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AGENDA

REGULAR SESSION

MAYOR AND COUNCIL

COUNCIL CHAMBERS - 473 S. Main Street, Room #106

WEDNESDAY, FEBRUARY 17, 2010

at 6:30 P.M.

1. **Call to Order**
 2. **Roll Call**
 3. **Pledge of Allegiance**
 4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Session February 8, 2010
 - 2) Executive Session – February 8, 2010 (Recorded)
 - 3) Special Session – February 3, 2010
 - 4) Regular Session – February 3, 2010
 - 5) Executive Session – February 3, 2010 (Recorded)
 - 6) Council Hears Planning & Zoning Matters – January 27, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
 - 2) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat
 - 3) March 3, 2010 at 6:30 p.m. – Regular Session
 - 4) March 17, 2010 at 6:30 p.m. – Regular Session
 - 5) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of Resolution 2010-804, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2011 Fiscal Year Highway Safety Plan. This application requests \$15,000 to purchase a "Total Station Collision Measurement System."**
Staff Resource: David R. Smith
 5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
 6. **Call to the Public for Items not on the Agenda**
 7. **Yavapai-Apache Nation Chairman Thomas Beauty will update the Council on the Nation's activities and present a check to the Town in the amount of \$80,526.00 as a contribution from Cliff Castle Gaming Facility, pursuant to Section 12 (d)(1) of the Tribal-State Gaming Compact, followed by possible authorization to appropriate the funds as requested by the Nation for the following: Camp Verde Unified School District Tutor (CVUSD) in the amount of \$33,000 and \$47,526 for the Community Pool and Library Construction. Authorization, if approved, will include the approval to transfer to the funds to CVUSD. Appropriations for the pool and library will be determined during the budget process. Staff Resource: Debbie Barber**
- Items 8 & 9 are carried over from the 2-3-10 Regular Session
8. **Discussion, consideration, and possible approval of the following:** Staff Resource: Carol Brown
 - a. **Authorization to change the general liability limit requirements for casual vendors from \$1 million per occurrence and \$2 million aggregate and naming the Town of Camp Verde as additional insured to \$1 million per occurrence and \$1 million aggregate and naming the Town of Camp Verde as additional insured.**
 - b. **Authorization to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga, etc.) The aforementioned vendors would be similar to a contract employee. Before commencing their program, vendors will sign a Waiver holding the Town harmless.**
 - c. **Authorization to permit and encourage sponsors of events held on Town property to obtain one Master/Blanket (Blanket) insurance policy for the special event pending proof from the insurance company that the sponsor and each participating vendor are covered in the Blanket Policy, and the insurance policy includes certain baseline monetary thresholds depending upon the circumstance applicable to the sponsor's event.**

Mayor Burnside requested item #9:

9. **Discussion, consideration, review, and possible approval of and/or direction to staff to make changes as discussed and bring back the Special Event Permitting Process and Handbook for Council consideration and possible approval at the earliest possible date.** Staff Resource: Debbie Barber
10. **Discussion and consideration of the After Action Review Report, which records the emergency response assessment of the winter storm and forecasted flooding of January 2010.** Staff Resource: David R. Smith
11. **Discussion, consideration, and 1) possible acceptance of the update on the financial status of the Town of Camp Verde for the first half of the 2009-2010 fiscal year; and 2) possible approval of the recommended budget appropriation adjustments to bring expenditures in line with projected revenues for the remainder of the 2009-2010 fiscal year.** Staff Resource: Michael Scannell.
12. **Discussion, consideration, and possible selection of one of the following financial options below (see attachments "A" and "B" and authorization for and direction to the Manager to enter into negotiations with the Arizona State Parks Board relative to the execution of an Intergovernmental Agreement (IGA) which will address the Town of Camp Verde tendering to the State of Arizona funding so as to maintain the operational viability of Fort Verde State Historic Park (Park), the term of the agreement is contemplated to run from March 30, 2010 to March 29, 2011. Funding for the operation Fort Verde State Parks is unbudgeted and will come from the Contingency Fund.** Staff Resource: Michael Scannell.
 - **Option 1: Attachment A - maintain the operational status of Fort Verde Historic State Park with the staffing levels that were in place while Arizona State Parks operated the park. The State's budget for this option is \$244,500.**
 - **Option 2: Attachment B - This option replaces some of the paid work force with a comprehensive volunteer program which is predicated on the belief that there exists a need to make available no less than 2,200 volunteer hours on an annual basis as a supplement to the paid staff that are believed to be required to deliver the level of service to which the public has become accustomed. The cost to the Town for Option 2 is anticipated to be approximately \$77,000.**
13. **Discussion, consideration, and possible approval of Resolution 2010-805, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the Town of Camp Verde Fraud Policy.** Staff Resource: Lisa Elliott
14. **Discussion, consideration, and possible direction to staff relative to adding a "Special Announcements and Presentations" section to the agenda immediately following the Consent Agenda.** Staff Resource: Debbie Barber

Councilor Baker requested item #15:

15. **Discussion relative to terminating the IT services with a local business and retaining an out-of-town business to provide those services for the Town. Discussion may include, but not be limited to Council's policy to support local businesses, cost, savings, benefits, procurement procedures used, etc.**
16. **Call to the Public for Items not on the Agenda.**
17. **Advanced Approvals of Town Expenditures.** There are no advanced approvals.
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**

Posted by: Virginia Jones

Date/Time: 2-11-2010

8:50 a.m

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

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

4a.1

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
MONDAY, FEBRUARY 8, 2010
4:00 p.m.**

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

1. Call to Order

Mayor Burnside called the meeting to order at 4:01 p.m.

2. Roll Call

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

Also Present:

Town Manager Michael Scannell, Town Attorney William Sims, telephonically, Acting Community Development Director Michael Jenkins, and Town Clerk Deborah Barber

On a motion by Garrison , seconded by Baker, the Council voted unanimously to go into executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation.

The Special Session was recessed at 4:03 p.m. and reconvened at 5:46 p.m.

3. Discussion, consideration, and possible direction to staff relative to negotiations with California Hotwood, Inc., and business entities and affiliates related to the Zellner family.

There was no action taken.

4. Adjournment

On a motion by German, seconded by Roulette, the Special Session was adjourned at 5:46 p.m.

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 8th day of February 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Deborah Barber, Town Clerk

4a.3

MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 3, 2010
5:15 P.M.

1. Call to Order

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

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, Garrison, German, Roulette & Whatley.

Also Present: Town Manager Michael Scannell, Attorneys William Sims and Steve Wene, telephonically, and Town Clerk Deborah Barber.

Mayor Burnside commended staff for receiving relevant material in advance of the meeting, so that Council could be prepared. Burnside stated that he was not that familiar with the issue.

On a motion by Kovacovich, seconded by Baker, the Council voted unanimously to adjourn to executive session for legal advice.

A recess was called at 5:17 p.m. to go into Executive Session

- 3. Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town water attorney and Town Attorney for legal advice relative to a proposed water rights agreement between the River Ranch Estates Subdivision (formerly identified, incorrectly, as Verde Ranch Estates Subdivision) and the Town of Camp Verde and the impact of recent case law.** Please note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in discussions conducted in order to avoid or resolve litigation. **Staff Resource: Michael Scannell**

The Special Session was called back to order at 6:15 p.m.

There was no action taken.

4. Adjournment

On a motion by Baker, seconded by German, the meeting was adjourned at 6:15 p.m.

Bob Burnside, Mayor

Deborah Barber, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 3rd day of February 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Deborah Barber, Town Clerk

4 a. 4

MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 3, 2010
6:30 P.M.

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

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette and German were present.

Also Present: Town Manager Michael Scannell, Public Works Director Ron Long, Special Projects Administrator Matt Morris, Town Marshal Dave Smith, Acting Community Development Director Mike Jenkins, Recreation Supervisor Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Baker.

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 – January 20, 2010
 - 2) Special Session – January 20, 2010
 - 3) Executive Session – January 20, 2010 (recorded (2))
 - 4) Special Session – January 20, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) February 17, 2010 at 6:30 p.m. – Regular Session
 - 2) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
 - 3) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat
 - 4) March 3, 2010 at 6:30 p.m. – Regular Session
 - 5) March 17, 2010 at 6:30 p.m. – Regular Session
 - 6) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible authorization for the Municipal Court to apply for a Municipal Fill the Gap grant to pay for the annual maintenance fee of approximately \$650.00 from 4-13-10 through 4-12-11 for the audio/visual system used for in-custody defendants, the monthly DSL line charges from 2-2010 through 4-12-11, totaling approximately \$750.00, and to purchase a switch box to place on the DSL modem and a longer line to accommodate moving the audio/visual system as needed at a cost of approximately \$100.00. This is an allowable expense in the designated Fill the Gap Funds line item. The balance in this account is currently \$16,700. Staff Resource: Jacque Daughety**
 - d) **Possible approval of Resolution 2010-800, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the 2nd amendment to the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to designate the previously approved funding of \$18,000 for Fort Verde State Historic Park (Park) in order to continue the operations of the Park through March 29, 2010. This is an unbudgeted item from the General Fund. Staff Resource: Michael Scannell**
 - e) **Possible authorization to pay \$3,814.95 for loss adjustment expenses to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde litigation. This item is budgeted subject to approval of reappropriation of budgeted funding to the Litigation line item 01-20-16-7110 in the Legal Department. Staff Resource: Michael Scannell**
 - f) **Possible authorization to 1) pay \$29,669.39 to Southwest Risk for Sophronia Zellner et al. v. Town of Camp Verde litigation and 2) transfer of \$60,000 from the Contingency Fund to Litigation Expenditures in the Legal Department (01-20-16-7110). Staff Resource: Michael Scannell**
 - g) **Possible approval of the FY 2010-2011 Budget Calendar Staff Resource: Lisa Elliott**
 - h) **Possible approval of Resolution 2010-803, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of The Planning and Zoning Ordinance**

and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Council. Staff Resource: Matt Morris

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with Items 4.b)3), 4.e), 4.g) and 4.h) pulled for discussion, and a Special Session added for February 20, 2010, at 4:00 p.m.

Garrison requested that Item 4.b)3) be discussed further; Whatley requested that Item 4.g) be pulled for discussion; Baker had a question regarding Item 4.h); and Garrison had a question for Item 4.e). Barber reminded the Council that a Special Session is to be set for February 10th; after discussion the time was set for 4:00 p.m.

4.b)3) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved resetting the meeting time for February 24, 2010, Council/Staff Retreat to 4: 00 p.m.

4.e) Possible authorization to pay \$3,814.95 for loss adjustment expenses to Southwest Risk/Arizona Municipal Risk Retention Pool for Alpha, LLC & Tanner Enterprises, LLC v. Town of Camp Verde litigation. This item is budgeted subject to approval of reappropriation of budgeted funding to the Litigation line item 01-20-16-7110 in the Legal Department.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Item 4.e) as presented.

4.g) Possible approval of the FY 2010-2011 Budget Calendar

On a motion by Whatley, seconded by Garrison, the Council unanimously accepted Item 4.g) with the changes to the 12th and the 26th as the start time as 1:00 p.m., possibly going to 6:00 p.m.

4.h) Possible approval of Resolution 2010-803, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, suspending Section 124, Design Review, of The Planning and Zoning Ordinance and directing the Community Development Department to review and process site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Council.

On a motion by Baker, seconded by German, the Council unanimously approved Item 4.h), with the correction to the language in Resolution 2010-803 to read, "...while the comprehensive update of the **Planning & Zoning Ordinance** is ongoing;...", also wherever that is referred to in the Ordinance.

5. Council Informational Reports.

Garrison said she obtained a copy of an ADOT Quarterly Status Report that contains a lot of information on the projects, and gave the website where the information is also available; she also shared the website for the upcoming Pecan & Wine Festival; Garrison also thanked the Yavapai-Apache Nation for their assistance with the recent flooding on January 21st.

Baker said that Norma said it all.

Burnside apologized for his picture taking up space in the local newspaper since there are more important things to be reading about. Burnside sincerely thanked everyone for their phone calls and enthusiasm shown in wanting to help keep Fort Verde open.

6. Call to the Public for Items not on the Agenda

(Comments from the following individuals are summarized.)

Sheila Stubler gave an update on events being planned for Fort Verde State Park, including a visit by the Buffalo Soldiers during the upcoming Pecan and Wine Festival to help celebrate the month of February and African-American month. The Fort will be hosting for the first time a pecan pie contest, using only Camp Verde pecans, together with related activities. Ms. Stubler also thanked everyone for support of the Fort.

Steve Goetting reported in detail on the preparations for the Pecan, Wine & Antique Festival, including the number of wineries expected to participate, numerous antique dealers, bands that will be entertaining, car show, Saturday morning pancake breakfast, participation in the pecan pie contest, vendors, and educational seminars.

There was no further public input.

7. Discussion, consideration, and possible approval of and authorization for the Mayor to sign the following liquor license applications for the Pecan, Wine & Antique Festival: Freitas Vineyard, Page Springs Cellars, Granite Creek Vineyard,

Caduceus Cellars, Jerome Winery, Kokopelli Winery, Pillsbury Wine Co., Alcantara LLC, Javelina Leap Vineyard Winery, Oak Creek Vineyards & Winery. *Staff Resource: Debbie Barber*

On a motion by Garrison, seconded by Baker, the Council unanimously authorized the Mayor to sign the liquor license applications for the 2010 Pecan, Wine & Antique Festival.

Town Clerk Barber explained that the Department of Liquor requires Council approval of the Wine Festival licenses applied for by the wineries; such approval is required for each event that is held.

Mayor Burnside requested item #8:

8. **Discussion, consideration, and possible direction to staff to waive the Town's fees associated with the Pecan, Wine & Antique Festival. A portion of the profits will be donated to Citizens Committee for Camp Verde Library (CCCVL). Deposit fees will not be waived and insurance will be required. Based on the application submitted, a preliminary estimate sets the minimum fees for a non-profit organization at approximately \$3,015.00, plus \$1,600 for two deputies, as required when alcohol is sold or consumed, plus \$25.00 for each Special Event Vendor License. Additional fees will apply if the vendor plans to use staff time for set up or cleaning, preparing permits or use of additional facilities, equipment, or utilities. CCCVL is also requesting return of liquor license fees in the amount of \$500.00. This is an unbudgeted item.**

On a motion by Roulette, seconded by Whatley, the Council unanimously voted to waive the fees for the 2010 Pecan, Wine and Antique Festival, with the following exceptions: \$300 for electricity will be charged; \$150 for the stage setup, and \$65 for the gym floor prep; the vendor fees and the liquor license application fees will remain in effect; the Town will subsidize the Marshal's office participation; for a total of \$515, and any damages that occur will be reimbursed from the deposits.

Burnside said that the Council has had a discussion several times regarding waiving fees for non-profit organizations; however, Town staff does not have the authority to waive any fee or give away property; he requested this agenda item as he would to respect any citizen's request.

Linda Harkness, President of the Citizens Committee for the Camp Verde Library (CCCVL), the sponsor of the Pecan & Wine Festival, gave a presentation in support of the request to waive the fees listed. The goal of the CCCVL is to raise funds to build a new library for the Town; raising funds has been very difficult this last year because of the economy. With the promise of help from Steve Goetting, who had planned to put the event on as a private individual and will be providing much of the capital; CCCVL agreed to sponsor the Pecan & Wine Festival since it is a non-profit entity and the fees would therefore be much less; CCCVL is to receive a portion of the profit to be realized from the event.

