

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
Wednesday, January 30, 2008  
6:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Update on the Town's Fiscal Year 07/08 Financial Status followed by discussion, consideration, and possible direction to the Manager to implement corrective actions related to the expenses and revenues that will accrue by June 30, 2008.** Staff resource: Michael Scannell
4. **Discussion, consideration, and possible authorization for the Manager to sign an engagement letter contracting Heinfeld, Meech & Co., P.C. Certified Public Accountants, specifically Cherie Roberts, to provide financial management advisory services as needed between February 1, 2008 and June 30, 2008 in an amount not to exceed \$25,000. This action is in lieu of hiring a Finance Director at this point.** This is a budgeted item in the General Fund. Staff Resource: Michael Scannell
5. **Adjournment**

Posted by: U Jones

Date/Time: 1-25-08 8:15 a.m.

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

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

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

**Meeting Type: Regular**

**Meeting Date: January 30, 2008**

**Consent:**  **Executive Session/Confidential:**  Type(s) of Presentation: Verbal Only

**AGENDA TITLE: Update on the Town's Fiscal Year 07/08 financial status followed by discussion, consideration and possible direction to the Manager for implementing corrective actions of the expenses and revenues that will accrue by June 30, 2008. (Staff Resource: Michael K. Scannell)**

**PURPOSE AND BACKGROUND INFORMATION:** Town of Camp Verde's financial status presentation/report.

**STAFF RECOMMENDATION(S):** Direct the Manager to make the accounting adjustments to the appropriate expenses and revenues line items that will accrue by June 30, 2008.

**LIST ALL ATTACHMENTS:** Financial status report - provided under separate cover.

**Type of Document Needing Approval (Check all that apply):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval      | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause                    |
| <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Grant Submission   | <input type="checkbox"/> Intergovernmental Agreement         |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance          | <input type="checkbox"/> Preliminary Plat                    |
| <input type="checkbox"/> Public Hearing           | <input type="checkbox"/> Resolution         | <input type="checkbox"/> Special Consideration               |
| <input type="checkbox"/> Special/Temp Use Permit  | <input checked="" type="checkbox"/> Other:  | <input checked="" type="checkbox"/> Presentation/Report Only |

**Finance Director Review**

Budgeted/Amount N/A \$0

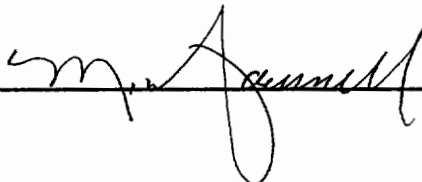
Comments:

Fund:

Line Item/:

**Submitting Department: Administration Contact Person: Michael K. Scannell**

**Town Manager/Designee:**

 1-24-08

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

**Meeting Type: Regular**

**Meeting Date: January 30, 2008**

**Consent:**  **Executive Session/Confidential:**  Type(s) of Presentation: Verbal Only

**AGENDA TITLE:** Discussion, consideration and possible authorization for the Manager to sign an engagement letter contracting Heinfeld, Meech & CO., P.C. Certified Public Accountants, specifically Cherie Roberts, to provide financial management advisory services as need between February 1, 2008 and June 30, 2008 in an amount not to exceed \$25,000. This action would be in lieu of hiring a finance director at this point. (Staff Resource: Michael K. Scannell)

**PURPOSE AND BACKGROUND INFORMATION:** Since my employment commenced on October 1, 2007, I have been serving as both Town Manager and Finance Director. Per our previous discussion, I will need the assistance, support and expertise that Heinfeld, Meech & CO., P.C. Certified Public Accountants can provide.

**STAFF RECOMMENDATION(S):** In lieu of hiring a finance director at this point, authorize the Manager to sign an engagement letter contracting Heinfeld, Meech & CO., P.C. Certified Public Accountants, specifically Cherie Roberts, to provide financial management advisory services as need between February 1, 2008 and June 30, 2008 in an amount not to exceed \$25,000.

**LIST ALL ATTACHMENTS:** Heinfeld, Meech & CO., P.C. Certified Public Accountants' Engagement Letter.

**Type of Document Needing Approval (Check all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Acceptance/Approval      | <input checked="" type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause            |
| <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Grant Submission              | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance                     | <input type="checkbox"/> Preliminary Plat            |
| <input type="checkbox"/> Public Hearing           | <input type="checkbox"/> Resolution                    | <input type="checkbox"/> Special Consideration       |
| <input type="checkbox"/> Special/Temp Use Permit  | <input checked="" type="checkbox"/> Other:             | <input type="checkbox"/> Presentation/Report Only    |

**Finance Director Review**

Budgeted/Amount: NO

**Comments:** Although the expense to contract Heinfeld, Meech & CO., P.C. Certified Public Accountants was not budgeted in 07/08, I am proposing that the Town fund the expense from the amounts budgeted for the finance director's position.

Fund:

Line Item/:

**Submitting Department: Administration Contact Person: Michael K. Scannell**

**Town Manager/Designee:**  1-23-08/MS



**HEINFELD, MEECH & CO., P.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

Gary Heinfeld, CPA, CGFM  
Nancy A. Meech, CPA, CGFM  
Jennifer L. Shields, CPA  
Corey Arvizu, CPA

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October 26th, 2007

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

Dear Mr. Scannell:

This letter will serve as the formal proposal and engagement letter for the services you have requested our firm to perform and the terms under which we will agree to do that work. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from our work. In other words, we want you to know the limitations of the consulting services you have asked us to perform. If you are confused at all by this letter or believe we have misunderstood what you need, please call to discuss this letter before you consider or approve it.

***Services To Be Provided***

At your request and under your direction, we will provide the following:

1. Management advisory services as needed.

***Fees/Time/Withdrawal***

Due to the nature of this project our firm will bill on an hourly rate basis and a majority of the hours will be performed by a manager. Our firm's hourly rates are as follows:

<u>Position</u>	<u>Hourly Rate</u>
Partner	\$ 185
Manager	\$ 155
Senior	\$ 115
Staff	\$ 89

You agree that if you fail to pay for services rendered or expenses incurred for this engagement, we either may discontinue performing services for you until all outstanding balances are paid and/or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent. You recognize that any discontinuation of work or withdrawal by us could seriously harm your interests, but nevertheless specifically give your consent to us to do so and to any court of law, arbitrator or other forum to allow us to withdraw if we choose to withdraw from this engagement for any reason at our sole discretion.

### ***Mediation/Arbitration***

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

### **Conclusion**

This letter sets forth the entire agreement relating to our consulting services. This letter supersedes any prior agreements, discussions or understandings. No amendment or modification of this agreement shall be valid unless in writing, signed by both parties to this agreement.

If this letter correctly describes our engagement, please sign the original of this engagement letter.

Sincerely,

Scott W. Kies, CPA  
Partner  
Heinfeld, Meech & Co., P.C.

The above letter confirms our understanding of the services to be performed and the limitations of those services.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date