive Order 2020-43 is in effect and the application will only be considered for approval if the governor lifts the current order stating that the Department of Liquor Licenses and Control shall cease issuing series 15, Special Event Licenses and series 16, Festival/Fair License for the period of June 29,2020 through July 27, 2020. Executive Order 2020-52 ordered the provisions of Executive Order 2020-43, ordered through July 27, 2020, including those pausing business operations for certain businesses, shall be extended, remain in place and continue to be reviewed for repeal or revision every two weeks.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Camp Verde Arena Association for Fort Verde Days Rodeo Event scheduled for October 9th and 10th, 2020 at the Equestrian center off State Route 260, East of the Town's Sports Complex only if the Governor has reconsidered Executive Order 2020-43 and will allow Special Event Liquor License Applications.

Instructions to the Clerk: Section II not required. Process application.



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLLC USE ONLY	
Received Date:	
Job #:	
CSR:	
License #:	

APPLICATION FOR SPECIAL EVENT LICENSE
 Fees: \$25.00 per day for 1-10 days (consecutive) *Cash Checks or Money Orders Only*
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Rizzonico Tyler Scott [REDACTED]
Last First Middle Date of Birth

2. Applicant's mailing address: Po Box 1505 Camp Verde AZ 86322
Street City State Zip

3. Applicant's home/cell phone: (762) [REDACTED] Applicant's business phone: ()

4. Applicant's email address: rizzonico67@yahoo.com

SECTION 2 Name of Organization, Candidate or Political Party/Gov.: Camp Verde Promotions

SECTION 3 Non-Profit/IRS Tax Exempt Number: 26-4717807

SECTION 4 Event Location: Camp Verde town Soccer field
 Event Address: 395 S main St Camp Verde AZ 86322

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>Oct 9th</u>	<u>Friday</u>	<u>12pm</u>	<u>12am</u>
DAY 2:	<u>Oct 10th</u>	<u>Saturday</u>	<u>9am</u>	<u>11:59pm</u>
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

2 Number of Police 3 Number of Security Personnel Fencing Barriers

Explanation: Two event office on site to watch the
event, posse members will provide security
personnel

SECTION 7 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
(If yes, Local Governing Body Signature not required)

Name of Business _____ License Number _____ Phone (Include Area Code) _____

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 9 What is the purpose of this event?

- On-site consumption
- Off-site (auction/wine/distilled spirits pull)
- Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (If yes, attach explanation.)
2. How many special event days have been issued to this organization during the calendar year? NONE
(The number cannot exceed 10 days per year.)
3. Is the Organization using the services of a Licensed Contractor?
 Yes No if yes, please provide the following: Name of Licensed Contractor: _____
4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?
 Yes No If yes, please provide the following: Name of Licensee _____ License #: _____
5. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.
Name Verde Valley Ranger Sheriffs Posse Percentage: 100%
Address po Box 1505 Camp Verde AZ 86322
Name _____ Percentage: _____
Address _____

Street _____ City _____ State _____ Zip _____

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

ATTACH DIAGRAM

If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

I, (Print Full Name) Tyler Perzowico hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: [Handwritten Signature]

LOCAL GOVERNING BOARD

Date Received: _____
I, _____ (Government Official) _____ (Title) recommend APPROVAL DISAPPROVAL
On behalf of _____ (City, Town, County) _____ Signature _____ Date _____ Phone _____

DLIC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

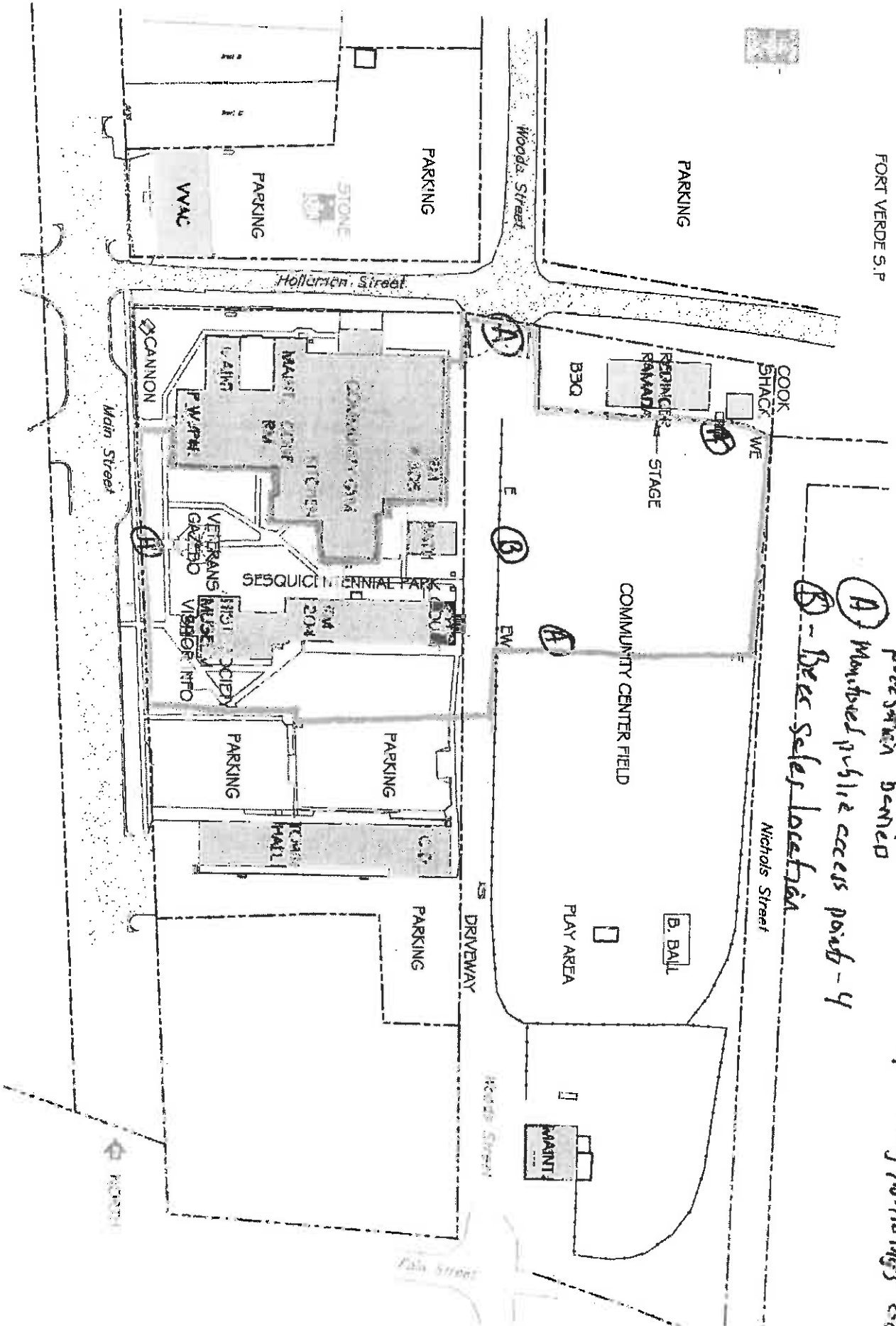
B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.

FORT VERDE S.P.



Fort Verde Days Oct. 10-11 Camp Verde #2
 Alcohol limits in rd - area bounded by fencing buildings or
 pedestrian barrier
 A - Monitor public access point - 4
 B - Beer Sales Location

STATE OF ARIZONA
EXECUTIVE ORDER

Executive Order 2020-43

**Pausing of Arizona's Reopening
Slowing the Spread of COVID-19**

WHEREAS, on March 11, 2020, pursuant to A.R.S. §§ 26-303 and 36-787, I, as Governor of the State of Arizona, issued a declaration of a Public Health State of Emergency due to the necessity to prepare for, prevent, respond to, and mitigate the spread of COVID-19; and

WHEREAS, on March 30, 2020, the Director of the Arizona Department of Health Services (ADHS), based on an epidemiological assessment of Arizona specific data and in alignment with the Centers for Disease Control and Prevention (CDC) guidance, recommended the State implement enhanced mitigation strategies which are continuing; and

WHEREAS, on May 12, 2020, Executive Order 2020-36, *Stay Healthy, Return Smarter, Return Stronger*, was issued outlining requirements for businesses to assist in mitigating the spread of COVID-19 as they reopened and mandated that businesses adopt policies consistent with guidance from the CDC and the ADHS; and

WHEREAS, as of June 28, 2020, there have been 73,908 diagnosed cases of COVID-19 in Arizona including 1,588 deaths, and the State is seeing an increase in the number of cases and hospitalizations; and

WHEREAS, the increased case numbers and hospitalizations also necessitate the need for an increased focus on precautionary measures by both businesses and individuals; and

WHEREAS, data has shown that community spread continues to grow at an exponential pace and is greatest among the demographic of 20-44 year olds; and

WHEREAS, there has not been sufficient time for mask mandates and limiting groups to have a demonstrable effect on containing the spread and additional measures need to be taken to ensure quicker containment; and

WHEREAS, it is necessary to impose additional measures to protect public health and safety and mitigate the strain on our health care providers by slowing the spread of COVID-19; and

WHEREAS, in taking such critical measures to protect public health there will be direct economic consequences for businesses across the State of Arizona that provide employment for many Arizonans, including bars and restaurants; and

WHEREAS, A.R.S. § 4-203, allows "[a] spirituous liquor license... [to] be issued only after satisfactory showing of the capability, qualifications and reliability of the applicant and, with the exception of

wholesaler, producer, government or club licenses, that the public convenience requires and that the best interest of the community will be substantially served by the issuance.”; and

WHEREAS, due to community spread of COVID-19, the state will not be substantially served by the issuance of certain liquor licenses; and

WHEREAS, Arizona is committed to containing the spread of COVID-19.

NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this state including A.R.S. §§ 26-303 and 36-787, hereby order as follows:

1. Effective June 29, 2020, organized public events of more than 50 people are prohibited unless the city, town or county in unincorporated areas has approved the event, and only if adequate safety precautions are implemented, including physical distancing measures. A city, town or county in unincorporated areas may deny a request for an organized event due to public health concerns related to COVID-19. Any approval may be subject to certain conditions or restrictions not inconsistent with this or any other executive order. Nothing in this order shall inhibit a person from engaging in constitutionally protected activities such as speech and religion, and any legal or court process provided that such is conducted in a manner that provides appropriate physical distancing to the extent feasible.
2. The Department of Liquor Licenses and Control shall cease issuing series 15, Special Event licenses and series 16, Festival/Fair licenses for the period of June 29, 2020 through July 27, 2020.
3. Notwithstanding any other law or executive order, effective at 8:00 pm on Monday, June 29, 2020, the following establishments shall pause operations until at least July 27, 2020, unless extended:
 - a. Bars, meaning an entity who holds a series 6 or 7 liquor license from the Department of Liquor Licenses and Control and whose primary business is the sale or dispensing of alcoholic beverages. These entities may continue serving the public through pick up, delivery, and drive-thru operations as provided for series 12 liquor licenses in Executive Order 2020-09, *Limiting The Operations Of Certain Businesses To Slow The Spread Of COVID-19*.
 - b. Indoor gyms and fitness clubs or centers.
 - c. Indoor movie theaters.
 - d. Water parks and tubing operators.
4. Pools may continue to operate as follows:
 - a. Pools operated as part of a public accommodation, such as those at hotels but not those at multi-housing complexes, shall prohibit groups larger than 10 from congregating together in or near the pool.
 - b. Privately owned pools located in public areas such as those at multi-housing complexes or other privately owned facilities may continue to be open provided that signage is included at all entrances to the pool reminding people to maintain physical distance and that groups larger than 10 should not congregate.

5. To receive authorization to reopen, entities shall complete and submit a form as prescribed by the Arizona Department of Health Services that attests the entity is in compliance with guidance issued by ADHS related to COVID-19 business operations. The form shall also be posted in an easily visible public place on the entity's premises. ADHS shall provide information to the public on those entities that have submitted such attestations on its website.
6. A local governmental jurisdiction shall have the authority to take immediate action against an entity that operates without submitting the prescribed attestation to the Arizona Department of Health Services.
7. Notwithstanding any other law or executive order, this executive order allows law enforcement and any regulatory agency, pursuant to their regulatory authority, to take immediate enforcement action against any business that fails to follow this Executive Order or any guidance issued by the Arizona Department of Health Services relating to COVID-19 for the protection of the public health, safety and welfare up to and including summary suspension for any license that the business holds.
8. If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.
9. This order shall remain in place until further notice, and shall be reconsidered for repeal or revision every two weeks after July 27, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



Douglas A. Ducey

GOVERNOR

DONE at the Capitol in Phoenix on this twenty-ninth day of June in the year Two Thousand and Twenty and of the Independence of the United States of America the Two Hundred and Forty-Fourth.

ATTEST:

[Signature]

Secretary of State

STATE OF ARIZONA
EXECUTIVE ORDER

Executive Order 2020-52

Continuation of Executive Order 2020-43
Slowing the Spread of COVID-19

WHEREAS, on June 29, 2020, Executive Order 2020-43 was issued providing measures to protect public health and safety and mitigate the strain on our health care providers by slowing the spread of COVID-19; and

WHEREAS, at the time of issuance, Arizona had 73,908 diagnosed cases of COVID-19 including 1,588 deaths, and the State was seeing an increase in the number of cases and hospitalizations; and

WHEREAS, the increased case numbers and hospitalizations necessitated the need for an increased focus on precautionary measures by both businesses and individuals; and

WHEREAS, since the issuance of that Order, action was taken to limit restaurant capacity to 50% and other mitigation measures such as eliminating standing at restaurants; and

WHEREAS, as of July 23, 2020, there have been 152,944 diagnosed cases of COVID-19 in Arizona including 3,063 deaths; and

WHEREAS, the weekly Arizona State Report issued by the White House Coronavirus Task Force on July 19, 2020, identifies that all but two Arizona counties are in the "red zone" which indicates there were new cases above 100 per 100,000 population and a diagnostic test positivity result above 10%; and

WHEREAS, the policy recommendations in the State Report, include that gyms and bars should be closed, that outdoor dining opportunities should be provided as possible and that groups should be limited to 10 people or fewer; and

WHEREAS, Executive Order 2020-43, outlined that certain businesses should be closed until at least July 27, 2020 to respond to and mitigate the spread of COVID-19; and

WHEREAS, Executive Order 2020-43 stated it "shall remain in place until further notice and reviewed for repeal or revision every two weeks after July 27, 2020;" and

WHEREAS, mask mandates, limitations on groups and closure of certain businesses have resulted in slight improvements to the growth of cases, these measures need to continue due to continued high rates of hospitalizations and high numbers of cases; and

WHEREAS, Arizona is committed to containing the spread of COVID-19.

NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this state including A.R.S. §§ 26-303 and 36-787, hereby order as follows:

1. The provisions of Executive Order 2020-43, ordered through July 27, 2020, including those pausing business operations for certain businesses, shall be extended, remain in place and continue to be reviewed for repeal or revision every two weeks.
2. The Governor's Office will issue a notice of review and current status of this and Executive Order 2020-43 which shall be published on the Governor's Office website at www.azgovernor.gov.
3. If any provision of this Executive Order, and Executive Order 2020-43 which is incorporated herein, or their application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order or any other Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



Douglas A. Ducey

GOVERNOR

DONE at the Capitol in Phoenix on this twenty- third day of July in the year Two Thousand and Twenty and of the Independence of the United States of America the Two Hundred and Forty- Fifth.

ATTEST:

[Signature]

Secretary of State

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Agenda Item 10

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Town Clerk

Staff Resource/Contact Person: Town Clerk Cindy Pemberton

Agenda Title (be exact): Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 12 (Restaurant) Liquor License Application #117537 for Shannalee Marie Fowler/Low Places located at 564 S Main Street #100, Camp Verde, AZ 86322.

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Local Governing Body Report from Department of Liquor License and Control.
Copy of Town Resolution 2012-874-Entertainment District
Picture of posting

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews Completed by:

- Department Head: _____ Town Attorney Comments:
- Finance Department N/A
Fiscal Impact: None
Budget Code: _____ Amount Remaining: _____
Comments:

Background Information: The Clerk's Office received the application from the Department of Liquor License and Control on August 25, 2020 and, as required by law, The Clerk's Office posted the application at 564 S Main Street for the required 20 days. All fees have been paid by the applicant.

Recommended Action (Motion):

Move to recommend approval of a Class 12 (Restaurant) Liquor License Application #117537 for Shannalee Marie Fowler/Low Places located at 564 S Main Street #100, Camp Verde, AZ 86322.

Instructions to the Clerk: Process Application

State of Arizona
Department of Liquor Licenses and Control #117537

Camp Verde
AMW
8/20/2020
2019-2020 Lic. #11846

Created 08/20/2020 @ 08:45:33 AM

Local Governing Body Report

LICENSE

Number: Type: 012 RESTAURANT
Name: LOW PLACES
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
Location: 564 S MAIN STREET
#100
CAMP VERDE, AZ 86322
USA
Mailing Address: 1825 S QUARTERHORSE LANE
CAMP VERDE, AZ 86322
USA
Phone: (928)567-8722
Alt. Phone: (623)986-0831
Email: SHANNALEE@LOWPLACESBARANDGRILL.COM

AMENDMENT

AGENT

Name: SHANNALEE MARIE FOWLER
Gender: Female
Correspondence Address: 1825 S QUARTERHORSE LANE
CAMP VERDE, AZ 86322
USA
Phone: (623)986-0831
Alt. Phone:
Email: SHANNALEE@LOWPLACESBARANDGRILL.COM

OWNER

Name: LOW PLACES LLC
Contact Name: SHANNALEE MARIE FOWLEY
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 23106747 State of Incorporation: AZ
Incorporation Date: 07/14/2020
Correspondence Address: 1825 S QUARTERHORSE LANE
CAMP VERDE, AZ 86322
USA
Phone: (623)986-0831
Alt. Phone:
Email: SHANNALEE@LOWPLACESBARANDGRILL.COM

Officers / Stockholders

#117537
Low Places
Fowler, Shannalee Marie

**State of Arizona
Department of Liquor Licenses and Control**

Created 08/19/2020 @ 10:04:58 AM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	LOW PLACES		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	564 S MAIN STREET CAMP VERDE, AZ 86322 USA		
Mailing Address:	1825 S QUARTERHORSE LANE CAMP VERDE, AZ 86322 USA		
Phone:	(928)567-8722		
Alt. Phone:	(623)986-0831		
Email:	SHANNALEE@LOWPLACESBARANDGRILL.COM		

AGENT

Name:	LOW PLACES LLC
Gender:	
Correspondence Address:	1825 S QUARTERHORSE LANE CAMP VERDE, AZ 86322 USA
Phone:	(623)986-0831
Alt. Phone:	
Email:	SHANNALEE@LOWPLACESBARANDGRILL.COM

OWNER

Name:	SHANNALEE MARIE FOWLER
Gender:	Female
Correspondence Address:	1825 S QUARTERHORSE LANE CAMP VERDE, AZ 86322 USA
Phone:	(623)986-0831
Alt. Phone:	
Email:	SHANNALEE@LOWPLACESBARANDGRILL.COM

Name:
SHANNALEE MARIE FOWLER
JEREMY ELI BRADY

Title:
MANAGING MEMBER
ManaGING MEMBER

% Interest:
50.00
50.00

LOW PLACES LLC - MANAGING MEMBER

Name: SHANNALEE MARIE FOWLER
Gender: Female
Correspondence Address: 1825 S QUARTERHORSE LANE
CAMP VERDE, AZ 86322
USA
Phone: (623)986-0831
Alt. Phone:
Email: SHANNALEE@LOWPLACESBARANDGRILL.COM

LOW PLACES LLC - ManaGING MEMBER

Name: JEREMY ELI BRADY
Gender: Male
Correspondence Address: 1825 S QUARTERHORSE LANE
CAMP VERDE, AZ 86322
USA
Phone: (928)710-8731
Alt. Phone:
Email: JEREMY@LOWPLACESBARANDGRILL.COM

AMFNDMENT

20 AUG 20 11:41 AM 8:45



#117537
Low Places

Fowler, Shannalee@mail

APPLICATION INFORMATION

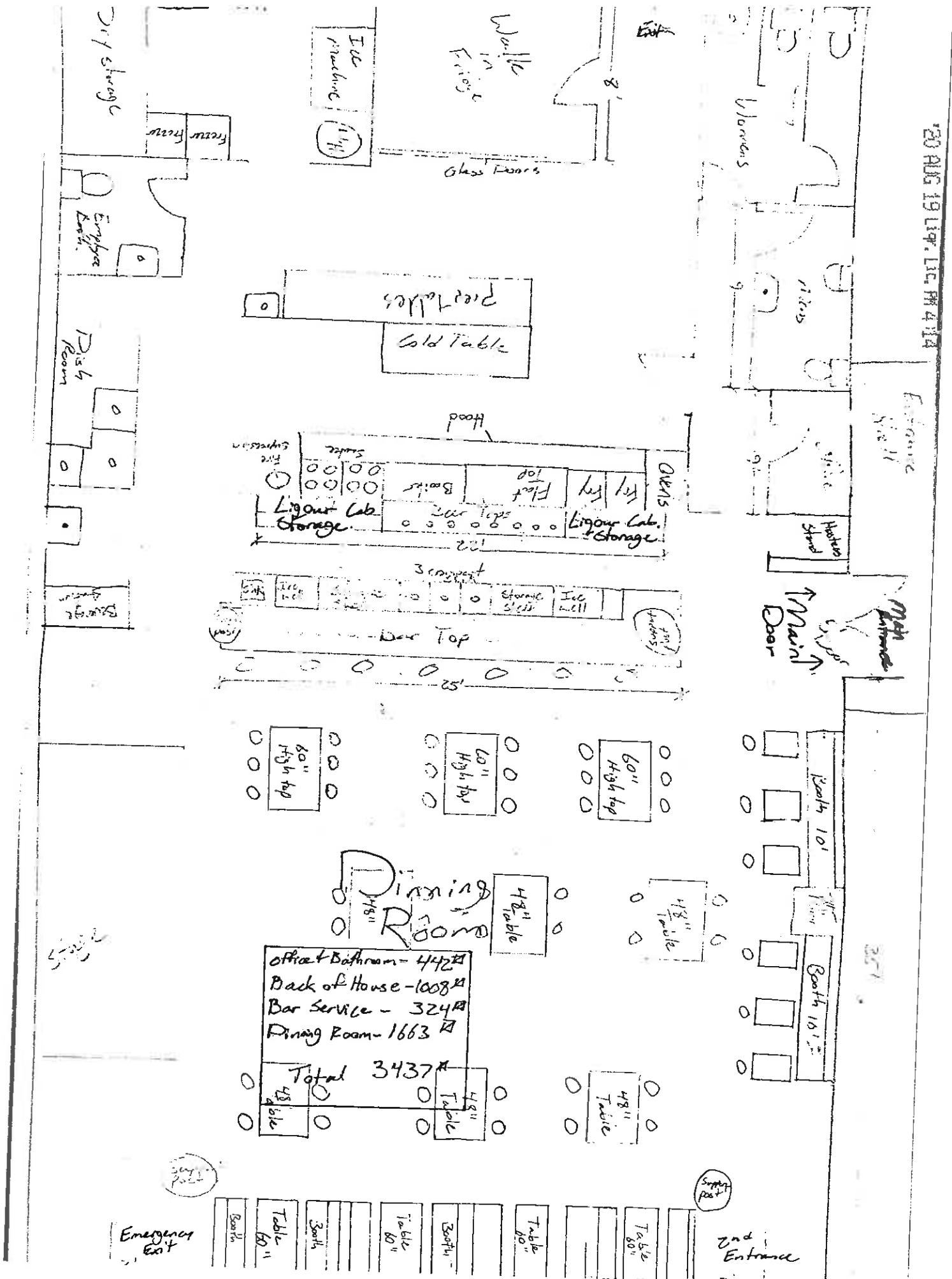
Application Number: 117537
Application Type: New Application
Created Date: 08/19/2020

QUESTIONS & ANSWERS

Abigail Tarazon

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
\$0
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
NONE
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No



Office + Bathroom - 442 sq ft
 Back of House - 1008 sq ft
 Bar Service - 324 sq ft
 Dining Room - 1663 sq ft

Total 3437 sq ft

Emergency Exit

2nd Entrance



RESOLUTION 2012-874

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
DECLARING ITS INTENTION TO DESIGNATE A DEFINED AREA AROUND THE
DOWNTOWN AS AN ENTERTAINMENT DISTRICT PURSUANT TO A.R.S. §4-207
THEREBY ALLOWING THE TOWN OF CAMP VERDE TO APPROVE ON A CASE-BY-CASE
BASIS EXEMPTIONS FROM THE DISTANCE RESTRICTIONS PRESCRIBED THEREIN
FOR THE ISSUANCE OF CERTAIN LIQUOR LICENSES FOR ESTABLISHMENTS IN
RELATION TO PUBLIC, PRIVATE, OR CHARTER SCHOOLS OR PLACES OF WORSHIP.**

WHEREAS, on April 2010, the State Legislature passed House Bill 2596, amending sections 4-207 and 41-1493, Arizona Revised Statutes; amending Title 41, Chapter 9, Article 9, Arizona Revised Statutes; and

WHEREAS, A.R.S. §4-207 restricts the granting of certain types of liquor license to establishments within 300 feet of existing schools and places of worship; and

WHEREAS, A.R.S. §4-207 allows the governing body of a city or town to grant an exemption from these distance restrictions, on a case-by-case basis for an establishment located in an area that is designated as an Entertainment District; and

WHEREAS, A.R.S. §4-207 declares that for the purposes of that section, "Entertainment District" means a specific contiguous area that is designated an entertainment district by a resolution adopted by the governing body of a city or town, that consists of no more than one square mile, that is no less than one-eighth of a mile in width and that contains a significant number of entertainment, artistic and cultural venues, including music halls, concert facilities, theaters, arenas, stadiums, museums, studios, galleries, restaurants, bars and other related facilities; and

WHEREAS, the area proposed as the Entertainment District/Arts and Entertainment District/Heritage District or other description, meets the above description of an Entertainment District for the purposes of A.R.S. §4-207; and

WHEREAS, the authority for the Town Council to grant such exemptions from distance requirements for establishments requiring certain liquor licenses in the Entertainment District would support the location of desirable and activating uses in this area.