In discussion with the Council, Ms. Harkness explained that although the agreement has not been finalized, CCCVL will be protected, and from the proceeds from the event, any amounts expended will first be reimbursed to CCCVL and Goetting, with the remaining proceeds to be shared. In response to a question, Mr. Goetting said that the last-minute applications for the event resulted from the lack of a handbook and confusion over what will and will not be required for such events, as well as the last-minute need to involve CCCVL as the non-profit entity. The Council held a detailed discussion, with input from Marshal Smith confirming the need to provide two officers for security purposes, and an outline from Mr. Goetting on the physical accommodations and security arrangements. It was agreed that CCCVL's cause is a noble one; at the same time, the event will be costing the Town money and taking up a lot of staff time. There was a lengthy discussion on the different categories requiring fees, and agreement on which fees the Council would be willing to waive in the amount of \$2,500. The fees waived and the fees to be charged were then memorialized in the official action taken. Councilor German stated for the record that she will vote with the majority; but disagrees with charging the fee for electricity.

A recess was called at 8:07 p.m.; the meeting was called back to order at 8:19 p.m.

9. **Second Public Hearing for the purpose of selecting projects to submit to the FY 2009 State Special Projects Fund and the FY 2010 Regional Account for Community Development Block Grant Funds. The projects are prioritized in the following order: 1) Hollamon Street Improvement Project, 2) Senior Center Renovations Project, and 3) Head Start Playground Improvement Project. The public hearing will be followed by discussion, consideration, and possible approval of the following resolutions as required by the granting agency: Staff Resource: Debbie Barber**
- a. **Possible approval of Resolution 2010-797, authorization to submit applications and implement CDBG Regional Account and SSP Projects: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of applications for FY10 Community Development Block Grant Funds (CDBG) and FY09 CDBG State Special Projects Funds (SSP), certifying that said applications meet the community's previously identified housing and community development needs and the requirements of the State CDBG Program, and authorizing all actions necessary to implement and complete the activities outlined in said**

applications.

- b. **Possible approval of Resolution 2010-798 – Relocation Assistance Plan as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting a Residential Antidisplacement and Relocation Assistance Plan for FY 2010, as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended.**
- c. **Possible approval of Resolution 2010-801, commitment of local leveraged funds/resources: a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona committing local resources as leverage for the FY 2009 State Special Projects Fund Application.**

On a motion by Garrison, seconded by Baker, the Council unanimously approved Resolutions 2010-797, 2010-798, and 2010-801, as presented.

Barber said that this is the second public hearing and the second opportunity for the public to comment on the projects that the Council selected in January to submit for the fund applications, including the remainder of the Hollamon Street improvements. The list of the proposed projects was briefly addressed; Barber explained the purpose each of the Resolutions that had been submitted for approval. Barber confirmed that any major changes in Town funding required would be brought back to Council for approval.

There was no public input.

- 10. **Discussion, consideration, and possible direction to staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and completion of a Civic Town Charrette Program for Camp Verde, and authorization for the Mayor to sign the letter on behalf of the Town. Staff Resource: Matt Morris**

On a motion by Baker, seconded by German, the Council **voted 5-2** to direct staff to proceed with the preparation of a letter of request to the Arizona State Historic Preservation Office requesting their assistance in the preparation and conducting of a Civic Town Plan Charrette Program for Camp Verde, and authorize the Mayor to sign the letter on behalf of the Town; **with 'no' votes by Garrison and Burnside.**

Special Projects Administrator Morris reviewed the background of the subject request that is based on staff research on strategies and ideas regarding ways to improve the local economy and try to reverse the negative impact on Main Street from the Hwy 260 bypass. One option found was the ability to potentially partner with the Arizona State Historic Preservation Office to develop strategies to improve the current economic situation on Main Street. Staff and Mayor Burnside met with representatives from that office to discuss the possibility of facilitating a design charrette. The charrette process is an intensive multi-day event during which participants that includes design professionals, public agencies, private business and community residents work together to generate ideas aimed at solving a community problem. The professionals participating in such an event would donate their time; the only cost would be for travel, lodging and associated expenses for a total estimated between \$15,000 and \$25,000. Completing the charrette would be the preferred first step toward applying for Certified Local Government status. With that status the Town would then be eligible to apply for funding through the National Historic Preservation Fund, among other benefits. In response to concern about the expenditure of the estimated cost, Morris said that it is his understanding that there are funds already allocated in the budget for the development of a downtown revitalization plan that would be available to pay for conducting the charrette.

The Council discussion included input from Scannell regarding the funding available and the resulting benefit of the charrette for the Town. Scannell also pointed out the other communities that have utilized the design charrette process. There was some concern expressed regarding funding for other studies done in the past that were never followed through. It was also suggested that the Town should move forward and see what the process would entail, that it could possibly do more good than harm at this point; although it was countered that a Master Plan already exists and perhaps the Town could come up with its own plan based on the former plans. There is no doubt that help for downtown is needed and the merchants need to be supported.

PUBLIC INPUT

(Comments from the following individual are summarized.)

George Young said that the Town could do all the surveys it wants to, but there is no guarantee that there will be enough business generated to make the payments to justify making changes recommended by any survey on the building that he owns. Will other business owners cooperate when it comes to changes; look at the cost of past surveys; the properties are too small and the owners are too diversified.

There was no further public input.

There was further discussion on the need to try to do something positive; the proposed charrette process may be something that the Town could commit to by considering moving forward with this first step. There was also a comment that the charrette process may be a way to eliminate dissension between different Councils and unite the community so that the plan would be followed through over the next decade or so through possible grant funding.

11. **Discussion, consideration, and possible authorization to close Montezuma Castle Highway to support and accommodate the 2010 Yavapai Apache Nation Exodus-Return Commemoration Day on February 27, 2010 from 9:00 a.m. to 11:00 a.m. Staff Resource: Ron Long**

On a motion by Whatley, seconded by Baker, the Council unanimously voted to support and accommodate the 2010 Yavapai-Apache Nation Exodus-Return Commemoration Day and Walk of Remembrance by facilitating a safe and proper closure of both lanes of Montezuma Castle Highway from I-17 to Camp Lincoln Road for a 2-hour period beginning at 9:00 a.m. on Saturday February 27th.

Public Works Director Long said that the plan is to close both lanes of Montezuma Castle Highway from Camp Lincoln Road north to I-17; the Walk would end at the Nation's Cultural Resource Center A map was included in the agenda packet showing the closure and the detour available for access to and from the Town during the approximately two-hour period of closure.

During the discussion of the event scheduled for February 27th, it was suggested that the VIP's might be able to assist in setting up and removing the barricades.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Frieda Eswonia said that she had been instrumental in starting the Commemorative Walk event after she came back from New Mexico because she felt it was necessary and important to remember our Elders who took this Exodus march, a very sad and horrible history. Ms. Eswonia said she calls it A Walk of Remembrance for our ancestors who went on the Walk and came back to the Valley. Exodus Day is scheduled for February 27th, up to 200 Elders and children will be participating; she requested that at least one side of the highway be blocked for safety reasons.

There was no further public input.

Long confirmed that the plan is to block the entire roadway, both lanes.

12. **Update and discussion relative to the status of the removal of the mobile office located at 33 Moser Lane, formerly used as the Marshal's Office. Staff Resource: Ron Long**
There was no action taken.

Long reported that staff has looked into the removal of the subject mobile office as previously directed by Council. It was determined that the mobile had no value for any purpose, either as a home or an office. The cost for demolition or removal was quoted from \$5,000 to as high as \$15,000. A representative from a mobile sales company in Chino Valley has offered to remove the unit at no cost, only having the title turned over to that entity. Long said that he had checked, and there was no local company that had been willing to purchase or remove the trailer at no cost.

13. **Discussion, consideration, and possible direction to staff to prepare a lease agreement with Redeeming Life, Inc. a non-profit organization, for the purposes of operating a Teen Center on Town-owned property located at 602 S. First Street. Staff Resource: Ron Long**

On a motion by Kovacovich, seconded by Baker, the Council voted 5-2 that staff do not prepare a lease agreement for the subject building; with 'no' votes by Roulette and German.

Long referred to the direction of Council on November 18, 2009 to take a passive approach in finding a group to come forward within 90 days to take over organization and operation of the Teen Center following the Council decision to close it down. Only one party has indicated interest, Redeeming Life, Inc. They have consulted with staff on general costs for operating a Teen Center. The purpose of this agenda item is to determine whether Council would be interested in pursuing a proposed lease with Redeeming Life so that staff could then prepare a final lease agreement for approval. General terms for the proposed lease have been suggested, but nothing has been finalized pursuant to Council's direction to take only a passive approach to the issue.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Wendy McCann, representing Redeeming Life, said she has been in Camp Verde over 20 years, working with children and families. She was told by Lori Deutsch and Kaitlin that no one was willing to stand up and take over the Teen Center; Ms. McCann feels the Center is important to the community to help form the future generation; she is asking that Redeeming Life has the change to take over the operation of the Center.

Albert Rodriguez, who has been hired by Redeeming Life to help with the operation of a youth center in Camp Verde; said that he believes that he and Ms. McCann have gone above and beyond what is required to meet the requirements for operating the Center, including preparing supporting documentation that did not exist prior to the closure in November, and broadening and expanding support from the community.

There was no further public input.

The Council questioned the request for guidance in firming up the terms of the lease; Long pointed out that since he had been directed to maintain a passive role, he would have been out of order to try to work out the details without further direction from Council. There were concerns expressed by some members regarding considering entering into a lease without further information regarding the qualifications of the entity requesting the lease, as well as what the Town would expect to see in a lease as far as defining the obligations of both parties. There was also concern about the Town possibly ending up subsidizing costs of the operation such as utilities or maintenance of the Town property; all of which should be set forth in the lease. Long again explained that Redeeming Life representatives had approached him with many questions, but he believed that working directly with them on details would have been in conflict with his direction from Council to maintain a passive role. All he felt he could do at this point was to ask Council if they were interested in entering into a lease and would like more information. After further discussion it was suggested that the better decision might be to step back and question whether the Town wants to be in the rental business; there may be some other use that the Town might find for the building in the future.

14. **Discussion, consideration, and possible approval of Resolution 2010-802, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank Policy. Staff Resource: Michael Scannell**
On a motion by German, seconded by Roulette, the Council unanimously approved Resolution 2010-802, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the amendments to the Personnel Manual-Handbook Policy 3-7 Holiday Pay and Policy 4-9 Sick Leave Bank Policy.

Scannell explained that the amendment simply changes how holidays are dealt with and how holiday pay is allocated; the 88 hours will be spread over 26 pay periods, with the allocation per pay period approximately 3.3 hours. As people accrue hours they will draw down when a holiday comes up. The move is intended to simplify the accounting in the Finance Department and is a practice used across the country. The Council discussed the change further with Scannell for better understanding, and it was also confirmed that the employees understand and approve of the change.

15. **Discussion, consideration, and possible approval of 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for Town of Camp Verde Employees and Council Members in Workplace Ethics and Values and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations of \$1,000 from 01-20-14-7010, \$2,000 from 01-20-14-7038, \$2,000 from 01-20-14-7522, \$400 from 01-20-13-7010, \$500 from 01-20-13-7015, and \$1,290 from the Contingency Fund for a combined total of \$7,190 to account 01-20-13-7010 to fund the expenditure. Amounts from previously budgeted items will be re-appropriated to fund this expenditure, with \$1,290 taken from the Contingency Fund. Staff Resource: Michael Scannell**
On a motion by German, seconded by Roulette, to approve 1) engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for the Town of Camp Verde employees and Council members in Workplace Ethics and Values, and Personal Finance in Difficult Economic Times; and 2) re-appropriate budget appropriations as stated; for the Personal Finance program a minimum enrollment number will be required, and if employees sign up to take the class and do not attend there will be a fee, possibly \$100, that would have to be paid for not attending; **Motion failed.**

On a motion by Roulette, seconded by German, the Council unanimously approved engaging Yavapai College Custom Training Solutions (CTS) to facilitate training sessions for the Town of Camp Verde Employees and Council Members in Workplace Ethics and Values; and to re-appropriate the budget appropriations to accommodate that amount of money from the line items that are depicted in the Agenda form, in the approximate amount of \$2,400.

Scannell said that the offering consists of two courses, one in Ethics which should be conducted annually, and the other in personal finance training for employees who would elect to participate. Scannell explained that there are a number of employees who are struggling with serious financial problems in this difficult economy, and the Personal Finance course offered by Yavapai College would provide guidance and training in managing their financial challenges. Assisting those employees would be of

benefit in preventing loss of productivity due to the distraction caused by the financial worries. The Council discussed the proposed courses, the costs of which were itemized at approximately \$2400 for the Ethics course, and almost \$5,000 for the Personal Finance training. There was no question that the training sessions for the Council and employees in Workplace Ethics and Values are necessary and very important, but there was some objection to the expenditure of Town funds for the proposed personal finance classes for those approximately 15 employees who are experiencing problems. Also discussed was the issue of a possible incentive to make sure the employees attend the classes. Garrison outlined a phone call she had received from a citizen strongly objecting to this agenda item even being presented for consideration; Scannell reiterated his explanation of the benefits of the courses.

16. **Discussion, consideration, and possible approval of the following:** *Staff Resource: Michael Scannell*
- a. **Authorization to change the general liability limit requirements for casual vendors from \$1 million per occurrence and \$2 million aggregate and naming the Town of Camp Verde as additional insured to \$1 million per occurrence and \$1 million aggregate and naming the Town of Camp Verde as additional insured.**
 - b. **Authorization to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga, etc.) The aforementioned vendors would be similar to a contract employee. Before commencing their program, vendors will sign a Waiver holding the Town harmless.**
 - c. **Authorization to permit and encourage sponsors of events held on Town property to obtain one Master/Blanket (Blanket) insurance policy for the special event pending proof from the insurance company that the sponsor and each participating vendor are covered in the Blanket Policy, and the insurance policy includes certain baseline monetary thresholds depending upon the circumstance applicable to the sponsor's event.**

This item was not heard.

Councilor Garrison requested item #17:

17. **Assessment and evaluation of the Emergency Operations Plan as established for the storm and forecasted flooding during January 21, 22, & 23, 2010. Discussion will include, but not be limited to what 'went right', 'what went wrong' and actions that we can take to improve; availability and responsiveness of leadership and staff; responsibility of opening emergency shelters; dissemination of information to citizens; response time; citizen comments and complaints, etc., followed by possible direction to staff to incorporate changes as discussed.**

This item was not heard.

Mayor Burnside requested item #18:

18. **Discussion, consideration, and possible direction to staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.**

This item was not heard.

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

This item was not heard.

20. **Advanced Approvals of Town Expenditures.**

This item was not heard.

21. **Manager/Staff Report**

This item was not heard.

22. **Adjournment**

On a motion by Baker, seconded by Garrison, the meeting was adjourned at 10:37 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 3rd day of February 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4 a.6

MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 27, 2010
6:30 P.M.

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

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

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

Also Present: Town Manager Michael Scannell, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by German.

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

a) **Approval of the Minutes:**

1) Work Session – January 13, 2010

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

1) February 3, 2010 at 6:30 p.m. – Regular Session

2) February 17, 2010 at 6:30 p.m. – Regular Session

3) February 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

4) February 24, 2010 at 5:30 p.m. – Council/Staff Retreat

On a motion by Baker, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented.

5. **Council Informational Reports.**

Baker apologized for missing the Verde Valley Transportation meeting; however, the minutes indicated that Yavapai County reported that they had a meeting with ADOT and the Town of Camp Verde, and a consensus is being worked on for the design of the rest of Hwy 260, leaning towards an urbanized four-lane section of road, a familiar concept from the past.

Garrison reported on her attendance at the Education Foundation meeting; because of the state of the economy the decision was made not to hold the auction-dinner this year. It will be picked up again next year.

