

REGULAR SESSION

SEPTEMBER 16, 2009

ADDITIONAL INFORMATION

ITEM #4D

REVISED IGA WITH YAVAPAI COUNTY

**INTERGOVERNMENTAL AGREEMENT  
TOWN OF CAMP VERDE/YAVAPAI COUNTY**

**Building Safety Support Services**

THIS AGREEMENT is entered into this 21<sup>st</sup> day of September, 2009, by and between Yavapai County, a political subdivision of the State of Arizona (hereinafter the "County"), and the Town of Camp Verde, a municipal corporation of Arizona (hereinafter the "Town")

**WHEREAS**, the County, through its Development Services Department, provides services related to Building Safety Support Services as needed, in the unincorporated areas of Yavapai County including the areas surrounding the corporate boundaries of the Town; and

**WHEREAS**, the Town wishes to enter into an agreement whereby the County will provide certain Building Safety Support Services as needed, for the benefit of the Town and its residents; and

**WHEREAS**, the parties are authorized pursuant to ARS §11-952, to enter into agreements for joint or cooperative action.

NOW, THEREFORE, the parties agree as follows:

**1. County Services Provided.** For the Town Building Department on an as needed basis, the County, through its Development Services Department agrees to provide the following services (the "County Services Provided")

- 1.1 Residential and commercial building inspections within five (5) business days of request, on average, for inspection, based on Town codes.
- 1.2 Residential plan review within fifteen (15) business days, on average, of submittal of complete plans in proper format, based on Town codes.
- 1.3 Involvement of a Senior Plans Examiner or Chief Building Official in pre-application meetings, but the Town will not have the right to request such attendance more than two (2) times per month.
- 1.4 Involvement of a County plan reviewer on large commercial projects, as needed.
- 1.5 The Yavapai County Building Official will be available, at reasonable and mutually agreed times to provide 'advice and consult' services, including written determinations based on interpretations of the adopted Building Codes, to the Town Building Department in the absence of the Town Building Official, as provided for by Town Code Chapter 7, Article 7-4.

**2. Payment for Services.** In consideration for the County/Town agreement to provide the County Services Provided, the Town agrees to pay the fees for the County Services Provided per the County schedule, as revised from time to time and attached hereto as Exhibit A (County). Payment shall be made monthly by the Town within 15 calendar days from receipt of a statement of County Services Provided.

**3. Term of Agreement.**

- 3.1 **Initial Term Automatic Renewal.** The initial term of this agreement shall commence on the 21st day of October, 2009, and shall terminate on October 21, 2010. It shall, thereafter be deemed automatically renewed for up to five (5) successive one-year terms unless written notice of intent not to renew is given by either party to the other party no less than one hundred twenty (120) calendar days prior to the expiration of the then-current initial or renewal term.

- 3.2 Cancellation. Either party may cancel this Agreement for any reason with sixty (60) calendar days advance notice in writing.
- 3.3 Termination for Breach. In the event of a breach of any term or condition of this Agreement by either Party, the Party claiming breach shall provide written notice to the other Party said notice setting forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within fifteen (15) calendar days of receipt of notice, the Party claiming breach may terminate this Agreement without further notice.

**4. Miscellaneous.**

- 4.1 Indemnification and Insurance. To the extent permitted by law, each Party shall save, hold harmless and indemnify the other Party, its officers, employees or agents for any liability created in connection with performance under this Agreement. Both parties shall obtain and maintain general liability insurance in such amounts as may be required to protect itself and the other Party from claims, damages or other losses arising out of performance under this Agreement.
- 4.2 Severability. The invalidity of any provision of this Agreement as determined by a Court of competent jurisdiction, shall in no way effect the validity of *any* other provision hereof, so long as the original intent of the parties is not defeated thereby.
- 4.3 Applicable Law. The terms and conditions of this agreement shall be construed and governed in accordance with the laws of the State of Arizona. Venue is proper in Yavapai County Superior Court.
- 4.4 Disputes; Trial by Court. The Parties expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.
- 4.5 Disputes; Attorney Fees. The Parties expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitle to an award of attorneys' fees, either pursuant to the Agreement, pursuant to ARS Section 12-341.01(A) and (B), or pursuant to any other state or federal statute.
- 4.6 Entire Agreement. This Intergovernmental Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and it may only be amended, modified or waived by written instrument signed by the authorized agents of the parties hereto.
- 4.7 Notices. Notices relating to this Intergovernmental Agreement shall be deemed to have been duly delivered upon personal delivery, or as of the second business day after mailing by United States mail, postage prepaid, addressed as follows:

Town: Town of Camp Verde  
Town Manager  
473 S. Main St., Suite 102  
Camp Verde, AZ 86322

County: Yavapai County  
County Administrator  
1015 Fair Street  
Prescott, AZ 86305

With copy to: Yavapai County  
Development Services Director  
Marina Street Annex  
500 South Marina Street  
Prescott, AZ 86303

These addresses may be changed by either party by giving notice in writing. Such changes shall be deemed to have been effectively noticed five (5) calendar days after being mailed to each party by the party changing the address.

- 4.8 Recording. This Agreement shall be recorded by the County in the Office of the Yavapai County Recorder upon its proper approval and execution by the authorized representatives of both parties, pursuant to ARS §11-952(G).
- 4.9 Conflict of Interest. This Agreement is subject to the ARS §38-511 pertaining to conflicts of interest, the pertinent provisions of which *are* incorporated by reference herein.

#### APPROVALS

Yavapai County, a political subdivision of the  
State of Arizona

Town of Camp Verde, a municipal  
corporation of Arizona

\_\_\_\_\_  
Thomas Thurman, Chair of the Board of  
Supervisors

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

Attest:

\_\_\_\_\_  
Julie Ayers, Clerk of the Board

\_\_\_\_\_  
Debbie Barber, Town Clerk

#### DETERMINATIONS OF COUNSEL

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned Deputy County Attorney, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the County of Yavapai.

\_\_\_\_\_  
David S. Hunt, Deputy County Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under laws of this State to the Town of Camp Verde.

\_\_\_\_\_  
Bill Sims, Town Attorney

# Exhibit A

THE YAVAPAI COUNTY BOARD OF SUPERVISORS DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THIS COUNTY AS PROVIDED BY ARS 11-251.08.

## VALUATION & FEE SCHEDULE

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof.

**Other Inspections and Fees:**

1. Inspections outside of normal business hours .....\$ 50.00 per hour\*  
(minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Adopted Codes.....\$100.00 per hour\*
3. Inspections for which no fee is specifically indicated; .....\$ 50.00 per hour\*  
site investigation, courtesy, special inspections  
(minimum charge – one hour)
1. Additional plan review required by changes,  
additions or revisions to plans .....\$ 50.00 per hour\*  
(minimum charge – one hour)
2. Use of outside consultants for plan review, building  
inspection, or both..... Actual Costs\*\*
6. Fee for Permit Extension.....\$ 25.00
7. Fee for Temporary Certificate of Occupancy.....\$300.00 Residential  
.....\$500.00 Commercial

\*Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.



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*"Build a stronger community - shop locally"*

**AGENDA**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**TOWN OF CAMP VERDE**  
**COUNCIL CHAMBERS**  
**473 S. Main Street, Room #106**  
**WEDNESDAY, SEPTEMBER 16, 2009**  
**at 6:30 P.M.**

1. **Call to Order**
  2. **Roll Call**
  3. **Pledge of Allegiance**
  4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
    - a) **Approval of the Minutes:**
      - 1) Regular Session – September 2, 2009
      - 2) Special Session – September 2, 2009
      - 3) Regular Session – August 26, 2009
    - b) **Set Next Meeting, Date and Time:**
      - 1) September 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters
      - 2) October 7, 2009 at 6:30 p.m. – Regular Session
      - 3) October 21, 2009 at 6:30 p.m. – Regular Session
      - 4) October 28, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters
      - 5) November 4, 2009 at 6:30 p.m. – Regular Session
      - 6) November 18, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      - 7) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters - **CANCELLED**
    - c) **Possible approval of the SFY 2010 LTAF II (Local Transportation Assistance Fund) application in the amount of \$16,070.10 for transportation projects (Voucher Transit Project) and authorization for the Mayor to execute related grant and contract documents. Approval of this grant application will eliminate the need for funding from the General Fund. Staff Resource: Ron Long**
    - d) **Possible approval of Resolution 2009-784, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving an Intergovernmental Agreement with the Yavapai County Development Services Department for Building Safety Support services. This is a budgeted item in the General Fund. Staff Resource: Mike Jenkins**
  5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
  6. **Call to the Public for Items not on the Agenda.**
  7. **Discussion, consideration, and possible approval of Resolution 2009-783, a resolution of the Town of Camp Verde, Arizona, supporting the application by a Verde Valley Broadband Cooperative for federal grant funds from the Department of Agriculture Rural Utility Services Broadband Initiatives Program and the Department of Commerce National Telecommunications and Information Administration Broadband Technology Opportunities Program to obtain funding for Regional broadband infrastructure construction and program development. Staff Resource: Michael Scannell**
- Councilor Whatley requested item 8:
8. **Discussion, consideration, and possible direction to staff relative to ordering and installing directional signage for the Camp Verde Senior Center. This is an unbudgeted item from the Contingency Fund.**
  9. **Presentation by Lynda Moore, Youth Count, and the Youth Center followed by possible discussion and direction to staff relative to the future of the Teens A Chillin' Youth Center. Discussion may include, but not be limited to the evolution of the Center, defining the players, and if the Town should be directly involved or be a supporting organization, and discussion of options relative to continuing service delivery. Staff Resource: Lynda Moore**

10. **Discussion, consideration, and possible acceptance of the Development Impact Fees Report to include Statement of Revenue, Expenditures, and Changes in fund balances for the fiscal year ending June 30, 2009.** Staff Resource: Lisa Elliott
11. **Possible authorization for staff to obtain an appraisal for the Public Works Equipment Yard located on Industrial Drive.** This is an unbudgeted item from the Contingency Fund. Staff Resource: Ron Long
12. **Discussion, consideration, and possible approval of the reorganization of the Public Works Department to include Parks & Recreation, Facilities Maintenance, and adding a new staff engineer position. Expenses associated with the new engineer position will be absorbed in the 09/10 allocated appropriations. The salary range for the engineer is \$44,860 to \$68,529.** Staff Resource: Michael Scannell
13. **Discussion, consideration, and possible authorization to solicit bids to remove the mobile portion of the Old Marshal's Office located at 33 Moser Lane.** This is an unbudgeted item from the Contingency Fund. Staff Resource: Ron Long
14. **Discussion, consideration, and possible direction to staff relative to removing the Walking History Tour from the Council Direction List until a later date when sufficient funds are available.** Staff Resource: Lynda Moore
15. **Discussion, consideration, and possible direction to staff relative to the following projects directed by and put on hold by the previous Council: a) Quality of Life Tax and b) Prepare an RFP for the 5-acre site at the Cliffs.** Staff Resource: Debbie Barber
16. **Discussion, consideration, and possible approval to increase the budget appropriation for Council's legal fees from \$5,000 to \$25,000.** This is an unbudgeted item from the Contingency Fund. Staff Resource: Debbie Barber
17. **Update, discussion, consideration, and possible direction to staff relative to upgrading the Town's telephone system, adding Caller ID.** Staff Resource: Michael Scannell
18. **Call to the Public for Items not on the Agenda.**

There will be no public input on the following items:

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

Posted by: *D Jones*

Date/Time: 9-11-09 9:15 a.m

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

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

MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, SEPTEMBER 2, 2009  
6:30 P.M.

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

1. **Call to Order**

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

2. **Roll Call**

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

**Also Present:** Town Manager Michael Scannell, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Recreation Supervisor Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by German.

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

a) **Approval of the Minutes:**

1) Regular Session – August 19, 2009

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

1) September 9, 2009 at 6:30 p.m. – Work Session – Personnel Manual

2) September 16, 2009 at 6:30 p.m. – Regular Session

3) September 23, 2009 at 6:30 p.m. – Council Hearings Planning & Zoning Matters

c) **Possible approval of a Proclamation memorializing those men, women, and children who lost their lives in the unprovoked attacks of September 11, 2001.**

d) **Possible approval of the agreement with the Verde Lakes Homeowners Association (HOA) for the joint use of a 1.21-acre park owned by the HOA for a two-year period.** This is a budgeted item. (Staff Resource: Lynda Moore)

e) **Possible approval of the Lease/Rental Agreement with Dr. Proper for the continued use of his building as an Animal Control/Shelter facility.** This is a budgeted item in the General Fund. (Staff Resource: Marshal David R. Smith)

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as to **Items a), b), and c).**

Councilor Garrison requested that Items (d) and (e) be pulled for discussion.

**4.(d) Possible approval of agreement with the Verde Lakes Homeowners Association (HOA) for the joint use of a 1.21-acre park owned by the HOA for a two-year period.**

On a motion by Baker, seconded by Roulette, the Council unanimously approved the agreement with the Verde Lakes Homeowners Association for the joint use of a 1.21-acre park owned by the HOA for a two-year period.

Garrison requested clarification regarding purchase of the playground equipment for the subject park. Recreation Supervisor Moore confirmed that the Town had purchased the equipment in connection with the agreement with Verde Lakes HOA, and replaced the existing equipment that was determined to be unsafe. The expense of approximately \$50,000 came from the Park Fund. Mayor Burnside suggested that the signpost directing visitors to the Park be made more visible for newcomers to Town.

