

## AGENDA



**REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, NOVEMBER 2, 2005  
at 6:30 P.M.**

1. **Call to Order**

*As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.*

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) October 19, 2005 – Regular Session

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

1) Work Session – November 9, 2005 at 6:30 p.m.

2) Regular Session/Council Hears P&Z – November 16, 2005 at 6:30 p.m.

3) Council Hears P&Z – November 23, 2005 at 6:30 p.m. – **CANCELLED**

c) **Possible approval of an extension of the collection agreement with the US Forest Service for the Community Park.**

d) **Possible approval of a technical assistance contract with NACOG for the 2006 CDBG funding cycle.** The \$5,000 fee for this contract is paid from the grant.

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

6. **Presentation by Dave Fackler, followed by discussion, consideration, and possible approval of NF Planning and Development NF Planning and Development contract to continue assisting the Town in planning and development. The amount is not to exceed \$12,000.** This is a budgeted item in the Economic Development Line Item.

7. **Presentation by RBF Consultant, followed by discussion, consideration, and possible approval of an Additional Work Request for conceptual storm water system mapping and conceptual storm water system exhibit in the amount of \$4,150.** This is a budgeted item in the General Fund.

8. **Presentation by USFS representative Judy Adams regarding the proposed sale of a portion of the 213 acres of Forest Service land along SR 260. This may be followed by Council discussion, consideration, and possible direction to staff to prepare a letter to the USFS as it relates to the sale.**

9. **Update and discussion on the sale of 233 acres of USFS land for the Community Park. This property is commonly known as the 'Old Airstrip'.**

10. **Discussion, consideration, and possible approval of the Camp Verde Chamber of Commerce services agreement.** This is a budgeted item.

11. **Discussion, consideration, and possible approval of the attached Public Works/Engineer's job description and direction to staff to advertise for the position.**

12. **Update, discussion, consideration, and possible direction to staff regarding previous direction to research possible improvement on Forest Road #503 and annexation of adjacent county property.**
13. **Discussion, consideration, and possible direction to staff concerning the formation of an ad hoc committee to research funding possibilities for the new library. The committee will serve under the Town Manager's direction and their focus will be to research possible funding sources and fund raising options to construct the new library and administrative offices facility.**

Councilor Baker requested the following item:

14. **Discussion, consideration, and possible determination of some type of activity and/or direction to staff to prepare a resolution to declare a *Business Appreciation Week* to honor those merchants that have voluntarily improved the appearance of their buildings, which in turn has greatly enhanced the beauty of our Town.**
15. **Call to the Public for Items not on the Agenda.**

**There will be no Public Input on the following items:**

16. **Advanced Approvals of Town Expenditures**
17. **Manager/Staff Report**
18. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
19. **Adjournment**

Posted by:



Date/Time: 10-28-05 10:15AM

*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.

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, OCTOBER 19, 2005  
at 6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.  
Input is placed after Council motion 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 6:31 p.m.

2. **Roll Call**

Mayor Gioia, Vice-Mayor Baker, Councilors Hauser, Kovacovich, Parrish and Teague were present; Councilor Smith was absent.

**Also Present:** Town Manager Bill Lee, Town Attorney Bill Sims, Community Development Director Will Wright, Town Marshal Dave Smith, Asst. Parks & Rec Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper; Finance Director Dane Bullard arrived at 7:12 p.m.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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) October 12, 2005 – Special Session
- 2) October 5, 2005 – Special Session
- 3) October 5, 2005 – Regular Session
- 4) September 28, 2005 – Council Hears P&Z
- 5) September 28, 2005 – Special Session

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

- 1) Council Hears Planning & Zoning – Regular Session – October 26, 2005 at 6:30 p.m.
- 2) Regular Session – November 2, 2005 at 6:30 p.m.
- 3) Work Session – November 9, 2005 at 6:30 p.m.
- 4) Regular Session/Council Hears P&Z – November 16, 2005 at 6:30 p.m.
- 5) Council Hears P&Z – November 23, 2005 at 6:30 p.m. – **CANCELLED**

**c) Possible approval of Chamber of Commerce request for 2<sup>nd</sup> quarter drawdown of \$11,250.**

On a motion by Baker, seconded by Kovacovich, the Consent Agenda was approved with the changes and corrections as noted.

Mayor Gioia requested the following corrections: Add to the Agenda a Call to the Public prior to Advanced Approvals; Page 4 of the October 5th Special Session Minutes, top paragraph, replace "...contrary to what the Town had originally been led to believe," with "**as the General Plan depicts for land use on that land fronting 260,**" on Page 4 of the September 28<sup>th</sup> Special Session, next to the last paragraph, middle of the paragraph, "Town Code to spend \$6,200" should be clarified to read, "**and most contracts have been going to Council;**" on Page 2 of the September 28<sup>th</sup> Special Session, first paragraph from the bottom, correct reference to office as, "Gioia stated he was in **the** office at Town Hall."

Manager Lee requested confirmation of October 27<sup>th</sup> at 6:00 as the date and time to discuss the Marshal's facility prior to going into Lee's review. Lee also requested confirmation of the November 9<sup>th</sup> Work Session for the initial meeting with Planning & Zoning and Council regarding

the Casa Verde study; Director Wright estimated a time of 2 to 3 hours, explaining that it would be the main meeting that sets the framework for the design review work..

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

Lee announced that a meeting had been held with other elected officials within the Verde Valley and Supervisor Chip Davis reviewed his concerns with the Capital Improvement Plan recently voted to move forward on that would take major funding away from the Verde Valley, using funds to consolidate the court system all in Prescott, eliminating the present Verde Valley court system, causing an extreme disadvantage to those who would have to drive to Prescott instead. The Supervisors will be meeting on October 25<sup>th</sup> at 10:00 a.m. regarding the planned project and its design; Supervisor Davis has requested that interested officials and citizens attend that meeting; the Council briefly discussed the importance of everyone, even those in unincorporated areas, attending that meeting in order to speak up and register opposition to the plan. Mayor Gioia said he had received a copy of a 3-page letter from Supervisor Davis to County Administrator Holtz setting out questions and points indicating how unfair the planned move is to the Verde Valley; the meeting will be held on Tuesday, October 25<sup>th</sup>, on Fair Street in the Supervisors Hearing Room, at 10:00 a.m. For the record, Hauser said she would not be able to be there. Gioia said that copies of the letter would be available at the Clerk's Office.

There was no further public input.

There was a agreement to move Item 9 ahead to accommodate Asst. Parks & Rec Director Lynda Moore who is on vacation but has attended the meeting to explain that item. There was also discussion and agreement regarding Item 15 addressing changes to the Town Code, and continuing that item to a later date, if the discussion were not completed by a reasonable time at this session.

**The Council then addressed Item 9 ahead of Item 6.**

**6. Stew Waller and Jim Willson, P.E. of Arizona Cement Association will present information about pervious concrete.**

There was no action taken.

Lee advised the Council that because of a health problem with one of the individuals, the presentation would not be made at this time, but will be rescheduled.

**6a. ~~Discussion, consideration, and possible approval of funds in the amount of \$12,042.50 for the redesign of the Camp Verde Marshal's new facility which is above and beyond the contracted amount.~~ This item had been deleted from the agenda.**

**7. Discussion, consideration, and possible appointment to the Trails & Pathways Committee for a term that expires September 2007.**

On a motion by Baker, seconded by Hauser, the Council voted unanimously to appoint Dee Whitt to the Trails & Pathways Committee for the term ending September 2007.

There had been a previous discussion regarding the option of appointing an individual who resides outside of Camp Verde; however, the Council was advised that Dee Whitt, who does reside in Camp Verde, has indicated her interest in serving on the Trails & Pathways Committee.

**Dee Whitt**, said that she had done a lot of hiking, and that she felt she might be able to bring something to the Committee, as well as learn more about the area. She added that she believes she would have the time to serve on the Committee.

**8. Discussion, consideration, and possible authorization for the Camp Verde Historical Society to install a security system.**

On a motion by Hauser, seconded by Baker, the Council unanimously authorized the Camp Verde Historical Society to install a security system.

Lee explained that the Historical Society, in addition to valuable items they already have in the building, will soon be receiving additional items, and are concerned about the safety for those items. Installing the security system is not in violation of their contract, but it was felt that the Council should be notified of that intent; there will be no cost to the Town.

**Winogene Harris** was asked to thank the Historical Society on behalf of the Council; she informed the members that there was a pending donation of an extensive collection of artifacts based on assurance of a security system being in place.

There was no further public input.

9. **Discussion, consideration, and possible award of bid for a Facilities Management System for \$15,106.55.**

On a motion by Teague, seconded by Kovacovich, the Council unanimously approved award of the bid for a Facilities Management System for \$15,106.55 to the lowest bidder, Landlogic.

Lynda Moore explained that the item was a CIP project for \$15,000, and with input from Lee the many benefits of the Management System for determining schedules for all aspects of park maintenance were detailed, with each pointing out that it would be easy for anyone to use.

There was no public input.

10. **Discussion, consideration, and possible approval of TischlerBise, Inc contracts for impact fee preparation and related activities for both the water system capacity fee and development impact fee.** This is an unbudgeted item.

On a motion by Baker, seconded by Teague, the Council voted 5-1 to approve the contract for TischlerBise, Inc. for impact fee preparation and related activities, deleting at this point in time the water system capacity study until after the vote in November; with a 'no' vote by Parrish.

Lee said that legal counsel has reviewed the contracts, and reminded the Council that there is a vote coming up on acquiring the water system and moving forward at this time with the water system portion of the contracts is not recommended, at least until after the results of the vote.

Attorney Sims confirmed that the contracts have been reviewed, adding that he believes the company is a very good one based on his personal experience. Sims also concurs on the recommendation of Lee to postpone any decision on the water system portion. Sims explained the effect of the impact fee, or development fee, where the Town provides incentive to developers and getting nothing in return. There is legislation that makes sure that the development fees are appropriately charged and used for appropriate expenses. Hiring a consultant as proposed allows the Town to satisfy the statute. Development fees do not burden the existing enterprises, but do burden those who are new and come to the community by asking them to pay their way. The money spent for the consulting service may be partially recouped through the development fees, and is money well spent.

There was some discussion regarding the prior unsuccessful move to have the voters approve an impact fee, and the money paid at that time to the same consulting firm. It was pointed out that it is important to update the prior study and that the approach will be somewhat different this time, working with a liaison committee for input and participation by the community for better understanding of how such a fee is developed and how the Town can move forward and prepare for the future with all the knowledge possible. There was confirmation that the Town would do its best to have the present residents unaffected by some of the impact fees, and that the study at this time only will allow the Town to contemplate what fees are appropriate and what the Council and the public would like to see as the set rate. Attorney Sims added that in looking at all

the different ways to finance growth, establishing impact fees would be the simplest resolution, requires developers to pay their way, and is perfectly legal.

**PUBLIC INPUT**

**Mike Parry** commented that the County has impact fees, and the constituents need to be aware of that. The Town appears to be not in step with the rest of the County.

**Jim Bullard** said that in connection with the suggestion that the cost of houses would go up because of the fees, it seems that houses get sold, regardless of the price.

There was no further public input.