WHEREAS, the Town has identified criteria to aid in the consideration and deliberation of exemptions hereto and to promote the general health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona as follows:

SECTION 1: Entertainment District

1. The Town Council of the Town of Camp Verde does hereby accept and adopt the Entertainment District as shown in Exhibit A.

SECTION 2: Separability

In the event any part, portion or paragraph of this Resolution is found to be invalid by any court of competent jurisdiction, the invalidity of such part, portion, or paragraph shall not affect any other valid part, portion, or paragraph of this Resolution and effectiveness thereof;

SECTION 3: This Resolution shall become effective in the manner provided by law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 7th day of November, 2012.



Bob Burnside, Mayor


Date: 11-8-12

Attest:



Deborah Barber, Town Clerk

Approved as to form:



Town Attorney

**Entertainment District Boundary Map
Camp Verde, Arizona
Adopted by the Town Council on November 7, 2012
per Resolution 2012-874**



8-25-2020





Agenda Item 11

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion & possible approval of Resolution 2020-1054, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL PREVIOUS RESOLUTIONS AND APPROVALS OR PARTS OF RESOLUTIONS AND APPROVALS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION.

List Attached Documents: 1) Resolution 2020-1054, 2) Summary of significant changes, 3) Proposed new FOG

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Town Attorney Comments: Approved resolution as to form.

Department Head:

- Budgeted Unbudgeted N/A

Fiscal Impact: N/A

Comments: The FOG is the predominant fiscal policy guide. Many changes have been made in this version throughout the document. While some are only cosmetic, there are also many significant policy changes or added language. These changes are all recommended by the Finance Director for your approval. A summary of the more significant changes is attached but it is a limited summary, not exhaustive of all changes. The entire document should be reviewed. Lastly, the table of contents has not been adjusted, page numbers have not been added and general formatting may be askew. With as many changes as there were, those adjustments will be completed after the final version is approved.

Background Information: The last major overhaul to the FOG was back in February of 2015. There was a minor update to the Procurement section just recently in March of 2020.

Recommended Action (Motion): Move to approve Resolution 2020-1054, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL PREVIOUS RESOLUTIONS AND APPROVALS OR PARTS OF RESOLUTIONS AND APPROVALS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION.

Instructions to the Clerk: Forward copy of signed resolution to Finance Director.



RESOLUTION 2020-1054

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL
PREVIOUS RESOLUTIONS AND APPROVALS OR PARTS OF RESOLUTIONS AND
APPROVALS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION.**

WHEREAS, the Mayor and Common Council has approved and adopted the Town of Camp Verde Financial Operations Guide (FOG) and have approved various changes to the FOG over time.

WHEREAS, it is necessary to amend and/or change the FOG from time to time in order to retain consistency with current policies, and statues:

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the attached FOG with all changes incorporated therein.

ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council at the Regular Council Meeting on September 16, 2020.

PASSED AND ADOPTED:

Charles German, Mayor

Attest:

Cindy Pemberton, Town Clerk

Approved as to form:

William Sims

TOWN OF CAMP VERDE

2020 FOG Updates Summary of significant changes

Background:

Other than a specific change to our Procurement policy in March of 2020, the FOG has not been updated since February of 2015. There are numerous changes in this proposed update, the most significant of which are listed below.

2020 Changes:

- *Accounting, Audit & General Financial:*
 - Section 3. Reserves: Changed General Fund reserve from \$500,000 to \$1,500,000. GFOA best practices suggest 2 months of revenue or expense held in reserve. Our expenses have increased and suggest a need to increase the reserve.
 - **Section E authorizes Finance Director by policy to move cash through transfers to internal and external accounts for specific tasks.**
- *Credit Card Payments Received:*
 - This is an entirely new policy.
- *Grants:*
 - There are numerous changes in this section.
 - Section C. OMB Universal Guidance is a relatively new requirement that must be in our policies.
- *Procurement:*
 - Much of this section has changed and should be reviewed closely.
 - Most of the changes were simply to reorganize the information to be more understandable.
 - An RFQ section was added to reference obtaining loans.
 - The non-budgeted purchases section was removed.
- *Credit Card / Business Charge Card Policy:*
 - This section has been completely re-written to be inclusive of our P-card program.
- *Travel and Training:*
 - Meal reimbursement for non-overnight travel has been removed. The Town would no longer be reimbursing for meals by receipt for single day trips.
 - The policy has been updated to reference volunteers.
 - Meal rates for overnight stays have been increased to match federal guidelines.
 - The special over-ride on meal rates for conference/expensive areas has been removed.
- *Budget Policy:*
 - Section B. Budget Amendment Policy, sections 2, 3 & 5 adjusted for further clarification.

There are no changes to General ledger, Payroll, Debt, Investment or Miscellaneous Policy sections.

Town of Camp Verde

Financial Operations Guide



Proposed Changes
September 16th, 2020
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.

I. RESPONSIBILITIES

Camp Verde's Town Code charges the Town Finance Director with implementing the financial policies of the Town Council. 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 with Council approval, if the assignment is to exceed 20 days.

The Finance Director is responsible for the assignment of duties to appropriate Staff members, as necessary, to ensure proper segregation of duties.

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 as approved by Council. 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.

**ACCOUNTING, AUDIT & GENERAL
FINANCIAL POLICIES
SECTION**

ACCOUNTING, AUDIT & GENERAL FINANCIAL

PURPOSE: To establish standard policies and procedures relating to the general overview and accountability of the Finance Department.

POLICIES/PROCEDURES:

A. ACCOUNTING

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.

B. AUDIT

1. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.

C. FINANCIAL

1. STABILITY

- a. To maintain a financially viable Town that can maintain an adequate level of municipal services.
- b. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
- c. To maintain and enhance the sound fiscal condition of the Town.
- d. Maintain a positive municipal credit rating.

2. REPORTING

- a. Per Town Code Section 3-2-3B, the Finance Director shall make monthly reports to the Council of all receipts and disbursements, and the balance in each fund.
- b. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council as soon as practicable following the close of the quarter, and will be made available to the public.
- c. Full and continuing disclosure will be provided in the general financial statements and bond representations.

3. RESERVES

- a. The Town will maintain General Fund reserves of unrestricted monies in the amount of \$1,500,000.
- b. The Town will maintain HURF Fund reserves in an amount equal to three (3) months of budgeted HURF expenditures. This reserve balance shall not be used without approval from the Council.

CAPITAL ASSET POLICIES

SECTION

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. Stewardship assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$1,000 to \$4,999.

I. ACQUISITION

- A. Departments shall notify the Finance Department when any item is acquired, disposed of, or transferred to another department when the item was purchased or valued at \$1,000 or more.
- B. For items valued at \$1,000 or more, the department shall complete and submit an Asset Acquisition Form to the Finance Department for inclusion on either the Capital Asset Listing or the Stewardship Asset Listing.
- C. Capital assets are depreciated on a straight-line basis.
- D. In consultation with department heads, the Finance Director assigns useful lives to individual assets based on asset category.
- E. When equipment items are acquired, departments shall request property tags from the Finance Department 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. Staff provides copies of such invoices to the Finance Department for updating the Capital Asset/Stewardship Listings.

- F. If an asset has been donated to the Town, the receiving department shall complete the "Asset Acquisition Form" and submit to the Finance Department at the time of receipt of assets. The Finance Department will issue a property tag as applicable, and staff will update the Capital Asset/Stewardship Listings.
- 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.

II. MAINTENANCE

- A. Each year staff forwards an updated Capital Asset Listing and Stewardship Listing to the Risk Manager for insurance purposes.
- B. 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, useful life, etc.). In addition, during the physical inventory process, the department heads or designees examine assets for possible impairments and designate surplus assets available for auction/disposal. The listings are returned to the Finance Department. The Finance Director researches and resolves any discrepancies between the physical inventory and the Capital Asset Listing. Each year, the Finance Department will physically sample a random selection of the Capital Asset Listing for verification that the items are still in the possession of the Town and are in working condition. During this review, staff will also search for items not listed on the Capital Asset Listing.

- C. Staff reviews and reconciles the Capital Asset Listing to the general ledger on an annual basis. The Finance Director reviews the reconciliation, initialing and dating as evidence of review.

III. DISPOSAL

- A. Departments shall complete a Request for Authorization to Dispose of/Transfer Equipment form and submit it to the Finance Department prior to the disposal or transfer of assets. The Finance Director reviews and approves all Requests for Authorization to Dispose of/Transfer Equipment forms.
- B. Departments shall report lost, stolen, or destroyed assets within ten working days of discovery to the Risk Manager and the Finance Department.
- C. The Town utilizes the Public Service website to dispose of surplus supplies and/or assets. This website adheres to the specific procurement requirements that public agencies must follow in disposing surplus supplies and/or assets. The website address is <http://www.publicsurplus.com/sms/campverde.az>.
- D. For smaller dollar items under the stewardship and capital asset thresholds, disposals shall be in compliance with A.R.S. State statutes prohibit "gifts of public funds" which includes government property. Therefore, surplus supplies and/or assets cannot be donated to other organizations. The law does allow for donation to other governmental entities.
- E. The following steps shall be followed in the disposal of surplus supplies and/or assets:
 - 1. The disposition of surplus supplies and/or assets shall be authorized by the department head of that department.
 - 2. Send an email to "All Employees" describing the item (include a photo if available) available. Allow at least four (4) working days to allow requests for the item to be transferred to another Town department.
 - 3. If no requests to transfer the item to another Town department are received, prepare the item for submission to the Public Service website as follows:
 - 4. Take a digital photo of the item.
 - 5. Complete the Vehicle Property or General Property description form.
 - 6. Email the description form, digital photo, and any suggestions for a start price or reserve (minimum amount for the item) if applicable to auctions@campverde.az.gov. Indicate whether the item has instruction manuals and/or accessories, as well as the working condition and general condition of the item. Provide as much information as possible.
 - 7. Indicate in the email who should be contacted to pick-up the item when sold and when it will be available for pick-up.
 - 8. At the end of the auction timeframe, if the item sells, a Closing Notification report is generated from the Public Surplus website detailing the item sold as well as the sales price and the purchaser. A copy of this report is to be given to the Finance Department. This report is used to update the assets listed on the Stewardship and Capital Asset listings.
 - 9. When the purchaser pays for the item, an "Auction Receipt" report is generated. A copy of this report is to be given to the Finance Department. Payment from the purchaser is received by Public Surplus and transmitted to the Town.

CASH POLICIES

SECTION

BANK ACCOUNTS AND RECONCILIATION

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

I. POLICIES

- 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. Prior to opening or closing any Town bank accounts, Council authorization shall be obtained.
- D. Only the Mayor, Vice-Mayor, Finance Director, and Town Clerk are authorized check signers on the Town's accounts as established in Resolution 2008-744 and the individuals in all four positions shall be listed as signers on each Town checking account. Signature cards shall be updated when necessary to reflect any changes in those positions.
- E. Authorization is given by Council to the Finance director to initiate and approve direct transfers of funds between Town bank accounts to provide for the payment of accounts payable, payroll transactions, debt payments and investments. Authorization is further given to the Finance director to make transfers to outside agencies for the purposes of normal payroll functions and payments on Town approved debt.
- F. Each bank account shall be reconciled monthly and on a timely basis to resolve any discrepancy. Reconciliations shall be signed and dated by the preparer and forwarded to the designated person for review. Once reviewed and signed, the reconciliations are returned to the Finance Department.

II. 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 amounts 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 Director reviews and reconciles the Equity in Pooled Cash balances to ensure the amounts agree to the offsetting entries in the General Fund.

PETTY CASH ACCOUNTS

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 when the petty cash balances are more than 50% below the established beginning balance or an immediate need for replenishment is anticipated.
- D. All petty cash receipts shall be submitted for reimbursement no later than the fiscal year-end in which the purchase is made, to ensure all amounts are recorded correctly.
- E. Petty cash funds may not be used for personal services/items.

II. PROCEDURES

A. DISBURSEMENTS

- 1. The requesting employee shall obtain the department head approval before purchases are made.
- 2. The requesting employee completes the Petty Cash Withdrawal Request form and initials the actual receipt.
- 3. The Petty Cash Custodian receives all Petty Cash Withdrawal Request forms and vendor receipts and ensures receipts are initialed, the form is complete and properly approved before any disbursement is made from the Petty Cash Account.
- 4. The Petty Cash Custodian maintains a Petty Cash Disbursement/Replenishment Log, either in hard copy form or in Excel, for all disbursements and replenishments.
- 5. The Petty Cash Custodian checks the amount requested for mathematical accuracy and notes any discrepancy.
- 6. Upon disbursement of cash to the employee, the employee signs the Petty Cash Withdrawal Request form for acknowledgement of receipt of cash.
- 7. If there is change from the purchase, the employee signs the form acknowledging his/her return of any monies and the Petty Cash Custodian verifies the amount of the vendor receipt against the amount of the original disbursement.

B. RECONCILIATION

- 1. On a quarterly basis or as needed, using the Petty Cash Disbursement/Replenishment Log, the Petty Cash Custodian reconciles the disbursement and change returned amounts listed on the various Petty Cash Withdrawal Request forms.
- 2. The Petty Cash Custodian also reconciles the Petty Cash Fund comparing the established beginning balance to amounts disbursed and remaining cash.
- 3. The Petty Cash Custodian researches and resolves any discrepancies.
- 4. The department head reviews the reconciliation.

5. The Petty Cash Custodian prepares a check request to replenish petty cash funds, when necessary. All receipts and Petty Cash Withdrawal Request forms shall be attached to the check request.
6. 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.

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 cash received must have a receipt generated either in a manual receipt book or the computer accounting system depending on the department setup. Any payments taken in person should be receipted with one copy going to the payer. All checks are stamped "For Deposit Only, Town of Camp Verde" immediately upon receipt. All receipts are immediately placed into a secure location, i.e. locked drawer or safe.
 - a. Each individual authorized to accept cash payments shall maintain their own separate receipt book and enter those receipts into their own computer deposit batch.
 - b. One copy of each receipt shall be given to the customer. A second copy of each receipt shall be turned into finance with the applicable batch. Receipts not in consecutive order must be explained and documented.
- B. 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.
- C. Receipts are entered into a weekly batch in the computer accounting system by the receiving department. The batches are posted and closed at the end of each week. If cash on hand accumulates to over \$2,000.00, the batch should be closed that day and taken to Finance.
- D. Each batch report is initialed by the department director and taken to the Finance office by Thursday of each week. The money is counted by the Accountant in front of the department representative. Any discrepancies are noted at that time and are dealt with appropriately. After verifying the cash balances with the report, the Accountant initials the correct cash balance and places the report in a holding file for the actual deposit and places the money in the Finance Department safe. As much as practicable along with all monies received, the "Daily Cash Reconciliation Report", batch reports, receipts, and/or cash register tapes, should be remitted to the Finance Department.
- E. The Finance Department prepares bank deposits from all received batches weekly or once actual cash on hand is greater than \$10,000. A summary deposit report of all batches is created by the Finance Director through the accounting system and balanced to actual cash on hand as counted by the Accountant. The deposit is then taken to the bank. The deposit receipt and deposit slip are attached to the combined batch reports and summary report and filed.
- F. Funds deposited directly to Town bank accounts are entered into the computer accounting system during the bank reconciliation process.
- G. The Town Pool maintains a cash register for the receipt of funds. The cash register is opened with a \$100.00 change fund. Daily receipts are closed out each day by the Head Life Guard and the Cashier. The daily receipts along with the daily reconciliation report are put into a sealed bag and placed into a locked drop box. Pool revenues are picked up weekly by authorized personnel and entered into the weekly batch for the Pool department.

- H. All bank accounts are reconciled monthly by staff (initialing and dating upon completion), reviewed by a separate employee, (the Finance Director, the Town Manager or Clerk, initialing and dating as evidence of review), and filed. (See the Bank Reconciliations Section for further details.)
- I. 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
 - Town Manager
 - Town Council

Note: For non-finance related complaints, please reference the Complaint Policy.

CREDIT CARD PAYMENTS RECEIVED

PURPOSE: To communicate the policies and procedures for accepting credit card payments.

I. POLICIES

- A. Any and all departments must have authorization from the Finance Department to accept credit cards for payment.
- B. General Town departments may not accept credit card payments in excess of \$10,000.00. The Wastewater Fund may not accept credit card payments in excess of \$1,000.
- C. Credit card numbers shall never be stored or retained by the Town.

II. PROCEDURES

- A. Receipts from on-site payments shall be signed by the presenter at time of payment.
- B. Receipts shall be entered into their own batches, separate from cash and checks.
 - a. Receipt batches shall not cross months, i.e. January receipts shall not be included in a batch with February receipts.
 - b. The only exception to above are receipts from the last 2 days of any given month are to be entered in a batch for the next month, i.e., receipts from January 30th and 31st shall be entered with February receipts.
- C. Credit card batches should be turned in to Finance weekly, but at a minimum monthly by the 5th of the following month.
- D. Batches are processed monthly in Finance along with the Main Checking account bank reconciliation.
- E. Credit card payments over the internet shall be imported each month by Finance and entered into their own batch.
- F. Discrepancies shall be referred to the initializing department for clarification or to correct errors.
- G. Credit card information taken over the phone shall be shredded immediately upon completion of the transaction.

ACCOUNTS RECEIVABLE

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

POLICIES/PROCEDURES

A. COURT RECEIVABLES

1. The Municipal Court maintains records of outstanding receivables.
2. On a monthly basis, the Court Supervisor identifies delinquent accounts and forwards the accounts to the collection agency.
3. Each month, the Court Supervisor forwards the Monthly Transmittal Report, Bond Report and Bank Reconciliation to the Finance Department.

B. REVOLVING LOAN FUND RECEIVABLES

1. Staff as assigned maintains subsidiary ledgers by payer for each Revolving Loan Fund loan receivable account identifying the loan amount, monthly payments, and remaining balance owed.
2. On a monthly basis, the staff reviews the subsidiary ledgers for any delinquencies.
3. On a monthly basis, staff updates the receivable balance based on monthly statements and payments made.
4. Staff maintains copies of the subsidiary ledgers for reconciliation to the master control account in the Town's general ledger.
5. The Finance Director reconciles the subsidiary ledgers to the general ledger, investigating and correcting any discrepancies.

C. MISCELLANEOUS RECEIVABLES

1. Following each fiscal year end, the Finance Director reviews July and August cash receipts to identify any unrecorded receivables.
2. Any amounts collected by the Town prior to June 30 and remitted to the bank after June 30 are recorded as cash on hand.
3. Any amounts collected after June 30 for services provided prior to June 30 are recorded as accounts receivable.

ALLOWANCE FOR DOUBTFUL ACCOUNTS

PURPOSE: To establish procedures regarding the amount of receivables that is annually estimated as “uncollectable” by the Finance Director. The establishment of an allowance account ensures that the Town’s receivables are not overstated for financial reporting purposes.

I. POLICIES/PROCEDURES

- A. The Finance Director (or designated staff) shall establish an allowance for doubtful accounts.
- B. The estimated allowance should be based upon historical data or other pertinent information relative to the receivables in question.
- C. Generally Accepted Accounting Principles allows for the allowance to be based on a percentage of “net charges” on an annual basis, or based on a percentage of aged receivables.
- D. The estimated Allowance for Doubtful Accounts shall be updated on an annual basis.

SPECIAL EVENT CASH HANDLING PROCEDURES

PURPOSE: To describe the policies and procedures for collecting and reporting amounts received during special event functions.

POLICIES/PROCEDURES

- A. The responsible department shall turn in a check request for the required bank amount 10 days before the event. The amount of the starting bank is entered on the Special Event Start Bank Form and initialed by the Finance Department.
- B. A cash box or register shall be used for all special events. Once the starting bank check is cashed, all money should be placed in the cash box or register.
- C. Cash registers and central ticket areas shall be used for food, drink, and admission.
- D. Any overflow cash removed during the event must be documented and initialed on the Special Event Start Bank Form. The amount should be verified and initial by the person transporting the money. Removed cash shall immediately be moved to a locked and secure location. For transfers of \$1,000 or more, a deputy shall accompany the transporter.
- E. When making change, the exact amount must be returned to the cash box that was taken from the cash box. Example: four (4) fives for a twenty.
- F. At the end of the event, a Town employee (and Deputy if the amount is over \$1,000) shall transport the money to a secure location, i.e. safe or locked drawer. No money is to be counted at this time.
- G. The first work day following the special event, a minimum of two (2) Town employees shall count and receipt in the funds, and in another department, two (2) Town employees shall count tickets. Amounts are to be recorded on the Special Event Cash Count Sheet. Funds and ticket counts shall then be turned over to the Finance Department for verification.

DISHONORED CHECKS

PURPOSE: To describe the policies and procedures for recording and collecting amounts due from dishonored checks.

POLICIES/PROCEDURES

- A. Upon receipt of notice from the bank that a check has been dishonored, the Finance Department issues a letter to the Payer (the party that issued the check) demanding payment for the amount of the check plus a returned check fee as established by Council resolution. This notice allows the Payer five (5) days from the receipt of the letter to remit the total amount due to the Finance Department or face collection from the Yavapai County Attorney Bad Check Program. A copy of this letter, a copy of the notice from the bank, and the original dishonored check are placed in a file for follow up.
- B. The Finance Department notifies the original receiving department of the dishonored check.
- C. The original notice from the bank is attached to the corresponding bank reconciliation as backup.
- D. An entry through the bank reconciliation process is made to record the reduction from the Town's bank account as well as record the amount of the check as an accounts receivable in the proper fund (General Fund, HURF Fund, etc.). Upon payment of the total amount due, the amount of the check is coded to accounts receivable, the returned check fee is coded to Miscellaneous Revenues, and the total is coded to the Town's bank account.
- E. If the Payer has not made payment in full, or payment arrangements, within the allowed timeframe, the check is forwarded to the Yavapai County Attorney Bad Check Program for collection. A copy of the Yavapai County Attorney's form as well as all of the backup is retained in the file for future reference.
- F. Upon payment from the Yavapai County Attorney Bad Check Program, the backup from the file is attached to the receipt for reference.
- G. All payments on dishonored checks shall be forwarded to the Finance Department for entry. Only the Finance Director is authorized to setup payment arrangements for amounts due to the Town.

GRANTS

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

I. POLICIES

- A. All grant applications shall be approved by the Town Manager prior to the application being submitted. The approval shall be made through email. The approved grant application shall be forwarded to the Finance Director in digital format along with a copy of the Town Managers approval either in writing or from email.
- B. Grants larger than \$50,000 or that require any amount of Town matching funds require approval from the Town Council prior to application.
- C. The department administering the grant shall be responsible for the submission of any required quarterly and annual financial reports required by the granting agencies and is also responsible for verifying that all expenditures are reviewed for reasonableness and for compliance with the grant requirements as well as all requirements laid out in Section C below.
- D. All Federal grants shall be received into the Federal Grants Fund. All other State, County, Non-profit grants of a formal nature shall be received into the Non-Federal Grants Fund. Finally, all non-formal grants or general donations that carry some type of restriction shall be received into the Restricted use Fund.

