

H.A.3

**MINUTES
SPECIAL/WORK SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 28, 2010
6:30 p.m.**

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

1. Call to Order

The meeting was called to order at 6:30 p.m.; Vice Mayor Kovacovich presiding.

2. Roll Call

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

Also Present: Acting Town Manager Dave Smith, Acting Community Development Director Mike Jenkins, Sr. Acct. Lisa Elliott, Asst. Planner Jenna Owens, Permit Tech Becky Oium, and Recording Secretary Margaret Harper.

3. Presentation of Certificates of Appreciation to former Design Review Board members

Kovacovich said that with the expertise and guidance of the volunteers and liaison members serving on the Design Review Board the Town of Camp Verde now has a beautiful new Forest Service building, and several other major business projects. The Board review also included signage and other conceptual commercial developments. The following members were cited and presented with Certificates of Appreciation for their participation: Jim Binick, Chip Norton, Paul Holguin, Michael Hough, Shirley Brinkman, Steve Darby, Dugan McDonald, Jim Bullard, Jr., Alan Buchanan, Howard Parrish, Carol German and Bob Burnside.

- 4. Senior Accountant Lisa Elliott will address Council relative to questions raised during the April 14, 2010 Special Session. Discussion may include, but not be limited to the responsibilities and duties of the Senior Accountant; responsibilities of outside consultants, to include desired qualifications and certifications in municipal financial operations; staffing requirements for the Finance Department; the budget process, etc. Discussion may be followed with possible direction to staff relative to any or all of the items raised during the discussion. Staff Resource: Lisa Elliott**
There was no action taken.

Sr. Acct. Elliott said she had reviewed the recording from the April 14, 2010 Special Session in order to fully understand the concerns and comments voiced at that meeting. Elliott has confidence in her ability to handle the Finance Department functions that need to be address; however, she acknowledges that with the small number of staff some outside help is needed in order to address the internal control requirement. Elliott outlined the financial documents on which she has made significant improvements, together with her team, and which she has been bringing to the Council. Elliott explained that the request for reclassification of the Senior Accountant position was made by Mr. Scannell based on his concern for the type of responsibilities being placed on a position of that level, which he considered was not proper. The issue of approval for transactions was discussed and resolved as appropriate with representatives from both Lumbar & Associates and Heinfeld & Meech; Finance Directors everywhere prepare journal entries and have the authority to create and approve transactions; the annual audit provides a review of those approved transactions. The comment that the position of Finance Director requires a CPA certification; however, the job description requires a B.A. in Finance Accounting or Business Administration. Elliott believes that the Certified Government Finance Manager certification would be more desirable; that is the degree that she will be pursuing. Elliott referred to the Council discussion regarding changing the audit and consulting services; not having been at the meeting she was confused regarding the desire to switch; she outlined the past services and qualifications of both of the consulting entities named, adding that both have proven to be assets to the Town through their auditing services. The issue of reallocation of an employee within the Town

to help the Finance Department was also discussed. Elliott requested clarification of the concern from Council for a CPA to help with the budget; she was advised that it would only pertain to a final review and no involvement in preparing the budget; Roulette added that some of the concern was based on not wanting to overburden Elliott.

Elliott suggested that Heinfeld & Meech be invited to also give a presentation to Council for consulting services, as well as Lumbar & Associates. There was some discussion regarding the meeting of the Audit Committee on Monday, with Elliott not being made aware of the meeting taking place and then not having received a copy of the Minutes. Smith said he would see that staff will take care of that oversight in the future. The Council also discussed with Elliott the proposal from Lumbar & Associates regarding providing outside accounting assistance on monthly services, and their hourly rates. After further discussion it was agreed that Heinfeld & Meech would be scheduled to also give a presentation to Council for consulting services, if that firm does not intend to apply for the annual audit. The Council also discussed including a presentation from Heinfeld & Meech on the Special Session scheduled for May 5th at 5:15 p.m. for Lumbar & Associates.

5. **Discussion with Camp Verde Fire District (District) officials relative to their request to waive all or part of the building permit fees, estimated at \$20,274.59, for the construction of a fire district station, at 1710 Arena del Loma and waiver of fees for any existing and future District structures within the Town limits in return for services offered by the District to the Town for fire responses on Town-owned properties for existing and future structures, followed by possible direction to staff to include these elements in an Intergovernmental Agreement to be brought back to Council at the earliest possible date. Staff Resource: Michael Jenkins**

Staff was directed to prepare an IGA as discussed, including waiving the entire Building Permit fees and the Fire District waiving costs for their fire responses, and training fees; a Work Session will be scheduled for May 19th, 2010 at 5:15 p.m. for review of the final draft IGA.

Acting Community Development Director Mike Jenkins said that Council had directed staff at the April 7, 2010, to come back for a Special Work Session for discussion and further direction on drafting an IGA between the Town and the Fire District in connection with the request from the Fire District that the Town waive Building Fees, with the Fire District providing reciprocal fire response services. The agreement would cover the fees for the currently proposed Fire Station and future Fire Stations or structures build by the Fire District, and for the Fire District to provide fire response coverage for all existing and future structures on Town-owned properties. Exceptions from the fire response services would include for Hazardous Materials and vacant properties owned by the Town; the Fire District would bill the Town for those responses.

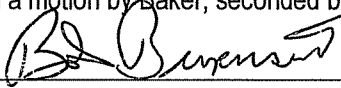
The Council discussion included input from Jack Blum, Fire District, on the properties owned by the Town and the taxes assessed for fire protection, CPR training costs, and past Building Permit fees that the Fire District paid. Blum basically summarized the Fire District proposal as simply not having to pay Building Permit fees, with the Town receiving fire protection; the first agreement would be for three years, with a 60-day cancellation provision, and renewable indefinitely. Blum added that the parcel numbers would be listed so everyone would know what is being covered. Blum said he has provided a draft agreement for staff to work from. The concern over the issue of waiving Building Permit fees was discussed; Smith explained that money is not being lost, only that anticipated revenue would not be received. There have already been fees collected in the amount of approximately \$9,600 which would need to be reimbursed if the IGA is approved. In response to concern regarding future Fire District Board personnel changes and a possible early cancellation of the IGA, Blum suggested that the agreement include a clause that the Fire District return a pro rata share of any Building Permit fee savings; he believes the Fire Chief would agree to that, and that the Town should be protected. Blum explained the unique exceptional costs involved in Hazardous Materials responses that would require a separate independent billing. Blum agreed that CPR and other related training should also be spelled out in the IGA. Although the fees will be waived, it will continue to be necessary to apply for the permits. Elliott explained the procedure for reimbursing the \$9,600 already

advanced by the Fire District. In response to a question regarding a deadline for completion of the IGA, Blum said that May 19th would fit into the schedule required in the current building process. Permit Tech Oium confirmed that the total amount of fees to be waived is \$20,274.59, with the \$9,600 already paid to be reimbursed.

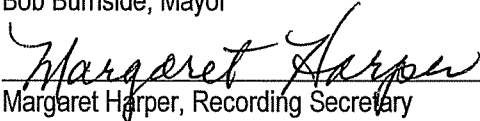
There was no public input.

6. Adjournment

On a motion by Baker, seconded by Roulette, the meeting was adjourned at 7:33 p.m.



Bob Burnside, Mayor




Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Work Session of the Town Council of Camp Verde, Arizona, held on the 28th day of April 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27 day of May, 2010.



Debbie Barber, Town Clerk