

ADDITIONAL INFORMATION

**APRIL 7, 2010
REGULAR SESSION**

ITEM #14



Town of Clarkdale, Arizona
Voluntary Early Retirement Incentive Program

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Purpose - Due to the adverse economic conditions currently affecting the Town of Clarkdale, a Voluntary Early Retirement Incentive Program (VERIP) is being offered through May 1, 2009 (subject to the limitations herein) in order to reduce costs to the Town.

Eligibility - This program is open to employees of the Town of Clarkdale who: (1) have at least one year of service with the Town, and (2) who are eligible for and pursue retirement through a bona fide retirement plan (*i.e.*: ASRS, PSPRS, Social Security) and (3) who have not received a written notice of possible termination (not related to a reduction in force) between January 1, 2009 and May 1, 2009.

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

Benefits - The Town of Clarkdale will provide additional monetary benefits for staff members who are considering retirement by providing a greater level of payout on Illness Bank (IB) hours than would be normally paid upon resignation or retirement. Currently, Section 4.1 B of the Town of Clarkdale Personnel Policies and Procedure Manual states that a maximum of 560 hours of IB hours may be cashed out upon the voluntary resignation of an employee who has worked for the Town of 5 years or longer. Payouts under this provision include:

Employees with 5-10 years of service	\$1.00 per hour up to 560 hours
Employees with 10-15 years of service	\$2.00 per hour up to 560 hours
Employees with 15+ years of service	\$3.00 per hour up to 560 hours

Under the VERIP, employees will be eligible for a higher payout rate than is outlined in Section 4.1B. The payouts would be based on the employee's hourly rate of pay (which was in effect on December 31, 2008) up to a maximum of 560 hours. The first 280 hours of IB time would be paid at 100% of the rate of pay, and the second 280 hours would be paid at 50% of the rate of pay. Examples of the VERIP formula follow:

Scenario A. - "Employee A" had an hourly rate of pay of \$15 as of December 31, 2008 and has 490 hours of accumulated IB hours. The formula would be applied as follows:

Number of Hours	Multiplied by Hourly Rate of Pay	Multiplied by Percentage Eligible	Total Payout
280	\$15	100%	\$4,200
210	\$15	50%	\$1,575
490			\$5,775

Scenario B. - "Employee B" had an hourly rate of pay of \$15 as of December 31, 2008 and has 250 hours of accumulated IB hours. The formula would be applied as follows:

Number of Hours	Multiplied by Hourly Rate of Pay	Multiplied by Percentage Eligible	Total Payout
250	\$15	100%	\$3,750
0	\$15	50%	\$ 0
250			\$3,750

Limitations – Funding for this program is available on a limited basis. Total payouts for any individual employee shall not exceed \$10,000. Total payouts for all employees who wish to participate in this program are limited to a maximum of \$35,000. Applications will be considered on a non-discriminatory, first-come first-serve basis based on the date and time a fully completed and signed Application and Agreement is returned to the Human Resources office. Once the \$35,000 maximum has been reached, no further applications will be granted.

Resignations. Participants approved under this program shall resign their positions with the Town by June 30, 2009. At the discretion of the Town Manager, employees who cannot meet the June 30th deadline due to the requirements of their retirement option may be considered for up to a 3-month extension. Any approved VERIP payout also will be subject to all provisions related to resignation as outlined in the Town's Personnel Policy and Procedure Manual, and will be paid in addition to all other eligible benefits.

Income Tax Consequences: Early Retirement Incentive pay has been determined to be taxable income for state and federal income tax purposes and will be treated as such. It will be reported as a taxable retirement payment. Any required state or federal withholdings will be subtracted from each payment to the retiree.

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

Application and Agreement – To be considered for the program, employees must complete an Application and Agreement which is available from the Human Resources Office. The deadline for submitting the Application and Agreement is on or by May 1, 2009. The Application and Agreement may be withdrawn by the employee at any time before issuance and acceptance of the incentive payment. Failure to submit the Application and Agreement within the time frame specified herein shall result in the rejection of the employee in the VERIP.

Questions – Employees who are interested in learning more about the VERIP should contact Assistant Town Manager/Human Resources Director Janet Perry at 639-2412 or by e-mail at Janet.Perry@clarkdale.az.gov

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



Town of Clarkdale

Post Office Box 308, Clarkdale, Arizona 86324
(928) 639-2400, www.clarkdale.az.gov

Voluntary Early Retirement Incentive Program APPLICATION

The Town of Clarkdale is offering a Voluntary Early Retirement Incentive Program (VERIP) through May 1, 2009. This program is open to all employees of the Town of Clarkdale who: (1) have at least one year of service with the Town, and (2) who are eligible for retirement through a bona fide retirement plan (*i.e.*, Arizona State Retirement System, Public Safety Personnel Retirement System or Social Security) and (3) who have not received a written notice of possible termination (not related to a reduction in force) between January 1, 2009 and May 1, 2009. Given that all employees participate in one or more retirement plans, this VERIP is effectively open to all employees who have at least one year of service with the Town and have not been placed on notice of possible termination.

Funding for this program is available on a limited basis. Total payouts for any individual employee shall not exceed \$10,000. Total payouts for all employees who wish to participate in this program are limited to a maximum of \$35,000. Applications will be considered on a non-discriminatory, first-come first-serve basis based on the date and time a fully completed and signed VERIP Application is returned to Janet Perry's office. Once the \$35,000 maximum has been reached, no further applications will be accepted absent an extension of this program by the Town Council.

The VERIP is currently in effect and allows employees who meet the eligibility requirements identified above to voluntarily elect to terminate their employment relationship with the Town and to receive the additional benefit payments provided for in the Voluntary Early Retirement Incentive Program Agreement ("Agreement") attached hereto. **This VERIP program is in effect until the earlier of May 1, 2009 at 5:30 p.m., or until the maximum expenditure for this program of \$35,000 has been reached.**

To be considered for the VERIP program, eligible employees must have submitted this completed Application to Janet Perry's office **no later than May 1, 2009, by 5:30 p.m.** The Application will then be considered for approval by the Town and the Employee will be notified of its determination. Late applications will not be considered absent an amendment to this VERIP by the Town Council.

Once the Application has been approved by the Town, the Employee shall confirm his or her retirement date with the Town. The attached Agreement is not

to be signed by the Employee and returned to the Town until the Employee's actual last day of employment with the Town. The attached Agreement more specifically identifies the terms and conditions you will need to agree to in order to participate in this VERIP. Please review the attached Agreement carefully as you consider whether or not you want to apply for this program.

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

To apply for this VERIP, please complete the following information and return this Application--but not the attached Agreement--to Janet Perry by May 1, 2009 at 5:30p.m.:

Please Print

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

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

1. Return this completed Application to Janet Perry. Do not return the attached Agreement at this time.
2. The Town will review the application for compliance with this VERIP.
3. The Town will inform the employee if he or she qualifies for the VERIP.
4. If the employee qualifies, the Town will inform the employee in writing and the 45 day period for the employee to review and consider the Agreement will begin.
 - a. Employee will confirm his or her retirement date with the Town.

5. On employee's last day of employment, the employee will sign the attached Agreement and deliver it to Janet Perry in the Human Resources office.
6. Payment to the employee under the Agreement will be made 10 business days after the employee's last day of employment and delivery of a signed Agreement.

Certificate of Applicant

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

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

I understand that any questions or requests for additional information concerning the VERIP should be directed to Assistant Town Manager/Human Resources Director Janet Perry at (928) 639-2412 or by e-mail at Janet.Perry@clarkdale.az.gov

Applicant's Signature _____

Date and time of delivery to Janet Perry _____

TOWN OF CLARKDALE

VERIP PROCEDURE

1. Give EE Application and Agreement.
2. Employee completes Application and returns to the Town. Employee does not sign or return the Agreement.
3. Town determines if the Employee qualifies.
4. Town informs employee if he or she qualifies for the VERIP.
5. If employee qualifies, Town gives the employee a letter stating that he or she qualifies and informs him or her that the 45 day period to review and consider the Agreement has begun.
 - a. Employee tells Town of his or her retirement date.
6. On employee's last day of employment, employee signs Agreement—this starts the 7 day revocation period.
7. Payment under Agreement is made 10 business days after employee signs Agreement to make sure the 7 day revocation period has passed.

ADDITIONAL INFORMATION

**REGULAR SESSION
MAYOR AND COUNCIL
APRIL 7, 2010**

Item #13 - New agenda Action form and contract

Item #17 - Additional information

Meeting Type: Regular

Type of Presentation: Verbal

AGENDA TITLE: Discussion, consideration, and possible approval of the following:

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
 - a) \$5,600 to augment the current contract until June 30, 2010; and
 - b) \$19,400 for fiscal year 2010/11 budget.

(Staff Resource: Carol Brown)

PURPOSE AND BACKGROUND INFORMATION:

Staff is very pleased with Mr. Zelechowski's service. He has improved the compliance rate for sales tax and rental tax (please see attached analysis of consultant's 'Estimated Average Weekly Hours Provided to the Town for TPT Collections and Estimated Current and Future Return on Investment (ROI)'. In one compliance adjustment alone, Mr. Zelechowski was able to identify a substantial mis-applied sales tax. Recently, the aforementioned, mis-applied sales tax was received by the Town of Camp Verde.

It would be financially beneficial for the Town to extend the agreement with Mr. Zelechowski and appropriate \$25,000 relative to the agreement for the following:

- a) \$5,600 to augment the current contract until June 30, 2010; and
- b) \$19,400 for fiscal year 2010/11 budget.

Approving the consultant's agreement and appropriating \$25,000 until June 30, 2011 will allow Mr. Zelechowski to continue informing taxpayers of their requirements and the proper way to report income, as well as, to review records to ensure taxpayer compliance with the Town's sales tax requirements in order to enhance privilege tax collections. All of the processes captioned above would be at the direction of staff.

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

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
 - a) \$5,600 to augment the current contract until June 30, 2010; and
 - b) \$19,400 for fiscal year 2010/11 budget.

Finance Director Review

Budgeted/Amount See note below No N/A

As of the last invoice dated, March 1, 2010 the Town has paid Mr. Zelechowski a total of \$9,999.00. The Total amount budgeted for his contract in the 2009/10 fiscal year was \$10,000 leaving a balance of \$1.00.

If you approve the agreement through June 30, 2011 the Town will need to appropriate \$25,000 relative to the following:
a) \$5,600 to augment the current contract until June 30, 2010; and
b) \$19,400 for fiscal year 2010/11 budget.

The \$5,600 will be drawn out of the Contingency Fund and appropriated into the Finance Department's Consulting Services to get us through the end of the fiscal year.

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

Comments:

Attorney Review Yes X No N/A

Submitting Department: Town Manager
Action Report prepared by: Carol Brown

Contact Person: Carol Brown *CB*

Consultant Agreement

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

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

This Agreement is made and entered into on the _____ day of _____, 2010, and is for professional services as outlined below. The parties agree as follows:

Section I. Period of Service

The term of this Agreement shall be for approximately 16 months commencing on the date that the Town Council approves this Agreement and continuing until the 30 day of June, 2011 unless terminated sooner by the parties, pursuant to Section V. below. This agreement may be extended for one (1) additional year upon approval of the parties under the same terms and conditions.

Section II. Compensation

For services rendered by consultant for the Town of Camp Verde to enhance the community's compliance with the Town's privilege sales tax and to conduct audits to the degree required. The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed. No work by Consultant shall be performed unless directed to do so in writing by the Town Manager/Acting Town Manager or the individual acting in the capacity to administer this agreement. The rates the Consultant will be paid for professional services are set forth in Exhibit "A" attached herewith and incorporated herein by reference.

Section III. Billing

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

Section IV. Scope of Services

Consultant is being retained to provide professional services to the Town for those services more particularly described in the Scope of Work as set forth in Exhibit "A" attached herewith and incorporated herein by reference. Consultant shall not commence any work at any time unless directed to do so in writing by the Town Manager.

Section V. Termination

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

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

Section VI. Successors and Assigns

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

Section VII. Waiver and Severability

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

Section VIII. Whole Agreement

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

Section IX. Professional Liability Insurance

The Consultant agrees to procure and maintain, at Consultant's sole expense, and to provide the following:

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

2. Certificate of Insurance showing workers' compensation coverage. Please note: Mr. Zelechowski is a sole proprietor and has no employees; therefore, he is not required to carry workers' compensation coverage.

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

All Certificates of Insurance captioned above and the fully executed Agreement shall be returned simultaneously to the Town. Upon the Town's receipt of all aforementioned documents, the Agreement will be considered fully executed.

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

Section XIX. Indemnity

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused

by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

Section XI. Compliance with Federal and State Laws

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

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

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

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

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

Pursuant to A.R.S. §§ 35-391.06 and 35-393.06, contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§ 35-391 and 35-393, in either Sudan or Iran.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this ____ day of _____, 2010.

APPROVED AS TO FORM:

Town of Camp Verde:

Bill Sims, Town Attorney

By: _____

Bob Burnside , Mayor

Date: _____

By: _____

Donald E. Zelechowski, CPA, Consultant:

Date: _____

ATTEST:

The Mayor and Council approved this contract for execution at the regular session of _____

Town Clerk

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

_____2010 by _____

Donald E. Zelechowski, CPA
Specialist – Model Tax Code
Agreement

Exhibit A

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

For all services rendered by Consultant in a professional manner will be charged at a rate of \$45.00 per hour of services provided. Charges for service include all activities related in the services enumerated below:

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

Scope of Work (Consultant's Responsibility)

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

Intent of Parties

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

DONALD E. ZELECHOWSKI
Certified Public Accountant

11030 N. 64th St.
Scottsdale, AZ 85254

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

December 4, 2008

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

RE: Privilege Tax Enhancement and Consulting Services

Outline of Tax Audit Program

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Don Zelechowski, CPA

DONALD E. ZELECHOWSKI
Certified Public Accountant

11030 N. 64th St.
Scottsdale, AZ 85254
Telephone : 480-367-8421

E-mail: Yesmaam440@Aol.com

April 6, 2010

TO : Carol Brown, Town of Camp Verde

FROM : Don Zelechowski, Tax Auditor

RE : Auditor Summary

Dear Carol:

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

Administrative

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

Research:

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

Verification & Audits:

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

100.00%

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

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

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

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

□

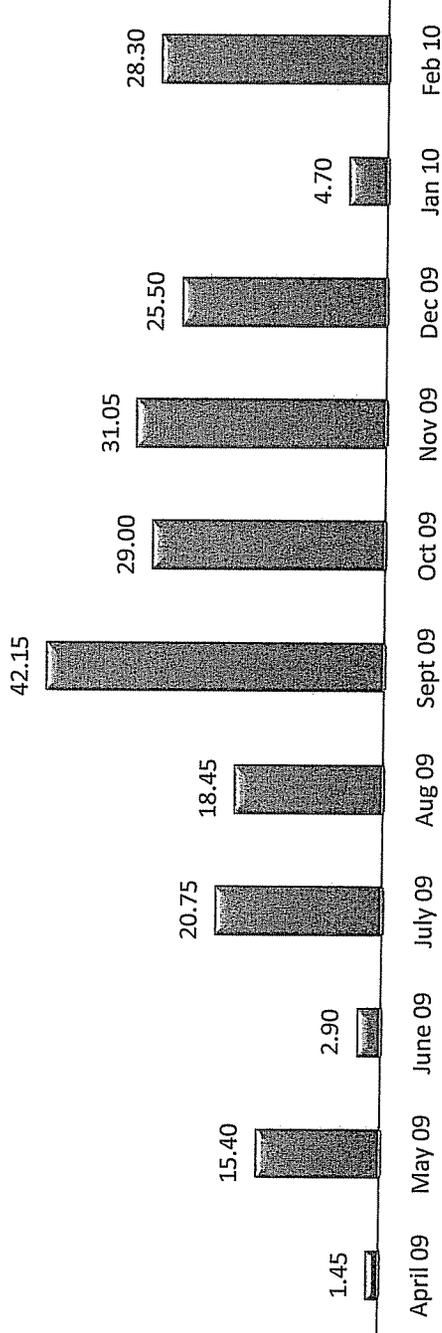
	Contract Amt.	Consultant's Hourly Rate	Approx. Hrs. Delivered for Contract (Salary/Hours)	Months	A = Month Hrs.	A = Weekly Hrs.
9 mths FY 09/10	\$10,000.00	\$45.00/hr.	222	9	24.67	6.17
April, May June 2010	\$5,600.00	\$45.00/hr.	124	3	41.18	10.37
FY 10/11	\$19,600.00	\$45.00/hr.	436	12	36.3	9.08

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

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

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

Hours Worked by Don Zelechowski



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



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: October 7, 2009

Meeting Type: Regular Session

Consent Agenda Regular Business

Subject: Policy guidance on settling (collecting) back transaction privilege taxes

Agenda Title: Discussion, consideration and possible action to set policy and provide guidance to the manager relative to the matter of settling (collecting) back transaction privilege taxes with respect to individual and commercial property rentals.

Purpose and Background Information:

Our sales tax auditor has sent out letters to a number of individuals and firms that completed construction projects in the last several years with a request that there be a verification of the sales and transaction privilege taxes paid. We believe that because of the complex nature of the tax computation, there may be tax liabilities owed to the Town.

Similar letters were sent out to individuals and business entities that own rental property in the Town of Camp Verde with a request that there be a verification of the rental taxes paid over time. We believe that because there was no enforcement of the tax in question, there are liabilities owing to the Town.

The question to be considered is how far back does Council want to go, if at all, in terms of collecting back taxes with respect to *individual and commercial property rentals*. There is an argument to simply look at the matter prospectively and not seek out back taxes. The counter argument is that there were a number of people who were compliant with the tax ordinances and who paid their taxes faithfully over time. Because of that, freeing those individuals or businesses who failed to pay their individual taxes of the burden of paying their back taxes is an unequal application of the law.

Recommendation: Take action to set policy and provide guidance to the manager relative to the matter of settling (collecting) back transaction privilege taxes with respect to individual and commercial property rentals.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments: N/A

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

Burnside also announced that the following **Item 14** regarding Special Events has been removed from the Agenda to a future date.

6. **Call to the Public for Items not on the Agenda.**
(Comments from the following individual are summarized.)
Shirley Brinkman commented on the very enjoyable Lil' Guy and Lil' Gal event on Saturday.

There was no further public input.
7. **Chamber of Commerce Executive Director Tracie Schimikowsky will introduce Walgreen's Store Manager Tammy Bergman, thus affording Council members the opportunity to welcome Ms. Bergman to the community.**
There was no action taken.
8. **Possible setting of a date and time for Council members to tour Parcel #15 of the Homestead PAD. Council may consider at some future date, the possibility of acquisition of this parcel for use as a park. The site is located at the corner of Homestead Parkway and Davidson Drive. Staff Resource: Mayor and Council**
On a motion by German, seconded by Baker, the Council unanimously directed staff to post a public notice that a majority of Council may be present during a tour of the property located at the corner of Homestead Parkway and Davidson Drive on Wednesday, November 4, 2009 at 4:00 p.m.
9. **Discussion, consideration, and possible approval and direction to the manager to agendize an item on November 4, 2009 during which David C. Roberts, Manager of Water Rights and Contracts for Salt River Project (SRP) can make a presentation to Council with respect to the Status of Town of Camp Verde water rights. Staff Resource Michael Scannell**
On a motion by German, seconded by Garrison, the Council unanimously directed the Town Manager to agendize an item on November 4, 2009 during which David C. Roberts, Manager of Water Rights and Contracts for Salt River Project (SRP) can make a presentation to Council with respect to the status of Town of Camp Verde water rights.

10. **Discussion, consideration, and possible approval to set policy and provide guidance to the manager relative to the matter of settling (collecting) back transaction privilege taxes with respect to individual and commercial property rentals. Staff Resource: Michael Scannell**
On a motion by German, seconded by Baker, the Council unanimously directed the Town Manager to start enforcement of the TPT, which represents Transaction Privilege Taxes, effective January 1, 2010, with respect to individual and commercial property rentals.

Scannell will brief Mr. Zelechowski on the action taken by Council tonight; Zelechowski will send letters to all owners of residential and commercial units informing them of such action, indicating the January 1 implementation date and strict enforcement to follow.

PUBLIC INPUT

There was no public input.

11. **Discussion, consideration, and possible direction to staff to schedule a work session with Dava Hoffman, Richard Counts and members of the Zoning Ordinance Rewrite Committee (ZORC) on October 21, 2009 from 4:00 p.m. to 6:00 p.m. in order to discuss the draft diagnostic report with respect to the land use code rewrite project. Staff Resource: Michael Scannell**
On a motion by Baker, seconded by Garrison, the Council unanimously directed staff to schedule a work session with Dava Hoffman, Richard Counts and members of the Zoning Ordinance Rewrite Committee (ZORC) and Technical Advisory Committee members, and members of other entities as well, on October 21, 2009 from 4:00 p.m. to 6:00 p.m.

A recess was called at 7:59 p.m.; the meeting was called back to order at 8:12 p.m.