German planned to attend the Chamber meeting last Thursday; she and Randy Pruitt showed up but the meeting had been canceled, and they had not gotten the message.

Burnside said that he is trying to master the art of sharing information from the many e-mails that he receives; Virginia Jones is forwarding the material as he requests. Burnside said he is not able to attend all the activities and events indicated in the e-mails, and asked the other members to attend if they are able to do so.

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

(Comments from the following individual are summarized.)

Sandi Ashton referred to a recent Letter to the Editor from Howard Engle, of the VFW/American Legion Post, who had complained that he was denied donation of an American Flag to the Marshal's Office or the Fire Department and told that a Flag from a private citizen could not be accepted as a gift since it might be construed as bribery. Ms. Ashton said that she would appreciate it if the Town would look into this situation. *German commented that it was her understanding that the American Legion was going to donate a flag. Scannell added that he will call Marshal Smith in the morning to look into this matter and will report back to Council.*

There was no further public input.

NOTE: THERE WERE NO PLANNING & ZONING MATTERS

7. **Presentation by Ken Strobeck relative to the activities of the Arizona League of Cities and Towns (League) and next year's legislative session, followed by discussion. Mr. Strobeck would also like to hear comments and/or suggestions about the League's programs and services. Staff Resource: Debbie Barber**

There was no action taken.

Ken Strobeck said that in response to comments from the annual survey sent out by the Arizona League of Cities and Towns requesting a rating of the various League programs and services, he was now taking advantage of opportunities to make personal contacts by attending Council meetings. Mr. Strobeck's presentation focused on familiarizing the Council with the programs and services provided by the League, in particular the legislative advocacy, technical assistance, relationship with State Government, and monitoring and keeping cities and towns informed on current and upcoming legislative issues. During his presentation Mr. Strobeck commented that there have been some proposals this year to eliminate the State shared revenue and put all the money into the State's General Fund, which would have a disastrous financial impact on the cities and towns.

Following Mr. Strobeck's presentation, there was a brief discussion regarding the issue of revenue sharing, and whether the State could possibly discontinue those distributions. Mr. Strobeck referred to legislative research that has been done, which in essence indicates that any change in distribution of money from the State to cities and towns would require a two-thirds vote of the people, an outcome that would be next to impossible.

8. **Discussion, consideration, and possible prioritization of projects followed by direction to staff to submit the Comprehensive Economic Development Strategy Goals and Priorities List to Northern Arizona Council of Governments (NACOG). Staff Resource: Debbie Barber**

On a motion by Roulette, seconded by Baker, the Council unanimously directed staff to submit the Comprehensive Economic Development Strategy Goals and Priorities List to the Northern Arizona Council of Governments, as reviewed and discussed.

Town Clerk Barber explained that this item represents an annual exercise where the Town goes through the list provided by NACOG regarding various projects that must be listed in order to be eligible for funding. At this time, projects can be added, deleted, or changed as to priority and after the review is completed the list will then be submitted to NACOG. Scannell confirmed the importance of including projects on the list as a prerequisite of being able to tap into government funding.

The Council reviewed in detail the eight categories of Camp Verde projects listed among those of the various communities throughout the State. Added projects are a Loan Program for Workforce Housing, solar panels for the pool and for street lights, paving public parking lots, a medical center, maintaining Fort Verde State Park, and seasonal senior and youth employment programs. "Black Bridge Park" was corrected to "Rezzonico Family Park," and the reference to "118 acre" was deleted from the Community Park White Hills Trailhead project. The Youth Center project was deleted.

The Camp Verde projects as reviewed, discussed, changed, deleted, added and re-prioritized are set forth in the attached Exhibit A and incorporated fully herein.

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

There was no public input.

10. **Advanced Approvals of Town Expenditures.**

There were no advanced approvals of Town expenditures.

11. **Manager/Staff Report**

There was no Manager/staff report.

12. **Adjournment**

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 8:07 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 27th day of January 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4.C



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title:

Possible approval of Resolution 2010-804, authorizing the Marshal's Office to submit a grant to the Governor's Office of Highway Safety in the amount of \$15,100 to purchase a "Total Station Collision Measurement System."

Purpose and Background Information:

The Marshal's Office plans to submit a grant application to the Governor's Office of Highway Safety in the amount of \$15,100 to purchase a "Total Station Collision Measurement System." This equipment will accurately measure and diagram traffic collisions and crime scenes. The software will enable us to draw 2D, 3D, and animate the incident based on the measurements taken. Funding for the equipment would be contingent upon approval of the grant by GOHS. Notifications are generally made after October when federal funds become available.

Recommendation:

Approve Resolution 2010-804 authorizing the Marshal's Office to apply for grant funding through the Arizona Governor's Office of Highway Safety.

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

Finance Director Comments/Fund:

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

Attorney Comments:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Action Report prepared by: David R. Smith



RESOLUTION 2010-804

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION
IN ARIZONA'S 2011 FISCAL YEAR HIGHWAY SAFETY PLAN:**

WHEREAS, The Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the Town of Camp Verde, through the Camp Verde Marshal's Office, is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

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

1. THAT approval of the submission of projects for consideration in Arizona's 2011 fiscal year Highway Safety Plan is granted.
2. THAT Town Marshal David R. Smith is appointed agent for the Town of Camp Verde, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 17th day of February 2010.

Bob Burnside, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

#7



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Award Letter from Chairman Beauty

Agenda Title (be exact):

Yavapai-Apache Nation Chairman Thomas Beauty will update the Council on the Nation's activities and present a check to the Town in the amount of \$80,526.00 as a contribution from Cliff Castle Gaming Facility, pursuant to Section 12 (d)(1) of the Tribal-State Gaming Compact, followed by possible authorization to appropriate the funds as requested by the Nation for the following: Camp Verde Unified School District Tutor (CVUSD) in the amount of \$33,000 and \$47,526 for the Community Pool and Library Construction. Authorization, if approved, will include the approval to transfer to the funds to CVUSD. Appropriations for the pool and library will be determined during the budget process.

Purpose and Background Information:

The Nation sent a check with a letter specifying the appropriations for the funds. Note: The check for \$80,526.00 has been received and deposited. The Nation contributes funds to surrounding communities on an annual basis.

Recommendation (Suggested Motion):

Move to authorize the appropriations and transfer of funds to the School District.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber



YAVAPAI-APACHE NATION

2400 Datsi Road Camp Verde, Arizona 86322

Phone (928)567-1004 Fax (928)567-1082

January 29, 2010

Tony Gioia
Mayor
Town of Camp Verde
473 S. Main Street, Suite 102
Camp Verde, AZ 86322

Dear Mr. Gioia:

The Yavapai-Apache Nation ("Nation") Tribal Council ("Council") is please to announce the distribution of Eighty Thousand Five Hundred Twenty Six Dollars (\$80,526.00) to the Town of Camp Verde. These dollars represent part of the annual 12 percent contribution the Nation must make to local municipalities as require under Section 12(d) of the Nation's Gaming Compact with the State of Arizona.

In reviewing your itemized request submitted to the Nation, the Council decided to fund the Town's specific request for a Camp Verde School District (Tutor) in the amount of Thirty Three Thousand Dollars (\$33,000.00) and for the Community Pool and Library construction in the amount of Forty Seven Thousand Five Hundred Twenty Six Dollars (\$47,526.00). The Nation strongly urges the Town to follow the Council's decision as to the use of these distributed dollars.

We look forward to a continuous partnership and growing relationship on issues that impact all of us in the Verde Valley. Should you have any questions, feel free to contact me at any time.

Sincerely,

Thomas Beauty
Chairman

Cc: Tribal Council

8



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Subject: Policies and procedures relative to insurance, certificates of insurance, waivers, and master insurance policies

Agenda Title:

Discussion, consideration, and possible approval and direction to staff relative to policies and procedures regarding insurance requirements, certificates of insurance, waivers, and master insurance policies for special events and casual vendors.

Item #1:

Approval to change the general liability limit requirements relative to certificates of insurance for casual vendors (i.e. teachers, facility users, etc.) from: 1 million per occurrence and 2 million aggregate, and naming the Town of Camp Verde as additional insured to: 1 million per occurrence and 1 million aggregate and naming the Town of Camp Verde as additional insured.

Currently, policies regarding general liability limits for certificates of insurances are as follows:

- Casual vendors are required to provide 1 million per occurrence and 2 million aggregate, and naming the Town of Camp Verde as additional insured.
- Special Events are required to provide 1 million per occurrence and 1 million aggregate, and naming the Town of Camp Verde as additional insured.

During the December 17, 2008 Regular Session meeting, Council made a motion (attached) allowing vendors who participate in special events to provide certificates of insurance with limits of 1 million per occurrence and *1 million aggregate*, naming the Town of Camp Verde as additional insured. Council took this action to reduce the aggregate limit in order to: 1) ease the financial burden on special event vendors; and 2) to help ensure the Town had numerous vendors at said events.

That being said, staff believes that in order to be consistent to both casual and special event vendors and, especially to ensure the continued use of Town facilities by casual vendors, that the general liability limits relative to certificates of insurance should be 1 million per occurrence and 1 million aggregate and naming the Town of Camp Verde as additional insured.

AMRRP Program Administrator ED Bantel believes that the action of reducing the aggregate limit to 1 million for vendors of other parks and recreation functions is acceptable; however, it does not provide the same coverage as a 2 million aggregate.

Item #2:

Approval to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga and etc.). The aforementioned vendors would be similar to a contract employee. Before commencing with their program vendors would be asked to sign the attached Town Waiver holding the Town harmless.

This is being requested in order to retain instructors and to afford the Town the opportunity to serve the community with respect to Parks and Recreation activities.

Please note: According to Ed Bantel waivers are not full proof.

Item #3:

To allow and encourage sponsors of special events, which are held on Town premises, to obtain one **Blanket/Master ("Blanket") Insurance Policy for the Special Event** (providing one Blanket Certificate of Insurance relative to said policy) pending proof from the insurance company, that the sponsor and each vendor participating in the event are insured on the Blanket Insurance Policy, and the insurance policy includes certain insurance baseline monetary thresholds, depending on which circumstance below is applicable to the sponsor's event:

Circumstance 1: If NO alcohol is served – Sponsor would provide the Town with a Certificate of Insurance with general liability limits of at least 1 million per occurrence and 2 million aggregate (naming the Town of Camp Verde as additional insured) with an additional 5 million excess policy.

Circumstance 2: If alcohol is served – to provide the Town with the following:

- a. A certificate of insurance with general liability limits of at least 1 million per occurrence and 2 million aggregate (naming the Town of Camp Verde as additional insured); with an additional 5 million excess policy.
- b. An additional liquor liability endorsement of 1 million per occurrence and 2 million aggregate; with an additional 5 million excess policy.

This item is being advanced to Council relative to the Town's need to simplify the process of special events when someone besides the Town is sponsoring the event on Town premises. One Blanket Insurance Policy would be requested (providing one Blanket Certificate of Insurance relative to said policy) that insures both the sponsor and vendors of an event.

There is an insurance brokerage (company) in Town that will provide a Blanket Insurance Policy to cover the sponsor and a certain number of vendors (usually 20 vendors).

If Council approves this item and the sponsor is able to secure this type of insurance, the sponsor and vendors will only have one insurance policy v. the sponsor and each vendor having their own insurance policy. In addition, the sponsor will provide one certificate of insurance for both the sponsor and a set number of vendors which will be determined by the insurance company. The sponsor would need to provide the Town with the insurance baseline limits relative to either circumstance 1 or 2 above, whichever is applicable.

According to Ed Bantel, in this scenario, the Town would be significantly less protected by the sponsor's insurance. However, the 5 million excess insurance policy would help compensate for the one Blanket Insurance Policy. Only vendors that are insured under the Blanket policy would be covered by the sponsor. For Example: if the sponsor and 20 vendors are covered on the insurance policy then only those vendors would be insured under the Blanket Insurance Policy. If there were a total of 50 vendors the sponsor could obtain a second policy to cover the remaining vendors or the remaining vendors, possibly 30 (50-20), would have to secure their own policy. Whether alcohol is served or not, the sponsor is accepting full responsibility for himself/herself and all the specified vendors under one Blanket Insurance Policy. Unless the sponsor is forming a cooperative, association or an LLC, it is not widely practiced to provide one Blanket Insurance Policy in the scenario referenced above.

'Per occurrence' definition – is the maximum amount of coverage for one particular claim during a policy period. For example: If the coverage per occurrence is 1 million and there are two judgments in favor of the plaintiffs, 1 million each (total 2 million), for the same occurrence in that policy year, only 1 million maximum will be paid for the occurrence. The insured will pay for the remaining 1 million.

'An annual aggregate limit' definition – places a maximum on the amount of coverage an insurer must pay in any one policy period, no matter how many claims have occurred under that policy. For Example: If the 'annual aggregate limit' is 2 million and there are 3 different occurrences and 3 different judgments in favor of the plaintiffs, 1 million each (total 3 million), then only 2 million would be paid. The insured would have to pay the remaining 1 million.

Staff Resource: Michael K. Scannell

Recommendation: Move to approve

Item #1:

Approval to change the general liability limit requirements relative to certificates of insurance for casual vendors (i.e. teachers, facility users, etc.) from: 1 million per occurrence and 2 million aggregate, and naming the Town of Camp Verde as additional insured to: 1 million per occurrence and 1 million aggregate and naming the Town of Camp Verde as additional insured.

Item #2:

Approval to waive the requirement for the vendor to supply the Town with a certificate of insurance when the Town co-sponsors an event (i.e. ballet, dance, art, tole painting, yoga and etc.). The aforementioned vendors would be similar to a contract employee. Before commencing with their program vendors would be asked to sign the attached Town Waiver holding the Town harmless.

Item #3:

To allow and encourage sponsors of special events, which are held on Town premises, to obtain one **Blanket/Master ("Blanket") Insurance Policy for the Special Event** (providing one Blanket Certificate of Insurance relative to said policy) pending proof from the insurance company, that the sponsor and each vendor participating in the event are insured on the Blanket Insurance Policy, and the insurance policy includes certain insurance baseline monetary thresholds, depending on which circumstance below is applicable to the sponsor's event:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments: N/A

Fund: Line Item:

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Town Manager
Action Report prepared by: C. Brown 

Contact Person: Michael K. Scannell

- 11. Discussion, consideration, and possible direction to staff relative to the requirement for vendors of Special Events to provide a certificate of insurance for General Liability of at \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured. (Staff Resource: Lynda Moore)
 On a motion by German, seconded by Garrison, the Council voted unanimously to continue to require vendors to provide a certificate of insurance for General Liability for at least \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Town of Camp Verde as additional insured.

PUBLIC INPUT

(Comments from the following individual are summarized in the Minutes.)

Jackie Baker

There was no further public input.

- 12. Discussion, consideration, and possible appropriation of \$100,000 from the CIP Fund to the Parks Fund and direction to staff to begin Request for Proposal process to engage a consultant to complete design work for initial projects for the Community Park. (Staff Resource: Michael Scannell)
 On a motion by Hauser, seconded by Garrison, the Council unanimously approved the appropriation of no more than \$100,000 from the CIP Fund to the Parks Fund and direct staff to begin the Request for Proposal process as outlined.

There was no public input.

(Note: As previously agreed, Item 13 was addressed prior to Items 10, 11, and 12.)

- 13. Discussion, consideration, and possible authorization for the Town Manager to complete the contract to engage consultant Donald Zelechowski for the purpose of performing sales tax audit services. (Staff Resource: Michael Scannell)
 On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to continue Item 13 and Items 4.f) and 4.g) to the Council meeting scheduled for January 21, 2009.