11. **Discussion, consideration, and possible of NF Planning and Development contract (NFPD) to continue assisting the Town in planning and development, not to exceed \$12,000.**

On a motion by Gioia, seconded by Baker, the Council voted unanimously to direct staff to research further any State agency assistance that is available for the redevelopment plan, as suggested by Baker, and if there is no such State agency assistance available, that we receive a more complete scope of services from NFPD, and Council can then entertain the consultants' agreement.

Lee reminded the Council that this subject has been discussed a number of times, and Council had suggested that Dave Fackler be requested to get within the Town allotted budget; Mr. Fackler has been willing to reduce his fee by \$5,000 as indicated by the contract presented for consideration. The Council confirmed that the \$12,000 is all that is now available for the consultant line for the rest of the year; any amount above that would require further Council approval. Lee said that he has not yet followed up on the suggestion by Baker to contact an individual at Commerce whose name had been referred to Baker. Lee confirmed that the proposed contract was based on time and material and was not to exceed the \$12,000. NFPD is working on developing tools for work on the Redevelopment District. The Council pointed out that there are available resources supplied by the State, citing the help provided during the work on the General Plan. The Council further discussed details of the proposed contract, with concern regarding the implied authority given to the Town Manager. There was also input from Attorney Sims regarding his positive experience with the firm and acknowledgment that downtown redevelopment is not something that the Town needs as a top priority. Lee requested that the Council approve the contract contingent upon his doing additional research with Commerce, including contacting the individual named by Baker. The subject of grant funding was also briefly discussed, and Sims suggested that with their experience the NFPD personnel could help steer the Town toward grants that help downtown redevelopment. The Council generally agreed that approving the contract at this time would put it on the shelf, and the services could be used as needed. Lee confirmed that Dave Fackler will be invited to address the Council if no State agency assistance is found to be available.

There was no public input.

12. **Discussion, consideration, and possible direction to staff concerning the disposition of the five acres in the Verde Cliffs Subdivision donated to the Town by Scott Simonton.**  
There was no action taken.

Lee requested that the item be continued, saying that there are two staff members going for additional training the next two days, and may come back with information that may be pertinent to the item, and staff was directed accordingly.

There was no public input.

13. **Discussion, consideration, and possible approval of Resolution 2005-663, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing an application to the Greater Arizona Development Authority for technical assistance pursuant to Title 41, Chapter 10, Article 8, Arizona Revised Statutes.**

On a motion by Gioia, seconded by Teague, the Council voted 5-1 to approve Resolution 2005-663, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing an application to the Greater Arizona Development Authority for technical assistance pursuant to Title 41, Chapter 10, Article 8, Arizona Revised Statutes; with a 'no' vote by Hauser.

Community Development Director Wright explained that the item is in regard to a grant that was submitted to do a master plan of the property west of I-17, approximately Dickison Street to Coury for the sewer services. The grant would allow the Town to go forward and to look into the possibility of studying availability and potential extension of the sewer system and/or setting up a separate independent wastewater treatment plant, and determine how to provide the best sewer services for that part of the community. With large home builders looking at the area, and into possibly bringing in a package treatment plant, the project becomes even more important. The only area being looked at is outside the Sanitary District boundaries. The intent is also to look into the possibility of tying into the Sanitary District and what would be needed to expand that service. Wright explained that the \$50,000 match is not necessarily required since there are funds on hand that were donated by the Nation from lottery proceeds; Wright reviewed the background of the Yavapai-Apache Nation receiving a grant for technical assistance in connection with service to the Casino. Wright reviewed some of the developments being planned for the subject area that will increase even more the need for sewer services. Wright said there have been attempts to possibly partner with the Nation in the effort to expand the service, which presented one of the many options available to the Town. There was discussion regarding whether the Town or the Sanitary District has the responsibility to provide sewer service to those potential developers. Wright said that either the Town or the Sanitary District could assume that responsibility; the study is for the purpose of looking at the engineering of how the project could be implemented as well as the potential funding sources available to either the Town or the District. The discussion confirmed that the project would not affect the Sanitary District's funding for their planned expansion since the subject area is outside of their District. It was also pointed out that there is an understanding that Council and the District would like to continue to pursue the possibility of the Town acquiring the assets of the District. Although the estimated potential cost of the study is not known, Wright said that there is a limit to the funding for technical assistance that can be applied for, and \$50,000 may even be higher than what is normally requested. If approved, then decisions and plans can be made as to how to proceed further, with all of the options considered.

**PUBLIC INPUT**

**Suzy Burnside**, representing the Sanitary District, spoke at length expressing the concern of the District regarding what the Town hopes to accomplish by the proposed study, reviewing the question of putting the planned expansion before the voters, and the work being done by the Nation on providing sewer service to its area and discussions held with the Nation regarding a possible joint effort, and also expressing concern about developers requesting infrastructure on what is yet raw land. Although saying the effort to develop a master plan is laudable, Ms. Burnside concluded her comments with the request that the Town help the Sanitary District get their project done.

There was no further public input.

14. **Discussion, consideration, and possible approval of Resolution 2005-659, a Resolution of the Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the abandonment of Pinto Circle in the Verde River Meadows subdivision as a public roadway.**

On a motion by Teague, seconded by Parrish, the Council unanimously approved Resolution 2005-659, a Resolution of the Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the abandonment of Pinto Circle in the Verde River Meadows subdivision as a public roadway.

Director Wright reviewed the history of Pinto Circle, saying that an arrangement has now been worked out with the property owner whereby the Town could abandon the roadway, with an easement then granted for access to prevent another parcel being landlocked; the roadway has never been improved following incorporation, could only have been used as a private driveway, and abandonment is recommended by staff.

There was no public input.

**A recess was called at 8:07 p.m.; the meeting was called back to order at 8:17 p.m.**

15. **Review, discussion, and consideration of proposed changes to the Town Code followed by possible direction to staff to prepare an ordinance to adopt the changes.**  
There was no action taken.

It was agreed that the discussion on Item 15 will be continued to the next session at which it will be agendized.

- 15a. **Call to the Public for Items not on the Agenda.**  
There was no public input.

16. **Advanced Approvals of Town Expenditures**  
On a motion by Teague, seconded by Kovacovich, the Council unanimously approved the amount of up to \$6,000 to allow staff to go down and bring the system back, including transportation, labor, parts and storage.

Lee described a rolling file system that has been made available through State Surplus; the equipment must be removed by November 1<sup>st</sup> and the Town has first preference to purchase it. Lee said that after disassembling the unit, transporting it to Town and buying some additional parts, he believes that there are enough sections that they can be supplied for the Clerk's office, P&Z office, the Court's office, and the Marshal's office. The unit would normally cost approximately \$40,000; the State is asking \$3500. The amount of \$6,000 is requested to cover the purchase of the unit, disassembling and an overnight stay by Town staff, additional track, and rental of a temporary storage unit.

17. **Manager/Staff Report**  
Lee reminded everyone of the Parks & Recreation Department annual Haunted House next weekend, along with the Lions Club Carnival; volunteers are needed. Grace Emporium is now open, and Lee encouraged folks to patronize them. Gioia also commented on their excellent food.

18. **Council Informational Reports**  
Hauser announced that the Homecoming Football game will be Friday night; all alumni should attend. Hauser also said that the Verde Watershed will be having a seminar on arsenic in domestic wells, November 10<sup>th</sup> in Camp Verde at the multi-purpose center.

Kovacovich reported on a Water Advisory Committee meeting today in Clarkdale; today was Chino Valley's turn to talk on their water plan. Gioia added that Chino Valley is acquiring up to 500 acres of the Big Chino properties for another water farm and to export water from that property into the AMA. Hauser added her regret for the action, saying that part of the acreage will be a farm that has been in the family for a long time.

Baker wanted to remind everyone to go to the Board of Supervisors meeting next Tuesday at 10:00 a.m., in Prescott.

Teague said that the Central Arizona Youth Football Association will be holding the championship games here in Camp Verde for all three age levels on Friday November 19<sup>th</sup>, using the high school field and the Town fields, and should be a great event. Teague also complimented Mike Dumas for the great job he has done in helping to put on the games. Everyone has hopes for Camp Verde winning.

Gioia said that Fort Verde Days was a great success, that the community came out in strength and had a great party. The parade was great and the Bull Bash was exciting. The event is a big day for the community; Gioia kind of considers it Homecoming Day for the community, and said he thought it was wonderful.

19. **Adjournment**

On a motion by Baker, seconded by Hauser, the meeting was adjourned at 9:16 p.m.

\_\_\_\_\_  
Tony Gioia, 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 meeting of the Town Council of Camp Verde, Arizona, held on the 19th day of October, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005

\_\_\_\_\_  
Deborah Barber, Town Clerk

**STAFF REPORT**

**Council meeting of:**            **November 2, 2005**

**Title:**                                **Possible approval of an extension of the collection agreement with the United States Forest Service for the community park.**

**Budgeted item:**                    Yes

**Description of Item:**            See attached contract.

**Staff Recommendation:**        Recommend extension of contract.

**Comments:**                        Yes

**Attachments:**                    None

**Prepared by:**                    Bill Lee





## STAFF AGENDA ITEM REPORT

<b>Council meeting of:</b>	November 2, 2005 – Regular Session
<b>Title:</b>	Consent Agenda – Possible Approval of a technical assistance contract with NACOG for the 2006 CDBG funding cycle. The \$5,000 fee for this contract is paid from the grant.
<b>Budgeted item:</b>	N/A – This fee is paid from the administrative portion of the grant. We will be receiving about \$433,000 from the 2006 cycle and are permitted to retain 18% of that amount (\$77,940) for administrative costs.
<b>Description of Item:</b>	Arizona Dept. of Housing now requires a written contract for the technical assistance portion of the grant. The contract is attached for your consideration.
<b>Staff Recommendation:</b>	Approve the contract.
<b>Comments:</b>	NACOG has always provided technical assistance throughout the grant cycle to ensure compliance with federal and state Overlay Statutes, to ensure that the activities meet National Objectives and are completed in a timely manner.
<b>Attachments:</b>	Yes
<b>Prepared by:</b>	Debbie Barber, Town Clerk

**TECHNICAL ASSISTANCE CONTRACT  
COMMUNITY DEVELOPMENT BLOCK GRANTS**

THIS CONTRACT, made and entered into as of \_\_\_\_\_, by and between the Northern Arizona Council of Governments (NACOG), 119 East Aspen Avenue, Flagstaff, Arizona 86001-5296, hereinafter called the CONTRACTOR, and the Town of Camp Verde, P.O. Box 710, Camp Verde, AZ. 86322, hereinafter called the GRANTEE.

WITNESSETH:

WHEREAS, the GRANTEE is applying for a 2006 Community Development Block Grant from the State of Arizona Department of Housing; and

NOW, THEREFORE, the parties do mutually agree as follows:

**ARTICLE I - PURPOSE**

The purpose of this contract is to authorize the CONTRACTOR to provide administrative services to the GRANTEE for an Arizona Department of Housing Community Development Block Grant (CDBG). Services to be provided are detailed in the Scope of Work, but will generally include services under the Department of Housing's CDBG program guidelines.

**ARTICLE II - WORK STATEMENT**

- A. The CONTRACTOR agrees that it will implement, in all respects, the program outlined in the attached Work Statement (Attachment A to this Contract).
- B. The CONTRACTOR agrees to make no changes in the Work Statement herein described without first submitting a written request to the GRANTEE and obtaining the GRANTEE'S written approval of the requested change.