12. **Discussion, consideration, and possible approval of Resolution 2009-785, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Office of Manufactured Housing for enforcement of installation standards. Staff Resource: Mike Jenkins**
On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2009-785, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Office of Manufactured Housing for enforcement of installation standards.

ORDINANCE NO. 2009-A356

AN ORDINANCE OF THE TOWN OF CAMP VERDE, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; ADOPTING "SUPPLEMENTARY LOCAL AUDIT PROCEDURES FOR THE TOWN TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA" BY REFERENCE; AMENDING ARTICLE V - ADMINISTRATION OF THE TOWN TAX CODE AND REGULATION 8-555.1; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

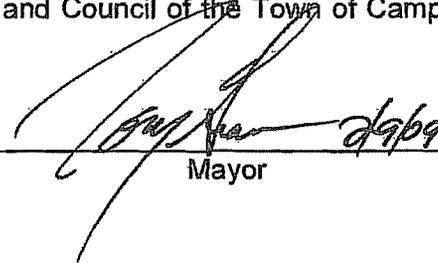
Section 1: That certain document known as "Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona", three copies of which are on file in the office of the city clerk, which document was made a public record by Resolution No. 2009-760 of the Town of Camp Verde, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

Section 2: Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

Section 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the tax code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

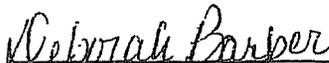
Section 4: The provisions of this ordinance and the amendments to the tax code adopted herein shall become effective on April 5, 2009.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 4 day of February, 2009.



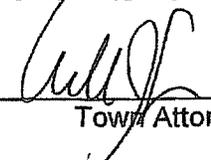
Mayor

ATTEST:



Town Clerk

APPROVED AS TO FORM:



Town Attorney

Tom Nielson
Linda Buchanan

There was no further public input.

A recess was called at 9:00 p.m.; the meeting was called back to order at 9:08 p.m.

- ~~XXXXX~~ 10. Discussion, consideration, and possible approval of Ordinance 2009-A356, an Ordinance of Town of Camp Verde, Arizona, relating to the Privilege License Tax; adopting "Supplementary Local Audit Procedures for the Town Tax Code of the Town of Camp Verde, Arizona" by reference, amending Article V – Administration of the Town Tax Code and Regulation 8-555.1; providing penalties for the violation thereof; providing severability and establishing an effective date. (Staff Resource: Lisa Elliott)

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

PUBLIC INPUT

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

Greg Blue
John McReynolds
Jackie Baker

There was no further public input.

- 11. Discussion, consideration, and possible approval of the updated 2009-2014 Five-Year Master Plan for Parks and Recreation. (Staff Resource: Lynda Moore)

On a motion by Kovacovich, seconded by Hauser, the Council unanimously approved the updated 2009-2014 Five-Year Master Plan for Parks and Recreation.

There was no public input.

- 12. Discussion, consideration, and possible direction to staff in consideration of the Camp Verde Housing Commission's recommendation not to decommission the Housing Commission. (Staff Resource: Matt Morris)

On a motion by Smith, seconded by Hauser, the Council voted 4-1 to not decommission the Housing Commission, and to have them meet on a quarterly basis; with a 'no' vote by Garrison.

PUBLIC INPUT

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

Tony Varela
Linda Buchanan
John McReynolds
Jeremy Bach
Robin Whatley
Greg Blue
Dave Freeman

There was no further public input.

Because of the late hour, the meeting was next formally adjourned, with no other items addressed or actions taken.

- ~~13.~~ Discussion, consideration, and possible approval of Ordinance 2009-A360, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town Code Article 2-3-1, 'Regular Meetings' and Article 4-2-A.3 "Set the Regular Meeting Schedule". (Staff Resource: Debbie Barber)

#17



Camp Verde Town Council
April 7th, 2010

STARA Technologies, Inc.
Camp Verde Use Overview

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

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

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

Company info: STARA Technologies Inc. is a custom engineering firm which specializes in rapid development of engineering solutions for both commercial and government customers.

www.rapidfielding.com

ADDITIONAL INFORMATION

**REGULAR SESSION
MAYOR AND COUNCIL
APRIL 7, 2010**

**CLARIFICATION OF FEE SCHEDULE
& ADDITIONAL INFORMATION
ITEM #16**

ADDITIONAL INFORMATION ITEM #17

TOWN OF CAMP VERDE



Memorandum Clerk's Office

To: Mayor and Council
Cc: Deborah Barber, Town Clerk
From: Virginia Jones, Deputy Town Clerk
Date: April 6, 2010
Re: Clarification Item #16

In an attempt to clarify some of the fees and deposits, I have made the following changes to the Parks & Recreation portion of the fee schedule.

Line s 180-182 has been bolded and enlarged to easily identify the different classes.

Line 203 has also been bolded and enlarged to define the miscellaneous deposits and fees, the deposits are clearly marked as well as the fee to be charged. (These items are on the sheet attached marked in red caps.) Miscellaneous Deposits & Fees are the fees charged by the town for everyone, including private citizens, but not for Special Events.

Line 243 has been bolded and enlarged. This is the fee the Town charges for Special Event Sponsors (i.e. Crawdad Festival, Pecan and Wine Festival, and Fort Verde Days).

If you have any questions, please give me a call.

Thanks.

Virginia

2010-807
Exhibit A Fees
Supersedes 2009-781

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

2010-807
Exhibit A Fees
Supersedes 2009-781

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

2010-807
Exhibit A Fees
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
240		Class C	Not Available to Profit making organizations			9/28/2009
241		Electric at Park/Gazebo/Ramada - all classes	\$20.00		\$20.00	9/28/2009
242						
243		Equipment/Facility Fees & Deposits for Non-Sponsored Special Events - New				
244		Cleaning/Security/Damage Deposit				
245		Class B DEPOSIT	\$500.00	\$500.00	\$500.00	9/28/2009
246		Class C DEPOSIT	\$500.00	\$500.00	\$500.00	9/28/2009
247		Fencing FEE				
248		Class B (per panel)	\$5.00	\$5.00	\$5.00	9/28/2009
249		Class C (per panel)	\$10.00	\$5.00	\$10.00	9/28/2009
250		Tent Lighting FEE				
251		Class B	\$20.00	\$108.72	\$50.00	9/28/2009
252		Class C	\$30.00	\$108.72	\$50.00	9/28/2009
253		Stage FEE				
254		Class B	\$150.00	\$3.16	\$150.00	9/28/2009
255		Class C	\$200.00	\$3.16	\$200.00	9/28/2009
256		Ramada/Vendor Electric FEE				
257		Class B	\$100.00	No Recommendation	\$100.00	9/28/2009
258		Class C	\$150.00	No Recommendation	\$150.00	9/28/2009
259		Use of Water FEE				
260		Class B	\$20.00	\$20.00	\$20.00	9/28/2009
261		Class C	\$40.00	\$20.00	\$40.00	9/28/2009
262		Kitchen FEE				
263		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
264		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
265		Room 206 & 207 FEE				
266		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
267		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
268		Room 204 FEE				
269		Class B (per day) NO CHARGE	\$50.00	\$25.48	\$25.00	9/28/2009
270		Class C (per day)	\$75.00	\$25.48	\$50.00	9/28/2009
271						
272						
273		NOTE: 'NON-PROFIT' INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK. PA Systems, extension cords, water hoses, cash registers, tables & chairs not available				
274						
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ADDITIONAL INFORMATION

**REGULAR SESSION
MAYOR AND COUNCIL
APRIL 7, 2010**

**CLARIFICATION OF FEE SCHEDULE
& ADDITIONAL INFORMATION
ITEM #16**

ADDITIONAL INFORMATION ITEM #17

#17









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

**REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, APRIL 7, 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 – March 24, 2010
 - 2) Executive Session – March 24, 2010 (recorded)
 - 3) Regular Session – March 22, 2010
 - 4) Regular Session – March 17, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) April 14, 2010 at 4:30 p.m. – Special Session (Finance Department)
 - 2) April 21, 2010 at 6:30 p.m. – Regular Session
 - 3) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - 4) May 5, 2010 at 6:30 p.m. – Regular Session
 - 5) May 12, 2010 at 1:00 p.m. – Budget Work Session
 - 6) May 19, 2010 at 6:30 p.m. – Regular Session
 - 7) May 26, 2010 at 1:00 p.m. – Budget Work Session
 - 8) May 26, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of and authorization for the Mayor to sign a letter supporting the efforts of Rainbow Acres relative to the application for funding of two new minivans through the ADOT Section 5310 Transportation Program to benefit the elderly and persons with disabilities.** Staff Resource: Debbie Barber
 - d) **Possible approval of Resolution 2010-809, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing and approving the transfer of outdated Town computers and ancillary computer equipment to Camp Verde Senior Citizens, Inc.** Staff Resource: Debbie Barber
 - e) **Possible approval of the special event liquor license for the Verde Valley Sheriff's Posse for the Annual Crowdad Festival that is scheduled for June 4 and 5, 2010.** Staff Resource: Debbie Barber
 - f) **Possible authorization for staff to solicit Request for Proposals for professional auditing services as required by Town Code Section 3-4-3.10(2).** Staff Resource: Lisa Elliott
 - g) **Possible authorization for the Mayor to endorse Community Assessment request from the Arizona Department of Housing in support of the Yavapai-Apache Nation Tribal Housing application for a reservation of federal tax credits via the Low-Income Housing Tax Credit Program.** Staff Resource: Matt Morris
5. **Special Announcements & Presentations** – There are no announcements or presentations.
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for Items not on the Agenda**
8. **Presentation by Ray Floyd and Dick Rynearson relative to the economic potential of the Old Camp Verde Jail building located behind the Chamber of Commerce, which is presently used by the Lions Club. The presentation may followed by discussion, consideration, and possible direction to staff relative to the building.** Staff Resource: Debbie Barber
9. **Discussion, consideration, and possible approval of Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona reinserting Section 3-2-1.1 (formerly Section H), appointment of Acting Town Manager and Duties and amending the following sections of the Town Code: 2-2-5 Absence of the Mayor; 2-3-1.1 Times and Places of Special Meetings; and 2-3-2 Special Meetings.** Staff Resource: Debbie Barber

10. Discussion, consideration, and possible appointment of an Acting Town Manager. Staff Resource: David R. Smith
11. Discussion, consideration, and possible direction to staff relative to waiving Building Permit fees (estimated at \$20,274.59) and Development Impact fees (estimated at \$10,595.00) for the proposed fire station located at 1710 Arena del Loma, Camp Verde, Arizona and any future Camp Verde Fire District (District) structures within the Town limits. The conditions and terms will be included in a revised Intergovernmental Agreement between the Town and the District. (Staff Resource: Michael Jenkins)
12. Staff update followed by discussion, consideration, and possible direction to staff to proceed with the removal of the old CVMO trailer and approval of budget reappropriations to complete repairs to the remaining block structure after the mobile portion is removed in an amount not to exceed \$10,000.00. This amount will come from Contingency Fund. Staff Resource: Ron Long
13. Discussion, consideration, and possible approval of the following: Staff Resource: Lisa Elliott
 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payment to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.
 2. Appropriate an additional \$25,000 funding for the following:
 - a) \$5,600 to augment the current contract until June 30, 2010; and
 - b) \$19,400 for fiscal year 2010/11 budget
14. Discussion, consideration, and possible direction to staff relative to establishing the parameters and qualification factors for a possible Retirement Incentive Program as part of the budget balancing strategy. Staff Resource: Lisa Elliott
15. Discussion, consideration, and possible direction to staff relative to an increase to the Transaction Privilege License Tax in the general rate of taxation from two percent (2%) to three percent (3%). Discussion may include, but not be limited to possible allocations, the election process, and timelines. Staff Resource: Lisa Elliott
16. Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolution 2009-781, Adopting Fees for Town Services. Staff Resource: Debbie Barber

Councilor Roulette requested item #17:

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

Mayor Burnside requested item #18:

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

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

20. Advanced Approvals of Town Expenditures. There are no advanced approvals

21. **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.

22. **Adjournment**

Posted by: U Jones

Date/Time: 4-1-2010

8:30 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
WEDNESDAY, MARCH 24, 2010
5:00 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 5:00 p.m.

2. Roll Call:

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

Also Present:

Acting Community Development Director Mike Jenkins and Town Clerk Deborah Barber were present. Town Manager Michael Scannell joined the meeting at 5:07 p.m.

On a motion by Baker, seconded by Garrison, the Council voted 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 5:03 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.

Council took no action on this item.

4. Adjournment

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 5:47 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 24th day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Deborah Barber, Town Clerk

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

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

1. Call to Order

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

2. Roll Call

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

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

3. Pledge of Allegiance

Councilor German led the Pledge of Allegiance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

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

Dated this _____ day of _____, 2010.

Deborah Barber, Town Clerk

4a.4

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MARCH 17, 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., with Vice Mayor Kovacovich presiding.

2. Roll Call

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

Also Present: Town Manager Michael Scannell, Town Marshal Dave Smith, Acting Community Development Director Mike Jenkins, Sr. Accountant Lisa Elliott, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by German.

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

a) Approval of the Minutes:

- 1) Council/Staff Retreat – February 24, 2010
- 2) Special Session – March 3, 2010
- 3) Executive Session – March 3, 2010 (Recorded)
- 4) Regular Session – March 3, 2010

b) Set Next Meeting, Date and Time:

- 1) March 24, 2010 at 6:00 p.m. – Special Session **NOTE: THIS MEETING MAY NOT END AT 8:00 P.M. AS ORIGINALLY INDICATED DURING THE DISCUSSION AT THE 3-3-10 REGULAR SESSION.**
- 2) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters - Cancelled
- 3) April 7, 2010 at 6:30 p.m. – Regular Session
- 4) April 21, 2010 at 6:30 p.m. – Regular Session
- 5) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) POSSIBLE APPROVAL OF AN AGREEMENT APPOINTING JUDGE HARRY CIPRIANO AS TOWN MAGISTRATE FOR A 2-YEAR TERM BEGINNING 3-17-2010 THROUGH 3-17-2012.

On a motion by German, seconded by Roulette, the Consent Agenda was unanimously approved, with the correction to the Regular Session Minutes of March 3, 2010, and the Executive Session added for April 7, at 5:15 p.m.

Kovacovich requested a correction to the Regular Session Minutes of March 3, 2010, Page 3, second paragraph, to add, as underlined: "...that the Town will be responsible for administering the volunteer program, not the Historical Society, will be incorporated into the document, as well as into the Resolution;.." Kovacovich added that Acting Community Development Director Mike Jenkins has requested an Executive Session on April 7, at 5:15 p.m. concerning the Air Park.

5. Special Announcements & Presentations – There are no announcements or presentations.

- 1) Possible approval of Proclamation declaring the month of April as "Fair Housing Month" (Staff Resource: Matt Morris)
- 2) Possible approval of Proclamation declaring the month of April as "Substance Abuse Awareness Month" (Resource: Carol German)

On a motion by Whatley, seconded by German, the Council unanimously approved the Proclamation declaring the Month of April as "Fair Housing Month," and also the Proclamation declaring the month of April as "Substance Abuse Awareness Month."

6. Council Informational Reports.

Whatley reported on her attendance on March 11th at the Camp Verde Sanitary District meeting; the Lease Agreement with the Town of Camp Verde for the 15 acres was approved. The District also had a financial audit; the result was a clean opinion.

There were no other reports.

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

(Comments from the following individuals are summarized.)

Hal Joseph Engel, Jr. addressed all the staff and Council members, and the residents of the Town of Camp Verde, Verde Lakes and Clear Creek to report that the issue he raised with the United States Flag has been resolved. He thanked all who helped him show his pride in a small town, and displayed the U. S. Flag that it was all about, and that it is what we are fighting for.

Justin (*signature undecipherable*) said he was speaking on behalf of the skateboarding community; they are looking forward to trying to produce a promotional skateboard program, and outlined some steps that they are taking toward that goal including seeking the backing of the Town for the fundraising events.

There was no further public input.

NOTE: Due to the size of the agenda, and the timeliness of hearing certain items, the following items were deleted from the agenda and will be heard at a subsequent meeting. The deleted items are #8, 9, 14.1 & 14.2, and 20.

8. ~~Presentation by Joy Wadleigh, Multi-Site Director of Buena Vista Children Services, followed by discussion, consideration and possible direction to staff to work with Buena Vista and the Camp Verde Unified School District to determine the possibility of collaborating in developing a single summer program for the children.~~
9. ~~Discussion, consideration, and possible direction to staff relative to waiving Building Permit fees (estimated at \$20,274.59) and Development Impact fees (estimated at \$10,595.00) for the proposed fire station located at 1710 Arena del Loma, Camp Verde, Arizona and any future Camp Verde Fire District (District) structures within the Town limits. The conditions and terms will be included in a revised Intergovernmental Agreement between the Town and the District. (Staff Resource: Michael Jenkins)~~

10. **Discussion, consideration, and possible approval of Ordinance 2010-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Chapter 9 – Business Regulations Section 9-1-5 Fees for Charitable, Religious or Civic Organizations and Chapter 13 – ‘Parks and Recreation, Library’, Section 13-1-2 Fees.** (Staff Resource: Deborah Barber)
On a motion by German, seconded by Kovacovich, the Council unanimously approved Ordinance 2010-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Chapter 9 – Business Regulations Section 9-1-5 Fees for Charitable, Religious or Civic Organizations and Chapter 13 – ‘Parks and Recreation, Library’, Section 13-1-2 Fees.

Town Clerk Barber explained that both the Item 10 Ordinance and Item 11 Resolution are related, and that Mayor Burnside had wanted to go over the fees carefully. Barber recommended that both items be continued to the April 7th meeting where a full Council will be in attendance; no current permitting requests coming in should be affected by the delay. Vice Mayor Kovacovich introduced Item 11 accordingly, and a discussion followed regarding the recommended continuance. During the discussion, Barber confirmed that Ordinance 2010-A373 could be adopted at this time since it would only be giving the Town authority to raise the fees; currently the Town does not have that authority and there was general agreement on the proposed Ordinance at the last meeting.

Barber outlined the effect of the proposed Ordinance, including allowing waiving fees only for rental of Town facilities or equipment by charitable, religious or civic organizations. Waiving of fees would be only allowed based on Council policy, and the procedure is set forth as part of the Ordinance.

11. **Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolution 22009-781, Adopting Fees for Town Services.** (Staff Resource: Deborah Barber)
On a motion by Roulette, seconded by Whatley, the Council unanimously voted to continue Item 11 to the April 7th Regular Session meeting.

During the discussion of Item 10, Barber had recommended that this item be continued to the April 7th meeting, and the Council took action accordingly.

12. **Update of the Financial Status of the Town for the period ending January 31, 2010, followed by discussion, consideration, and possible acceptance of the update.** Staff Resource: Michael Scannell
On a motion by Roulette, seconded by German, the Council unanimously accepted the financial update of the Financial Status of the Town for the period ending January 31, 2010.

Sr. Accountant Elliott presented an update on the financial status of the Town in accordance with the commitment to keep Council

advised on a monthly basis regarding the revenue and expenditure projections for the 2009-2010 fiscal year. Elliott commented that expenditures seem to be going right on track where they should be at this time of the year. Following the presentation, Scannell added that the Town is within 2-1/2% of the projected budget, despite the serious setbacks from the State and the current economy. Scannell commended Elliott for her work, and stressed that much of the ability for the Town to stay within reasonable balance is due to the employees and their willingness to take up the slack in personnel reductions and accept a possible 5% cut in wages. Scannell urged that such an adjustment be made of no more than that figure.

13. **Discussion, consideration, and possible approval of the re-appropriation of salary-related expenditures in the amount of \$5,491.98 from the Municipal Court budget unit to the Finance Department budget unit to support the reassignment of a Court Clerk to work twenty hours per week in the Finance Department.** (Staff Resource: Lisa Elliott)
On a motion by German, seconded by Whatley, the Council unanimously approved the re-appropriation of salary-related expenditures in the amount of \$5,491.98 from the Municipal Court budget unit to the Finance Department budget unit to support the re-assignment of a Court Clerk to work twenty (20) hours per week in the Finance Department.

Elliott said that the Finance Department has been understaffed for a number of years, and the Court has confirmed that it can free up a Clerk for 20 hours a week and the current staffing should hold constant for the next fiscal year. Elliott commented that the Finance Department will be completely flexible in how the Court Clerk's hours are assigned, including consideration of personnel changes. Elliott outlined the estimated amount of \$5,491.98 that would be moved from the current Court budget to the Finance Department budget to cover the cost of the added partial staff time. The Council members acknowledged that the Finance Department has been understaffed and that the proposed re-appropriation was reasonable.

14. ~~Discussion, consideration, and possible approval of the following:~~
 1. ~~To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payment to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.~~
 2. ~~Appropriate an additional \$25,000 funding for the following:~~
 a) ~~\$5,600 to augment the current contract until June 30, 2010; and~~
 b) ~~\$19,400 for fiscal year 2010/11 budget (Staff Resource: Michael K. Scannell)~~
15. **Discussion, consideration and possible approval or denial to waive a Variance Application Fee IN THE AMOUNT OF \$620.00 for Michael Thomsen owner of parcel 404-26-043B, LOCATED AT 562 S. 3RD STREET.** (Staff Resource: Michael Jenkins)
On a motion by German, seconded by Roulette, the Council unanimously approved the waiving of a Variance Application Fee in the amount of \$620 for Parcel 404-26-043B as owned by a Mr. Michael Thomsen.

