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

AGENDA

WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, # 106
Wednesday, JULY 8, 2009
6:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Discussion of the following, which may also include direction staff:**
   a. **Discussion of the three questions posed by Councilor Garrison at the June 17, 2009 meeting. Garrison asked for an analysis from the Town Attorney, Marshal David Smith, and Southwest Risk relative to alcohol sales on Town property including the perception of adverse impacts and potential liability.** (Staff Resource: Town Manager Michael Scannell, Town Attorney Bill Sims, Marshal David R. Smith, and Town Clerk Debbie Barber)
   b. **Discussion relative to the support or non-support of alcohol sales on Town property. If the sale of alcohol is supported, there may be discussion and consideration of the following:**
      1) **Establishing the events at which alcohol sales will be permitted;**
      2) **Establishing insurance requirements; and**
      3) **Possible direction to staff relative to defining restrictions as to where alcohol can be consumed during the events.**

   Upon completion of item 4.b, Council may direct staff to prepare an ordinance that incorporates Council's recommendations to amend Section 11-1-6 of the Town Code to present at the earliest date possible.

   c. **Discussion of Ordinance 2006-A331, establishing Section 124 of the Planning & Zoning Ordinance, establishing Design Review.** (Staff Resource: Mayor and Council)

   d. **Special Event Permit Handbook and process** (Staff Resource: Debbie Barber)

   e. **Financial Policies and Procedures** (Staff Resource: Michael Scannell)

   f. **Fee Allocation Study** (Staff Resource: Michael Scannell)

Adjournment

Posted by: U Jones Date/Time: 7-2-09 8:20 a.m

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

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

4 a & b

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 8, 2009 **Meeting Type**: Work Session

☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Ordinance relative to alcohol consumption at events on Town premises

Agenda Title: **Discussion, consideration and possible direction to staff to prepare a revised ordinance that incorporates Council's recommendations on alcohol consumption at events on Town premises.**

Purpose and Background Information:
As per Council's June 17, 2009 direction, staff has researched and provided memos relative to analyzing the risk relative to alcohol consumption at events on Town premises:

1. Dave Smith - describing what he perceives to be an adverse impact; and
2. Carol Brown - Southwest Risk's response (and some additional research) relative to the liability perspective.

Please note: Council motioned to have a revised ordinance prepared for the July 15th meeting (based on their July 8th discussion). However, the ordinance for the July 15th meeting would have to have been submitted to the Town Clerk by July 8th, at noon to be agendized for the July 15th Council meeting. Please consider directing staff to agendize the ordinance for the August 5th Council meeting in order to allow time for the preparation of the ordinance and staff report.

Recommendation (Suggested Motion): Direct staff to prepare a revised ordinance (for the August 5th Council meeting) that incorporates Council's recommendations on alcohol consumption at events on Town premises.

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

Finance Director Comments/Fund:

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

Attorney Comments: N/A
Submitting Department: Town Manager

Contact Person: Michael K. Scannnell
Action Report prepared by: C. Brown

Delivered

567-9061

Copied Council and Staff
6-17-09 db MS

bburnside@ypeinc.com

From: norma [mgarrison@sedona.net]
Sent: Tuesday, June 16, 2009 6:19 AM
To: Suzy Burnside; Mayor Bob
Subject: What do you think.....

call Sedona & Snowflake
Swresh.
keep the analysis
have back by July 1st
MMD
6/17/09

Statement from Norma Garrison on item #16 on the June 17th agenda.

As you know, I have serious concerns about the past practices of the Town as they relate to serving beer at events help on Town property.

This evening we are being asked to consider agenda item #16. At this time, I am making a formal request that this issue be tabled until such time as we have sufficient information on which to base our opinion. I am seeking your approval of my request that the following documents be drafted by staff:

1) An analysis from the Town Attorney of the risk we face from a liability perspective as a result of allowing beer and wine to be served on Town property at events sponsored by community groups. I ask for this analysis because even with certificates of insurance and being named as an additional insured entity, we still bear what I believe to be significant liability for legal judgments in excess of the coverage provided by the sponsors of the events. We need to understand the level of risk that we are bearing. To make a decision without first understanding the risk would be shortsighted.

2) An analysis from Marshal David Smith which describes what he perceives to be the impacts, adverse and otherwise, associated with serving alcohol at events held on Town property. Those impacts may include calls for service and or arrests for alcohol fueled behaviors.

3) An analysis from the Southwest Risk of the risk we face from a liability perspective as a result of allowing beer and wine to be served on Town property at events sponsored by community groups.

I believe very deeply that we should not continue the practice of allowing beer and or wine to be served at events that are held on Town Property.

Please understand that I fully support events in our community that allow for beer and wine to be served. I simply believe that those events must be held on private property.

My first allegiance in to my Town and protecting the assets of my Town. My recommendation does that.

I would ask that this issue be tabled until the July 15th meeting so that the staff reports I have requested can be completed.