**ARTICLE III - PERSONNEL**

The CONTRACTOR represents that it has, or will acquire, all of the qualified personnel required to perform this Contract; however, the GRANTEE reserves the right to assign any individual to assist in implementing the program outlined in the Work Statement.

None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

**ARTICLE IV - LENGTH OF CONTRACT**

- A. The term of this Contract shall be from September 25, 2005 through September 25, 2006.
- B. In the event that, due to unusual circumstances, it becomes apparent that this Contract cannot be brought to full completion within the time period set forth in Paragraph A of this Article III, the CONTRACTOR shall be responsible for maintaining all services as cited in the Work Statement until the grant is terminated.

- C. This Contract may be extended, as needed, to coincide with the approved extension of the CDBG Contracts between the GRANTEE and the Department of Housing, if necessary.

#### **ARTICLE V - ACCESS TO INFORMATION**

It is agreed that all information, data, reports and records, and maps as are existing, available and necessary for the carrying out of the work outlined shall be furnished to the CONTRACTOR by the GRANTEE and its agencies. No charge will be made to the CONTRACTOR for such information and the GRANTEE and its agencies will cooperate with CONTRACTOR in every way possible to facilitate the performance of the work described in the Contract.

#### **ARTICLE VI - REPORTS AND INFORMATION**

- A. The CONTRACTOR, at such times and in such forms as the GRANTEE may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.
- B. All reports, maps, and other documents completed as part of this Contract, other than documents exclusively for internal use by the Department of Housing shall carry the following notation on the front cover or title page, together with the date (month and year) the document was prepared:

*Preparation of this (report, map, documents, etc.) was aided through a Community Development Block Grant from the Arizona Department of Housing and as such is not copyrightable. It may be reprinted with customary crediting of the source. However, any opinions, findings, conclusions or recommendations are those of the authors and do not necessarily reflect the views of the Department of Housing.*

- C. All of the reports, information, data, etc. prepared or assembled by CONTRACTOR under this Contract are confidential and the CONTRACTOR agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.
- D. No reports, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the CONTRACTOR.

#### **ARTICLE VII - CONSIDERATION AND METHOD OF PAYMENT**

In consideration of the CONTRACTOR'S satisfactory completion of all work and services required to be performed under the terms of this Contract, and in compliance with the Contract requirements herein stated, the GRANTEE shall pay the CONTRACTOR a fixed fee of Five Thousand and no/100 Dollars ( \$ 5,000 ), which sum shall be requested when the 2006 Contracts are signed by the GRANTEE.

#### **ARTICLE VIII - ASSIGNABILITY**

The CONTRACTOR shall not assign any interest on this Contract, and shall not transfer any interest in the same without prior written consent of the GRANTEE.

#### **ARTICLE IX - COMPLIANCE WITH LOCAL LAWS**

The CONTRACTOR shall comply with all applicable laws, ordinances, codes of the State and local governments, and the CONTRACTOR shall hold the GRANTEE harmless from any tort done in performing any of the work

embraced by this Contract.

#### **ARTICLE X - INTERESTS OF THE CONTRACTOR**

The CONTRACTOR covenants that it has no pecuniary interest, and shall not acquire any pecuniary interest direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The CONTRACTOR further covenants that in the performance of this Contract, no person having such interest shall be employed.

#### **ARTICLE XI - OFFICIAL NOT TO BENEFIT**

No member of, or delegates to, the Congress of the United States of America, and no member of the governing body and no other public official, shall be admitted to any share or part hereof, direct or indirect, or to any pecuniary benefits to arise herefrom.

#### **ARTICLE XII - TERMINATION OF CONTRACT**

- A. If, with cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, photographs and reports prepared by the CONTRACTOR under this Contract shall, at the option of the GRANTEE, become its property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.
- B. Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONTRACTOR, and the GRANTEE may withhold any payments to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONTRACTOR is determined.
- C. The GRANTEE may terminate this Contract at any time without cause by giving at least thirty (30) days notice in writing to the CONTRACTOR. If the Contract is terminated by the GRANTEE as provided herein, the CONTRACTOR will be paid for the time provided and expenses incurred up to the termination date.
- D. The Contract may be terminated per ARS 38-511, Conflict of Interest.

#### **ARTICLE XIII - RECORDS AND AUDITS**

- A. The CONTRACTOR shall maintain accounts and records, including personnel, property and fiscal records adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both Federal and non-Federal shares. These records will be retained in accordance with required Federal and State guidelines.
- B. Legible copies of any and all records maintained by the CONTRACTOR shall be made available, upon written request and for specified purpose, to the GRANTEE, the Arizona Department of Housing, the Office of the Inspector General (HUD), and any other body authorized in writing by the GRANTEE.

#### **ARTICLE XIV - CERTIFICATIONS FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS.**

The undersigned certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding or any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **ARTICLE XV - DISABILITY ACCESS**

In performing all construction, the CONTRACTOR agrees to comply with the "The American Standard Specifications for Making Buildings and Facilities Accessible To and Useable By the Physically Handicapped." The CONTRACTOR represents that it understands said standard specifications and same are incorporated by this reference.

#### **ARTICLE XVI - MISCELLANEOUS PROVISIONS**

- A. In any case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or un-enforceability shall not affect any other provision thereof and this Contract shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- B. If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party, shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which said party may be entitled.

#### **ARTICLE XVII - ATTACHMENTS**

All attachments are to be considered an integral part of this Contract. Attachments may be added or deleted during the term of the Contract provided the governing requirements of the Contracts are met.

##### ATTACHMENTS

- A. Work Statement
- B. Civil Rights

IN WITNESS WHEREOF, the CONTRACTOR and the GRANTEE do hereby execute this Contract as of the date first above written.

**SIGNATURE PAGE**

TOWN OF CAMP VERDE

NORTHERN ARIZONA COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
Tony Gioia, Mayor

\_\_\_\_\_  
Kenneth Sweet, Executive Director

APPROVED AS TO FORM

\_\_\_\_\_  
Town Attorney

ATTEST

\_\_\_\_\_  
Town Clerk

**ATTACHMENT A**  
**WORK STATEMENT**

**A. CONTRACT GOALS**

1. Provide Technical Assistance to the GRANTEE regarding Federal, State, and project requirements.
2. Develop a coordinated administrative system that is responsive to requirements.
3. Assure compliance with all Federal, State laws, rules and Executive Orders.

**B. NOTICES, CORRESPONDENCE, AND REPORTS**

1. Notices, correspondence and reports from the CONTRACTOR shall be sent to:

Town of Camp Verde  
P. O. Box 710  
Camp Verde, AZ. 86322

3. Notices, correspondence and reports from the GRANTEE shall be sent to:

Margaret Keener, Division Chief  
NACOG  
119 East Aspen Avenue  
Flagstaff, AZ 86001-5296

**C. SPECIAL PROGRAM REQUIREMENTS**

1. CONTRACTOR will assist in interpretation of all Federal overlay statutes as they relate to the projects to be undertaken.
2. CONTRACTOR will liaison with the Department of Housing regarding the CDBG program.
3. CONTRACTOR will, at the request of the GRANTEE, participate in public intercessions.

**D. SERVICES NAME(S) AND ACTIVITIES**

**TECHNICAL ASSISTANCE** - This service provides Technical Assistance for the following CDBG Application preparation process. This list is not intended to be all inclusive of all responsibilities. Services may be expanded or reduced as appropriate to the needs of the community.

1. Develop Method of Distribution, solicit community comments, and receive NACOG Regional Council approval.
2. Develop/review community schedules for public participation.
3. Develop technical assistance materials, Request for Funding Formats

4. Develop/review public notices and procedures
5. Discuss projects with community and public; attend public hearings
6. Establish meeting with Arizona Office of Housing to review proposed applications.
7. Receive and review applications for eligibility and completeness
8. Organize applications for review and approval by the NACOG Regional Council
9. Package applications for submittal to Arizona Office of Housing
10. Arrange application review with Arizona Office of Housing
11. Negotiate with Arizona Office of Housing supporting community's projects
12. Adjust/review adjustments of applications per Office of Housing requests.
13. Assist with responses to further Office of Housing questions
14. Review Office of Housing Service Specifications
15. Community receives contract

#### **E. EVALUATION METHODOLOGY**

The CONTRACTOR shall utilize evaluation criteria relevant to the activities performed during the period as described. GRANTEE shall then authorize payment to CONTRACTOR.

## ATTACHMENT B

### CIVIL RIGHTS PROVISIONS

#### Civil Rights Laws and Requirements

Title VI of the Civil Rights Act of 1964 provides that no person shall be:

\* Excluded from participation \* Denied program benefits \* Subjected to discrimination  
on the basis of: \* Race \* Color \* National Origin under any program or activity receiving Federal financial assistance.

Title VIII of the Civil Rights Act of 1968, as of 1968, Title VIII amended, prohibits discrimination in housing on the basis of: \* Race \* Color \* Religion \* Sex \* National Origin. This law also required HUD to administer its program in a manner that affirmatively promotes fair housing.

Section 3 of the Housing and Urban Development Act of 1968, as amended, provides that, to the greatest extent feasible, opportunities for \* Training, and \* Employment that arise through HUD-financed projects shall be given to lower-income residents of the project area. Section 3 also provides that contracts awarded in connection with such projects be awarded to:

- \* Businesses located in the project area, (OR)
- \* Businesses owned, in substantial part, by residents of the project area

Section 504 of that Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual shall, solely by reason of his or her handicap be \*Excluded from participation (including employment.) \* Denied program benefits \*Subjected to discrimination under any program or activity receiving Federal funds.

Section 109 of the Housing and Community Development Act of 1974, as amended, provides that no person shall be excluded from participation (including employment), denied program benefits, or subjected to discrimination on the basis of: \* Race \* Color \* National Origin \* Sex \* Age \* Handicap under any program or activity funded in whole or in part under Title I (CDBG) of the Act.

Section 104 of the Housing and Community Development Act of 1974, as amended, provides that the grantee "will affirmatively further fair housing."

The Age Discrimination Act of 1975, as amended, provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination - on the basis of age - under any program or activity receiving Federal funds.

Executive Order 11063 provides that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in:

- \* Housing (and related facilities) provided with Federal assistance.
- \* Lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the Federal Government.

Executive Order 11246, as amended provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of Federal or Federally assisted construction contracts in excess of \$10,000.

Furthermore, the Contractor shall

- \* Use the term, "Equal Opportunity Employer" in all solicitations or advertisements for employees;
- \* Bind the same responsibility to Subcontractors through contract language;
- \* Acknowledge that non-compliance with Executive Order 11246 may result in contract termination, suspension, and the Contractor may be listed ineligible for future federal work.

Section 503, Affirmative Action for Workers with Disabilities provides that no employee or applicant shall be discriminated against in employment because of mental or physical disability, in regard to any position for which he/she is qualified. Notices shall be posted in conspicuous places. The Contractor shall bind the same responsibility to Subcontractors through contract language.