The Town Manager was directed to follow through with his recommendation to get together with the Chamber of Commerce between now and January 21st to help the community understand what is occurring in connection with the subject items discussed.

PUBLIC INPUT

(Comments from the following individuals are summarized in the Minutes.)

Charlotte Floyd
Therese Tobish
Debbie Roulette
Perry Haddon
Linda Buchanan

There was no further public input.

A recess was taken at 9:40 p.m.; the meeting was called back to order at 9:49 p.m., after which the discussion continued on Item 13.

- 14. Call to the Public for Items not on the Agenda.
 There was no public input.
- 15. Advanced Approvals of Town Expenditures
 a) There are no advanced approvals.
 There were no advanced approvals.
- 16. Manager/Staff Report
 There was no Manager/staff report.
- 17. Adjournment
 On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 10:24 p.m.

Waiver of Liability and Release
Town of Camp Verde

PLEASE READ THE FOLLOWING CAREFULLY.

If you have any questions, have them answered before signing this document.

In consideration of being permitted to participate as a volunteer for the Town of Camp Verde, I, _____, in full recognition and appreciation of the dangers and risks inherent in such activities, do hereby waive, release, and forever discharge the Town of Camp Verde; its officers, agents and employees from and against any and all claims, demand, action, or causes of action for costs, expenses or damages to personal property or personal injury, or death which may result from my participation in these activities.

I understand and admit that my participation is voluntary. I assume full responsibility for any injuries or damages resulting from my participation as a volunteer including responsibility for using reasonable judgment in all phases of my participation. I recognize and understand that the activities may be hazardous, that my participation is solely at my own risk and that I assume full responsibility for any resulting injuries and damages.

I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Town of Camp Verde, that I obtain general medical/health insurance if I am not already covered.

I understand that it is my responsibility to notify the appropriate person in the workplace of emergency medical information. I also understand that this Waiver of Liability and Release binds my heirs, executors, administrators and assigns as well as myself.

I acknowledge that I have read and understand this entire Waiver of Liability and Release, and I agree to be legally bound by it.

Participant's Name

Participant's Signature

Date

Witness

Signature of Parent or Guardian if
Participant is Under 18 Years of Age

#9



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, review and possible approval of and/or direction to staff to make changes as discussed and bring back the Special Event Permitting Process and Handbook for Council consideration and possible approval at the earliest possible date.

Purpose and Background Information:

Staff has completed the Handbook and met with various members of the community to develop a comprehensive process that ensures that procedures are followed with no last minute surprises for the promoters. Fees and the process for waiving fees are also clearly defined. The process that is presently in place lacks consistency, is difficult and confusing for promoters, and leaves out input from affected departments and agencies.

Recommendation (Suggested Motion):

Move to direct staff to bring back the Special Event Permitting Handbook for Council consideration and possible approval at the earliest possible date.

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

Finance Director Comments/Fund: N/A

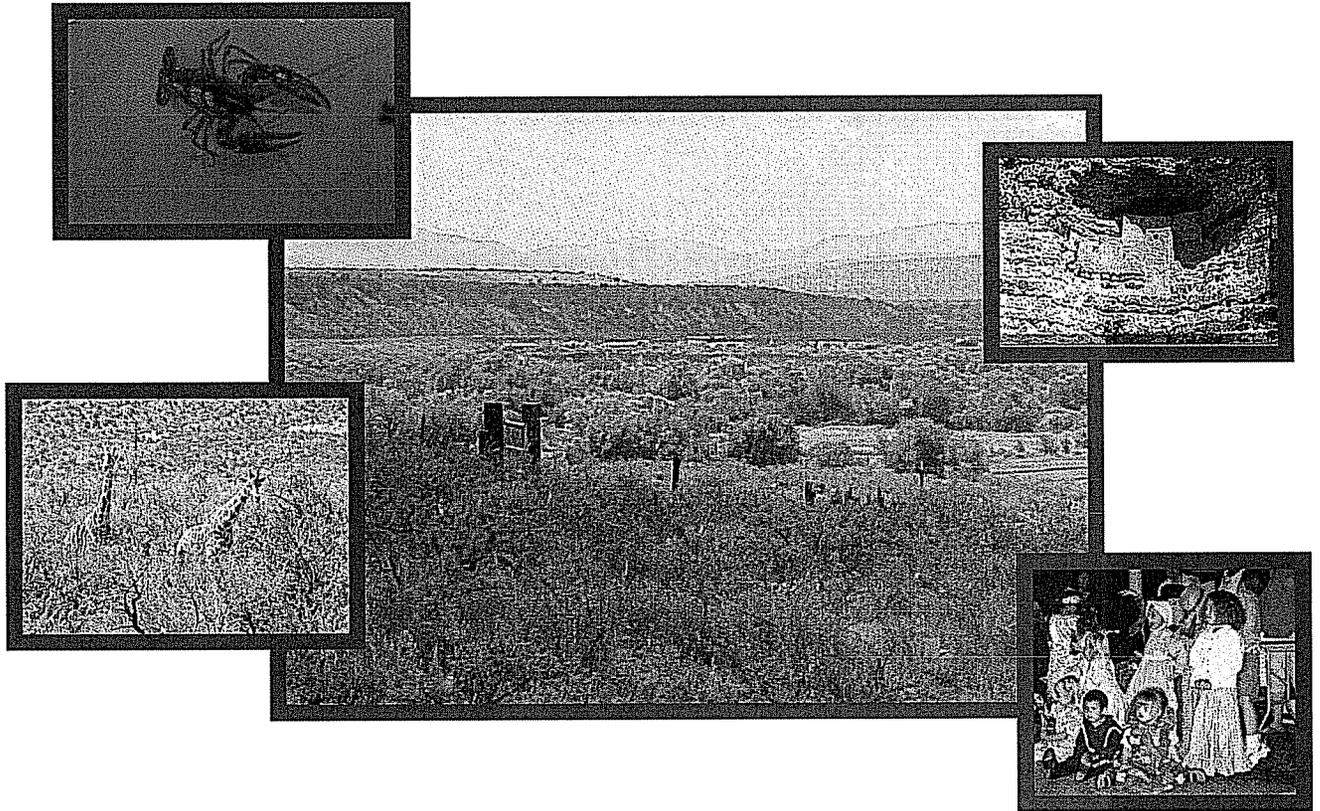
Attorney Review: **Yes** **No** **N/A**

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Mayor Burnside

Action Report prepared by: D. Barber

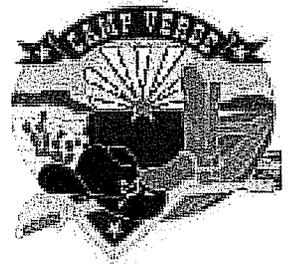


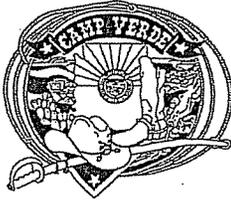
TOWN OF CAMP VERDE

Special Event Permitting Process and Handbook



473 S. Main Street
Suite 102
Camp Verde, AZ 86322
Phone: 928-567-6631
Fax: 928-567-9061
E-mail: clerks office @cvaz.org





To All Event Promoters/Planners/Coordinators:

As Town staff works to develop a more efficient and effective local government, departments are focusing on streamlining processes to ensure accuracy and compliance, but most importantly, to ensure that we are meeting the needs of those we serve, our citizens. Part of this process included the development of policies and procedures for conducting events that are held within our Town limits and that are open to the general public. The result of this effort is this Special Event Permitting Process and Handbook (Handbook).

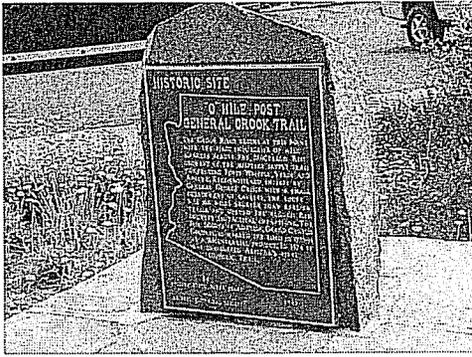
The Handbook serves a two-fold purpose. The first purpose is that it is a contract between you and the Town and secondly, it serves as a guide to assist event planners in every aspect as they plan and produce an event. The Handbook contains valuable information relative to when and how to file various applications for permits and licenses, as well as Master Forms for the Town and Sample Forms from other agencies. The Handbook also provides information about insurance requirements, clean-up, street closures, sales tax, contact names, checklists, and much more.

The guidelines and procedures listed in the Handbook apply to ALL events that are open to the public and that are held within the incorporated limits of the Town of Camp Verde, including those that are held on Town-owned properties. Failure to abide by these guidelines could result in a violation of various sections of the Town Code.

We hope that you find the Handbook helpful to you as you plan and conduct your event and as always, your comments and input are important to the process. Please feel free to contact us with suggestions or comments that might improve our procedures. Your event contributes greatly to the spirit and economy of the Town of Camp Verde and we are grateful for all that you do to make Camp Verde the best place to live, work, and play!

Respectfully,

Deborah Barber, MMC
Town Clerk



Frequently Asked Questions

And Other Important Points of Information

What is a Special Event?

A Special Event is any activity that is open to the general public that is held on public or private property and that will affect the venue location and surrounding area(s). Examples include, but are not limited to festivals, parades, concerts, races, rodeos, carnivals, auctions, exhibits, etc.

Generally, you will need a permit for the following:

- Any event or activity that is advertised for attendance by the public-at-large;
- Any event or activity that has an admission fee;
- Any event or activity that affects the character or quality of your neighborhood or surrounding properties (i.e. increase in traffic, impeding flow of traffic or blocking access, bright lights, or loud noises such as music, amplifiers, or microphones).

You will not need a Special Event Permit for activities on privately owned property that are currently permitted by a Special Use Permit issued by the Planning Department or for activities such as family or neighborhood gatherings, real estate open houses, occasional yard sales, grand openings, houseware parties, cosmetic, or other in-home demonstrations, Church events, bizarres, holiday programs, or socials, etc.

Who must apply for a Special Event permit?

Individuals, groups, and organizations who plan to host a festival, exhibit, parade, concert, race, or any other public gathering that will be held within the incorporated boundaries of the Town of Camp Verde must have a Special Event Permit.

My organization holds several events throughout the season; must I get a separate permit for each event?

If your organization holds events such as a gymkhana, barrel racing, roping, or rodeos on a regular basis, one permit per year may be issued that identifies the dates of each event for that year.

What is the process for applying for a Special Event permit?

You must complete the application and appropriate forms that are in the Special Event Permit Handbook. A **recommended timeline (pgs. 7 & 8)** is included for your convenience. The time required to process your permit varies depending upon the type of event. For example, if you plan to sell or consume alcohol at the event, you must submit a Special Event Liquor License Permit application in addition to your Special Event Permit application. The liquor permitting process takes approximately 60 days to complete.

All events require agency and departmental reviews. Your application will be distributed at minimum to the Marshal's Office, Planning & Zoning, Building & Safety, Public Works, Risk

Management, Town Manager, and the Camp Verde Fire District. If your event will have food vendors, you must provide copies of the Yavapai County Health Services Food Handler's Certificate(s) to the Town.

Who issues the Special Event permit?

3-3-2.B of the Town Code provides that the Town Clerk shall issue all licenses that may be prescribed by state statute, Town ordinance, or the Town Code.

Who has the ability to deny my Special Event permit and for what reasons?

The Town Clerk has the authority to deny your permit application based on a variety of reasons. For example, failure to submit required documentation or fees will result in denial of a permit, as will recommendations for denial that come from other departments and/or outside agencies. Violations of the procedures and/or failure to provide required reports from prior events will also affect your ability to have permits approved for subsequent events.

Please note that this list is not all-inclusive. If your permit is denied, you will be given the reasons in writing.

What recourse do I have if my permit is denied?

You may appeal the Clerk's decision to the Town Manager. The Town Manager will meet with the Town Clerk to discuss the matter, review the material. The Town Manager may at his discretion, decide such appeal OR refer it to the Council. You will be provided with a written response relative to the decision.

Can my permit be revoked prior to or during an event?

Yes. Failure to abide by the rules and procedures as outlined in the Handbook and/or unsafe conditions may result in immediate closure of the event and revocation of your permit. CVMO Deputies have the authority to close events that are in progress.

Who is responsible for ensuring that my event meets its obligations?

You must provide the name of at least one contact person who will be available during the entire event and who has the authority to take immediate action. This person will be responsible for everything connected to the event, including licensing and reporting. You should provide the name, address, home, business, and cell phone number(s) for the responsible party. This information will be provided to the deputies or staff members during the event.

Are the vendors who are participating in my event required to get a license?

Yes. Vendors must apply for and receive a Special Event Vendor License from the Clerk's Office for all events. In addition, you must supply a list of participating vendors to the Clerk's Office prior to the event that includes the business name, contact person, address, and telephone number. The vendors must display the license during the entire event. Failure to display a current license for the event will result in immediate closure of that vendor's activities.

Note: Vendors who have a current Business License on file must display their business license and food handler's certificate (if applicable) on their booth during the event. These vendors can contact the Clerk's Office for a copy of their Business License for Event display.

Can I be held responsible for the failure of a participating vendor to abide by the contract terms?

Yes. You must ensure that all terms of the contract are implemented and in compliance. Failure to do so may result in the immediate closure of the event, forfeiture of your fees, and denial of future event permits.

How much are the fees?

The Mayor and Council set appropriate fees by resolution on an annual basis. The fees cover the actual costs to the taxpayer. In part, this includes staff salaries and employee-related expenses, utilities, materials, etc.

The fees will depend on your event, where it is held, and the amount of time and materials required from the Town. In some cases, fees, such as business license fees and equipment rental fees may be waived. For example, Town Code Section 9-1-4 stipulates that no fees will be required from any *resident* selling farm or orchard products that are actually produced by that resident. Further, Section 9-1-5 states that there is no fee for charitable, religious, or civic organizations. (See definitions to determine if your organization is eligible for waiver of fees.)

In all cases, your fees will be determined after your application has been submitted to the appropriate departments who will indicate their fee amount(s) requirements. For your convenience, a fee schedule is included in this Handbook. NOTE: Fees are subject to change on an annual basis. The fee schedule that is in place when your application is approved is the schedule that will apply to your event. Be sure to request the most current Fee Schedule.

Who determines if the fees can be waived?

Section 9-1-5 allows for the Town Clerk to determine if the organization is a charitable, religious, or civic organization and that the individual making the application is a member of that organization. See Exhibit B – Definitions.

Can I appeal the Town Clerk's determination?

Yes. The Town Clerk's determination may be appealed to the Town Manager, which may at his discretion decide such appeal OR refer it to the Council.

Must my license/permit be posted?

Yes. Failure to post a license/permit can result in the immediate closure of the event and/or vendor.

Must I have a Special Event Vendor License if I hold a current registered business license in the Town of Camp Verde?

No. Your business license allows licensed retail business to conduct *occasional* off-site sales events such as car and recreational vehicle shows and home shows. Note that this does not obviate the requirement for a Special Event Permit and further, off-site sales may also require zoning clearance.

If you are the Promoter or a participating vendor in a Special Event, you can either display your current business license or contact the Clerk's Office for a temporary copy that will cover the dates of your event.

What Town official has the authority to close an event or a vendor?

Camp Verde Marshal's Office, Town Clerk, Town Manager, Building Inspector and the Camp Verde Fire District have the authority to close an event or a vendor.

The Camp Verde Fire District will conduct inspections for fire and life safety purposes. Town staff will inspect vendor booths for the display of appropriate licenses during your event. The Town Clerk will ensure that all vendors have been issued appropriate licenses/permits and will advise the Camp Verde Marshal's Office. The Maintenance staff and/or the Camp Verde Fire District will determine if the weather poses a risk.