6/16/2009

Bill will call the pool
6-23-09

Town of Camp Verde
Memorandum

To: Mayor and Council

From: David R. Smith, Town Marshal

Date: June 24, 2009

Re: An analysis, which describes what the Marshal's Office, perceives to be the impacts, adverse and otherwise, associated with serving alcohol at events held on Town property. Those impacts may include calls for service and or arrests for alcohol fueled behavior.

Cc: Mike Scannell, Town Manager

There is always a potential for liability related to the use and sale of alcohol on town property or at town events and because of that our Town certainly should be concerned about the practice. In my humble opinion, this does not necessarily mean we need to eliminate the practice. If the Town Council decides to continue the practice, we should consider narrowly regulating and controlling it. We should discuss the reasons and extent of the liability and enact procedures to reduce or eliminate the risk of town liability.

Calls for Service

We searched our records management database for incidents relating to town special events from 2007 to present. During this three-year period, we had one (1) alcohol related arrest related to the 2008 Fort Verde Days event. The arrest was made because an intoxicated person started fighting and assaulting other event goers. The individual either showed up at the event intoxicated or was over served while at the event. There were a few other calls for service related to events, but none were alcohol related.

Dram Shop Liability Laws in Arizona A.R.S. § 4-311, 4-301, 4-312B

The greatest possibility for liability is the sale of alcohol to an obviously intoxicated person or to an underage person. A.R.S. § 4-311 states that a licensee is liable for property damage and personal injuries, including wrongful death if the licensee sold spirituous liquor either to a purchaser who was obviously intoxicated, or to a purchaser under the legal drinking age without requesting identification containing proof of age.

Dram shop liability laws hold alcohol servers/bars responsible for harm that intoxicated or underage patrons cause to other people or, in some cases, to themselves, after they drink and drive and cause accidents. Furthermore, dram shop laws hold these establishments responsible for the dangerous actions of an intoxicated person when they have illegally sold liquor to that person. In addition to bars and liquor stores, these establishments can include restaurants, grocery stores, convenience stores, social clubs, and even private/public events where liquor is sold.

In addition to dram shop related liability, there is also potential liability for negligence related to the use of alcohol. Negligence is the failure to exercise reasonable care. There could be possible injury or damage tort claims if a town or group did not provide adequate maintenance, supervision, and security when alcohol is used or sold.

Planning Ahead

Many cities and towns have developed municipal alcohol policies that address safety, insurance, and risk transfer issues. If the Council chooses to do so, we too could help reduce risks of liability when alcohol is served on town property or at town events.

Examples of policies and procedures to consider:

1. Establish a proper permit system for alcohol sales events.

2. Describe signs to be posted such as "No one will be served to the point of intoxication" or "No one under the age of 21 will be served"

3. Establish the responsibilities of person or group running the event:

- Provide low alcohol and no alcohol drinks
- Serve food
- Purchase liquor liability and liability insurance
- Provide safe transportation options
- Do not allow activities that encourage increased consumption such as oversize drinks, volume discounts, etc.
- Do not allow "last call" as this promotes high and rapid consumption.

4. Event Controls:

- Establish a safe physical setting. In most cases this is required by state law
- Require event host to show/display proof of permit
- Provide a list of workers to the Town and indicate if they have been trained to sell alcohol
- Require sufficiently staffed security/law enforcement at events
- Monitor entrance and exits by adults
- Train event servers and supervisors
- Establish a key check system to ensure that no one drives away that is intoxicated
- Prohibit event workers from consuming alcohol while they are working
- Have at least 2 people working together and one of them be trained
- Allow no more than 2 drinks per purchase per person.
- Allow only acceptable I.D. (i.e. driver's license)
- Have a Town representative with authority to demand correction or shut down an event
- Revoke privileges for future participation if infractions occur
- Review policy annually

Training

Training to avoid illegal sales is a key element to avoid liability. Training should be required so that people who serve alcohol know the signs of intoxication and how to read identification cards to determine if someone is of legal age. The Arizona Department of Liquor Control can provide this type of training. Sometimes the liquor liability insurance carriers require it. Members of groups such as service organizations, sheriff's posse, or community groups often do not serve alcohol on a regular basis and members have not had this type of training. Our Town should consider requiring groups that regularly sell alcohol on town property to send servers to this type of training.

Summary

The Town Council can eliminate the liability by simply ceasing to allow the sale of alcohol on town property. However, that could have a significant impact on some events (i.e. wine and pecan festival) and would hamper non-profit groups such as the sheriff's posse from raising monies for charitable causes. If the Town chooses to continue to allow the sales of alcohol at town events or on town property, I suggest we have a proper permit system and highly regulate the practice to reduce the Town's liability.

Administration

Memo

To:	Mayor and Council
From:	Carol J. Brown, Assistant to the Town Manager
Date:	July 29, 2009
Cc:	Michael K. Scannell, Town Manager
Re:	Analysis in response to Council's request for Southwest Risk perspective on the risk the Town faces as a result of allowing beer and wine to be served on Town property at events sponsored by community groups.