**STAFF REPORT**

**Council Meeting of:**                      **November 2, 2005**

**Title:**    **Discussion, consideration and possible approval of NF Planning and Development (NFPD) contract to continue assisting the Town in planning and development. The amount is not to exceed \$12,000. Dave Fackler will be present to address Council's questions.**

**Description of Item:**                      (NFPD) is submitting the attached proposal to renew their contract.

**Comments:**                                      None

**Staff Recommendation:**                      None

**Attachments:**  Yes                       No

**Is This a Budgeted Item:**  N/A  YES  NO

**Prepared by:** Bill Lee

## Consultant Agreement

This Consultant Agreement is made and entered into on \_\_\_\_ day of \_\_\_\_\_, 2005, by and between NF Planning & Development ("NFPD") and the Town of Camp Verde ("Town") for planning and development advisory services. The parties agree as follows:

### **Section I. Period of Service**

This Agreement shall be for the period commencing on the approval date of this Agreement and continuing until the 31<sup>st</sup> day of March, 2006 unless terminated sooner by the parties. This Agreement may be extended beyond the initial term by written letter of extension between the parties.

### **Section II. Compensation**

NFPD shall be paid an amount of not to exceed Twelve Thousand Dollars (\$12,000.00) for all work associated with this Agreement. Said sum shall include time, travel and related expenses. The Town and NFPD shall mutually agree upon the specific work product, scope of services and cost in advance of any work performed. NFPD shall deliver one electronic copy of all documents associated with this agreement; any additional copies of preliminary and final documents and associated printing costs shall be the responsibility of the Town. NFPD shall obtain prior approval from Bill Lee, Town Manager, to render such services, travel or other costs. Unless otherwise agreed upon in writing, NFPD's hourly billing rate for each of the principals is \$150 per hour, plus expenses. Travel time shall be billed at one-half the normal hourly rate.

### **Section III. Billing**

NFPD shall provide consultant services to the Town, based on the written needs of the Town. All fees and expenses incurred shall be billed on a monthly basis.

### **Section IV. Scope of Services**

NFPD is being retained to provide professional services to the Town for the assistance in the preparation of a redevelopment plan as directed by the Town Manager. All work to be in accordance with the degree of care and skill, which a professional in Arizona would exercise under similar circumstances. In the execution of this work, NFPD may be called upon to perform the following types of work:

- Planning, Design and Development advisory services to the Town including but not limited to:
  - Attend Town Council and Board & Commission meetings, assisting the Town staff in preparation of a redevelopment plan.
  - Preparation of all draft documents related to a redevelopment plan for review and approval by the Town's staff and legal counsel.

- Such other services that may be defined by the Town Manager during the term of this Agreement.

#### **Section V. Termination**

The Town Manager and/or NFPD may cancel this Agreement at any time, for any reason. However, In the event that this Agreement is terminated, for any reason, the Town shall pay NFPD in full for all services already rendered, and all future obligations under this Agreement shall cease.

#### **Section VI. Successors and Assigns**

Neither this Agreement, nor any obligation of NFPD hereunder, shall be assigned in whole or in part by NFPD 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, represent 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. Construction**

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

#### **Section X. Professional Liability Insurance**

For the purposes of this agreement, NFPD shall serve as advisors to the Town, acting as agents of the Town. Based upon the scope of work that is anticipated, the parties agree that professional liability insurance is not required. The Town shall indemnify NFPD in all manners relating to this agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, this the \_\_\_\_ day of \_\_\_\_\_, 2005

Town of Camp Verde:

By \_\_\_\_\_  
Bill Lee

NFPD:

By \_\_\_\_\_  
Dave Fackler

**REVIEW DRAFT**  
**Camp Verde Redevelopment Plan Schedule**  
**Nov 2005**

**Nov. 2nd – Meeting with Staff & Council** to review scope and work assignments.

**Work Tasks:**

- Complete Mapping of Property Survey Results. – **CV Staff (Complete)**
- Print maps in large format for meeting purposes. - mounted on foam-core board – 36” X 36” **CV Staff**
- Print maps in 8-1/2” X 11” format for distribution purposes. - **CV Staff**
- Prepare Property Survey Summary & Definitions Report. – **NFPD (Complete)**
- Review results of Property Survey with PAC and Identify Property Owner Issues. **CV Staff (Complete)**
- Prepare draft Council Resolution of Necessity for Legal Counsel Review. – **NFPD (Complete)**
- Prepare draft Property Owner’s Meeting Notice for Legal Council Review. – **NFPD (Complete)**
- Review Town Resolution of Necessity with PAC. - **CV Staff (Complete)**

**Previous Committee Action: Recommendation to Town Council to adopt Resolution of Necessity. CV Staff (Complete)**

- Prepare packet of sample goals, objectives, policies and standards for Redevelopment Plan for presentation and review with PAC at their Nov. 22<sup>nd</sup> meeting. – **NFPD**
- Schedule & post notice of Nov. 22<sup>nd</sup> – 3pm PAC meeting. – **CV Staff**
- Schedule, post notice and direct first class mail notice of Nov. 22<sup>nd</sup> Property Owner’s Meeting & Dec. 7<sup>th</sup> Town Council Meeting on Resolution of Necessity – must be posted and mailed by Nov. 11<sup>th</sup>. – **CV Staff**

**Nov. 22nd -3:00pm– Project Area Committee Meeting**

- Discuss and draft preliminary Goals, Objectives, Policies and Standards for Redevelopment Plan.

**Work Tasks:**

- Review Redevelopment Plan Meeting Schedule
- Overview of Goals, Objectives, Policies and Standards for Redevelopment Plan. Scope.
- Prepare draft Council Report on Resolution of Necessity – **NFPD** (report due by Nov. 23<sup>rd</sup> )
- Prepare final Council Report & Resolution of Necessity for Council adoption at their Dec. 7<sup>th</sup> meeting. - **Legal Counsel & CV Staff** (report & resolution due by Nov. 30<sup>th</sup> )
- Schedule & post notice of Dec. 21<sup>st</sup> – 3pm PAC meeting. – **CV Staff**

### **Nov. 22nd -6:30pm– 1<sup>st</sup> Property Owners Meeting**

- Present Overview of Redevelopment Area Planning Process.
- Review results of Property Survey and Identify Property Owners Issues.
- Review Town Resolution of Necessity.
- Review Redevelopment Plan Meeting Schedule.

### **Dec. 7<sup>th</sup> -Town Council Meeting**

- Adopt Resolution of Necessity - defining redevelopment area as “Slum & Blighted” and in need of redevelopment, authorize staff to prepare a redevelopment plan. **Note this requires 2/3 vote (5 out of 7) of Council, so a full Council is necessary.**

#### **Work Tasks:**

- Prepare rough draft Redevelopment Plan. – **NFPD**
- Review and edit rough draft Redevelopment Plan. – **CV Staff**

### **Dec. 21<sup>st</sup> -3:00pm – Project Area Committee Meeting**

- Review rough draft of Redevelopment Plan.
- Refine Goals, Objectives, Policies and Standards for Redevelopment Plan.

#### **Work Tasks:**

- Place Agenda Item on Jan. 12<sup>th</sup> P&Z Commission for introductory discussion of Redevelopment Plan. – **CV Staff**
- Prepare final draft Redevelopment Plan. – **NFPD**
- Review final draft Redevelopment Plan. – **CV Staff**
- Schedule & post notice of Jan 12<sup>th</sup> – 3pm PAC meeting. – **CV Staff**

### **Jan. 12<sup>th</sup> – Project Area Committee Meeting**

- Review final draft of Redevelopment Plan.

**Committee Action:** Recommendation to Town Council to adopt Redevelopment Plan.

#### **Work Tasks:**

- Prepare draft Council Resolution for adoption of Redevelopment Plan for Legal Counsel Review. – **NFPD**
- Prepare draft 2<sup>nd</sup> Property Owner Meeting Notice for Legal Council Review. – **NFPD**
- Schedule, post and direct first class mail notice of Jan 26<sup>th</sup> - Property Owners and general public Open House review of PAC recommended Redevelopment Plan. – **CV Staff**
- Prepare Redevelopment Plan & presentation Materials for Open House. – **NFPD & CV Staff**
- Schedule, post notice and direct mail notice of Feb 15<sup>th</sup> (first public hearing) & March 1<sup>st</sup> (2<sup>nd</sup> public hearing & adoption) Town Council Meetings. – must be posted and mailed by Jan. 30<sup>th</sup>. – **CV Staff**

- Prepare draft Council Report and Resolution for adoption of Redevelopment Plan. – NFPD ( report & resolution due by Feb. 1<sup>st</sup> )
- Prepare 1<sup>st</sup> Hearing Council Report & Resolution for Council review at their Feb. 15<sup>th</sup> meeting and approval and adoption of the Redevelopment Plan at their March 1<sup>st</sup> meeting. - **Legal Counsel & CV Staff** (resolution due by Feb. 8<sup>th</sup> )

### **Jan. 12<sup>th</sup> – Planning & Zoning Commission Meeting**

- Present Overview of Redevelopment Area Planning Process
- Review P&Z responsibility under State law.

#### **Work Tasks:**

- Place Agenda Item on Feb 9<sup>th</sup> P&Z Commission for review of Redevelopments Plan’s compliance with Town’s General Plan. – **CV Staff**
- Prepare draft Planning and Zoning Commission Report for Feb. 9<sup>th</sup> P&Z meeting for review and approval of the Redevelopment Plan. - **NFPD** (report due by Jan 26<sup>th</sup>)

### **Jan 26<sup>th</sup> -6:30pm – Property Owners Open House / PAC**

- Public review and comment on PAC recommended Redevelopment Plan.

### **Feb. 9<sup>th</sup> – Planning & Zoning Commission Meeting**

- Public review of Redevelopment Plan’s conformance to the Town General Plan and recommendation to Town Council for adoption of the Redevelopment Plan.

### **Feb. 15<sup>th</sup> -Town Council Meeting (1<sup>st</sup> public hearing)**

- Hold public hearing for comment on the proposed adoption of the Redevelopment Plan. (No action)

#### **Work Tasks:**

- Prepare final Council Report & Resolution for Council review, approval and adoption of the Redevelopment Plan at their March 1<sup>st</sup> meeting. - **Legal Counsel & CV Staff** (due by Feb. 22<sup>nd</sup>)

### **March 1<sup>st</sup> -Town Council Meeting (2<sup>nd</sup> public hearing)**

- Hold public hearing for comment prior to approval of Resolution Adopting the Redevelopment Plan. **Note this requires 2/3 vote (5 out of 7) of Council, so a full Council is necessary.**

#### **Work Tasks:**

- Prepare Adopted Redevelopment Plan for publication. – **CV Staff**

## STAFF REPORT

**Council meeting of:** November 2, 2005

**Title:** **Presentation by RBF, Consultant, discussion, consideration, and possible approval of Additional Work Request for RBF Consulting for conceptual storm water system mapping and conceptual storm water system exhibit, in the amount of \$4,150.**

**Budgeted Item:** Yes.

**Description of Item:**

During the October 5, 2005 meeting, Council indicated three areas of concern with the proposed contract for storm water mapping. Council concerns are listed below with the response from RBF. In addition Ryan Christensen, PE from RBF Consulting will be present at the meeting to discuss the proposed storm-water mapping contract and answer questions.

First: Council questioned task 1 showing the conceptual locations of the outfalls and inlets only, and no level of accuracy guaranteed for the mapping.

The level of accuracy could be increased to survey grade, however the cost would be significant. The cost would outweigh the benefits as the map required in the Storm-water Pollution Prevention Plan calls for showing the locations of outfalls and inlets in approximations to allow someone to find the locations in the field and to use the map to develop an understanding of the storm drain system.