Acting Community Development Director Jenkins reviewed in detail the problems encountered by the property owner in connection with seeking to add on to his existing structure. There were several zoning issues that prevented a zoning clearance, and a Variance is necessary to proceed further. Subsequent research by staff and the owner found that old County records and previous actions by the Town were in conflict, that staff had no authority to overturn the Town ordinances at this time, and the Board of Adjustments was the only body that could make a formal determination and provide the necessary Variance from the Ordinance. The owner is protesting the imposition of the \$620 fee for the hearing on a Variance; the Town Attorney has advised that the Town should waive the fee, based on findings in similar cases.

The Council discussed the request, together with a statement from Michael Thomsen, the owner, who described his problem trying to prove what he felt was conclusive evidence to justify his right to build onto the structure. Mr. Thomsen commented that staff has been very patient, and based on all the research, believes that he should not be required to pay the \$620 fee for the Board of Adjustments hearing.

Councilor German requested item #16

16. **Discussion, consideration, and possible direction to staff relative to donating obsolete Town Computer equipment to the Camp Verde Senior Center as the Town's computers are replaced.**
On a motion by German, seconded by Whatley, the Council unanimously directed staff to work on an agreement to loan 4 or 5 of the "newer" old computers, as they are replaced and stripped of all other information, to the Camp Verde Senior Center.

Councilor German explained that she has been working on getting the Senior Center internet connected, and being able to use the Center's computers would take a burden off of the Library in connection with the waiting line for the community to use those computers. The existing equipment at the Center is bordering on becoming obsolete, and German suggested that perhaps four or five

of the Town computers that are being replaced might be donated to the Center, which would benefit the entire community. The Council agreed that the suggestion is a good one, and Scannell confirmed that although the equipment cannot be donated, he and Barber will work on drafting an agreement for the loan of five computers to the Sr. Center as discussed.

There was no public input.

17. **Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager.** Staff Resource: David R. Smith
On a motion by Roulette, seconded by German, the Council unanimously voted to schedule a Special Session on Monday, March 22nd to postpone and address **Items 17 and 18** from tonight's meeting, with the Special Session to start at 6:00 p.m.; **Item 19** is continued to the meeting of March 24th.
- Kovacovich commented that some Council members who were absent asked that this item be continued to a meeting when a full Council will be present, possibly next week. Whatley confirmed that she had heard from other members who had requested that Items 17, 18 and 19 all be pulled and continued; perhaps to a Special Session. The Council discussed whether Items 17 and 18 could be heard at the March 24th meeting, expressing concern about the estimated time that would be necessary to do so. It was agreed that both Items 17 and 18 need to be considered as soon as possible, while Item 19 could be continued to the March 24th meeting. After further discussion of the availability of the members, with input from Scannell, it was determined that a Special Session would be set for Monday, March 22 at 6:00 p.m. to hear Items 17 and 18. It was agreed that Item 19 would be continued to March 24th.
18. **Discussion, consideration, and possible direction to staff relative to setting the parameters to include, but not be limited to required knowledge, skills, and abilities, compensation levels, expenses, reimbursement of expenses, etc. as they relate to hiring a new Town Manager.** Staff Resource: David R. Smith
(See action taken at Item 17.)
19. **Discussion, consideration, and possible discussion relative to staffing the Finance Department. Discussion may include, but not be limited to retaining Michael Scannell on a contractual basis and/or reclassifying Senior Accountant Lisa Elliott.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. Staff Resource: David R. Smith/Michael Scannell
(See action taken at Item 17.)
- Councilor Garrison requested item #20
- ~~20. **Discussion or consultation with the Town Attorney for legal advice concerning the Town's use of certain personal property rights.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation in connection with the Town's use of certain personal property rights.~~
21. **Call to the Public for Items not on the Agenda.**
There was no public input.
22. **Advanced Approvals of Town Expenditures..**
There were no advanced approvals.
23. **Manager/Staff Report**
There was no Manager/staff report.
24. **Adjournment**
On a motion by Whatley, seconded by Roulette, the meeting was adjourned at 7:30 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 17th day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk

4c.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Possible approval of a letter supporting the efforts of Rainbow Acres relative to the application for funding of two new minivans through the ADOT Section 5310 Transportation Program to benefit the elderly and persons with disabilities.

Purpose and Background Information:

Rainbow Acres has requested a letter of support from the Council to include with their grant application.

Recommendation (Suggested Motion):

Move to approve the letter of support

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Mayor Burnside

Action Report prepared by: D. Barber



TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061
Marshal 567-6621 ◆ Parks & Recreation 567-0535 ◆ Community Development 567-8513 ◆ www.campverde-az.gov

April 7, 2010

Chris Fetzer
Northern Arizona Council of Governments (NACOG)
119 East Aspen Avenue
Flagstaff, AZ 86001

Dear Mr. Fetzer:

I would like to express my wholehearted support of the efforts of Rainbow Acres in their work with developmentally disabled adults, and ask that full consideration be given to their request for transportation funding for two new minivans through the ADOT Section 5310 Transportation Program to benefit the Elderly and Persons with Disabilities.

Rainbow Acres, its residents, and its staff are valued members of the Camp Verde community. Not only do we applaud Rainbow Acres' work in providing homes and special programming for the Developmentally Disabled, we also value their organization as an asset to the local community.

The adults served by Rainbow Acres require extensive transportation services due to their disabilities – yet local transportation alternatives in the Verde Valley are neither adequate nor appropriate for the population of individuals with special needs served by Rainbow Acres. To the best of my knowledge, Rainbow Acres' request for 5310 equipment does not duplicate existing resources that are accessible to their target population of riders in Camp Verde.

I affirm the support of the Town of Camp Verde for Rainbow Acres' efforts to increase transportation opportunities for Disabled and Elderly persons, as well as the need for those services in the Verde Valley. Camp Verde values the services provided to individuals with disabilities by Rainbow Acres, and hope to see Rainbow Acres continue to thrive and expand in the future.

Sincerely,

Bob Burnside
Mayor



4d.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible approval of Resolution 2010-809, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing and approving the transfer of outdated Town computers and ancillary computer equipment to Camp Verde Senior Citizens, Inc.

Purpose and Background Information:

Council directed staff to research a method of transferring computer equipment to the Senior Center to better serve the community. The attorney recommended a resolution, noting that ARS 9-500.11 authorizes actions such as this if it provides an economic benefit. It was mentioned during the meeting that the Senior Center will have WIFI that can supplement the Library. Staff prepared the Resolution based on this opportunity. This resolution will allow the Town to continue to donate the equipment in the future without further action from Council until the resolution is superseded or repealed.

Recommendation (Suggested Motion):

Move to approve Resolution 2010-809, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing and approving the transfer of outdated Town computers and ancillary computer equipment to Camp Verde Senior Citizens, Inc.

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: Debbie Barber

Action Report prepared by: D. Barber



RESOLUTION 2010-809

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
AUTHORIZING AND APPROVING THE TRANSFER OF
OUTDATED TOWN COMPUTERS AND ANCILLARY COMPUTER EQUIPMENT
TO CAMP VERDE SENIOR CITIZENS, INC.**

WHEREAS, the Town historically places all outdated Town computers and ancillary computer equipment in a public auction and sells the items to the highest bidder; and

WHEREAS, the Town historically receives on average, two to four dollars (\$2.00 to \$4.00) per computer/monitor configuration; and

WHEREAS, the Mayor and Council are desirous of activities that will improve or enhance the economic welfare of the inhabitants of the Town of Camp Verde; and

WHEREAS, the public will realize a greater return on investment through the transfer of computer equipment to a qualified non-profit organization; and

WHEREAS, Camp Verde Senior Citizens, Inc. provides services to the community in the form of a WIFI connection; and

WHEREAS, the availability of a WIFI connection in addition to the Camp Verde Library WIFI connection will provide supplementary economic opportunities to the community through the Internet for job searches and improvement of job skills;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde authorizes the transfer of the Town's outdated computers and ancillary computer equipment that have been stripped of programs and information to the Camp Verde Senior Citizens, Inc. pursuant to ARS § 9-500.11, provided the Camp Verde Senior Citizens use the computers and ancillary computer equipment to provide WIFI service to the Camp Verde community.

PASSED AND ADOPTED by the Mayor and Council of the town of Camp Verde, Arizona, this 7th day of April 2010.

Bob Burnside, Mayor

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

42.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: 4-7-2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Application for Special Event Liquor License Application

Agenda Title (be exact):

Discussion, consideration and possible approval of a special event liquor license for the Verde Valley Mounted Sheriff's Posse for the Annual Crawdad Festival that is scheduled for June 4th and 5th, 2010.

Purpose and Background Information:

The Verde Valley Mounted Sheriff's Posse has sponsored the Crawdad Festival since 2008. The Posse is working with the Clerk's Office to go through the Special Event Permitting Process. The application has been completed and forwarded to all Departments.

Recommendation (Suggested Motion):

Approved the special event liquor license for the Verde Valley Mounted Sheriff's Posse for the Annual Crawdad Festival that is scheduled for June 4th and 5th, 2010

OR

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Deborah Barber

Action Report prepared by: Virginia Jones

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW **10 BUSINESS DAYS** FOR PROCESSING.

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

1. Name of Organization: VERDE VALLEY MOUNTED SHERIFF'S POSSE
2. Non-Profit/I.R.S. Tax Exempt Number: 86-0669881
3. The organization is a: (check one box only)
 - Charitable
 - Fraternal (must have regular membership and in existence for over 5 years)
 - Civic
 - Political Party, Ballot Measure, or Campaign Committee
 - Religious
4. What is the purpose of this event? FUND RAISER

5. Location of the event: HOLLAMON & MAIN ST., CAMP VERDE, YAVAPAI, AZ 86322
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: KURBAT DOUGLAS 5/18/36
Last First Middle Date of Birth

7. Applicant's Mailing Address: Box 519 DEWEY AZ 86327
Street City State Zip

8. Phone Numbers: 602-918-7077 (928) 918-1175 602-918-7077
Street Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>4 JUN 10</u>	<u>FRIDAY</u>	<u>4 PM</u>	<u>11 PM</u>
Day 2:	<u>5 JUN 10</u>	<u>SATURDAY</u>	<u>12 NOON</u>	<u>11 PM</u>
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 2 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT.

Name VERDE VALLEY MOUNTED SHERIFF'S POSSE 100%
Percentage

Address P.O. BOX 2866, CAMP VERDE, AZ 86322

Name _____ Percentage

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

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

_____ # Police Fencing
3-5 # Security personnel Barriers

WAIST BANDS WILL BE USED TO ID PERSONNEL 21 YRS OR OLDER - FENCED AREA - SECURITY PERSONNEL AT GATE AND PATROLLING AREA

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

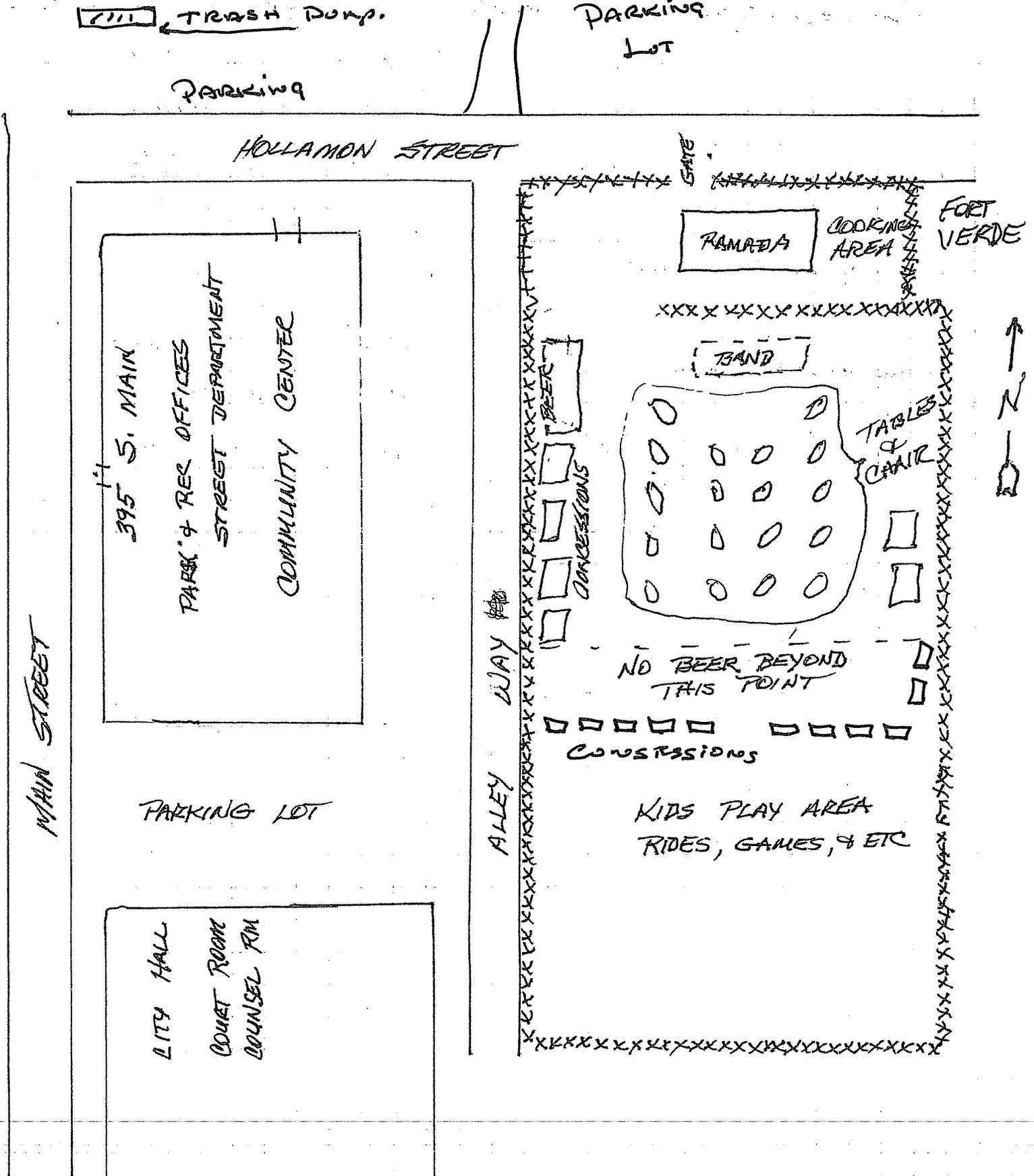
(ATTACH COPY OF AGREEMENT)

_____ () _____
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
 (This diagram must be completed with this application)

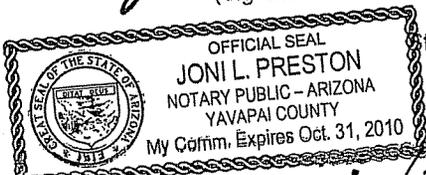
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
 NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Douglas Kuebat declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Douglas Kuebat CHAIRPERSON 2/15/2010 (602) 918-7077
 (Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 15th February 2010
 Day Month Year

My Commission expires on: 10/31/2010
 (Date)

Joni L. Preston
 (Signature of NOTARY PUBLIC)

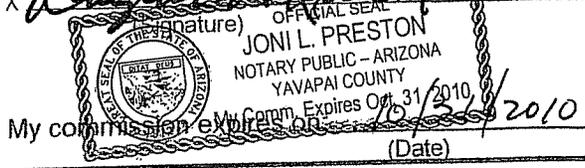
THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Douglas Kuebat declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Douglas Kuebat
 (Signature)

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 15th February 2010
 Day Month Year



Joni L. Preston
 (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____ (Signature of OFFICIAL) _____ (Date)
 (City, Town or County)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 _____ (Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____
 _____ (Title) _____ (Date)

4 f.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Town Code Section 3-4-3.10 (2)

Agenda Title (be exact):

Possible authorization for staff to solicit Request for Proposals for Professional Auditing Services.

Purpose and Background Information:

Town Code Section 3-4-3.10 (2) states that the term for the external auditor will be no longer than three (3) years. At the conclusion of the audit for the fiscal year ending June 30, 2009, Lumbard & Associates PLLC has conducted three (3) consecutive annual audits for the Town of Camp Verde.

Staff is seeking Council's authorization to solicit Requests for Proposals for Professional Auditing Services for the fiscal year ending June 30, 2010 with the option of completing the two (2) subsequent years' audits.

After preparation of the Request for Proposals document, staff will submit the document to the Audit Committee for review and approval. Once approval of the document is obtained from the Audit Committee, staff will disseminate the document to auditing firms. The Audit Committee would review the proposals received and make the recommendation to Council as to which firm to offer the contract for auditing services.

Recommendation (Suggested Motion):

Authorization for staff to solicit Request for Proposals for Professional Auditing Services.

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

Finance Director Comments/Fund:

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

Attorney Comments:

Submitting Department:

Contact Person:

Action Report Prepared By:



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Letter from Arizona Department of Housing, March 18, 2010; Community Assessment Form, Letter from Yavapai-Apache Nation Tribal Housing, March 11, 2010.

Agenda Title (be exact): Possible authorization of Mayor to endorse Community Assessment request from the Arizona Department of Housing in support of the Yavapai-Apache Nation Tribal Housing application for a reservation of federal tax credits via the Low Income Housing Tax Credit (LIHTC) Program.

Purpose and Background Information:

The Town of Camp Verde received a request from the Arizona Department of Housing (ADOH) to review and comment on the Yavapai-Apache Nation's application for a reservation of federal tax credits made available by the Low Income Housing Tax Credit (LIHTC) Program. The tax credits are used to induce the development of rental housing for persons and families earning no greater than 60% of the area median income in Yavapai County. While ADOH does not require formal action by the local governing body, the Town Council's endorsement of the Yavapai-Apache Nation application would be viewed favorably by ADOH in their evaluation of the LIHTC application.

The ADOH Community Assessment form consists of two primary questions. The first question requests the Town's opinion as to whether or not the proposed project will provide safe and affordable housing compliant with Fair Housing Laws in Arizona, and whether or not the proposed project is consistent with the housing policies, strategies, priorities and procedures of the Town. The proposed project does appear to promote the housing goals and policies of the Town, especially given the limited availability for attainable rental housing opportunities in Camp Verde.

The second question requests input on the Yavapai-Apache Nation market demand study. Staff has not had an opportunity to review the market demand study, however, has previously mentioned the number of rental housing opportunities in Camp Verde are limited, and waiting lists for existing rental housing units in Camp Verde are typical.

Recommendation (Suggested Motion):

Move to authorize Mayor to endorse the ADOH Community Assessment, on behalf of the Town, in support of the tax credit application advanced by the Yavapai-Apache Nation, and to return the Community Assessment to ADOH by the requested response date of April 16, 2010.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris

JANICE K. BREWER
Governor



MICHAEL TRAILOR
Director

STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 310
PHOENIX, ARIZONA 85007

(602) 771-1000 WWW.AZHOUSING.GOV
FAX: (602) 771-1002

Mat - con
you please
follow up
MTB
3/20

March 18, 2010

Mike Scannell, Town Manager
Town of Camp Verde
437 S. Main St. Suite 102
Camp Verde, AZ 86322

RE: Yavapai-Apache Homes IV/LIHTC #0505
Response requested by April 16, 2010, 4:00 p.m.

Dear Mr. Scannell:

The State of Arizona has received an application for a reservation of tax credits within the limits of the Town of Camp Verde. A description of the project is enclosed. As you may know, the Low Income Housing Tax Credit (LIHTC) program offers a developer federal tax credits to induce the development of rental housing for persons and families earning no greater than 60% of the median income. Rental and occupancy restrictions apply for an extended period of time. The project developer is Yavapai-Apache Nation Limited Partnership #4. The contact person for this project, Rick Preston, may be reached at (928) 567-7836. Please complete the enclosed Community Assessment and return it to the Arizona Department of Housing via fax at (602) 771-1002 or US mail (address noted on the enclosed letter) by **April 16, 2010 4:00 p.m.** This will enable the Arizona Department of Housing to incorporate your comments in our assessment of the project. In addition, please attach a letter of comment on the project's market study and any disagreements that you may have with the market study. A copy of the market study is available from the developer.

Should the Arizona Department of Housing not receive the enclosed letter by the stipulated date, it shall deem the community to not be in support of the project and reject the application.

Your review should occur consistent with applicable Fair Housing laws in Arizona. Please consult competent legal advice and/or the Attorney General Fair Housing Division at (602) 542-5025 should you require assistance in this regard. While the State does not require formal action by the local governing body, you may wish to consider this for the project.

Thank you for your assistance and cooperation on this matter. Please contact me at (602) 771-1031 for any further information you may require. Please remember that time is of the essence concerning this issue.