The Event Coordinator/Promoter is also required to close down a vendor for non-compliance.

Whom do I contact if I experience problems during an event?

If your event is held on Town property, contact the Parks & Recreation Director for maintenance issues at 567-6631, ext 136. You may contact the Camp Verde Marshal's Office at 567-6621 for other problems unrelated to maintenance. If you have alcohol at your event, you will have a deputy onsite to assist you.

After-hours cell numbers of staff will be provided to you at the time the permit is issued. Note that calling staff out after hours may result in additional fees.

What sort of inspections must be done?

1. Safety inspections
2. Health inspections
3. Permit inspections
4. Fire & Life Safety inspections
5. Liquor Compliance inspections

Who performs these inspections?

Some of the departments and/or agencies that may inspect your event include the Town's Zoning Compliance & Building Official, Town Clerk, Camp Verde Marshal's Office, Public Works Department, Parks & Recreation Department, Yavapai County Health Services Department, Arizona Department of Liquor, and the Camp Verde Fire District. In addition, the Town requires a copy of the most recent certified inspection(s) for activities such as carnival and amusement rides.

The Step-by-Step Permitting Process

1. It is recommended that you call the Clerk's Office at 567-6631 ext. 100 to schedule a Planning Meeting at least 90 days prior to your event. Let the Clerk know what type of event you wish to hold and where you would like to hold it. This will provide staff with the opportunity to determine who should attend the Planning Meeting.
2. Gather all your information and put your questions down on paper to discuss during the Planning Meeting. Various staff members will attend the meeting to get a clear understanding of your proposal and to explain what needs to be done.
3. If your event is to be held on Town property, reserve the facility with the Parks and Recreation Department at 567-6631 ext. 134. Exhibit N.
4. Complete your application packet and include all required forms, fees, deposits, etc. and submit the documentation to the Clerk's Office at 473 S. Main, Ste. 102. Note: incomplete packets will be returned.
5. If you need to close a public thoroughfare, such as you would do in a neighborhood block party, request a Street Closure Permit from Public Works at 385 S. Main, telephone number 567-6631 ext. 137.
6. If you plan to sell alcohol, submit a separate Liquor License application to the Clerk's Office, including the appropriate site map where alcohol will be confined, at least 60

days before your event. This requires Council approval, so plan to attend a Council meeting to answer questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m. at 473 S. Main, Ste. 106. Liquor License application fees are due at the time of submission of your application.

7. After receiving Council approval, submit your Liquor License application to the State Department of Liquor Licenses and Control. Sample forms are included as an exhibit in this Handbook. Note: YOU MUST INCLUDE A COMPLETED COPY OF YOUR LIQUOR LICENSE WITH STATE APPROVAL WITH YOUR PACKET.
8. The Clerk's Office will review your application packet with you to determine if it is incomplete. After review, the application will be forwarded to the appropriate departments and the Camp Verde Fire District for review and comment.
9. The reviewing departments will make comments, note requirements, and calculate fees. Upon completion, each department will forward their information to the Clerk's Office. This process may take up to ten (10) working days, excluding holidays.
10. Upon receipt of Department Review, the Clerk's Office will tabulate the fees, note additional requirements and contact you that your permit is approved contingent upon payment of fees and the completing of the agreement. In some cases, fees may be waived. Be sure to bring proper documentation to the Planning Meeting if you plan to request a fee waiver. This document will then become part of your contract with the Town.
11. After you sign your contract and pay your fees, you will receive your permit. You should then follow the remaining steps of the Event Planning Checklist to ensure that you do not miss a step.

SUMMARY

“Measure twice, cut once.” Planning is critical to a successful event. Though staff is here to serve, be aware that there is a process to complete that cannot be rushed even if it means that your event will have to be cancelled or postponed.

Event Planning Checklist (Recommended Timeline)

90 Days prior to your Event:

- Contact Clerk’s Office at 567-6631 ext. 100 to schedule a Planning Meeting. Describe the proposed event fully so that the staff will know which departments to contact to attend the meeting.
- Check the availability of Town facilities that you might need to use for your event. Call 567-6631 ext. 134 to tentatively reserve for your event.
- After the Planning Meeting, submit your completed Special Event Permit application packet with fees and deposits.
- Request a Street Closure Permit from the Marshal’s Office if you plan to close streets, sidewalks, or other Town Rights-of-way. Marshal’s Office must approve street closure, Public Works will review Traffic and Safety Plan.

60 Days prior to your Event:

- Submit a complete and detailed Liquor License Application with accompanying fees to the Clerk’s Office to place on the next available Council agenda.
- Attend the Council meeting to answer questions.

45 Days prior to your Event:

- Submit Health Department Event Coordinator form to the Yavapai County Health Department. A sample form is included in the Handbook.
- Advise your vendor(s) that they must submit an application for a Special Event Vendor License and fees to the Clerk’s Office no later than 10 working days prior to the event.

30 Days prior to your Event:

- Submit your Certificate(s) of Insurance to the Clerk’s Office.
- Submit a legible, computer-generated list of participating vendors to the Clerk’s Office. The list shall include Name of Business, Name of Owner, Address, Telephone number, and Special Event Vendor License Number.
- If you plan to sell alcohol at your event, you must submit a legible or computer-generated list of your Server’s names to the Clerk’s Office. The list shall include the names,

addresses, and telephone numbers of the qualified servers who have received alcohol training. You must have at least one qualified server on each shift.

- Submit a legible or computer-generated list of driver(s) that will be available to provide transportation for those patrons who have consumed alcohol and are unable to drive. The list shall include name, address, and telephone number. Drivers shall also provide proof of insurance.
- Submit Certificate(s) of Insurances from your participating vendor(s). The Town of Camp Verde participates in the TULIP program that offers easy access and lower insurance rates to users. See Exhibit D in this packet.

1 Day prior to your Event (Set-up Day):

- Notify the Clerk's Office of the set-up completion time to schedule a Final Inspection. All vendors must have their Special Event Vendor License and Health Permits CLEARLY displayed. The Clerk's Office will provide you with staff contact numbers for after-hours needs at that time. Note: **If your event is held on a weekend, the event set-up must be ready for inspection before the close of business on Thursday before the event.** If not, you may be invoiced for overtime payment for Town staff.

5 Days after your Event:

- Submit your Final Participating Vendor Report to the Clerk's Office. NOTE: Failure to submit this report shall result in the denial of future Special Event permits.
- Submit your Final Participating Vendor Report to the Arizona Department of Revenue.

INSURANCE REQUIREMENTS

You must provide a Certificate of Insurance (COI) FROM AN INSURANCE COMPANY WITH AN A.M. BEST RATING OF A- OR GREATER for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage *if your event is held on or in town-owned property and/or facilities*. The COI MUST name the Town of Camp Verde as Additional Insured.

If liquor is to be sold and/or consumed at the event, an **additional \$1,000,000 liquor liability policy** is also required, again naming the Town of Camp Verde as Additional Insured.

All food and craft vendors participating in your event must also provide a COI for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage. The COI MUST name the Town of Camp Verde as Additional Insured.

Certificates of Insurance must be submitted to the Clerk's Office at least **30 days** prior to the opening date of your event. Failure to submit the certificates shall result in the immediate revocation of your permit. Certificates of Insurance must specifically name the Town of Camp Verde, 473 S. Main Street, Camp Verde, Arizona 86322, as additional insured and must also include the name and date(s) of your event. **Certificates without this information will not be accepted.**

Insurance is available through the Tenant User Liability Insurance Program (TULIP). See Exhibit D.

Alcoholic Beverages

Town Code, Section 11-1-6 permits alcoholic beverages on Town property at the following events only:

1. Ft. Verde Days (beer only).
2. Crawdad Festival (beer only).
3. Pecan, Wine & Antique Festival (wine only).

If you plan to sell alcoholic beverages, you must submit a Special Event Liquor License application from the Arizona Department of Liquor & Control, including the appropriate site map where alcohol will be confined, to the Clerk's Office. The Council MUST approve this application in a duly convened Council meeting. You can obtain the license application at www.azliquor.gov or call (602) 542-5141. See Exhibit F

Sixty days prior to your event, submit the completed Special Event Liquor License application and payment of the fees to the Clerk's Office at 473 S. Main, Ste. 102, Camp Verde, AZ 86322. You must also submit a copy of the application to the Camp Verde Fire Department located at 26 W. Salt Mine Road. The Town Clerk CANNOT schedule your permit for Council approval without clearance from the Camp Verde Fire Department. You will be notified of the Council meeting date at the time you submit your completed application to the Clerk's Office.

It is important that you attend the Council meeting. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m.

If your liquor license application is approved, you must also obtain additional liquor liability insurance and **YOU WILL BE REQUIRED TO SUBMIT YOUR SECURITY PLAN TO THE CAMP VERDE MARSHAL'S OFFICE (CVMO) FOR REVIEW TO DETERMINE THE NUMBER OF DEPUTIES THAT WILL BE ASSIGNED TO YOUR EVENT. THE THREE EVENTS IN WHICH THE TOWN WILL NOT INVOICE THE PROMOTER FOR CVMO DEPUTY TIME AND EMPLOYEE-RELATED COSTS ARE FORT VERDE DAYS, CRAWDAD FESTIVAL, AND THE PECAN, WINE, AND ANTIQUE FESTIVAL. ALL OTHER EVENTS THAT REQUIRE THE PRESENCE OF DEPUTIES DUE TO THE SALE AND CONSUMPTION OF ALCOHOL MUST PAY FOR THE EMPLOYEE TIME AND RELATED COSTS.**

Mandatory Stipulations for the Sale and/or Consumption of Alcoholic Beverages

Summary:

1. All alcohol sales and consumption will be in a confined area designated by the Town.
2. Beer gardens must be enclosed by an approved barrier.
3. Entrances and exits must be clearly marked.
4. Entrances and exits must be staffed with security personnel at all times AS OUTLINED IN YOUR APPROVED SECURITY PLAN.
5. Only those age 21 or over are allowed in the beer garden.
6. All permits must be prominently displayed.
7. You must have at least two (2) servers per shift
 - a. You must provide a list of server's names to the Clerk's Office and proof of training.
 - b. At least one server per shift must have training from the Arizona Department of Liquor Licenses and Control. You must provide copies of their certificates to the Clerk's Office.
8. You must provide a list of names and contact numbers for your security personnel.
9. You must prohibit servers, security personnel, and event workers from consuming alcohol while working.
10. You may not permit more than two (2) alcoholic drinks per purchase per person.
11. You must provide safe transportation options and present the plan and names to the Clerk's Office.
12. You must require a photo I.D. from all purchasers.
13. "Last Call" promotions are strictly prohibited.

Note: If infractions occur, CVMO Deputies have authority to demand immediate correction and/or to shut down the event, and to recommend revocation of your privileges to hold future events.

Set-up Requirements:

Fort Verde Days: The beer garden will be set up IN THE LOCATION(S) AS DESIGNATED IN YOUR LIQUOR LICENSE PERMIT THAT INCLUDES A DETAILED SITE PLAN. SALES AND CONSUMPTION WILL NOT BE PERMITTED IN MORE THAN ONE LOCATION AT A TIME. No consumption is permitted outside the beer garden. EACH ENTRANCE AND EXIT MUST BE STAFFED WITH SECURITY PERSONNEL AT ALL TIMES.

Crawdada Festival: The beer garden will be set up IN THE LOCATION(S) AS DESIGNATED IN YOUR LIQUOR LICENSE PERMIT THAT INCLUDES A DETAILED SITE PLAN.

SALES AND CONSUMPTION WILL NOT BE PERMITTED IN MORE THAN ONE LOCATION AT A TIME. No consumption is permitted outside the beer garden. EACH ENTRANCE AND EXIT MUST BE STAFFED WITH SECURITY PERSONNEL AT ALL TIMES.

Pecan, Wine, and Antique Festival: The wineries will be set up IN THE LOCATION(S) AS DESIGNATED IN YOUR WINE FESTIVAL LICENSE THAT INCLUDES A DETAILED SITE PLAN. No consumption is permitted outside the DESIGNATED AREA(S). EACH ENTRANCE(S) AND EXIT(S) TO THE VENUE MUST BE STAFFED WITH SECURITY PERSONNEL AT ALL TIMES.

Site Map

You must attach a Site Map with your Special Event Application. The map should define the event area and include, at minimum, the following information:

1. Location of all tents and temporary structures that will be erected. (i.e. beer garden, inflatable items, small carnival games, etc.) Note: the Beer Garden must be set up in the Town Hall Parking Lot.
2. Location of utility services
3. Location of all vendors
4. Location of all dumpsters and trash receptacles
5. Location and layout of tables, chairs, picnic tables, etc.
6. Location of stages
7. Entrances and exits
8. LOCATION OF INDIVIDUAL WINE VENDORS INSIDE THE VENUE. VENDORS MAY BE LISTED BY NUMBER IF A LEGEND IS INCLUDED THAT LISTS WINE VENDOR NAMES AND THEIR CORRESPONDING NUMBER.

Special Event Vendor License

IF YOU DO NOT HAVE A CURRENT BUSINESS LICENSE ON FILE, you and your vendors are required to have a Special Event Vendor License. See Exhibit C.

Each participating vendor must submit an application with original signatures and associated fees to the **Clerk's Office**. In addition, the certificate must be prominently displayed throughout the event. Local businesses with existing business licenses are not required to purchase Special Event Vendor Licenses. However, you should contact the Clerk's Office for a copy of your Business License, which must be displayed during your event.

Prior to the opening of your event, Town staff will make an on-site inspection. Any vendor who does not have a business license on display in a conspicuous place will not be allowed to open their booth.

STATE TPT NUMBER AND SALES TAX

All vendors who sell taxable items at your event are required to collect and pay applicable sales tax. It is your responsibility to provide a list of vendors to the Arizona Department of Revenue and the Clerk's Office within five (5) days following your event. The list shall include the vendor's name, business name, mailing address, and telephone number.

Note: Failure to file required reports shall result in the denial of future permits.

Contact Information:

Arizona Department of Revenue
License Compliance Officer
Phone: 480-545-3534
Fax: 480-545-3596

Town of Camp Verde
Clerk's Office
473 S. Main St., Ste. 102
Phone: 928-567-6631 ext. 100
Fax: 928-567-9061

STREET CLOSURE/BARRICADE

Proper barricades and signage are required if your event will close streets or a public right-of-way (ROW). At least 90 days prior to your event, you must submit an application with a detailed Traffic Control Plan to the Public Works Street Division indicating where barricades and signs will be placed. Street and ROW closings will be reviewed, evaluated, and approved on a case-by-case basis.

The applicant will be responsible for the placement and removal of all barricades and signage before and following your event. A licensed barricade company must be used. The contractor must submit a traffic control plan to the Public Works Street Division that is in compliance with the Manual of Uniform Traffic Control Devices and evidence of insurance. The Town of Camp Verde Public Works Department will review the applicant's traffic control plan to ensure compliance with the Manual of Uniform Traffic Control Devices.

The Town of Camp Verde may request that you notify businesses and/or residents that might be affected by the closure, as well as a requirement to issue a press release and camera-ready site map to all media at least two weeks before your event. You will also be required to notify the Camp Verde Fire Department, Camp Verde Marshal's Office, and Camp Verde School Transportation Department.

