

AMENDED

AGENDA

SPECIAL SESSION

10-24-07

ADDING ITEMS

5 & 6

AMENDED AGENDA



**SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
Wednesday, October 24, 2007
5:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion of performance review followed by discussion, consideration, and possible assignment, appointment, promotion, and/or salary adjustment of Marshal David Smith.** Note: Council may vote to go into 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: Mayor Gioia)
4. **Discussion, consideration, and possible authorization for Town Manager Mike Scannell to award David R. Smith an annual stipend of \$10,000 upon his appointment as Human Resources Director and to transfer the funds for the prorated stipend and ancillary payroll amounts of \$8,015.01 from contingency into the appropriate personnel line items for the remaining FY 07/08 budget year.** (Staff Resource: Michael Scannell)
5. **DISCUSSION, CONSIDERATION, AND POSSIBLE AUTHORIZATION FOR THE TOWN MANAGER TO ENGAGE A CPA FIRM TO PREPARE THE FINANCIAL STATEMENTS FOR THE FISCAL YEAR THAT ENDED JUNE 30, 2007 AND TO NEGOTIATE A FEE NOT TO EXCEED \$15,000 FOR THE COMPLETION OF THIS WORK.** This is an unbudgeted item from Contingency. (Staff Resource: Michael Scannell)
6. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL FOR THE TOWN MANAGER TO EXPAND THE SCOPE OF WORK AND NEGOTIATE AN ADDITIONAL FEE NOT TO EXCEED \$10,000 FOR EXTERNAL AUDITOR LUMBARD AND ASSOCIATES, PLLC TO REVIEW OUR FINANCIAL POLICIES AND PROCEDURES AND TO DEVELOP A SERIES OF RECOMMENDATIONS FOR IMPLEMENTATION.** This is an unbudgeted item from Contingency. (Staff Resource: Michael Scannell)
7. **Adjournment**

Posted by: *J. Jones*

Date/Time: *10-23-03 3:00 p.m.*

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

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

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

Meeting Type: Special Session, 5:30 p.m.

Meeting Date: October 24, 2007

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

AGENDA TITLE: Discussion, consideration and possible approval for Town Manager Mike Scannell to engage a CPA firm to prepare the Financial Statements for Fiscal Year Ended June 30, 2007 and negotiate a fee not to exceed \$10,000 for the completion of this work.

PURPOSE AND BACKGROUND INFORMATION: I believe it would be prudent for a CPA firm to prepare the Financial Statements for Fiscal Year Ended June 30, 2007. Approval for the Town Manager to negotiate an additional fee not to exceed \$10,000 for completion of the work contemplated in this staff report is necessary to ensure the Town has accurate financial statements.

STAFF RECOMMENDATION(S):
Approve Town Manager Mike Scannell to engage a CPA firm to prepare the Financial Statements for Fiscal Year Ended June 30, 2007 and negotiate a fee not to exceed \$10,000 for the completion of this work.

LIST ALL ATTACHMENTS: None

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

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

Finance Director Review

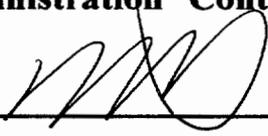
Budgeted - NO. Amount not to exceed ~~\$10,000~~ 15,000

Comments: This is an unbudgeted item from the contingency fund.

Fund: 01-50-55

Line Item/:9999

Submitting Department: Administration Contact Person: Michael Scannell

Town Manager/Designee:  _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

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

Meeting Type: Special Session, 5:30 p.m.

Meeting Date: October 24, 2007

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

AGENDA TITLE: Discussion, consideration and possible approval for Town Manager Mike Scannell to expand the scope of work and negotiate an additional fee not to exceed \$10,000 for external auditor Lisa Lumbar, CPA, CGFM, Lumbar and Associates, PLLC to review our financial policies and procedures and to develop a series of recommendations for implementation.

PURPOSE AND BACKGROUND INFORMATION: On September 5, 2007 Council motioned to appoint Lisa Lumbar & Associates to conduct the FY 2006-07 year-end auditing, including a Comprehensive Annual Financial Report (CAFR) in the amount of \$23,840. I believe it would be prudent to expand this audit to include review of the Town's financial policies and procedures and to address the changes which Lisa Lumbar may view as being beneficial to the organization. Approval for the Town Manager to negotiate an additional fee not to exceed \$10,000 (beyond the \$23,840 previously approved) for the scope of work contemplated in this staff report is necessary to ensure the Town effective financial policies and procedures in place.

STAFF RECOMMENDATION(S):

Approve Town Manager Mike Scannell to expand the scope of work and negotiate an additional fee not to exceed \$10,000 for external auditors Lumbar and Associates, PLLC to review our financial policies and procedures and to develop a series of recommendations for implementation.

LIST ALL ATTACHMENTS: None

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

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

Finance Director Review

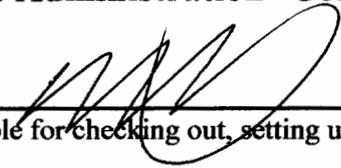
Budgeted/Amount NO. Amount not to exceed \$10,000

Comments: This is an unbudgeted item from the contingency fund.

Fund: 01-50-55

Line Item/: 9999

Submitting Department: Administration Contact Person: Michael Scannell

Town Manager/Designee: 

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