On behalf of Mike Scannell –

Staff contacted Arizona Municipal Risk Retention Pool (AMRRP) Program Administrator Ed Bantel. Mr. Bantel opined (please see attached) that liquor is dangerous and that is why liquor liability policies cost so much. As per the memo dated June 10, 2009 to Council, a local insurance agent quoted an alcohol insurance policy at a level of 1 million per occurrence /2 million aggregate to cost: 1) one day -$578; and 2) three day $1,619. In addition, the insurance agent stated that a 5 million dollar alcohol policy would be cost prohibitive.

Mr. Bantel also noted that AMRRP/Southwest Risk does not write liquor liability policies. However, the Town has enrolled and is a registered user of the Tenant User Liability Insurance Program (TULIP) through Southwest Risk, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International (please see attached - "Why TULIP"). TULIP allows a tenant, vendor or event sponsor, the "user" of a municipal facility, school, or other local government property, to secure liability insurance, including liquor liability insurance that provides protection for the vendor as well as the governmental entity.

Staff contacted Entertainment Brokers International Representative Bill Cody to inquire about the level of risk associated with alcohol being served on Town premises. Staff learned from the conversation with Mr. Cody that quantifying the risk/providing the probability of the Town being sued as a result of alcohol being served on Town premises either by Town staff or by event sponsors would take many years and an in-depth analysis.

Mr. Cody indicated that alcohol, in itself, is not always the issue or liability, especially since the State of Arizona Liquor Laws are <u>not</u> onerous, but it is the genre of the event. In summary, the liability is based not only on the alcohol being served, but what else is taking place during the event. In the insurance vernacular this is referred to as the 'Special Events Exposure'. To minimize the 'Special Events Exposure' Mr. Cody recommended the Town take the following actions relative to events where alcohol is being served on Town premises.

1. Limit the Town's risk before an event occurs by having a 'Whole Event Plan' in place. The 'Whole Event Plan' is a package deal that provides adequate control measures, such as: a) an evacuation plan; b) indemnification from vendors and sponsors for what they are doing (see attached draft of indemnification statement); and c) ensure that beer garden gate tickets have language on the ticket's reverse side noting that events guests partaking of "XYZ" do so at their own risk. Currently, the Town of Camp Verde does not have a "Whole Event Plan'.
2. Evaluate the type of music that is played at the event.
3. Security is a bigger issue and can get the Town into as much difficulty as the serving of alcohol. Proper security curtails the possibility of problems. Therefore, address the issue of having proper security with respect to who is providing the security and if there will be too much or too little security.

4. Have other activities that curtail people from becoming intoxicated such as having food vendors present and indirectly, limiting alcohol consumption.
5. Review whether the Town has experienced a law suit relative to alcohol being dispensed on Town premises. ***The Town has never experienced a law suit relative to alcohol being dispensed on Town premises.***
6. Obtain Certificates of Insurance that name the Town of Camp Verde as additional insured
7. Verify sponsors or vendors have not requested a high deductible i.e. $500,000.
8. The Town should not hesitate to ask for the following level of insurance: 1 million per occurrence/and an umbrella policy of 4 million dollars.

Based on staff's additional research with respect to this issue, below are some 'best practices' relative to having vendors or sponsors serving alcohol on Town premise:

a. Ensure your event sponsors purchase a liquor-liability insurance policy. A liquor-liability insurance policy purchased by the event sponsor does not, however, eliminate the Town's liability as coverage doesn't include situations in which alcohol service is in violation of a statute, ordinance, or regulation; a minor is served; or an already intoxicated person is served.
b. Ensure that the vendor is compliant with state and local licensing regulations.
c. It is highly recommended that the organization have an event agreement or contract with your event sponsor. Stipulate in the agreement that only servers who have received alcohol-awareness training should serve or sell alcohol. Although, Town staff should not be serving alcohol, it is recommended that they receive alcohol-awareness training. Alcohol-awareness training teaches people how to recognize and prevent intoxication, how to deal with guests who have overindulged, and how to meet legal responsibilities related to alcohol service.
d. Everyone working the event should know how to recognize the signs of intoxication and how to handle the situation.
e. Develop an official policy for safe alcohol consumption. Take a proactive approach to an alcohol policy statement and include in the policy the posting of the following notice at the entrance to the alcohol consumption area for guests to: "Have a great time, but also to exercise restraint and good judgment in their alcohol consumption".
f. Spell out guidelines for handling intoxicated guests. Develop a written agreement with your vendor stipulating that the vendor's staff won't over-serve alcohol to guests or serve alcohol to minors, as well as establishing guidelines on how to handle guests who appear to be intoxicated.
g. Designate an independent third party authority over the event. Specify someone from your organization who can oversee guests and tip off the third party when it becomes obvious that a guest has overindulged. If you're dealing with a VIP, this method can alleviate embarrassment. Just be sure to encourage tact. If the intoxicated guest resists, get him away from other guests so he can be spoken to privately. And arrange for safe transportation for guests who have overindulged.