Second: How much Yavapai County flood control information will be used?

The Yavapai County flood control information will provide the background for the map.

Third: Council's desire to review the map before the final map is completed.

Task 2 could be amended to include one review of the map to include a review of the appearance of the map. If gathering additional data is requested at the review, additional services would be required.

**Staff Recommendation:** Approve RBF Consulting for storm water mapping.

**Attachments:** Yes

**Prepared by:** Wendy Escoffier.



May 13, 2005

JN 45-102216.001  
AWR No. 1

Mr. Bill Lee  
Town of Camp Verde  
395 South Main Street  
Camp Verde, AZ 86322-7272

RE: Storm Water Management Plan – Additional Work Request

Dear Mr. Lee:

Please review the enclosed Additional Work Request No. 1. If it is acceptable, please return the signed original to my attention, and keep the blue copy for your records.

Please contact Ryan Christensen as soon as possible if you have any questions or comments.

Sincerely,

*Paige George*

Paige George  
Administrative Assistant

Enclosure (2)



JN 45-102216.001  
Request No. 1  
May 13, 2005

## ADDITIONAL WORK REQUEST SUMMARY

**Client:**

Town of Camp Verde  
395 South Main Street  
Camp Verde, AZ 86322-7272

**Work Requested By:**

Bill Lee

**Consultant's Designated Representatives are:**

Michael A. Worlton, P.E.

Name and Title

J. Ryan Christensen, P.E.

Name and Title

**Project Name:**

Storm Water Management Plan

**Summary of Additional Work:**

**Task 1 – Conceptual Storm Water System Mapping**

Consultant shall perform site visits to determine the major outfalls, and storm drain inlets within the Town of Camp Verde. The purpose of this Storm Water System Mapping is to comply with the Town's Storm Water Management Plan. As part of this Task, Consultant has budgeted up to 27 hours (including travel time) for performing the Storm Water System Mapping. Additional time may be provided as "Additional Services" as defined herein. Consultant shall work to identify the location and size of as many storm water inlets and outfalls possible within the time budgeted for this Task. The Storm Water Mapping performed for this Task will show conceptual locations of the outfalls and inlets only, no level of accuracy is guaranteed for this Mapping.

**Task 2 – Conceptual Storm Water System Exhibit**

Consultant shall develop a Conceptual Storm Water Map showing the locations of the major outfalls, and storm drain inlets. The information obtained in Task 1 shall be used to develop the Storm Water Map. The Town's existing GIS shapefiles will be used as the base for developing the map. Upon completion of this Task, Consultant shall provide Client with the GIS shapefiles developed for this Task. Consultant shall also provide client with two 24x36 inch exhibits. The development of this Exhibit shall be performed one time. Any revisions to the Storm Water Exhibit based on Client comments shall be provided as "Additional Services" as defined herein.

PLANNING  DESIGN  CONSTRUCTION

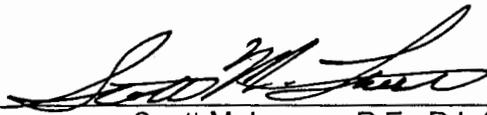
16605 N. 28th Avenue, Suite 100, Phoenix, AZ 85053-7550 ■ 602.467.2200 ■ Fax 602.467.2201

Offices located throughout California, Arizona & Nevada ■ [www.RBF.com](http://www.RBF.com)

printed on recycled paper

**Estimated Fee for Additional Work:**

Task 1	Conceptual Storm Water Mapping	\$ 2,900.00
Task 2	Conceptual Storm Water System Exhibit	<u>\$ 1,250.00</u>
	<b>TOTAL</b>	<b>\$ 4,150.00</b>

Prepared By:  May 13, 2005  
Scott M. Larson, P.E., R.L.S., Vice President (Date)

Authorized By: \_\_\_\_\_  
(Client) (Date)

**STAFF REPORT**

**Council meeting of:** November 2, 2005

**Title:** Presentation by United States Forest Service (USFS) Representative Judy Adams regarding the proposed sale of a portion of the 213 acres of forest service land along Hwy 260. This may be followed by Council discussion, consideration, and possible direction to staff to write a letter to the USFS as it relates to the sale.

**Budgeted item:** N/A

**Description of Item:** The property is located at the Verde District Ranger site in Camp Verde. In the past we have asked that the Town be kept informed of this process.

**Staff Recommendation:** None

**Comments:** None

**Attachments:** No

**Prepared by:** Bill Lee

## **STAFF REPORT**

**Council meeting of:**           **November 2, 2005**

**Title:**                           **Update on the sale of 223 acres of forest service land for the use of a community park. This property is commonly known as the 'airstrip'**

**Budgeted item:**               N/A

**Description of Item:**       None

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               No

**Prepared by:**                 Bill Lee

**STAFF REPORT**

**Council meeting of:**           **November 2, 2005**

**Title:**                           **Discussion, consideration, and possible approval of the  
Camp Verde Chamber of Commerce Services Agreement.**

**Budgeted item:**               N/A

**Description of Item:**       None

**Staff Recommendation:**   Recommend approval

**Comments:**                   None

**Attachments:**               None

**Prepared by:**               Bill Lee

# *Camp Verde Chamber of Commerce*

October 20, 2005

## **3<sup>rd</sup> Quarter Report to Town**

- ✚ Vision & Mission Statement for Chamber (Draft Format)
- ✚ Quarterly Report of Chambers activities
- ✚ New Town & Chamber Contract for one year (Draft Format)
- ✚ Financials -- January to September, 2005
- ✚ Chamber Member Packet with Benefits & Fees (For Your Information Only)

## DRAFT 10/20/05

### VISION

Camp Verde Chamber of Commerce is dedicated to the creation and demonstration of the Chamber as a catalyst through which business and professional people work together for the common good of the community through communication, harmony, and cooperation with the energy flow concept that, *“we are all doing this together.”*

### MISSION STATEMENT

Working together to *preserve* our *Western rural character, small town environment that's friendly and historical* and through these efforts bring prosperity to the community for everyone with the energy flow concept that “we are all doing this together.”

- ↓ To do whatever is necessary to keep the area's economic condition at a level where businesses will risk their resources here in Camp Verde in hope of making a profit.
- ↓ To encourage profitable operations of businesses and professional people so that everyone benefits and the businesses can provide jobs that produce the wealth to finance all the governmental, civic, educational, cultural and charitable needs that our community is faced with every day.
- ↓ To develop Camp Verde Tourism into a dynamic program so that it can generate more than **\$163 million** for the regional economy; generate **\$300,000** in Bed Tax Dollars for Town, and support **2,850** full-time equivalent jobs in the area.
- ↓ Develop Camp Verde's many activities (205 miles of hiking trails, 18 miles of the Verde River, shopping & restaurants in Town) so that we can also become a Destination Site for families as well as tourists.
- ↓ To develop a Stay & Play Campaign that is regional for tourism in the Verde Valley.

# *Camp Verde Chamber of Commerce*

Tuesday, October 11, 2005

Memo To: Tony Gioia, Mayor and Council Members  
Town of Camp Verde

Copies: Chamber President, Board Members, and Bill Lee

From: Roy Gugliotta  
Camp Verde Chamber of Commerce

Subject: Third Quarter Report for 2005

The attached report represents the various activities of the Camp Verde Chamber of Commerce for the period of July 1 to September 30, 2005.

Also included is our Year to Date Financial Statement:

- Profit & Loss by Departments

## **OVERVIEW**

Since this is the first three months of my tenure here at the Chamber, I have focused on researching tourism and economic development for Camp Verde and learning about the Chamber and the business community. This research will continue for the next three months but in a more in depth approach. Along with the research, I am building a marketing plan with the goal of bring 500,000 tourists into Town over the next five to seven years along with a corresponding increase in bed tax and sales tax dollars for Town and prosperity for town's businesses and the community. This marketing plan will include the many comments and suggestions that AOT will provide to help us market Tourism for Camp Verde.

Also in the next quarter, AOT/ACERT personnel will be here to review our tourism program and how we can make Camp Verde a destination site and coordinate all our activities, events, and Town into a more attractive place for visitors to stay longer.

Starting in November, we will begin to work with the businesses that are not members of the Chamber to encourage them to join the Chamber. And in December, we will begin our renewal program for our existing members.

I also hope to have a new web site by next year so that we can focus on tourism, people wanting to relocate to Camp Verde, and have more information about our businesses for

## ***Camp Verde 3<sup>rd</sup> Quarter Report***

local residents. Along with this, I will be attending the AOT TEAM Grant Seminar and working with tourist magazines to create an advertising campaign that will drive potential visitors to the Chamber's website.

### **COMMUNITY PRESENTATIONS**

In my researched of Tourism and Economic Development for Camp Verde, I gave two (2) presentations on Town's Economic Growth:

1. Presentation to the Chamber Board, Chamber Members, and Town Council Members at the Lodge @ Cliff Castle. We had 60 people present for the presentation.
2. Presentation to Town Council discussing the potential of economic growth for Town around Tourism, the effect of keeping the economic pie too small, and the duties and responsibilities of a Chamber.

### **CONFERENCES**

- I attended the yearly Governor's Conference on Economic Development for Rural Communities in Tucson.
- I also attended the yearly Governor's Conference on Tourism for Arizona in Phoenix.

### **RIBBON CUTTINGS**

- Camp Verde Glass & Mirror
- Wind Eagles Scenic Tours
- Cookie Lee Fine Fashion Jewelry

### **TOURISM PROMOTION**

#### **Fort Verde Days**

- Wrote and email PSA for Fort Verde Days. Took on the responsibility of getting three judges for the Parade.
- Was also one of the announcers for the Fort Verde Day Parade.
- Chamber was open Friday, Saturday, & Sunday for Fort Verde Days and was also the lost & found venue for the event
- Pitched to TV Station coming up for Fort Verde Days for promotion for parade; there was no interest.
- Fort Verde Days recognized in calendar listing in *Tourist News* for Arizona, September to November; circulation 60,000.
- Working with Kathleen Drey for Highroads Magazine for Arizona on Fort Verde Days; circulation 380,000.

### ***Camp Verde 3<sup>rd</sup> Quarter Report***

- Articles in Bugle, Verde Valley News; circulations 25,000.
- Pitched Fort Verde Days to Fox 10 News – no information about this at this time.
- Delivered signage and flyers to IGA in the Village of Oak Creek and Safeway in Sedona.

#### **NOTE:**

*It seems that there are a few rumors that I have not done as good a job as Trapper in promoting Fort Verde Days. This may be true, but not having the media contacts, database, and records to work from; it seems that this was a good start. I cannot make up for three years of promotional efforts that Trapper did when I don't have any of his records or files to work from.*

*Since I don't have this information, my overall marketing and promotional plan must be different and the approach needs to come from a different tactic. This will be covered in the upcoming marketing plan.*

#### **FORT VERDE AS A DESTINATION SITE**

- Began the research on how Fort Verde fits into the overall Tourism Marketing Plan and the role that it can play. More information on this next quarter.
- Attend a meeting with Jackie Baker, Howard Parish, and Bill Lee in Phoenix with the State Park Director in Phoenix. Bill presented working with the State Park system under an IGA (inter-governmental agreement). Results were to schedule another meeting to discuss this.