Required Forms

Certificate of Insurance
Public Works Street Division Traffic and Safety Permit

Important Contact Information

Public Works Department
Ron Long, Director
Deborah Ranney, Admin Asst.
395 S. Main Street · 928-567-0534 ext. 137
Camp Verde Marshal's Office
Lt. Earl Huff
646 S. First Street · 928-567-6621 ext. 407
Camp Verde School Bus Barn
Stacy Barker – Transportation Supervisor
928-274-0013

Camp Verde Fire Department
Barbara Rice, Inspector
Fire and Life Safety
26 W. Salt Mine Road · 928-567-9401
Building Department
Robert Foreman
473 S Main, Suite 102 · 928-567-8513 ext. 112

CLEAN-UP PLAN

You must submit a Clean-up Plan for events held on Town property with your event application. The Plan must include at minimum, the following information:

1. A Site Map of the event area showing the types and locations of dumpsters, individual trash receptacles, and recycle containers. (The Town requires the use of recycle containers at all events held on Town property.)
2. The names and contact information of individuals and/or groups who will provide cleaning services both during and after an event.

Remember, YOU are the person who is responsible for prompt cleaning of Town property, restrooms, parking lots, streets, rights-of-way, sidewalks, etc. during and after your event. If you fail to clean adequately or cause damage to the Town's property or facilities, your deposit will be forfeited. You will be invoiced for any costs related to clean and/or repair damaged property over the deposit, and your insurance company will be contacted.

NOTE: The Town's dumpsters are not available for your use. You will need to provide adequate dumpsters and/or waste receptacles. If you use Town dumpsters, disposal fees will be deducted from your deposit.

Waste Contractors that service our area:

North American Waste 928-567-0250	Waste Management 800-762-9708	Taylor Waste 928-649-2662
Arid Waste 928-567-0213	SWS 928-634-6275	Taylor & Sons Hauling 928-649-8335

SECURITY

It is your responsibility to provide adequate security for your event. The type and location of the event, presence of alcoholic beverages, crowd size, and other factors determine the amount and type of security that you are required to have. If your event is held on Town property and it includes the sale and consumption of alcohol, CVMO officers must be present DURING THE HOURS THAT ALCOHOL IS SERVED. CVMO will review your application and determine the number of officers that are required. THE TOWN WILL PROVIDE THE OFFICERS AT NO COST TO THE PROMOTER FOR THE FOLLOWING EVENTS ONLY: FORT VERDE DAYS, CRAWDAD FESTIVAL, AND THE PECAN, WINE, AND ANTIQUE FESTIVAL

IN ALL OTHER EVENTS MUST, THE PROMOTER MUST PAY THE fees for the off-duty officers at least 30 days IN ADVANCE OF your event. **Off-duty officer fees are \$50.00 per hour, with a minimum of two officers per event. THESE FEES CANNOT BE WAIVED FOR EVENTS HELD OFF TOWN-OWNED PROPERTIES.**

NOTE: CVMO deputies are authorized to issue citations, cease and desist orders, and to order a vendor or an event to close.

HEALTH DEPARTMENT PERMITS

If you plan to sell food or drinks or to have food vendors that sell food or drinks, you are required to submit an Event Coordinator form to the *Yavapai County Health Department* at least **45 days before your event**. The County also requires a vendor list and site map. Each vendor must have a food handler's certificate prominently displayed if they sell food or drinks. Yavapai County Health Department usually conducts on-site inspections of food booths prior to and during events.

Contact the Yavapai County Health Department at 928-639-8138 for further information, instructions, or questions.

FIRE & LIFE SAFETY REQUIREMENTS

You are required to follow the Camp Verde Fire District's (CVFD) "Fire Safety Standards". See Exhibit E. It is your responsibility to contact the CVFD to discuss your event, ASSOCIATED FEES, and set times for inspections. CVFD will inspect all structures, including but not limited to tents, overhangs, barriers, amusement rides, circus tents for fire safety and life safety compliance. The Town's Building Department and/or CVFD Inspector will inspect electrical connections and compliance with building and safety codes. Contact CVFD Inspector at 928-567-9401 for further information, instructions, or questions.

NOTE: THE TOWN OF CAMP VERDE DOES NOT HAVE THE AUTHORITY TO WAIVE OUTSIDE AGENCY FEES.

TENTS, TEMPORARY STRUCTURES, AMUSEMENT RIDES, AND VEHICLE USE ON PARKLANDS

Tents, canopies, temporary structures, amusement rides, etc. must meet the requirements of the Fire Safety Standards and Life Safety Standards as provided by the Camp Verde Fire District (CVFD). A CVFD Inspector will inspect each structure for compliance. See Exhibit E.

Some notable requirements include, but are not limited to

- fire extinguishers.
- the site must provide for emergency access at all times
- the site must provide for reasonable and safe distance between vendor booths
- electrical lines must meet safety requirements and be placed in a fashion that the public and/or workers cannot be harmed
- all amusement rides, including 'blow-up' structures must be inspected for life safety and fire safety compliance
 - In addition to a Certificate of Insurance, amusement ride vendors must provide the CVFD and the Town of Camp Verde with their most current Certificate of Mechanical Inspection for all rides. Failure to provide the certificate(s) will preclude the vendor from opening or operating amusement rides during your event.

Use of vehicles and ground stakes on parkland is strongly discouraged. However, if you must use a vehicle and/or stakes contact the Parks & Recreation Maintenance Division at 567-6631 ext. 136 to schedule an appointment to have sprinkler heads and underground lines marked. If VEHICLES, ground stakes, SAND, OR ANY OTHER MATERIAL, APPARATUS,

MECHANICAL OR ANIMAL are used THAT RESULTS IN DAMAGE TO THE GRASS, you must repair the ground and replace the grass during the clean-up of your event. NOTE: damage that occurs due to your use or your participating vendor's use is your responsibility and you will be invoiced for damages that exceed your deposit and your insurance company contacted.

#10



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: After Action Review Report

Agenda Title:

Discussion and consideration of the After Action Review Report which records the emergency response assessment of the winter storm/forecasted flooding of January 2010.

Purpose and Background Information:

It is appropriate to evaluate and assess the emergency response of any major or potentially major event shortly after the event is completed. In doing so, it is important to encourage candor and openness. But we need to focus on what can be fixed and focus on "what" not "who".

The After Action Review Report submitted assesses "what we did" and "what we are going to do next time? (sustain/improve). This event demonstrated the versatility of our employees and volunteers, which is a recognized strength for the Town. However, it also showed some weaknesses that we have identified and will use to further refine plans, procedures, and training.

Recommendation:

No action required

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

Finance Director Comments/Fund:

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

Attorney Comments:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Action Report prepared by: David R. Smith

***Town of Camp Verde
After Action Review (AAR)***

An AAR should be conducted shortly after an activity is completed. Establish clear ground rules, encourage candor and openness, focus on what can be fixed, focus on what - not who.

Incident Name and Type: Winter Storm 1/2010 **Dates of Assignment:** 1/20 – 1/22/10
Unit or Jurisdiction(s): Town of Camp Verde **Geographic Area:** Camp Verde, Az
Report Submitted by: David R. Smith **Phone Number:** 928-567-6621

1. What did we set out to do?

On January 19, 2010 the National Weather Service released a severe winter storm warning to northern Arizona. The weather forecast issued a flood watch for the Camp Verde area from Thursday morning through Saturday morning. This warning indicated that we could receive heavy rainfall with totals of 3 to 6 inches of rain. It was reported that some areas could receive up to 7 inches of rain.

The National Weather Services' Advanced Hydrologic Prediction Service was predicting that the Verde River @ Camp Verde could rise to over 28 ft by late Friday. This prediction exceeded the 1993 flood stage which peaked at 28.36 ft. and the 2005 flood stage which peaked at 22.15ft. Obviously, these forecasts/predictions became a serious concern. I called for a planning meeting to be held at the Marshal's Office on Wednesday 1/20/10 at 0800hrs.

On Wednesday 1/20/10 @ 0800hrs the following individuals attended the planning meeting: Mike Scannell, Pete Roulette, Earl Huff, Mike Jenkins, Barbara Rice (FD), Ron Long, Luis Trahin, Mike Dumas, Lynda Moore, Marvin Buckle, Deb Ranney, Bobby Chavez, and David R. Smith.

Everyone was advised of the weather and flood predictions. (The Hydrologic Prediction Service had downgraded the Verde River to peaking @ 23ft which was still a serious concern). We discussed what we needed to do to be prepared for the potential flooding. Some things identified for our to do list: contact County for sand and sand bags (FD), contact Red Cross (CVMO), produce "Notification" letters and basic emergency supply/preparedness pamphlets (CVMO), contact all residents in low lying areas and advise them of the potential flooding and hand out notification letter and pamphlets (CVMO volunteers), notify the media (CVMO & FD), check Red Cross equipment for the shelter (PW), identified shelter contact person (PW), updated all contact numbers (CVMO), and constantly monitor flooding and river levels (CVMO). All tasks were accomplished.

On Wednesday evening 1/20/10, I attended the Town Council meeting. During call to the public, I gave the Mayor and Council a report of the potential flooding and what Town staff had done in preparation of the storm.

On Thursday 01/21/10 @ 1600hrs, I called another meeting to discuss the current status. The Hydrologic Prediction Service again had downgraded the Verde River level to peaking at 21ft on Friday at about 1100hrs. Even though it was a downgrade it was still a major concern. We discussed the possibility of opening the Emergency Operation Center (E.O.C.). We agreed that with the current projections, we would open the E.O.C. no later than 0600hrs on Friday 01/22/10. In addition, CVMO deputies would constantly monitor flooding and report incidents to Lieutenant Huff or Marshal Smith. If anything changed, we would open the E.O.C. earlier if necessary. We also were advised that due to Clear Creek rising, Verde Lakes Drive was closed and a section of old Hwy 279 was closed due to flooding (rain). After the meeting, I called the Town Manager and gave him an update.

2. What actually happened?

On Thursday 01/21/10 @ approx. 2200hrs, I was contacted by Sgt. Andrews. He stated that a Senior Citizen Group Home on Middle Verde Rd. was receiving flooding from all the rain. Apparently the home sits in a small basin (low area) and was receiving a considerable amount of water from rain runoff. The property was flooded and water was nearing the house so the caretaker wanted to evacuate before the water reached the house. I advised Sgt. Andrews to have dispatch contact Deb Ranney or Lynda Moore to open the Community Center as a shelter. (They were contacted and the shelter opened). Transportation by the Casino was arranged and eight (8) individuals were taken to the shelter.

On Friday 01/22/10 @ 0500hrs, I checked the Verde River and noticed it had not risen as predicted. I then checked the Hydrologic Prediction Service and the river was downgraded to peaking at only 13ft, well below flood stage. I then went to the Community Center and talked with Deb Ranney. Four more people had shown up at the shelter during the night from the Verde Lakes area. They had self evacuated as a precaution. Deb Ranney requested that I find someone to relieve her as she had been there all night. I stated I was headed to open the E.O.C. and would have some of our volunteers come over as soon as they could get there. (Three volunteers agreed to relieve Deb).

After arriving at the Marshal's Office training room (E.O.C.) on Friday approx. 0600hrs, I was advised that Thursday night a Town employee had been contacted to handle a plugged culvert that was causing flooding near two (2) homes in Reddell acres. That employee had refused to respond and handle the problem. (An issue that will be dealt with administratively). Other employees were ultimately contacted and the situation was resolved.

In addition, based on the new predictions, weather report, reports from Clarkdale, Cottonwood, and Sedona, it was determined that river flooding was not going to happen. Most people at the E.O.C. were sent home. All evacuees at the shelter went home and the shelter was closed. The Town Manager was briefed on the status.

The Camp Verde area did receive considerable rain fall which caused some street flooding and runoff. The Verde River peaked at about 13ft before receding. No homes received flood damage. Clear creek's level raised enough to flood some roadways, but also began receding. On-duty deputies were advised to continue monitoring the area for flooding.

3. What are we going to do next time? (sustain/improve)

On Tuesday 2/2/10 @ 1030hrs, we held an after action review of the event. Several suggestions were made to improve service:

- Even though we had contacted local radio stations, the media, and passed out information pamphlets, it was suggested we post information at the Post Office and Basha's.
- Community Center/Shelter Needs:
 - To identify exactly how many people can safely occupy the Community Center when it is used as a shelter.
 - A three (3) day self-sufficiency plan (food, water, necessities).
 - A shelter staffing plan.
 - Clear reliable communication between command personnel and shelter staff.
 - Red Cross equipment (cots & blankets) need to be inventoried and moved to a better location.
 - Better signage for directing individuals to the shelter. The sandwich boards were a good idea but should have had contact phone numbers posted.
 - It was suggested that the E.O.C. should have been manned when the shelter was opened.

- We need additional training for rank and file employees to understand that a citizen's crisis is also OUR crisis so we need to act without delay. Some could also use a refresher in the Incident Command System.
- Some individuals were not clear as to who was in charge. We did not make it clear to everyone who the Incident Commander was. During these types of events, everything has to go through the Incident Commander – No exceptions.
- During these types of events, it was suggested that Public Works change their voice message so it is clear to all citizens how to contact them. It is necessary for them to be away from the phone, but it is also important that citizens are able to get answers.

4. Conclusion

This incident was a good refresher and training for our personnel during an emergency response. It was the real thing with minimal impact on the community. With the exception of one incident, people did what was expected. It showed the versatility of our employees and volunteers. In addition, participants identified several lessons learned for improvements in the Town's ability to respond to an emergency management incident. The Town can use the results of this incident to further refine plans, procedures, and training for a potential flooding incident.



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: FY2009-2010 Budget

Agenda Title (be exact):

Discussion, consideration, and 1) possible acceptance of the update on the financial status of the Town of Camp Verde for the first half of the 2009-2010 fiscal year; and 2) possible approval of the recommended budget appropriation adjustments to bring expenditures in line with projected revenues for the remainder of the 2009-2010 fiscal year.

Purpose and Background Information:

Staff desires to keep Council abreast of the financial status of the Town as it pertains to revenue and expenditure projections for the 2009-2010 fiscal year.

In anticipation of the projected reduction in revenues collected, Department Heads have submitted a list of possible budget appropriation adjustments to assist in bringing expenditures in line with projected revenues for the remainder of the 2009-2010 fiscal year. The list of adjustments is attached to this staff report.

Recommendation (Suggested Motion):

1) Acceptance of the update on the financial status of the Town of Camp Verde for the first half of the 2009-2010 fiscal year; and 2) approval of the recommended budget appropriation adjustments as detailed to bring expenditures in line with projected revenues for the remainder of the 2009-2010 fiscal year.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Attorney Review: Yes No N/A

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Michael Scannell, Town Manager

Action Report Prepared By: Lisa Elliott, Senior Accountant

February 17, 2010 Financial Update Report

Of the \$5,305,241 budgeted General Purpose Revenues, \$5,025,241 (or 95%) is derived from four (4) sources. These sources are Town Sales Tax, State Sales Tax, Urban Revenue Sharing (income tax), and Vehicle License Tax.