II. PROCEDURES

A. REIMBURSEMENT GRANTS

1. Monthly, quarterly or as required by the granting agency, the department representative shall obtain a listing of all applicable grant expenditures from the accounting system. Employee wages allocated to the grant must be documented and listed on a per day basis for allocated hours with relevant and allowable wage and ERE costs totaled.
2. After the reimbursement claim is prepared, it is forwarded to the Finance Department for approval before it is submitted. Any discrepancy between the expenditures incurred and the reimbursement claim prepared shall be documented and returned to the department representative for adjustment. Once approved by the Finance Director, the claim is submitted to the granting agency for reimbursement.
3. Finance staff prepares journal entries to record related receivables, transfer of monies for any matching requirements, or adjustment of expenditures as needed.
4. Upon receipt of grant monies, staff ensures that the reimbursement received reflects the amount requested. If not, staff researches and resolves the discrepancy.
5. Finance staff periodically reviews pending reimbursement claims to determine if any outstanding claims have not been received in a timely manner.

B. ADVANCE-TYPE GRANTS

1. Monthly or quarterly as required by the granting agency, the department representative shall obtain a total listing of all applicable grant expenditures along with the grant amounts advanced from the granting agency from the Finance Department.
2. All expenditures are reviewed for reasonableness and for compliance with the grant requirements by the department administering the grant.

3. Once expenses are verified, any required financial status reports shall be prepared and submitted to the granting agency. Copies of the reports are forwarded to the Finance Department. Any discrepancy between the expenditures incurred and the financial status reports prepared shall be documented by the department representative and submitted to the Finance Department with the copy of the reports.
4. The Finance Director prepares journal entries to transfer monies for any matching requirements, or adjustment of expenditures as needed.

C. OMB UNIVERSAL GUIDANCE

1. Financial Management
 - a. The applying department shall identify, document and forward to the Finance Department the following information for all federal grants: 1) CFDA title & number, 2) Federal award ID number and year, 3) Name of the federal agency and 4) Name of the pass-through entity, if any.
 - b. The Finance Department shall make sure accounting records adequately identify the source and application of funds and be able to show budget to actual comparisons.
 - c. The applying department shall make sure that assets acquired through a federal grant are adequately safeguarded and utilized only for authorized purposes.
 - d. The Finance Department shall make every reasonable effort to minimize the duration of time between the receipt and disbursement of grant funds.
2. Cost Principles
Expenditures under federal awards must:
 - a. Be necessary and reasonable for the performance of the federal award and be allocated to that use.
 - b. Conform to any limitations or exclusions regarding type or cost.
 - c. Be consistent with the policies and procedures the organization would apply to non-federally financed work.
 - d. Be treated consistently with other comparable costs. For example, a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
 - e. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided in 2 CFR 200.
 - f. Not be used to meet cost-sharing requirements or matching requirements of any other federally financed program.
 - g. Be adequately documented.
3. Conflict of Interest
 - a. No employee, officer, or agent may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Conflict of interest extends beyond the person involved to include their spouse, family or other employers as well.
 - b. Individuals involved in the procurement process may not solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-contractors unless the gift is of nominal value, unsolicited and inconsequential to the current federally funded project nor any in the foreseeable future.
 - c. Disciplinary action for knowingly engaging in items a or b above regarding conflicts of interest or accepting gifts or gratuities may include termination of the employee, cancellation of any related procurement agreements and criminal prosecution.
4. Procurement
 - a. Records detailing the entire procurement process, including relevant decisions along the way, for every federally funded procurement process shall be maintained for 3-years or longer if stipulated by the federal award agency.

- b. The Town's procurement policy shall be followed for all federally funded projects unless the federal agency's guidelines dictate a stricter requirement, in which case, the stricter policies shall be followed (see the Procurement section within this document).

DONATIONS

PURPOSE: To ensure that donations received by the Town and are properly reviewed, accepted, accounted for and reported.

POLICIES/PROCEDURES:

I. GENERAL DONATIONS

Donations without direct guidance from the donor will be received into the General Fund as unrestricted monies.

II. RESTRICTED DONATIONS

A. Donations that are restricted in form by the donor as to use or timing of use or any further conditions open the use of such monies must be approved by the Finance Director. Restricted Donations may be returned if it is determined by the Finance Director to be in the Town's best interest to do so. Donations of a de minimis amount or value (less than \$100.00) and for established designated functions do not require the Finance Director's approval.

B. Employees of the Town may not impose their own restrictions on received donations. Only direct communication from the donor may restrict the use of a donation.

C. The Finance Director shall be notified as soon as any restricted donations are received, pledged or expected.

D. Restricted donations are not officially received and accepted until they are deposited by the Town.

E. Restricted donations must be received with the following information in writing:

1. Donor's Name
2. Donor contact information
3. Conditions of use

Without the above information, restricted donations shall not be deposited until the information is received.

F. Restricted donations shall be identified and tracked in the general ledger and reconciled on a quarterly basis.

PURCHASING POLICIES

SECTION

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.

POLICIES/PROCEDURES:

I. GENERAL REQUIREMENTS

- A. Department Head approval is required for all purchases. All invoices shall be initialed and dated showing the department head's knowledge and approval for those purchases.
- B. Normal recurring operating expenses, such as utility expenses, rental payments, payroll taxes, etc. do not require comparative quotes or requisitions for approval.

II. PROCUREMENT PROCESSES

A. Comparative Quotes

- 1. 3 comparative quotes are required for purchases over \$10,000 up to \$50,000 and all non-Bid purchases over \$50,000 except as stated in item B under General Requirements above.
- 2. Quotes or current pricing information shall be obtained from reasonable competitors. All competitor information must be printed and attached to the purchase request. Pricing comparisons shall be based on best available price information with only reasonable competitor prices used.
- 3. Where 3 quotes cannot be obtained, a vendor's refusal to quote or simply the lack of vendors shall be documented and submitted with the requisition to the Finance Department.
- 4. When only a sole-source vendor is available, that information shall be documented on the requisition.
- 5. The Town reserves the right to select a higher quote if circumstances can be documented that the more expensive choice is in the Town's best interest.
- 6. Comparative quotes are not required when purchasing from a vendor on any State approved State Procurement List.

B. Requisitions

- 1. The computerized requisition process shall be used for any purchases or projects that in total accumulate to more than \$20,000 for each individual vendor except as stated in item B under General Requirements above.
- 2. Approved requisitions show official approval for the procurement process to go forward. As such, no purchases shall be made nor agreements signed until the requisition is approved in full.
- 3. Requisitions require the following approvals:
 - a. Finance Director approval for all requisitions.
 - b. Town Manager approval for all requisitions of \$30,000 or more.
 - c. Formal Council approval for purchases of \$50,000 or more.

C. Sealed Bids

- 1. A formal sealed bid process is required for construction and materials related purchases of \$50,000 or more.
- 2. Obtain a project/bid number from the Town Clerk's Office.
- 3. Publication of a notice of solicitation. Per A.R.S. § 41-2533, an invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the procurement. The notice shall include publication one or more times in a newspaper of general circulation **within a reasonable**

time before bid opening. The publication shall be not less than two weeks before bid opening and shall be circulated within the affected governmental jurisdiction. Notice shall also be sent to the League of Arizona Cities and Towns, plan rooms and all vendors who have requested to be placed on the bid list.

4. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted. The time of bid opening shall be not more than 15 minutes after the deadline to submit bids.
5. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
6. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
7. All bids shall be date and time stamped upon receipt.
8. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted at Town Hall for public inspection.
9. All bidders shall be notified in writing of the award or rejection of any and all bids.
10. Proposals shall be requested and evaluated pursuant to procedures consistent with the State Procurement Code (A.R.S. § 41-2534, as may be amended).
11. Original bid documents are maintained on file in the Town Clerk's Office in accordance with the Town of Camp Verde Records Management Manual.
12. Unless the bids are rejected, the following shall be considered in determining the lowest responsible bidder:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - b. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
 - c. The quality of performance of previous contracts.
 - d. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
 - e. The financial resources and ability of the bidder to perform the contract.
 - f. The quality, availability, and adaptability of the supplies or service.
 - g. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.

D. Contracts & Agreements

1. Contracts & Agreements shall be reviewed by the Risk Management Department and shall be approved and signed by the Town Manager.
2. Contracts & Agreements of \$50,000 or more require Council approval and the Mayor's signature.
3. Amendments to any project's line item budget require Council approval and the Mayor's signature when the Amendment is more than 10% over a contracted amount of \$500,000 or more than 15% of a contracted amount under \$500,000.
4. Council shall be notified of any contract overages within 3 working days.
5. The Mayor, in consultation with the Town Manager, may sign change orders in excess of \$50,000 without Council approval, if the Mayor, exercising his/her discretion determines that the change order is reasonably necessary and the cost of the change order will increase based on the time delay incurred waiting for the next Council meeting. The Town Manager shall place any such authorization on the agenda of the next scheduled Council meeting for possible ratification by the Council.

E. Request for Quotes (RFQ) for Loans

1. A request for quotes (RFQ) process shall be required for obtaining loans greater than \$250,000.
2. RFQ's shall specify at a minimum, the amount of the desired loan and list the equipment desired or other specified use of the loan. They shall also specify a cut-off date of acceptance.
3. RFQ's shall be sent out to a minimum of 3 separate institutions.
4. RFQ's may be sent out and received by email.
5. RFQ's shall be reviewed for the best suitability for the Town, which may include details beyond the interest rate.

F. Other Items

1. Performance and Payment Bonds. The Finance Director shall have the authority to require a performance bond, in such amount as the Finance Director may deem sufficient for contracts other than contracts for construction, and the Finance Director shall require performance and payment bonds for contracts for construction as required by law (in excess of \$20,000). In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.
2. Exclusive Service. In the event that there is only one person or entity capable of providing a particular commodity or service, the requirement of the Town Code concerning bidding procedures shall not be applicable. However, for auditing purposes, sole-source proof shall be maintained.
3. Professional and Technical Services
 - i. The provisions of the Town Code shall not apply to professional or technical services.
 - ii. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the Town unless possessing a current license in good standing.
 - iii. Upon engagement, the Town shall enter into a written agreement or memorandum of understanding for the performance of the services for which engaged, setting forth the scope of services and the unit or total price therefore.
4. Job Order Contract. Under ARS 6-34-601, the Finance Director may authorize the solicitation for Request of Qualifications (RFQ) and/or Request for Proposals (RFP), for the selection of a qualified firm/individual with whom the Town may enter into a Job Order Contract (JOC). The method of solicitation and selection may include the consideration of contractors approved under the Mohave Contract. Multiple contracts for Job-Order-Contracting construction services may be awarded to separate persons or firms on a final list with whom the Town may negotiate fair and reasonable contract terms. Multiple year contracts shall be executed for three years, performance reviews and fixed or unit prices may be updated annually.
5. Cooperative Purchasing. The Town Code shall not apply to purchases made by, though or with the State of Arizona or its political subdivisions. The Town may make purchases or award contracts for services without a formal bidding or proposal process whenever other governmental units have done so for the same item or service, if, in the opinion of the Finance Director, a separate bidding process is not likely to result in a significantly lower price for such items or services.
6. Grants. The provisions set forth in the Town Code or the Town of Camp Verde Financial Operations Guide may be superseded by bidding, proposal, or qualification requirements in federal and state grants.
7. Purchases from Mayor or Council Members. Pursuant to ARS § 38-503(C), as may be amended, the Town, through its common Council, may purchase supplies, materials, and equipment not to exceed three hundred dollars in cost in any single transaction or a total of one thousand dollars annually, or as may be adjusted by law from the Mayor or any member of the common Council without using competitive public bidding procedures according to an annually adopted Town policy.
8. Contingency Budget Use
 - i. Town Manager approval shall be obtained in writing for use of the Contingency line item of up to \$10,000 per separate event.
 - ii. Council approval with Town Manager recommendation for use of the Contingency line item for amounts over \$10,000.
 - iii. The Finance Director may utilize the Contingency line item without Council approval to cover normal employee termination payouts once the employee termination payouts line item has been exhausted and shall report such utilization to Council in writing at or before the next meeting of the Council.

RECEIVING

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

POLICIES/PROCEDURES

- A. All items purchased by the Town shall be accompanied by a written receipt of the items.
- 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 must include an itemized receipt that is signed by the purchaser. The proper account code is identified, and the receipt is forwarded to the Finance Department for payment.
- 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 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, signs and dates the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
 4. After completing the above procedure(s), all receiving documents are forwarded to the Finance Department and attached to the invoice.
 5. If any item purchased exceeds \$5,000, notification shall be made to the Finance Department to flag the item for potential entry on the Capital Asset Listing. See the "Capital Asset" policy in the Town of Camp Verde Policies and Procedures Guide, Financial Operations Guide for proper reporting procedures.

CONTRACTED SERVICES

PURPOSE: To establish standard policies and procedures for the accurate handling of contracted services.

POLICES/PROCEDURES:

- A. Definition – Contracted Services refers to all Vendors the town hires to perform a service-type activity while on Town property or working on Town equipment.
- B. Before a contract service provider is allowed to begin working, the department utilizing the contract service provider must verify the following:
 - 1. The vendor has completed a Form W-9. This form must be submitted to the Finance Department by the department that the vendor 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.
 - 2. The vendor has provided the Risk Manager with a copy of the required liability and worker's compensation insurance policies.
 - 3. The vendor has a current business license on file with the Town Clerk's Office.
 - 4. The vendor's trade licenses/certifications are current and valid.
 - 5. Budget appropriation exists to fund the transaction.
- C. The department utilizing the contract services provider, in conjunction with the Finance Department, is responsible for ensuring that the amounts paid do not exceed the total approved amount.

DISBURSEMENT POLICIES

SECTION

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.

POLICIES/PROCEDURES

I. INVOICES

- A. The Cash Disbursement/AP process begins with the received invoice. Invoices shall be used for payment. Original invoices are preferred when possible.
- B. Each department is responsible for receiving and verifying each invoice along with entry into the computer accounting system. Exceptions to the actual computer entry includes bills paid by statement and a few other invoices as specified by the Finance Department. The Finance Department shall enter those invoices into the computer system.
- C. Each invoice shall be verified as: 1) not previously paid and 2) a valid expense, with materials received or services rendered by the receiving department. The Department Director shall initial each invoice as approved and include the proper coding on the invoice as well. Backup materials and the receiving document(s) shall be attached to the invoice.
- D. Staff enters the invoices into a bi-weekly batch file in the computer accounting system. When the batch is ready for payment, staff shall print a summary batch report that is to be verified and initialed by the Department Director as valid for payment. The summary report along with the invoice detail is then forwarded to the Finance Department.
- E. Batches are paid bi-weekly by the Finance Department. Received batches are reviewed by the Finance Department with any discrepancies noted and/or adjusted. All individual batches are compiled into a final batch in the computer software for payment by the Accountant. If an emergency check is required, the Finance Director may approve processing of a check outside the normal batch timelines.

II. CHECKS

- A. Blank check stock shall be kept in a locked storage cabinet in the Finance Department.
- B. Check signers include the Mayor, Vice Mayor, Finance Director, and Town Clerk (per Resolution 2008-744).
- C. Check signers may have a signature stamp. Signature stamps shall be placed in a secure location in the check signer's department, but not in the same location as the blank checks. Each check signer is responsible for the safekeeping and authorized usage of the stamp. Each department shall have a designated employee(s) authorized to use the signature stamp in the check signer's absence, and this authorization shall be made in writing.
- D. Signatures may be printed by the accounting software program as long as the signatory is reviewing each check run and approving such by initialing and dating each review.

- E. Printed checks and the check register shall be documented and reviewed against the invoice detail by the Finance director. The checks, invoices and check register are then forwarded to the Mayor for review and signature. If the Mayor is not available, the Vice-Mayor or Town Clerk is also approved to review and sign. The check register is to be initialed by both signatories verifying that all checks on the register have been reviewed.
- F. A check log shall be maintained by both the Finance Director and the Town Clerk to record all check runs signed and approved at each location. The check log shall document the date reviewed/signed, the beginning and ending check numbers of each reviewed run and the name and initials of the person signing, stamping or reviewing. Check logs shall be reviewed for discrepancies and initialed by the Town Manager at least twice per year, in January and July, and attached to the December and June Bank Reconciliations respectively.
- G. Signed checks are returned to the Accountant for processing and mailing. Invoices are filed by Vendor name and fiscal year in the Finance Office.
- H. Any voided checks shall be marked void over the Payee and signature section and filed in a reconciliation file after being reconciled with the bank reconciliation for the same period.
- I. Departments shall submit all prior year invoices to the Finance Department no later than August 31. Any invoices submitted after August 31st may be included in the next fiscal year.
- J. Each January, staff shall compile and reconcile a preliminary list of 1099s to be issued in accordance with IRS regulations. The Finance Director shall review and approve the preliminary determination of 1099s to be issued. Once approved, staff processes the final 1099s for distribution to vendors and the IRS.

CREDIT CARD / BUSINESS CHARGE CARD POLICY

PURPOSE: To establish standard procedures for the use of Town credit cards and business charge cards. The purpose of the credit card is principally for use in making travel arrangements or other purchases directly from a vendor's website. Credit card may not be used to bypass the Purchase Order process. Business charge cards are also available for certain frequently used vendors.

I. GENERAL POLICIES

- A. The Finance Department shall track, maintain and periodically review all Purchasing card accounts.
- B. Credit card charges shall be turned in to Finance along with a corresponding Credit Card Use form for all purchases on a weekly basis.
- C. Any approved credit card or business charge card accounts shall be opened by the Finance Director, or his or her designee. No other individuals are authorized to open credit card or business charge card accounts.
- D. The Finance Director may raise or lower limits as appropriate within reason for each individual account. Any individual card limit above \$10,000 shall be requested by the Finance Director and approved by the Town Manager.

II. CARD GROUPS

- A. Gas cards: Gas cards are typically issued under specific departments and are only able to purchase fuel for vehicles. Cards are held/controlled by the authorized individual of each department. Cards shall be checked out for a specified use and returned. Gas cards should not be used locally in place of the County gas supply. Gas cards typically have a \$250 limit.
- B. Travel cards: Travel cards are issued under specific departments and can be utilized for all travel related expenses including, fuel, lodging, parking fees, etc. They are generally also used for training registration. Cards are held/controlled by the authorized individual of each department. Cards are checked out for a specified use and returned. Travel cards typically have a \$1,000 limit.
- C. Department cards: Department cards have a much broader range of purchase options and are used for purchases within a single department typically of a smaller nature and generally through websites. Department cards typically have up to a \$2,000 limit.
- D. Individual cards: Individual cards are typically reserved for department heads or higher level admin staff that typically make their own purchases or purchases specifically for their department. Individual cards typically have a limit of between \$500 and \$1,500. However, department heads that show a specific need can have a higher limit up to \$5,000.
- E. Finance cards: Finance has Gas, Travel and Department cards that are available to all Town departments as needed. Cards shall be checked out from Finance and returned after use. Finance department cards have specific uses and limits as follows:
 - a. Card #1 is for Finance use only, paying AP bills and all annual recurring billing arrangements. It is not used for any offsite purchases. It has a limit of \$50,000.

- b. Card #2 is used by all Town departments for large on-site purchases greater than \$1,000. It has a limit of \$50,000.
- c. Card #3 is used by all Town departments for smaller on-site purchases less than \$1,000. It has a limit of \$15,000.

III. USE OF CARD

- A. The credit card/business charge card shall 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 information for future use. Card information shall never be saved to any website, with the exception of Finance Department cards which shall require Finance Director approval.
- C. The employee shall take all necessary precautions to keep cards and card numbers in a secure location. The Finance Department is to be notified immediately if card is lost or stolen.

IV. DOCUMENTATION

- A. An invoice and any relevant backup information for all purchases shall be obtained any time a purchase is made using the card, including phone and internet purchases. Invoices shall be in detail to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges may be the responsibility of the purchaser.
- B. All purchases shall be recorded on Credit Card Use Form. This form should be completed at the time of purchase.
- C. For internet orders, employees shall print a copy of the receipt/order confirmation and attach to the Credit Card Use Form. Any originals mailed after the purchase shall be attached as well or forwarded to the Finance Department if received at a later date.
- D. If, for any reason, the employee does not have documentation for a transaction, the employee must attach a Credit Card Use Form, 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 department head's signature shall be required on the form.

V. PROHIBITED CHARGES

- 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. Any meals or alcoholic beverage purchases.
 - 4. Purchases that do not follow Town established procurement policies (see the PROCUREMENT section).

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

VI. RECONCILIATION AND PAYMENT

- A. All invoices shall be reconciled to the monthly statement by the Finance Office.
- B. Payment shall be made promptly and before the due date to avoid any service or finance charges.

- C. 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. 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.

TRAVEL AND TRAINING

PURPOSE: The policy of the Town of Camp Verde is to encourage training opportunities for employees 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.

POLICIES/PROCEDURES:

I. ELIGIBLE INDIVIDUALS

- A. Current Town employees and necessary regular volunteers
- B. Members of boards, commissions, authorities, volunteers, council and committee members who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.

II. GENERAL PRINCIPLES

- A. All out-of-state travel shall be approved by the Town Manager prior to scheduling.
- B. Eligible individuals may attend educational or training seminars if funds for that purpose are available and such training is directly job related or beneficial to the Town.
- C. The most economical method of transportation shall be selected in terms of expense to the Town (or grantor agency) and the eligible individual's time away from the office. If the eligible individual chooses an alternate method of transportation, reimbursement shall be capped at the cost of the least expensive option.
- D. All travel, in-state and out-of-state, is conducted according to the Town Travel and Training 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.).
- E. Any travel reimbursement claims shall be submitted to the Finance Department using the Training/Travel Reimbursement Form within five (5) business days after the end of the trip.
- F. 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.
- G. It is appreciated by the Town when travelers are able to save the Town from certain expenses. However, this does not give the traveler the right to expect to receive financial gain for those savings, i.e. if you stay with family you do not have the right to claim per diem for meals provided at their house.

III. PROCEDURES

- A. Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings shall complete a Training/Travel Expense Advance Form and submit to their department head for approval. If the travel is out-of-state, it shall first be approved by the Town Manager prior to scheduling.

- B. Upon approval of the training/travel request, the department designee makes the necessary travel arrangements and prepays lodging and other travel costs as appropriate. All travel/training arrangements are recorded on the Training/Travel Expense Advance Form.
- C. For advances of per diem allowances, employees shall submit a complete and approved Training/Travel Expense Advance Form to the Finance Department 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. 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.
- C. Subsistence shall not be permitted when the training received is for the direct benefit of the employee and not required by the job.
- D. 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. Any increase in travel costs, i.e. a larger room, extra bed, per person expenses, due to an accompanying family member shall be borne by the employee.
- E. Employees shall be responsible for any fines or traffic violations incurred while traveling on Town business in either a Town vehicle or personal vehicle.

V. LODGING

A. Eligibility

- 1. Employee must be on authorized travel status.
- 2. Travel must be outside a 75-mile radius of the corporate Town limits and a multi-day event or an early morning meeting.
 - a. Early morning meeting requirement is having to leave the Town prior to 6:00 am to arrive on time.
- 3. Events starting at or after 8:00 a.m. are not eligible for lodging and per diem for the day before the event begins unless the event is located in an area outside the traveling distance of the greater Phoenix, Flagstaff, Prescott or Payson areas.
- 4. Lodging must be at a commercial establishment to be eligible for reimbursement.
- 5. Lodging is covered at the single room rate unless sharing a room with another Town employee.

B. Documentation

- 1. The commercial establishment's original receipt is required.
- 2. Lodging receipts shall be itemized.
- 3. If original lodging receipt is lost or destroyed:
 - a. A photocopy may be submitted with the statement. Treat as the Original.
 - b. The employee and the department head shall sign the photocopy.
 - c. 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. This situation may cause the employee to receive disciplinary action including the loss of authorized travel status.