If you have any questions, comments or concerns with respect to the request for the information or this memo, please feel free to contact Mike via the information below:

Michael K. Scannell, Town Manager
(928) 567-6631 x 102
mscannell@cvaz.org

DRAFT

Special Event Indemnification Clause

NAME OF EVENT: _____

EVENT SPONSOR: _____

The Event Sponsor ("Sponsor") agrees to indemnify, defend, hold harmless the Town of Camp Verde and its officers, officials, agents, and employees (hereinafter referred to as ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including reasonable court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or part, by any acts or omissions of Sponsor or any of its owners, officers, directors, agents, employees or subcontractors. The indemnity includes any claim arising out of the use of Town of Camp Verde property in connection with the [insert name of event] including (without limitation) claims involving bodily injury of any person (including death) or property damage. The indemnity also includes any claim or amount arising out of federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Sponsor from and against any and all claims. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold event, the Sponsor agrees to waive all rights of subrogation against the Town, its officers, officials, agents and employees for losses arising out of or resulting from the event.

Why TULIP?

Requests to use local government property (including cities, towns, counties, schools, and special districts) and facilities by the public have become a common occurrence.

Individuals and organizations that use your governmental facilities are not covered under your local government's insurance program. This opens the possibility of the municipality becoming drawn into unnecessary claims.

The Solution to this dilemma is the Tenant Users Liability Insurance Program (TULIP). TULIP is a low-cost insurance policy that protects both the "Tenant User" and the local government. A "Tenant User" is any outside party using town or school facilities. The policy applies to bodily injury or property damage arising out of the use of the local government's premises by Tenant Users. Premium costs are traditionally paid by the Tenant User. Premium costs are based on the nature of the event, the number of event days, the number of participants, the level of risk and any special requirements.

Coverage & Limits

Coverage limits of $1 million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the Tenant User) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies.

Coverage Includes:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Limits are outside cost of defense (Therefore, cost of defense is in addition to the limit of liability for any coverage.)
- Governmental Entity is an Additional Insured for Each Covered Event
- Optional Coverages
- Liquor Liability
- Third Party Personal Property

How It Works

- The local government is registered to use the TULIP program account through HUB International New England at no cost.
- When a Tenant User wants to use the local government's property, the facility management directs the Tenant User to www.ebi-ins.com/tulip and provides a six-digit ID code that identifies the local government.
- The Tenant User enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
- If the Tenant User decides to purchase coverage through the local government's TULIP program, the user simply enters his/her credit card information and the coverage is bound. A Certificate of Insurance is automatically sent via email to the local government, the Tenant User and the broker.
- If the event falls outside of the program's scope, the user can call a toll-free number for a quote.

Your Tenant User now has access to generate a quote and bind General Liability via the TULIP online system!

Memorandum
Clerks Office

To: Mayor and Council
From: Debbie Barber, Town Clerk
Date: July 8, 2009
Re: Ordinance 2008-A355, Town Code Changes

The minutes of August 5, 2008, page 3, reflect a motion and a vote to reinstate the deleted sections of 11-1-6, Parks-Alcohol Use and adding the word 'wine'. Staff failed to include these changes to Ordinance 2008-A355 before it was presented to Council on September 18, 2008 for adoption. Moreover, staff failed to reinstate ALL of the sections that had been deleted, specifically, Permit Procedures. However, the word 'wine' was added. This breakdown led to the confusion as to how 'wine' was added to the Town Code without an enabling ordinance.

To avoid this in future, the Clerk's Office staff reviewed our procedures and implemented new policies that include ensuring that changes to the Code are made directly from the ordinance; comparing the ordinance to the minutes; and a final review for accuracy by another staff member.

We welcome any further suggestions for improvement and we sincerely apologize for this matter.

Section 11-1-6 Parks – Alcohol Use

Definitions: "*Public Recreation Area"* shall include a Town park, district or regional parks, riverfront parks, or areas so designated by the Town Council of the Town Hall complex, such as the adjoining sports fields, parking lots, or gymnasium, or other Town property.

Prohibition on Alcohol Use. It is unlawful for any person to consume, possess, give, or sell any alcoholic beverage within the boundaries of any public recreation area in the Town limits, or in a public thoroughfare, except that persons may sell, purchase, or consume beer/wine by permit from the Town specifying the areas and conditions of use, and a special event license from the Arizona Department of Liquor Control, if it is required. If the beer/wine is not going to be sold, but distributed as part of a private function, only a Town permit is required.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Posting. Signs shall be posted in all public recreation areas warning the public of the provisions of this ordinance.

Barber explained staff would be doing Public Service Announcements, posting in prominent places throughout the Town and agreed with Council that working with the Chamber of Commerce and placing an announcement in their monthly newsletter would help get the information out.

Barber noted the main change would be that all persons conducting business within the Town Limits would be required to have a business license. Barber explained the current code states '*A person actively conducting any business subject to taxation under Chapter 8.....' and* that verbiage would be deleted.