With having the first six (6) months of data thus far, staff's forecast is as follows:

- Town Sales Tax – Based on the straight-line method of projection, staff is projecting an increased decline in budgeted collections since the report given to Council on December 2, 2009. Staff is now projecting a decline of approximately \$200,000 at fiscal year end; the decline reported on December 2, 2009 was \$58,000. Since the projections are based on the straight-line method of projection, this figure does not factor for seasonal fluctuations or one-time influxes of revenues. Staff has identified two sources of one-time influxes of revenue that will help offset this decline in revenue; both of these sources are related to construction tax. The total of these two collections is \$103,140 leaving a remaining estimated shortfall of approximately \$96,860 in Town Sales Tax at year end. Seasonal fluctuations may absorb a portion of this shortfall; however at this juncture it is difficult to quantify.
- State Sales Tax – Based on the straight-line method of projection, staff is projecting a slight decline in budgeted collections of approximately \$50,000 at fiscal year end. Since the projections are based on the straight-line method of projection, this figure does not factor for seasonal fluctuations. Historical State Sales Tax receipts show a slight increase in receipts in the months surrounding the holiday season (Thanksgiving and Christmas). The Town will not receive information regarding December's sales tax receipts until later in the month of February. Therefore, at this time, staff does not believe it is appropriate to adjust the budget for State Sales Tax.
- Urban Revenue Sharing – Urban Revenue Sharing is the Town of Camp Verde's percentage (based on population) of the State Income Tax revenues received by the State. The revenue that the Town is currently receiving is based on collections by the State Department of Revenue from calendar year 2007. Urban Revenue Sharing revenues are predictable based on amounts collected two years prior, thus staff does not anticipate any variance from the budgeted amount.
- Vehicle License Tax – Based on the straight-line method of projection, staff is projecting a small decline in Vehicle License Tax revenues of approximately \$20,000. Vehicle License Tax is based on registration renewals. This revenue source does not have seasonal fluctuations as does sales tax revenues, however as vehicles age and values decline, the amount of registration fees also decline. Historically, this revenue source has held fairly constant, but with a decline in new car purchases, we will more than likely see a decline in the revenue collections.
- Highway User Revenue Fund – The HURF/Streets Fund is funded primarily by HURF (Highway User Revenue Fund) monies (gasoline tax). Based on the straight-line method of projection, staff is anticipating that the HURF revenues will hold constant with the budgeted amounts.
- Local Transportation Assistance Fund - Based on the straight-line method of projection, staff is anticipating that the LTAF revenues will hold constant with the budgeted amounts. LTAF revenues are derived from the State lottery; therefore any swing in collections is a direct result of the success or failure of the lottery system.
- Departmentally Generated Revenues - Two departments have indicated declines in their revenue collections. The Municipal Court has reported a potential decline of approximately \$93,500 in court fees/fines and attorney reimbursements. The Town Clerk's Department has reported a decline of approximately \$5,000 as a result of the decrease in business license fees.

The total General Fund revenue shortfall is anticipated at \$265,360. To help mitigate this shortfall, departments were asked to comprise a list of potential General Fund expenditure appropriation adjustments. Attached is a comprehensive listing of the adjustments that Council will be asked to approve. The total of these adjustments is \$102,227. While these adjustments do not mitigate the entirety of the shortfall, other expenditure reductions not included in the appropriation adjustments (such as vacant employee positions) will help mitigate a portion of the shortfall as well.

Staff will continue to monitor the revenue collections as well as expenditure burn rates to keep the expenditures in line with projected revenues. Staff will keep Council apprised of the financial condition of the Town as more information becomes available and bring recommendations to assist in maintaining a balanced budget.

FY2009-2010 Proposed Budgeted Expenditure Appropriation Revisions
Presented to Council for approval on February 17, 2010

Department	Account #	Adopted Budget	Revised Amount	Savings/ <Increase>	Notes
Mayor & Council	01-20-10-6000	4,200	3,600	600	
Mayor & Council	01-20-10-6010	260	223	37	
Mayor & Council	01-20-10-6011	61	52	9	
Mayor & Council	01-20-10-6013	41	35	6	
Mayor & Council	01-20-10-6014	191	60	131	
Mayor & Council	01-20-10-7010	3,960	2,606	1,354	
Mayor & Council	01-20-10-7015	5,540	3,740	1,800	
Mayor & Council	01-20-10-7030	100	-	100	
Mayor & Council	01-20-10-7035	100	-	100	
Mayor & Council	01-20-10-7055	500	-	500	
Mayor & Council	01-20-10-7066	432	76	356	
Mayor & Council	01-20-10-7570	300	251	49	
Mayor & Council	01-20-10-7572	50	-	50	
Mayor & Council	01-20-10-7573	2,000	520	1,480	
Town Clerk	01-20-12-7010	1,500	1,125	375	
Town Clerk	01-20-12-7015	1,000	750	250	
Town Clerk	01-20-12-7030	2,000	1,500	500	
Town Clerk	01-20-12-7035	1,000	750	250	
Town Clerk	01-20-12-7110	5,000	3,750	1,250	
Finance Department	01-20-13-7010	1,000	600	400	
Finance Department	01-20-13-7015	1,000	500	500	
Finance Department	01-20-13-7040	2,000	2,184	(184)	
Finance Department	01-20-13-7100	65,073	70,000	(4,927)	
Finance Department	01-20-13-7110	1,000	1,500	(500)	
Finance Department	01-20-13-7120	25,000	32,015	(7,015)	\$4,000 re-appropriate
Finance Department	01-20-13-8010	400	100	300	from Court budget
Maintenance	01-20-20-7030	300	150	150	
Maintenance	01-20-20-7050	4,000	3,000	1,000	
Maintenance	01-20-20-7055	8,000	6,000	2,000	
Maintenance	01-20-20-7510	30,000	15,000	15,000	
Maintenance	01-20-20-7512	2,000	1,000	1,000	
Maintenance	01-20-20-7513	3,000	2,000	1,000	
Maintenance	01-20-20-7515	2,500	2,000	500	
Maintenance	01-20-20-7516	5,000	4,000	1,000	
Maintenance	01-20-20-7517	14,000	10,000	4,000	
Maintenance	01-20-20-7530	10,000	8,000	2,000	
Maintenance	01-20-20-8030	4,500	3,500	1,000	
Maintenance	01-20-20-8040	10,000	8,000	2,000	
Municipal Court	01-20-30-7010	2,000	1,000	1,000	
Municipal Court	01-20-30-7015	2,500	2,250	250	
Municipal Court	01-20-30-7036	1,000	1,075	(75)	
Municipal Court	01-20-30-7037	1,000	500	500	
Municipal Court	01-20-30-7062	193	591	(398)	
Municipal Court	01-20-30-7120	4,000	-	4,000	
Municipal Court	01-20-30-7555	28,500	22,000	6,500	
Municipal Court	01-20-30-8000	1,000	500	500	

Public Works/Engineer	01-20-40-7065	480	80	400
Public Works/Engineer	01-20-40-7100	20,000	5,205	14,795
Public Works/Engineer	01-20-40-7110	2,500	2,000	500
Public Works/Engineer	01-20-40-8010	1,500	1,000	500
Community Development	01-20-50-7010	200	-	200
Community Development	01-20-50-7015	200	-	200
Community Development	01-20-50-7030	525	249	276
Community Development	01-20-50-7036	25	-	25
Community Development	01-20-50-7037	25	-	25
Community Development	01-20-50-7040	500	250	250
Community Development	01-20-50-7050	1,000	300	700
Community Development	01-20-50-7055	850	480	370
Community Development	01-20-50-7560	25	-	25
Community Development	01-20-50-7561	250	-	250
Community Development	01-20-50-8010	1,000	500	500
Building Department	01-20-51-7030	2,000	1,650	350
Building Department	01-20-51-7036	250	187	63
Building Department	01-20-51-7055	2,400	1,900	500
Building Department	01-20-51-7063	500	400	100
Building Department	01-20-51-7064	198	113	85
Building Department	01-20-51-7066	600	300	300
Building Department	01-20-51-7100	10,000	9,750	250
Building Department	01-20-51-7210	1,250	1,000	250
Building Department	01-20-51-7512	50	38	12
Building Department	01-20-51-8000	100	-	100
Current Planning	01-20-52-7010	200	-	200
Current Planning	01-20-52-7015	200	17	183
Current Planning	01-20-52-7030	2,100	1,554	546
Current Planning	01-20-52-7036	100	38	62
Current Planning	01-20-52-7040	1,350	650	700
Current Planning	01-20-52-7300	700	350	350
Current Planning	01-20-52-7560	150	25	125
Current Planning	01-20-52-7581	50	-	50
Code Enforcement	01-20-54-7010	100	-	100
Code Enforcement	01-20-54-7015	50	-	50
Code Enforcement	01-20-54-7030	700	150	550
Code Enforcement	01-20-54-7035	243	-	243
Code Enforcement	01-20-54-7036	25	-	25
Code Enforcement	01-20-54-7037	25	-	25
Code Enforcement	01-20-54-7040	50	25	25
Code Enforcement	01-20-54-7050	500	300	200
Code Enforcement	01-20-54-7055	700	258	442
Code Enforcement	01-20-54-7066	600	241	359
Code Enforcement	01-20-54-7300	300	-	300
Code Enforcement	01-20-54-8000	25	-	25
Marshal's Department	01-20-60-6001	50,000	40,000	10,000
Library	01-20-70-7010	450	52	398
Library	01-20-70-7015	750	86	664
Library	01-20-70-7030	6,500	5,500	1,000
Library	01-20-70-7035	350	100	250
Library	01-20-70-7040	1,000	-	1,000
Library	01-20-70-7110	900	-	900

Library	01-20-70-7519	500	250	250
Library	01-20-70-7613	1,200	800	400
Library	01-20-70-7640	2,125	1,175	950
Library	01-20-70-7641	2,000	2,290	(290)
Library	01-20-70-7642	8,600	9,619	(1,019)
Library	01-20-70-8000	500	160	340
Children's Library	01-20-72-7640	6,375	4,375	2,000
Parks & Recreation	01-20-80-7010	300	-	300
Parks & Recreation	01-20-80-7015	400	-	400
Parks & Recreation	01-20-80-7030	1,800	1,300	500
Parks & Recreation	01-20-80-7035	500	200	300
Parks & Recreation	01-20-80-7038	500	200	300
Parks & Recreation	01-20-80-7039	716	216	500
Parks & Recreation	01-20-80-7066	750	250	500
Parks & Recreation	01-20-80-7110	900	300	600
Children's Recreation	01-20-83-7610	1,950	550	1,400
Adult Recreation	01-20-84-7610	2,800	500	2,300
Senior Recreation	01-20-85-7610	2,000	-	2,000
Community Programs	01-20-86-7610	17,000	7,000	10,000
				<u>102,227</u>

#12

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda

Regular Business

Subject: Town's potential operation of Fort Verde State Historic Park for one year

Agenda Title:

DISCUSSION, CONSIDERATION AND POSSIBLE SELECTION OF ONE OF THE FOLLOWING FINANCIAL OPTIONS BELOW (SEE ATTACHMENTS "A" and "B") AND AUTHORIZATION FOR AND DIRECTION TO THE MANAGER TO ENTER INTO NEGOTIATIONS WITH THE ARIZONA STATE PARKS RELATIVE TO THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT ("IGA") WHICH WILL ADDRESS THE TOWN OF CAMP VERDE TENDERING TO THE STATE OF ARIZONA FUNDING SO AS TO MAINTAIN THE OPERATIONAL VIABILITY OF FORT VERDE STATE HISTORIC PARK ("PARK"). THE TERM OF THE AGREEMENT IS CONTEMPLATED TO RUN FROM MARCH 30, 2010 TO MARCH 29, 2011.

Staff resource: Michael K. Scannell

Option 1: Attachment A – maintain the operational status of Fort Verde Historic State Park with the staffing levels that were in place while Arizona State Parks operated the park. The State Parks budget for this option is \$244,500.

Option 2: Attachment B. This option replaces some of the paid work force with a comprehensive volunteer program which is predicated on the belief that there exists a need to make available no less than twenty-two hundred (2,200) volunteer hours on an annual basis as a supplement to the paid staff that are believed to be required to deliver the level of service to which the public has become accustomed. The cost to the Town for this option is anticipated to be approximately \$77,000.

Purpose and Background Information:

Please see the attached memo from the Town Manager for background information on the policy questions that you are being asked to consider

Recommendation: MOVE TO SELECT ONE OF THE OPTIONS SET FORTH IN THE STAFF REPORT ATTACHED HEREWITH OR DEVELOP ANOTHER OPTION.

THOSE OPTIONS ARE AS FOLLOWS:

Option 1: Attachment A – maintain the operational status of Fort Verde Historic State Park with the staffing levels that were in place while Arizona State Parks operated the park. The State Parks budget for this option is \$244,500.

Option 2: Attachment B. This option replaces some of the paid work force with a comprehensive volunteer program which is predicated on the belief that there exists a need to make available no less than twenty-two hundred (2,200) volunteer hours on an annual basis as a supplement to the paid staff that are believed to be required to deliver the level of service to which the public has become accustomed. The cost to the Town is anticipated at approximately \$77,000.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments:

Although, this is an unbudgeted item, if Council approves either financial option "A" or "B" the funding would be appropriated from the contingency fund. The manager will be advancing a staff report to you at a future meeting that outlines the financial requirements associated with putting your plan in play.

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Town Manager
Action Report prepared by: C. Brown/dt

Contact Person: Michael K. Scannell

Memo

To: Members of the Common Council of the Town of Camp Verde
cc: Jay Ream, Asst. Director Arizona State Parks
Sheila Stubler, Fort Verde State Parks Manager
Nancy Floyd, Camp Verde Historical Society
From:  Michael Scannell, Town Manager
Date: February 9, 2010
Re: A plan to maintain the operational status of Fort Verde Historic State Park.

As you know, on January 15, 2010, the Governing Board of the Arizona State Parks Department was forced to implement a number of decisions which, when made operational, will have the impact of essentially shutting down a large portion of the State's Park system. The decisions impacted Fort Verde Historic State Park in that it is now slated for closure on March 29, 2010. Since learning of the fate of Fort Verde Historic State Park, your staff has been exploring our options. The primary objective we were pursuing was to maintain the operational status of Fort Verde Historic State Park, recognizing that all the while that doing so would likely result in the Town of Camp Verde shouldering a financial burden. In the course of pursuing our objective, staff has met with senior management of the Arizona State Parks Department, Supervisor Chip Davis, the officers of the Camp Verde Historical Society, and other interested citizens. Through the efforts of the aforementioned individuals, I am now able to present to you for your review and consideration a staffing plan that has been reviewed by the historical Society Officers, and representatives of the Arizona State Parks Department. We, collectively, believe that implementing the staffing plan set forth on attachment B will facilitate the forging of a partnership with the State Parks Department which will ensure the operational status of Fort Verde Historic State Park.

The essence of the proposal before you is that the Town of Camp Verde enter into an Intergovernmental Agreement (hereinafter IGA) with the Arizona State Parks Department and that the terms of the IGA will, among other things, call for the Town of Camp Verde to fund the staffing and operations of Fort Verde Historic State Park for a period of one year (see attachment B). The plan relies heavily on volunteer labor from dedicated members of the community. Said volunteers essentially replace paid staff. As a result of the volunteer labor force that has been assembled, we have driven down significantly the net cost associated with operating the park. I would also contemplate including in the IGA a provision which calls for an early termination in the event that the State of Arizona crafts a financial plan which will result in the State's ability to adequately fund Fort Verde Historic State Park. I am proposing the inclusion of such a provision because the State Legislature is currently entertaining one or more measures which, if enacted, may provide a funding stream dedicated to maintaining the viability of the State Park System.

I am respectfully requesting that your Council provide staff with guidance on the following policy issues:

- 1) Do you have an interest in stepping forward and placing your financial resources at risk in order to ensure that the operational status of Fort Verde State Park is maintained; and
- 2) If it is in your interest to play a role in maintaining the operational status of fort Verde Historic State Park, what level of financial support do believe is appropriate and what time frame do you believe is appropriate for your financial support (the level of financial support you may elect to provide will be driven by the staffing configuration you elect to support; and
- 3) If it is your interest to move forward with forging a partnership with the Arizona State Parks Department, are there specific provisions that you would like to see set forth in the IGA between the our organization and the State Parks Department.