VI. MEALS

- A. Meals shall only be reimbursed on a Per Diem basis.
1. Per diem requires an overnight stay. Single day travel does not qualify for per diem.
 2. Meals shall be at a commercial establishment to be eligible for per diem.
 3. Receipts are not required to be submitted.
 4. Traveler is not entitled to a per diem allowance for meals that are included (free) at the conference, seminar or lodging site. Please remove these from your per diem request or refund to the Town afterward.
 5. Per diem requests shall be signed by the requesting payee.
 6. Town purchasing cards (credit cards) may not be used for meals.
- B. Per Diem Rates
- | | |
|-----------|----------|
| Breakfast | \$ 13.00 |
| Lunch | \$ 14.00 |
| Dinner | \$ 23.00 |
- C. Allowable Meal Times
1. Breakfast - When travel commences on or before 6:00 a.m. or returns after 10:00 a.m.
 2. Lunch – When travel commences prior to 11:30 a.m. or returns after 1:30 p.m.
 3. Dinner - When travel commences prior to 6:00 p.m. or returns after 7:00 p.m.
- Note: Travel times are determined WITHOUT considering a stop for meals.

VII. TRANSPORTATION

- A. 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.
- B. Using Town Owned Vehicle
1. Using a Town vehicle is the preferred method for transportation.
 2. Obtain authorization from your department head prior to use of a Town owned vehicle.
 3. A valid driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
 4. Each department shall reserve a pool vehicle with the Town Clerk's Office at least 24 hours before needed.
 5. 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. These forms are picked up from and returned to the Town Clerk's office.
 6. Pool vehicles should be returned with a full fuel level from an out-of-town trip and any problems or incidents with the vehicle shall be reported to the Maintenance Supervisor. The vehicle shall be returned in a clean state (all soda cans, paper and trash shall be removed).
 7. There is no smoking or alcohol allowed in Town vehicles.
 8. Passengers & Drivers - No unauthorized passengers or drivers shall be allowed to either operate or ride in Town vehicles. Transporting family members in Town vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function. No additional expenses to the Town shall be incurred as a result of the family member traveling in a Town vehicle. The driver of a Town vehicle shall be a Town employee or official.
- C. Requirements for using personal vehicle
1. Obtain authorization from your department head prior to use of personal vehicle.
 2. A valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.

3. Employees are responsible for ensuring personal vehicles are safe for travel.
4. Employees shall carry 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, including any deductibles. 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.
5. Compensation Basis
 - a. Compensation is based on map mileage using official state highway maps or mapping programs. Odometer mileage may be submitted for travel to dining or multiple event locations within reason (ex: traveling long distances to eat at a certain restaurant rather than those within close proximity to the event is excessive and shall not be reimbursed).
 - b. Beginning address and ending location address shall 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 its mileage rate. The mileage rate includes all travel and maintenance expenses of the vehicle.

VIII. 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. No personal calls shall be reimbursed.
- 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 that 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) unless it can be documented that local transportation was necessary or reasonable.
 3. Bridge and road tolls are reimbursable with receipts.
 4. Travelers shall use the free or discounted parking, when available, when traveling on Town business. Valet parking expenses are not reimbursable unless required for direct Town business.
 5. Receipts are required for reimbursement of allowable parking fees.
- E. Rental Cars
 1. If travel necessitates the use of a rental car, Department Head authorization shall be obtained prior to booking the rental car.

2. The rental car shall be a mid-size or smaller vehicle unless a group traveling together requires a larger vehicle or no other vehicle is available.
3. Insurance shall not be purchased from the rental car agency as the Town's insurance policy covers rental cars.

E. Airline Travel

1. Department Head authorization shall be obtained if airline travel is requested.
2. The Town shall only fund coach seating in airline traveling. If the employee wants to upgrade the seating type, the employee shall be responsible for the difference in cost.

UNCLAIMED PROPERTY

PURPOSE: To establish standard policies and procedures for recording and handling unclaimed property.

POLICIES/PROCEDURES

- A. On a monthly basis, review all checks that are still outstanding on all bank reconciliations.
- B. If checks have not cleared after 90 days, the Finance Department will attempt to contact the individual or vendor. Checks held for pickup shall be mailed after 14 days if not picked up.
- C. If the individual/vendor cannot be reached or a mailed check is returned, the Finance Department staff shall void the check and place a copy of it in the individual, vendor or employee's file.
- D. Record the voided check amount in the Unclaimed Property liability account.
- E. If the vendor, or employee, contacts Finance after the check has been voided, reissue another check and remove the amount from the Unclaimed Property liability account. Place a copy of the reissued check in the vendor or employee's file.
- F. On an annual basis (on July 1), review all amounts in the Unclaimed Property liability account and identify those that have reached the period when payment must be turned over to the state. The dates used on the "Unclaimed Property Report" are July 1 through June 30. The report is due November 1.
- G. Send the completed Unclaimed Property Report to Accounts Payable for payment.

GENERAL LEDGER POLICIES

SECTION

JOURNAL ENTRIES

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

I. POLICIES/PROCEDURES

- A. A Journal Entry form is completed detailing the adjustments needing to be made. Any supporting schedules or other documentation are attached. The employee preparing the journal entry shall sign and date the Journal Entry form.
- B. Journal entries shall be approved by the Finance Director prior to entry into the accounting system.
- C. Approved journal entries are entered into the accounting system monthly. Only the Finance Director shall be able to post entries into the system.

II. AUDIT ADJUSTING JOURNAL ENTRIES

- A. The Finance Director shall review to determine the validity of any audit adjusting journal entry.
- B. Upon consensus, the audit adjusting journal entry is input into accounting system and posted by the Finance Director.

TOWN FUNDS

PURPOSE: To establish policies related to the operation of Town funds.

POLICIES/PROCEDURES

I. CREATING / REMOVING FUNDS

- A. All requests to add or remove funds shall 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. Funds shall only be considered for removal during the budgeting process each year.
- C. Once approved, the Finance Director will create the new fund or remove the old fund in the accounting system.
- D. The Finance Director notifies applicable employee(s) of the uses and non-uses of the new fund or of the disuse of the old fund.

II. OPERATING TRANSFERS

- A. Operating Transfers are authorized by the Town Council during the annual budget process.
- B. If an unbudgeted operating transfer becomes necessary or if the amount budgeted was insufficient by more than 5%, approval for the transfer or the increase in amount shall be obtained from the Town Council. Budgeted Operating Transfers needing to be increased by less than 5% can be authorized by the Finance Director.
- 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 quarterly.

PAYROLL POLICY

SECTION

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. Personnel Action Forms shall be signed by duly authorized Town officials. 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. The original authority for court ordered withholdings shall be a copy of the court order. Deductions from an employees' check shall be supported in writing by the employee.

II. RECORDS

A. Employee Payroll Files

An Employee Payroll File is maintained for each employee in the Finance Office which includes the following information: Personnel File Information Form, W-4, A-4, copies of Personnel Action Forms, copy of Retirement Enrollment Form, payroll deduction forms, court orders, and any miscellaneous payroll information regarding the employee.

B. Employee Personnel Files

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 other personnel related documents.

C. Employee Time Records

Employee time and pay records are maintained electronically within the accounting system.

III. PAY PERIODS

All employees are paid bi-weekly, 26 times per year on the Wednesday following the end of each pay period. Each bi-weekly pay period shall be defined as from 12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week.

IV. TIME ENTRY & APPROVAL

Time entry is completed electronically through the accounting system. Each employee has their own login name and individually selected password. Employees are responsible for entering their time for each pay period. Once employee time is entered and submitted, it shall be approved electronically by the authorized supervisor. Exempt employees are not required to enter time on a bi-weekly basis.

V. VACATION, SICK OR COMP TIME

Any employee requesting time off shall first get approval from their supervisor in advance for the requested time. Time off requests for all employees (including exempt) are submitted electronically through the time entry system and are then approved or denied by the employee's supervisor electronically as well. If an employee will be gone due to illness, injury or worker's compensation for 3 or more days, the Human Resources Department shall be notified promptly.

VI. CHECK RUN, SIGNING AND DISBURSEMENT

- A. Staff generates, from the computer, the payroll checks and check register.
- B. Manual checks are approved by the Finance Director and then forwarded to the Town Clerk (or Mayor or Vice Mayor if the Clerk is unavailable) for review and signature. The checks are then returned to the Finance office for distribution to employees.
- C. Check stubs and a copy of direct deposit checks along with all other relevant information used for the check run are placed in a folder for each separate pay run. Payroll checks are available for pickup on Wednesday morning. Department heads or their designated employee can pick up checks for their entire department. The employee picking up the checks shall sign the Payroll Check Sign-out Log

VII. FISCAL YEAR END PROCEDURES

- A. When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on the number of days in each period.
- B. Required reports are reconciled and filed each quarter and at year-end.

VIII. PAYROLL LIABILITY ACCOUNTS

The payroll liability accounts shall be reconciled at least quarterly and any necessary adjustments shall be made. The Finance Director reviews these reconciliations.

BUDGET POLICY

SECTION

BUDGET POLICY

PURPOSE: To establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

I. POLICIES

- A. BUDGET PHILOSOPHY. The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.
- B. BALANCED BUDGET. Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde shall develop a balanced budget by June 30th each year, where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council in accordance with Town Code Section 3-4-5 Fund Balance Policy. In addition, the Town shall not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.
- C. CONSERVATIVE PROJECTIONS. Revenues and Expenditures will be determined through conservative projections. Current revenues will be sufficient to support current operating expenditures allowing the Town to maintain a positive operating position.
- D. USER FEES. User Fees will be adjusted as necessary to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.
- E. BUDGETARY LEVEL OF CONTROL. The Council's level of budgetary control is at the functional department level as described in section B. Budget Amendment Policy, item 3.

II. PROCEDURES

A. BUDGET PROCESS

1. The Town Manager will meet with all Department Directors to discuss his/her outlook for the coming year and give staff direction as to the financial direction of the New Year's budget.
2. Department Heads will develop the budgets for their departments based on the recommended direction of the Town Manager.
3. Department Heads will enter their completed budget requests into the computer accounting system with appropriate notes for review by the Town Manager. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
4. The compiled preliminary draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are scheduled to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department, with the Town Manager's direction, makes final adjustments to the budget and verifies that all information is properly included in the budget document.

5. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.
6. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

B. BUDGET AMENDMENT POLICY

1. Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount.
2. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments across functional departments as defined below in item 3, shall be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.
3. The Town Manager may approve budget reallocations within functional department areas as follows:
 - a. General Government – All "1XX & 9XX" department account numbers
 - b. Magistrate Court – All "3XX" department account numbers
 - c. Public Works – All "400, 410 & 420" department account numbers
 - d. Community Development – All "5XX" department account numbers
 - e. Marshal's Office – All "6XX" department account numbers
 - f. Library – All "7XX" department account numbers
 - g. Parks & Rec – All "8XX" department account numbers
4. A budget adjustment is requested with the Budget Change/Re-Appropriation Form. The form is submitted to the Finance Director for review.
5. The Finance Director shall submit the completed Budget Change/Re-Appropriation Form to the Town Manager for amendments within a functional budget area or to the Town Council for amendments across functional department areas.
6. Approved changes to the budget shall be documented, signed and entered by the Finance Director and filed in an annual budget adjustment file.

C. BUDGET MONITORING

1. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc.) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.
2. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
3. Financial reports are given to the Town Council and Department Heads quarterly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

D. BUDGET CALENDAR

1. In February of each year, the Finance Director shall obtain approval of the budget calendar for the following fiscal year.

E. CAPITAL IMPROVEMENTS

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP). The CIP will provide for adequate design, construction, maintenance and replacement of the Town's capital assets over a five-year period.
2. The Town will use intergovernmental assistance to finance only those capital improvements that is consistent with the Capital Improvement Plan and Town priorities, and who's operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget.
4. If funding new facilities, the Parks Fund and other special development impact funds may only be used if those new facilities are included in the Town's master plans.

F. FUND ACCOUNTING

1. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them.

G. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Town of Camp Verde; it accounts for the majority of the departments within the Town.
2. Special Revenue Funds - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
3. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Funds - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets and for larger 1-time projects that may not ultimately be capitalized.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

H. PROPRIETARY FUNDS

1. Enterprise Fund – Enterprise Funds are used to account for business-type activities where a fee is charged to external users for goods or services and use the full accrual basis of accounting for reporting but use the modified accrual basis of accounting for budgeting purposes.

I. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity.
2. Fiduciary Funds - Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have

cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

J. BUDGET BASIS

1. The Town maintains its financial records in accordance with Generally Accepted Accounting Principles (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

DEBT POLICY

SECTION

DEBT POLICY

PURPOSE: To establish policies and procedures to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

All projects funded with General Obligation Bonds or Revenue Bonds can only be undertaken after voter approval through a town-wide bond election.

I. POLICIES/PROCEDURES

- A. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
- B. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
- C. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
- D. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 1. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 2. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and shall be secured by covenants sufficient to protect the bondholders and the name of the Town.
 3. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 4. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 5. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 6. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.

7. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.

- E. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- F. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- G. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- H. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- I. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

II. SHORT-TERM DEBT

- A. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
- B. The Town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

III. LONG-TERM DEBT

- A. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
- B. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.

INVESTMENT POLICIES

SECTION

INVESTMENT POLICIES

PURPOSE: To establish policies and procedures to create a guide for the investment of Town funds. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director, to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

I. POLICIES/PROCEDURES

A. GOVERNING AUTHORITY

1. The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35-323.

B. APPROVAL OF THE INVESTMENT POLICY

1. The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

C. SCOPE

1. The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
2. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
3. The Finance Director will follow A.R.S. §35-323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

D. INVESTMENT POLICY OBJECTIVES

1. The primary investment objectives of the Town in order of priority are:
 - a. Safety
 - b. Liquidity
 - c. Optimal yield
 - d. Collateralization
2. These objectives are defined below:
 - a. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
 - 1) Credit Risk - The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
 - a) Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;

- b) Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
 - c) Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
- 2) Interest Rate Risk - The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
- a) Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - b) Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - c) Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
- b. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.
- c. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
- d. Collateralization – Securities will be registered in the name of the Town of Camp Verde.

E. INVESTMENT MANAGEMENT AUTHORITY

1. Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - b. Evaluating the performance of the externally managed portfolio;
 - c. Monitoring manager compliance with the investment policy;
 - d. Conveying the investment needs of the Town to the external manager;
 - e. Developing investment strategy with the external manager.

F. BROKERS/DEALERS

1. When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:
 - a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
 - b. Unaudited, most recent quarterly financial statements;
 - c. Proof of National Association of Security Dealers certification;
 - d. Proof of Arizona registration (as needed);
 - e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

G. PORTFOLIO CRITERIA

1. Acceptable Asset Classes

As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:

- a. Certificates of deposit in eligible depositories.
- b. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
- c. Interest-bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
- d. Repurchase agreements with a maximum maturity of one hundred eighty days.
- e. The pooled investment funds established by the state treasurer pursuant to § 35-326.
- f. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
- g. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
- h. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
- i. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - 1) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - 2) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
- j. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper shall be issued by corporations organized and doing business in the United States.
- k. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.
- l. All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

H. BENCHMARK

1. The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.
2. Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

I. MATURITY PARAMETERS

Funds Maximum Maturity:	5 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / - 20% of the Portfolio Duration Target

J. CONCENTRATION AND DIVERSIFICATION

1. At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

K. MINIMUM ACCEPTABLE CREDIT QUALITY

1. As indicated in the table below, all corporate portfolio holdings at the time of purchase shall have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	S & P	Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

L. SAFEKEEPING AND CUSTODY

1. Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

M. REPORTING

1. The Finance Director shall produce for the governing body of the Town or their designee a quarterly investment report.

N. CUSTODIAN RECONCILIATION

1. The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

O. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

P. POLICY CONSIDERATIONS

1. Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy. Any deviation from the preceding policy shall require the prior specific written authority of the Town Council.

Q. INVESTMENT TRAINING

1. Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training shall take place not less than once in a two-year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.
2. The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town. Training shall include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.
3. A report of the training(s) attended shall be submitted to Council at the time of the bi-annual review of the Investment Policy subject to Section 3-4-4.3.

MISCELLANEOUS POLICIES

SECTION

FRAUD POLICY

PURPOSE: To establish policies and procedures to maintain an ethical environment as a top priority for the Town of Camp Verde. The Town's Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Camp Verde is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the Town of Camp Verde's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that shall be followed for the investigation of fraud and other similar irregularities.

POLICIES/PROCEDURES

- A. The Town of Camp Verde recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches and unethical activities. Therefore, the management shall clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.
- B. The impact of misconduct and dishonesty may include:
 1. The actual financial loss incurred
 2. Damage to the reputation of the Town and our employees
 3. Negative publicity
 4. The cost of investigation
 5. Loss of employees
 6. Loss of public confidence
 7. Damaged relationships with our contractors and suppliers
 8. Litigation
 9. Damaged employee morale
- C. The Town of Camp Verde's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.
- D. The Town of Camp Verde is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
- E. Definitions - As used in this policy, the terms listed below shall have the following definitions:
 - 1) Assets – the entire property of the Town of Camp Verde. Assets include, but are not limited to, all Town vehicles, building properties, office equipment, software, cash receivables, wages and benefits, equipment, and tools.
 - 2) Corruption – the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity.
 - 3) Embezzlement – any loss resulting from the misappropriation of the Town of Camp Verde's assets.
 - 4) Employee(s) – all Town of Camp Verde employees, independent contractors, consultants, temporary workers, and volunteers.

- 5) Fraud – the intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.
- 6) Loss – the Town of Camp Verde losing possession or control of any type of asset through fraudulent activities.
- 7) Misappropriate – to take or make use of any item without authority or right.
- 8) Misapplication – illegal or improper use of lawfully held funds or property.

F. Zero Tolerance Policy - The Town of Camp Verde has adopted a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town of Camp Verde asset from the property, misuse any Town asset for one's personal gain, or willfully misappropriate any Town of Camp Verde asset. Any evidence supporting fraud, theft, or embezzlement of the Town of Camp Verde's assets and equipment may be subject to the following actions including, but not limited to: suspension, termination, restitution, and criminal charges. Any Town of Camp Verde employee who is aware of fraud being committed against the Town of Camp Verde by anyone shall report such activity to the Town Manager or the Ethics Hotline (aka Whistle-Blower Hotline).

G. Prohibited Acts

1. Fraud is defined as an intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:
 - a. Falsification of expenses and invoices.
 - b. Authorizing or receiving compensation for goods not received or services not performed.
 - c. Theft of cash or any assets.
 - d. Forgery, unauthorized alteration or falsification of records.
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Knowingly providing false information on job applications.
 - g. Authorizing or receiving compensation for hours not worked.
 - h. Embezzlement, bribery or conspiracy.
 - i. Misappropriation, misapplication, destruction, removal, or concealment of Town of Camp Verde property.
 - j. Misrepresentation of fact.
 - k. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
 - l. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

H. Deterring Fraud and Corruption

1. The Town has established internal controls and policies and procedures in an effort to deter, prevent, and detect fraud and corruption. All new full time employees are subject to background investigations including a criminal background check(s). All temporary, part-time, and seasonal employees may be subject to a criminal background check based on position and possible duration or employment. The Town may also verify all applicants' employment history, education and personal references prior to making an offer of employment.
2. All vendors, contractors, and suppliers shall be in good standing and be authorized to transact business in the Town of Camp Verde. Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.
3. When necessary, contractual agreements with the Town may contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.
4. Town employees will receive annual fraud and corruption awareness training (ethics training). New employees will receive this policy as part of their training at orientation. Employees will be required to sign an acknowledgement verifying that they received a copy of the fraud policy and attended the awareness training.

5. Each department is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

I. Reporting of Fraud or Corruption

1. Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal and external audit reviews, or from any other interested parties.
2. All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor, or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
3. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
 - a. Dismiss or threaten to dismiss the employee,
 - b. Discipline, suspend, or threaten to discipline or suspend the employee,
 - c. Impose any penalty upon the employee, or
 - d. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including termination.
4. Concerns should be reported to any of the following:
 - a. Town Manager
 - b. Town Council
 - c. Human Resources Director
 - d. The employee's immediate supervisor
 - e. Anonymous Ethics Hotline (aka Whistle-Blower Hotline)

5. Reporting Procedures

a. Mayor and Town Council Responsibilities

- 1) If the Mayor or a Town Councilmember has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
- 2) The Mayor or Town Councilmember shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Town Manager (Town Attorney or Human Resources Director if the Town Manager is involved).
- 3) The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Town Manager in consultation with the Town Attorney and the Human Resources Director.

b. Management Responsibilities

- 1) Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2) Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is, or was, in existence in his or her area.
- 3) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4) If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Manager or Human Resources Director if the supervisor is involved).
- 5) Department Heads should inform the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).

- 6) Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
 - 7) Management should support the Town's responsibilities and cooperate fully with the Human Resources Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
 - 8) Management shall give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
 - 9) In dealing with suspected dishonest or fraudulent activities, great care shall be taken. Therefore, management should avoid the following:
 - a) Incorrect accusations.
 - b) Alerting suspected individuals that an investigation is underway.
 - c) Treating employees unfairly.
 - d) Making statements that could lead to claims of false accusations or other offenses.
 - 10) In handling dishonest or fraudulent activities, management has the responsibility to:
 - a) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
 - b) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
 - c) Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.
 - d) Direct all inquiries from the suspected individual, or his or her representative, to the Town Manager or Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the Town Manager.
 - e) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Human Resources Director, in conformance with the Town's Personnel Policies and Procedures or the appropriate bargaining document.
- c. Employee Responsibilities
- 1) A suspected fraudulent incident or practice observed by, or made known to, an employee shall be reported to the employee's supervisor for reporting to the proper management official.
 - 2) When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Town Manager (or contact the Town Attorney or Human Resources Director if the next higher level of management and/or the Town Manager is involved).
 - 3) If the employee is uncomfortable reporting the information directly to management, the employee may make an anonymous report through the Ethics Hotline (aka Whistle-Blower Hotline).
 - 4) The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.
- d. Human Resources Department Responsibilities
- 1) Upon assignment by the Town Manager, the Human Resources Director will promptly investigate the fraud.
 - 2) In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Human Resources Director, in consultation with the Town Attorney, will contact the Marshal's Department.
 - 3) The Human Resources Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.

- 4) If evidence is uncovered showing possible dishonest or fraudulent activities, the Human Resources Director will proceed as follows:
 - a) Discuss the findings with the appropriate management/supervisor and the department director.
 - b) Advise management, if the case involves staff members, to meet with the Human Resources Director (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
 - c) Report to the External Auditor such activities in order to assess the effort of the illegal activity on the Town's financial statements.
 - d) Coordinate with the Town's Risk Management insurer regarding notifications to insurers and filing of insurance claims.
 - e) Take immediate action, in consultation with the Town Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - i. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records.
 - 5) In consultation with the Town Attorney and the Marshal's Department, the Human Resources Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
 - 6) If the Human Resources Department is contacted by the media regarding an alleged fraud or audit investigation, the Human Resources Department will consult with the Town Manager and the Town Attorney, as appropriate, before responding to a media request for information or interview.
 - 7) At the conclusion of the investigation, the Human Resources Department will document the results in a confidential memorandum report to the Town Manager and the Town Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Marshal's Department for subsequent transfer to the County Attorney for disposition.
 - 8) Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Human Resources Department no later than seven calendar days after notice is received.
 - 9) The Human Resources Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
 - 10) Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Human Resources Department to that department.
6. False Allegations
 - a. False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.
 7. Corrective Action and Discipline
 - a. Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be made by the Town Manager (or Town Council if the Town Manager is involved).
 - b. Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.
 - c. Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
 - 1) Disciplinary action (up to and including immediate termination of employment).
 - 2) Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
 - 3) Forwarding information to the appropriate authorities for criminal prosecution.

- 4) Institution of civil action to recover losses.
 - 5) Where the Town of Camp Verde elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under any collective bargaining agreement for the respective employment classification.
 - 6) The Town of Camp Verde may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.
8. Confidentiality
- a. All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.
9. Questions or Clarifications Related To This Policy
- a. All questions or other clarifications of this policy and its related responsibilities should be addressed to the Town Manager, who shall be responsible for the administration, revision, interpretation, and application of this policy.

CELL PHONE 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 affairs or personal business enterprise.
- C. Any call for the purpose of entertainment, such as 900 numbers, movie links, etc.
- D. Any usage while driving or operating machinery.

III. PROCEDURES

- A. All requests for cellular telephones require completion of Request for Cellular Telephone Form, 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 prior to being issued a cellular telephone.
- C. The Finance Department tracks all cellular phones issued on the Cell Sign In/Out Log.
- 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. Cellular telephone bills shall be reviewed each month by the applicable department head and/or supervisor to ensure proper use of the phones.

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 employee issued a Town owned cellular telephone shall return it no later than the last day of employment. The employee shall be required to sign the Request for Cellular Telephone Form and the Cell Sign In/Out Log to indicate the phone was returned.
- B. Any employee 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.