Sincerely,

for *Marla Charlesworth*
Randy Archuleta
Rental Program Administrator

COMMUNITY ASSESSMENT

Date: _____

Arizona Department of Housing
Attn: Rental Program Administrator
1110 W. Washington Street, Ste. 310
Phoenix, AZ 85007

Fax: (602) 771-1002

Dear Administrator:

The Town of Camp Verde has received your letter notifying us that the proposed development Yavapai-Apache Homes IV is under consideration by the Arizona Department of Housing for an allocation of Low Income Housing Tax Credits.

I. We have reviewed the aforementioned project and find that:

The proposed acquisition and development of the above referenced project will provide safe and affordable housing that will comply with Fair Housing Laws in Arizona. It is believed that the proposed project is also consistent with the housing policies, strategies, priorities and procedures of this municipality. Accordingly, the application proposed for this development is supported by this municipality.

The proposed acquisition and development of the above referenced project **does not** appear to be consistent with the housing policies, strategies, priorities and procedures of this municipality. Therefore, this municipality **does not** support the proposed development.

II. Market demand study:

We have reviewed the market demand study and/or appraisal for the proposed project, dated _____, and has attached any comments regarding this study.

We have not reviewed the market demand study and/or appraisal.

The undersigned has the authority to bind the Town of Camp Verde with respect to the matters set forth in this letter. Please contact me at _____ for any further information you may need on this matter.

Sincerely,

(Name)

(Title)

(City/Town/County)



Yavapai-Apache Nation Tribal Housing

P.O. Box 3310 - 1500 Cherry Lane - Camp Verde, AZ 86322

Phone (928)567-4191 Fax (928)567-5310
yaha@yavapai-apache-nation.com

March 11, 2010

Mr. Randy Archuleta
Arizona Department of Housing
1110 W. Washington, Suite 310
Phoenix, AZ 85007

Dear Mr. Archuleta,

We are pleased to submit this tax credit application for our 36 unit new construction project known as Yavapai-Apache Homes IV. The project is located within the Yavapai-Apache Nation Reservation and will be a continuation of our existing Yavapai-Apache Homes III tax credit project. The Homes IV project will be located in the same Tunlii neighborhood 2007 project. While the Homes III project produced some unbelievable units, we hope to exceed the quality of the units by making the Homes IV units "Net Zero Energy Homes". While our focus remains to provide safe, decent and affordable housing to our tenants, YANTH is going above and beyond to make these homes the most "green" and energy efficient homes in all Indian Country. We have been working with several energy consultants in order to achieve the best energy performance available.

- Unit Types
 - 3 triplexes with a 3BR / 2BR / 3BR configuration
 - 4 duplexes with a 3BR / 3BR configuration
 - 14 three-bedroom units
 - 5 four-bedroom units
- Income Targeting
 - 11 units at or below 40% AMI
 - 15 units at or below 50% AMI
 - 9 units at or below 60% AMI
 - 1 resident manager's unit
- Two playgrounds will be constructed. Washer and dryers will be provided in each units for tenants. Maximized inclusion of green features including Solar PV, SPF insulation, stamped concrete floors, recycled concrete and LOW VOC products.

As you will see in the application there are several financing and operating aspects to the application which make our project unique when compared to non-tribal applications. First and most importantly, the project will be financed with a combination of investor equity and Yavapai-Apache Nation Tribal Housing funds. The permanent debt will be soft and will be

payable from available cash flow. Second, rents will be set using YANTH's existing rental policy, which follow NAHASDA's rent regulations, stating that a tenant will pay no more than 30% of their income in rent. In order to accommodate the inherent loss of operating income by not charging higher rents, YANTH will execute an "Operating Deficit Agreement" to ensure that units occupied by tenants with incomes too low to pay the contract rent will nonetheless be managed and maintained as if sufficient income were derived. A built-in subsidy is thus in effect, even though it is not a tenant-based subsidy.

In addition to the operating deficit guarantee, YANTH has committed to paying an operating subsidy, as needed, up to \$250 per unit per month to cover all operating expenses not covered by tenant-paid rent (please see the Housing Assistance Payments agreement in Tab 11). Recent HUD and IRS changes now allow tribes to utilize NAHASDA funds to subsidize units receiving funding through the LIHTC program. Because of the unique nature of this financing structure, the normal requirement for a minimal debt coverage ratio and a project that can demonstrate that it has sufficient cash flow to make payments on the outstanding debt simply do not apply.

The need for this housing project is undeniable. YANTH has proven that it is a capable developer and housing management entity. Having served as the Yavapai-Apache Nation's housing entity and having had success with its prior three LIHTC projects, we feel that this fourth project could quite possibly be our best. YANTH maintains a waiting list which would support the addition of the new low-income rental units and would meet our tribe's mission of providing affordable housing to our community members.

As you know, it is extremely difficult to develop housing on the reservation. With the funds we can generate from the tax credit program we can stretch our resources and build decent, energy efficient houses for our families. We are excited about embarking on our fourth tax credit project and look forward to working with ADOH on this project. If at any time you have any questions please do not hesitate to contact my office.

Sincerely,



Rick Preston
Executive Director

03-15-10 12:53 101

#8



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Presentation, followed by discussion, consideration, and possible direction to staff relative to the lease and/or possible uses of the Old Jail building located on Hollamon Street behind the Chamber of Commerce building.

Purpose and Background Information:

A group of interested citizens has requested that Council consider options and opportunities for enhancing the experience of Camp Verde by returning the Old Jail building to its former "glory". The current lease with the Lions Club expired in 2001. This discussion will allow Council to determine if the use of the building is the highest and best use that serves the citizens of Camp Verde.

Recommendation (Suggested Motion):

No recommendation

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

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Mayor Burnside

Action Report prepared by: D. Barber

Debbie Barber

From: bburnside@ypeinc.com
Sent: Monday, March 15, 2010 9:28 AM
To: 'Ray & Nancy'
Cc: Michael Scannell; Ron Long; Carol Brown; Debbie Barber
Subject: RE: Camp verde Jail built in 1933

Ray and Nancy

You two never cease to amaze me – great idea – will forward this our manager and ask for his guidance as to how to proceed.

Mike

I do believe this bldg is in town inventory and leased to the Lions club perhaps Ron Long can help with item and Debbie Barber would know about the lease.

Bob

From: Ray & Nancy [mailto:verdevista@swiftwireless.com]
Sent: Thursday, March 11, 2010 12:28 PM
To: Mayor Burnside
Subject: Camp verde Jail built in 1933

I am looking for some guidance on a project several of my friends and I are working on. We think there is an opportunity to enhance the experience of CAMP VERDE by returning the stone building in the parking lot at the Chamber to its old glory. We have talked to the historical society about this and they are "interested". There are a lot of issues to be addressed but first we need the towns approval. There will not be any cost as we will be doing the work and supplying any material needed. There are some jail cells at the old marshals office that can be salvaged to reinstall into the old jail. There would not be any access to the building to the public they would only look through the windows.

Thanks for you help
Ray Floyd
567-5060

People may not remember exactly what you did, or what you said; but they will always remember how you made them feel.

Effective January 10, 2010, Town offices are closed on Friday. Hours of operations are Monday - Thursday 7 am to 6 pm.

Town of Camp Verde

Municipal Lease

Date: February 5, 1997

Landlord: Town of Camp Verde, an Arizona municipal corporation.
Post Office Box 710
Camp Verde, AZ 86322
(520) 567-6631

Tenant: The CAMP VERDE LIONS CLUB INTERNATIONAL, a
community service group,
Post Office Box 653
Camp Verde, AZ 86322

Property: 44 E. Hollamon Street, known as the "Old Camp Verde Jail,"
plus adjoining walkways and any parking areas, as described
in Exhibit A incorporated herein by reference

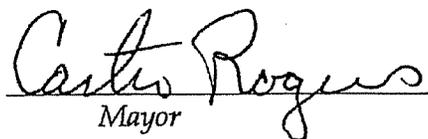
Landlord and Tenant agree to enter into a lease of the above property on the following mutually agreed terms and conditions:

1. *Term.* This lease commences on February 1, 1997, and continues for a period of four years, or until January 31, 2001, unless terminated by notice or abandonment as set forth below.
2. *Rent.* The amount of rent payable by Tenant is the sum of FIVE DOLLARS (\$5.00) per year, payable in advance, receipt of which is acknowledged.
3. *Insurance.* Tenant agrees to provide for liability insurance in the amount of not less than \$ 1,000,000 covering its use and occupancy of the property, naming the Landlord as additional loss payee. Tenant agrees to indemnify and hold harmless the Landlord in the event any claim is asserted against Landlord resulting from Tenant's use of the premises.
4. *Use.* The property shall be used for meetings and other club activities of the Tenant, and storage of its files and associated office equipment. Tenant shall conform to all applicable laws, ordinances, regulations, or orders of a governmental authority in regard to its occupancy, and maintain the property in a clean and safe condition. The property will not be used for conducting private business, nor as a residence.

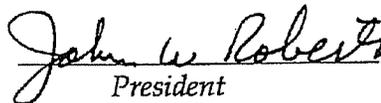
5. *Subletting.* The Tenant shall not assign, sublet, nor permit occupancy of the property by any other person or agency.
6. *Liens.* The Tenant shall keep the property free from any liens arising out of any work performed, materials furnished, or obligations of the Tenant.
7. *Alterations.* Tenant shall not make any alterations, remodeling, or painting of the interior without the approval of the Landlord. Tenant acknowledges that the property has historical significance for the Town of Camp Verde, and may be submitted for designation as a historical structure to state or federal agencies. Improvements should be made consistent with the historical design of the building.
8. *Maintenance.* As further consideration of this lease, the responsibility for normal maintenance, repairs, and services for the property shall be with the Tenant.
9. *Utilities.* Tenant shall pay for all electric, water, and other utility services to the property during its use.
10. *Joint Use.* The parties recognize the policy of the Town, whenever possible, to allow multiple use of the Town facilities if there is a public need. The Tenant agrees that the property, either the building or the surrounding area, may be used by other civic groups or for public purposes, as long as such use has the prior consent of the Tenant and does not unnecessarily interfere with its use. If such use is allowed, the responsibility for any loss or injury by the occupant shall be with the Landlord and the user, and not the Tenant. Joint use under this paragraph shall be brief, occasional, and not permitted as a routine schedule.
11. *Early Termination.* Either party may terminate this lease by written notice given at least 60 days prior to the date to vacate, and the parties may mutually terminate the lease at any time.

SIGNED THIS 6TH DAY OF FEBRUARY, 1997:

Landlord:


Mayor

Tenant:


President



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010
 Consent Agenda Regular Business

Meeting Type: Regular Session

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible approval of Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, reinserting Section 3-2-1.(I) (formerly Section H), Appointment of Acting/Interim Town Manager and Duties and Amending the following Sections of the Town Code: 2-2-5 Absence of Mayor; 2-3-1.1 Times and Places of Special Meetings and 2-3-2 Special Meetings.

Purpose and Background Information:

Staff recently had cause to research the Town Code relative to the appointment/duties of an Interim or Acting Town Manager. Staff discovered that the entire section related to the appointment and duties of the Acting Town Manager had been deleted in 2006. Staff researched the minutes and there is no reference to deleting this section, while other changes were enumerated. Staff believes this section, which was substantive in nature, was unintentionally deleted from the Code by staff and unnoticed by Council when reviewing the proposed changes. Approval of this ordinance will correct this error.

Also, there has been some confusion as to the calling of Special Sessions. As a result Sections 2-3-1.1 and 2-3-2 have been modified to clarify that the Mayor and Manager have the authority to call a Special Session in the event that an urgent matter arises between regularly scheduled meetings where the preferred method to call Special Sessions is used. You will note in the ordinance that the two Sections are now combined and labeled Section 2-3-2, which should also alleviate confusion.

Recommendation (Suggested Motion):

Move to approve Ordinance 2009-A370, Ordinance 2010-A370, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, reinserting Section 3-2-1.(I) (formerly Section H), Appointment of Acting/Interim Town Manager and Duties and Amending the following Sections of the Town Code: 2-2-5 Absence of Mayor; 2-3-1.1 Times and Places of Special Meetings and 2-3-2 Special Meetings.

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: Debbie Barber

Action Report prepared by: D. Barber



ORDINANCE 2010-A370

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

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

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

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

Section 2-2-5 Absence of Mayor

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

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

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

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

Section 2-3-2 Special Meetings

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

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

Bob Burnside, Mayor

Approved as to form: _____
Town Attorney

Attest:

Deborah Barber, Town Clerk

Date

Public Comment

Norma Garrison expressed concerns about thinking too small and failing to plan for future growth by using larger pipes, 20" pipe vs. 15" pipe.

Burgess & Niple mentioned that the loan may dictate the size of the pipe and suggested that developers along the route could be approached to help defray the cost.

5. Presentation by representative(s) from the engineering and environmental consulting firm Shepard-Wesnitzer on a feasibility and waste water master plan SR 260 from Steve Coury back to the Sanitary District boundary.

Richard Aldridge and Greg Barry gave an overview of Shepard-Wesnitzer, Inc. along with their relevant experience. They did not provide cost estimates or figures.

6. Review, discussion, and consideration of proposed changes to the Town Code.
Mayor Gioia decided to cover articles 1, 2 & 3.

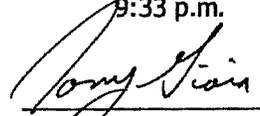
Article

- 2-1-3 Assumption of Office: insert: at the first meeting in June.
- 2-2-2 Vice Mayor: 1 year term
- 2-3-1 Regular meetings: 4th meeting to be Planning & Zoning
- 2-3-3 Posting Notices: Item 'C' to be brought back and maybe posted on web.
- 2-4-5 Effective Date of Ordinances: proposed change ok.
- 3-1-1 Residency: Town Manager and Marshal with exceptions.
- 3-1-3 Item 'B': Termination Other than for Cause. 6 months severance pay
- * 3-2-1 Town Manager Item 3. Power of Appointment and Removal. Insert Town Magistrate.
- * 3-2-1 Town Manager Item 8. Budget: Expenditure Control and Purchasing, changes agreed to by Council.
- 3-2-6 Director of Public Works/Engineer: Modify this to agree with the new job description.
- 3-3-5 Purchases in General; Bids and Proposals Item A: Purchases under \$2500. No phone quotes required.
- 3-3-5 Purchases in General: Bids and Proposals Item B: 2500 but not more than 10,000, three bid or proposals.
- 3-3-5 Purchases in General: Bids and Proposals Item D: changes agreed to by Council.
- Article 4-1 Membership, Item A: Council agreed

Stopped on page 32, Bill Lee suggested that we put these on the next agenda since Work Sessions are only once a month, Council Agreed.

7. Adjournment

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 9:33 p.m.


1-20-06
Tony Gioia, Mayor


Jenna Paulsen - Recording Secretary

ORDINANCE 2001-A 211

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA
AMENDING SECTION 3-2-1 OF THE TOWN CODE REGARDING THE ACTING
TOWN MANAGER**

WHEREAS, the town wishes to broaden the authority for appointing the acting manager for conformance to the existing situation of available and appropriate personnel, and

WHEREAS, the current code requires that only certain town personnel must be the acting manager in case of temporary absences or disabilities,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE TO AMEND THE FOLLOWING SECTION 3-2-1 OF THE TOWN CODE:

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

Section 3-2-1 Town Manager

D. Acting Town Manager

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

1. For a temporary absence or disability of the Town Manager, ~~the acting Town Manager shall be the Town Clerk or, if the clerk is not available, the Town Marshal~~ THE TOWN MANAGER WILL DESIGNATE ONE OF THE CURRENT DEPARTMENT HEADS TO SERVE AS ACTING TOWN MANAGER BY WRITTEN NOTICE. IN THE EVENT THE TOWN COUNCIL OBJECTS TO ANY SUCH DESIGNATION, THE COUNCIL MAY VOTE IN A PUBLIC MEETING CALLED PURSUANT TO THE PROVISIONS OF THIS CODE, TO OVERRIDE THE TOWN MANAGER'S DESIGNATION AND SELECT AN ALTERNATIVE DEPARTMENT HEAD TO SERVE AS ACTING TOWN MANAGER.

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed, effective as of the day this ordinance is effective.

Section 3. This ordinance is effective upon completion of publication and any posting as required by law.

PASSED AND APPROVED by a majority vote of the Town Council of Camp Verde, Arizona, this 5th day of December 2001.

Approved as to Form:

Julie Krieh
Julie Krieh, Town Attorney

Brenda Hauser
Brenda Hauser, Mayor

Date 12-7-01

Attest:

Deborah Barber
Deborah Barber, Town Clerk

Publish December 19, 2001 & December 26, 2001

Posted by D Jones Date/Time: 12-11-01 1:15 p.m. Effective Date: January 12, 2001

ORDINANCE NO. 91-250

AN ORDINANCE OF THE TOWN OF CAMP VERDE, ARIZONA, PROVIDING FOR THE APPOINTMENT OF ACTING TOWN MANAGER AND ACTING TOWN CLERK.

BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

Section 1. Acting Town Manager. In the absence of the Town Manager from his office, or upon the disability of the Town Manager, or in the event the position has been vacated by either the resignation of the manager or the termination of his contract by action of the Town Council, the Acting Town Manager shall be appointed as follows:

- A. For a temporary absence or disability of the Town Manager, the Acting Town Manager shall be the Town Clerk, or, if the Clerk is not available, the Town Marshal.
- B. For a vacancy in the position, the Acting Town Manager shall be appointed by the resolution of the Town Council, which may also resolve to keep the position vacant until filled by later selection and contract.

Section 2. Acting Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk shall be the Acting Town Clerk, and, if not available, the Town Manager shall be the Acting Town Clerk.

Section 3. Duties and Responsibilities. The Acting Town Clerk shall have the duties and responsibilities as established by law or prior ordinance, and the Acting Town Manager shall have the duties and responsibilities of the Town Manager as established by prior ordinance or statute, except that he shall not without prior approval of the Town Council:

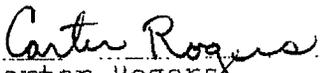
- A. Incur any indebtedness on behalf of the Town exceeding \$500.00
- B. Discharge any Town employee except for extreme cause.
- C. Substantially change duties and authorities assigned to other staff members.

Section 4. Temporary Assignments. The Town Manager may assign, in writing, temporary duties to other staff members for a period not to exceed twenty (20) working days.

Section 5. Amendment. This ordinance amends any prior resolution or ordinance as to the succession of acting Town Manager or acting Town Clerk, and the limits of any authority of the Acting Town Manager. All other duties and responsibilities of the Clerk or Manager shall remain in effect.

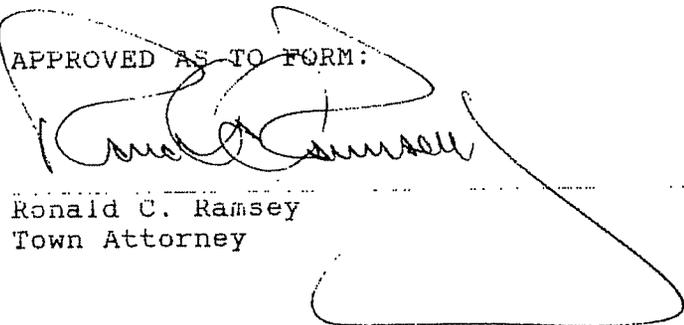
Section 6. Severability. If any section, subsection, sentence, clause, phrase or portion of the ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, THIS 23rd DAY OF JANUARY, 1991.


Carter Rogers
Mayor
Town Council

ATTEST:


Jay Trewern
Town Clerk

APPROVED AS TO FORM:

Ronald C. Ramsey
Town Attorney

#10



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Agenda Title:

Discussion, consideration, and possible appointment of an Acting Town Manager

Purpose and Background Information:

During the March 22 meeting, a majority of the Council indicated that they preferred to appoint an Interim (Acting) Manager from within the organization. Human Resources announced internally to all employees that, if interested, they should make known their interest in the temporary position. Matt Morris, Special Projects Administrator, has indicated he is interested. To give the Council another option, David R. Smith has also indicated his capability to serve in that capacity.

Recommendation:

Council's pleasure

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

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

Submitting Department: Human Resources
Contact Person: David R. Smith



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: APRIL 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Documents: ATTACHED:

- Letter of request from the Camp Verde Fire District to Waive Fees
- Estimated Building Permit & Impact Fees
- State Statutes providing the Fire District the authority to charge for Fire and Emergency Responses
- Development Fee Ordinance

Agenda Title (be exact): Discussion, consideration and possible direction to staff concerning the waiving of Building Permit Fees and Development Impact Fees for the proposed Fire Station located at 1710 Arena Del Loma, Camp Verde, Arizona and any future Camp Verde Fire District Structures within the Town limits. The conditions and terms to be included in a revised Inter-governmental Agreement between the Town and the Fire District.

Purpose and Background Information: At the Special / Work Session of the Mayor and Common Council on July 22, 2009, the Community Development Department advised the Mayor and Common Council that the Camp Verde Fire District wanted to discuss the possibility of Waiving Building Permit and Development Impact Fees for the proposed new Fire Station to be located at 1710 Arena Del Loma. The Council was advised that since Town Owned properties were exempt from property taxes, which included the Camp Verde Fire District tax, the Town was not a part of the fire district and would be directly responsible to pay for all fire call responses to their structures or vacant properties.