As you ponder the questions set forth above, my recommendation to you is that you afford the representatives of the Camp Verde Historical Society an opportunity to address this most important matter. Nancy Floyd, a member of the Historical Society Board has crafted a comprehensive volunteer program which is predicated on the belief that there exists a need to make available no less than twenty-two hundred (2,200) volunteer hours on an annual basis as a supplement to the paid staff that are believed to be required to deliver the level of service to which the public has become accustomed. The cost to the Town for the volunteers/volunteer program would be zero (0). I am also recommending that your Council, or your designated representative, begin a dialogue with Supervisor Davis for the purpose of determining whether Yavapai County may be able to assist the Town of Camp Verde in partially funding the expenses associated with the plan set forth in attachment B.

Once you have provided staff with direction, I will pass along a list of your interests to the Arizona State Parks Department. I anticipate placing before your Council a draft IGA on March 3rd. You can address the final execution of the IGA at your March 17th meeting.

I will be pleased to respond to any questions that you may have with respect to this issue.

Attachment A

Current Budgeted Expenses for Fort Verde Historic State Park

Personnel Expenses	2009-10 salary and and benefit expense
Park Manager I	\$62,000
Ranger II (Asst Mgr)	\$54,000
Ranger II (2)	\$98,000
SCSEP Workers (2)	\$0
Sub total	\$214,000
M and O expenses	\$33,000
Other ancillary expenses	\$30,000
Capital Budget Expenses	\$0
Sub total	\$63,000
Total budgeted expenses	\$277,000
Revenues	\$32,500
Net annual costs (estimated)	\$244,500

Footnotes: The SCSEP workers are funded through a contract with NACOG.
The net cost to the State Parks Department is zero.
It is contemplated that this contract would continue in full force
and effect during the term of any agreement entered into.

Attachment B

Proposed Budgeted Expenses for Fort Verde Historic State Park

Personnel Expenses	2009-10 salary and and benefit expense
Park Manager I	\$62,000
Ranger I (2) part time	\$27,000
Volunteers/Volunteer Program	0
SCSEP Workers (2)	0
Sub total	\$89,000
M and O expenses	\$33,000
Maintenance expenses	\$10,000
Capital Budget Expenses	0
Sub total	\$43,000
Total budgeted expenses	\$132,000
Revenues (estimate for 5 day/wk)	\$25,000
Contribution from Yavapai County	\$30,000
Net annual costs (estimated)	\$77,000

Footnotes:

The SCSEP workers are funded through a contract with NACOG.
It is contemplated that this contract would continue in full force and effect.
It is estimated that 2,200 volunteer hours will be delivered in the first year of the agreement.
The contribution from Yavapai County is an estimate for planning purposes only.
Capital Budget expenses will be borne by the State of Arizona under the terms of our IGA
The net annual expenses will be borne by the Town of Camp Verde.

#13



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Town of Camp Verde Fraud Policy

Agenda Title (be exact):

Discussion, consideration, and possible approval of Resolution 2010-805, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the Town of Camp Verde Fraud Policy and declaring it a public record.

Purpose and Background Information:

Maintaining an ethical environment is 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 must be followed for the investigation of fraud and other similar irregularities.

Upon adoption of the Town of Camp Verde Fraud Policy, training on the Fraud Policy will be given to all Town employees during the Ethics Training approved by Council at the February 3, 2010 Council meeting. The Ethics Training will be a mandatory annual training for all employees to review the Fraud Policy, provide training on ethics, and address any questions that employees may have. Upon hiring new employees, a copy of the Fraud Policy will be reviewed with them and they will be required to sign an acknowledgement of receipt that will be maintained in the Personnel File.

Recommendation (Suggested Motion):

Approval of Resolution 2010-805, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the Town of Camp Verde Fraud Policy and declaring it a public record.

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

Finance Director Comments/Fund:

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

Attorney Comments: Attorney Sims reviewed the fraud policy for adoption as an ordinance. In response to Attorney Sims' comments, staff has made the suggested changes and is requesting to adopt the Fraud Policy via resolution rather than ordinance.

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report Prepared By: Lisa Elliott, Senior Accountant



RESOLUTION 2010-805

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING THE TOWN OF CAMP VERDE FRAUD POLICY.**

WHEREAS, the Mayor and Common Council of the Town of Camp Verde desire to establish and maintain an environment of fairness, ethics, and honesty for employees, citizens, suppliers, and anyone else with whom we have a relationship; and

WHEREAS, the Town recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches, and unethical activities; and

WHEREAS, the Town 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 by its own employees to gain by deceit financial or other benefit; and

WHEREAS, the Town is committed to the deterrence detection, and correction of misconduct and dishonesty;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve:

TO approve and adopt the "Town of Camp Verde Fraud Policy" attached hereto as Exhibit A; and

THAT certain document entitled "Town of Camp Verde Fraud Policy," three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the Town Clerk.

ADOPTED AND APPROVED by a majority vote of the Common Council at the regular meeting of February 17, 2010.

Bob Burnside, Mayor

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

Town of Camp Verde

Fraud Policy

Introduction

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 must clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.

The impact of misconduct and dishonesty may include:

- The actual financial loss incurred
- Damage to the reputation of the Town and our employees
- Negative publicity
- The cost of investigation
- Loss of employees
- Loss of public confidence
- Damaged relationships with our contractors and suppliers
- Litigation
- Damaged employee morale

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.

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.

Purpose

Maintaining an ethical environment is 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 must be followed for the investigation of fraud and other similar irregularities.

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.

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).

Prohibited Acts

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:

- Falsification of expenses and invoices.
- Authorizing or receiving compensation for goods not received or services not performed.
- Theft of cash or any assets.
- Forgery, unauthorized alteration or falsification of records.
- Improprieties in the handling or reporting of money transactions.
- Knowingly providing false information on job applications.
- Authorizing or receiving compensation for hours not worked.
- Embezzlement, bribery or conspiracy.
- Misappropriation, misapplication, destruction, removal, or concealment of Town of Camp Verde property.
- Misrepresentation of fact.
- Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

Deterring Fraud and Corruption

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.

All vendors, contractors, and suppliers must 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.

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.

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.

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.

Reporting of Fraud or Corruption

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.

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.

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:

- Dismiss or threaten to dismiss the employee,
- Discipline, suspend, or threaten to discipline or suspend the employee,
- Impose any penalty upon the employee, or
- Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including termination.

Concerns should be reported to any of the following:

- Town Manager
- Town Council
- Human Resources Director
- The employee's immediate supervisor
- Anonymous Ethics Hotline (aka Whistle-Blower Hotline)

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 must 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 must 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 must 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:
 1. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 2. 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.

False Allegations

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.

Corrective Action and Discipline

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).

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.

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.

Confidentiality

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.

Questions or Clarifications Related To This Policy

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.

#14



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative to adding a "Special Announcements and Presentations" section to the agenda immediately following the Consent Agenda.

Purpose and Background Information:

From time to time, a section such as this would be beneficial in that it would afford the opportunity to recognize staff, students, businesses, regional communities, etc. A section such as this will also be used for proclamations, as it will allow for the reading of proclamations, whereas placement in the Consent Agenda does not unless it is pulled by a Council member. There would be no public input on items in this section. If approved, this will become a standard section of the agenda. If there are items to place in this section, a staff report will be prepared giving you the background. A staff report is not prepared for proclamations. If there are no items, this will be noted on the agenda, similar to the Advanced Approvals section.

Recommendation (Suggested Motion):

Move to authorize the addition of a "Special Announcements and Presentations" section to the agenda, immediately following the Consent Agenda.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber

#15



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: February 17, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: N/A

Agenda Title (be exact):

Discussion relative to terminating the IT services with a local business and retaining an out-of-town business to provide those services for the Town. Discussion may include, but not be limited to Council's policy to support local businesses, cost, savings, benefits, procurement procedures used, etc.

Purpose and Background Information:

During the June 17, 2009 Regular Session, Council selected the following slogan to be placed on town publications, including but not limited to agendas, public notices, and the Town's website: "It's in your hands – build a stronger community – shop locally." Council was recently copied on a letter from the Manager to a local contractor terminating his IT services/computer repair for the Town.

Recommendation (Suggested Motion):

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

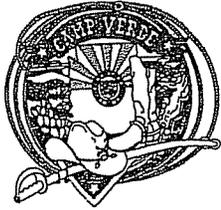
Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Council

Contact Person: Councilor Baker

Action Report prepared by: V. Jones



TOWN OF CAMP VERDE

Town Council and Staff L.S.S.
2-3-10
c/b

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061
www.cvaz.org towncouncil@cvaz.org

February 3, 2010

Jim Ellington
InSightable Services
P.O. Box 4662
Camp Verde, AZ 86322

Re: Information Technology Maintenance Agreement

Dear Mr. 'Jim' Ellington,

Thank you for the \$1,250.00 invoice dated January 29, 2010 for February's Information Technology (IT) Maintenance Program (agreement) for the Town of Camp Verde. Said invoice is being processed through the Town system for payment.

Effective, February 28, 2010, the Town of Camp Verde is terminating the aforementioned maintenance agreement to pursue other avenues.

Thank you for the professional services that you have provided (on behalf of InSightable Services) as our IT representative in the past several years.

If you have any questions, comments or concerns regarding the contents of this letter, please feel free to contact me via the information below.

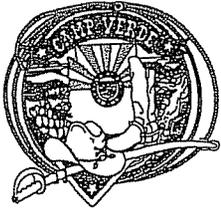
Respectfully,

Michael K. Scannell, Town Manager
(928) 567-6631 x 102
msscannell@cvaz.org

Cc: Camp Verde Town Council; Town Clerk Debbie Barber,
Sr. Accountant Lisa Elliott

MKS:cjb





TOWN OF CAMP VERDE

7516
Copied Council and Staff
12-29-09

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

www.cvaz.org

towncouncil@cvaz.org

December 29, 2009

Jim Ellington
InSightable Services
P.O. Box 4662
Camp Verde, AZ 86322

Re: Internet/e-mail access

Dear Mr. 'Jim' Ellington,

The Camp Verde Town Council and staff values and appreciates the professional services that you have provided (on behalf of InSightable Services) to the Town for many years. In addition, staff always enjoys working with you relative to internet/e-mail access and issues related to computer repair and purchases.

With the constant and ever evolving technology, the Town has found it necessary to transition a portion of the Internet and E-mail services to another provider. Effective February 1, 2010, we will no longer require the wireless internet connection to the Town's main campus. By the same date, we expect to bring the e-mail and web-hosting services in-house, so we will no longer require those services.

Having said all that, I look forward to continuing to work with you to obtain the following services:

1. Retaining the cvaz.org domain.
2. Providing internet access for the Town's Community Library.
3. Possible computer repairs and/or purchases.

If you have any questions, comments or concerns regarding the contents of this letter, please feel free to contact me via the information below.

Respectfully,

Michael K. Scannell, Town Manager
(928) 567-6631 x 102
msscannell@cvaz.org

CC: Camp Verde Town Council; Town Clerk Debbie Barber,
Sr. Accountant Lisa Elliott, Library Director Gerry Laurito

MKS:cjb



**(Corrected) MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 20, 2009
6:30 P.M.**

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

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, Smith, Kovacovich, German and Roulette were present.

Also Present: Town Manager Mike Scannell, Community Development Director Nancy Buckel, Parks & Recreation Director Lynda Moore, Mayor-Elect Bob Burnside and Councilors-Elect Robin Whatley and Jackie Baker, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Gioia.

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

a) Approval of the Minutes:

1) Regular Session – May 6, 2009

b) Set Next Meeting, Date and Time:

1) May 18, 2009 at 2:15 p.m. – Budget Work Session

2) May 20, 2009 at 2:15 p.m. – Budget Work Session

3) May 20, 2009 at 6:30 p.m. – Regular Session

4) May 27, 2009 at 6:30 p.m. – Council Hears Planning & Zoning

c) Possible approval of a Memorandum of Understanding between the Arizona Counter Terrorism Information Center and the Camp Verde Marshal's Office to allow CVMO to establish computer connectivity to the Arizona Department of Public Safety's Terrorism Information Center. There is no cost to the Town. (Staff Resource: Marshal David R. Smith)

d) Possible approval of Resolution 2009-770, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission of projects for consideration in Arizona's 2010 Fiscal Year Highway Safety Plan. (Staff Resource: Marshal David R. Smith)

e) Possible acceptance of a letter of resignation from Trails Committee Member Bea Richmond and presentation of a Certificate of Appreciation for her services. (Staff Resource: Debbie Barber)

f) Possible approval of Wells Fargo Self Administration Authorization form establishing the Town Manager and Senior Accountant as the Dual Control Administrators for the Wells Fargo Online Banking system. (Staff Resource: Lisa Elliott)

g) Possible approval of an agreement with FOUR-D LLC (Peter de Blanc) a Telecommunications Consultant to provide an assessment relative to the Town's network and telecommunications infrastructure needs for the next one to five years and to assist with the implementation of the InCode Software and other services to be identified. This will be budgeted in the FY 09/10 budget. (Staff Resource: Michael Scannell)

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the exception of Item 4.g).

Councilor German requested that Item 4.g) be pulled for discussion.

4.g) Possible approval of an agreement with FOUR-D LLC (Peter de Blanc) a Telecommunications Consultant to provide an assessment relative to the Town's network and telecommunications infrastructure needs for the next one to five years and to assist with the implementation of the InCode Software and other services to be identified.

On a motion by German, seconded by Garrison, the Council unanimously voted to approve Item 4.g) on the Consent Agenda.

German commented that some public concern had been expressed questioning whether the proposed project had been subject to an RFP to give others a chance to perhaps bid on it; she felt it would be helpful for the Town Manager to explain the process that had been followed. German also noted a minor error in the Consultant Agreement, Page 2, Section I, which incorrectly referred to "Section V"; it should have referenced Section IV.

Scannell explained that Mr. de Blanc has served a number of municipalities in the area; Dewey-Humboldt has gone through the RFP process and pursuant to the Procurement Code, the Town of Camp Verde is allowed to "piggy-back" on jurisdictions that have followed the RFP process, and that is what the Town elected to do. This Consultant has particular knowledge about the InCode software system, has assisted other municipalities, and is highly qualified to counsel the Town about implementation of the system.



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July 5, 2009

Town of Camp Verde

Contract Addendum

To better serve the Town of Camp Verde, the May 20, 2009 Consultant Agreement between the Town of Camp Verde and Four-D, LLC; signed by Mayor Gioia on May 26, 2009 and delivered to the contractor, Four-D, LLC on June 3, 2009; shall be amended as follows:

* The Scope of work shall be expanded to include computer, network, and telecommunications hardware and software implementation, configuration, routine operational activities and user education and training. These aforementioned items were specifically listed as out-of-scope items in the original agreement and are now included as in-scope items.

Compensation shall remain at \$60.00/hour; however the not-to-exceed total of \$5,100 for the initial phase shall be removed as the scope of work has been increased. Four-D, LLC will continue to submit monthly invoices to the Town for work performed. The designated Point of Contact for the Town and Four-D, LLC will coordinate the work schedule to ensure that work activities will remain within the town budget.

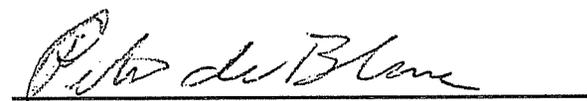
This change in scope is primarily intended to allow activities to be performed that will ensure software licensing compliance, proper enterprise level system configuration, mitigation of email issues, implementation of disaster recovery systems, implementation of the Incode financial management system, centralize systems and user management, improve systems availability, and other needs of the Town as identified by the Town Manager.

Town of Camp Verde
an Arizona Municipality



Mayor Bob Burnside

Four-D, LLC
an Arizona Limited Liability Company



Peter deBlanc, Member and Statutory Agent