RESOLUTION 2020-1054

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL
PREVIOUS RESOLUTIONS AND APPROVALS OR PARTS OF RESOLUTIONS AND
APPROVALS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION.**

WHEREAS, the Mayor and Common Council has approved and adopted the Town of Camp Verde Financial Operations Guide (FOG) and have approved various changes to the FOG over time.

WHEREAS, it is necessary to amend and/or change the FOG from time to time in order to retain consistency with current policies, and statues:

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the attached FOG with all changes incorporated therein.

ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council at the Regular Council Meeting on September 16, 2020.

PASSED AND ADOPTED:

Charles German, Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

William Sims



Agenda Item 12

Agenda Item Submission Form – Section I

Meeting Date: September 16, 2020

- Consent Agenda
- Decision Agenda
- Executive Session Requested
- Presentation Only
- Action/Presentation
- Pre-Session Agenda

Requesting Department: Community Development

Staff Resource/Contact Person: Melinda Lee, Community Development Director

Agenda Title (be exact): An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona, for a Text Amendment by Town of Camp Verde Community Development to include: Animals: Section 305.B.2, Exceptions, Regarding Animal Counts; Definition of Terms: Section 103, Regarding Animals; Off-Street Parking: Section 403.E.2, Regarding Employee Parking; Signs: Section 404.H, Permitted Permanent Signs, Commercial, Freeway Signage; Town Council: Section 600.C.3, Regarding Board Appointments/Quorums; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations.

List Attached Documents:

1. Resolution No. 2020-A455
2. Draft P&Z Minutes from August 6, 2020

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: Town Attorney

Comments: Incorporated into Ordinance.

Background Information: Since the last amendments to the Planning & Zoning Ordinance, a few items have been brought to our attention that need to be clarified, corrected, or added, for a potential amendment to the ordinance.

1) The animal count section of the ordinance, Section 305, has had different interpretations of whether or not fowl, rabbits, and guinea pigs should be included in the minimum acreage for parcels. Currently, it is listed under the heading of "Livestock" which requires a minimum lot size of one-half acre. Due to this conflict of interpretation, some residents were advised they could have such animals without regard to lot size and others were advised they needed the minimum lot size.

Further research has determined that according to Federal guidelines, fowl, rabbits, and guinea pigs are not considered livestock. Therefore, it was the determination of Staff that they should be removed from the heading of "Livestock" and the related citation moved to the section description. In addition to this, the animal definitions in Section 103 are proposed to be amended for clarification. Approval of this action would allow fowl, rabbits, and guinea pigs on any parcel in town.

In addition, there have been conflicting interpretations about nursing animals. There were concerns about the potential of having a proliferation of adopted nursing animals on a parcel, and potentially a parcel smaller than required for livestock, if it was not properly clarified. The requested change simply exempts the presence of young nursing animal(s) if there is an approved adult animal on site to nurse them.

The citation for the keeping of animals, in any case, is listed under Section 305.C.3, for policies regarding the proper maintenance of these animals:

C. Additional Requirements for Keeping Animals

3. Maintenance of Livestock Facilities.

- a. *All structures and pens for animals shall be maintained in a clean and slightly manner so as not to be a nuisance to their neighbors.*
- b. *Stables, barns, or structures used for housing or feeding animals must observe the same setbacks or yards as the dwelling unit.*
 - 1) *Exception: Lots directly abutting National Forest Service Land, Trust Land and BLM Land in the rear and/or lots directly abutting Designated Open Space may encroach in the rear setback requirement. The distance from the rear setback is twice the height of the structure. The side setback and front setback must be maintained in all instances.*
- c. *Where the keeping of such animals becomes a nuisance, as defined in the current Town Code, the Code Enforcement Official shall have the authority to determine a reduction in the number of and/or removal of the animals as necessary to comply with the current Town Code.*
- d. *The Code Enforcement Official has the authority to determine that removal of the animals in circumstances where they constitute a health or safety hazard to human beings is necessary to comply with the current Town Code.*

2) The Off-Street Parking section of the ordinance outlines the required number of parking spaces based on various factors. One of those factors relates to the number of employees, based on the type of business. With the advent of businesses operating under multiple shifts, it became apparent that we needed clarification on the number of spaces actually needed.

Recently, staff has considered this issue and recommend parking spaces based on staffing per shift. However, for clarification in the ordinance, it is recommended that this be added.

*3) The ordinance states that Freeway Signs are allowed for "lodging, food, fuel, and attraction uses". Yet, the 2015 Supreme Court ruling *Reed v. Gilbert* determined that sign regulations cannot be based on content. This criteria needs to be removed to eliminate the reference to specific sign content.*

4) In 2019, Town Council reduced the number of members on the Board of Adjustments and Appeals from seven to five. Due to this change, Section 600 needs revised to clarify this new information and related changes to quorums and voting.

Recommended Action (Motion):

A MOTION TO APPROVE ORDINANCE 2020-A455, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR A ZONING TEXT AMENDMENT FOR THE FOLLOWING: ANIMALS: SECTION 305.B.2, EXCEPTIONS, REGARDING ANIMAL COUNTS; DEFINITION OF TERMS: SECTION 103, REGARDING ANIMALS; OFF-STREET PARKING: SECTION 403.E.2, REGARDING EMPLOYEE PARKING; SIGNS: SECTION 404.H, PERMITTED PERMANENT SIGNS, COMMERCIAL, FREEWAY SIGNAGE; TOWN COUNCIL: SECTION 600.C.3, REGARDING BOARD APPOINTMENTS/QUORUMS; OF THE TOWN OF CAMP VERDE PLANNING & ZONING ORDINANCES AND SUBDIVISION REGULATIONS.



ORDINANCE NO. 2020-A455

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR A ZONING TEXT AMENDMENT FOR THE FOLLOWING: ANIMALS: SECTION 305.B.2, EXCEPTIONS, REGARDING ANIMAL COUNTS; DEFINITION OF TERMS: SECTION 103, REGARDING ANIMALS; OFF-STREET PARKING: SECTION 403.E.2, REGARDING EMPLOYEE PARKING; SIGNS: SECTION 404.H, PERMITTED PERMANENT SIGNS, COMMERCIAL, FREEWAY SIGNAGE; TOWN COUNCIL: SECTION 600.C.3, REGARDING BOARD APPOINTMENTS/QUORUMS; OF THE TOWN OF CAMP VERDE PLANNING & ZONING ORDINANCES AND SUBDIVISION REGULATIONS.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

WHEREAS, Part Six, Section 600, Subsection C, Item 1. of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council after a public hearing and report by the Planning and Zoning Commission, and;

WHEREAS, the Town of Camp Verde Planning and Zoning Commission held a public hearing on the proposed revisions at its Special Session held August 6, 2020, and voted thereafter to forward the same to the Town Council with a recommendation of approval; and

WHEREAS, the Town Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements for provisions of the Planning and Zoning Ordinance by including definitions and text amendments;

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

Section 1. The Town Council hereby finds as follows:

A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council itself or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. This Text Amendment was initiated by the Town of Camp Verde Community Development Department.

B. The Text Amendment was reviewed by the Planning & Zoning Commission on August 6, 2020, in a public hearing that was advertised and posted according to state law and forwarded a recommendation for approval to the Town Council.

C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

Section 2:

A. The following text amendments (additions-underlined, removed-struck) will be made to Section 305, ANIMALS:

SECTION 305 - ANIMALS

Keeping of farm animals in appropriate locations and circumstances is regarded as being consistent with the Town's rural character. However, the number, size, type or manner in which animals are maintained on any parcel shall not impair the enjoyment or use of nearby properties or violate other legal restrictions to which the properties are subject. Any lot where ~~farm animals~~ LIVESTOCK are kept must be not less than one-half acre (21,780 sq ft.) in area.

FOWL (CHICKENS, DUCKS, GEESE, TURKEYS AND PEACOCKS), RABBITS, AND GUINEA PIGS, WHICH ARE CARED FOR BY THE PROPERTY OWNER OR OCCUPANT AS PRESCRIBED IN SECTION 305.C.3, ARE NOT LIMITED TO A MAXIMUM NUMBER OF ANIMALS.

A. Allowed Livestock

Any of the species listed below which are cared for by the property owner or occupant according to the following Animal Points. All livestock activity within the Town limits will be considered an accessory use to the principal use on any parcel except in the Agriculture District.

1. Lots of one-half acre to one acre in area may maintain animals totaling up to 24 points as set forth below.
2. Lots of one acre or more may increase the allowable number of points by an increment of six points for each additional, contiguous quarter acre.

B. Animal Points Allowed per Acreage

The allowable type and number of animals permitted on a particular property is computed by the following allotment table:

SPECIES (or associated types)	POINTS	SPECIES (or associated types)	POINTS
Alpacas:	3 POINTS	Miniature horses, Ponies and Sicilian donkeys:	6 POINTS
Emus:	3 POINTS	Ostriches:	6 POINTS
Pygmy goats:	3 POINTS	Cattle:	12 POINTS
Sheep, Goats:	4 POINTS	Domestic deer:	12 POINTS
Llamas:	6 POINTS	Horses, Mules, and Donkeys	12 POINTS

1. **Prohibited Livestock:** Swine are prohibited within residential zones, unless excepted under paragraph 2b.e.
2. **Exceptions:**
 - a. Young nursing animals of ALLOWED ADULT LIVESTOCK are not counted.
 - b. ~~Fowl (chickens, ducks, geese, turkeys and peacocks), rabbits, and guinea pigs, which are cared for by the property owner or occupant as prescribed in Section 305.C.3, are not limited to a maximum number of animals.~~
 - b. Swine may only be raised on property of an acre or more under the following conditions:
 - 1) One pet or butcher pig per parcel.
 - 2) Additional Swine, breeding or reproduction stock requires Use Permit approval in accordance with Section 305.C.1.

- 3) All pens containing swine must meet the setback requirements for the zoning district.
- 4) Additional 4-H or FFA swine will require a Temporary Youth Organization Use Permit as set forth in Section 305.C.2.d below.

B. The following definition will be amended (additions-underlined, removed-struck) in Section 103 DEFINITION OF TERMS:

SECTION 103 – DEFINITION OF TERMS

ANIMALS:

~~Farm/Livestock~~ – animals, such as horses, ponies, mules, sheep, alpacas, goats, cattle; LARGE POULTRY, SUCH AS OSTRICHES AND EMUS;

~~FOWL,~~ such as chickens, ducks, geese and ostriches, TURKEYS, AND PEACOCKS

~~Household~~ – small domestic pets typically found in households, such as dogs, cats, hamsters, parakeets, parrots, RABBITS, GUINEA PIGS, and tropical fish.

C. The following parking requirement will be added (underlined) to Section 403.E.2.c and d., OFF-STREET PARKING AND LOADING, Required Off-Street Parking Spaces:

SECTION 403 – OFF-STREET PARKING AND LOADING

E. Required Off-Street Parking Spaces

2. In calculating the total number of required parking spaces:

- a. “area” shall mean the area capable of being devoted to the specified use and does not include such spaces as kitchen, restrooms, hallways, etc.; and,
- b. fractional amounts are to be rounded to the nearest whole number (1/2 shall be rounded to the next highest number); and,
- c. the term “seat” shall also include each 30 inches of bench seating when individual seats are not provided.; AND,

D. THE NUMBER OF EMPLOYEE SPACES WILL BE BASED UPON THE MAXIMUM NUMBER OF EMPLOYEES PER SHIFT.

D. The following sign criteria will be removed (struck) in Section 404.H, SIGNS, Standards for Permitted Permanent Signs, Commercial:

SECTION 404 – SIGNS

H. Standards for Permitted Permanent Signs

TYPE AND LAND USE	LOCATION	MAXIMUM SIZE (SQ FT)	NUMBER ALLOWED	ADDITIONAL REQUIREMENTS	PERMIT NEEDED
Commercial					
Freeway Interchange Area for Lodging, Food, Fuel	On premises Shall be within a circle with a 2000 ft radius measured from the center point	A: 300 sq ft max H: 20 ft to 50 ft max	1 per property AND business regardless of	Must comply with Section 405- Outdoor Lighting No electronic changing	Yes

and Attraction uses	of the bisecting road/highway with the I-17 Freeway except when the north and south bound lanes of I-17 are separated by a distance of 800 ft or greater, measured from edge of pavement to edge of pavement, the sign area shall be measured from the center point of each overpass		# of businesses; Min lot size: 0.5 acre	message signs permitted	
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E. The following text will be amended (additions-underlined, removed-struck), in Section 600.C, DEVELOPMENT DECISION AUTHORITY, Town Council:

SECTION 600 – DEVELOPMENT DECISION AUTHORITY

C. Town Council

3. Council appoints development guidance advisory bodies, the Planning and Zoning Commission (See Section 600D), WITH A MEMBERSHIP OF SEVEN MEMBERS, and the Board of Adjustment and Appeals (See Section 600E), WITH A MEMBERSHIP OF FIVE MEMBERS, ~~each with membership of seven members~~ appointed for terms of three years as stated in Article 4-1 of The Town Code.
 - a. The Council shall establish regular meeting dates, times and meeting place by Resolution in January of each year for the Commission and Board. The Chair of either body may schedule special meetings and work sessions subject to approval by the Town Manager.
 - b. Meetings of the Commission and Board are held as stated in Article 4-3 of the Town Code and shall be open to the public, with minutes of its proceedings, showing the votes of each member and records of its determinations, recommendations and other official actions kept and filed in the Community Development Department as a public record. The secretary of the Commission and Board shall be a member of the Community Development Department staff.
 - 1) FOR THE PLANNING AND ZONING COMMISSION, ~~At~~ least four members shall be present to conduct a meeting.
 - 2) FOR THE BOARD OF ADJUSTMENTS AND APPEALS, AT LEAST THREE MEMBERS SHALL BE PRESENT TO CONDUCT A MEETING.
 - 2) In the event a quorum of four members OR THREE MEMBERS, RESPECTIVELY, are the total members present, then a unanimous vote must be cast to recommend approval or denial.

Section 3:

All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted are hereby repealed, as of the effective date of this ordinance.

Section 4.

This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and upon completion of publication and any posting as required by law.

Section 5.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Yavapai County, Arizona, this 16th day of September, 2020.

To be signed with original signature page, pending

Charles C. German, Mayor Date

Attest:

Approved As To Form:



To be signed with original signature page, pending

Cindy Pemberton, Town Clerk Date

Original Signature Pending

Town Attorney

**SPECIAL SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, AUGUST 6, 2020
6:30 PM**

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairperson McPhail called the meeting to order at 6:30 p.m.

2. Roll Call

Chair Cris McPhail, Vice Chair Steve Vanlandingham (Zoom and in person), Commissioners: Jackie Baker, Mike Hough, Greg Blue, and Chip Norton (Zoom) are present.

Also Present

Community Development Director Melinda Lee, Assistant Planner Bobbi Webb and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Jackie Baker led the Pledge.

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 Commission so requests.

A. Approval of Minutes:

June 11, 2020 – Special Session- Work Session Only

B. Set Next Meeting, Date and Time:

TBA

Motion was made by Commissioner Hough to accept the consent agenda. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairperson McPhail, Vice Chair Vanlandingham, Commissioners Blue, Baker, Norton and Hough approving.

5. Call to the Public for Items Not on the Agenda

Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.

No public comments.

6. Action Items:

A. Public Hearing, Discussion, and Possible Recommendation to the Town Council regarding an application submitted by Town of Camp Verde Community Development for a Zoning Map Change from C2 (Commercial: General Sales & Services) to C3 (Commercial: Heavy Commercial) for White Hawk Business Park, Lots 1-12. The property consists of approximately 5.82 acres and is located at the end of Homestead Parkway, east of State Route 260, APNs 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona.

Public Hearing Open: 6:37pm

Staff Report

Community Development Director Melinda Lee gave an overview of the project. The application for a Zoning Map Change was submitted by the Town of Camp Verde Community Development Department. An agreement was made between the Town and the developer to process this application on their behalf as a result of the Homestead Parkway improvements. White Hawk Business Park is located at the end of Homestead Parkway, east of State Route 260. The property is currently zoned C2 (Commercial: General Sales and Services), and the applicant has requested a Zoning Map Change to C3 (Commercial: Heavy Commercial). The Final Plat for White Hawk Business Park, Lots 1-12, was approved by Town Council March 25, 2019. The property originated as approximately 6.59 acres of undeveloped land and was designed to include 12 commercial lots accessed from Homestead Parkway, with a new cul-de-sac located in the center of the property; this consists of a 24-foot wide asphalt surface and a rolled curb and gutter. The addition of the cul-de-sac resulted in approximately 5.82 acres of available property to develop, with a minimum lot size of .26 acres. Improvements included the extension of water, sewer and dry utilities to the cul-de-sac as well as minimal site grading. No specific building construction has been proposed by the developer. A Conceptual Site Plan was submitted to provide a visual representation. CC&Rs exist for White Hawk Business Park, and it is the intent of the developer to attract "clean" light industrial uses. A pocket of residential properties, which are zoned R1L (Residential: Single-family Limited), exist north of White Hawk Business Park. These properties are surrounded by C2 (Commercial: General Sales and Services), C3 (Commercial: Heavy Commercial), M1 (Industrial: General) Use Districts, and State Parks. The Town of Camp Verde Community Development is requesting a Zoning Map Change to C3 to provide for a heavy commercial zone, which would also allow light industrial uses, within the Town of Camp Verde.

The White Hawk Business Park is located in the Finnie Flat Character Area. Much of the area is comprised of commercial uses along State Route 260 and Industrial Drive. C2 District in this area tend to border State Route 260. C3 and M1 Districts are located in the interior of this area, along Industrial and Davidson Drive, near Homestead Parkway. The preferred non-residential zoning districts along Davidson Drive, near Homestead Parkway include RS, C1, C2, C3, PM, and M1. This request complies with the General Plan in the following areas:

Goal A:

A.1. Encourage regional commercial and employment centers to support the region's needs. *The light industrial businesses expected to locate here will benefit the region through its proximity to the Interstate 17 and State Route 260 Interchange.*

A.2. Promote the commerce corridor as a place for new businesses by partnering with other regional economic development agencies. *This business will promote economic growth within the Verde Valley.*

A.4. Promote commercial and mixed-use development adjacent to State Route 260 and adjacent to Finnie Flat Road. *Along State Route 260, this development will promote commercial and light industrial use within Camp Verde. Along Finnie Flat Road, this project will enhance the area for businesses and residents.*

Staff supports this project because the lots are smaller, business will be performed mostly indoors, and there are CC&R's existing. Only two residential parcels boarder the project, separated by a 50-foot buffer. There is no direct access from the Business Park to Peterson Road, so there will be no through traffic to the residential area. Also, the developer has provided additional drainage in the project. Photos are included in the meeting packet. The notification process is complete with 2 neighborhood meetings being held.

Public Comment-

Ms. Lee received a telephonic response from Steve Goetting on behalf of the Verde Valley Archeology Center. He does not believe C3 zoning should exist next door to the Center.

Several Neighbors spoke in person regarding:

- Buffer Zone- Most of the trees have been removed and neighbors are left with only 1 small row of trees and a drainage ditch. This should not be considered a buffer zone. Neighbors are concerned with getting someone else in there and the property getting dustier and toxic.
- Planning for 12 units on less than 6 acres and a C3 zone seems too small and not appropriate. It would devalue the residential properties.

Commissioner Vanlandingham joined in person at 7:00pm

- This property was supposed to be a bird sanctuary but is not a bird sanctuary any more.
- City doesn't take care of the road and the traffic is congested. C3 will bring in more heavy traffic.

- Putting neighbors in the corner of a heavy commercial zone.
- Were not given the chance to comment on the other commercial businesses that moved into the area.
- Department has not come in to work with the current property owners to change their properties.
- How will town police the property? It is too much to take care of now.
- Once it goes to C3 there will be no follow up. The rats/mice/squirrels have taken over the salvage yard.
- There was no notification to the neighbors about a 2nd Public Meeting.
- Things are dumped into the Verde Ditch and will end up in Town from the river.
- High speed communication center didn't happen.
- Developer doesn't keep promises. Nobody is making them comply with requirements.
- Heavy tractors start up at 5:30am.
- Side deals have been made to make it become a C3.
- This does not fit where it is being put.

A List of Neighbors who spoke at the meeting include:

1. Lynn King, 1246 W. Peterson Road
2. Arthur Enockson, 1341 W. Peterson Road
3. Richard Rodriguez, 1251 W. Peterson Rd
4. Frances Benigar, 1280 W. Peterson Rd
5. Ed Davison, 1391 W. Peterson Rd
6. Connie Cowan, 1226 W. Peterson Rd
7. Benny King, 1266 W. Peterson

Staff Rebuttal

Ms. Lee responded as follows:

The buffer zone was researched after the 1st neighborhood meeting and according to the minutes, there was a requirement to leave a 50' buffer zone but it was not part of the conditions that the buffer zone contain trees.

The drainage ditch was put in intentionally to help alleviate storm water run-off. It was engineered and not random.

It was announced during the 1st neighborhood meeting that there would be a second neighborhood meeting and then a public hearing after that. Letters were sent out notifying the residents of the follow-up meeting.

The CC&R's state they must bring in businesses that are compatible to the area. The Town does work with businesses that create nuisances. Residents should come to us and file a complaint and they will follow up on complaints.

The two construction yards are on lots that are already C3, and they did not have to go through any public process.

Peterson Road, stating is a private road and not maintained by the Town. It is the responsibility of all property owners to maintain the road.

Ms. Lee hadn't heard of the bird sanctuary and can't answer any of those comments.

The zoning map shows current zoning and land uses of the area. A river runs through the properties so they are not physically connected to the residential zoning on the other side. Zoning is C3 in the area, and some C2. The General Plan prefers to keep C2 uses along the main road. The Town tries to provide access to different types of land uses throughout the community. This particular location is not being shown any kind of preference; it is in a district that is conducive to C3 usage.

Storage areas are allowed in those districts.

Regarding the complaint that work is being done before 7am -- the noise ordinance covers reduced noise between 10pm-7am, however, construction work is allowed to begin at 5am.

Close Public Hearing: 7:34pm

Commission Comments

Commissioner Norton is curious about the issue with the trees being removed. He has heard the history from residents and it is disturbing. Ms. Lee researched the matter, and there was no requirement for them to keep the trees; it just required them to do a 50-foot buffer. Commissioner Norton asked if there is any intention to revegetate that buffer zone. Ms. Lee is not aware of any intention to do that.

Commissioner Hough said there is no differences between C2 and C3 with the CC&Rs. He asked if the Town could enforce the CC&Rs on the property. Ms. Lee stated no, it is strictly up to the developer or a Property Owners Association to enforce CC&Rs.

Commissioner Hough inquired about the application being submitted by Community Development Department and if it was true Mr. Simonton paid no fees for this process. Commissioner Hough asked why he had to pay when he wanted his property rezoned and the political tradeoff for Mr. Simonton getting this done for free. Ms. Lee stated that when this development was being platted and discussed, the developer had agreed to improve Homestead Parkway all the way back to end. Economic Development applied for a grant to reimburse him for developing the road. As part of the agreement, and as a condition of the grant, he was told the Town would be the one to do the rezoning action for the business park.

Commissioner Vanlandingham said there is a big difference C2 and C3. Historically, that property has been residential. Everything that is contiguous to where the existing C2 meets with residential is old and established residential areas. Industrial has been developed in that area and is encroaching more and more on old residential uses. He is voting against this rezoning. A compromise would be to leave Lots 6 & 7 as C2 and the rest could be converted to C3. He asked if there was a buffer or rear setback required in C2 or C3 Districts where it backs up to residential. Ms. Lee stated that there is an established 50-foot buffer. Commissioner Vanlandingham asked what are the restrictions for the developer. Ms. Lee stated he can't develop anything in that buffer zone; no landscaping is required. Ms. Lee would need to have a discussion with the developer about leaving lots 6 & 7 zoned C2, but she believes the process would have to be started over again.

Commissioner Blue doesn't support this rezoning request. He doesn't see any advantage, just sees it as detrimental. If you look at the uses, C3 could bring in things that can be problematic. C2 has a smaller front setback, which provides more area for building. It should be left as is.

Commissioner Baker said there are issues in the agreement itself that she couldn't agree to. Although there could be no further subdividing, a buyer could combine several parcels. She stated she couldn't remember a time where the Town of Camp Verde was the applicant on a zoning change. A technology center would have been a good business for the area. She is opposed to #12 in the CC&Rs, "Assignment", stating that Simonton Ranch has the right to assign its rights as developer, without the consent of the property owners, to a 3rd party. She believes we shouldn't have to deal with 3rd parties regarding legal agreements. She is also upset about the tree removal in the buffer zone and the "dirt pile" at the other end of town. She thinks it should be left a C2 and would prefer a business center that would bring in "good businesses".