#### **GRANTS**

- Grant for AOT/ACERT Tourism Evaluation Program. Kala Pearson and I worked with Carol Keefer to write this grant around Camp Verde potential for tourism. Awarded the grant in September and evaluation process will begin soon.
- Grant for Rural Development – special grant for Tourism and Bricks & Mortar. I worked with Carol Keefer to write this grant around signage for Town. Proposed purchasing three Kiosks for Town and signage for the Historical Walking Tour. Town Council rejected this proposal.

#### **COMMUNITY RELATIONS**

- Working with Howard Parish to help with the Mail Trail Ride Event happening September, 2006. This represents a potential annual event for Camp Verde and a lot of good promotional print for Camp Verde.
- Met with Kathy Davis, superintendent National Parks to discuss the Chamber and how we can work together and the possibility of a *Stay & Play Poster* at the Castle. She agreed to the proposal with reservations. At this time there is no money to redesign, take photographs of the destination places in Camp Verde.

### ***Camp Verde 3<sup>rd</sup> Quarter Report***

- Pitched to Out of Africa having a ***Stay & Play Kiosks*** on their location; no decision at this time. Again if they decide yes, we have no money to purchase a kiosk and redesign the posters necessary.
- Working with Jan Peterson, Forestry Service, on trail maps, locations, and information. This is a first step for us and hopefully we can continue the relationship.

### **REGIONAL RELATIONSHIP**

- Meetings with Pete Sesow, Executive Director for Cottonwood Chamber of Commerce and Char Beltran, President & CEO for Sedona Chamber of Commerce to discuss how we can work together regional to build a Stay & Play Campaign for visitors visiting this region. We will have monthly meetings on how the Chambers can work together.
- Meeting with Jamie Fullmer, Chairman for Nation. Discussed how we can work together to build a better working relationship and improve tourism stay and play campaign.

### **NEW PROGRAMS**

- Working with SCF of Arizona, a workman compensation program for Chambers. This program can help the Chamber Businesses save money through the program. SCF of Arizona has returned more than \$1 Billion in dividends to policyholders.
- Working with a Health Insurance Agency for health insurance for small businesses. They will visit Camp Verde to give a presentation to the Chamber Board.

### **VISITOR CENTER**

- With the removal of paintings and art work from the Chamber walls, we began redesigning program for the visitor center space so that the Chamber can display more destination posters and activities for Camp Verde. Our goal is to have more information about activities and events in Camp Verde as well as the more information about the many destination sites we have to offer.
- We are in the process of researching an event or destination site each month so that we can publish our own magazine: ***Experience Camp Verde Official Guide to Camp Verde.***
- We have also visited and sought help from the Sedona Visitor Centers to learn how to display and merchandise the Camp Verde Visitor Center.

## **CHAMBER**

- I created a membership packet with benefits for general membership and tourism membership. The Chamber established a new fee structure for 2006 that was approved by the Chamber Board. We now have a program for members and the corresponding benefits for members joining the Chamber.
- Currently we are researching how to redesign a new web site and keep it current with new members and how to incorporate the tourism program that is needed for Camp Verde. Along with the research, I'm designing advertisements that will drive people to the Camp Verde Chamber Web Site so they can see all the activities, events, restaurants, and shopping that Camp Verde has to offer.

## **MEDIA**

- Currently I am working with Pam Irvin @ Verde Valley Newspapers to create a coop advertising program for businesses to advertise to local residences.

## **COMMITTEES**

The Chamber has started three committees that meet monthly:

Retail Committee -- Building Prosperity for Businesses Committee  
Economic Development Committee  
Tourism Committee – Destination Marketing  
Kick-off 2006 Committee (not started)

These committees are just beginning to define their vision and goals. My hope is that we can bring our business people together to brainstorm how we can make tourism and economic growth a reality for Camp Verde.

## **ANTIQUA ROAD SHOW**

- The Chamber is continuing the research into the Antiqua Road Show. We meet with two antique dealers with 27 years experience in the business. They said that from their experience with working with the Antiqua Road Show that the Road Show wants a guarantee of 1000 people with antiques present for the events that match the show's criteria and with an entry fee from each person. They also want the sponsor (us) to spend at least \$25,000 - \$30,000 on advertising for the event. There is also the requirement for a large amount of area under roof for the show.
- Currently it seems that there is no contract and it also seems to never have been one.

**DATABASE SYSTEM**

I am investigating a software program call "***weblink***" that will database the Chamber's members, do the billing and track payments for the Chamber, and all this is linked to QuickBooks for our accounting records. This is a great program that is available for Chambers. Of course this will cost us money, but it seems that this is something that we need to invest in for the growth of the Chamber and our ability to track membership.

**CLASSES**

We began classes for Chamber members in September. The theme is ***Growing Your Business***. These monthly classes will be for members who want to grow their businesses.

**BUXTON CONTRACT**

I am working with Will Wright, Community Development on this contact. We should have the final results and information by the end of November.

**DRAFT 10/11/05**

## **AGREEMENT**

### **CONTRACT FOR THE PROMOTION, DEVELOPMENT AND ENHANCEMENT OF TOURISM AND ECONOMIC DEVELOPMENT**

This AGREEMENT is entered into by and between the Camp Verde Chamber of Commerce, a non-profit corporation, hereinafter referred to as "Chamber" and the Town of Camp Verde, hereinafter referred to as "Town."

WHEREAS, Town desires to support and enhance tourism and assist visitors and tourists to Camp Verde with information and facilities that improve the quality of their experience when in Camp Verde; and

WHEREAS, the Chamber is qualified and has the expertise, organization and facilities to provide visitor services, and promote Camp Verde as a destination for tourist and such efforts will generate tax revenue to assist Town in providing facilities and services to all residents of Camp Verde; and

Whereas, Town desires to maintain a strong and vital local economy and to assist in the retention of existing businesses and the attraction of new businesses that are deemed desirable;

Now, therefore, the parties hereto agree as follows:

#### **PURPOSE OF THE AGREEMENT**

Town hereby retains the Chamber to promote, develop and enhance tourism and economic development for Town and its surrounding areas, and to render specific professional and technical services to Town. It is understood and agreed that the Chamber, while retained under this Agreement, will also be rendering other services to its members.

#### **SCOPE OF SERVICES**

The Chamber shall provide services in the following areas:

**Tourism Promotion** that is activities whose primary purpose is to attract non-residents to Town for visitation. Presently limited to Public Service Announcements (PSA) for special Town's events due lack of available funding to expand into print advertising and other forms of marketing for Town.

**Business Recruitment** that is activities associated with attracting new businesses to Town and working with Town's economic development department.

**Business Retention & Expansion** that is activities associated with retaining and/or expanding businesses that exist in the community.

**Relocation Services** that is activities whose primary purpose is to provide information and services to individuals considering relocation to Town through the Visitor Center.

**TERM**

This AGREEMENT shall extend to July 1, 2006 (one year) from the effective date. The contract shall be renewed and renegotiated as least ninety (90) days prior to July 1, 2006. Written notification of intent not to renew must be given to the Chamber by May 1<sup>st</sup>, 2006.

Town will provide use of the Visitor's Center to the Chamber under the terms and conditions as exist under the current lease dated July 1, 2005.

**TERMINATION**

If, and in the event that, a dispute between the parties arises as to the service to be provided under the agreement, then Town and the Chamber shall attempt to resolve said dispute and, if unable to do so, this agreement may only be terminated on the annual renewal date and upon written notification on intent not to renew the agreement as set forth in Section **TERM** of the agreement.

**COMPENSATION & MATCHING FUNDS**

Town agrees to compensate the Chamber in consideration for the services provided by the Chamber unless terminated as heretofore provided:

Town will allocate \$45,000 for the 2005 Fiscal Year. The Chamber may request an additional draw of no less than \$10,000 in operating funds based on the successful performance of the Chamber. *Note: The Bed Tax Revenues collected by Town is normally where the allocation comes from because this fund is trackable.*

The Chamber will expend \$45,000 in funds received from Town for the following purposes:

- Utilities
- Telephone
- Repairs & Maintenance
- Insurance
- Wages & Benefits for paid staff
- Supplies and Copier
- Postage and Mailing Costs

75% of the funds are appropriated for running the Visitor Center  
25% of the funds are appropriated for Tourism & Economic Development

Advertising Programs & Brochures *not* in this year's budget:

- Camp Verde Brochures
- Relocation Guide to Camp Verde
- Camp Verde Visitor Guide
- Camp Verde Community Profile
- List of Schools and Churches
- List of Clubs and Organizations
- Things to See and Do (Activity Guide for Visitors)
- Hiking Maps and Guides for visitors to Camp Verde
- AOT TEAM Matching Grant for Advertising
- Experience Camp Verde Official Guide to Camp Verde
- Advertising in Arizona the Official State Visitor's Guide
- Membership Directory that is mailed to residences & placed in hotel rooms

The Chamber agrees to continually raise funds through its normal membership dues and advertising opportunities and to utilize any matching funds through all state, or related organizations, and cooperative agreements.

**REPORTING**

The Chamber agrees to report to Town on the following basis:

The Chamber will provide Town with a written and verbal report outlining how they plan to address Town's requests and how they plan on using the funds provided by town. This presentation would be done in a work session.

The Chamber will provide quarterly updates in October, January, April, and an annual report summarizing the previous fiscal year efforts and results.

**Reporting Strategies for Evaluation Funding:**

- Monthly Bed Tax Revenue – prepared by Town
- Hotel Room Inventory & Occupancy Rate – prepared by Chamber
- Attraction Visitor Count – prepared by Town
- Event Related Figures – prepared by Town
- Visitor Information from Visitor Center – prepared by Chamber
- Cost Information from Visitor Center – prepared by Chamber
- Advertising & Promotion Cost Information – prepared by Chamber & Town
- Studies from other Sources – prepared by Chamber as available

Service Agreement

The undersigned representatives of Town of Camp Verde and the Camp Verde Chamber of Commerce agree to the foregoing Agreement.

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Tony Gioia, Mayor of Town of Camp Verde Date

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Steve Schmidt, President for Camp Verde Chamber of Commerce Date

ATTEST:

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Debbie Barber, Town of Camp Verde Clerk Date

**INDEPENDENT CONTRACTOR**

The parties agree that the Chamber provides specialized services and that the Chamber enters this contract with Town as an independent contractor. Nothing in this contract shall be construed to constitute the Chamber, nor any of its personnel, volunteers, or directors as agents, employees, or representatives of Town.

It is understood and agreed that the Chamber is free to contract with other parties or to otherwise provide additional services.

**COORDINATION**

The Chamber Director and Town Manager shall have regular meetings to discuss the coordination between Town and the Chamber on various issues that promote tourism, economic development, and visitor information.

The Chamber may request assistance from Town manager's office by submitting in writing a written request to Town at least 30 days prior to the date the assistance is required. This request will specify the exact nature of the services, the amount of service required, layouts or maps of any set-up, schedule of services and the nature of the event for which the services are being requested.

Town may request assistance from the Chamber following the above guidelines and sent to the Executive Director.

**Town Duties**

Town shall disclose to the Chamber any information that pertains to the business community that may be legally released.