**4.(e) Possible approval of the Lease/Rental Agreement between the Town of Camp Verde and Dr. Proper for the use of his building as an Animal Control/Shelter facility.**

On a motion by Garrison, seconded by Baker/Whatley, the Council unanimously approved the Lease/Rental Agreement with Dr. Proper for the continued use of his building as an Animal Control/Shelter facility.

Garrison commented that certain provisions in the lease that previously had been of concern to her had been revised; they were minor changes and Marshal Smith had informed her that he felt that attorney review had been unnecessary. Scannell said that the agreement with Dr. Proper was the only option available to the Town at this time. In the interim, alternate and possibly better options are being explored, including working with citizens to that end.

5. **Council Informational Reports.**

**Whatley** reported on her attendance at the interesting August 21<sup>st</sup> Internal Control Monitoring Seminar, together with Mayor Burnside, held by Heinfeld & Meech on the Town auditing; on August 28<sup>th</sup> Whatley and Roulette met with Chairman Greg Freeman of the Sanitary District regarding streamlining the permitting problem.

**Garrison** reported on attending the NACOG meeting in Flagstaff, together with Mayor Burnside; on the issue of transportation they are trying to project out to the year 2050; very little change is predicted for Northern Arizona. Garrison added that there is a limited amount of Swine Flue vaccination available; young people and the elderly should have priority.

**Roulette** commented on meeting with Greg Freeman of the Sanitary District Board, together with Whatley, and the special meeting on streamlining the permitting process, including abandoning septic tanks and connecting sewer lines. Roulette said he has met with Scannell and staff, and appreciates the cooperation from the staff.

**Baker** relayed information regarding the NACOG Area Agency on Aging, also called the Area Council on Aging; their next conference will be held on September 30<sup>th</sup> in Flagstaff; more information is available at 1-877-521-3500; also at [www.regonline.com](http://www.regonline.com) for registration.

**Burnside** also reported on the NACOG meeting that he attended with Garrison; at the October meeting there will be a Camp Verde Show-and-Tell event presented by two ladies from the Chamber. Burnside also had recently met with two representatives, one from the Governor's office and the other from Flagstaff, who had heard good things about the new Camp Verde Council; the discussion included information by Burnside from the NACOG meeting regarding a transportation concept being suggested by a gentleman in Page involving an extension of I-17.

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

(Comments from the following individual are summarized.)

**Tom Nielson** reminded everyone about the Fort Verde Tom Sawyer Day scheduled for Saturday, September 12 from 10:00 a.m. to 4:00 p.m.

There was no further public input.

**NOTE: Item 11 was heard prior to Item 7 by unanimous agreement of Council.**

7. **Discussion, consideration, and possible approval of the Special Event Liquor License as submitted by the Verde Valley Mounted Sheriff's for the Fort Verde Days celebration on October 9 and 10, 2009.** (Staff Resource: Debbie Barber)  
On a motion by Baker, seconded by Whatley, the Council **voted 6-1** to approve the Special Event Liquor License as submitted by the Verde Valley Mounted Sheriff's for the Fort Verde Days celebration on October 9 and 10, 2009; **with a 'no' vote by Garrison.**

Deputy Town Clerk Jones commented that Mr. Williams was not present to represent the applicant; there were no questions or further discussion.

8. **Progress report by Town staff and consultant Dava and Associates regarding the Planning & Zoning Ordinance Comprehensive Update Project.** (Staff Resource: Matt Morris)  
There was no action taken.

Dava reported on the meetings held to date, including two with the Zoning Technical Advisory Committee (ZTAC), and an organizational meeting with staff; also a meeting with the Zoning Ordinance Rewrite Committee (ZORC). Dava outlined other steps being taken and plans for multiple neighborhood meetings to solicit public input. The consultants, together with input from Scannell, commented on the professionalism of the individuals who potentially will be serving on the rewrite committee; the plan is to also invite members from the Fire District, the Sanitary District, the Water Company and the Yavapai-Apache Nation to participate as well. An honest and open process will be followed, with the community kept advised throughout; a draft diagnostic report is planned for November.

9. **Discussion, consideration, and possible direction to staff relative to the request by Council to combine the Design Review Board duties with those of the Planning & Zoning Commission.** (Staff Resource: Matt Morris)  
On a motion by Garrison, seconded by German, the Council **voted 6-1** to direct staff to begin the process to repeal the Design Review Board duties by Ordinance of this Council at the earliest possible date, **as amended**, with a 'no' vote by Whatley.

On a motion by Garrison to amend the original motion, seconded by German, Council unanimously directed staff to begin the process to **suspend** the Design Review Board duties; Council's intent is to incorporate appearance standards and check lists into the Town Code re-write of the Zoning Ordinance, to be brought back to Council by an Ordinance at its earliest possible date.

Scannell advised the Council that such a "merger" of duties, as proposed, will require some extensive revisions to the Zoning Ordinance and other documents in order to achieve consistency, a time-consuming process. Scannell outlined the two options to consider: Staff to conduct an analysis of combining the responsibilities of the two entities as part of the update of the P&Z Ordinance; or, to direct staff to begin the process to combine the duties, either by a recommendation or submitting an Ordinance for adoption by Council.

The ensuing Council discussion included input from Scannell and Mike Jenkins on the origin and intent of the Design Review Ordinance, and the labor-intensive process of combining that Ordinance with Planning & Zoning. There were comments from the members on the number of strong complaints from the community about the design review process, and suggestions simply to do away with Design Review, let Planning & Zoning work on issues that come up during the time that staff and the consultants are working on the rewrite, and incorporate good elements, if any, from the Design Review Ordinance. It was also pointed out that Cottonwood is now dissolving that city's long-standing design review process. A specific request from Whatley was to incorporate Section J, Items 6 and 7, from the Design Review Ordinance into the proposed rewrite of the P&Z Ordinance.

Jenkins said that the consultants had discussed combining the Design Review responsibilities with the P&Z Commission, which it was understood had been the direction from Council. Dava had advised that design criteria can be implemented within the P&Z Ordinances where it would be more of an administrative type of decision, or a type of check-off list; the public will be involved during the P&Z and Council hearings. In further discussion it was commented that in the meantime, the Council and P&Z can still oversee what needs to be done with buildings, as they successfully have done in the past.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**George Young** said he would take exception to the word "steel building." He has one, and he defies anyone to detect whether the building is a steel structure; the exterior finish can make the difference. Mr. Young said there is a good reason for a commercial building to be steel; unreasonable control makes it difficult for an individual who is willing to come in and spend money. Verde Santa Fe is an example of everything looking the same. Design review allows only certain people, who have no investment whatsoever, to make decisions for those who have the money and are willing to build.

There was no further public input.

Following public input, Garrison made a motion regarding repeal of the Design Review Board duties. That original motion was subsequently amended after further extensive discussion, with suggestions from Scannell and Dava & Associates to instead suspend the Design Review standards, holding them in abeyance, and then incorporate selected design review, or appearance standards and check lists into the Zoning Ordinance that is going to be rewritten, and perhaps even add the phrase, "as brought out in the General Plan." Scannell explained that eliminating the Design Review standards completely today might give rise to a problem reintroducing those at a future date, given Proposition 207. Suspension will keep them on the books and will not preclude introducing design review concepts into the rewrite of the Code that is coming. German wanted to assure the members of the Design Review Board that they had done a great job; it was the process that created such a bottleneck and caused so much frustration.

**A recess was called at 8:31 p.m.; the meeting was called back to order at 8:45 p.m.**

**10. Possible approval of the Intergovernmental Agreement with the Camp Verde Unified School District for the triangle parking lot located between the District Administrative Offices and Butler Park for a one-year term. (Staff Resource: Lynda Moore)**

On a motion by Garrison, seconded by Kovacovich, the Council unanimously approved renewal of the Intergovernmental Agreement with the Camp Verde Unified School District for the Triangle Parking Lot and Trail located between the District Administrative Office and Butler Park for a one-year term.

Moore said this item had been brought before the Council in February and not approved at that time. Dan Brown was appointed as Schools Superintendent recently, and in accordance with his intent for the schools and community to work together, the proposed agreement was revised and has been resubmitted for approval. Garrison said that the issues she had disagreed with back in February now have been resolved, and she now is ready to approve the document.

11. **Discussion, consideration, and possible action relative to granting authority to the Town Manager to acquire computer and ancillary equipment in order to upgrade the Town's computer system to prepare for the implementation of a new system-wide system in an amount of approximately \$59,448.** This is a budgeted item in the CIP. (Staff Resource: Michael Scannell)

On a motion by Whatley, seconded by Garrison, the Council unanimously approved granting authority to the Town Manager to acquire computer and ancillary equipment in order to upgrade the Town's computer system to prepare for the implementation of a new system-wide system in an amount of approximately \$22,750 per year for three years; financing this purchase over three years with Hewlett-Packard utilizing the three annual payment option.

Scannell outlined the details of the quote from Hewlett-Packard's Financial Services, as conveyed by the Town's computer consultants, Four-D LLC, consisting of three options available to finance the upgrade of the Town's computer system. The upgrade and new equipment are necessary to prepare for the implementation of a new system-wide system that will result in a more efficient use of staff. The amount of \$52,509 has been budgeted; the needed upgrades will require the \$59,448. The financing option offered by Hewlett-Packard, which staff is recommending, is to enter into a lease-purchase agreement over a period of three years with payments of approximately \$22,750 per year. Scannell confirmed that by doing so, the amount of approximately \$30,000 would be freed up in this year's budget. Although there will be additional significant expense in the future in connection with a new software system, where the Town now does not allow for the best utilization of staff and service to the public. If Council so requests, Scannell said that a more comprehensive review of the elements of the accompanying report may be scheduled for a future agenda.

Councilor Baker requested item 12:

12. **Discussion, consideration, and possible direction to staff relative to printing out various administrative reports, such as the Check Summary Report, to individual Council members that constitutes a waste of valuable resources.**

Staff was directed to send to all members the discussed reports electronically, or by hard copies as requested, on a pilot three-month program basis; staff will check back with Council in three months for approval or further direction.

Baker said she believes that the copying and dispersing of all reports to all Council members, such as the Check Summary Report, was begun at the request of the former Mayor, or other Council members; she feels that the practice is unnecessary and that the information would be available on the website. Baker commented on other reports that could be distributed on a less frequent basis. The members discussed the benefit of receiving such information by e-mail to save time and resources; they also were in support of the practice of being able to know what was being distributed to the other members. Scannell confirmed that there is a mandate by Resolution that when one member requests or receives information, all members are to receive the same document or information. As a solution to the concern about waste of valuable resources, Scannell proposed a pilot three-month program to send reports electronically, only by hard copy if requested; Council agreed to the proposal and will reassess at the end of that period whether the program is working satisfactorily.

13. **Discussion, consideration, and possible direction to staff to notify the League of Arizona Cities and Towns relative to the Council's support of the following resolutions that have been presented to the League for consideration: 1) Federal Funding for Ports of Entry; 2) Trust Lands – Offsets/Credits for Rights-of-Way Purchase; 3) Reduce State Trust Land Acquisition Requirements for Transportation and Public Facilities; 4) Recognize Open Space as a Best Use for Certain Trust Land Parcels; 5) Allow Certain State Trust Lands to be Transferred to Cities for Open Space; 6) Support Heritage Fund; 7) Fully Fund Public Education and Higher Education Programs; 8) Support Housing Trust Fund; 9) Fund the Arizona Water Supply Revolving Fund; 10) Protection of Dedicated Funds; 11) Redevelopment Areas/Economic Development; 12) Retain and Enhance Economic Development Tools; 13) Sustainable Energy Financing District Authority; 14) Implement Emergency Medical Services Access Task Force Recommendations; 15) Service Maintenance District and HOA Insolvency; 16) Allow Requests for Price Ranges on Fees in RFQ/SOQs for Professional Services; 17) Additional Fees for Voluminous Public Records Requests; 18) Allow Municipal Websites to serve as Official Publication/Notification; 19) Certificate of Necessity, Local Government Ambulance Service; 20) Municipal Library Special Taxing Districts; 21) Municipal Input on Liquor Licenses; 22) Impact Fee and Building Code Protection; 23) Reducing Barriers to Annexation: County Fees, Taxes; 24) Greater Flexibility in Annexing County Islands; 25) Submission of Nomination Petitions by Candidates; 26) Independent Agency Review of Municipal Candidate Election Issues; 27) Military Installations; and 28) Clean Water Act. NOTE: A copy of these resolutions are available with this agenda packet online at [www.cvaz.org](http://www.cvaz.org). (Staff Resource: Debbie Barber)**

On a motion by Whatley, seconded by Garrison, the Council unanimously approved the League of Arizona Cities and Towns recommendations, either to abstain or support Resolutions 1 through 28, listed as follows, and directed staff to notify the League of Arizona Cities and Town accordingly: (1) 5-2 to Support; (2) and (3) Unanimous Support; (4) and (5) 5-2 to Support; (6), (8) and (10) Unanimous Support; (7) and (9) Do not recommend; (11) and (12) Abstain; (13) Recommend for discussion; (14) and

(15) Abstain; (16) 4-3 to Support; (17) Do not recommend; (18) 3-4 re Support; (19), (20), (21) and (22) Abstain; (23) and (24) 5-2 to Oppose; (25) and (26) Abstain; (27) and (28) Unanimous Support.