Commissioner Hough stated that because sewer was being extended to Simonton Ranch he was required to abandon septic systems on his property and connect to sewer.

Chair McPhail stated the Commission is choosing whether to change the zone from C2 to C3. We have concerns whether the developer would keep his word. She is also uncomfortable with C2 zoning being next to a residential area. There could possibly be subsidized housing, a halfway house or a group home; she has concerns from that stand point. If they could guarantee the buffer zone would be restored and the business area would be the kind we wanted, then it would be less of an issue. We have options; we could make a motion to move forward, have everyone go back to the drawing board, or recommend to Council to flat out deny the rezoning.

Commissioner Norton would not vote to go ahead with the zoning change as it stands now. The developer could bring this back and work with residential area to do a project that works for everybody with a more effective buffer zone.

Ms. Lee stated it can't be changed to a different zoning, but we could table it and take it back to make changes to the application.

Motion made by Commissioner Baker to recommend to Town Council the denial of an application for a Zoning

Map Change, that would change the commercial area from C2 zoning (General Sales and Services) to C3 (Commercial: Heavy Commercial) zoning. The property includes Lots 1 through 12 in the White Hawk Business Park, at the end of Homestead Parkway, east of State Route 260, on parcels 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairperson McPhail, Vice Chairman Vanlandingham, and Commissioners Blue, Baker, Norton and Hough approving.

Meeting Break: 8:01pm

Meeting Resumed: 8:05pm

B. Public Hearing, Discussion, and Possible Recommendation to the Town Council for an application submitted by Town of Camp Verde Community Development for a Zoning Text Amendment for the following: Animals: Section 305.B.2, Exceptions, Regarding Animal Counts; Off-Street Parking: Section 403.E.2, Regarding Employee Parking; Signs: Section 404.H, Permitted Permanent Signs, Commercial, Freeway Signage; Town Council: Section 600.C.3, Regarding Board Appointments/Quorums; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations.

Public Hearing Open: 8:06p.m.

Staff presentation

Community Development Director Melinda Lee stated that since the last amendment to the Planning & Zoning Ordinance in July 2019, a few items have been brought to our attention that need to be clarified, corrected, or added, for a potential amendment to the ordinance.

a. Animals: Section 305.B.2, a. and b., Nursing Animals & Poultry

The animal count section of the ordinance, Section 305, has had different interpretations of whether or not fowl, rabbits, and guinea pigs should be included in the minimum acreage for parcels. Currently, it is listed under the heading of "Livestock" which requires a minimum lot size of one-half acre. Due to this conflict of interpretation, some residents were advised they could have such animals without regard to lot size and others were advised they needed the minimum lot size. Further research has determined that according to Federal guidelines, fowl, rabbits, and guinea pigs are not considered livestock. Therefore, it was the determination of Staff that they should be removed from the heading of "Livestock" and the related citation moved to the section description. In addition, there have been conflicting interpretations about nursing animals. There were concerns about the potential of having a proliferation of adopted nursing animals on a parcel, and potentially a parcel smaller than required for livestock, if it was not properly clarified. The requested change simply exempts the presence of young nursing animal(s) if there is an approved adult animal on site to nurse them. It was also noted that the ordinance does require proper facilities for the care of any of these types of animals and that they be maintained.

b. Parking: Section 403.E.2, Employee Parking

The Off-Street Parking section of the ordinance outlines the required number of parking spaces based on various factors. One of those factors relates to the number of employees, based on the type of business. With the advent of businesses operating under multiple shifts, it became apparent that we needed clarification on the number of spaces actually needed. Recently, staff has considered this issue and recommend parking spaces based on staffing per shift. However, for clarification in the ordinance, it is recommended that this be added.

Commissioner Hough added that the employee count be based on the maximum number of employees per shift.

c. Signs: Section 404.H, Freeway Signage

The ordinance states that Freeway Signs are allowed for "lodging, food, fuel, and attraction uses". Yet, the 2015 Supreme Court Ruling *Reed v. Gilbert* determined that sign regulations cannot be based on content. This criterion needs to be removed to eliminate the reference to specific sign content.

d. Board Members: Section 600.C.3, Board Appointments/Quorums

In 2019, Town Council reduced the number of members on the Board of Adjustments and Appeals from seven to five. Due to this change, Section 600 needs revised to clarify this new information and related changes to quorums and voting.

Public Hearing Closed: 8:19pm

Motion was made by Commissioner Hough to recommend to Town Council approval of a request for a Text Amendment for the following: Animals: Section 305.B.2, exceptions, regarding animal counts; Off-Street Parking: Section 403.E.2, regarding employee parking, adding that the count be based on the maximum number of employees per shift; Signs: Section 404.H, permitted permanent signs, commercial, freeway signage; Town Council: Section 600.C.3, regarding Board appointments/quorums; of the Town of Camp Verde Planning & Zoning ordinances and subdivision regulations. Second by Commissioner Baker. **Motion** carried unanimously with Chairperson McPhail, Vice Chairman Vanlandingham, and Commissioners Blue, Baker, Norton and Hough approving.

7. Current Events

Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

No current events.

8. Staff Comments

Ms. Lee said

- Alcantara Vineyards has been annexed. The next annexation will be the Wastewater Treatment Plant & Rodeo Arena.
- Future upcoming Action Items: Zoning Map Change along Aultman Parkway and additional Zoning Text Amendments

9. Adjournment

Meeting was adjourned at 8:28p.m.

Chairman Cris McPhail

Melinda Lee, Director, Community Development

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 6th day of August 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of August 2020.

Jennifer Reed

Jennifer Reed, Recording Secretary.....

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Town of Camp Verde

Agenda Item Submission Form – Wastewater Treatment Plant Annexation Public Hearing

Meeting Date: Town Council September 16, 2020

Consent Agenda Decision Agenda Executive Session Requested

Presentation Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Melinda Lee, Community Development Director

Agenda Title (be exact):

A public hearing before the Mayor and Common Council of the Town of Camp Verde, Arizona, for consideration of the extension and increase of approximately 95 acres, into the corporate limits of the Town of Camp Verde, Yavapai County, State of Arizona, pursuant to the provisions of Title 9, Chapter 4, Article 7, Arizona Revised Statutes and amendments thereto, as requested by the Town of Camp Verde. The annexation area begins approximately 2,100 feet north of State Route 260 and approximately 2,150 feet east of Champion Trail, continuing north and east of the eastern corporate limits of the Town of Camp Verde. It incorporates two Town-owned parcels designated for the existing wastewater treatment plant facility. Certain property is contiguous to the existing Town of Camp Verde limits of the Town of Camp Verde, as described, shall be annexed thereto.

List Attached Draft Documents for Consideration:

- 1. Draft Ordinance 2020-A454

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Review Completed by:

Town Attorney comments have been incorporated into the Draft Documents.

Background Information:

The existing Wastewater Treatment Plant, owned and operated by the Town of Camp Verde, utilized four parcels. Two of these parcels are located within the incorporated Town Limits, two of them are not. This request is for the annexation of the two parcels outside of the Town Limits, 404-30-368 and 404-30-368B, into the corporate boundaries.

Even though these two parcels are currently under the jurisdiction of Yavapai County, development projects have been handled by the Town departments, by agreement. Bringing them into the corporate boundaries will provide consistent zoning district application and agency authority.

This request for annexation has been duly posted and advertised by staff.

Staff Instructions:

The DRAFT documents presented with this public hearing are for review and consideration only. The documents will be revised as needed and brought back to Town Council for final adoption; currently, adoption is tentatively scheduled for the October 7, 2020 Council meeting.



DRAFT ORDINANCE 2020 A454

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, FOR THE EXTENSION AND INCREASE OF APPROXIMATELY 95 ACRES, AS DESCRIBED AND SHOWN ON EXHIBIT A, INTO THE CORPORATE LIMITS OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, STATE OF ARIZONA, PURSUANT TO THE PROVISIONS OF TITLE 9, CHAPTER 4, ARTICLE 7, ARIZONA REVISED STATUTES AND AMENDMENTS THERETO, AS REQUESTED BY THE TOWN OF CAMP VERDE. THE ANNEXATION AREA BEGINS APPROXIMATELY 2,100 FEET NORTH OF STATE ROUTE 260 AND APPROXIMATELY 2,150 FEET EAST OF CHAMPION TRAIL, CONTINUING NORTH AND EAST OF THE EASTERN CORPORATE LIMITS OF THE TOWN OF CAMP VERDE. IT INCORPORATES TWO TOWN-OWNED PARCELS DESIGNATED FOR THE EXISTING WASTEWATER TREATMENT PLANT FACILITY. CERTAIN PROPERTY IS CONTIGUOUS TO THE EXISTING TOWN OF CAMP VERDE LIMITS OF THE TOWN OF CAMP VERDE, AS DESCRIBED, SHALL BE ANNEXED THERETO.

WHEREAS, an annexation request has been submitted by the Town of Camp Verde, concerning to annex approximately 95 acres into the Town of Camp Verde corporate limits “Annexation Property”. The two parcels are owned by the Town of Camp Verde and are a portion of the existing Wastewater Treatment Facility. The proposed Annexation Property encompasses all of APNs 404-30-368 and 404-30-368B, and is described on Exhibit A; and

WHEREAS, The existing RCU-2A Zoning District within Yavapai County’s jurisdiction provides a compatible designation with Town Zoning Districts and will be replaced with the Town’s RR-2A (Rural Residential, 2-Acre Minimum Lot Size) District; and

WHEREAS, the applicant intends to continue the existing use of a wastewater treatment plant; and

WHEREAS, the incorporation of Town-owned property and public facility is consistent with the Town’s General Plan and 260 East Character Area, and the Town’s visions relating to the operation and potential expansion of its public facilities; and

WHEREAS, the existing roadways within the facility will continue to be maintained by the Town of Camp Verde; and

WHEREAS, a petition in writing, accompanied by a map and legal description of said real property, having been filed and presented to the Mayor and Council of the Town of Camp Verde, Arizona, is signed by the owners of real and personal property that would be subject to taxation by the Town of Camp Verde in the event of annexation within the Annexation Property, as shown by the last assessment of said property, which said territory is contiguous to the Town of Camp Verde, and to extend and increase the corporate limits of the Town of Camp Verde so as to embrace the same; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde, Arizona, are desirous of complying with said petition and extending and increasing the corporate limits of the Town of Camp Verde to include said territory; and

WHEREAS, the said petition sets forth a true and correct description of all the exterior boundaries of the entire area proposed to be annexed to the Town of Camp Verde, and had attached thereto at all times and accurate map of the territory desired to be annexed; and

WHEREAS, no alterations increasing or reducing the territory sought to be annexed has been made after the said petition had been duly submitted to the office of the Yavapai County Recorder; and

WHEREAS, the provisions of A.R.S. §9-471, and amendments thereto, have been fully observed, and

WHEREAS, property and sufficient certification and proof of the foregoing facts are now on file in the office of the Town of Camp Verde Clerk of the Town of Camp Verde, Arizona, together with a true and correct copy of the original petition referred to herein, which is on file in the office of the Yavapai County Recorder.

NO THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, AS FOLLOWS:

SECTION 1. That the following described territory be, and the same hereby is, annexed to the Town of Camp Verde and that the present corporate limits be, and the same hereby are extended and increased to include the following described territory contiguous to the present Town of Camp Verde limits, to wit:

(See attached Exhibit A, Legal Description & Map)

SECTION 2. That a copy of this ordinance, together with an accurate map of the territory hereby annexed to the Town of Camp Verde, certified by the Mayor of the Town of Camp Verde, be forthwith filed and recorded in the office of the County Recorder of Yavapai County, Arizona.

SECTION 3. The existing Zoning will carry forth to the same or a compatible Town Zoning District as follows: RR-2A (Rural Residential, 2-Acre Minimum Lot Size) District, as described and shown on Exhibit B.

SECTION 4. This ordinance is effective upon the expiration of a 30-day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND ADOPTED this 7th day of October, 2020.

Signature pending future adoption

Charles C. German, Mayor

Date

Attest:

Approved as to form:

Original signature pending



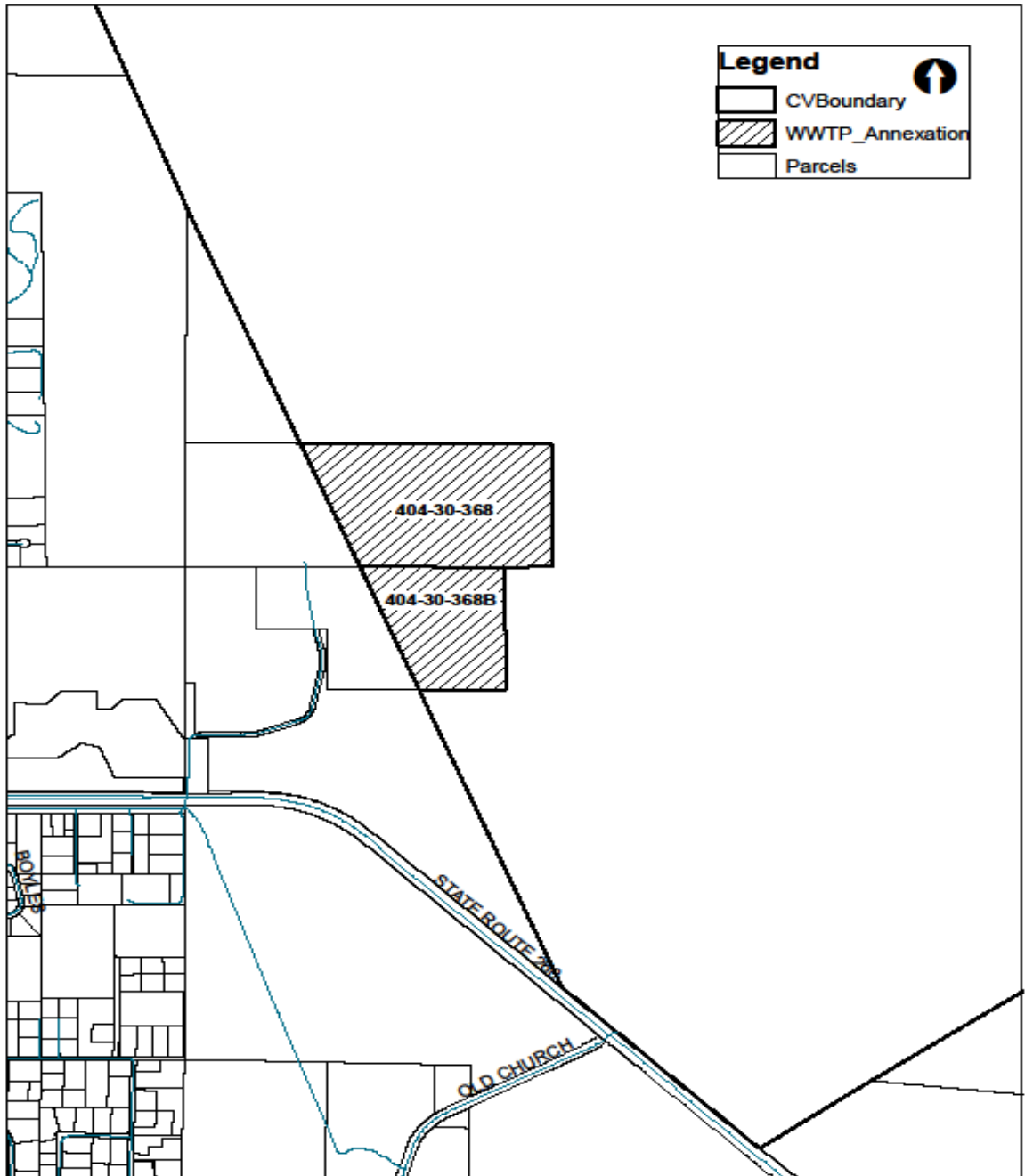
Town Attorney

Signature pending future adoption

Cindy Pemberton, Town Clerk

EXHIBIT A
MAP AND LEGAL DESCRIPTIONS

Wastewater Treatment Plant Annexation Area



LEGAL DESCRIPTIONS



HERITAGE

Land Survey & Mapping

LEGAL DESCRIPTION

APN: 404-30-368

EXHIBIT "A"

All of Government Lot 8 and Lot 9, of Section 33, Township 14 North, Range 5 East, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona; as shown on that "Amended Results of Survey", Recorded in Book 122 of maps, Page 57, in the records of the Yavapai County Recorder's Office;

The subject parcel of land described herein contains 61.97 acres of land more or less and is subject to all items of the public record that may be pertinent thereto.



Dugan L. McDonald R.L.S. P.O. Box 3270 Camp Verde, Arizona 86322 Office (928) 567-9170

738 S. Parks Drive Fax (928) 567-6351



HERITAGE

Land Survey & Mapping

LEGAL DESCRIPTION

APN: 404-30-368B

EXHIBIT "A"

All of Government Lot 5 and the West Half of the West Half of the Northwest Quarter of the Northeast Quarter, of Section 4, Township 13 North, Range 5 East, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona; as shown on that "Amended Results of Survey", Recorded in Book 122 of maps, Page 57, in the records of the Yavapai County Recorder's Office:

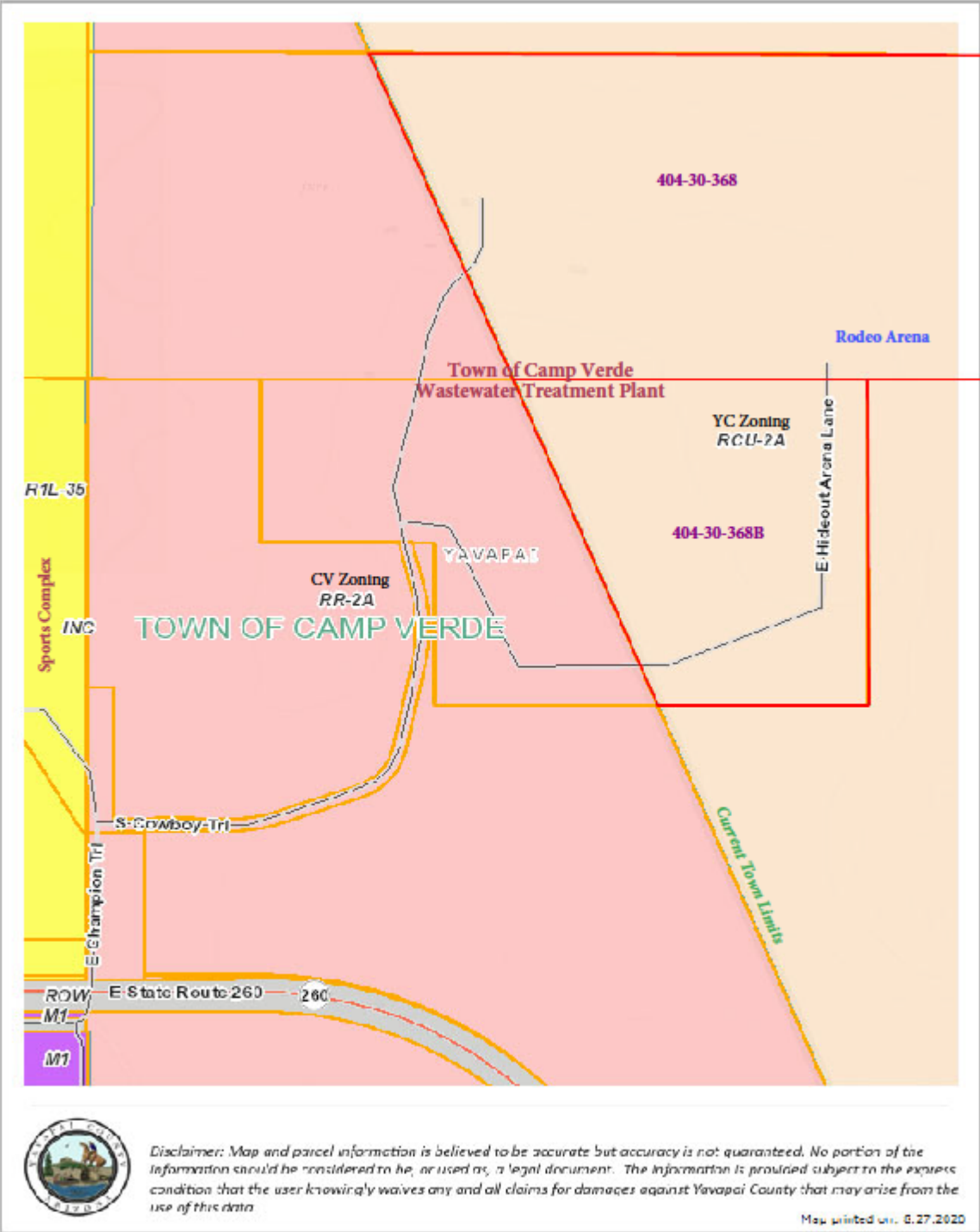
The subject parcel of land described herein contains 33.10 acres of land more or less and is subject to all items of the public record that may be pertinent thereto.



Dugan L. McDonald R.L.S. P.O. Box 3270 Camp Verde, Arizona 86322 Office (928) 567-9170

738 S. Parks Drive Fax (928) 567-6351

EXHIBIT B
ZONING DESIGNATIONS



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Agenda Item 14



Town of Camp Verde

Meeting Date: September 16th, 2020

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Wastewater/Administration

Staff Resource/Contact Person: Russ Martin / Troy O'dell / Michael Showers

Agenda Title (be exact): Discussion, consideration and possible approval of a loan request for final construction drawings/design for sewer mains/lift stations along Highway 260 from the state Water and Wastewater Infrastructure Authority (WIFA). The loan request is in the amount of 1.2 million and will be an interest only loan until a district is formed for construction as well and will NOT be paid for out of current customer's monthly bills or property taxes.

List Attached Documents:

1. Application to WIFA
2. Special District Power Point Presentation

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head:** Russ Martin/Ron Long/Troy O'dell
- Town Attorney Comments:** N/A
- Finance Department:** Initial interest only payments for this will need to be budgeted in future years from the general fund until the district is formed. Also importantly this does have the risk that if the district is not formed/completed that we will be paying this entire amount from General Fund revenues.

Background Information:

This is a significant step in the development of sewer along Hwy 260 as planned it would allow for final engineering and development of the district/service area as well as an accurate cost estimates that are necessary to finally form a special district. The special district would then assess fairly the cost of this wrapped together with the actual construction loan to complete the construction of the design this loan will accomplish. Once formed and construction begins the total cost will continue to be assessed on those properties benefitting from the lines construction and would no longer be paid by the Town.

A district and its formation and processes were explained briefly at a previous meeting of Council and are attached here for reference. The current timeline would allow for the Town to be heard at the October WIFA meeting for

potential funding. Following the Town would then engage an engineer(s) to complete the requirements for preparation of a district and ultimately construction of this project. The timeline for engineering will depend on availability; however it is hoped that in approximately one year this could be ready for construction.

Again it is important to remind everyone that this is going to be processed through the wastewater division, appropriately so, however ultimately there will not be revenue from current customers/taxpayers going to pay any of this loan/district/construction at any time. In fact it is expected that the formation of the district may assist paying for and assisting in future upgrades to the system in which this will be connected.

Recommended Action (Motion): Move to approve the loan application in the amount of 1,200,000 to complete sewer design work necessary to form a special district along Highway 260.

LOAN APPLICATION FOR A CLEAN WATER (WASTEWATER OR STORMWATER) PROJECT

Financial Assistance Project Priority List Application

Project Number: CW-007-2021

1. APPLICANT AND CONTACT INFORMATION

1.1 Utility Information

Name: Camp Verde, Town of

Address: 395 S. Main St. City: Camp Verde State: AZ Zip: 86322 County: Yavapai

1.2 Utility Representative to be Contacted Regarding Application

First Name: Michael Last Name: Showers

Title: Finance Director

Address: 395 S. Main St. City, State & Zip: Camp Verde, AZ 86322

Phone: 928-554-0811 Fax: 928-554-0812

E-Mail: michael.showers@campverde.az.gov

1.3 Median Household Income: \$ 40,465.00

Median household income was obtained from American Fact Finder (<http://factfinder2.census.gov>) based on US Census Bureau information.