Jack Blum (Secretary, Treasurer) of the Camp Verde Fire District proposed to staff that if the Council were willing to Waive all or part of the **Current and Future** Building Permit Fees and (if applicable) the Development Impact Fees, the Fire District would reciprocate by exempting the Town from paying for fire response or emergency calls to the Town's existing and future structures. Mr. Blum further advised that this exemption would not pertain to any vacant properties the Town may currently or in the future own.

The Council directed staff as follows:

- Include verbiage in the draft agreement that would either provide for a prorata share of the waived Building Permit fees in the event of an early termination, or a requirement that the fire responses would be made for a specific number of years: research State Statutes and discuss with Jack Blum the legal authority for charging the Town for the fire responses; bring back to the Council a draft IGA and arrange for Jack Blum, from the Fire District, to attend the meeting to address questions from the Council; and check into the possibility of Fire District property taxes being raised for the new Fire Station.

STAFF RESEARCH:

The Fire District has now made application with the Town for a Building Permit for the New Fire Station. The Fire District has received a guaranteed maximum price on the New Fire Station of \$2,359,500.00. With this maximum price, Becky Oium (Permit Technician) has calculated an estimated building permit fee of \$20,274.59 and a Development Impact Fee (If Applicable) of \$10,595.00.

As with many of the Town's Codes, directions for application of the Development Impact Fees are not absolutely clear. Development Impact Fees are to be assessed when impacts, due to development, are experienced by the Town to the following:

- General Government
- Library
- Parks
- Marshall

Staff is requesting guidance from the Council with the interpretation and application of the Impact Fees for the following reasons:

- This is the first time that current staff has had to evaluate the application of Impact Fees to a Fire Station.
- Staff is unclear of all possible impacts to the (4) areas of impact, listed above.

The Community Development Department, with the assistance of the Finance Department, has researched the costs of fire and emergency responses from the Fire District back to the year 2001 as follows:

• 4/25/01	Library Call	\$423.75
• 8/28/01	July 4 th Standby	\$158.50
• 5/20/03	Prisoner Medical	\$481.36
• 5/5/05	Main St. Stampede	\$468.36
• 5/10/06	Main St. Stampede	\$1,200.00
• 2/10/2010	Town Hall Building	\$653.89
Total		\$3,385.86 (8 Year Period)

- Calculated average fire and emergency response costs per year = \$423.23

The Community Development Department, with the assistance of the Administrative Assistant to the Town Manager, determined that our current fire insurance policy does not cover fire or emergency responses.

The Community Development Department, with the assistance of the Fire District (Jack Blum), have retrieved the State Statutes that provide the Fire District with the authority to charge for fire calls as follows:

- A.R.S. 48-814:
- A.R.S. 48-805.B.14

The Community Development Department has asked Jack Blum to attend (With any other District Staff required) the regular session meeting with the Council on APRIL 7, 2010.

The Community Development Department has not prepared a Draft IGA at this time and is respectfully asking the Council to provide specific direction to all issues listed above prior to the Draft IGA preparation.

Recommendation (Suggested Motion): A motion to provide direction to the Town Staff as determined by the Council's findings from information as provided by the Camp Verde Fire District and Town Staff.

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Community Development

Contact Person: Michael Jenkins, Acting Community Development Director
Action Report prepared by: Michael Jenkins

Camp Verde Fire District

03-05-10P51:27 RCVD

26 B SALT MINE ROAD
P.O. BOX 386 · CAMP VERDE, ARIZONA 86322-0386

Phillip R. Harbeson Sr.
Fire Chief

BUSINESS: 928-567-9401 · FAX: 928-567-2444 · EMERGENCY: 911

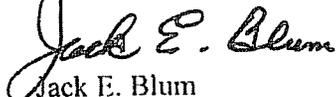
Jack E. Blum
Secretary-Treasurer

March 7, 2010

To the Town Council of Camp Verde

Please place the Camp Verde Fire District on the agenda of the next council meeting to address waiving Development Fees, Building Permit Fees and Plan Review Fees for the Camp Verde Fire District. I would also like to discuss the possibility of an IGA for fire protection of Town Properties.

Sincerely,


Jack E. Blum
Secretary/Treasurer

Mike Jenkins

From: Becky Oium
Sent: Thursday, March 04, 2010 4:13 PM
To: Jack Blum
Cc: Mike Jenkins; Robert Foreman
Subject: RE: GMP on Station 84

Jack,

As requested, following are building and impact fee **estimates** for the Camp Verde Fire District proposed Fire Station (#84):

Building Permit Fees (based on your estimated project valuation of \$2,359,500.00)

Building Fee:	\$10,499.75
Building Plan Review Fee:	\$6,824.84
<u>Engineer Plan Review Fee:</u>	<u>\$2,950.00</u>
Total Permit Fee:	\$20,274.59
<u>Deposit Paid 2/11/2010:</u>	<u>\$9,667.19</u> (Estimated Building/Engineer Plan Review Fees)
Balance Due:	\$10,607.40

Development Impact Fees (based on 12,050 square feet)

Impact Fee Code (710)

Police \$427/1000 sq. ft.

General Government \$388/1000 sq. ft.

Total: \$815/1000 sq. ft. X 12,050 rounded to 13,000 sq. ft. = 10,595.00

Total Development Impact Fee: \$10,595.00

If you have question or require additional information, please contact me.

Thanks,
Becky

From: Jack Blum [mailto:jblum@campverdefire.org]
Sent: Thursday, March 04, 2010 2:03 PM
To: Becky Oium
Subject: GMP on Station 84

Hi Becky,
We received the guaranteed maximum price on the new station yesterday. The amount is \$2,359,500.00.

Please give me an estimate of the permitting fees as follows:

Administrative fees or any balance due. Please list the impact fees separately.
I understand that this is an estimate only.

ARS TITLE PAGE	NEXT DOCUMENT	PREVIOUS DOCUMENT
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48-814. Property located outside of fire district territory; reimbursement to fire district for cost of fire and emergency medical services

A. A fire district may provide or assist in providing emergency fire or emergency medical services outside of its own district boundaries if those services are otherwise unavailable and if those services are provided at the request of any law enforcement agency, fire district, fire department or private person, and may receive reimbursement for the costs of providing the emergency services. A fire district may provide ambulance transportation service outside of its own district boundaries only when authorized to do so pursuant to title 36, chapter 21.1, article 2. The person receiving the services, or on whose behalf the services are provided, is liable to the fire district for the costs and these costs constitute a debt of that person and may be collected by the fire district.

B. For the purposes of this section, the costs of providing emergency fire or medical services are those costs set forth in resolutions adopted by the fire district that establish fee schedules for emergency response, standby charges, fees for fire cause determination or any other fees that may be required or appropriate to provide emergency fire and medical services outside of its boundaries.

48-805. Fire district; powers and duties

A. A fire district, through its board or elected chief and secretary-treasurer, shall:

1. Hold public meetings at least once each calendar month.

2. Prepare an annual budget that contains detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district, including the elected or appointed chief. The budget shall be posted in three public places and published in a newspaper of general circulation in the district thirty days before a public hearing at a meeting called by the board or elected chief to adopt the budget. Copies of the budget shall also be available to members of the public on written request to the district. Following the public hearing, the district board or elected chief and secretary-treasurer shall adopt a budget.

3. Determine the compensation payable to district personnel.

4. Require probationary employees in a paid sworn firefighter position, a reserve firefighter position or a volunteer firefighter position to submit a full set of fingerprints to the fire district. The fire district shall submit the fingerprints to the department of public safety for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the federal bureau of investigation.

B. A fire district, through its board or elected fire chief and secretary-treasurer, may:

1. Employ any personnel and provide services deemed necessary for fire protection, for preservation of life and for carrying out its other powers and duties, including providing ambulance transportation services when authorized to do so pursuant to title 36, chapter 21.1, article 2, but a member of a district board shall not be an employee of the district. The merger of two or more fire districts pursuant to section 48-820 or the consolidation with one or more fire districts pursuant to section 48-822 shall not expand the boundaries of an existing certificate of necessity unless authorized pursuant to title 36, chapter 21.1, article 2.

2. Construct, purchase, lease, lease-purchase or otherwise acquire the following or any interest therein and, in connection with such construction or other acquisition, purchase, lease, lease-purchase or grant a lien on any or all of its present or future property, including:

(a) Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing.

(b) Land, buildings, equipment and furnishings to house equipment and personnel necessary or appropriate to carry out its purposes.

3. Finance the acquisition of property as provided in this section and costs incurred in connection with the issuance of bonds as provided in section 48-806. Bonds shall not be issued without the consent of a majority of the electors of the district voting at an election held for that purpose. For the purposes of an election held under this subsection, all persons who are eligible to vote in fire district elections under section 48-802 are eligible to vote.

4. Enforce the fire code adopted by the district, if any, and assist the state fire marshal in the enforcement of fire protection standards of this state within the fire district including enforcement of a nationally recognized fire code when expressly authorized by the state fire marshal.

5. After the approval of the qualified electors of the fire district voting at a regular district election or at a special election called for such purpose by the district board or the elected chief and secretary-treasurer, as appropriate, or at any election held in the county which encompasses the fire district, adopt the _____ fire code, which is a nationally recognized fire code approved by the state fire marshal. The words appearing on the ballots shall be "should _____ fire district adopt the _____ fire code, which is a nationally recognized fire code approved by the state fire marshal--yes", "should _____ fire district adopt the _____ fire code, which is a nationally recognized fire code approved by the state fire marshal--no". Such code shall be enforced by the county attorney in the same manner as any other law or ordinance of the county. Any inspection or enforcement costs are the responsibility of the fire district involved. The district shall keep on file such code which shall be open to public inspection for a period of thirty days prior to any election for the purpose of adopting a fire code. Copies of the order of election shall be posted in three public places in the district not less than twenty days before the date of the election, and if a newspaper is published in the county having a general circulation in the district, the order shall be published in the newspaper not less than once a week during each of the three calendar weeks preceding the calendar week of the

election.

6. Amend or revise the adopted fire code, including replacement of the adopted fire code with an alternative nationally recognized fire code, with the approval of the state fire marshal and after a hearing held pursuant to posted and published notice as prescribed by subsection A, paragraph 2 of this section. The district shall keep three copies of the adopted code, amendments and revisions on file for public inspection.

7. Enter into an agreement procuring the services of an organized private fire protection company or a fire department of a neighboring city, town, district or settlement without impairing the fire district's powers.

8. Contract with a city or town for fire protection services for all or part of the city or town area until the city or town elects to provide regular fire department services to the area.

9. Retain a certified public accountant to perform an annual audit of district books.

10. Retain private legal counsel.

11. Accept gifts, contributions, bequests and grants and comply with any requirements of such gifts, contributions, bequests and grants not inconsistent with this article.

12. Appropriate and expend annually such monies as are necessary for the purpose of fire districts belonging to and paying dues in the Arizona fire district association and other professional affiliations or entities.

13. Adopt resolutions establishing fee schedules both within and outside of the jurisdictional boundaries of the district for providing fire protection services and services for the preservation of life, including emergency fire and emergency medical services, plan reviews, standby charges, fire cause determination, users' fees, facilities benefit assessments or any other fee schedule that may be required.

*14. Adopt resolutions for a schedule for financial reimbursement to taxpayers for installation of certain fire protection systems such as sprinklers and monitored alarms. Any resolution to offer reimbursements shall include all of the following:

(a) A nationally recognized analysis of the cost savings to the district by using the fire protection systems.

(b) The specifications of all qualifying systems.

(c) The requirements for claiming reimbursement. The amount of reimbursement offered shall bear a reasonable relationship to the cost savings that accrue to the district as a result of the installation of qualifying systems.

(d) The requirement that the resolution to offer reimbursements expires one year after its adoption unless specifically readopted by the governing board. A resolution to readopt a schedule for financial reimbursement shall additionally include a statement as to the program's effectiveness. The statement shall include the amount of reimbursements paid to each taxpayer for the installation of the fire protection system.

15. The governing board of a fire district, with the approval of two of the three members of a three member board, four of the five members of a five member board or five of the seven members of a seven member board, may change the district's name and on so doing shall give written notice to the board of supervisors of the change.

16. Require all employees to submit a full set of fingerprints as prescribed by subsection A, paragraph 4 of this section.

17. Enter into intergovernmental agreements or contracts as follows:

(a) Enter into an intergovernmental agreement with another political subdivision for technical or administrative services or to provide fire services to the property owned by the political subdivision, including property that is outside the district boundary.

(b) Enter into a contract with individuals to provide technical or administrative services.

(c) Enter into a contract with individuals to provide fire protection services or emergency medical services, or both, to the extent not regulated by title 36, chapter 21.1 to property owned by the individual located outside the district boundaries if the individual's property is not located in a county island as defined in section 11-251.12 and at least one of the following apply:

(i) The existing fire service provider where the individual's property is located has issued a notice to the individual that the provider plans to discontinue service.

(ii) Fire service is not available to the individual's property.

(iii) Fire service is offered pursuant to a contract or subscription and the individual has not obtained

service for a period of twenty-four months before the date of the contract with the district.

(d) Enter into a contract with individuals to provide fire services to property owned by the individual located outside the district boundaries, where the individual's property is located in a county island as defined in section 11-251.12, if both of the following apply:

(i) The existing fire service provider where the individual's property is located has issued a notice to the residents of the county island and the individual that the provider plans to discontinue or substantially reduce service.

(ii) The district offers contracts to all residents and property owners of the county island who will be affected by the discontinuance or substantial reduction in service by the current fire service provider.

(e) For the purposes of subdivision (a), (b), (c) or (d) of this paragraph, a district may contract with any public or private fire service provider to provide some or all of the contractual services the district is contracting to deliver.

(f) Any contract entered into pursuant to subdivisions (b), (c) and (d) of this paragraph shall include a provision setting forth the cost of service and performance criteria.

C. The chairman and clerk of the district board or their respective designees or the elected chief and secretary-treasurer, as applicable, shall draw warrants on the county treasurer for money required to operate the district in accordance with the budget and, as so drawn, the warrants shall be sufficient to authorize the county treasurer to pay from the fire district fund.

D. The district shall not incur any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at the time in the fund, except as provided in subsection B, paragraph 2 of this section and in sections 48-806 and 48-807.

E. The district board may assess and levy a secondary property tax pursuant to this article to pay for the costs of fire protection services or emergency medical services except for services regulated pursuant to title 36, chapter 21.1.

F. The county attorney may advise and represent the district when in the county attorney's judgment such advice and representation are appropriate and not in conflict with the county attorney's duties under section 11-532. If the county attorney is unable to advise and represent the district due to a conflict of interest, the district may retain private legal counsel or may request the attorney general to represent it, or both.

Article 7-10
Municipal Development Fees

Section 7-10-1 Definitions

The words or phrases used herein shall have the meaning attributed or prescribed to them in the Camp Verde Town Code, except as may otherwise be indicated herein:

- A. **"Applicant"** means any person who files an application with the Town for a building permit.
- B. **"Appropriation"** or "to appropriate" means an action by the Town to identify specific Public Facilities or Services for which development fee funds may be utilized. Appropriation shall include, but shall not necessarily be limited to: inclusion of a Public Facility in the adopted Town budget or capital improvements program; execution of a contract or other legal encumbrance for construction of a Public Facility using development fee funds in whole or in part; and/or actual expenditure of development fee funds through payments made from a development fee account.
- C. **"Development Fee"** means a fee adopted pursuant to A.R.S. § 9-463.05 which is imposed on New Development on a pro rata basis in connection with and as a condition of the issuance of a building permit and which is calculated to defray all or a portion of the costs of the Public Facilities required to accommodate New Development.
- D. **"General Government Development Fee"** means a fee imposed on all New Development to fund the proportionate share of the costs of providing general governmental services, including but not limited to municipal office space and major capital equipment.
- E. **"Library Development Fee"** means a fee imposed only on new residential development to fund the proportionate share of the costs of library buildings, collections and facilities.
- F. **"Multiple Uses"** means a New Development consisting of both residential and non-residential uses, or one (1) or more different types of non-residential uses, on the same site or part of the same New Development.
- G. **"Municipal Planning Area"** means an area outside of the present Camp Verde Town limits, but in which the Town may provide Public Facilities or Services.
- H. **"New Development"** shall not include (i) any reconstruction, redevelopment, rehabilitation, structural alteration, structural enlargement, structural extension, or new use undertaken pursuant to a building permit issued prior to the effective date of the Development Fee Code, (ii) any new residential development which does not add a new Dwelling Unit, (iii) any new non-residential development which does not add square footage, unless the new non-residential development increases the demand for Public Facilities or (iv) any use, development, project, building, fence, sign or other activity which does not result in an increase in the demand for Public Facilities. The term "New Development" shall include any new construction as well as any reconstruction, redevelopment, rehabilitation, structural alteration, structural enlargement, structural extension, new use or development not excluded above, all as described more fully in Section 7-10-3.C.2 of this Development Fee Code.
- I. **"Parks and Recreation Development Fee"** means a fee imposed only on new residential development to fund its proportionate share of the costs of parkland, park improvements, recreation facilities and support buildings and vehicles.
- J. **"Police Development Fee"** means a fee imposed on all New Development to fund its proportionate share of the costs of public safety buildings and facilities, communication systems, vehicles and major capital equipment.
- K. **"Public Facility or Service"** means public improvements, facilities or services, including police facilities, municipal facilities, open space, parks and library facilities necessitated by New Development.
- L. **"Public Facility Expenditures"** means an appropriation or expenditure of public funds incurred in connection with the provision of a Public Facility or Service, including but not limited to:

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1. amounts appropriated in connection with the planning, design, engineering and construction of Public Facilities, which expenditures including, but are not limited to:

- a. planning, legal, appraisal, financing, development, and other costs related to the acquisition of, or use rights on, land;
- b. the costs of compliance with bidding procedures and applicable administrative and legal requirements; and
- c. all other costs necessarily incident to provision of the Public Facility.

* **Section 7-10-2 Purpose and Intent**

The purposes and intent of the Town's Development Fee Code and procedures are:

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of any development fees imposed on New Development;
- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that New Development contributes its fair share towards the costs of providing Public Facilities or Services reasonably necessitated by such New Development;
- C. To ensure that New Development obtains a reasonable benefit by the Public Facilities or Services provided with the proceeds of Development Fees;
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of Development Fees are properly incorporated into the Town Code; and
- E. To ensure that all applicable procedural requirements of A.R.S. § 9-463.05 have been met.

* **Section 7-10-3 General Provisions; Applicability**

A. **Term.** The Development Fee Code and the procedures established herein shall remain in effect unless and until repealed, amended, or modified by the Mayor and Council in accordance with applicable State law, Town Code or Town ordinances.

B. **Annual Review.**

1. At least once every year, and not later than January 1 of each year, beginning January 1, 2007, the Town Manager or his designee shall coordinate the preparation and submission of an Annual Report to the Mayor and Council on the subject of Development Fees enacted pursuant to this Article.

2. The Annual Report may include any or all of the following as appropriate:

- a. recommendations for amendments, if appropriate, to this Development Fee Code or to specific ordinances or Town Code sections;
- b. proposed changes to the Town of Camp Verde General Plan, as amended from time to time, or plan elements and/or an applicable capital improvements project, including the identification of additional Public Facility projects anticipated to be funded wholly or partially with Development Fees;
- c. proposed changes to Development Fee schedules as set forth in this Development Fee Code imposing and setting Development Fees for particular Public Facilities;

- d. proposed changes to level of service standards for particular Public Facilities;
- e. proposed changes to any Development Fee calculation methodology;
- f. proposed changes to the population, housing, land use, persons per household or non-residential development projections included in the Annual Fee Report and upon which the Development Fee amounts have been determined; and
- g. other data, analysis or recommendations as the Town Manager or appropriate designee may deem appropriate, or as may be requested by the Mayor and Council.

3. In addition to the matters set forth in Paragraph B.2 of this Section, the Annual Report shall also set forth:

- a. the number of building permits issued by type of residential or non-residential development;
- b. the square footage (gross floor area) of non-residential development, by type;
- c. the total amount of Development Fees collected by Public Facility and by land use type;
- d. the amount of expenditures made from the Development Fee account or sub-accounts and the purpose for which the expenditure was made, i.e., the description, type and location of the Public Facility project;
- e. when each Public Facility project was initiated and when it was (or will be) completed;
- f. whether additional Development Fee funds will be appropriated for the same project(s) in the future;
- g. whether supplemental non-Development Fee funds have been used for the project(s) and, if so, how much;
- h. the total estimated cost of the project(s) and the portion funded with Development Fees;
- i. whether each Public Facility project is in the Town's current annual budget or capital improvements program;
- j. the estimated useful life of each project;
- k. the extent to which each Public Facility project is needed to serve new/projected growth; and
- l. such other facts as may be requested or deemed relevant by the Mayor and Council.

4. **Submission of Development Fee Annual Report and Council Action.** The Town Manager or appropriate designee shall submit the Development Fee Annual Report to the Mayor and Council, which shall receive the Annual Report and which may take such actions as its deems appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings.