Council noted that some communities have signs located at each boundary of the Town, indicating a business license is required to conduct any type business within the Town limits and stated they would be in favor of posting such signs.

Council questioned if inspections of businesses would be a hardship on the Community Development department and it was noted that they were the department that added the language allowing the inspections. Attorney Sims stated the initial purpose of a business license was to allow jurisdictions to enforce tax collection, many cities and Towns use the license as a way to protect the community by allowing inspections of the business to ensure they comply with building codes and fire codes. Sims stated the language could be changed to "May require a physical inspection.' Council requested the Marshal, who is the enforcement official for Business Licenses to bring back a report as to how he would phase in the enforcement of obtaining a business license.

Council agreed they did not want the insertion of the new paragraph in section 9-3-3 included and requested the entire paragraph be deleted.

Council questioned staff regarding the business license application and requested the application be updated to include all parcels affected and used by the business, including storage. Attorney Sims stated that each parcel would have to be in compliance, or the license would be revoked or not issued, and agreed each parcel should be included on the application.

PUBLIC INPUT:
Amber Polo stated she would like to see the definition of 'business' included in Article 9-1 and 9-3.

Council agreed the addition of definition of 'business' would be helpful.

Council directed staff to bring back changes for Chapter 9, including changes in the application form and bring back to Council within a month.

Section 11-1-6 Parks-Alcohol Use.

On a motion by German, seconded by Smith Council requested staff reinstate the deleted section of 11-1-6 with the exception of "if the beer is not going to be sold, but distributed as part of a private function, only a Town permit is required" and add the word 'wine'. Vote was 6-1 with Garrison opposed.

Public Input:
Nancy Floyd stated you do not have to have alcohol at the events, we need to be the role models for our children.

11-1-7 Signs and banners:

On a motion by Hauser, seconded by Elmer Council agreed to leave Section 11-1-7 as is and insert a coma after the word Council. The vote was 6-1 with Smith opposing.

Parks Changes

Section 11-1-6 Parks - Alcohol Use

Definitions: "*Public Recreation Area*" shall include a Town park, district or regional parks, riverfront parks, or areas so designated by the Town Council of the Town Hall complex, such as the adjoining sports fields, parking lots, or gymnasium, or other Town property.

Prohibition on Alcohol Use. It is unlawful for any person to consume, possess, give, or sell any alcoholic beverage within the boundaries of any public recreation area in the Town limits, or in a public thoroughfare.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to $2,500 and 6 months in jail or to the limits as may be amended by State law.

Posting. Signs shall be posted in all public recreation areas warning the public of the provisions of this ordinance.

Section 11-

Deleted: , except that persons may sell, purchase, or consume beer by permit from the Town specifying the areas and conditions of use, and a special event license from the Arizona Department of Liquor Control, if it is required. If the beer is not going to be sold, but distributed as part of a private function, only a Town permit is required. ¶

Permit Procedures. The Town Manager will establish permit procedures under this ordinance, except that the Town Council may by motion or resolution determine which events sponsored by the Town will have beer sold under a Town special event license.

Note*

* This Section was not reinstated its moved.

Draft ordinance from 7-29-08

ORDINANCE 2008-A355

AN ORDINANCE OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING BY REFERENCE THE TOWN OF CAMP VERDE TOWN CODE. A RECODIFICATION OF SELECTED PRIOR ORDINANCES OF THE TOWN, AND PROSCRIBING PENALTIES FOR VIOLATIONS THEREOF.

Section 1. Adoption by Reference. Pursuant to A.R.S. Section 9-802 (as amended) the Town hereby adopts for application and enforcement the **Town of Camp Verde Town Code**, dated July 30, 2008, a compilation of selected previously-adopted and modified ordinances that are declared a public record pursuant to Resolution 2008-752 and attached thereto.

Section 2. Effective Date. The effective date of the **Town of Camp Verde Town Code,** dated July 30, 2008, shall be August 30, 2008, or upon completion of publication and posting as a penal ordinance as provided by law, whichever date is later.

Section 3. Repeal. The **Town of Camp Verde Town Code** generally excludes ordinances concerning zoning, taxation, or adoption of intergovernmental agreements.

Section 4. Copies of the Town Code. At least three (3) copies of the **Town of Camp Verde Town Code,** dated July 30, 2008, and any future amendments or revisions, shall be kept on file in the office of the Town Clerk for public access. Additional copies may be purchased by the public at nominal cost for materials and reproduction. Copies placed for public access shall be readily available for public inspection during normal working hours.

Section 5. Penalty. Pursuant to A.R.S. Section 9-240.B.29 and A.R.S. Section 13-602, it is hereby declared that any violation of the **Town of Camp Verde Town Code,** dated August 2, 2006, and revisions adopted thereto is a Class 2 misdemeanor, with punishment as provided by law, unless otherwise specified within a particular section of the **Code.** For purposes of A.R.S. Section 9-803, the provisions of the Town of Camp Verde Town Code concerning penalty clauses are set forth on Exhibit A to this Ordinance.

*PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Arizona, on the 17th day of September **2008**, to be effective when publication and posting, pursuant to A.R.S. Section 9-813, is completed.*

Approved: Tony Gioia — Date: 9/18/08

Tony Gioia, Mayor

Attest: Deborah Barber

Deborah Barber, Town Clerk

Approved as to form:

Town Attorney

RESOLUTION 2008-752

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING THE TOWN OF CAMP VERDE TOWN CODE, DATED SEPTEMBER 17, 2008 TO BE A PUBLIC RECORD

Whereas, A.R.S. Section 9-802 permits the enactment and publication by reference of a code or public record, including a statute, rule or regulation of the municipality, in the interest of economy, and

Whereas, the document entitled **The Town of Camp Verde Town Code,** dated September 17, 2008 is a lengthy re-codification or prior ordinances and resolutions enacted by the Town, together with additions and amendments, to be adopted by Ordinance 2008-A355, and which would qualify for enactment by reference by law.

NOW THEREFORE THE MAYOR AND THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY DECLARE THE TOWN OF CAMP VERDE TOWN CODE, ATTACHED HERETO AND INCORPORATED HEREIN, TO BE A PUBLIC RECORD PURSUANT TO A.R.S. SECTION 9-802, TO BE ENACTED BY ORDINANCE 2008-A355, AND ORDER THAT THREE (3) COPIES OF THE TOWN CODE, TOGETHER WITH ANY FUTURE AMENDMENTS OR ADDITIONS WHICH ARE ADOPTED, BE PERMANENTLY FILED IN THE OFFICE OF THE TOWN CLERK AND AVAILABLE FOR PUBLIC INSPECTION.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 17th day of September 2008.

Tony Gioia 9/18/08

Tony Gioia, Mayor

Attest:

Deborah Barber

Deborah Barber, Town Clerk

Approved as to form:

Town Attorney

EXHIBIT A

TOWN OF CAMP VERDE TOWN CODE PENALTY CLAUSES

Section 6-1-8 Penalty

Any person who violates or fails to comply with any provision of this article shall be guilty of a Class 2 misdemeanor, with punishment as provided by law, unless otherwise specified within a particular section of the Code.

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1. Section 3-2 - concerning the appointment of an Acting Town Manager in the Town Manager's absence.

"OFFICERS

Pursuant to ARS §9-237, as may be amended,....Clerk. Other officers include the Town Manager, Finance Director, Community Development Director, Library Director, Magistrate, Parks and Recreation Director, Housing Department Administrator and Street Superintendent. In the temporary absence of the Town Manager (vacation or sick leave) the Town Manager shall appoint an Acting Town Manager In the temporary absence of an officer other than the Town Manager, or the officer shall appoint a temporary replacement in consultation with the Town Manager.

Section 3-2-5 Director of Community Development

A. Office Established. The Office of Director of Community Development is hereby established. The Director of Community Development shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code.

B. Powers and Duties

CHAPTER 2
MAYOR AND COUNCIL
Article 2-1
COUNCIL

Section 2-1-1 Elected Officers
A. The elected officers of the Town shall be a Mayor and six Council members. The Mayor and Council members shall constitute the Council and shall continue in office until assumption of duties of office by their duly elected successors.

B. The term of office of the Mayor shall be two years.

C. Council members shall serve four-year staggered terms as provided by ARS § 9-232.02, as may be amended, with three (3) members in each class.

Section 2-1-2 Corporate Powers
The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order or motion.

Section 2-1-3 Assumption of Office

Members of the Council shall assume the duties of office at the first meeting in June following the date of the general election at which the Council members were elected, or at any special meeting called to conduct business after the general election by the former Council. If a Council candidate, including Mayor, receives a majority of all votes cast at a primary election, then pursuant to ARS § 9-821.01, as may be amended, such candidate shall be declared elected to the office, but effective as of the date of the general election, to be seated as set forth herein.

Section 2-1-4 Vacancies in Council
The Council shall fill by appointment for the unexpired term any vacancy on the Council, including Mayor that may occur for any reason, within 60 days of the vacancy, unless a primary or general election for Council is set within 120 days. The vacancy shall not reduce any Council quorum requirements.

Section 2-1-5 Oath of Office Immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the oath of office.

Article 2-2

MAYOR

Section 2-2-1 Direct Election of Mayor

A. The Mayor shall be directly elected by the people pursuant to ARS § 9-821.01. If a candidate receives a majority of all votes cast at a primary election, he or she shall be declared Mayor effective as of the date of the general election, and no general election shall be held for that position.

B. The term of the Mayor shall be for two years. In every election one of the declared vacancies on the Council shall be reserved for the election of the Mayor.

C. A candidate may not run for both Mayor and Council member at the same election, a seated Council member whose term is not expiring may not run for the office of Mayor. A Mayor whose term is expiring is permitted to run for the office of Mayor or Council member.