2. SYSTEM INFORMATION

2.1 Aquifer Protection Permit #: 101360

2.2 Arizona Pollution Discharge Elimination System Permit #: NA

2.3 Number of connections to system 1,783 Not Applicable

2.4 Population served by the system 4,310 Not Applicable

2.5 Monthly residential fee (base + use) for 5,000 gallons, or flat rate, if applicable \$ 48.00 Not Applicable

2.6 Existing debt (principal only) payable by system users \$ 2,366,084.00

2.7 System Compliance

Notice of violations and/or consent orders from regulatory agency (*must mail or upload supporting documents)

In compliance

2.8 Is the system registered with the E-Verify Program? Yes No

Applicants are required to provide proof of participation prior to the execution of a loan or grant agreement.

3. PROPOSED PROJECT INFORMATION

3.1 Project Name: Hwy 260 Expansion

3.2 Select county in which project is located: Yavapai

3.3 Is this request for a project that received financial or technical assistance from WIFA in a previous funding cycle? Yes No

3.4 Is the proposed project consistent with the Water Quality Management Plan (Clean Water Act Section 208)? Yes No

3.5 Type of loan needed: 3-year design loan only Construction loan (may include design and acquisition)

3.6 Briefly summarize the problem below.

To install a sewer line extension and related public infrastructure allowing for continued commercial development along Hwy. 260.

3.7 Briefly summarize the solution below.

Design the needed infrastructure allowing for continued commercial development along Hwy 260.

3.8 If refinancing a prior loan, please describe the project previously financed below.

NA

3.9 Would you like this project to be considered for WIFA’s technical assistance funds? Please visit <http://www.azwifa.gov/technical-assistance-program> for more information.

Yes

4. EXISTING CONDITIONS AND PROJECT BENEFITS

4.1 Select Expected Project Benefit(s)

- Surface Water
- Wetlands
- Source Water Protection
- Riparian Zone Protection
- Ground Water
- Habitat Protection

4.2 Current Condition (Check appropriate project category or categories)

- A. Surface Water Pollution
 - Project resolves an AZPDES or NPDES permit violation
- B. Ground Water Pollution
 - Project resolves an APP violation

4.3 Water Quality Improvement **must mail or upload supporting documents*

- A. Surface Water Protection and Restoration
 - Project benefits a current Total Maximum Daily Load (TMDL) Implementation Plan or the project benefits a waterbody identified by ADEQ as not supporting one or more of its designated uses
Note: Designated uses and TMDL information are found in ADEQ's 305b List and Report.
 - Project resolves a nonpoint source pollution problem
- B. Ground Water Protection
 - Project benefits a wellhead protection area for a community water system well.

4.4 Consolidation and Regionalization

- Project is septic to sewer
- Project consolidates individual septic systems into a cluster system

4.5 Water and Energy Efficiency Index

- 50 to 100% of total project costs are for water or energy efficiency components or environmentally innovative approaches.
- 10% to 49% of project costs are for water or energy efficiency components or environmentally innovative approaches.
- less than 10% of the project costs are for any water or energy efficiency components or environmentally innovative approaches.

Use textbox to enter description of the project's green components:

\$ 0.00 Cost of water or energy efficiency or environmentally innovative approaches that are part of this loan

5. READINESS TO PROCEED INDICATORS

5.1 Debt Authorized? Yes No (For more information, see WIFA Debt Authorization Guidance Document)

Enter authorization/expected authorization date:

Mail or upload copy of official governing body debt authorization resolution, election results or ACC order

5.2 Project Design* (Select only one)

- Project is in planning stages
- Engineer has been selected
- Currently under design
- Ready for construction

Enter design completion/anticipated design completion date:

5.3 Applicable Plan and Specification Approvals* (Select only one)

- Approval to construct has been obtained
- Plans and specification have been submitted to permitting agency for approval
- Design has not been completed
- Other or not applicable

Enter permit/anticipated permit(s) receipt date:

If not applicable or if multiple permits are required, please explain:

5.4 Project Bids* (Select only one)

- Project is not ready for bid
- Project is currently out for bid
- Bidding is complete

Enter bid/anticipated bid award date:

5.5 Project Construction

When do you plan to begin project construction? If you may need to begin the project before the requested financial assistance is awarded, please provide details.

We expect to engage an Engineer this fall.

*** Alternative project delivery methods are acceptable for WIFA-funded projects.**

6. REQUESTED AMOUNT AND SUPPORTING DOCUMENTS

6.1 Estimated Date WIFA Funding Required:

6.2 Estimated Financial Assistance Costs & Funding Source

Funding Source	Project Costs
----------------	---------------

Amount funded locally:	\$ 0.00
------------------------	---------

Amount requested from WIFA for this project	\$ 980,000.00
--	----------------------

Amount requested to refinance (For governmental entities only):
Council Regular Session 09-16-2020

Other source:

\$ ~~50,000~~
\$ 30,000.00

Total:

\$ 1,030,000.00

File Attachments:

Reference Name

Document Name

Date Added

Added By

No record found.

CERTIFICATION AND AUTHORIZATION

I certify that the information contained in this application is, to the best of my knowledge, true, accurate and correct.

I hereby affirm that I, Michael Showers, am the Finance Director and I am authorized by Camp Verde, Town of to submit this application on behalf of the organization for which I am acting.

ENVIRONMENTAL REVIEW CHECKLIST

Clean Water (Wastewater and Stormwater) Projects

Project Number: CW-007-2021

Please complete the following checklist to allow WIFA to determine the necessary environmental review requirements for the proposed project. Please contact WIFA at (602) 364-1310 or ljones@azwifa.gov with any questions.

Section 1. General Information

Applicant Name:	Camp Verde, Town of	Date:	06/24/2020
Project Contact:	Michael Showers	Phone Number:	928-554-0811
Project Title:	Hwy 260 Expansion	Project Number:	CW-007-2021
Physical Location:	Hwy 260		

Section 2. Categorical Exclusions. A project for which the answer to statements 1 or 2 is "yes" may be eligible for a Categorical Exclusion. However, if any of the statements from 1a. through 1e. is answered "yes," then the project is not eligible for a Categorical Exclusion. [A.A.C. R-18-15-106(B)]

	Yes	No	NA	Comments/Documentation (as applicable)
1. The project relates to existing infrastructure systems and involves minor upgrading, minor expansion of system capacity, rehabilitation (including functional replacement) of the existing system and system components, or construction of new minor ancillary facilities adjacent to or on the same property as existing facilities.	<input type="radio"/>	<input checked="" type="radio"/>		
1a. The project involves new or relocated discharges to surface water or groundwater.	<input type="radio"/>	<input checked="" type="radio"/>		
1b. The project will likely result in the substantial increase in the volume or the loading of pollutant to the receiving water.	<input type="radio"/>	<input checked="" type="radio"/>		
1c. The project will provide capacity to serve a population 30% greater than the existing population.	<input type="radio"/>	<input checked="" type="radio"/>		
1d. A state or other regional growth plan or strategy does not support this project. <i>Answering "yes" indicates that the project is not supported.</i>	<input checked="" type="radio"/>	<input type="radio"/>		
1e. The project directly or indirectly involves or relates to upgrading or extending infrastructure systems primarily for the purposes of future development.	<input checked="" type="radio"/>	<input type="radio"/>		
2. In unsewered communities: the project involves the replacement of existing onsite systems, providing the new onsite systems do not result in substantial increases in the volume of discharge or the loadings of pollutants from existing sources, or relocate an existing discharge.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Section 3. Extraordinary Circumstances [A.A.C. R-18-15-106(C)] If any of the following extraordinary circumstances apply to the project, it is not eligible for a Categorical Exclusion.

	Yes	No	Comments/Documentation (as applicable)
1. The project is known or expected to have potentially significant adverse environmental impacts on the quality of the human environment either individually or cumulatively over time.	<input type="radio"/>	<input checked="" type="radio"/>	
2. The project is known or expected to have disproportionately high and	<input type="radio"/>	<input checked="" type="radio"/>	

adverse human health or environmental effects on any community, including minority, low-income, or federally-recognized Indian tribal communities.

3. The project is known or expected to significantly affect federally listed threatened or endangered species or their critical habitat.

4. The project is known or expected to significantly affect national natural landmarks or any property with nationally significant historic, architectural, prehistoric, archeological, or cultural value, including but not limited to, property listed on or eligible for the Arizona or National Registers of Historic Places.

<http://azstateparks.com/SHPO/review.html>

5. The project is known or expected to significantly affect environmentally important natural resource areas such as:

5a. wetlands

5b. floodplains

5c. significant agricultural lands

5d. aquifer recharge zones

5e. wild and scenic rivers

<http://www.rivers.gov/arizona.php>

5f. significant fish or wildlife habitat

5g. other environmentally important natural resource areas.

6. The project is known or expected to cause significant adverse air quality effects.

7. The project is known or expected to have a significant effect on the pattern and type of land use or growth and distribution of population, including altering the character of existing residential areas, or may not be consistent with state or local government, or federally-recognized Indian tribe approved land use or federal land management plans.

8. The project is known or expected to cause significant public controversy about a potential environmental impact of the proposed action.

9. The project is known or expected to be associated with providing financial assistance to a federal agency through an interagency agreement for a project that is known or expected to have potentially significant environmental impacts.

10. The project is known or expected to conflict with federal, state, or local government, or federally-recognized Indian tribe environmental, resource-protection, or land-use laws or regulations.

Section 4. Special conditions

Yes No Comments/Documentation (as applicable)

- 1a. The project is a new regional wastewater treatment facility or water supply system for a community with a population greater than 100,000.

- 1b. The project is an expansion of an existing wastewater treatment facility that will increase existing discharge to an impaired water by more than 10 million gallons per day (mgd). The list of impaired waters is found at: <http://www.azdeq.gov/environ/water/assessment/assess.html>

- 2. The project is for planning purposes only and does not include design or construction.
**If yes, the project may be exempt from environmental review requirements.*

- 3. An Environmental Assessment under NEPA has been conducted for this project or earlier phases of this project.
**If yes, provide a copy of the Environmental Assessment.*

CERTIFICATION AND AUTHORIZATION

I certify that the information contained in this Environmental Review Checklist is, to the best of my knowledge, true, accurate and correct.

I hereby affirm that I, Michael Showers, am the Finance Director and I am authorized by Camp Verde, Town of to submit this Environmental Review Checklist on behalf of the organization for which I am acting.



Town of Camp Verde, Arizona

Utilization of Improvement District (I.D.) Financing for Funding Local Sewer Improvements in a Special Assessment Tax District

Wednesday, January 15, 2020

Presented By:

Mark Reader, Managing Director, Stifel
mreader@stifel.com
(602) 794-4011

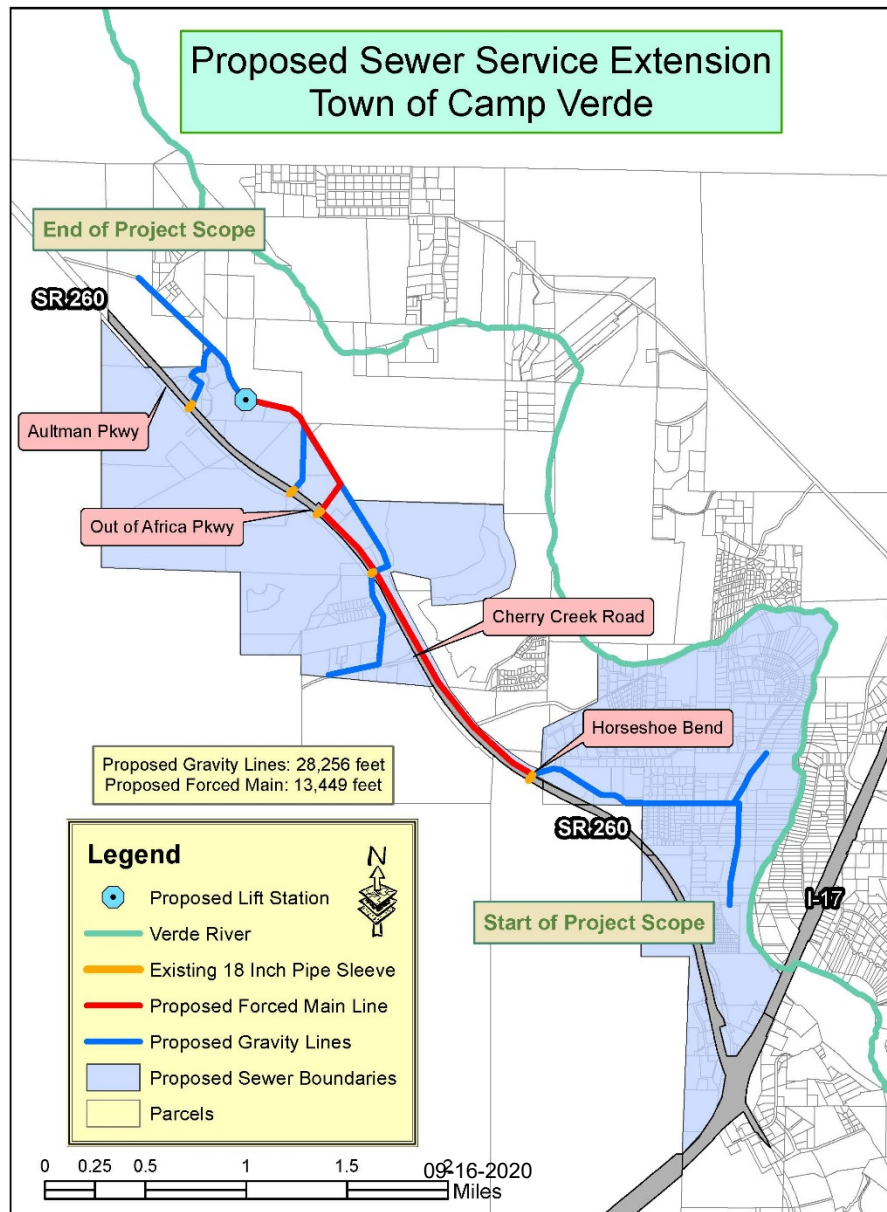
Michael Cafiso, Esq., Greenberg Traurig, LLP
cafisom@gtlaw.com
(602) 445-8425

Arizona City/Town Improvement Districts (IDs)

- Overview
- Funding of Improvements
- Characteristics
- Advantages / Disadvantages
- Legal Process Summary & Formation Material

APPENDIX:

Compliance Disclosure



Improvement District Bonds (or "ID Bonds") finance basic infrastructure (streets, water and sewer improvements, drainage, lighting systems, etc.). ID Bonds may not be issued to finance *general* public benefit purpose type improvements.

1. The type improvements eligible to be funded are extensive.
2. ID Bonds are secured by a lien on the real property benefited within a given district through the assessment process.
3. An assessment is determined for each parcel depending upon the benefit the parcel derives from the improvements.
4. The assessment may be paid up front in cash, or may be financed through the issuance of bonds.
5. Lien for the assessments is superior to all others, except property taxes.
6. Without waivers, at least 50% of the property owners of frontage within the proposed district must not object to being included in the district or protest the improvements.
7. Flexible bond call features.
8. Improvement district bonds are considered a contingent liability of the Town.

Legal:

1. Agency formed by the municipality
2. No separate board of directors (Town Council)
3. Existence terminates upon payment of the bonds
4. Indemnification requirements of the developer(s)
5. Special Assessment bonds only (no G.O. Bonds)

Operational:

1. No annual budget requirements or state reporting
2. Semi-annual assessment collections responsibility of the Town but can be contracted with County Treasurer for collection
3. May require assessments to be paid by original owner before sale or transfers with sale

Financial:

1. Fixed maximum assessment at time of formation: Based on benefit
2. Contingent general fund liability of the Town for assessments
3. Flexible Bond Structure: Principal payments can start construction +6 mo. (duration, callable)

Credit:

1. Debt to MAI appraised value requirements suggested – To be determined
2. Contingent liability of Town general fund serves as credit enhancement which generally allows for lower interest rates
3. Due diligence of project and developer/land owner required before bonds can be issued

ADVANTAGES

- Localizes financing of improvements
- Infrastructure improvements financed at attractive tax-exempt interest rates
- Property that benefits, pays
- Doesn't divert other resources for capital improvements
- Does not directly effect Town's general obligation debt capacity
- Residential and commercial development generates additional bed, sales and other tax dollars

DISADVANTAGES

- Contingent liability of the City or Town if property owners default on their assessments and the subject property is not purchased at auction – Town must make semiannual interest payments
- Lien attaches to property – often confused as “tax”
- Length of time required to establish district and proceed to sale of bonds
- Can require significant staff time to administer, especially if defaults occur

BOND DEBT SERVICE

Town of Paradise Valley, Arizona
 Special Assessment Revenue Bonds, Series 2020

Dated Date 07/01/2020
 Delivery Date 07/01/2020

Period Ending	Principal	Coupon	Interest	Debt Servi
07/01/2021	285,000	1.650%	119,650.00	404,650.
07/01/2022	290,000	1.800%	114,947.50	404,947.
07/01/2023	295,000	2.000%	109,727.50	404,727.
07/01/2024	300,000	2.050%	103,827.50	403,827.
07/01/2025	310,000	2.100%	97,677.50	407,677.
07/01/2026	315,000	2.200%	91,167.50	406,167.
07/01/2027	320,000	2.300%	84,237.50	404,237.
07/01/2028	330,000	2.400%	76,877.50	406,877.
07/01/2029	335,000	2.500%	68,957.50	403,957.
07/01/2030	345,000	2.600%	60,582.50	405,582.
07/01/2031	355,000	2.650%	51,612.50	406,612.
07/01/2032	365,000	2.700%	42,205.00	407,205.
07/01/2033	375,000	2.750%	32,350.00	407,350.
07/01/2034	385,000	2.800%	22,037.50	407,037.
07/01/2035	395,000	2.850%	11,257.50	406,257.
	5,000,000	09-16-2020	1,087,115.00	6,087,115.

Laughlin Ranch Boulevard Improvement District

City of Bullhead City, AZ



Bullhead City Improvement District, Assessment Bonds, Series 2017

Laughlin Ranch Boulevard Improvements

Allocation of Capital Costs to Property Owners Who Benefit from Public Infrastructure Improvements

Estimated Project Budget: \$3,820,000 (a)

Parcel #	Capital Cost Allocation %	Capital Cost Allocation
213-12-054	10.60%	\$404,920
213-14-055	39.10%	\$1,493,620
213-14-071	50.30%	\$1,921,460
	100.00%	\$3,820,000
	Bullhead City	\$1,500,000
Total Estimated Project Budget		\$5,320,000

Council Regular Session

7/16/2020

OFFICIAL STATEMENT DATED NOVEMBER 29, 2017

NEW ISSUE ONLY - BOOK-ENTRY-ONLY FORM

RATING: See "RATING" herein

In the opinion of Bond Counsel, assuming compliance with certain tax covenants and the accuracy of certain representations of the City, interest on the Bonds (i) will be excludable from gross income for federal income tax purposes under existing statutes, regulations, rulings and court decisions and (ii) will be exempt from income taxation under the laws of the State of Arizona. Interest on the Bonds will not be an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; however, such interest will be taken into account in determining adjusted current earnings for purposes of computing the federal alternative minimum tax imposed on certain corporations. See "TAX MATTERS" herein for a description of certain federal tax consequences of ownership of the Bonds.

The Bonds will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended. See "QUALIFIED TAX-EXEMPT OBLIGATIONS" herein.

\$3,230,000
CITY OF BULLHEAD CITY, ARIZONA
LAUGHLIN RANCH BOULEVARD IMPROVEMENT DISTRICT
IMPROVEMENT BONDS
(BANK QUALIFIED)

Dated: Date of Initial Delivery

Due: January 1, as shown on the inside front cover page

The City of Bullhead City, Arizona, Laughlin Ranch Boulevard Improvement District Improvement Bonds (the "Bonds") will be issued by the City of Bullhead City, Arizona (the "City"), to (i) finance the Improvements (as defined herein) within and serving the area comprising the "City of Bullhead City, Arizona Laughlin Ranch Boulevard Improvement District" (the "District"); (ii) provide for the payment of interest on the Bonds during construction of the Improvements and for up to six months thereafter; and (iii) pay costs of issuance of the Bonds. Purchases of the Bonds initially will be made in book-entry-only form as described herein only in amounts of \$5,000 of principal due on a single maturity date, or integral multiples thereof. Interest on the Bonds will be payable semiannually on each January 1 and July 1 commencing July 1, 2018.

The City initially intends to utilize the "book-entry-only system" of The Depository Trust Company, New York, New York ("DTC"), although the City and DTC each reserve the right to discontinue that system at any time. Utilization of the book-entry-only system will affect the method and timing of payment of principal of and interest on the Bonds and the method of transfer of the Bonds. So long as the book-entry-only system is in effect a single fully-registered Bond for each maturity thereof will be registered in the name of Cede & Co. through U.S. Bank National Association, the initial bond registrar and paying agent. DTC will be responsible for distributing the principal and interest payments to its direct and indirect participants who will, in turn, be responsible for distribution to the beneficial owners of the Bonds (the "Beneficial Owners"). So long as the book-entry-only system is in effect and Cede & Co., as nominee of DTC, is the registered owner of the Bonds, all references herein to owners of the Bonds will refer to Cede & Co. and not the Beneficial Owners. See APPENDIX G - "BOOK-ENTRY-ONLY SYSTEM" herein.

The Bonds will be subject to optional, special and mandatory redemption prior to their stated maturities. See "THE BONDS - Redemption Provisions" herein.

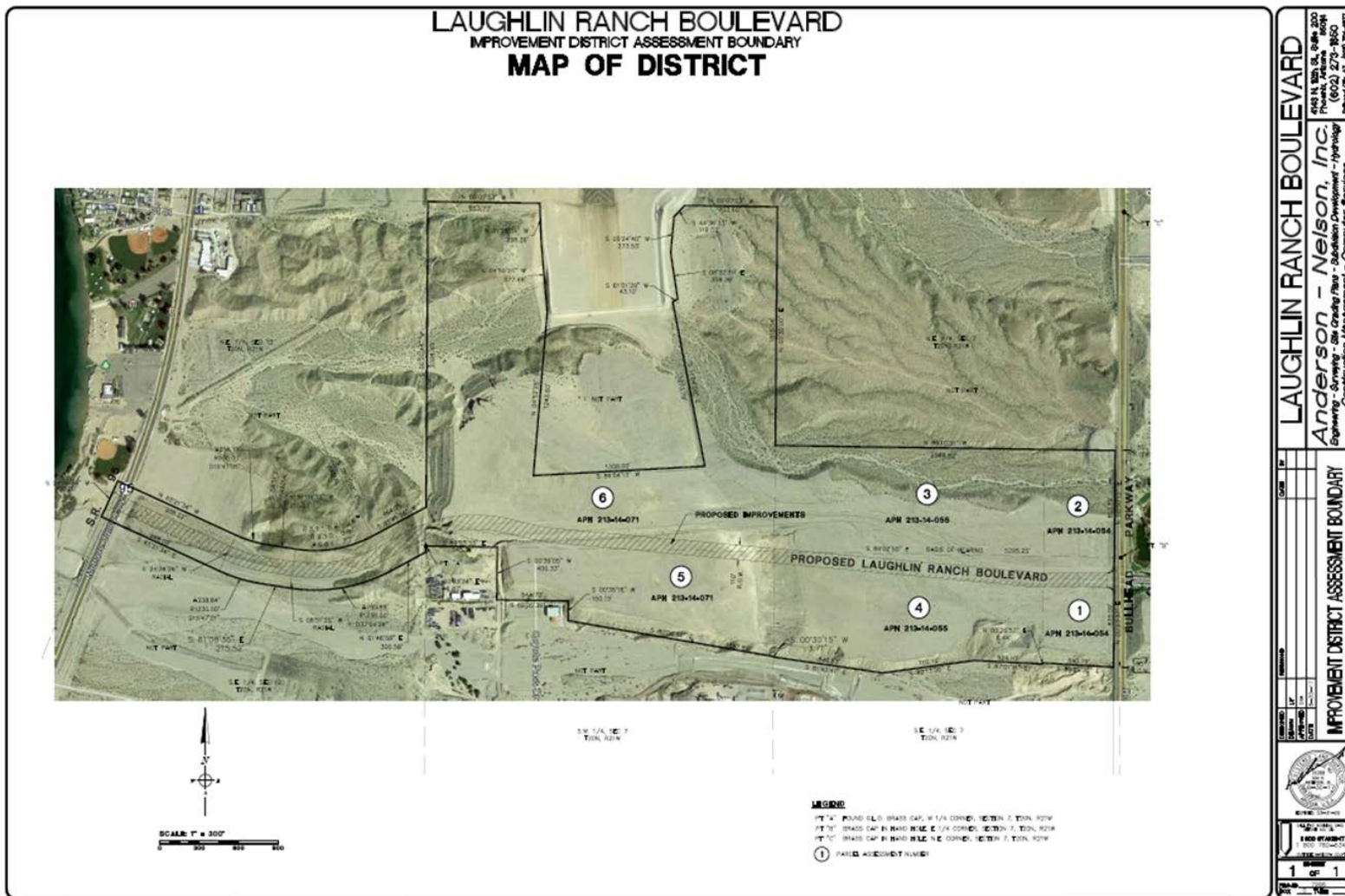
The Bonds will be secured by and payable only out of a special fund collected by the City from special assessments imposed upon the real property included within the District and assessed for the costs and expenses of the Improvements. See "THE BONDS - Security and Source of Payment" and "SPECIAL RISK FACTORS" herein.