C. New Development Affected. This Development Fee Code shall apply to all New Developments.

1. **Municipal Planning Areas.** Development Fees imposed by the Town may, if necessary and appropriate, be collected by other municipalities or by Yavapai County on New Development within the Town's Municipal Planning Area, but outside of the Town of Camp Verde limits, pursuant to an intergovernmental agreement which provides that the Development Fees collected be transferred to the appropriate Town fund for expenditure in accordance with the terms of this Development Fee Code.

2 **Exceptions to the application of Development Fees to New Development.** Unless otherwise expressly noted, the fees imposed by this Article shall not apply in the following circumstances:

a. **Previously-Issued Building Permits.** No Development Fee shall be imposed on New Development for which a building permit has been issued prior to the effective date of this Development Fee Code.

b. **No Net Increase in Dwelling Units.** No Development Fee shall be imposed on any new residential development which does not add a new Dwelling Unit.

c. **No Net Increase in Non-Residential Square Footage.** No Development Fee shall be imposed on any new non-residential development which does not add square footage to a currently existing facility, unless the new non-residential development will increase the demand for Public Facilities for which Development Fees are being imposed.

d. **Other Uses.** No Development Fee shall be imposed on a use, development, project, structure, building, fence, sign or other activity, whether or not a building permit is required, which does not result in an increase in the demand for Public Facilities.

e. **Other Development Exempted by State Law.** No Development Fee shall be imposed on New Development which is exempted by Arizona State laws, however, the Town may seek to negotiate the construction of Public Facilities or the provision of services, or to negotiate the payment of Development Fees with such entities. See A.R.S. § 9-500(18).

3. **Effect of Payment of Development Fees on Other Applicable Town Land Use, Zoning, Platting, Subdivision or Development Regulations.** The payment of Development Fees shall not entitle the Applicant to a building permit, which shall only be issued if all other applicable land use, zoning, planning, platting, subdivision or other related requirements, standards and conditions have been met. Such other requirements, standards and conditions are independent of the requirement for payment of a Development Fee.

4. **Amendments.** This Development Fee Code may be amended from time to time by the Mayor and Council; provided, however, that no such amendment shall be adopted without a written report detailing the reasons and need for the increase or establishment of a new Development Fee without proper notice and public hearing as set forth in A.R.S. § 9-463.05(C).

5. **Effect of Imposition of Development Fees in a Community Facilities District.** In calculating and imposing a Development Fee applicable to land in a community facilities district established under Arizona Revised Statutes, Title 48, Chapter 4, Article 6, the Town shall take into account all public infrastructure provided by the district and capital costs paid by the district for necessary public services and facilities and shall not assess a portion of the Development Fee otherwise calculated to be due that would duplicate the infrastructure provided by the district or the costs imposed by the district on New Development.

Section 7-10-4 Procedures for Imposition, Calculation and Collection of Development Fees

A. **In General.** The Town shall calculate the Development Fees due and owing for any Applicant at the time of the issuance of a building permit. The Applicant shall pay the Development Fees prior to and as a condition of the issuance of a building permit.

B. Calculation.

1. Upon receipt of an application for a building permit, the Town shall determine (a) whether the permit is for a residential or non-residential use, (b) the specific category (type) of residential or non-residential development, if applicable, (c) if residential, whether the use is single-family, multifamily or mobile home, and (d) if non-residential, the number of new or additional square feet of gross floor area (rounded up to the nearest square foot) and the proposed use of the facility.

2. Upon receipt of an application for a building permit relating to an existing facility, the Town shall determine whether the permit will result in a change in use. In such cases, the Development Fee due shall be based only on the incremental increase in the Development Fee(s) for the additional Public Facilities needed to accommodate the change in use.

3. After making the determinations in the Paragraph B of this Section 7-10-4, the Town shall calculate the Development Fee pursuant to Table One of Section 7-10-5 of this Development Fee Code by incorporating any applicable offset.

4. If the type of land use proposed for New Development is not expressly listed in the particular Development Fee schedule, the Town shall, at its option and in its discretion, determine the basis used to calculate the Development Fee(s) by:

- a. identifying the most similar land use type listed and calculate the Development Fee based on the Development Fee for that land use; or
- b. identifying the broader land use category within which the specified land use would apply and calculate the Development Fee based on the Development Fee for that land use category; or
- c. reference to an independent impact analysis for Development Fee calculation. If this option is chosen, the following shall apply:

(i) The Applicant shall be responsible, at its sole expense, for preparing the independent impact analysis, which shall be reviewed for approval by the Town Engineer and the Town Manager prior to the Town's notification pursuant to paragraph (iii) of this subparagraph.

(ii) The independent impact analysis shall measure the impact that the proposed New Development will have on the particular Public Facility at issue, and shall be based on the same methodologies used in the Development Fee calculation methodology report, and shall be supported by professionally acceptable data and assumptions.

(iii) After review of the independent analysis submitted by the Applicant, the Town shall accept or reject the analysis and provide written notice to the Applicant of its decision on a form provided for such purpose within thirty (30) days of the submission of the completed independent impact analysis. If the independent impact analysis is rejected, the written notice shall provide an explanation of the insufficiencies of the analysis.

(iv) The final decision of the Town Engineer may be appealed pursuant to this Article.

5. An Applicant may request a *non-binding* estimate of Development Fees due for a particular New Development at any time by filing a request on a form provided for such purpose by the Town. The Applicant must acknowledge that the estimate may be subject to change when a formal application for a building permit for New Development is made. Such non-binding estimate is solely for the benefit and convenience of the prospective Applicant and shall in no way bind the Town nor preclude it from making amendments or revisions to any provisions of this Development Fee Code, the specific Development Fees or the Development Fee schedules.

6. The calculation of Development Fees due from a Multiple-Use New Development shall be based upon the aggregated demand for each Public Facility generated by each land use type in the New Development.

7. The calculation of Development Fees due from a phased New Development shall be based upon the demand generated by each specific land use within the phase of development for which a separate building permit is requested.

8. Development Fees shall be calculated based on the Development Fee amount in effect at the time of application for a building permit.

C. Offsets. The Town Manager, or his designee, shall perform the actions of the Town in accordance with this Paragraph C unless specifically stated otherwise.

1. Offsets against the amount of a Development Fee due from a New Development shall be provided for, among other things, contributions made in cash, or by dedication of land (if accepted or required by the Town) or by actual construction of all or part of a Public Facility acceptable to the Town by the affected property owner meeting or exceeding the demand generated by the New Development, and the contribution is determined by the Town to be a reasonable substitute for the cost of Public Facilities which are included in the particular Development Fee calculation methodology.

2. The amount of the excess contribution shall be determined by the Town upon its receipt of a written application requesting an offset; provided, however, that (a) the Town will make no reimbursement for excess contributions unless and until the particular Public Facility fund has sufficient revenue to make the reimbursement without jeopardizing the continuity of the Town's capital improvements program and (b) the excess contribution may not be transferred or credited to any other type of Development Fees calculated to be due from that development for other types of Public Facilities. The determination of the eligibility for and the amount of the credit shall be made by the Town on a form provided for such purposes. If the Applicant contends that any aspect of the Town's decision constitutes an abuse of discretion, the Applicant shall be entitled to appeal pursuant to this Article.

3. No offset shall be allowed unless the Town has approved the contribution or expenditure before it is or was made.

4. Offsets for dedication of land or provision of Public Facilities shall be applicable only as to Development Fees imposed for the same types of Public Facilities which are proposed to be dedicated or provided. Even if the value of the dedication of land or provision of a Public Facility exceeds the Development Fee due for the type of Public Facility, the excess value may not be transferred to Development Fees calculated to be due from the Applicant for other types of Public Facilities for which Development Fees may be imposed. Offsets may, however, be transferred to the same Applicant or to other Applicants for New Development which are proposed within the final approved platted area of the same development and for the same type of Public Facility.

D. Collection. The Town shall collect all applicable Development Fees at the time of issuance of a building permit and shall issue a receipt to the Applicant for such payment unless:

1. The Applicant is determined to be entitled to a full offset; or
2. The Applicant has been determined to be not subject to the payment of a Development Fee; or
3. The Applicant has filed an appeal protesting the imposition or calculation of the Development Fee and has posted with the Town a bond or other surety in the amount of the Development Fee, as calculated by the Town and approved by Town Attorney and Finance Director.

The Town shall collect a Development Fee at the time of issuance of a building permit even if Development Fees were paid by the Applicant at an earlier time in the development permit or approval process if the amount of the Development Fees have increased since such prior approval. In such case, the Applicant shall only be liable for the difference between the Development Fees paid earlier and those in effect at the time of issuance of the subsequent building permit.

E. Establishment of Development Fee Accounts; Appropriation of Development Fee Funds; and Refunds.

1. **Development Fee Accounts.** A Development Fee account shall be established by the Town for each category of Public Facilities for which Development Fees are imposed. Such account shall clearly identify the category,

account, or fund for which the Development Fees are imposed. All Development Fees collected by the Town shall be deposited into the appropriate Development Fee account or sub-account, which shall be interest bearing. All interest earned on monies deposited to such account shall be credited to and shall be considered funds of the account. The funds of each such account shall be capable of being accounted for separately from all other Town funds, over time. The Town shall establish and implement necessary accounting controls to ensure that the Development Fee funds are properly deposited, accounted for and appropriated in accordance with this Development Fee Code, A.R.S. § 9-463.05 and any other applicable legal requirements.

2. Appropriation of Development Fee Funds.

a. In General. Development Fee funds may be appropriated for Public Facilities, for Public Facility expenditures as defined herein and for the payment of principal, interest and other financing costs on contracts, bonds, notes, or other obligations issued by or on behalf of the Town.

b. Restrictions on Appropriations. Development Fees shall be appropriated only for the particular Public Facility for which they were imposed, calculated and collected.

3. Refunds.

a. Eligibility for Refund.

(i) Expiration or Revocation of Building Permit. An Applicant who has paid a Development Fee for a New Development for which the necessary building permit has expired or for which the building permit has been revoked prior to construction shall be eligible to apply for a refund of Development Fees paid on a form provided by the Town for such purposes.

(ii) Abandonment of Development After Initiation of Construction. An Applicant who has paid a Development Fee for a New Development for which a building permit has been issued and pursuant to which construction has been initiated, but which construction is abandoned prior to completion and issuance of a certificate of occupancy, shall be eligible for a refund if, and only if, the uncompleted building is completely demolished pursuant to a proper demolition permit.

(iii) Administrative Fee. A five percent (5%) administrative fee, but not to exceed two hundred dollars (\$200), shall be deducted from the amount of any refund granted and shall be retained by the Town in the appropriate Development Fee account to help defray the administrative expenses associated with the processing of a refund application.

(iv) Refunds shall be made only to the current owner of property on which the New Development was proposed or occurred. If more than one owner owns property which paid the Development Fees, the request for refunds shall contain a copy of the conveyance documents wherein the proportionate ownership shares are set forth and the refunds shall be issued in accordance with the ownership shares of the conveyance documents. Any party obtaining a refund from the Town shall confirm current ownership and entitlement to this refund under oath and shall defend and indemnify the Town from any claims by any other party claiming a right to the refund for the same New Development.

b. Processing of Applications for a Refund. Applications for a refund shall be made on a form provided by the Town for such purposes and shall include all information required herein, as appropriate. Upon receipt of a complete application for a refund, the Town shall review the application and documentary evidence submitted by the Applicant as well as such other information and evidence as may be deemed relevant, and make a determination as to whether a refund is due. Refunds by direct payment shall be made following an affirmative determination by the Town.

c. Applications for refunds due to abandonment of a New Development prior to completion shall be made in or on forms provided by the Town and shall be made no later than sixty (60) days following expiration or revocation of the building permit. The Applicant shall submit (1) evidence that the Applicant is the property owner or the duly designated agent of the property owner, (2) the amount of the Development Fees paid by Public Facilities category and receipts evidencing such payments, and (3) documentation evidencing the expiration or revocation of the building permit or approval of demolition of the structure pursuant to a valid Town-issued demolition permit. Failure to apply for a refund within sixty (60) days following expiration or revocation of the building permit or demolition of the structure shall constitute a waiver of entitlement to a refund. No interest shall be paid by the Town in calculating the amount of any refunds.

d. The Town may, at its option, make refunds of Development Fees by direct payment, by offsetting such refunds against other Development Fees due for the same category of Public Facilities for New Development on the same property, or by other means subject to agreement with the property owner.

F. Appeals.

1. An appeal from any decision of a Town official pursuant to this Development Fee Code shall be made to the Mayor and Council by filing a written appeal pursuant to the appropriate Town form, if any, with the Town Clerk within thirty (30) days following the decision which is being appealed; provided, however, that if the notice of appeal is accompanied by a cash bond or letter of credit in a form satisfactory to the Town Attorney and the Finance Director in an amount equal to the Development Fee calculated to be due, a building permit may be issued to the New Development. The filing of an appeal shall not stay the imposition or collection of the Development Fee as calculated by the Town unless a cash bond or other sufficient surety has been provided.

2. The burden of proof shall be on the appellant to demonstrate that the decision of the Town is erroneous pursuant to the applicable legal standard.

3. All appeals shall detail the specific grounds therefore and other relevant information and shall be filed in such form as requested by the Town for such purposes.

Section 7-10-5 Development Fees

A. All new residential and non-residential development in the Town of Camp Verde shall be subject to the payment of a Municipal Development Fee payable at the time of building permit issuance by the Town, pursuant to this Ordinance as follows:

**TABLE ONE
DEVELOPMENT FEES**

	Police	General Government	Library	Parks and Recreation	TOTAL
Residential					
Per Housing Unit					
Single Family	\$275	\$578	\$549	\$1,225	\$2,627
Multifamily	\$300	\$630	\$599	\$1,336	\$2,865
Mobile Home	\$249	\$523	\$497	\$1,109	\$2,379
Nonresidential					
Per 1,000 Square Feet					
820 Com/Shop Ctr 25,000 SF or less	\$1,336	\$312			\$1,648
820 Com/Shop Ctr 25,001-50,000 SF	\$1,048	\$268			\$1,316
820 Com/Shop Ctr 50,001-100,000 SF	\$917	\$234			\$1,151
820 Com/Shop Ctr 100,001-200,000 SF	\$794	\$208			\$1,002
820 Com/Shop Ctr over 200,000 SF	\$681	\$187			\$868

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	Police	General Government	Library	Parks and Recreation	TOTAL
710 Office/Inst 10,000 SF or less	\$527	\$420			\$947
710 Office/Inst 10,001-25,000 SF	\$427	\$388			\$815
710 Office/Inst 25,001-50,000 SF	\$364	\$367			\$731
710 Office/Inst 50,001-100,000 SF	\$310	\$347			\$657
720 Medical-Dental Office	\$841	\$380			\$1,221
610 Hospital	\$409	\$317			\$726
770 Business Park	\$297	\$296			\$593
110 Light Industrial	\$162	\$217			\$379
140 Manufacturing	\$88	\$168			\$256
150 Warehousing	\$115	\$120			\$235
Other Nonresidential					
320 Lodging (per room)	\$131	\$67			\$198
565 Day Care (per student)	\$104	\$15			\$119
620 Nursing Home (per bed)	\$55	\$34			\$89

Section 3. Severability.

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

Section 4. Effective Date.

This Ordinance shall be effective at 12:01 a.m. on December 20, 2006 (the ninety-first (91st) day) following its adoption by the governing body of the Town of Camp Verde.

(Referred to a vote of the Citizens, March 2007 Primary Election. Effective March 22, 2007).

**CHAPTER 8
TRANSACTION PRIVILEGE TAX
Article 8-1
ADOPTION OF TAX CODE**

That certain document known as "The Tax Code of the Town of Camp Verde, Arizona," three copies of which are on file in the office of the town clerk of the Town of Camp Verde, Arizona, which document was made a public record by Resolution No. 88-45 of the Town of Camp Verde, Arizona, and any amendments thereto is hereby referred to, adopted and made a part hereof as if fully set out in this chapter.

**CHAPTER 9
BUSINESS REGULATIONS
Article 9-1
CASUAL BUSINESS LICENSE**

- 9-1-1 Definitions
- 9-1-2 License Required
- 9-1-3 Applications
- 9-1-4 Fees
- 9-1-5 Fees for Charitable, Religious or Civic Organizations

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ARS TITLE PAGE	NEXT DOCUMENT	PREVIOUS DOCUMENT
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9-463.05. Development fees; imposition by cities and towns; infrastructure improvements plan; annual report; limitation on actions; definitions

- * A. A municipality may assess development fees to offset costs to the municipality associated with providing necessary public services to a development, including the costs of infrastructure, improvements, real property, engineering and architectural services, financing, other capital costs and associated appurtenances, equipment, vehicles, furnishings and other personalty.
- B. Development fees assessed by a municipality under this section are subject to the following requirements:
- * 1. Development fees shall result in a beneficial use to the development.
2. Monies received from development fees assessed pursuant to this section shall be placed in a separate fund and accounted for separately and may only be used for the purposes authorized by this section. Monies received from a development fee identified in an infrastructure improvements plan adopted or amended pursuant to subsection D of this section shall be used to provide the same category of necessary public service for which the development fee was assessed for the benefit of the same area, as defined in the infrastructure improvements plan, within which the development fee was assessed. Interest earned on monies in the separate fund shall be credited to the fund.
3. The schedule for payment of fees shall be provided by the municipality. Based on the cost identified in the infrastructure improvements plan, the municipality shall provide a credit toward the payment of a development fee for the required or agreed to dedication of public sites, improvements and other necessary public services included in the infrastructure improvements plan and for which a development fee is assessed, to the extent the public sites, improvements and necessary public services are provided by the developer. The developer of residential dwelling units shall be required to pay development fees when construction permits for the dwelling units are issued, or at a later time if specified in a development agreement pursuant to section 9-500.05. If a development agreement provides for fees to be paid at a time later than the issuance of construction permits, the deferred fees shall be paid no later than fifteen days after the issuance of a certificate of occupancy. The development agreement shall provide for the value of any deferred fees to be supported by appropriate security, including a surety bond, letter of credit or cash bond.
- * 4. The amount of any development fees assessed pursuant to this section must bear a reasonable relationship to the burden imposed on the municipality to provide additional necessary public services to the development. The municipality shall forecast the contribution to be made in the future in cash or by taxes, fees, assessments or other sources of revenue derived from the property owner towards the capital costs of the necessary public service covered by the development fee and shall include these contributions in determining the extent of the burden imposed by the development.
5. If development fees are assessed by a municipality, such fees shall be assessed in a nondiscriminatory manner.
6. In determining and assessing a development fee applying to land in a community facilities district established under title 48, chapter 4, article 6, the municipality shall take into account all public infrastructure provided by the district and capital costs paid by the district for necessary public services and shall not assess a portion of the development fee based on the infrastructure or costs.
- C. A municipality shall give at least sixty days' advance notice of intention to assess a new or modified development fee and shall release to the public a written report that identifies the methodology for calculating the amount of the development fee, explains the relationship between the development fee and the infrastructure improvements plan, includes documentation that supports the assessment of a new or modified development fee and identifies any index or indices to be used for automatic adjustment of the development fee pursuant to subsection G of this section and the timing of those adjustments. The municipality shall conduct a public hearing on the proposed new or modified development fee at any time after the expiration of the sixty day notice of intention to assess a new or modified development fee and at least thirty days prior to the scheduled date of adoption of the new or modified fee by the governing body. A development fee assessed pursuant to this section shall not be effective until seventy-five days after its formal adoption by the governing body of the municipality. Nothing in this subsection shall affect any development fee adopted prior to July 24, 1982.

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TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Session

Reference Document: Staff Update to Council with respects to the demolition or removal of the old Marshal Office on Moser Lane.

Agenda Title (be exact): Discussion, consideration and possible direction to staff to proceed with the removal of the old Marshal Office trailer and complete repairs to the remaining library structure; Including a request for contingency funds to complete the required work.

Purpose and Background Information: At the September 16, 2009 Town of Camp Verde Council meeting, Staff was authorized to solicit competitive bids for the purpose of hiring a contractor to remove the mobile portion of the old Marshal's Office located at 33 Moser Ln. Council acknowledged the contractor may choose to salvage portions of all of the structure to reduce cost of demolition.

One contractor, Steve Brown Development Inc. dba, Land Home Construction Company in Chino Valley, AZ proposed to move the trailer at no cost to the Town. Council directed Staff to execute a contract with Mr. Brown to facilitate the removal of the trailer.

Subsequently, Staff was advised that in order to be in compliance with State Procurement Code an RFP would be required. The deadline to provide bids to the Town was March 22, 2010; no bids were received. The Town's attorney has advised that if the Contactor will provide insurance covering the Town and if the residual value is less than the cost of removing the trailer the Town may move forward working with Mr. Brown in order to move the trailer.

Should Council wish to proceed, Staff will contact Mr. Brown to determine his continued interest in moving the trailer at no cost to the Town. The Town will be responsible for disconnecting the electrical, obtaining bonded Titles, and repairs to the remaining structure: including but not necessarily limited to sealing closed the hallway door opening and re-siding the exposed outside wall. Staff estimates the cost of this work to range from \$5,000 - \$10,000 and is requesting a transfer of Contingency Funds so that all work may be done. With the exception of the electrical work, bids have not been solicited the estimates are based on Staff's knowledge of other project costs; once the trailer is removed there may be additional repairs that are not currently visible.