The members reviewed the chart summarizing the 2010 Resolutions submitted for consideration by the NACOG Resolutions Committee and the actions taken by the Subcommittee. Although complete information on the proposed resolutions had not been provided, the members addressed each one to the best of their understanding and arrived by vote at each decision to support, not support or abstain from voting on the actions taken by the Subcommittee.

- 14. **Call to the Public for Items not on the Agenda.**  
There was no public input.
- 15. **Advanced Approvals of Town Expenditures**
  - a. **There are no advanced approvals.**  
There were no advanced approvals.
- 16. **Manager/Staff Report**  
There was no Manager/staff report.
- 17. **Adjournment**  
On a motion by German, seconded by Baker, the meeting was adjourned at 9:27 p.m.

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Bob Burnside, Mayor

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Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2<sup>nd</sup> day of September 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Debbie Barber, Town Clerk

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, SEPTEMBER 2, 2009  
5:30 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 5:30 p.m.
  
- 2. Roll Call**  
Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Whatley, Baker, Roulette and German were present.  
  
**Also Present:** Town Manager Michael Scannell, Town Attorney Steve Wene (telephonically), and Recording Secretary Margaret Harper.
  
- 3. Discussion or consultation with the Town Attorney relative to settlement discussions in connection with the Gila River General Stream Adjudication now pending in the Maricopa County Superior Court. Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation and §38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to instruct Town representatives regarding the purchase, sale, lease or other transfer of real property. (Staff Resource: Michael Scannell)**  
On a motion by German, seconded by Roulette, the Council voted unanimously to go into Executive Session.

**A recess was called at 5:33 p.m. to go into Executive Session.**

On a motion by German, seconded by Baker, the Executive Session was adjourned at 6:07 p.m..

**The meeting was called back to order at 6:27 p.m.**

Mayor Burnside made the following public announcement: Concerning Council's discussion and consultation with the attorney relative to the settlement discussions in connection with the Gila River General Stream Adjudication now pending, we are exploring all options with respect to the Town's perfecting water rights, and we are interested in working with the community and will report on further developments; that is all we can discuss at this time. Thank you.

- 4. Adjournment**  
On a motion by German, seconded by Baker, the meeting was adjourned at 6:27 p.m.

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Bob Burnside, Mayor

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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 Session of the Town Council of Camp Verde, Arizona, held on the 2<sup>nd</sup> day of September 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Debbie Barber, Town Clerk

**MINUTES  
REGULAR SESSION  
COUNCIL HEARS PLANNING & ZONING MATTERS  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, AUGUST 26, 2009  
6:30 P.M.**

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

**1. Call to Order**

The meeting was called to order at 6:01 p.m.

**2. Roll Call**

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

**Also Present:** Town Manager Michael Scannell, Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Permit Tech Becky Oium, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Burnside.

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

**a) Approval of the Minutes:**

1) Work Session – August 12, 2009

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

1) September 2, 2009 at 5:30 p.m. – Executive Session for Litigation Matters relative to water rights pursuant to ARS §38-431.03(A)(3)(4)

2) September 2, 2009 at 6:30 p.m. – Regular Session

2) September 9, 2009 at 6:30 p.m. – Work Session – Personnel Manual

3) September 16, 2009 at 6:30 p.m. – Regular Session

4) September 23, 2009 at 6:30 p.m. – Council Hearings Planning & Zoning Matters

**c) ~~Possible approval of Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona establishing rules and procedures for all Special Events held within the incorporated limits of the Town of Camp Verde and adopting the Town of Camp Verde Special Event Permitting Process and Handbook.~~ (Staff Resource: Debbie Barber)**

On a motion by German, seconded by Kovacovich, the Consent Agenda was unanimously approved as amended.

Councilor Baker requested a correction to the Work Session Minutes of August 12, 2009, first page, Item 5, to change last sentence in the second paragraph to read as follows: "The Council was advised that the proposed document had been reviewed by all the department heads and approved by an employment attorney."

In response to a request for public input, George Young asked that if an item were pulled from the Consent Agenda, the public be allowed to comment on that item.

**5. Council Informational Reports.**

**Roulette** reported on the Sanitary District meeting that he attended today; there is an issue that was brought to his attention regarding inspection of infrastructure and a question about who will be overseeing that. Roulette will discuss that with the Town Manager.

**German** said she attended the Chamber of Commerce meeting last Thursday morning; they are brainstorming on another site for the Chamber. In response to their inquiry German advised the Chamber that the letter of support on the broadband issue is on the Council agenda for the meeting of September 16<sup>th</sup>; the Board is an excellent one, and it was a very good meeting.

**Baker** reported that the WAC meeting was canceled for August; the next meeting is September 16<sup>th</sup>; she has received no notice

of a Verde Valley Transportation meeting.

**Burnside** advised the Council of the letter supporting Yavapai County applying for discretionary funding as allocated under American Recovery and Reinvestment Act for the project known as the SR 260 widening. Burnside outlined the planned project. Burnside also reminded everyone about the Grand Opening to be held at the Verde Ranger Station on September 2<sup>nd</sup>, from 9:00 a.m. to 3:00 p.m.

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

There was no public input.

7. **Discussion, consideration, and possible approval of a non-budgeted allocation in the amount of \$1,371.75 for the purchase of the ~~2008~~ 2006 International Code Council (ICC) code books, as required by Ordinance 2009-A359, adopting the 2006 ICC, and Related Public Codes.** This is an unbudgeted item from the General Fund. (Staff Resource: Mike Jenkins) On a motion by Kovacovich, seconded by Baker, the Council unanimously approved a non-budgeted allocation in the amount of \$1,371.75 for the purchase of the 2006 International Code Council (ICC) code books, as required by Ordinance 2009-A359, adopting the 2006 ICC, and Related Public Codes.

Acting Community Development Director Jenkins explained that the purchase of the subject code books was an unexpected additional amount required in connection with the recent adoption of the 2006 ICC and related Public Codes. The three copies of each are necessary for use by the Town's Code officials as well as by contractors or public coming to the office. Town Manager Scannell said that if Jenkins is unable to find the money in the department's budget, he will deal with it later on in the Fiscal Year; the amount should be manageable between the two approaches.

8. **Public Hearing, discussion, consideration, and possible approval of Resolution 2009-782, a Resolution of the Common Council of the Town of Camp Verde, Arizona, approving Use Permit 2009-01, a Use Permit for the Crazy "K" R.V. Park on parcels 403-19-009 & 404-17-027B, to amend the current Use Permit for an additional 10 years from the date of this approval, for the addition of a combined residence and club house/office and an R.V. storage area (12 in number) to be placed in Row 4. The property (consisting of two parcels) is located at 2075 Arena Del Loma and has a land area of approximately 17.63 acres.** (Staff Resource: Mike Jenkins)

On a motion by Baker, seconded by Roulette, the Council unanimously approved Resolution 2009-782, a Resolution of the Common Council of the Town of Camp Verde, Arizona, approving Use Permit 2009-01, a Use Permit for the Crazy "K" R.V. Park on parcels 403-19-009 & 404-17-027B, to amend the current Use Permit for permanent approval from the date of this approval, for the addition of a combined residence and club house/office and an RV storage area (12 in number, not to exceed 15 RV's) to be placed in Row 4; the property (consisting of two parcels) is located at 2075 Arena Del Loma and has a land area of approximately 17.63 acres.

#### STAFF PRESENTATION

Jenkins reviewed the background information regarding the subject RV park, including the recent construction of a residence and pool, with a portion of the residence to be used as a club house; the structure is in compliance with the Commercial Building Code and ADA requirements. The current 10-year Use Permit was approved by Council on September 20, 2000. Staff has reviewed the requirements stipulated by the proposed Use Permit regarding parking, landscaping and outdoor lighting. Concerns expressed by neighbors at the required neighborhood meeting involved the proposed RV storage units and the proposed retaining wall. One response has been received from the 16 letters sent to adjacent property owners; the response indicated a request to only allow a 10-year period for the Use Permit and not to allow for storage in unoccupied RV units. Jenkins also reviewed the responses from the three agencies that had been notified of the request for the Use Permit, the Camp Verde Fire Department, Yavapai County Flood Control District, and Yavapai County Environmental Services. Because of the need to invest in expensive equipment and engineering in dealing with new requirements regarding nitrogen level emissions relating to the requested additional RV sites, the owners have withdrawn their original request for approval of additional spaces.

The Planning & Zoning Commission voted 4-1 to recommend to Council approval of the Use Permit for an additional 10 years, that the proposed storage units be relocated in back of Row 4. The applicants advised the P&Z Commission that they would have no problem with the additional units not being approved, and have agreed to comply with the request to relocate the storage units. Although there have been no problems or complaints in the past, both the P&Z Commission and staff are recommending limiting the extension of the current Use Permit to a period of 10 years; the applicants are requesting approval of the current Use Permit, with no time limit imposed. The Councilors briefly requested further clarification of the landscaping requirements and the existing outdoor lighting, agreed with the relocation of the storage area in back of Row 4, and there was some opinion expressed in favor of granting a permanent Use Permit.

**PUBLIC HEARING OPEN**

**Applicant's Statement**

Marlys and Steve Parker said they had no prepared statement, and took the opportunity to thank staff for their hard work and assistance throughout the steps involved in the application. They confirmed that the R.V. Park had begun operating in 1995, and the current Use Permit is scheduled to expire on September 20, 2010.

**COMMENT FROM OTHER PERSONS**

There were no comments from other persons.

**APPLICANT'S REBUTTAL**

No Applicant's rebuttal was necessary.

**PUBLIC HEARING CLOSED**

**Council Discussion**

There were several comments of approval of the past and continuing management and appearance of the subject R.V. Park. The intent to use the 12 lots for a storage area was discussed, together with calculating the total size of the combined spaces. The applicants said they anticipated using that area to store as many as 15 R.V. units in that area to accommodate their seasonal tenants during their absences; Jenkins confirmed that the ordinance would permit such use. The members confirmed with Jenkins that in granting an indefinite Use Permit, the same guidelines and control measures would prevail even if ownership changed in the future. In addition, that would save time and expense for both the Town and the applicants over time.

Mayor Burnside requested item #9 & 10:

9. **Discussion, consideration, and possible direction to staff relative to the previous Council's direction to staff to proceed with development of the 118-acre Community Park.**

There was no action taken.

Mayor Burnside said that it is anticipated that an RFQ will be coming before the Council for approval in connection with determining a source of water for the subject 118-acre Park. The amount of \$100,000 has been budgeted for the design of the Park. In light of the current state of the economy, Burnside said he would like this Council to consider changing direction on the choice of the Park, not spending but holding onto those funds at this time, or agreeing to proceed as originally directed.

Commencing the discussion, it was suggested that it might be a good idea to put the project on hold and use some of the money to improve some of the parks the Town already has. There was strong sentiment expressed regarding the urgent need for ball fields for the children; the 118 acres have been purchased and need to be developed. Town Manager Scannell explained that the \$100,000 has been set aside in the Capital Improvement Fund for the estimated expense of the engineering/design documents. There was also comment that the Park needs to be "shovel ready" in order to take advantage of grant and stimulus funding when the economy recovers. Town Engineer Long confirmed that if the engineering work is completed, the resulting design documents will have an indefinite shelf life, as long as changes are not made to the original design in the interim. The development of the Park from the initial design will require additional funding, possibly from grant money when and if it becomes once again available. Long said that if the Council approves going forward as previously directed, he will be negotiating the cost for hydrology services with the consultant for possibly less than \$52,000. There was also a brief discussion regarding the Symington Ranch Development dedication of the 10 acres for a school site, which is now available at no charge to the Town of Camp Verde.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Steve Goetting**, a member of the suspended Parks & Rec Commission, strongly recommended keeping the wheels going on the Park.

**John Wischmeyer** requested that if the Town does move forward on the Park that the public has input into the design; he would like to see an open process for the public to express their views on how it will be developed.

**Cheri Wischmeyer** said she is irritated by government continuing to spend just because the money is in the budget, while the public is pinching their pennies; the Town may need that money for far more critical purposes. She strongly urged not spending the money at this time.

**Jim Meredith**, a real estate broker, said that from all the information he has received through meetings and classes in his field, the current economic problems are not coming to an end any time soon; he advocated leaving the money where it is.

Tom Nielson suggested clearing the entire 118 acres, get the design completed, and then be ready for next year.

Bob Weir, a participant in the design group, said that in his opinion you cannot put a price tag on kids; we need to use the money to be ready when more funds are available; volunteers will help.

There was no further public input.

Scannell reminded the Council that the current budget was predicated on the economy remaining about the same, not getting worse, but not getting any better; the Council will be advised if there is any further decline and a need to adjust the numbers. After final discussion, and some concern that other services may be adversely affected by doing so, the consensus of the Council was that the Town should move forward with the Park design as budgeted.