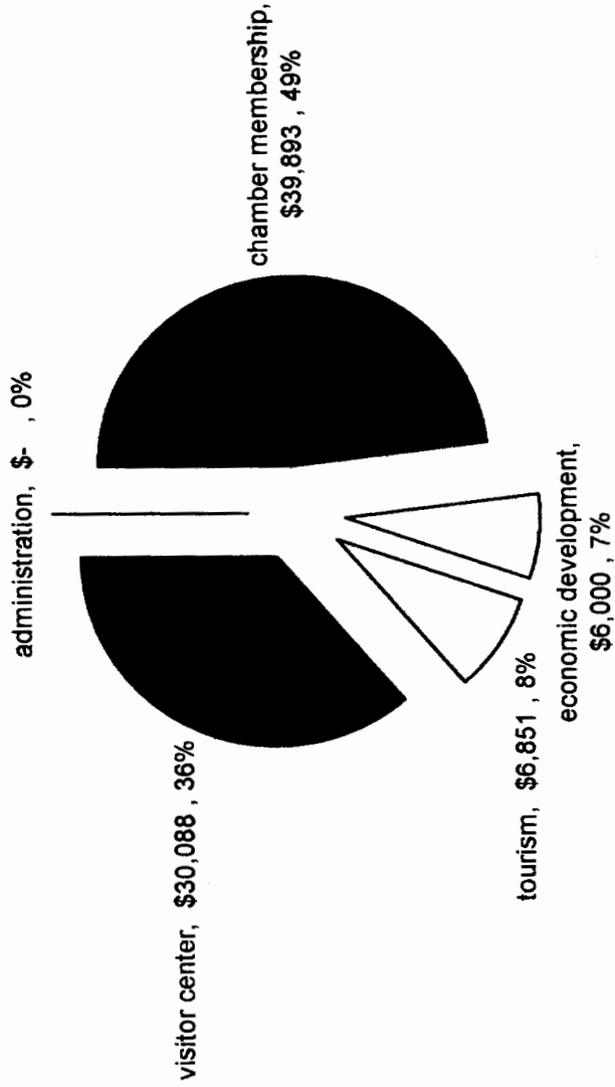
Town shall make available Town's facilities as the Chamber may need to accommodate activities associated with Chamber business.

Town shall maintain adequate and visually appealing Visitor Center including and not limited to structure, landscaping, and parking areas.

Town shall manage the Business Recruitment Program.

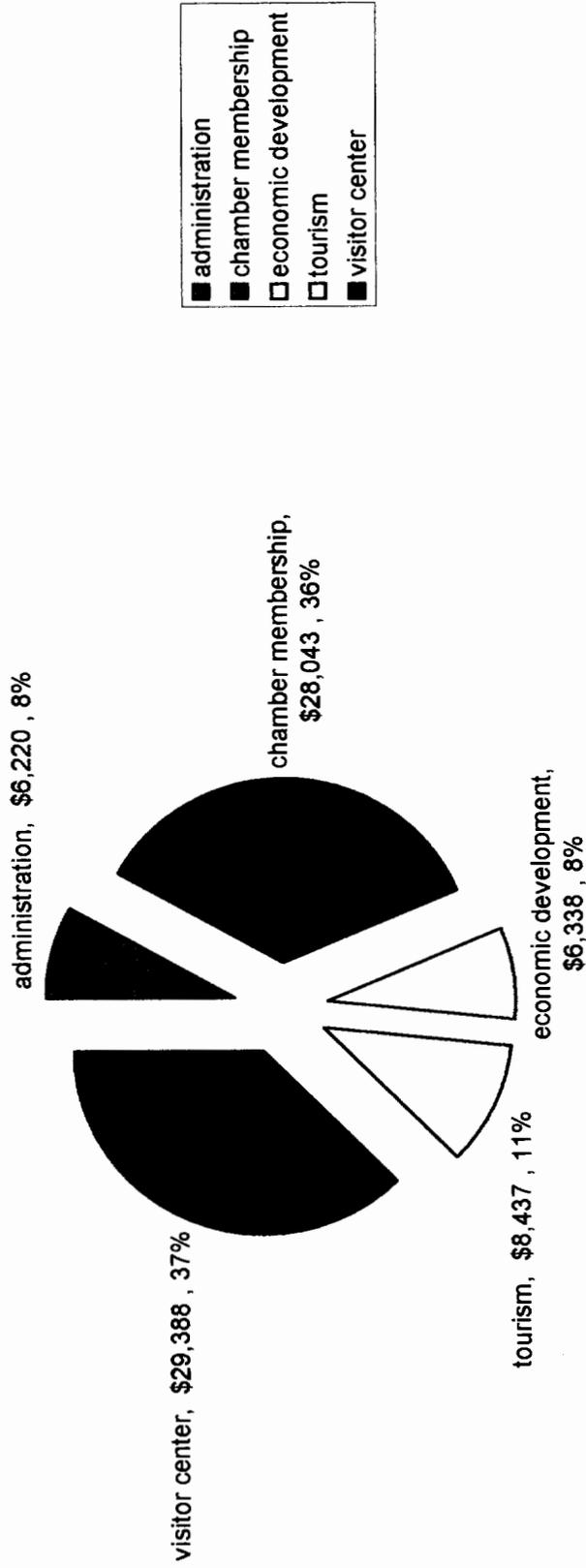
Town shall provide the Chamber with information in regard to Business Recruitment Program as it pertains with Chamber's projects.

Chamber Income by Departments -- Jan - Sept 05



- administration
- chamber membership
- economic development
- tourism
- visitor center

Chamber Expenses by Departments -- Jan - Sept 2005



**Camp Verde Chamber of Commerce**  
**Profit & Loss by Class**  
 January through September 2005

3:35 PM  
 10/11/05  
 Accrual Basis

	Administration	Chamber Membership	Economic Development	Tourism	Visitors Center	TOTAL
<b>Ordinary Income/Expense</b>						
Income						
Donations	0.00	-100.00	0.00	0.00	95.00	-5.00
Event Income						
Barrel Race	0.00	0.00	0.00	0.00	7,000.00	7,000.00
Bicycle Raffle	0.00	0.00	0.00	0.00	11.00	11.00
Gourd & Garlic Festival	0.00	0.00	0.00	0.00	0.00	0.00
Main Street Extravaganza	0.00	0.00	0.00	0.00	300.00	300.00
Pecan/Wine Festival	0.00	0.00	0.00	0.00	630.00	630.00
Total Event Income	0.00	0.00	0.00	0.00	7,941.00	7,941.00
Grant Revenue						
AOT Grants	0.00	0.00	0.00	851.00	0.00	851.00
Total Grant Revenue	0.00	0.00	0.00	851.00	0.00	851.00
Membership						
Advertising	0.00	660.00	0.00	0.00	0.00	660.00
Member Renewal Dues	0.00	23,785.00	0.00	0.00	0.00	23,785.00
Membership - New Members	0.00	3,777.75	0.00	0.00	0.00	3,777.75
Membership Net Set Up	0.00	210.00	0.00	0.00	0.00	210.00
Total Membership	0.00	28,432.75	0.00	0.00	0.00	28,432.75
Other Member Income						
Business Expo	0.00	650.00	0.00	0.00	0.00	650.00
Mixers	0.00	2,561.98	0.00	0.00	0.00	2,561.98
Owest Affinity Program	0.00	445.00	0.00	0.00	0.00	445.00
Seminars	0.00	48.00	0.00	0.00	0.00	48.00
Other Member Income - Other	0.00	55.80	0.00	0.00	0.00	55.80
Total Other Member Income	0.00	3,760.78	0.00	0.00	0.00	3,760.78
Sales						
Miscellaneous/Buttons	0.00	0.00	0.00	0.00	9.50	9.50
Retail Sales	0.00	0.00	0.00	0.00	193.78	193.78
Tourist/Relocation Packets	0.00	0.00	0.00	0.00	99.00	99.00
Total Sales	0.00	0.00	0.00	0.00	302.28	302.28
Town of Camp Verde	0.00	0.00	6,000.00	6,000.00	21,750.00	33,750.00
Yavapai-Apache Nation Donation	0.00	7,798.15	0.00	0.00	0.00	7,798.15
Total Income	0.00	39,892.88	6,000.00	6,851.00	30,088.26	82,831.94
Cost of Goods Sold						
Cost of Sales						
Artwork	0.00	0.00	0.00	0.00	32.49	32.49
Total Cost of Sales	0.00	0.00	0.00	0.00	32.49	32.49
Event Costs						
Barrel Race Costs	0.00	0.00	0.00	0.00	7,840.00	7,840.00
Bicycle Raffle Costs	0.00	0.00	0.00	0.00	300.00	300.00
Crowded Festival Costs	0.00	0.00	0.00	0.00	43.27	43.27
Fort Verde Days Costs	0.00	0.00	0.00	0.00	66.70	66.70
Gourd & Garlic Festival Costs	0.00	0.00	0.00	0.00	112.00	112.00
Total Event Costs	0.00	0.00	0.00	0.00	8,361.97	8,361.97

**Camp Verde Chamber of Commerce  
Profit & Loss by Class  
January through September 2005**

3:35 PM  
10/11/05  
Accrual Basis

	Administration	Chamber Membership	Economic Development	Tourism	Visitors Center	TOTAL
<b>Other Member Costs</b>						
Business Expo Costs	0.00	232.94	0.00	0.00	0.00	232.94
Mixer Costs	0.00	1,831.17	0.00	0.00	0.00	1,831.17
Seminar Costs	0.00	100.00	0.00	0.00	0.00	100.00
<b>Total Other Member Costs</b>	<b>0.00</b>	<b>2,164.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,164.11</b>
<b>Total COGS</b>	<b>0.00</b>	<b>2,164.11</b>	<b>0.00</b>	<b>0.00</b>	<b>8,394.46</b>	<b>10,558.57</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>37,728.57</b>	<b>6,000.00</b>	<b>6,851.00</b>	<b>21,693.80</b>	<b>72,273.37</b>
<b>Expense</b>						
<b>Advertising</b>						
Advertising-Membership	38.84	259.95	0.00	0.00	0.00	298.79
Employment Advertising	61.72	282.29	123.54	123.54	167.31	758.40
Media Relations	0.00	0.00	0.00	42.00	0.00	42.00
Advertising - Other	0.00	0.00	0.00	1,000.00	19.42	1,019.42
<b>Total Advertising</b>	<b>100.56</b>	<b>542.24</b>	<b>123.54</b>	<b>1,165.54</b>	<b>186.73</b>	<b>2,118.61</b>
<b>Bank Charges &amp; Credit Card Fees</b>						
Bank Service Charge	74.78	0.00	0.00	0.00	0.00	74.79
Credit Card Processing Expense	21.93	15.66	0.00	0.00	0.00	37.59
<b>Total Bank Charges &amp; Credit Card Fees</b>	<b>96.72</b>	<b>15.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>112.38</b>
<b>Board Expense</b>						
D & O Insurance	968.00	0.00	0.00	0.00	0.00	968.00
<b>Total Board Expense</b>	<b>968.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>968.00</b>
<b>Brochures/Publishing</b>						
Building Maintenance	0.00	0.00	0.00	50.00	0.00	50.00
Maintenance Cleaning Service	0.00	23.04	0.00	0.00	108.16	131.20
Maintenance Supplies	0.00	16.78	0.00	0.00	25.14	41.92
<b>Total Building Maintenance</b>	<b>0.00</b>	<b>39.82</b>	<b>0.00</b>	<b>0.00</b>	<b>133.30</b>	<b>173.12</b>
<b>Computer Services</b>						
Computer Software	258.10	0.00	0.00	0.00	0.00	258.10
<b>Total Computer Services</b>	<b>258.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>258.10</b>
<b>Conferences</b>						
Dues & Subscriptions	0.00	0.00	40.00	0.00	0.00	40.00
Education & Training	0.00	400.00	0.00	0.00	0.00	400.00
<b>Employee Related Expense</b>						
Health Insurance	45.67	216.40	91.34	91.34	146.92	581.67
Payroll Taxes	177.43	852.48	319.85	341.28	1,044.32	2,735.36
Salaries/Wages	2,154.67	11,827.78	4,309.27	4,309.27	13,176.91	35,577.90
Worker's Compensation	336.00	0.00	0.00	0.00	0.00	336.00
<b>Total Employee Related Expense</b>	<b>2,713.77</b>	<b>12,696.66</b>	<b>4,720.46</b>	<b>4,741.89</b>	<b>14,368.15</b>	<b>39,240.93</b>
<b>Insurance</b>						
Leased Equipment	0.00	370.99	0.00	0.00	689.01	1,060.00
Copier Lease	0.00	2,611.47	0.00	0.00	1,110.47	3,721.94
<b>Total Leased Equipment</b>	<b>0.00</b>	<b>2,611.47</b>	<b>0.00</b>	<b>0.00</b>	<b>1,110.47</b>	<b>3,721.94</b>
<b>Licenses</b>						
	10.00	0.00	0.00	0.00	0.00	10.00