Recommendation (Suggested Motion): Move to direct Staff to: 1.) work with Mr. Brown to facilitate the removal of the old Marshal's Office trailer 2.) Authorize the transfer of contingency funds not to exceed \$10,000 to cover the Town's expenditures related to the removal of the trailer and repair to the Library building.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A (see above, attorney has commented only with respects to procurement procedure)

Submitting Department: Public Works

Contact Person: Ron Long

Action Report prepared by: D. Ranney

#13

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

Meeting Date: April 7, 2010

Meeting Type: Regular

Type of Presentation: Verbal

AGENDA TITLE: Discussion, consideration, and possible approval of the following:

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
 - a) \$5,600 to augment the current contract until June 30, 2010; and**
 - b) \$19,400 for fiscal year 2010/11 budget.**

(Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION:

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

It would be financially beneficial for the Town to extend the agreement with Mr. Zelechowski and appropriate \$25,000 relative to the agreement for the following:

- a) \$5,600 to augment the current contract until June 30, 2010; and**
- b) \$19,400 for fiscal year 2010/11 budget.**

Approving the consultant's agreement for until June 30, 2011 and appropriating \$25,000 will allow Mr. Zelechowski to continue informing taxpayers of their requirements and the proper way to report income, as well as, to review records to ensure taxpayer compliance with the Town's sales tax requirements in order to enhance privilege tax collections. All of the processes captioned above would be at the direction of staff.

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

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
 - a) \$5,600 to augment the current contract until June 30, 2010; and**
 - b) \$19,400 for fiscal year 2010/11 budget.**

Finance Director Review

Budgeted/Amount Yes -see note below No N/A

As of the last invoice dated January 20, 2010, the Town has paid Mr. Zelechowski a total of \$8,399.25. The Total amount budgeted for his contract in the 2009/10 fiscal year was \$10,000 leaving a balance of \$1,600.75. The \$1,600.75 will only cover the approximate amount of Mr. Zelechowski's next invoice.

If you approve the agreement through June 30, 2011 the Town will need to appropriate \$25,000 relative to the following:
a) \$5,600 to augment the current contract until June 30, 2010; and
b) \$19,400 for fiscal year 2010/11 budget.

The \$5,600 will be drawn out of the Contingency Fund and appropriated into the Finance Department's Consulting Services to get us through the end of the fiscal year.

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

Comments:

Attorney Review Yes X No N/A

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

Contact Person:

*by
C/B*

Consultant Agreement

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

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

This Agreement is made and entered into on the _____ day of _____, 2010, and is for professional services as outlined below. The parties agree as follows:

Section I. Period of Service

The term of this Agreement shall be for approximately 16 months commencing on the date that the Town Council approves this Agreement and continuing until the 30 day of June, 2011 unless terminated sooner by the parties, pursuant to Section V. below. This agreement may be extended for one (1) additional year upon approval of the parties under the same terms and conditions.

Section II. Compensation

For services rendered by consultant for the Town of Camp Verde to enhance the community’s compliance with the Town’s privilege sales tax and to conduct audits to the degree required. The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed. No work by Consultant shall be performed unless directed to do so in writing by the Town Manager/Acting Town Manager or the individual acting in the capacity to administer this agreement.- The rates the Consultant will be paid for professional services are set forth in Exhibit “A” attached herewith and incorporated herein by reference.

Section III. Billing

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

Section IV. Scope of Services

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

Section V. Termination

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

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

Section VI. Successors and Assigns

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

Section VII. Waiver and Severability

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

Section VIII. Whole Agreement

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

~~**Section IX. Professional Liability Insurance**~~

~~The Consultant agrees to procure and maintain, at Consultant's sole expense, and to provide the following:~~

~~1. — Certificate of Insurance for a General Liability Insurance Policy with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage and names the Town of Camp Verde, AZ as an additional insured in connection with the consulting services provided herein.~~

~~2. — Certificate of Insurance showing workers' compensation coverage.~~

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

~~All Certificates of Insurance captioned above and the fully executed Agreement shall be returned simultaneously to the Town. Upon the Town's receipt of all aforementioned documents, the Agreement will be considered fully executed.~~

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

Section XIX. Indemnity

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused

by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

Section XI. Compliance with Federal and State Laws

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

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

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

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

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

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this ____ day of _____, 2010.

APPROVED AS TO FORM:

Town of Camp Verde:

Bill Sims, Town Attorney

By: _____
Bob Burnside, Mayor
Date: _____

By: _____
Donald E. Zelechowski, CPA, Consultant:
Date: _____

ATTEST:

The Mayor and Council approved this contract for execution at the regular session of _____

Town Clerk

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

_____ 2010 by _____

Exhibit A

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

For all services rendered by Consultant in a professional manner will be charged at a rate of \$45.00 per hour of services provided. Charges for service include all activities related in the services enumerated below:

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

Scope of Work (Consultant's Responsibility)

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

Intent of Parties

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

#14



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative to establishing parameters and qualification factors for a Retirement Incentive Program.

Purpose and Background Information:

As part of the budget balancing strategy, a Retirement Incentive Program would offer increased termination benefits to eligible employees to entice them to retire. While this creates an increased expenditure at the time of retirement, it would create subsequent savings in future fiscal years as the employees that are eligible to retire are near the top of their salary range and new employees brought in to replace the retiring employees would be hired at the lower end of the salary range.

Staff has identified a number of employees that could be eligible for retirement based on years of service and/or age. Staff is seeking direction from Council relative to the parameters and qualification factors to set in establishing a Retirement Incentive Program. Parameters could include the level of sick leave accruals to pay out to retiring employees, the date range to submit a notice of intent to retire, as well as a date by which retirements must commence. Qualification factors could include a minimum number of years of service with the Town.

Staff has obtained an example of a similar program recently offered by another municipality to serve as guidance for establishing a Retirement Incentive Program. This example is available for Council to review if desired.

Recommendation (Suggested Motion):

Direction to staff relative to establishing parameters and qualification factors for a Retirement Incentive Program.

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

Finance Director Comments/Fund: A portion of the amount is budgeted in the salary related line items under the individual employee's department. Any payments made over the budgeted amounts would be taken from the remaining Contingency Fund balance.

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

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report Prepared By: Lisa Elliott, Senior Accountant

#15



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Tax Code of the Town of Camp Verde

Agenda Title (be exact):

Discussion, consideration and possible direction to staff relative to an increase to the Transaction Privilege License Tax in the general rate of taxation from two percent (2%) to three percent (3%).

Purpose and Background Information:

Over the past few fiscal years, revenue collections have declined thus forcing the Town of Camp Verde to modify the way that it provides services to the citizens of the Town of Camp Verde. Staffing modifications, expenditure reductions, as well as changes and reductions to services have been made to bring expenditures in line with revenues. With the continued decline in revenues, the Town is faced with limited options relative to continuing to fund the service delivery system.

At the March 24, 2010 Special Session, Council directed staff to place on the April 7, 2010 agenda the issue of raising the Transaction Privilege License Tax (sales tax) by 1% for consideration and possible action. Staff has consulted with the League of Arizona Cities and Towns (The League) relative to the procedures required to increase the Transaction Privilege License Tax rate. The League provided the proper format for the Ordinance as well as guidance regarding the need for public hearings prior to the adoption of the Transaction Privilege License Tax increase. Because Council is adopting a rate change and not amending the Tax Code itself, the law does not require a public hearing. However, if Council desires, public hearings may be held to gather input relative to the percentage increase.

From the time that Council adopts a Transaction Privilege License Tax rate increase to the time that it becomes effective is a minimum of 60 days. The effective date must be the first of a month following the 60 day waiting period. For example, if Council were to adopt the Transaction Privilege License Tax rate increase on April 21, 2010, the effective date would be July 1, 2010. This is calculated by first counting forward 60 days; this results in a date of June 20, 2010. Since June 20, 2010 is not the first day of the month, the effective date of the Transaction Privilege License Tax rate increase would be July 1, 2010.

Recommendation (Suggested Motion):

Direction to staff relative to an increase to the Transaction Privilege License Tax in the general rate of taxation from two percent (2%) to three percent (3%).

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Attorney Review: Yes No N/A

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report Prepared By: Lisa Elliott, Senior Accountant

Debbie Barber

To: Lisa Elliott
Subject: RE: Sales Tax Increase Procedures

From: Liisa Laikko [mailto:llaikko@azleague.org]
Sent: Monday, March 29, 2010 4:08 PM
To: Lisa Elliott
Subject: RE: Sales Tax Increase Procedures

Lisa-

Tom and I checked on this. You are just changing your rate, you aren't amending the code itself so you don't need a hearing. The annual code changes we send out need hearings, rate changes do not.

Liisa Laikko

Member Services Associate
League of Arizona Cities & Towns
602.258.5786
602.501.0670 cell
602.253.3874 fax

From: Lisa Elliott [mailto:Lisa.Elliott@campverde.az.gov]
Sent: Monday, March 29, 2010 3:45 PM
To: Liisa Laikko
Subject: RE: Sales Tax Increase Procedures

Thank you for the information. I have a question. In the ordinance manual on page 13, the section titled "Model City Tax Code; Amendments" (inserted below) states that any changes to the Model City Tax Code requires a public hearing and that notification of this hearing must be published 15 days before the hearing. Am I correct in assuming that increasing the Town's sales tax rate falls into this category of making a change to the Model City Tax Code thus requiring us to hold a public hearing? If this is correct, can we hold the public hearing and adoption of the increase on the same night? Thank you for your help.

Model City Tax Code; Amendments.²¹ Prior to any amendment or modification of the Model City Tax Code and prior to amending a previously issued notice interpreting any provisions of the Code or procedures to be followed under the Code, a city or town is required to hold a public hearing. Notice must be given at least 15 days before the hearing by publication in a newspaper of general circulation in the city or town. (See Exhibit Six for a sample notice.)

From: Liisa Laikko [mailto:llaikko@azleague.org]
Sent: Monday, March 29, 2010 10:52 AM
To: Lisa Elliott
Subject: FW: Sales Tax Increase Procedures

Lisa-

Your ordinance is attached. This does not need a public hearing scheduled prior to the meeting at which it is adopted. It is like adopting a normal ordinance other than the effective date, which we discussed. I attached our ordinance manual if you or your clerk have any questions. Please talk to Kathleen Jackson at DOR to make sure she knows what the Town is doing and that the effective date is right. Her info is below.

Kathleen Jackson
TPT Cities Audit Manager
(602) 716-6826
KJackson@azdor.gov

Thanks!

Liisa Laikko

Member Services Associate
League of Arizona Cities & Towns
602.258.5786
602.501.0670 cell
602.253.3874 fax

From: Tom Belshe
Sent: Monday, March 29, 2010 8:28 AM
To: 'Lisa Elliott'
Cc: Liisa Laikko
Subject: RE: Sales Tax Increase Procedures

Hi Lisa,

Liisa Laikko of our staff will prepare an ordinance for you that will need to be reviewed by your attorney. She will also calculate an effective date based on the day you when this is passed by the town council. If you will get back to Liisa as soon as you can with a date, she will take care of it. Call me with any questions.

Tom Belshe
Deputy Director
League of Arizona Cities and Towns
1820 West Washington St.
Phoenix, AZ 85007
tbelshe@azleague.org
(602)258-5786

From: Lisa Elliott [mailto:
Sent: Thursday, March 25, 2010 3:00 PM
To: Tom Belshe
Subject: Sales Tax Increase Procedures

Tom – at last night's Council meeting, we were directed to bring back to Council the information needed (procedure, ordinances, etc.) to increase the Town's sales tax rate to 3%. Is this something that you can help me with?

Thank you.

Lisa Elliott

Senior Accountant
Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
(928) 567-6631 ext 109
Lisa.Elliott@campverde.az.gov

Transaction Privilege License Tax (TPT) Increase

Projected revenues from a 1 cent TPT increase \$ 750,000

Percentages with which to allocate proceeds	5%	\$ 37,500
	10%	\$ 75,000
	15%	\$ 112,500
	20%	\$ 150,000
	25%	\$ 187,500
	30%	\$ 225,000
	35%	\$ 262,500
	40%	\$ 300,000
	45%	\$ 337,500
	50%	\$ 375,000
	55%	\$ 412,500
	60%	\$ 450,000
	65%	\$ 487,500
	70%	\$ 525,000
	75%	\$ 562,500
	80%	\$ 600,000
	85%	\$ 637,500
	90%	\$ 675,000
	95%	\$ 712,500
	100%	\$ 750,000

Funds to which the proceeds could be allocated

General Fund

Capital Improvement Projects (CIP) Fund

Parks Fund

Debt Service Fund

Library Building Fund

HURF/Streets Fund

Clerk's Office Report

Date: April 7, 2010

To: Mayor and Council

From: Debbie Barber, Town Clerk

Re: Procedures used for the 1999, 2001, and 2004 tax increases and options for an additional increase

The following ordinances increased sales taxes and are attached for your review. Please note that none of these increases were the subject of a referendum.

1. Ordinance 99-A148 increased sales tax by 1%. The increase excluded transient lodging (bed tax). Please note that item #4 in Ordinance 99-A148 detailed the uses of the proceeds realized. Council held three (3) public hearings prior to adopting the ordinance. The hearings were held on 9-1-99, 10-1-99, and 12-1-99. The ordinance was approved on 12-1-99. The rate increase became effective on 3-1-2000.
2. Ordinance 2001-A201 increased the transient lodging to 3%. The ordinance was approved December 19, 2001 and became effective 1/21/02. Council held no public hearings relative to this increase other than receiving public comment during the meeting at which it was approved. Interestingly, this ordinance became effective 30 days after its passage,
3. Ordinance 2004-A273 increased the tax rate to 3% on construction contracting. The ordinance was approved on 2/4/04 and became effective 7/1/04. Council held no public hearings on this increase other than receiving public comment during the meeting at which it was approved.

As you can see, you have several options relative to the consideration of a tax increase.

1. You can approve an ordinance increasing the tax. The ordinance will take effect 60 days after publication.
2. You can hold public hearings before approving a tax increase. These can be advertised to encourage public participation.
3. You can pass the ordinance and set the effective date as far out as you like, but no sooner than 60 days.
4. You can send the proposed tax increase to the voters. The next election would be March 2011. There would be an estimated additional election expense from \$6,000 to \$8,000 over the usual budget. I am not sure when the tax would become effective if you send it directly to the voters, but I would suspect that it would be at least 60 days. An election schedule is attached.
5. You can approve the increase and depending upon legal advice, allow the voters to refer it to the next election. Voters will have 30 days after its passage to complete the referendum process. Again, if an election is required, there will be increased election expenses. The ordinance would become effective upon canvass of the vote.
6. Finally, you can specify how the increase will be allocated.

ORDINANCE NO. 99-A148

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING AN INCREASE IN LOCAL TRANSACTION PRIVILEGE (SALES) TAXES

WHEREAS, the Council adopted the Tax Code of the Town of Camp Verde on July 27, 1988, in Ordinance 88-A30, declaring the code to be a public record in Resolution 88-A30, and

WHEREAS, the Tax Code has been amended periodically to conform to changes in the Uniform Municipal Tax Code, or to increase the rate applicable to transient lodging, and

WHEREAS, the initial retail/use tax rate of 1% has not been modified by the Town since adoption in 1988, and fiscal demands along with the need to plan and provide for capital improvements, and emphasize regional park development and economic growth initiatives, now mandate an increase, and

WHEREAS, notice of the consideration of a sales tax increase has been published and several public hearings conducted in conjunction with regular Council meetings,

NOW, THEREFORE, be it ordained by the Common Council of the Town of Camp Verde, that:

1. The retail/use tax rate of 1% for local sales tax within the corporate limits of the Town of Camp Verde is hereby increased to 2%. The increased rate shall apply to all transactions now taxed at 1%, except for transient lodging ("bed tax"), which shall remain at the current rate.
2. The increased rate shall become effective on all applicable transactions within the Town beginning on and after March 1, 2000, or later if required to allow for publication of the ordinance and approval of the Arizona Department of Revenue. The additional tax shall not apply to contracts entered into prior to the effective date of this ordinance.
3. Violation of any provision of the Uniform Municipal Tax Code by any person is a Class 2 Misdemeanor.
4. The proceeds from the sales tax increase shall be used for required M & O expenses, and on funding for the priority list, noting that Parks are number one on the priority list, and that the Council will commit to getting a Capital Improvement Plan as fast as possible, and that the money will be allocated more specifically at that time.

Passed and adopted this 1st day of December, 1999:

Barbara Miller, Mayor:

Barbara Miller

Attest:

[Signature]

Town Clerk

Approved as to form:

[Signature], Town Attorney

[Signature]

PUBLISH: 12/22/99 and 12/29/99

POSTED BY: Liberal Barber
DATE/TIME: 12-17-99 - 9:00 am.

ORDINANCE No. 2001-A201

AN ORDINANCE OF THE TOWN OF CAMP VERDE, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; AMENDING "THE 2001 TOWN TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA" BY INCREASING THE TAX RATE ON RECREATION VEHICLE (RV) PARKS; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING FOR SEVERABILITY AND DESIGNATING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

Section 1: Section 8-447 of "The 2001 Amendments to the Town Tax Code of the Town of Camp Verde, Arizona" is amended to read:

Sec. 8-447. Rental, leasing, and licensing for use of real property: additional tax upon transient lodging.

In addition to the taxes levied as provided in Section 8-444 ["Sales Tax"] there is hereby levied and shall be collected an additional tax in an amount equal to Three Percent (3%) of the gross income from the business activity of any hotel or RV park engaging or continuing within the Town in the business of charging for lodging and/or lodging space furnished to any transient. "Transient" means any person who, for any period of not more than thirty (30) consecutive days, either at his own expense or at the expense of another, obtains lodging or the use of any lodging space in any hotel or RV park for which lodging or use of lodging space a charge is made.

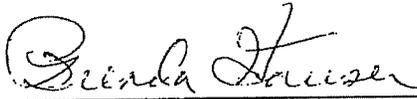
Section 2: The provisions of this ordinance are effective thirty days after its passage by the council and execution by the mayor, and it is published by posting in three or more public places within the city or town, and therefore shall be in force from and after the date of posting or after December 31, 2001, whichever comes first.

Section 3: Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

Section 4: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the tax code adopted herein by reference if for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

Section 3. This ordinance is effective upon completion of publication and any posting as required by law.

PASSED AND APPROVED by a majority vote of the Town Council of Camp Verde, Arizona, this 28th day of November, 2001.



Brenda Hauser, Mayor

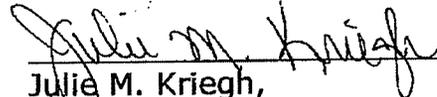
Date 12/20/01

Attest:



Deborah Barber,
Town Clerk

Approved as to form:



Julie M. Kriegh,
Town Attorney

TOWN OF CAMP VERDE ORDINANCE NO. 2004-A273

AN ORDINANCE OF THE TOWN OF CAMP VERDE, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; AMENDING THE TOWN TAX CODE BY INCREASING THE TAX RATE ON CONTRACTING ACTIVITIES; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING FOR SEVERABILITY AND DESIGNATING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

Section 1. The tax rate in each of the following sections of the town tax code is increased from two percent (2%) to three percent (3%):

Section 8-415 Construction contracting: construction contractors.

Section 8-416 Construction contracting: speculative builders

Section 8-417 Construction contracting: owner-builders who are not speculative builders.

Section 2. Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. The additional tax imposed pursuant to Section 1 of this ordinance shall not apply to contracts entered into prior to the effective date of this ordinance.

Section 5. The provisions of this ordinance s effective upon completion of publication and any posting as required by law, and it shall apply to the designated tax revenue, which is collected for construction activity conducted after such date.

PASSED AND ADOPTED by a majority vote of the Town Council in open meeting by the Town Council, Town of Camp Verde, Arizona, on the 4th of February 2004, to be effective when publication and posting, pursuant to ARS 9-813, is completed.

Approved: 
Mayor

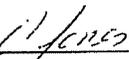
Attest: 
Town Clerk

Approved as to form:

Town Attorney: 

Publish 2-11-04 & 2-18-04

Effective Date 3-12-04

Posted by  Date/Time 2-5-04 9:40 a.m.