Section 2-2-2 Vice Mayor

The Council shall select in June, a Vice Mayor who shall serve for a one-year term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, or resignation of the Mayor.

Section 2-2-3 Acting Mayor
In the absence or disability of both the Mayor and Vice Mayor, the mayor will designate one of the current Council members to serve as acting Mayor who shall have all the powers, duties, and responsibilities of the Mayor during such absence or disability. In the event, the Town Council objects to any such designation, the Council may vote in a public meeting called pursuant to the provisions of this code, to override the mayor's designation and select an alternative person to serve as Acting Mayor.

Section 2-2-4 Powers and Duties of the Mayor

The Mayor shall be the Chief Elected Official who is the Chief Executive Officer of the Town; except as to the administrative duties delegated by Section 3-2-1 to the Manager, or other department heads, and in accordance with the procedures set forth in the code and applicable portions of any personnel manual adopted by the Town.

A. The Mayor shall be the chairperson of the Council and preside over its meetings and its agenda. The Mayor may make and second motions and shall have a voice and vote in all its proceedings.

B. The Mayor shall execute and authenticate by his signature such instruments as the Council or any statutes, ordinances, or this code shall require.

C. The Mayor and members of the Council may make such recommendations and suggestions to the Council, as they may consider proper.

D. The Mayor may, by proclamation, declare a local emergency to exist due to fire, conflagration, flood, earthquake, explosion, war, bombing or any other natural or man-made calamity or disaster or in the event of the threat or occurrence of riot, rout or affray or other acts of civil disobedience which endanger life or property within the Town. After declaration of such emergency, the Mayor shall govern by proclamation and impose all necessary regulations to preserve the peace and order of the Town, including but not limited to:

1. Imposition of a curfew in all or any portion of the Town.
2. Ordering the closing of any business.
3. Closing to public access any public building, street, or other public place.
4. Calling upon regular or auxiliary law enforcement agencies and organizations within or without the political subdivision for assistance.

E. The Mayor shall perform such other duties required by state statute and this code as well as those duties required as the Elected Official who is chief executive officer of the Town.

F. At the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response.

Section 2-2-5 Absence of Mayor
The Mayor shall not absent himself from the Town for a greater period than fifteen consecutive days without the consent of the Council.

Section 2-2-6 Failure to Sign Documents
If the Mayor refuses or fails to sign any ordinance, resolution, contract, warrant, demand or other document or instrument requiring his signature for five days consecutively, then a majority of the members of the Council may, at any regular or special meeting, authorize the Vice Mayor or, in his absence, an acting Mayor to sign such ordinance, resolution, contract, warrant, demand or other document or instrument which when so signed shall have the same force and effect as if signed by the Mayor.

Article 2-3
COUNCIL PROCEDURES

Section 2-3-1 Regular Meetings
Regular Council Meetings. The Town Council will hold regular meetings at 6:30 p.m. on the first and third Wednesday of the month at the Town Hall complex on Main Street for general business and public hearings as may be required by law, with the fourth Wednesday set aside for Planning & Zoning matters, and the second Wednesday set aside for work sessions as needed. A work session, in lieu of or in conjunction with a regular meeting, may be called. If a regular meeting or work session is cancelled, such as near a holiday, notice of the cancellation shall be posted.

Section 2-3-1.1 Times and Places of Special Meetings
A. The Mayor, after public vote of the Council to schedule a special session within the jurisdiction of the Town, shall direct staff to schedule a special session of the Council, or the Mayor and Manager may jointly schedule a special session to be held in appropriate facilities within Town limits, to begin at a time and place designated in the motion.

B. Notices and agendas will be posted for the special sessions as required by law, and additionally posted at the alternate site.

C. Special sessions herein will not be scheduled away from Town Hall if the agenda involves public hearings on **controversial topics** likely to interest citizens of the Town in general rather than a particular neighborhood.

Section 2-3-2 Special Meetings
Special and emergency meetings, as permitted by law, shall be called and posted in the same manner as regular meetings by the Mayor or the Town clerk, after confirmation of the availability of a quorum.

Section 2-3-3 Posting of Notices
A. Notice of Council meetings and agendas shall be posted at Town Hall, the United States Post Office, Bashas' store at Outpost Mall, and on the Town's website. Other public notices, such as public meetings of Commissions, committees, or boards, bidding, holidays, auctions, and zoning matters, will be posted at Town Hall only, but shall ~~may~~ also be posted on the Town's website. Locations for posting may be changed by Council resolution.

B. All notices shall contain a statement of posting signed by the Town clerk or a designated representative showing the date and time of posting.

C. **Posting of Alternate Meeting Locations.** In addition to the locations and content specified by 2-3-3 (Posting of Legal Notices), the Town Manager or Mayor may request that a meeting with an agenda item or public hearing which may attract a large audience, or need special presentation facilities, be scheduled for the gymnasium, school auditorium, or alternate site suitable for public participation. If the Council votes to change the location for that meeting, notice of the location change shall be posted in the normal locations, plus at the site, and the meeting may be called to order at the site without first being called to order at the Town Hall Council Chamber. This does not preclude the Council from relocating a meeting that is in progress to accommodate a crowd that exceeds maximum occupancy limits as established for Council Chambers.