**NOTE: A recess was called at 8:03 p.m.; the meeting was called back to order at 8:14 p.m.**

- 10. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF ORDINANCE 2009-A369, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPERSEDING ORDINANCE 2009-A367 AND AMENDING SECTION 11-1-6 OF THE TOWN CODE RELATED TO PARKS – ALCOHOL USE.**  
On a motion by German, seconded by Whatley, the Council **voted 5-2** to approve Ordinance 2009-A368, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Ordinance 2009-A367 and amending Section 11-1-6 of the Town Code related to Parks – Alcohol Use; **with ‘no’ votes by Baker and Garrison.**

Burnside reminded the Council of the long discussion last week on this issue and apologized for the subsequent hasty decision to adopt an ordinance that proved to be a direct reversal of the gentleman’s agreement made with the Sheriff’s Posse regarding their events. Burnside pointed out that the ordinance on the books has not been complied with in the past. Therefore, there are two choices, (1) to either rescind the ordinance approved last week and adopt the proposed new one, or (2) leave the existing one in place that is subject to continuing violations, and come back to it when the proposed event handbook is completed. During the ensuing discussion, both Baker and Garrison strongly reiterated their objection to allowing alcohol at Town events. Final comments from the Council members indicated majority support for approval of the proposed new Ordinance, and action was taken accordingly.

- 11. **Call to the Public for Items not on the Agenda.**

There was no public input.

- 12. **Advanced Approvals of Town Expenditures**

**a. There are no advanced approvals.**

There were no advanced approvals.

- 13. **Manager/Staff Report**

There was no Manager/staff report.

- 14. **Adjournment**

On a motion by Garrison, seconded by Baker, the meeting was adjourned at 8:37 p.m.

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 26<sup>th</sup> day of August 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Debbie Barber, Town Clerk



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**     **Regular Business**

**Reference Document:** LTAF II APPLICATION

**Agenda Title** (be exact):

Discussion, consideration, and possible determination of the following:

- SFY 2010 LTAF II application for funding as it relates to public transportation planning and/or projects, and authorization for the Mayor to sign related contract documents.

**Purpose and Background Information:**

As you may recall, on August 19, 2009, Council approved additional funding in the amount of \$10,800 to possibly come from contingency funds in the event that LTAF II would not be funded this year.

Having said that, it appears LTAF II will be funding this year. The Town has just received the LTAF II Grant Application from NACOG for possible funding for SFY 2010 as we anticipated (a copy is attached). To receive this LTAF II funding, the Town must complete the attached grant application. The application submittal requires Council's approval and the Mayor's signature.

In addition, and for informational purposes only, I have attached a copy of the LTAF II estimated distributions sheet that shows that the Town of Camp Verde should receive \$16,070.10 in November if this grant application is approved. If received, this will eliminate Council's prior approval to allocate \$10,800 from contingency funds.

**Recommendation** (Suggested Motion):

Approve SFY 2010 LTAF II application for funding as it relates to public transportation planning and/or projects, and authorization for the Mayor to sign related contract documents.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:**

**Submitting Department:** Public Works Department

**Contact Person:** Ron Long

**Action Report prepared by:** Valerie House

SFY 2010\* LTAF II  
GRANT APPLICATION REQUEST FORM  
\*For funds collected in SFY 2009

SECTION I: APPLICANT INFORMATION

County, Town or City: Yavapai, Town of Camp Verde  
Address: 395 S. Main St.  
Camp Verde, AZ 86322

Contact Name: Valerie House  
Phone: (928) 567-0534, ext. 135  
Fax: (928) 567-1540

e-mail address: valerieh@cvaz.org

SECTION II: LTAF II PROJECT REQUEST(S)

1. **Transit Project** (Jurisdictions receiving \$2,500.00 or more in LTAF II funding must apply for transit projects to be eligible for funding.)

a. Project Title Dial-A-Ride/Voucher System  
b. Project Location Camp Verde Town Limits  
c. Project Description:\*\* See attached MOU - Vouchers are issued to Camp Verde residents (elderly, youth and low income) to be used for travel only in the Verde Valley. Residents pay a \$2.00 co-pay for the service provided. NACOG administers the voucher program.

\*\* Additional information may be attached.

d. LTAF II funding requested (include on line 3a below) \$16,070.10

e. Type of Project:  Planning  Capital  Operations Other \_\_\_\_\_

f. If applicant is within an MPO boundary answer "i". If not within an MPO boundary answer "ii".

i. Is the project included in the regional TIP? Yes: \_\_\_\_\_ No: ii

ii. Is this an ADOT/FTA Section 5310 or 5311 project? Yes: \_\_\_\_\_ No: ii

g. If project is multi-jurisdictional, identify other joint project recipients: NO

h. Project previously funded through LTAF II program? Yes  No \_\_\_\_\_

2. **Other Transportation Project** (Only for jurisdictions receiving less than \$2,500.00.)

a. Project Title n/a

b. Project Location n/a

c. Project Description:\*\*\* n/a

\*\*\* Additional information may be attached.

d. LTAF II funding requested (include on line 3b below) \$ \_\_\_\_\_

e. If project is multi-jurisdictional, identify other joint project grant recipients: \_\_\_\_\_

f. Project previously funded through LTAF II program? Yes  No \_\_\_\_\_

3. **LTAF II Funding Summary** (include requested funding from additional project applications)

a. LTAF II Total Funds Requested for transit purposes \$16,070.10

b. LTAF II Funds requested for other transportation purposes \$ \_\_\_\_\_

c. Local Match ( 25%) \$4,017.52

d. Total \$20,087.62

See attached supplemental project application form for additional projects.

SFY 2010\* LTAF II GRANT APPLICATION REQUEST FORM

\*For funds collected in SFY 2009

SECTION III: PRIOR YEAR LTAF II PROJECT STATUS

LTAF II funding is available to jurisdictions for up to two years. Unless the jurisdiction has requested an extension or waiver, funding that is not spent by jurisdictions within two years of being distributed is subject to possible redistribution through the annual LTAF II distribution process to other jurisdictions.

1. Have LTAF II distributions received by your jurisdiction on or before June 30, 2008 been expended?

Yes X No

2. If the funds have been expended, were they spent on the projects as indicated in prior year's applications?

Yes X No

3. If the funds described above have not been expended, what is your LTAF II fund balance?

\$

4. If the answer to lines 1 and 2 are no, provide a brief description of why the funds were not expended or were not expended on projects originally submitted in an application. (Attach additional information if necessary.)

N/A

Authorized chief financial officer signature\*\* \*\*\*:

Date:

Town Manager/Finance Director Title

\*\* Signing Agency agrees to local match availability and compliance with ARS 28-5808 et seq.

\*\*\* Signer should be a Certified Public Accountant (CPA) or equivalent

Authorized jurisdictional signature\*\*\*\*:

Date:

Title

\*\*\*\*Signer should be city, town or county manager or program director certifying to council/board action

FOR COG, MPO, OR RPTA OFFICE USE ONLY

LTAF II Funds Available: \$

LTAF II Funds provided: \$

Long Range Transportation Plan Compliance Yes No

By: Title

Agency:

**LTAF II ESTIMATED DISTRIBUTIONS  
COUNTIES AND CITIES/TOWNS  
FY 2010**

JURISDICTION	COUNTY LEVEL DIST	JURISDICTION LEVEL DIST
APACHE	\$105,685.20	\$90,406.12
EAGAR		6,675.06
SPRINGERVILLE		3,044.72
ST JOHNS		5,559.31
<b>COCHISE</b>	193,499.01	78,178.69
BENSON		6,980.36
BISBEE		8,866.31
DOUGLAS		25,266.70
HUACHUCA CITY		2,708.88
SIERRA VISTA		63,708.66
TOMBSTONE		2,371.66
WILLCOX		5,417.76
<b>COCONINO</b>	188,196.43	77,867.83
FLAGSTAFF		89,777.47
FREDONIA		1,568.15
PAGE		10,233.24
WILLIAMS		4,392.22
SEDONA		4,357.52
<b>GILA</b>	79,602.51	37,534.37
GLOBE		11,146.38
HAYDEN		1,164.32
MIAMI		2,624.23
PAYSON		23,543.12
WINKLEMAN		587.02
STAR VALLEY		3,003.08
<b>GRAHAM</b>	53,612.80	28,799.90
PIMA		3,329.20
SAFFORD		13,852.48
THATCHER		7,631.22
<b>GREENLEE</b>	12,420.33	7,617.34
CLIFTON		3,630.34
DUNCAN		1,172.65
<b>LA PAZ</b>	29,897.61	20,076.53
PARKER		4,697.52
QUARTZSITE		5,123.56
<b>MARICOPA</b>	5,534,251.60	352,586.08
AVONDALE		106,367.98
BUCKEYE		69,585.76
CAREFREE		5,478.82
CAVE CREEK		7,121.91
CHANDLER		339,131.88
EL MIRAGE		46,693.50
GILA BEND		2,635.33
GILBERT		298,115.65
GLENDALE		344,764.74
GOODYEAR		82,482.09
GUADALUPE		8,312.60
MESA		637,921.98
PARADISE VALLEY		20,044.61
PEORIA		215,873.65
PHOENIX		2,166,944.97
SCOTTSDALE		336,302.27
SURPRISE		150,932.67
TEMPE		239,581.90
TOLLESON		9,482.47
WICKENBURG		8,939.86
YOUNGTOWN		9,050.88
LITCHFIELD PARK		7,067.79
QUEEN CREEK		32,374.73
FOUNTAIN HILLS		36,074.46
APACHE JUNCTION		383.02
<b>MOHAVE</b>	285,684.22	105,997.45
BULLHEAD CITY		57,157.11
COLORADO CITY		5,609.27
KINGMAN		39,999.01
LAKE HAVASU CITY		76,921.39
<b>NAVAJO</b>	159,285.52	99,747.04
PINETOP/LAKESIDE		6,612.61
HOLBROOK		7,786.64

SHOW LOW		17,090.10
SNOWFLAKE		7,722.81
TAYLOR		6,179.63
WINSLOW		14,146.69
<b>PIMA</b>	<b>1,407,206.63</b>	<b>505,288.13</b>
MARANA		46,828.11
ORO VALLEY		59,982.56
SAHUARITA		32,181.84
SOUTH TUCSON		8,048.93
TUCSON		754,877.07
<b>PINAL</b>	<b>486,485.55</b>	<b>235,955.72</b>
APACHE JUNCTION		52,236.16
CASA GRANDE		62,609.56
COOLIDGE		17,084.54
ELOY		22,430.14
FLORENCE		33,439.13
KEARNY		3,171.00
MAMMOTH		2,482.68
SUPERIOR		4,683.64
QUEEN CREEK		691.10
WINKLEMAN		5.55
MARICOPA		51,696.32
<b>SANTA CRUZ</b>	<b>65,877.70</b>	<b>34,454.96</b>
NOGALES		30,126.58
PATAGONIA		1,296.16
<b>YAVAPAI</b>	<b>315,501.34</b>	<b>127,933.55</b>
CAMP VERDE		16,070.10
CHINO VALLEY		18,136.46
CLARKDALE		5,592.62
COTTONWOOD		15,584.39
JEROME		456.57
PRESCOTT		60,061.66
PRESCOTT VALLEY		54,069.37
SEDONA		11,425.31
PEORIA		4.16
DEWEY/HUMBOLDT		6,167.14
<b>YUMA</b>	<b>282,793.55</b>	<b>96,670.40</b>
SOMERTON		15,788.39
SAN LUIS		37,059.76
WELLTON		3,216.80
YUMA		130,058.19
<b>CITIES</b>	<b>\$0.00</b>	<b>\$7,300,885.89</b>
<b>COUNTIES</b>	<b>\$9,200,000.00</b>	<b>\$1,899,114.11</b>
<b>TOTAL</b>	<b>\$9,200,000.00</b>	<b>\$9,200,000.00</b>

The \$9.0 million is from the Powerball transfers and \$0.2 million is from interest and carryover balance.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

Consent Agenda     Regular Business

**Reference Document:** Resolution 2009-784

**Agenda Title:**

Discussion, consideration and possible approval of Resolution 2009-784 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Yavapai County Development Services Department for Building Safety Support Services.

**Purpose and Background Information:**

In 2008 the Town Building Department submitted a Request For Proposal (RFP) to obtain building support services through a consulting firm. The Town entered into a contract with Stantec Consulting Services in October of 2008. Stantec currently provides building support services to the Town Building Department, including Building Official services, plan review and inspection services. The Town has been in contract with Stantec for approximately one (1) year, which contract expires October 1, 2009. During the Town's tenure with Stantec, cost for services aside from plan review, including inspection services and Building Official services, has cost the Town and its citizens a great deal of money. This cost has run upwards of fifteen to twenty thousand dollars (\$15,000-\$20,000) this past year alone.

Due to the current economic conditions and the recent budget cuts for 2009/2010, our consulting services budget has been reduced from sixty-five thousand dollars (\$65,000) to ten thousand (\$10,000). Although Stantec has provided quality service to the Town, staff is confident that Yavapai County Development Services staff has an enhanced appreciation for the Town's individuality and character and in turn will be able to provide better service to our citizens. Therefore, staff is recommending that Council allow our contract with Stantec to expire October 1, 2009 and consider the current proposed intergovernmental agreement with Yavapai County to provide the same services at a cost significantly less. The Yavapai County Board of Supervisors will consider the Intergovernmental Agreement (IGA) between their Development Services Department and the Town of Camp Verde at their meeting scheduled for September 21, 2009.

**Recommendation:**

Move to approve Resolution 2009-784 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an Intergovernmental Agreement with the Yavapai County Development Services Department for Building Safety Support Services.