**Camp Verde Chamber of Commerce**  
**Profit & Loss by Class**  
January through September 2005

	Administration	Chamber Membership	Economic Development	Tourism	Visitors Center	TOTAL
<b>Member Services</b>						
Membership-FlowerPlants	0.00	7.20	0.00	0.00	0.00	7.20
Plaques/Engraving	61.83	278.39	0.00	0.00	0.00	338.22
<b>Total Member Services</b>	61.83	283.59	0.00	0.00	0.00	345.42
Miscellaneous	-24.20	0.00	0.00	0.00	0.00	-24.20
Office Expense	66.50	7.00	0.00	0.00	73.50	147.00
Office Drinking Water	757.82	2,151.91	0.00	0.00	281.09	3,190.82
Office Supplies						
<b>Total Office Expense</b>	824.32	2,158.91	0.00	0.00	354.59	3,337.82
<b>Postage</b>						
Dispatch	0.00	442.84	0.00	0.00	0.00	442.84
Mailing	0.00	37.80	0.00	0.00	0.00	37.80
Postage - Other	148.00	361.02	0.00	0.00	0.00	509.02
<b>Total Postage</b>	148.00	841.46	0.00	0.00	0.00	989.46
<b>Professional Services</b>						
Accounting/Consulting Services	85.00	85.00	85.00	85.00	85.00	425.00
Consulting Services	577.00	2,308.00	1,154.00	1,154.00	577.00	5,770.00
<b>Total Professional Services</b>	662.00	2,393.00	1,239.00	1,239.00	662.00	6,195.00
Telephone	0.00	1,175.25	0.00	0.00	625.11	1,800.36
Travel						
Executive Director Expenses	0.00	272.00	14.98	659.00	300.00	1,245.98
Meals	0.00	55.56	0.00	0.00	0.00	55.56
Mileage	0.00	134.40	0.00	44.40	0.00	178.80
<b>Total Travel</b>	0.00	461.96	14.98	703.40	300.00	1,480.34
<b>Utilities</b>						
Electric	298.73	746.83	149.36	298.73	1,493.58	2,987.23
Gas	28.12	65.30	13.06	26.12	130.59	281.19
Sewer	14.30	35.75	7.16	14.30	71.49	143.00
Water	61.89	154.22	30.82	61.89	308.41	616.83
<b>Total Utilities</b>	400.84	1,002.10	200.40	400.84	2,004.07	4,008.25
Volunteers	0.00	0.00	0.00	0.00	560.11	560.11
Website	0.00	369.95	0.00	0.00	0.00	369.95
<b>Total Expense</b>	6,219.94	25,879.24	6,338.38	8,438.90	20,993.54	67,868.00
<b>Net Ordinary Income</b>	-6,219.94	11,849.33	-338.38	-1,585.90	700.26	4,405.37
<b>Other Income/Expense</b>						
Other Expense	13.27	0.00	0.00	0.00	0.00	13.27
Interest Expense	87.99	0.00	0.00	0.00	0.00	87.99
Penalty						
<b>Total Other Expense</b>	101.26	0.00	0.00	0.00	0.00	101.26
<b>Net Other Income</b>	-101.26	0.00	0.00	0.00	0.00	-101.26
<b>Net Income</b>	<b>-6,321.20</b>	<b>11,849.33</b>	<b>-338.38</b>	<b>-1,585.90</b>	<b>700.26</b>	<b>4,304.11</b>

**STAFF REPORT**

**Council Meeting of:**            **November 2, 2005**

**Title:**                            **Discussion, consideration and possible approval of the attached Public Works/Engineer's job description and direction to staff to advertise for the position.**

**Description of Item:**        In consideration of the our anticipated growth and development and the possibility of the Town acquiring some utilities we will need to have a Public Works Director/Engineer on staff.

**Comments:**                    I believe it will be necessary to have this position filled by January 2006.

**Staff Recommendation:**    We have funds already set up for this position to start in January.

**Attachments:**     Yes                     No

**Is This a Budgeted Item:**     N/A     YES     NO

**Prepared by:** Bill Lee

## Town of Camp Verde

Job Description

Position: TOWN ENGINEER

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EXEMPT:	<u>NO</u>	HIRING SALARY RANGE:	_____
DEPARTMENT:	<u>PUBLIC WORKS</u>	LOCATION:	<u>PUBLIC WORKS</u>
REPORTS TO:	<u>BILL LEE</u>		
PREPARED BY:	_____	DATE:	_____
APPROVED BY HR DIR:	_____	DATE:	_____

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**SUMMARY OF JOB DESCRIPTION:** Under general supervision of the Town Manager, performs a wide variety of technical and professional engineering work, directs all activities of the Public Works Department including the inspection, preparation and review of plans and contracts for various construction and development projects. Provides professional and technical assistance to the Town Council and other Town departments and committees. Responsible for performing and supervising field surveys, design and specification preparation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Duties include, but not limited to the following:

- Administers public works projects and directs public works planning.
- Prepares a departmental budget and controls expenditures.
- Gives technical engineering advice to the Town Council, Department Heads and Town Manager.
- Confers with and advises inspectors of construction projects and interprets construction plans and specifications.
- Assists the Community Development Department with the review and inspection of development plans for drainage, streets, water and other public improvements to assure compliance with applicable ordinances and sound engineering practices.
- Confers with representatives of Federal, State and County agencies on varied public works problems and engineering activities. Prepares memoranda and correspondence relevant to activities of the department.

**MANAGERIAL RESPONSIBILITIES (IF APPLICABLE):** May exercise direct supervision over supervisory, professional and clerical staff.

**REQUIRED SKILLS, KNOWLEDGES and ABILITIES:**

Knowledge of:

- The principles, methods and practices of civil engineering.
- Codes, regulations, ordinances and laws affecting Town public works activities.
- Modern principles and practices of administration as applied to the design, construction and maintenance of streets, parks and other public works facilities.

**JOB DESCRIPTION**  
Job Title: Town Engineer

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**Ability to:**

- Develop long-term plans and programs and to make decisions/recommendations on matters of major policy involving public works.
- To establish and maintain satisfactory relationships with Town officials, employees and the general public.

Additional Requirements: Valid Arizona Drivers License and ability to drive.

**EDUCATION and/or EXPERIENCE:** Extensive administrative and professional engineering experience with varied municipal public works programs. Graduation from a four-year college or university with a degree in civil engineering and be registered in the State of Arizona as a professional engineer. Minimum 3 years experience, prefer one year with government agency.

**TOOLS AND EQUIPMENT USED:** Requires frequent use of a personal computer, calculator, telephone, copy machine, fax machine and other equipment.

**PHYSICAL DEMANDS:** Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity and ability to lift 40 lbs.

**WORK ENVIRONMENT:** Field and office



**MANAGERIAL RESPONSIBILITIES (IF APPLICABLE):** May exercise direct supervision over supervisory, professional and clerical staff.

**REQUIRED SKILLS, KNOWLEDGES AND ABILITIES:**

Knowledge of:

- The principles, methods and practices of project management and capital improvement construction, budgeting and planning.
- Codes, regulations, ordinances and laws affecting Town public works activities.
- The modern principles and practices of administration as applied to the design, construction and maintenance of streets, parks and other public works facilities.

Ability to:

- Develop long-term plans and programs and to make decisions/recommendations on matters of major policy involving public works.
- Establish and maintain effective working relationships with Town officials, employees and the general public.
- Express ideas on technical subjects clearly and concisely by both oral and written communication.

Additional Requirements: Valid Arizona Drivers License and ability to drive.

**EDUCATION AND/OR EXPERIENCE:** Extensive administrative and professional experience with varied municipal public works programs. Graduation from a four-year college or university with a degree in civil engineering, construction management, public administration or a closely related field. 3 years experience in project management with at least one year with government agency.

**TOOLS AND EQUIPMENT USED:** Requires frequent use of a personal computer, calculator, telephone, copy machine, fax machine and other equipment.

**PHYSICAL DEMANDS:** Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity and ability to lift 40 lbs.

**WORK ENVIRONMENT:** Field and office.

**STAFF REPORT**

**Council meeting of:**           **November 2, 2005**

**Title:**                           **Update, discussion, consideration, and possible direction to staff as it relates to Forest Service Road #503.**

**Budgeted item:**               N/A

**Description of Item:**       Staff will provide a verbal report.

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               None

**Prepared by:**               Bill Lee

## **STAFF REPORT**

**Council meeting of:**            **November 2, 2005**

**Title:**                                **Discussion, consideration and possible direction to staff concerning establishment of an ad hoc Library Facility Funding Committee to serve under the Manager's direction. The committee's focus will be to research possible funding and fund raising options for the Town library and administrative offices.**

**Budgeted item:**                    N/A

**Description of Item:**            None

**Staff Recommendation:**        Recommend Approval

**Comments:**                        None

**Attachments:**                    None

**Prepared by:**                    Bill Lee

**COUNCIL  
AGENDA ITEM REPORT**

**Council meeting of:** November 2, 2005 – Regular Session

**Title:** Discussion, consideration, and possible direction to staff to prepare a resolution or some other type of activity that declares a Business Appreciation Week to honor those merchants that have voluntarily improved the appearance of their buildings, which in turn has greatly enhanced the beauty of our Town.

**Budgeted item:** N/A

**Description of Item:** I am requesting an action of some sort to show appreciation to our local businesses, especially those who have voluntarily invested their own money and labor to improve the appearance of their properties.

**Council Member's Recommendation:** Decide on an activity to express our appreciation.

**Comments:** In recent months, Ft. Verde Plaza, Main Street merchants, and businesses at 260 & I-17 have made dramatic improvements to their properties, which have added to the beauty of our Town. They made these changes voluntarily and they seem to fit with each other. I feel that it is important that we let these business owners know how very much we appreciate their dedication and how their efforts contribute to our overall 'sense of place' and pride in our community.

**Attachments:** No

**Prepared by:** Vice Mayor Jackie Baker/db