REFERENDUM TIMELINE

Notes

Date	Action	Notes
5/5/2010	Approve Ordinance	
within 30 day period	Person or organization wishing to file a referendum petition must file an application with the clerk, Statement of organization or \$500 Threshold. Description of no more than 100 words of the principal provisions of the measure . Request for official number	19-111
within 30 day period	Initial Receipt issued	19-121B
06-03-2010 -	Initial Review-Clerk has 20 days excluding	This date depends on the date petitions are turned in. if Petitions are returned on
07-01-2010	Saturdays, Sundays and legal holidays	May 6, 2010, The Clerks Office must complete Review by 06-04-2010 (Memorial Day Office is closed)19-121.01B
		If Petitions are turned in on June 3, 2010, the Clerks Office must complete review by July 1, 2010
6/4/2010	30 days to gather 265 VALID signature to refer to vote and file with Clerk	19-142 signature requirements
	Initial Review by Clerk must be completed - On a random basis, choose 5% of total signatures eligible for verification and send a copy of signature sheets with these signatures to recorder for verification of eligibility - Transmittal To County	Within 20 days days after issuing initial receipt. 19-121.01B
7/1/2010	County Recorder Certification	19-121.02E Within 15 days, excluding Saturdays, Sundays and legal holidays, after receiving signature sheets, the County Recorder 19-121.04A
7/23/2010	County Recorder Certification	
7/26/2010	Issue receipt to organization or person submitting the petition and notify the Mayor	48 hours after receipt from County Recorder 19-121.04A Notify Mayor 19-121.04B

REFERENDUM TIMELINE

Date	Action	Notes
8/1/2010	If not referred to vote - increase becomes effective	
11/20/2010	First publication of call of Election	100 days prior to the election - Town Code
11/27/2010	Second publication of call of Election	100 days prior to the election - Town Code
12/8/2010	Accept Arguments supporting or opposing referred measure	19-141C not less than 90 days prior to the election-Town Code
2/7/2011	Notice of Election	30 days prior to the election - Town Code
3/8/2011	ELECTION DAY	16-204 It is required that all elections be held on the following dates. <ul style="list-style-type: none"> • the second Tuesday in March • the third Tuesday in May • the tenth Tuesday before the first Tuesday after the first Monday in November • the first Tuesday after the first Monday in November. All bond elections must be held on this date. Mail ballot elections must also be held on the four consolidated dates.
3/9/2011	Effective Date of referendum measure.	

Estimated cost of production and mailing of the publicity pamphlet will be approximately \$6,000 - \$8,000 additional charge plus the cost of the election

16



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: APRIL 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Resolution 2010-807

Agenda Title (be exact):

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

Purpose and Background Information:

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

- Line 21 - Added Special Event Vendor (Non-Profit), No Charge for business license
- Lines 152-160 - Will be removed. Council previously directed the Weight Room to be closed.
- Line 185 - Ball Fields - remove the \$20.00 fee and the verbiage 'or by agreement.'
- Line 188 - Ball Field Preparation - remove verbiage 'or by agreement.'
- Line 193 - Soccer Fields - remove the \$20.00 fee and the verbiage 'or by agreement'.
- Line 201 - Lights (24 hour cancellation notice required) - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 210 - Meeting Rooms - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 214 - Community Center (Gym) - delete 'per class', add the verbiage 'No Charge' and deleted the \$75.00 fee.
- Line 223 - Meeting Rooms - remove 'per class' and add verbiage 'No Charge', remove \$25.00 fee
- Line 231 - Park or Ramada Reservation - direct staff if Council wishes to waive or charge the fee.
- Line 235 - Sno-Cone Machine - direct staff if Council wishes to waive or charge the fee.
- Line 239 - Jolly Jump - direct staff if Council wishes to waive or charge the fee.
- Line 241 - Electric at Park/Gazebo/Ramada-all classes - direct staff if Council wishes to waive or charge the fee.
- Line 248 - Fencing - direct staff if Council wishes to waive or charge the fee.
- Line 251 - Tent Lighting - direct staff if Council wishes to waive or charge the fee.
- Line 254 - Stage - direct staff if Council wishes to waive or charge the fee.
- Line 257 - Ramada/Vendor Electric - direct staff if Council wishes to waive or charge the fee.
- Line 260 - Use of Water - direct staff if Council wishes to waive or charge the fee.
- Line 263 - Kitchen - add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 266 - Room 206-207 - add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 268 - Room 204 - add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 272 - Added verbiage 'Non-profit' includes all charitable, religious, and civic organizations as defined in the Special Events Permitting Handbook.'

Recommendation (Suggested Motion):

Approve Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, and Superseding Resolution 2009-776 Adopting Fees for Town Services.

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

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

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

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: V. Jones



RESOLUTION 2010-807

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

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

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

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

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

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of March 17, 2010:

PASSED AND ADOPTED:

Bob Burnside, Mayor

Date

Attest:

Approved as to form:

Deborah Barber, Town Clerk

William Sims, Town Attorney

2010-807
Exhibit A Fees
Supersedes 2009-781

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

2010-807
Exhibit A Fees
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
47						
48						
49		Public Works				
50		Site Plan Review	N/A	\$ 355.55	\$225.00 per sheet (1st & 2nd Reviews)	9/28/2009
51		Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	N/A	\$ 694.47	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
52		Construction Plans and Grading Plans (Civil grading and drainage,	N/A	\$ 1,990.75	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	9/28/2009
53		As Built Plan Review	N/A	\$ 93.05	\$93.05 per sheet	9/28/2009
54		Plat Review (Preliminary & Final plat reviews)	N/A	\$ 508.52	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
55		Right of Way:				
56		Encroachment permit	N/A	\$ 291.00	\$ 291.00	9/28/2009
57		Miscellaneous Plan Review:				
58		Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	N/A	\$ 125.51	\$100.00 per sheet	9/28/2009
59		Any Additional inspections	N/A	N/A	\$50.00 per inspection	9/28/2009
60		Public Improvement Construction Inspection	N/A	N/A	\$ 225.00	9/28/2009
61		Road Cut Permits (excluding utility companies)	\$ 50.00	N/A	\$ 50.00	9/28/2009
62		New Private Road Street Signs (per sign)	\$ 75.00	\$ 76.34	\$ 75.00	9/28/2009
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2010-807
Exhibit A Fees
Supersedes 2009-781

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

2010-807
Exhibit A Fees
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
113						
114		Marshal's Office				
115		Reports (up to 20 pages)	\$ 5.00	\$ 5.28	\$ 5.00	9/28/2009
116		Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25	9/28/2009
117		911 Tape	\$ 10.00	\$ 8.29	\$ 10.00	9/28/2009
118		Photographs	\$ 10.00	\$ 5.48	\$ 10.00	9/28/2009
119						
120		Animal Shelter				
121		Impound Fee	\$ 25.00	\$ 20.63	\$ 25.00	9/28/2009
122		Additional Fee per night	\$ 10.00	\$ 12.00	\$ 10.00	9/28/2009
123						9/28/2009
124		Animal License Fees		*\$10.32		9/28/2009
125		Altered Dog (purchased before March 1)	\$ 6.00	*\$10.32	\$ 10.00	9/28/2009
126		Unaltered Dog (purchased before March 1)	\$ 8.00	*\$10.32	\$ 12.00	9/28/2009
127		Altered Dog (purchased after March 1)	\$ 10.00	*\$10.32	\$ 12.00	9/28/2009
128		Unaltered Dog (purchased after March 1)	\$ 12.00	*\$10.32	\$ 15.00	9/28/2009
129		No license will be issued without proof of Rabies vaccination.		*		
130		Adoption Fees				
131		Altered Animals	\$ 25.00	*	\$ 35.00	9/28/2009
132		Female Dogs	\$ 80.00	\$ 41.27	\$ 131.50	9/28/2009
133		Male Dogs	\$ 50.00	*	\$ 101.50	9/28/2009
134		Female Cats	\$ 50.00	*	\$ 101.50	9/28/2009
135		Male Cats	\$ 25.00	*	\$ 71.50	9/28/2009
136		* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats surgically spayed or neutered before being released for adoption. The increased adoption fees includes the Veterinarian fee for spay and neutering.				
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2010-807
Exhibit A Fees
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
149						
150						
151		Parks & Recreation				
152		Weight Room Sun-Mon 8:00 a.m. to 8:00 p.m.				
153		Membership				
154		Daily	\$3.00	\$7.22	\$7.00	9/28/2009
155		Monthly	\$15.00	\$121.60	\$30.00	9/28/2009
156		3-Months	\$30.00	\$365.40	\$60.00	9/28/2009
157		Annual	\$100.00	\$1,481.90	\$200.00	9/28/2009
158		Key Cards	\$5.00		\$0.00	9/28/2009
159		Replacement Key Cards	\$10.00		\$0.00	9/28/2009
160		Family Key Cards w/ Family Members	\$25.00		\$0.00	9/28/2009
161		Specialty Classes:				
162		20% of fees to Town/80% to Instructor (adult)			Change to 25/75	9/28/2009
163		15% of fees to Town/85% to Instructor (youth)			Change to 20/80	9/28/2009
164		Pool Fees				
165		Adults (18 & over):				9/28/2009
166		Per Visit	\$2.00	\$5.40	\$2.00	9/28/2009
167		10 Visits	\$15.00	\$40.52	\$15.00	9/28/2009
168		Season Pass	\$60.00	\$162.08	\$60.00	9/28/2009
169		Children:				9/28/2009
170		Per Visit	\$1.50	\$4.05	\$1.50	9/28/2009
171		10 Visits	\$12.50	\$30.39	\$12.50	9/28/2009
172		Season	\$50.00	\$121.56	\$50.00	9/28/2009
173		Family Pass (Immediate Family Only)				
174		10 Visits	\$25.00	\$70.91	\$25.00	9/28/2009
175		Season	\$100.00	\$283.64	\$100.00	9/28/2009
176		Swim Lessons (30 minutes) two week session 4 days a week	\$21.50	\$59.10	\$21.50	9/28/2009
177		Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.				
178		Season passes for open swim & Family nights only. Lap swimmers & aerobics may purchase 10 visit passes or pay by visit.				
179		Private Use - Sundays Only (per hour) plus staff wages and \$100 cleaning deposit	\$25.00	\$25.00	\$25.00	9/28/2009
180		Class A- Town co-sponsored Organizational Groups or other Government agencies, Little League, AYSO & Youth Football				
181		Class B-Non-profit, churches, school and civic groups				
182		Class C-Profit Making individuals, groups or organizations				
183		Ball Fields				
184		Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	9/28/2009
185		Class B (no charge or by agmt) per hour	\$0.00	\$18.67	\$20.00	9/28/2009
186		Class C (per hour)	\$10.00	\$18.67	\$40.00	9/28/2009
187		Ball Field Preparation				
188		Class A (no charge or by agmt)	Remove from Schedule			9/28/2009
189		Class B (per day)	Remove from Schedule			9/28/2009
190		Class C (per day)	Remove from Schedule			9/28/2009
191		Soccer Fields				

2010-807
Exhibit A Fees
Supersedes 2009-781

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

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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
240		Class C	Not Available to Profit making organizations			9/28/2009
241		Electric at Park/Gazebo/Ramada - all classes	\$20.00		\$20.00	9/28/2009
242						
243		Equipment/Facility Fees & Deposits for Non-Sponsored Special Events - New				
244		Cleaning/Security/Damage Deposit				
245		Class B	\$500.00	\$500.00	\$500.00	9/28/2009
246		Class C	\$500.00	\$500.00	\$500.00	9/28/2009
247		Fencing				
248		Class B (per panel)	\$5.00	\$5.00	\$5.00	9/28/2009
249		Class C (per panel)	\$10.00	\$5.00	\$10.00	9/28/2009
250		Tent Lighting				
251		Class B	\$20.00	\$108.72	\$50.00	9/28/2009
252		Class C	\$30.00	\$108.72	\$50.00	9/28/2009
253		Stage				
254		Class B	\$150.00	\$3.16	\$150.00	9/28/2009
255		Class C	\$200.00	\$3.16	\$200.00	9/28/2009
256		Ramada/Vendor Electric				
257		Class B	\$100.00	No Recommendation	\$100.00	9/28/2009
258		Class C	\$150.00	No Recommendation	\$150.00	9/28/2009
259		Use of Water				
260		Class B	\$20.00	\$20.00	\$20.00	9/28/2009
261		Class C	\$40.00	\$20.00	\$40.00	9/28/2009
262		Kitchen				
263		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
264		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
265		Room 206 & 207				
266		Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
267		Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
268		Room 204				
269		Class B (per day) NO CHARGE	\$50.00	\$25.48	\$25.00	9/28/2009
270		Class C (per day)	\$75.00	\$25.48	\$50.00	9/28/2009
271						
272						
273		NOTE: NON-PROFIT INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK (PA SYSTEMS, EXHIBITION GOALS, WATER HOOKS, CASH REGISTERS, TABLES & CHAIRS) (NO AVAILABLE)				
274						
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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
285						
286						
287		Community Development				
288		Board of Adjustment & Appeals				
289		Appeal	\$110.00	\$552.00	\$500.00	
290		Variance	\$620.00	\$1,164.30	\$800.00	
291		Additional Variance/Same Application	\$55.00	\$55.00	\$55.00	
292		Non-Conforming Use Hearing	\$220.00	\$1,492.12	\$1,500.00	
293		Copies of Maps (plotted or color)				
294		Large	\$30.00	\$20.71	\$30.00	9/28/2009
295		11 X 17	\$10.00	\$4.86	\$5.00	9/28/2009
296		8 X 11	\$5.00	\$4.86	\$5.00	9/28/2009
297		General Plan Amendment				
298		Minor	\$1,000.00	\$1,795.85	\$1,800.00	9/28/2009
299		Major	\$1,500.00	\$2,165.36	\$2,200.00	9/28/2009
300		Map Change for Zoning (ZMC)				
301		To Agriculture zone	\$870.00	\$1,683.06	\$1,700.00	9/28/2009
302		Residential to Residential (50 acres)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
303		plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00	9/28/2009
304		Residential to Commercial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
305		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
306		Commercial to Industrial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
307		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
308		PAD and PUD (for one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
309		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
310		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
311		Major Amendment (one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
312		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
313		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
314		To Mixed Use/Low Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
315		To Mixed Use/High Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
316		Minor Land Division	\$165.00	\$103.24	\$165.00	9/28/2009
317		Subdivision Plats				
318		Preliminary Plat (for 10 lots)	\$1,000.00	\$1,971.24	\$2,000.00	9/28/2009
319		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
320		Final Plat (for 10 lots)	\$835.00	\$1,374.52	\$1,400.00	9/28/2009
321		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
322		Amended Plat (for 10 lots)	\$835.00	\$73.16	\$835.00	9/28/2009
323		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
324		Final Site Plan PAD Review	\$550.00	\$140.00	\$550.00	9/28/2009
325		Time Extensions	\$110.00	\$300.15	\$300.00	9/28/2009
326						
327						
328						
329						
330						

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

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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
372		Administrative Review w/comment	\$550.00	\$366.44	\$400.00	9/28/2009
373		Applications requiring Special UP towers less	\$1,550.00	No Recommendation	\$1,800.00	9/28/2009
374		than 99'		No Recommendation		9/28/2009
375		Towers 100 to 199'	\$2,100.00	No Recommendation	\$2,100.00	9/28/2009
376		Towers 200' and above	\$2,650.00	No Recommendation	\$2,700.00	9/28/2009
377		Zoning Clearance for Building Permits				
378		Accessory buildings/structures-residential remodel	\$25.00	\$10.63	\$25.00	9/28/2009
379		Residential remodel		\$10.63		9/28/2009
380		Commercial remodel	\$110.00	\$63.93	\$110.00	9/28/2009
381		Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.00	\$191.66	.01 sq ft-min \$100.00	9/28/2009
382		Fence .05 per linear ft - minimum \$10	Min. \$10 or .05/L.F	\$10.00	Min. \$10 or .05/L.F	9/28/2009
383		Zoning Clearance for Building Permits (Continued)				
384		Houses	\$85.00	\$21.31	\$85.00	9/28/2009
385		Manufactured Home	\$55.00	\$21.31	\$55.00	9/28/2009
386		THE TOWN COUNCIL DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THE TOWN LIMITS AS PROVIDED BY ARS 11-251.08				
388		THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (bdv) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY AND AUGUST AND IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.				
389		GRADING PERMIT FEES				
390		50 Cubic Yds or less	\$23.50	None	\$23.50	9/28/2009
391		51 to 100 Cubic Yds	\$37.00	None	\$37.00	9/28/2009
392		101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds) plus \$17.50 for each additional 100 cubic yds	\$37.00	\$22.90	\$37.00	9/28/2009
393		1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yds	\$194.50	\$114.94	\$194.50	9/28/2009
394		10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yds	\$325.00	No Recommendation	\$325.00	9/28/2009
395		100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yds	\$919.00	No Recommendation	\$919.00	9/28/2009
396		BUILDING PERMIT FEES				
397		TOTAL VALUATION		FEES		
398		\$1.00 TO \$500.00		\$23.50		
399		\$501.00 TO \$2,000.00		\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		
400		\$2001.00 to \$25,000.00		\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00		

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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
401		\$25,001 to \$50,000.00		\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00		
402		\$50,001.00 to \$100,000.00		\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		
403		\$100,001.00 to \$500,000.00		\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00		
404		\$500,001.00 to \$1,000,000.00		\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00		
405		\$1,000,001.00 and up		\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.		
406		NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.				
407		Miscellaneous Fees				
408		Penalty-Building without a permit	Equal to permit fee	No Recommendation	Equal to permit fee	9/28/2009
409		Inspection outside Normal Business Hrs (per hour - 1 hour min) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
410		Re-inspection Fees (per inspection) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
411		Inspection fee for which no fee is specifically indicated	\$47.00*	No Recommendation	\$47.00*	9/28/2009
412		Plan Review Fees shall be 65% of the building fee	65 % of Bldg. Fee	No Recommendation	65 % of Bldg. Fee	9/28/2009
413		Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour) *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	\$47.00*	No Recommendation	\$47.00*	9/28/2009
414		For use of outside consultants for plan review and inspections, or both **Actual costs include administrative and overhead costs.	Actual Cost**	No Recommendation	Actual Cost**	9/28/2009
415		Fees for All Over the Counter Permits				
416		Electrical	\$50.00	No Recommendation	\$50.00	9/28/2009
417		Mechanical	\$50.00	No Recommendation	\$50.00	9/28/2009
418		Plumbing	\$50.00	No Recommendation	\$50.00	9/28/2009
419		Building	\$50.00	No Recommendation	\$50.00	9/28/2009
420		Combination permits will be charged at 50% of the original permit fee. Example: Electrical \$50 plus Mechanical \$25 equals \$75				
421		ADDITIONAL SPECIFIC VALUATION DATA - **Plus Any Utilities Installed				
422		Residential Agricultural and Accessory Buildings				
423		A. Barn (wood, metal, or masonry) (per sq ft)**	\$28.65	No Recommendation	\$28.65	9/28/2009

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

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

2010-807
Exhibit A Fees
Supersedes 2009-781

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

2010-807
Exhibit A Fees
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
525		Remodel/Addition - up to \$5,000	\$25.00	\$28.74	\$25.00	9/28/2009
526		\$5,000 to \$10,000	\$50.00	\$57.47	\$50.00	9/28/2009
527		\$10,000 to \$25,000	\$ 75.00	No Recommendation	\$ 75.00	9/28/2009
528		\$25,000 and up	\$100.00	\$114.94	\$100.00	9/28/2009
529		Grading - up to 1,000-cu-yds	\$20.00	\$22.99	\$20.00	
530		-1,001-cu-yds or more	\$100.00	\$114.94	\$100.00	
531		Refunds				
532		Plan Check Fees - once review begun	No refund	No Recommendation	No refund	9/28/2009
533		Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan rww fee whichever is greater	No Recommendation	retain \$50 per hr (minimum charge per hour or calculated plan rww fee whichever is greater	9/28/2009
534		Building Permit fees w/ no work started and no inspections called	Retain \$25 or 25%, Whichever is greater	No Recommendation	Retain \$25 or 25%, Whichever is greater	9/28/2009
535		Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called -	Retain \$10 or 25%, whichever is greater.	No Recommendation	Retain \$10 or 25%, whichever is greater.	9/28/2009
536		Elevator Permit Fees (Table 3-E)				
537		New Installations:				
538		A. Passenger or Freight Elevator, Escalator, Moving Walk				
539		Up to and including \$40,000.00 of valuation	\$89.00	No Recommendation	\$89.00	9/28/2009
540		Over \$40,000 of valuation \$89.00 plus \$1.65 for each \$1000.00 of or fraction thereof over \$40,000.00		No Recommendation		9/28/2009
541		B. Dumbwaiter or private residence elevator				
542		Up to and including \$10,000.00 of valuation	\$25.00	No Recommendation	\$25.00	9/28/2009
543		Over \$10,000 of valuation \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00		No Recommendation		9/28/2009
544						
545		Major Alterations:				

2010-807
Exhibit A Fees
Supersedes 2009-781

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



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: N/A

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff relative the possibility of subleasing either a portion of or all of the 15 acres that the Town leased as part of the Intergovernmental Agreement with the Camp Verde Sanitary District and/or other possible uses of the land.

Purpose and Background Information:

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

Recommendation (Suggested Motion):

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

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

Finance Director Comments/Fund: N/A

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

Attorney Comments: N/A

Submitting Department: Mayor & Council

Contact Person: Council Member Pete Roulette

Action Report prepared by: D. Barber

#18



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: April 7, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

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

Agenda Title (be exact):

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

Purpose and Background Information:

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

Staff needs direction regarding this section of the Agreement.

Recommendation (Suggested Motion):

OR

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Ron Long
Action Report prepared by: Virginia Jones

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

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

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

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

II. Term

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

III. Premises

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

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

IV. Special Use Permit

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

V. Sublease