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:** N/A

**Submitting Department:** Building

**Contact Person:** Mike Jenkins/Becky Oium

**Action Report prepared by:** B. Oium



**RESOLUTION 2009-784**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF  
CAMP VERDE, ARIZONA, APPROVING AN INTERGOVERNMENTAL  
AGREEMENT WITH THE YAVAPAI COUNTY DEVELOPMENT SERVICES  
DEPARTMENT FOR BUILDING SAFETY SUPPORT SERVICES**

**WHEREAS**, the County, through its Development Services Department, provides services related to Building Safety Support Services as needed, in the unincorporated areas of Yavapai County including the areas surrounding the corporate boundaries of the Town; and

**WHEREAS**, the Town wishes to enter into an agreement whereby the County will provide certain Building Safety Support Services as needed, for the benefit of the Town and its residents.

**NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF  
CAMP VERDE, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:**

*Pursuant to ARS §11-952, the Town shall enter into the intergovernmental agreement with the Yavapai County Development Service Department for joint or cooperative action to provide Building Safety Support Services, under the terms and conditions set forth in the Intergovernmental Agreement.*

**PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE  
TOWN OF CAMP VERDE, ARIZONA, this \_\_\_\_\_ day of \_\_\_\_\_, 2009.**

\_\_\_\_\_  
Bob Burnside, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bill Sims, Town Attorney



**RESOLUTION 2009-784**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF  
CAMP VERDE, ARIZONA, APPROVING AN INTERGOVERNMENTAL  
AGREEMENT WITH THE YAVAPAI COUNTY DEVELOPMENT SERVICES  
DEPARTMENT FOR BUILDING SAFETY SUPPORT SERVICES**

**WHEREAS**, the County, through its Development Services Department, provides services related to Building Safety Support Services as needed, in the unincorporated areas of Yavapai County including the areas surrounding the corporate boundaries of the Town; and

**WHEREAS**, the Town wishes to enter into an agreement whereby the County will provide certain Building Safety Support Services as needed, for the benefit of the Town and its residents.

**NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF  
CAMP VERDE, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:**

*Pursuant to ARS §11-952, the Town shall enter into the intergovernmental agreement with the Yavapai County Development Service Department for joint or cooperative action to provide Building Safety Support Services, under the terms and conditions set forth in the Intergovernmental Agreement, and the Mayor is authorized to execute the agreement on behalf of the Town.*

**PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE  
TOWN OF CAMP VERDE, ARIZONA, this \_\_\_\_\_ day of \_\_\_\_\_, 2009.**

\_\_\_\_\_  
Bob Burnside, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bill Sims, Town Attorney

**INTERGOVERNMENTAL AGREEMENT  
TOWN OF CAMP VERDE/YAVAPAI COUNTY**

**Building Safety Support Services**

THIS AGREEMENT is entered into this 21<sup>st</sup> day of September, 2009, by and between Yavapai County, a political subdivision of the State of Arizona (hereinafter the "County"), and the Town of Camp Verde, a municipal corporation of Arizona (hereinafter the "Town")

**WHEREAS**, the County, through its Development Services Department, provides services related to Building Safety Support Services as needed, in the unincorporated areas of Yavapai County including the areas surrounding the corporate boundaries of the Town; and

**WHEREAS**, the Town wishes to enter into an agreement whereby the County will provide certain Building Safety Support Services as needed, for the benefit of the Town and its residents; and

**WHEREAS**, the parties are authorized pursuant to ARS §11-952, to enter into agreements for joint or cooperative action.

NOW, THEREFORE, the parties agree as follows:

**1. County Services Provided.** For the Town Building Department on an as needed basis, the County, through its Development Services Department agrees to provide the following services (the "County Services Provided")

- 1.1 Residential and commercial building inspections within five (5) business days of request, on average, for inspection, based on Town codes.
- 1.2 Residential plan review within fifteen (15) business days, on average, of submittal of complete plans in proper format, based on Town codes.
- 1.3 Involvement of a Senior Plans Examiner or Chief Building Official in pre-application meetings, but the Town will not have the right to request such attendance more than two (2) times per month.
- 1.4 Involvement of a County plan reviewer on large commercial projects, as needed.
- 1.5 The Yavapai County Building Official will be available, at reasonable and mutually agreed times to provide 'advice and consult' services, including written determinations based on interpretations of the adopted Building Codes, to the Town Building Department in the absence of the Town Building Official, as provided for by Town Code Chapter 7, Article 7-4.

**2. Payment for Services.** In consideration for the County/Town agreement to provide the County Services Provided, the Town agrees to pay the fees for the County Services Provided per the County schedule, as revised from time to time and attached hereto as Exhibit A (County). Payment shall be made monthly by the Town 10 days after receipt of statement of County Services Provided.

**3. Term of Agreement.**

- 3.1 Initial Term Automatic Renewal. The initial term of this agreement shall commence on the 21st day of October, 2009, and shall terminate on October 21, 2010. It shall, thereafter be deemed automatically renewed for up to five (5) successive one-year terms unless written notice of intent not to renew is given by either party to the other party no less than one hundred twenty (120) calendar days prior to the expiration of the then-current initial or renewal term.

- 3.2 Cancellation. Either party may cancel this Agreement for any reason with sixty (60) calendar days advance notice in writing.
- 3.3 Termination for Breach. In the event of a breach of any term or condition of this Agreement by either Party, the Party claiming breach shall provide written notice to the other Party said notice setting forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within fifteen (15) calendar days of receipt of notice, the Party claiming breach may terminate this Agreement without further notice.

**4. Miscellaneous.**

- 4.1 Indemnification and Insurance. To the extent permitted by law, each Party shall save, hold harmless and indemnify the other Party, its officers, employees or agents in connection with performance under this Agreement. Both parties shall obtain and maintain general liability insurance in such amounts as may be required to protect itself and the other Party from claims, damages or other losses arising out of performance under this Agreement and shall designate the other Party as an additional insured on said policies of insurance with respect to such claims, damages or losses.
- 4.2 Severability. The invalidity of any provision of this Agreement as determined by a Court of competent jurisdiction, shall in no way effect the validity of *any* other provision hereof, so long as the original intent of the parties is not defeated thereby.
- 4.3 Applicable Law. The terms and conditions of this agreement shall be construed and governed in accordance with the laws of the State of Arizona. Venue is proper in Yavapai County Superior Court.
- 4.4 Disputes; Trial by Court. The Parties expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.
- 4.5 Disputes; Attorney Fees. The Parties expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitle to an award of attorneys' fees, either pursuant to the Agreement, pursuant to ARS Section 12-341.01(A) and (B), or pursuant to any other state or federal statute.
- 4.6 Entire Agreement. This Intergovernmental Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and it may only be amended, modified or waived by written instrument signed by the authorized agents of the parties hereto.
- 4.7 Notices. Notices relating to this Intergovernmental Agreement shall be deemed to have been duly delivered upon personal delivery, or as of the second business day after mailing by United States mail, postage prepaid, addressed as follows:

Town: Town of Camp Verde  
Town Manager  
473 S. Main St., Suite 102  
Camp Verde, AZ 86322

County: Yavapai County  
County Administrator  
1015 Fair Street  
Prescott, AZ 86305

With copy to: Yavapai County  
Development Services Director  
Marina Street Annex  
500 South Marina Street  
Prescott, AZ 86303

These addresses may be changed by either party by giving notice in writing. Such changes shall be deemed to have been effectively noticed five (5) calendar days after being mailed to each party by the party changing the address.

- 4.8 Recording. This Agreement shall be recorded by the County in the Office of the Yavapai County Recorder upon its proper approval and execution by the authorized representatives of both parties, pursuant to ARS §11-952(G).
- 4.9 Conflict of Interest. This Agreement is subject to the ARS §38-511 pertaining to conflicts of interest, the pertinent provisions of which *are* incorporated by reference herein.

#### APPROVALS

Yavapai County, a political subdivision of the  
State of Arizona

Town of Camp Verde, a municipal  
corporation of Arizona

\_\_\_\_\_  
Thomas Thurman, Chair of the Board of  
Supervisors

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:

Attest:

\_\_\_\_\_  
Julie Ayers, Clerk of the Board

\_\_\_\_\_  
Debbie Barber, Town Clerk

#### DETERMINATIONS OF COUNSEL

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned Deputy County Attorney, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the County of Yavapai.

\_\_\_\_\_  
David S. Hunt, Deputy County Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under laws of this State to the Town of Camp Verde.

\_\_\_\_\_  
Bill Sims, Town Attorney

# Exhibit A

THE YAVAPAI COUNTY BOARD OF SUPERVISORS DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THIS COUNTY AS PROVIDED BY ARS 11-251.08.

## VALUATION & FEE SCHEDULE

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof.
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours .....\$ 50.00 per hour* (minimum charge – two hours)	
2. Re-inspection fees assessed under provisions of Adopted Codes.....\$100.00 per hour*	
3. Inspections for which no fee is specifically indicated; .....\$ 50.00 per hour* site investigation, courtesy, special inspections (minimum charge – one hour)	
1. Additional plan review required by changes, additions or revisions to plans .....\$ 50.00 per hour* (minimum charge – one hour)	
2. Use of outside consultants for plan review, building inspection, or both..... Actual Costs**	
6. Fee for Permit Extension.....\$ 25.00	
7. Fee for Temporary Certificate of Occupancy.....\$300.00 Residential .....\$500.00 Commercial	
*Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**     **Regular Business**

**Subject:** Resolution in Support of a Verde Valley Broadband Cooperative – Guests Plan to be Present to Answer Questions.

**Agenda Title:** POSSIBLE APPROVAL REGARDING PROPOSED RESOLUTION 2009-783, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA SUPPORTING THE APPLICATION BY A VERDE VALLEY BROADBAND COOPERATIVE FOR FEDERAL GRANT FUNDS FROM THE DEPARTMENT OF AGRICULTURE RURAL UTILITY SERVICES BROADBAND INITIATIVES PROGRAM AND THE DEPARTMENT OF COMMERCE NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM TO OBTAIN FUNDING FOR REGIONAL BROADBAND INFRASTRUCTURE CONSTRUCTION AND PROGRAM DEVELOPMENT.

**Purpose and Background Information:**

Before Council this evening is a resolution of support for a grant application targeting broadband services for the Verde Valley.

By way of background, with the release of a Notice of Funding Availability (NOFA) for Broadband Services from the federal government in July 2009, large pools of money became available for the build out of broadband services in rural areas. This action added impetus to an existing regional project underway in the Verde Valley, spearheaded by Clarkdale, Sedona and Cottonwood with support from the Verde Valley Regional Economic Organization - the creation of a rural broadband cooperative, the Verde Valley Broadband Cooperative. The vision is to obtain leading edge communication across Arizona's Verde Valley.

Based on the model of rural electric cooperatives from the 1930s, the VVBC seeks to drive economic opportunity and enhance quality of life by providing integrated, robust, and affordable high-speed broadband service through the creation of a local, member-owned cooperative. The creation of such an entity enables expanded access to service as the organization is established as a non-profit of the members; for the members. This is essential as there are too few customers presently in the Verde Valley to warrant significant infrastructure investments from the private sector alone.

With the availability of federal funds and the specific requirements of the grant application, extensive partnerships are encouraged and rewarded to maximize the impact of each taxpayer dollar invested. As the opportunities to create broadband services are explored and vetted, the approach becomes clearer – create a large, public/private partnership targeting grant applications in each of two rounds of grant cycles, the first of which is due on August 14, 2009 and the second of which is due in December, 2009. Because of the extensive and detailed requirements of the grant application, the team is targeting a round 1 submission for public computing center money for the Clarkdale Library project and a round 2 submission for broadband infrastructure, aiming at a middle mile build out project i.e. connection from the big underground pipes that carry fiber optic cables to the neighborhood networks.

Passing this resolution enhances the likelihood of a successful federal grant application in response to the NOFA and provides the expansion of needed broadband infrastructure over the next three years. To that end, an approved grant application would help to improve the area's infrastructure to the standard that meets current and future residents' and business' needs. Access to robust, high-speed broadband services is essential for economic development and job growth in the Verde Valley. This resolution does not financially obligate the Town of Camp Verde.

**Recommendation:** APPROVE RESOLUTION 2009-783, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA SUPPORTING THE APPLICATION BY A VERDE VALLEY BROADBAND COOPERATIVE FOR FEDERAL GRANT FUNDS FROM THE DEPARTMENT OF AGRICULTURE RURAL UTILITY SERVICES BROADBAND INITIATIVES PROGRAM AND THE DEPARTMENT OF COMMERCE NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM TO OBTAIN FUNDING FOR REGIONAL BROADBAND INFRASTRUCTURE CONSTRUCTION AND PROGRAM DEVELOPMENT.