An investment in the Bonds involves certain risks, including, but not limited to, those set forth under the heading "SPECIAL RISK FACTORS" herein.

The Bonds are offered when, as and if issued by the City and received by the underwriter identified below (the "Underwriter"), subject to the approving opinion of Greenberg Traurig, LLP, Bond Counsel, as to validity and tax exemption. In addition, certain legal matters will be passed upon for the Underwriter by Gust Rosenfeld P.L.C. It is anticipated that the Bonds will be available for delivery through the facilities of DTC on or about December 20, 2017.

This cover page contains certain information with respect to the Bonds for convenience of reference only. It is not a summary of the issue of which the Bonds are a part. Investors must read this entire Official Statement to obtain information essential to the making of an informed investment decision with respect to the Bonds.





- 660 acre special district (residential and commercial zoning) – located on I-10 and Jackrabbit Trail
- Important economic development area for the City
- \$2.5 million Special Assessment Bonds - sewer improvements, engineering, design and construction management
- 6% paid assessment in cash during cash collection period
- 20-year amortization, 6.25% (December 2009), A-Rating
- Bonds callable on any interest payment date – from redemptions, without penalty
- Assessment methodology – Assessments based on acreage
- Special assessments paid by property owners – transfers with the sale or exchange of property
- Value to Lien Requirements: 4:1 minimum generally (most parcels exceeded)

OFFICIAL STATEMENT DATED DECEMBER 3, 2009
(SUPERCEDES OFFICIAL STATEMENT DATED NOVEMBER 6, 2009)

NEW ISSUE ONLY - BOOK-ENTRY-ONLY FORM

RATING: See "RATING" herein

In the opinion of Gust Rosenfeld P.L.C., Phoenix, Arizona ("Bond Counsel"), under existing laws, regulations, rulings and judicial decisions, and assuming continuing compliance with certain restrictions, conditions and requirements by the Town as mentioned under "TAX EXEMPTION" herein, interest income on the Bonds is excluded from gross income for federal income tax purposes and is exempt from State of Arizona income taxes. Interest income on the Bonds is not an item of preference to be included in computing alternative minimum tax of individuals or corporations and is not taken into account as an adjustment to alternative minimum taxable income by corporations. See "TAX EXEMPTION" herein.

The Town has designated the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended, which relates to the ability of certain financial institutions to deduct interest expense allocable to holding and carrying tax-exempt obligations for federal income tax purposes. The Town has represented and warranted that it does not anticipate that the aggregate amount of tax-exempt obligations that will be issued by or on behalf of the Town in calendar year 2009 will exceed \$30,000,000.

\$2,545,000
TOWN OF BUCKEYE, ARIZONA
JACKRABBIT TRAIL SANITARY SEWER IMPROVEMENT DISTRICT
IMPROVEMENT BONDS
(BANK QUALIFIED)

Dated: Date of Initial Delivery

Due: January 1, as shown below

The Town of Buckeye, Arizona, Jackrabbit Trail Sanitary Sewer Improvement District Improvement Bonds (the "Bonds") will be issued by the Town of Buckeye, Arizona (the "Town"), to provide funds to (i) acquire and construct the Improvements (as defined herein); (ii) provide for the payment of interest payable on the Bonds during construction of the Improvements and for up to six months thereafter; and (iii) pay costs of issuance of the Bonds. Purchases of the Bonds initially will be made in book-entry-only form as described herein only in amounts of \$1,000 of principal amount due on a single maturity date, or integral multiples thereof. Interest on the Bonds will be payable semiannually on each January 1 and July 1 commencing January 1, 2010.

The Town initially intends to utilize the "book-entry-only system" of The Depository Trust Company, New York, New York ("DTC"), although the Town and DTC each reserve the right to discontinue that system at any time. Utilization of the book-entry-only system will affect the method and timing of payment of principal of and interest on the Bonds and the method of transfer of the Bonds. So long as the book-entry-only system is in effect a single fully-registered Bond for each maturity thereof will be registered in the name of Cede & Co. through Zions First National Bank, the initial bond registrar and paying agent. DTC will be responsible for distributing the principal and interest payments to its direct and indirect participants who will, in turn, be responsible for distribution to the beneficial owners of the Bonds (the "Beneficial Owners"). So long as the book-entry-only system is in effect and Cede & Co., as nominee of DTC, is the registered owner of the Bonds, all references herein to owners of the Bonds will refer to Cede & Co. and not the Beneficial Owners. See APPENDIX H hereto.

The Bonds will be subject to optional and mandatory redemption prior to their stated maturity dates. See "THE BONDS - Redemption Provisions" herein.

MATURITY SCHEDULE
Base CUSIP® No. 118089⁽¹⁾

\$2,545,000 6.25% Term Bond due January 1, 2029, Yield 6.25%

The Bonds will be secured by and payable from a special fund collected by the Town from special assessments imposed upon the real property included within the Jackrabbit Trail Sanitary Sewer Improvement District and assessed for the costs and expenses of the Improvements. See "THE BONDS - Security and Source of Payment."

An investment in the Bonds involves certain risks, including, but not limited to, those set forth under the headings "SPECIAL RISK FACTORS" herein.

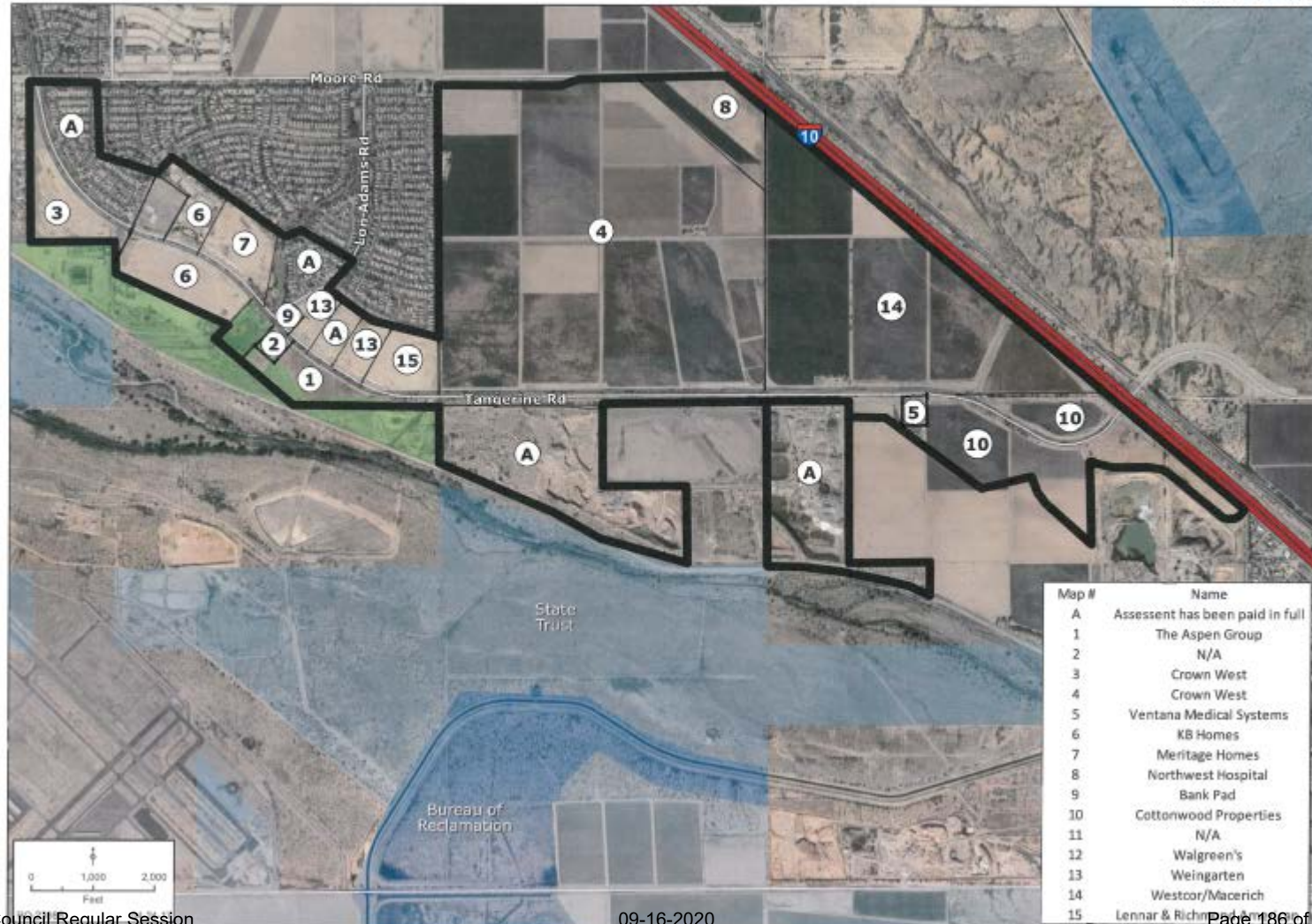
The Bonds are offered when, as and if issued by the Town and received by the underwriter identified below, subject to the approving opinion of Gust Rosenfeld P.L.C., Bond Counsel, as to validity and tax exemption. In addition, certain legal matters will be passed upon for the Underwriter by Greenberg Traugott, LLP. It is anticipated that the Bonds will be available for delivery through the facilities of DTC on or about December 10, 2009.

This cover page contains certain information with respect to the Bonds for convenience of reference only. It is not a summary of the issue of which the Bonds are a part. Investors must read this entire Official Statement to obtain information essential to the making of an informed investment decision with respect to the Bonds.

⁽¹⁾ Copyright© 2009, CUSIP Global Services. CUSIP®, a registered trademark of the American Bankers, CUSIP Data provided by the Standard & Poor's CUSIP Service Bureau, a division of The McGraw-Hill Companies, Inc. All rights reserved. This data is not intended to create a database and does not serve in any way as a substitute for the CUSIP Services Bureau.

TANGERINE FARMS IMPROVEMENT DISTRICT

Will White | John Carroll | 520.514.7454 | www.landadvisors.com



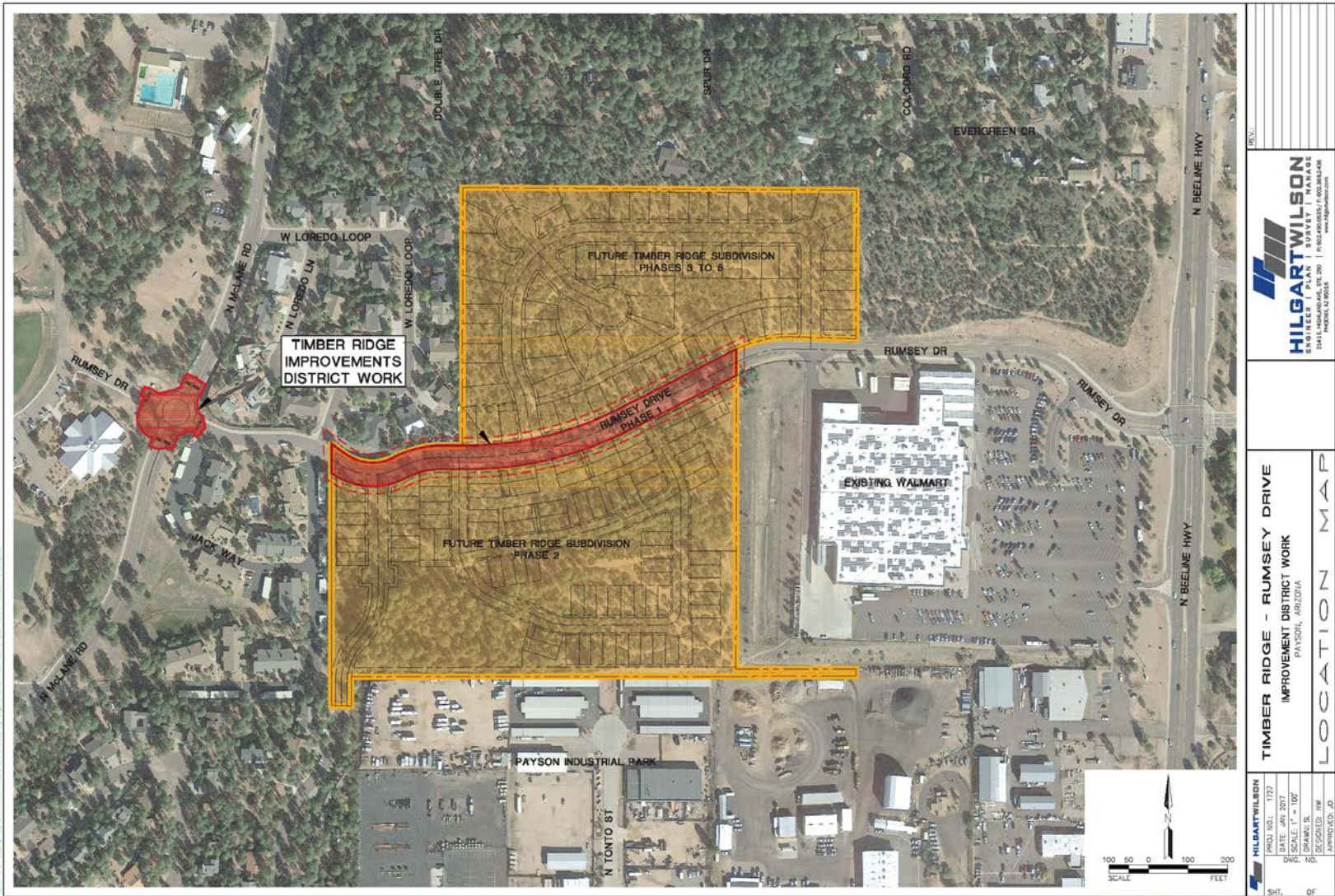
Project Summary: The 1,677 acres, 36-tract, primarily raw, unimproved land comprises the improvement district located in Kingman - the Mohave County seat and principal economic center for ranchers, tourists and residents in the region. Proceeds of the bonds will be used to construct the Airway Avenue Railroad underpass to allow access across Burlington Northern Santa Fe rail lines on the northeast side of Interstate 40 and Route 66. Several subdivisions and master-planned communities, with commercial development, are expected on the properties adjacent to major road and highway intersections.



- **Location:** Kingman, AZ in the central portion of Mohave County.
- **Bonds:** \$6,325,000 Special Assessment Improvement Bonds repaid through a range of approximately \$742 to \$1,243 assessment per residential lot, with a total assessment per acre set at approximately \$4,000.
- **Stifel Role:**⁽¹⁾ Underwriter. Worked with City staff, developers, landowners and project consultants to determine the assessment structure and, in tandem, issue rated and insured excise tax revenue bonds for the City, to finance the underpass.

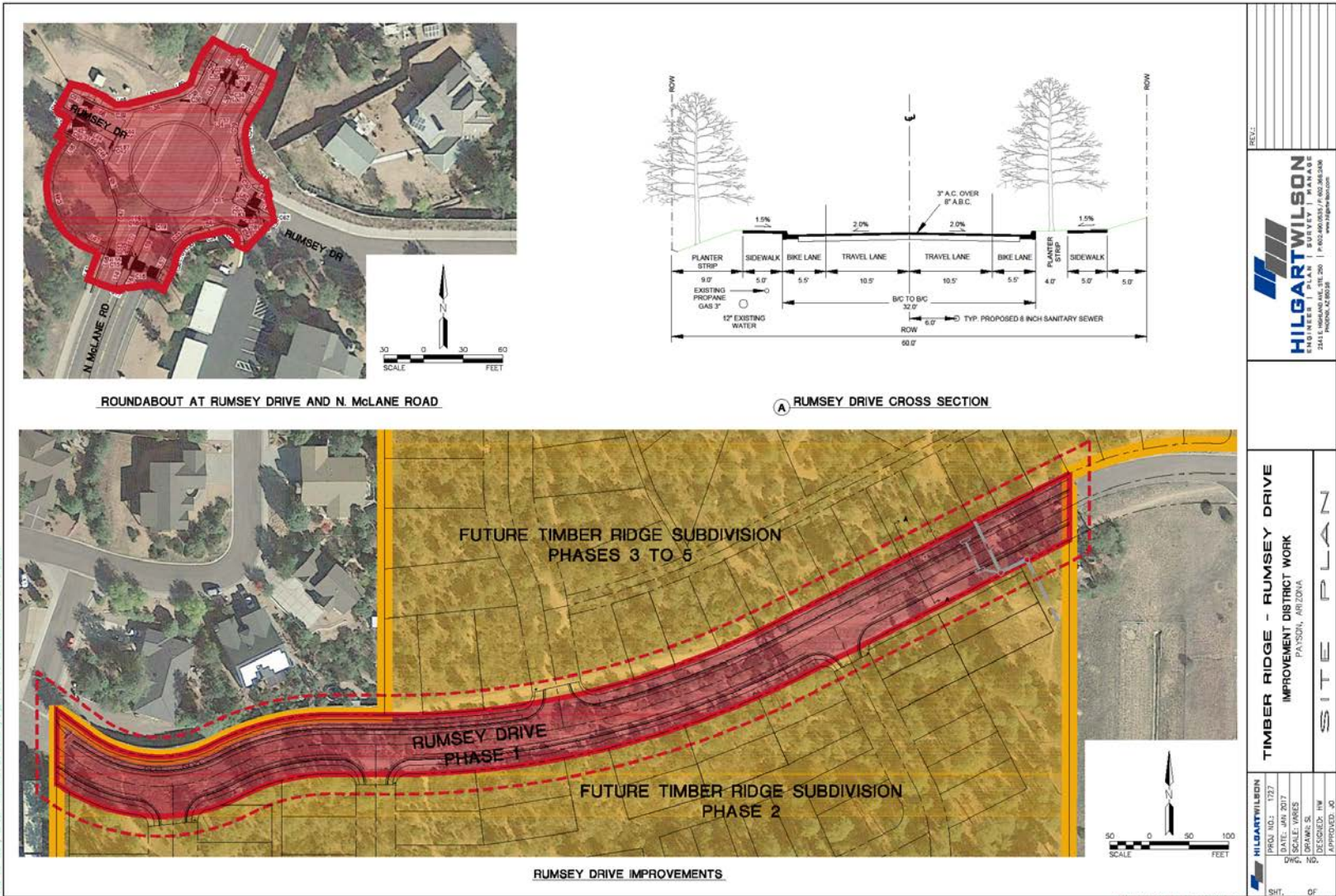
⁽¹⁾ Stifel, when referenced, also refers to Stone & Youngberg, acquired by Stifel in 2011.
Council Regular Session 09-16-2020

Proposed Timber Ridge Improvement District Location Map



<p>HILGART WILSON LAND SURVEYORS & ENGINEERS 204 E. HIGHLAND AVE., STE. 200 PHOENIX, AZ 85016 www.hilgartwilson.com</p>	
TIMBER RIDGE - RUMSEY DRIVE IMPROVEMENT DISTRICT WORK PAYSON, ARIZONA	
PLAN LOCATION	
HILGART WILSON PROJ. NO.: 18272 SHEET NO.: 107 DRAWING NO.: DESIGNED BY: APPROVED BY:	SHEET OF

Proposed Timber Ridge Improvement District Site Plan



State of Arizona Municipal Improvement District Formation, Assessment of Bond Issuance Process

Week Number		Action Item
Waiver	No Waiver	
1	1	1. Landowners propose improvements to be constructed by municipality.
4	4	2. Engineer prepares preliminary plans and specifications and cost estimates of improvements (at least 30% design).
6 (Could be combined with ROW)	6	3. Municipality adopts <u>Resolution of Intention ("ROI")</u> to order improvements. ROI must include description of improvements, area to be included in improvement district, reference to preliminary plans and specifications, cost of improvements, maximum principal amount of bonds and maximum interest rate on bonds to be issued to finance improvements.
Waived	6	4. Notice of ROI is posted and published by the municipality.
Waived	8	5. Protests of objections must be filed within 15 days of final posting or publication of ROI. If protests or objections, the municipality holds hearing and if sufficient protests are made, municipality is barred from preceding any further on improvements for 6 months.
8	10	6. Engineer prepares final plans and specifications.
8	10	7. Municipality adopts <u>Resolution Ordering Work ("ROW")</u> and inviting sealed construction bids.
Waived	10	8. ROW is posted and published.
12	14	9. Municipality receives bids for improvements and awards construction contract.
Waived	15	10. Notice of award of construction contract is published.
Waived	17	11. Objections to award of construction contract and all prior proceedings, if any, must be filed within 15 days of first publication (municipality may abandon proceedings or correct or modify any portion.)
12	18	12. Municipality executes construction contract.
(Combine w/ bond documents)	(Combine w/ bond documents)	13. Municipality adopts <u>Resolution Approving Engineer's Diagrams and Directing Levy of Assessment</u> . (Resolution can be adopted concurrent with adoption of Bond Resolution).
1 day period	19	14. Municipality mails assessments, begins 30 day cash collection period for those, if any, who wish to pay assessment in cash.
13	23	15. File list of unpaid assessments with City Clerk.
14	24	16. Municipality issues bonds for amount of unpaid assessments.
16	26	17. Proceeds from sale of bonds applied, along with prepaid assessments, to pay costs of improvements.
		18. Recapitulation of assessments.
		19. Installments on unpaid assessments are applied to periodic principal and interest payments on bonds.
		20. If assessments are not paid, municipality forecloses on delinquent properties. (Municipality must make short-term loan to pay bonds pending receipt of amounts from foreclosure sale.)
		21. Municipality must purchase properties from general fund of municipality if no other bids at foreclosure sale (Property tax must be paid on property within the municipality if general fund is insufficient.)

Week Number		Action Item
Waiver Signed by Owners of all Property Assessed	No Waiver	
1	1	1. Landowners propose improvements to be constructed.
4	4	2. Engineer prepares preliminary plans and specifications and cost estimates of improvements (at least 30% design).
6 (Could be combined with ROW)	6	3. District adopts <u>Resolution of Intention (“ROI”)</u> to order improvements. ROI must include description of improvements, area to be included in assessment area, reference to preliminary plans and specifications, cost of improvements, maximum principal amount of bonds and maximum interest rate on bonds to be issued to finance improvements.
Waived	6	4. Notice of ROI is posed and published by the district.

Week Number		Action Item
Waiver	No Waiver	
Waived	8	5. Protests of objections must be filed within 15 days of final posting or publication of ROI. If protests or objections, the district holds hearing and if sufficient protest are made, district is barred from preceding any further on improvements for 6 months.
8	10	6. Engineer prepares final plans and specifications.
8	10	7. District adopts <u>Resolution Ordering Work "ROW"</u> and inviting sealed construction bids.
Waived	10	8. ROW is posted and published.
12	14	9. District receives bids for improvements and awards construction contract.
Waived	15	10. Notice of award of construction contract is published.

Week Number		Action Item
Waiver	No Waiver	
Waived	17	11. Objections to award of construction contract and all prior proceedings, in any, must be filed within 15 days of first publication (district may abandon proceedings or correct or modify any portion.)
12	18	12. District executes construction contract.
(Combine w/bond documents)	(Combine w/bond documents)	13. District adopts <u>Resolution Approving Engineer's Diagrams and Dirction Levy of Assessment</u> . (Resolution can be adopted concurrent with adoption of Bond Resolution).
1 day period	19	14. District mails assessments, begins 30 day cash collection period for those, if any, who wish to pay assessment in cash

Week Number		Action Item
Waiver	No Waiver	
13	23	15. File list of unpaid assessments with District Clerk.
14	24	16. District issues bonds for amount of unpaid assessments.
16	26	17. Proceeds from sale of bonds applied, along with prepaid assessments, to pay costs of improvements.
		18. Recapitulation of assessments.

Week Number		Action Item
Waiver	No Waiver	
		19. Installments on unpaid assessments are applied to periodic principal and interest payments on bonds.
		20. If assessments are not paid, district forecloses on delinquent properties.
		District/Town NOT required to purchase properties from district if no bids at foreclosure sale

Appendix