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

**Finance Director Comments:**

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

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

**Contact Person:** Michael K. Scannell



# TOWN OF CAMP VERDE



## Resolution 2009-783

A RESOLUTION OF THE TOWN OF CAMP VERDE ARIZONA, SUPPORTING THE APPLICATION BY A VERDE VALLEY BROADBAND COOPERATIVE FOR FEDERAL GRANT FUNDS FROM THE DEPARTMENT OF AGRICULTURE RURAL UTILITY SERVICES BROADBAND INITIATIVES PROGRAM AND THE DEPARTMENT OF COMMERCE NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM TO OBTAIN FUNDING FOR REGIONAL BROADBAND INFRASTRUCTURE CONSTRUCTION AND PROGRAM DEVELOPMENT

WHEREAS, the creation of a Verde Valley broadband cooperative and the development of a valley wide, affordable, continuous and reliable broadband service is a major consideration for the quick and healthy economic recovery of the Verde Valley area; and

WHEREAS, in response to the desire on the part of the Town of Camp Verde to support an application for broadband project funds, the Mayor and Town Council, desire to support the submission of applications to both the Department of Agriculture Rural Utility Services Broadband Initiatives Program and the Department of Commerce National Telecommunication Information Administration Broadband Technology Opportunities Program by a cooperative to be formed to promote broadband services throughout the Verde Valley; and

WHEREAS, this application is in keeping with the five purposes of the American Recovery and Reinvestment Act of 2009 in that the application will create jobs and promote economic recovery; assists those impacted by the recession; provide investments needed to increase economic efficiency; provides for investment in infrastructure that will provide long-term economic benefits and works to help stabilize local government budgets; and

WHEREAS, competitive broadband access is seen as a tool to drive economic opportunity and enhance the quality of life for the residents and businesses of the Town of Camp Verde and region wide the Verde Valley,

**Resolution 2009-783**

Page 1 of 2

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS:**

That the Mayor and Town Council support the filing of grant fund application by a Verde Valley broadband cooperative with the Department of Agriculture Rural Utility Services Broadband Initiatives Program and the Department of Commerce National Telecommunication Information Administration Broadband Technology Opportunities Program for federal funds to support the Verde Valley Broadband Cooperative project with the understanding that any such cooperative will be solely and fully responsible for the use and management of any grant funds received.

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2009 by a vote of \_\_ ayes and \_\_ nays.

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff relative to ordering and installing directional signage for the Senior Citizens Center.

**Purpose and Background Information:**

The Senior Citizens Center has historically used A-frame signs as directional signage. Since the Center serves our elderly population and is financially dependent upon its thrift store to provide a substantial revenue source, signage is essential. The Center is not able to purchase appropriate A-frame signs and related expenses.

**Recommendation (Suggested Motion):**

Direct staff to purchase and install directional signage for the Senior Center. Since the Center serves the Senior Population, Council should consider absorbing the costs of approximately \$57.55 per sign.

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:**

**Submitting Department:** Council

**Contact Person:** Council Member Robin Whatley

**Action Report prepared by:** D. Barber

#9



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** Youth Center

**Agenda Title (be exact):**

Presentation by Lynda Moore and representatives of Youth Count and the Youth Center followed by possible discussion, and direction to staff relative to the future of the Teens A Chillin' Youth Center. Discussion may include but is not limited to: the evolution of the center, defining who the players are, should the Town be directly involved or be a supporting organization, options on how to continue delivering this service.

**Purpose and Background Information:**

Recently Councilor Garrison had some questions and concerns in regards to the rules and code of conduct at the Youth Center, as well as questions as to why we had no agreement in place with Youth Count. The chronology of events should help to explain how the relationship with the Town and Youth Count developed. The youth center was developed with the uncertainty of whether or not the youth would participate and what the future of the center would be. With the success of the center and the internal change in the Parks Department, Town staff and Youth Count feels that we need to decide how we can continue to deliver this service to the youth in our community and what role the Town of Camp Verde wants to take in the continuation of the center. Some possible options include:

- a) Enter into a Memorandum of Understanding (MOU) with Youth Count. Youth Count could lease the building and continue to build the infrastructure and within one year turn the center over to a non-profit by October 1, 2010.
- b) Establish the Center as a Boys and Girls Club of America site. Youth Count would assist current staff members in the process. Once outlined, an MOU would be presented to the Town Council.
- c) Recruit a new non-profit that will work with the school and Youth Count. Design a MOU for this organization and present a draft of the document to the Town Council.

Following your guidance and direction staff will have something formalized and bring back before you on Oct. 7, 2009.

**Recommendation (Suggested Motion):**

- 1. Move to direct staff to pursue option a, b or c and bring back to Council for review on October 7, 2009

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:** N/A

**Submitting Department:** Parks & Recreation

**Contact Person:** Lynda Moore

**Action Report prepared by:** Lynda Moore

## **Chronology of Events Regarding Opening of the Youth Center**

### **Oct. 28, 2007**

Youth Count staff members meet with Marshal David Smith to discuss next steps around the youth development plan. This was completed by Harvey Grady in Nov, 2004 when he was doing work for Youth Count.

### **Nov. 30, 2007**

A meeting was held at the Camp Verde Marshal's Office. The group outlined youth services, opportunities and resources for the Camp Verde area. Marshal Smith, Joe Perez, Lynda Moore, Brenda Hauser, Mike Scannell and other community members participated.

### **January 11, 2008**

The Camp Verde Youth Development group discussed the need for a project to work on. It was suggested that the building located next to the Marshal's office would make a good location for a teen center. It was also suggested that the Youth Committee go before Council and request the use of the building. Present were David Smith, Joe Perez, Lynda Moore, Brenda Hauser and other community members.

### **February 15, 2008**

The group discussed structure for the teen center; Boys and Girls club was present as well as Joe Perez, David Smith and other community members.

### **March 14, 2008**

Joe Perez explained that the Youth Commission will present at the March 19<sup>th</sup> Town Council meeting. Dave Smith, Joe Perez, Boys and Girls Club representatives and community members were present.

### **March 19, 2008**

Town Council unanimously authorized staff to designate the metal building located next to the Marshal's Office as the site for the Camp Verde Teen Center.

### **April 18, 2008**

The group discussed the concept of youth development and planned a Town Hall to educate the community about the work that the Youth Development group is doing.

### **April or May 2008 ?**

Boys and Girls Club apply for the Yavapai County Community Foundation and United Way grant for the Camp Verde Teen Center.

### **May 16, 2008**

Group discussed recruitment of new members, selecting a name for the group, the Town Hall and completing an action plan.

### **June 20, 2008**

The group decided on a name (Community Youth Coalition), suggested officers, outlined a meeting calendar, created a mission statement and formatted the Town Hall Plan. Lynda Moore, David Smith and other community members were present.

### **June 2008**

Yavapai County Community Foundation and the United Way announce Boys and Girls Club grant for the Camp Verde Teen Center.

### **July 18, 2008**

Action plans were reviewed and updated. The Boys and Girls Club discuss future plans.

### **August 12, 2008**

Bill Sims reviews and makes recommendations for changes on the Memorandum of Understanding between the Town of Camp Verde, Boys and Girls Club and the Youth Coalition.

### **August 14, 2008**

Action plans are updated and plans were made for the September clean-up of the building. Joe Perez shared the Boys and Girls Club timeline for staffing the Teen Center.

### **Late August/Early September 2008**

Representatives of the Boys & Girls Club of Northern Arizona stop communicating with Parks & Recreation.

### **September 4, 2008**

Joe Perez and Lynda Moore go to Sedona to visit with Boys and Girls Club representatives to find out the status of their participation in the teen center. At that time they tell us that they are not going to be able to help us and we discussed the Yavapai County Community Foundation Grant and asked if they would be returning the funds.

### **September 12, 2008**

Joe Perez, Lynda Moore and Lori Deutsch hold phone conference with the Boys and Girls Club representatives relative to them sending a letter to the Yavapai County Community Foundation to inform them that they would be returning the grant funds.

### **September 18, 2008**

The Youth Coalition continues planning process. Along with the Boys and Girls Club, Yavapai County Community Foundation and United Way, MATForce has awarded funds to the project. The Youth Committee members are soliciting donations for items that are needed for the center. Youth Count VISTA member, Caitlin McConnell will be assisting with teen center tasks. Plans were made for a grand opening.

### **September 20, 2008**

Teen Center clean-up day. Youth clean the outside and paint the inside of the center.

### **September & October 2008**

Boys and Girls Club of Northern AZ officially retracts commitment to open Teen Center. Parks & Recreation and Youth Count staff members pursue having the club send back the funds so the committee can apply for them.

### **October 16, 2008**

Youth Coalition Town Hall takes place with 41 people attending, including Mayor Gioia.

### **Mid October 2008**

Teen Center is open two days a week.

### **October 31, 2008**

Dance and Halloween Party takes place at the teen center. Over 75 youth participated.

### **November 20, 2008**

The Youth Coalition discussed the Town Hall, the dance, requesting funds directly from YCCF and the Town, as well as updating the time line for the center's opening.

### **December 18, 2008**

Discussion at the Youth Coalition meeting included requesting funds for the center, the movie night and having the Center open during winter break. Caitlin McConnell will help staff the Center as well as Parks & Recreation staff.

### **December and January**

No Youth Coalition meeting was held in Jan. AmeriCorps members were recruited to assist with staffing the Center and a request was submitted to Yavapai County Community Foundation and United Way for funding.

### **February 19, 2009**

Youth Coalition reviewed the center calendar, staffing and budget. YCCF and UW will be sending the \$19,500 grant funds to Youth Count for Center Use.

### **March 19, 2009**

Teen Center staffing, days open and needed items/support was discussed by Brenda Hauser, Lori Deutsch and AmeriCorps and VISTA members.

### **April 2009**

Youth Count requested budgeted funds in the amount of \$6,000 from the Town of Camp Verde.

### **April 16, 2009**

The summer calendar, staffing needs, and the Summer Opening Event were reviewed.

### **May 29, 2009**

Grand Opening of the Teens A Chillin' Youth Center.

### **June 2009**

Youth Center is open five days a week and partners with the Town of Camp Verde Summer Program on upcoming field trips.

### **August 10, 2009**

Youth Count submitted a grant follow-up report to the Town of Camp Verde. Lynda Moore and Lori Deutsch meet to discuss the internal change that took place in Parks & Recreation with Joe Perez and Lynda Moore and discussed the future of the Teen Center. It was agreed that a meeting should be set with the Town Manager to discuss these concerns.

### **August 17, 2009**

A meeting was held with Lynda Moore, Mike Scannell and Lori Deutsch to discuss the future of the center and next steps including a contract outline. It was decided that Youth Count would manage the Center because of the hiring freeze at the Town. Lisa Elliot will begin drafting a contract.

### **August 20, 2009**

Youth Coalition reviewed the Center's accomplishments and discussed the budget and program options including partnering with the school and local churches. Lynda Moore, Dan Brown, staff and community members participated.

# 10



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

Consent Agenda     Regular Business

**Reference Document:**

Development Impact Fees Report Form, Statement of Revenue, Expenditures, and Change in Fund Balance, For the Fiscal Year Ended June 30, 2009

**Agenda Title (be exact):**

Discussion, consideration, and possible acceptance of the Development Impact Fees Report Form, Statement of Revenue, Expenditures, and Change in Fund Balances, For the Fiscal Year Ended June 30, 2009.

**Purpose and Background Information:**

The Town Code, Section 7-10-3 B states that at least once every year, and not later than January 1 of each year, the Town Manager or his designee shall coordinate the preparation and submission of an Annual Report to the Mayor and Council on the subject of Development Fees enacted pursuant to this Article.

The report details total collections and expenditures throughout the fiscal year along with the number of building permits issued that result in development fee collections separated by permit type. Total square footage is also listed for non-residential development.

The Town Code states that Council may take such action as it deems appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings.

**Recommendation (Suggested Motion):**

Acceptance of the Development Impact Fees Report Form, Statement of Revenue, Expenditures, and Change in Fund Balances, For the Fiscal Year Ended June 30, 2009.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:**

**Submitting Department:** Finance

**Contact Person:** Lisa Elliott, Senior Accountant

**Action Report Prepared By:** Lisa Elliott, Senior Accountant

*[Handwritten signature]*  
9-1-09

**Development Impact Fees Report Form**  
**Statement of Revenue, Expenditures and Change in Fund Balances**  
**For the Fiscal Year Ended June 30, 2009**

	General Government	Police Services	Library	Parks & Recreation	Total
<b>Revenues</b>					
Impact Fees	\$ 27,210.00	\$ 48,051.00	\$ 11,350.00	\$ 25,326.00	\$ 111,937.00
Interest	\$ 253.07	\$ 219.17	\$ 171.81	\$ 428.20	\$ 1,072.25
<b>Total Revenues</b>	<b>\$ 27,463.07</b>	<b>\$ 48,270.17</b>	<b>\$ 11,521.81</b>	<b>\$ 25,754.20</b>	<b>\$ 113,009.25</b>

<b>Expenditures</b>					
General Government	\$ -				\$ -
Specific Project/Equipment Physical Location	\$ -				\$ -
Police Services		\$ -			\$ -
Specific Project/Equipment Physical Location		\$ -			\$ -
Library			\$ -		\$ -
Specific Project/Equipment Physical Location			\$ -		\$ -
Parks & Recreation				\$ -	\$ -
Specific Project/Equipment Physical Location				\$ -	\$ -
Debt Service on Bonds Repayment of Loans				\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>				

<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 27,463.07</b>	<b>\$ 48,270.17</b>	<b>\$ 11,521.81</b>	<b>\$ 25,754.20</b>	<b>\$ 113,009.25</b>
<b>Fund Balance as of June 30, 2007</b>	<b>\$ 26,489.77</b>	<b>\$ 18,204.53</b>	<b>\$ 21,295.12</b>	<b>\$ 47,609.64</b>	<b>\$ 113,599.06</b>
<b>Fund Balance as of June 30, 2008</b>	<b>\$ 53,952.84</b>	<b>\$ 66,474.70</b>	<b>\$ 32,816.93</b>	<b>\$ 73,363.84</b>	<b>\$ 226,608.31</b>

<b>Number of Building Permits Issued:</b>		<b>Non-Residential</b>
Residential:		Number of Permits Issued
Single Family Residence	8	8
Multi-Family Residence	0	Total Square Footage
Manufactured Housing Residence	14	43,474

#11



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009  
 **Consent Agenda**      **Regular Business**

**Meeting Type:** Regular Session

**Reference Document:** Procurement of property appraisal for Public Works Equipment Yard

**Agenda Title (be exact):**  
Discussion, consideration, and possible direction to obtain an appraisal for the Public Works Equipment Yard.

**Purpose and Background Information:**  
As discussed in executive session the appraisal of the Public Works Equipment Yard for use by the Streets Division of the Public Works Department

**Recommendation (Suggested Motion):**  
Move to approve the procurement of an appraisal for the Public Works Equipment Yard

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:** N/A

**Submitting Department:** Public Works

**Contact Person:** Ron Long  
**Action Report prepared by:** D. Ranney

#12



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** Department Reorganization

**Agenda Title (be exact):**

Discussion, consideration, and possible approval by Council to reorganize the Department of Public Works to include the divisions of Parks & Recreation, and Facilities Maintenance as well as creating and filling the new position of Staff Engineer.

**Purpose and Background Information:**

In August of 2009 the Parks and Recreation Director stepped down to the position of Recreation Supervisor, shifting the supervision duties of the department to the Town Manager. Keeping in mind the best interests of the Town, staff is proposing a reorganization of the Public Works Dept. that would merge the Parks & Recreation Department with the Public Works Department and place the same under the supervision of the Public Works Director. The reorganization would divide the duties and responsibilities of Parks & Recreation into two divisions of Public Works: the Recreation Supervisor would manage the Parks & Recreation Division; the Maintenance Foreman would manage the Facilities Maintenance Division. In addition to the responsibilities brought about from the restructure, Capital Facilities Planning and Development duties will be added under the Public Works Dept. In order to facilitate the department restructure and increased responsibilities, the new position of Staff Engineer would be created and filled to assist the Public Works Director with supplementary engineering and management duties including but not limited to the divisions of Stormwater and Special Projects.

\*See attached Organization Chart and Job Description

**Recommendation (Suggested Motion):**

Move to approve the reorganization of Public Works to include Recreation, and Facilities divisions. Approve the funding, job posting and new hire for the Staff Engineer division.

**Finance Review:**  **Budgeted**     **Unbudgeted**     **N/A** - The expenses associated with the position of Staff Engineer can be absorbed in 09/10 allocated appropriations; the salary range for this position is \$44,860 to \$68,259

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:** N/A

**Submitting Department:** Town Manager

**Contact Person:** Michael K. Scannell

**Action Report prepared by:** D. Ranney

## Parks & Recreation Estimated FY2009-2010 Unexpended Salary Related Budget Appropriations

Parks & Recreation Director			
	FY09-10 Budgeted	YTD Consumed	Balance Available
Salaries	61,838.92	10,702.86	51,136.06
FICA	3,834.01	810.63	3,023.38
Medicare	896.66	189.59	707.07
Retirement	5,812.86	895.47	4,917.39
Unemployment	68.60	-	68.60
Workman's Comp	135.24	23.41	111.83
Health Insurance	5,969.52	785.79	5,183.73

Recreation Supervisor			
	FY09-10 Budgeted	YTD Consumed	Balance Available
	36,248.94	8,368.20	27,880.74
	2,247.43	605.28	1,642.15
	525.61	141.55	384.06
	3,407.40	525.01	2,882.39
	68.60	-	68.60
	1,045.27	241.31	803.97
	5,969.52	773.76	5,195.76

Budget Available
79,016.80
4,665.54
1,091.13
7,799.78
137.20
915.80
10,379.49

### After Position Change Projections

	Budget Available	Recreation Supervisor	Available Balance
Salaries	79,016.80	47,171.23	31,845.57
FICA	4,665.54	2,924.62	1,740.92
Medicare	1,091.13	683.98	407.15
Retirement	7,799.78	4,434.10	3,365.68
Unemployment	137.20	68.60	68.60
Workman's Comp	915.80	1,360.23	(444.43)
Health Insurance	10,379.49	5,223.33	5,156.16

### Estimated Monies Available to Hire an Engineer

Payperiods Allowable by Range		
Minimum	Midpoint	Maximum
18.46	14.64	12.13
5-Oct-09	30-Nov-09	28-Dec-09

Grade 59  
Estimated Hire Dates

## Job Description

Exempt (R59)



### STAFF ENGINEER

Department:	Public Works	Revised Date:	August 2009
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**GENERAL PURPOSE:** Under the general supervision of the Public Works Director, this position provides professional engineering, management and supervisory services to the Public Works Department. Responsibilities include: planning, engineering design, preparation of proposals and bid documents, administration of contracts, reviewing plans, maps, specifications, and reports and other documents, and over-site of the Town's stormwater and Engineering Services Divisions.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews plans, maps, specifications, report, contracts, and other documents for compliance with applicable Federal, State Town and industry codes and regulations. Assess the impacts of proposed developments and make mitigation recommendations and site development revisions as necessary.
- Performs engineering related duties in support of Public Works projects that involve streets, transportation, stormwater, drainage, facilities development, and parks. Evaluating programs and services to assure they are meeting the needs of the community; evaluates and analyzes issues, and recommends and implements solutions; interprets and explains Federal and state rules and regulations.
- Assists in the development and administration of the Public Works Department, manages the Storm water, Special Projects, and Engineering Services divisions by encouraging and facilitating an environment for team building and problem solving of employee work related issues. Prioritize work load, supervise and evaluate performance of division employees as assigned
- Provides staff assistance to the Public Works Director/Town Engineer; prepare and present staff reports; represent the Town at a variety of meetings, boards, commissions and Town Council meetings. Assists with the general public regarding engineering issues; responds to sensitive citizen inquiries and complaints; investigates and determines solutions in the field.
- Prepares and manages the division annual budget; assists in the forecasting of funds for future staffing, projects, equipment, materials, and supplies; monitors authorized expenditures in conformance with established constraints.
- Ensure that Town staff and contractors observe all applicable safety rules and regulations.
- May be required to work a flexible work schedule to include hours outside normal business hours as required to attend public meetings and Town Council meetings.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

## **Job Description**

Directly supervises the Stormwater Management and Engineering Services divisions and assigned staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in Civil Engineering from an accredited college or university; AND five year's of progressively responsible experience in the design of streets, roads, utilities, storm water infrastructure, facilities, parks, and other public works related projects; AND a minimum of one year in a supervisory capacity; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Registration as a Civil Engineer by the Arizona State Board of Technical Registration within one year of hire.

#### **Required Knowledge of:**

- Town policies and procedures.
- Fundamentals of civil engineering, mathematics and physics.
- Principles of design, construction and maintenance of public works projects.
- Methods, materials and equipment used in public works construction, maintenance and repair.
- Principles and practices of government project management and contract compliance.
- Federal and state codes and regulations governing public works infrastructure.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Office procedures, equipment, modern software applications, ACAD, and GIS

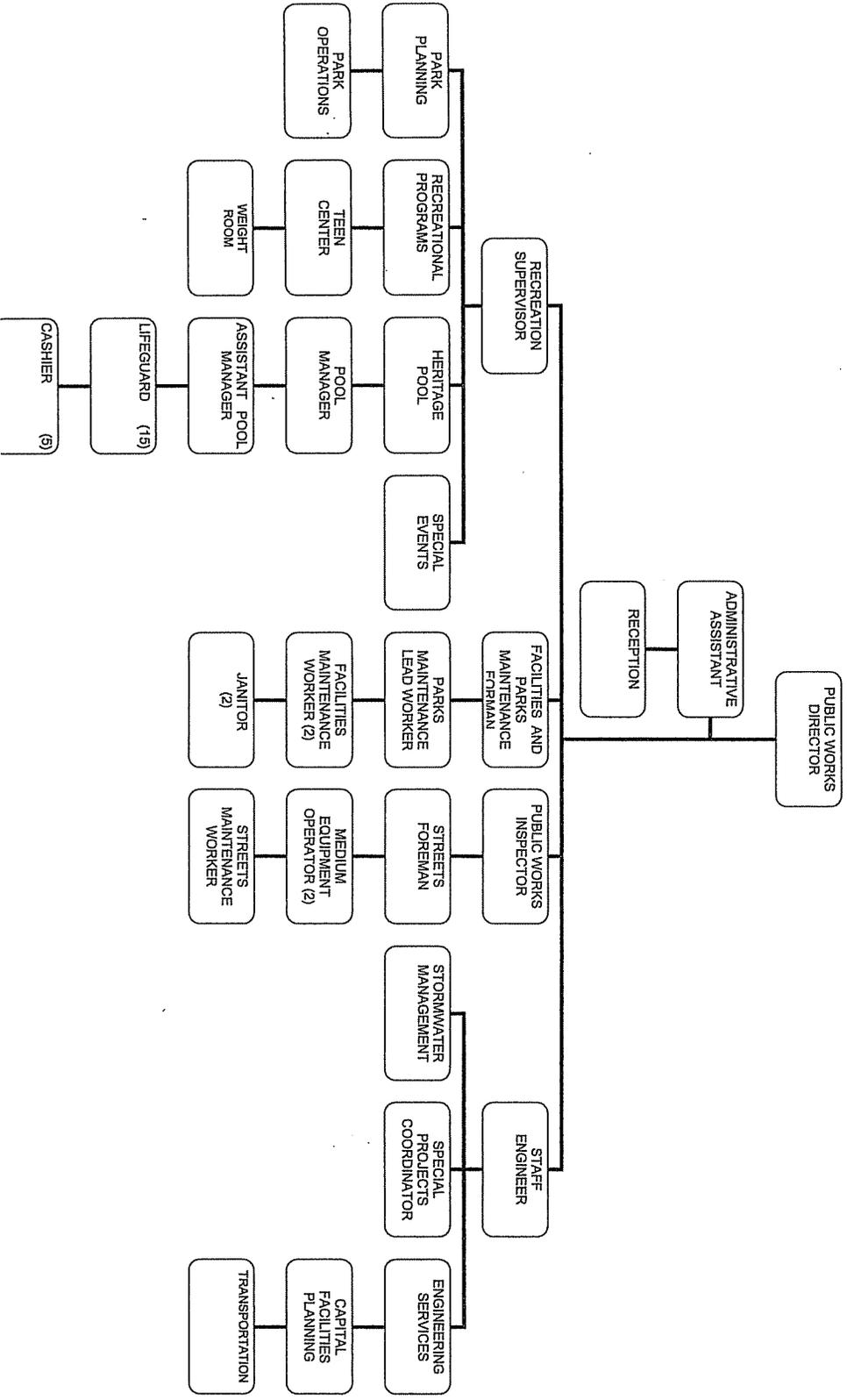
#### **Required Skill in:**

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and Federal and state regulations and procedures.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with Town employees, officials, and representatives from other local, state and Federal agencies.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Communicating clearly and concisely, both verbally and in writing; effective public speaking
- Project management, Procurement, contracting, and negotiation.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment, and outdoors in all climate conditions at Public Works job sites. Requires the ability to traverse uneven terrain, significant walking or standing, and possible transport of typical tools or equipment used in the field.

**PUBLIC WORKS DEPARTMENT  
ORGANIZATION CHART**



#13



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

Consent Agenda     Regular Business

**Reference Document:** Bid for removal of Old Marshal's Office

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff for the solicitation of bids to hire a contractor for the removal of the mobile portion of the old Marshal's Office located at 33 Moser Lane

**Purpose and Background Information:**

Staff has made an assessment of the Old Marshal's Office and determined that the mobile portion of the office is in a state of disrepair that will require extensive rehabilitation or removal. Currently, the mobile is used for minor storage. This facility is located on a main thoroughfare traveled by visitors and tourists. The age and deterioration of the mobile office creates an eye sore that detracts from the improvements that Town is currently doing at Rezzonico Park.

**Recommendation (Suggested Motion):**

Move to direct staff to solicit competitive bids to hire a contractor to remove the mobile portion of the old Marshal's Office located at 33 Moser Lane. The contractor may choose to salvage portions or all of the structure to reduce the cost of demolition.

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

(Note: the Town Manager believes that an internal adjustment to the capital improvement budget may be possible)

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:** N/A

**Submitting Department:** Public Works – for Maintenance

**Contact Person:** Ron Long

**Action Report prepared by:** D. Ranney



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** Walking History Tour

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff relative to removing the Walking History Tour from the Council Direction List until a later date when sufficient revenues are available.

**Purpose and Background Information:**

In 2007 the past Town Manager had asked that I take over the Historic Walking Tour project. (Please see attached history of project). Maintenance staff built stands and placed them along Main Street. The Manager wanted an inexpensive material that could be replaced inexpensively if the signs were vandalized. The signs have been replaced twice and will not hold up to the sun. Replacing the signs with a better material is expensive and to my knowledge this was not a budgeted item. Expenses were taken from the Community Development Department. There was also to be a map created of Main Street. This project was put on the back burner due to time and budget constraints. Staff would like to suggest that this be removed from the Council Direction List until we have sufficient revenues available to complete the project.

**Recommendation (Suggested Motion):**

Move to direct staff to remove the Walking History Tour from the Council Direction List until a later date when sufficient revenues are available.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:** N/A

**Submitting Department:** Parks & Recreation Department

**Contact Person:** Lynda Moore

**Action Report prepared by:** Lynda Moore

## Background Information for the Walking History Tour Project

Somewhere in the time frame of 2005-2007 Special Projects Coordinator Wendy Escoffier was working on the Walking History Tour project. When she left the Town's employment, the past Town Manager had come to me and told me that he had approached the Historical Society and the Chamber and asked that they take the project over. The Historical Society was willing but the Chamber did not want to take on the project. That is when he came and told me that I would be working on the project.

The manager had chosen an inexpensive material to have the signs made of from a local company. He felt that they should be inexpensive so that if they needed replaced due to damage it would be affordable. The Maintenance staff built the sign stands (Oct. 2007) and placed them along Main Street in front of the historical buildings and the signs installed. They almost immediately faded out so we thought the material was faulty and we had them redone. This time was no better. There was also a map that was to be made and handed out to tourist. I did visit with the merchants on Main Street and discussed this with them. A few had paid to have advertisement on the map, but most said they would like to be placed on the map when the time came.

The past manager always coded the expenses to the Community Development Department, since this was not a budgeted item. When he left employment with the Town, the project was put on hold for several reasons. 1) Short staffed and no time for the project. Staff still had special events at that time. 2) No budget for the project.

In order to get the signs made of a durable material it will be costly to the Town. With the current budget, it would be best if this project be put on hold until the Town is in better financial shape.

4/23/08	Modular Homes – research other communities after budget & bring back to Council	In Progress
7/23/08	Follow-thru w/ suggestions & recommendations for choices of street & pathway lights & bring back to Council for review BEFORE submitting to Design Review; also research opportunities to defray lighting cost & bring back these recommendations.	In Progress
9/24/08	Follow-through on Zoning & Development Code Revisions	In Progress
11/19/08	Work w/ the Commission to establish overlay zone on Main Street	In Progress

**Gerry Laurito, Library Director**

11/2/05	Form ad hoc (Mgr) committee to research funding for library <i>Note: 9-12-06 This project is on hold until there is a clearer picture of where we are headed. 4-12-07 Staff is working on a fundraiser for the Library construction. We are hoping that this will serve as a catalyst to forming a committee. 11-07 The Commission is working on this item 12-07 Council directed Linda Harkness &amp; her group on this item. The Commission continues to work on this as well. A joint work session is planned on January 9, 2008</i>	In Progress
12/5/07	Research funding options for the new library & report back	In Progress
4/23/08	Library Financing – review possibilities, research methods & bring back to Council	In Progress

**Ron Long, Engineer/Public Works Director**

2/1/06	Check w/ County & ADOT to do maintenance ASAP on Finnie Flat drainage & advise Council of outcome; advise Council of County's maintenance plan; & bring back for Council review <i>Note: This issue needs to be put on hold considering everything that is going 9-12-06: Finnie Flat drainage has been cleaned. Long is working at some cost-effective changes to the drainage problem. 11-07 The Town has received a grant for this project from Yavapai County. Ron Long will be handling this item. 11-08 Project Design Phase is beginning. Feb 09 meetings with Catholic Church and Yav. Co.; Potholing and Survey is underway Cliffs design phase at 60%</i>	In Progress
2/18/09	Order & install directional sign @ MCH, "This way to historic Camp Verde Main Street" <b>Meeting with Forest Service is scheduled for March 9th additional information will be forthcoming after this meeting Seeking approval of design from Forest Service 4-24-09 received approval for sign to read: Downtown Camp Verde Fort Verde St. Park sign will be ordered (typical deliver is 4-6 weeks) and installed when received.</b>	COMPLETE
3/18/09	Advertise RFQ for Design/Build svcs for the Community Park: First Draft in review 5/13/09 RFQ for Hydrology Services ONLY is expected to be advertised by 6/15/09; <b>7/7/09 – 7 applications received – review &amp; rating to be complete by 7/16.</b>	In Progress

**Lynda Moore, Parks & Rec Director**

2/16/05	Proceed w/ Walking History Tour proposal <i>Note: 9-12-06: I have been working on this project with Lynda Moore since Wendy left; 1-22-07 Signs are ready to be printed. 4-12-07 Signs are completed. I am meeting with Beck and Lee to start construction of the stands that will support the</i>	In Progress
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#15



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff relative to the following projects directed by and put on hold by the previous Council: a) Quality of Life Tax and b) Prepare an RFP for the 5-acre site at the Cliffs.

**Purpose and Background Information:**

Vice Mayor Kovacovich suggested that staff look into removing the two inactive items that have been on the Council Direction Report since 2006. Since they were directed by Council, Council should decide if they wish to continue the projects.

**Recommendation (Suggested Motion):**

Direct staff to remove the two items.

OR

Direct staff to proceed on one or both of the projects.

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:**

**Submitting Department:** Clerk's Office

**Contact Person:** Debbie Barber

**Action Report prepared by:** D. Barber

<b>Lynda Moore, Parks &amp; Rec Director</b>		
2/16/05	Proceed w/ Walking History Tour proposal <i>Note: 9-12-06: I have been working on this project with Lynda Moore since Wendy left; 1-22-07 Signs are ready to be printed. 4-12-07 Signs are completed. I am meeting with Beck and Lee to start construction of the stands that will support the signs. 5-3-07 All signs are posted. Numbering of the signs - to be completed. 11-07 Signs had to be replaced due to faulty material, now working on map. When the map is completed, the project will be complete.</i>	In Progress
3/19/08	Proceed w/ Black Bridge Park improvements of AB road & portable restrooms	In Progress

<b>Matt Morris, Special Projects Administrator</b>		
9/2/09	Begin process to suspend DRB duties & incorporate appearance standards into the re-write of the Zoning Ordinance	In Progress

<b>Dave Smith, Marshal &amp; HR Director</b>		

<b>Projects On Hold</b>			
3/1/06	Manager	Bring info re: Quality of Life tax	ON HOLD
5/7/08	Long	Research abandonment and conveyance of Old Highway 279 to the Yavapai-Apache Nations <b>11-08</b> Expect future meetings w/ YAN	ON HOLD
5/7/06	Morris	Directed Staff to prepare RFP for 5 acre site <i>Note: Town Council and Housing Commission held joint work session April 9, 2008, where the Council directed the Housing Commission and Department to move forward with project and to begin drafting RFP.</i>	ON HOLD

<b>Special Assignments for Council Members</b>		
9/2/09	Mayor – Present Proclamation during 9-11 Ceremony at Ramada	In Progress

# 16



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible approval to increase the budget appropriation from \$5,000 to \$25,000 for Council's legal fees.

**Purpose and Background Information:**

The 2009/10 Budget appropriation for Council's legal fees is \$5,000. Because we are in the first year of estimating legal expenses for each department, staff underestimated Council's anticipated expenditures. Council's legal fees for July (the first month of the fiscal year) were \$4,458 for legal services related to the Sanitary District IGA and the cross issue.

**Recommendation (Suggested Motion):**

Approve an additional \$20,000 appropriation for Council legal fees.

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

**Finance Director Comments/Fund:** N/A

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

**Attorney Comments:**

**Submitting Department:** Clerk's Office

**Contact Person:** Debbie Barber

**Action Report prepared by:** D. Barber

Mayor & Council  
Fund 01-20-10

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	4,200	4,200	4,200	4,200	4,200	4,200
6010	FICA	260	260	260	260	260	260
6011	Medicare	61	61	61	61	61	61
6013	Unemployment	41	41	41	41	41	41
6014	Workman's Compensation	17	17	17	308	191	191
	<b>Total Salary Expenditures</b>	<b>\$ 4,580</b>	<b>\$ 4,579</b>	<b>\$ 4,579</b>	<b>\$ 4,870</b>	<b>\$ 4,753</b>	<b>\$ 4,753</b>
<b>Operating Expenditures</b>							
7010	Training	2,000	1,500	2,785	2,000	2,000	3,960
7015	Travel	2,000	800	800	1,500	1,500	5,540
7030	Office Supplies	500	100	-	-	100	100
7035	Subscriptions/Memberships	300	100	175	200	100	100
7055	Fuel/Oil/Lube	2,000	1,284	400	500	500	500
7060	Electric	1,632	1,632	1,632	1,700	1,600	1,600
7061	Gas/Propane	309	309	309	325	309	309
7062	Water	150	150	150	200	150	150
7063	Sewer	92	92	380	380	380	380
7064	Waste Removal	214	214	214	220	155	155
7066	Cell Phone	432	432	432	435	432	432
7067	Pest Control	59	59	59	60	35	35
7110	Legal Services	50,000	50,000	25,000	15,000	5,000	5,000
7570	Security System	300	300	300	300	300	300
7571	Public Relations	1,500	900	300	1,000	500	500
7572	Special Committee Assignments	300	50	12	100	50	50
7573	Dinner/Reception Expense	3,000	2,000	2,000	2,000	2,000	2,000
7574	Televised Council Meetings	3,780	3,780	5,376	3,780	-	-
	<b>Total Operating Expenditures</b>	<b>\$ 68,568</b>	<b>\$ 63,702</b>	<b>\$ 40,324</b>	<b>\$ 29,700</b>	<b>\$ 15,111</b>	<b>\$ 21,111</b>
<b>Equipment/Capital Expenditures</b>							
8000	Office Equipment/Furniture	-	-	-	-	-	-
8010	Computer Equipment	-	-	-	-	-	-
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>		<b>\$ 73,148</b>	<b>\$ 68,281</b>	<b>\$ 44,903</b>	<b>\$ 34,570</b>	<b>\$ 19,864</b>	<b>\$ 25,864</b>
<b>Revenues</b>							
<b>Mayor &amp; Council Revenues</b>							
	N/A	-	-	-	-	-	-
	<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>		<b>\$ (73,148)</b>	<b>\$ (68,281)</b>	<b>\$ (44,903)</b>	<b>\$ (34,570)</b>	<b>\$ (19,864)</b>	<b>\$ (25,864)</b>



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** September 16, 2009

**Meeting Type:** Regular Session

**Consent Agenda**     **Regular Business**

**Subject:** Possible Caller ID Upgrade to Town Telephone System

**Agenda Title:** Update, possibly followed by discussion, consideration and direction to the manager relative to making upgrades to the Town's Telephone System/adding Caller ID.

**Purpose and Background Information:**

Council recently inquired about adding Caller ID to the Town's telephone system in order that Town telephone numbers could be displayed on the recipient's telephone (should the recipient also have Caller ID).

By way of background, in year 2001 the Town purchased a new technological advanced NEAC 2000 Telephone System and telephones. The original telephone configuration was for two sites (two T-1's) for Administration and the Marshal's Office/Library with point to point dialing and voicemail connectivity. The T-1 lines needed to accommodate all Town telephones, faxes, and modems. At that time, the cost of telephone technology was very expensive.

During the 2001 telephone system analysis there was multiple system features offered to the Town. Several of the features were considered add-ons and, as such, increased the cost of the system. The Town did opt to purchase the add-on feature of voicemail capabilities, which provided 24/7 telephonic answering/messaging and alleviated the time consuming task of writing and advancing telephone messages to co-workers. Caller ID was not purchased as an add-on feature. Subsequent to the purchase, it was noted that the Town no longer had Caller ID. Staff was then asked to research the option to acquire Caller ID. Research results: Caller ID was a very costly add-on feature to purchase. At that point in time Management opted not to purchase said option.

Recently, staff contacted the Town's telephone service provider and the following information was obtained:

1. As of September 30, 2009, the manufacturer will discontinue supporting (technology and parts) the NEAC 2000 Telephone System.
2. Our telephone service provider will continue to support the Town's existing telephone system, as they can obtain warehoused parts.
3. The Town's telephone service provider can upgrade our system with Caller ID, but it is **not prudent** to add this feature to a system that is no longer supported; however, they offered the following:
  - a. To complete a migration quote with an incentive trade-in program, state pricing; with the old equipment processor being destroyed. To complete this process the vendor would have to do a site survey (at no charge), inventory the telephone system. i.e. incoming dial tone, number of T-1's, look for necessary upgrades. They also offered to do a demo of the system.
  - b. The representative indicated that telephone system prices have decreased as the technology has become less expensive to purchase.
  - c. Based on two networked sites and roughly 70 Extensions with Voicemail, Installation and a 5 year warranty....budgetary cost would be around \$43,000.00. They did add 20% growth from the original state contract to account for additional faxes, telephones, etc. over the last 8 years.
  - d. Lease option: a municipal 5-year lease would cost around \$900 a month.
  - e. Caller ID is now built into the new telephone systems.

Please note:

1. It is essential that one or more Town Department's not be equipped with out-bound caller ID due to their departmental purpose, roles and responsibilities.
2. When the Town had Caller ID, we frequently would receive calls from citizens asking who called them from the Town. At that point, (before we had e-mail) we had to call other staff members to inquire as to who called the citizen.
3. The Town's contract telecommunication consultant recommended that the Town hold off purchasing a new telephone system at this point in time.
4. The Town did not appropriate funds in the 09/10 budget to purchase Caller ID or a new telephone system.

**Recommendation:** Given our budgetary constraints, the migration of technology, and the telecommunication consultant's recommendation that we hold off purchasing a new telephone system staff recommends that the Town wait to purchase Caller ID or a new telephone system at this point in time.

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

**Finance Director Comments:**

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

**Attorney Comments:** N/A



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

**Contact Person:** Michael K. Scannell