Section 2-3-4 Meetings to Be Public
All proceedings of the Council shall be open to the public, except that upon approval by a majority vote of the Council, the Council may meet in a closed executive session pursuant to the provisions of state law.

Section 2-3-5 Quorum

No action shall be taken unless a quorum is present. Four or more Council members (the Mayor counting as a member) shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time to compel the attendance of absent members. In any meeting where a quorum is present, it shall take a majority vote of the entire Council, or a minimum of four (4) votes, to enact any measure, resolution, ordinance, or other business on the agenda.

Section 2-3-6 Preparation of Agenda

A. Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an agenda, whichever is earlier, the manager shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be submitted to the Council, prepare an agenda in consultation with the Mayor and members of the Council according to the order of business and furnish each Council member, the Mayor and the attorney with a copy of the agenda and other necessary reports and materials together with a copy of the minutes of the last preceding Council meeting.

From time to time, addenda and late additions to the agenda are required and may be authorized by the Manager and Mayor due to extenuating circumstances beyond the control of the person requesting the addendum or late addition.

All Council members are authorized to place item(s) on the agenda. Agenda item requests are to be submitted in written form to the Clerk. If the number of previously scheduled agenda items prevents the scheduling of a requested agenda item, the Mayor (with the consent of the requesting Council member) may schedule the requested item to be heard at the next meeting of the Council.

B. The Town may use a consent agenda to dispose of routine matters coming before the Council.

Section 2-3-7 Order of Business

The business of the Council shall be the following items, not necessarily in that order:

A. Call to Order: The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum and decide all questions of order and conduct. Questions from the staff or public are addressed to the chair.

B. Pledge of Allegiance.

C. Roll Call. Before proceeding with the business of the Council, the clerk or the clerk's designee shall record the roll of the members and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-3-5 of this code.

D. Consent Agenda: (Routine business, meeting dates, disbursements, and resolutions). Unless a member of the Council requests a reading of the minutes of the Council meeting,

the minutes of the preceding meeting shall be considered approved if correct, and errors rectified if any exist.

E. Call to the Public. The Council on items designated for public input may hear petitions, remonstrances, communications, comments or suggestions from citizens present. All such remarks shall be addressed to the Council as a whole, and not to any member thereof, or the staff. Such remarks shall be limited to three (3) minutes. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. There will also be a Call to the Public for items NOT on the agenda. Council may direct staff to follow up on the item with a report or placement on an upcoming agenda.

F. Ordinances/Resolutions/Other Actions Requiring Council Approval. The Council shall consider any ordinances or resolutions or other actions requiring Council approval as may be listed on the agenda.

G. Reports by Officers. Town officials and committees shall present any reports required by the Council.

H. Information and Updates.

I. Adjournment. The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A motion to adjourn shall always be in order and decided without debate.

Section 2-3-7.1 Management of Meetings

A. Where practicable, executive sessions will be held prior to the regular business meetings, as opposed to during or following a meeting.

B. Meetings should conclude at 10:00 p.m. with planned recesses during the meetings.

C. Council member discussion is limited to three (3) minutes per member. If an item is opened for public input, the public may address the item ONE time. Public input is limited to three (3) minutes.

D. All routine, administrative-type items such as contract awards and approvals, proclamations, etc. shall be placed on the Consent Agenda.

E. Previously approved items, such as budgeted items do no require further Council action and will not be placed on an agenda.

F. All presentations are limited to ten (10) minutes for the presentation and discussion period.

Section 2-3-8 Voting

A. The Mayor shall vote as a member of the Council.

B. If requested by a Council member, the minutes shall show the ayes and nays of any question to be taken. Council members wishing to abstain for a conflict of interest shall state such on the record prior to any discussion or vote on the item and shall file a written declaration with the Clerk as soon as possible following the meeting. Any other abstention must be declared at the time of the calling for a vote, or a silence will be recorded as an affirmative vote. The Mayor or chairman of the meeting will announce on the record whether the motion passed or failed.

Section 2-3-9 Declaration of Vacancy

The office of any Council member is deemed vacant pursuant to ARS § 38-291, as may be amended, if such member fails to discharge the duties of his or her office for three (3) consecutive months, including failure to attend Council meetings unless otherwise authorized by the Council.

Article 3-2

OFFICERS

Section 3-2-1 Town Manager

A. Office Established. The office of Town Manager is hereby established.

B. Appointment of Town Manager. The Town Manager shall be appointed by majority vote of the Council on the basis of executive and administrative ability and shall hold office at the pleasure of the Council.

C. Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council. The Town Manager shall be a resident of the Town, unless such requirement is waived by the Council.

D. Powers and Duties of Town Manager. The Town Manager is the ~~Chief Executive Officer and~~ administrative head of the government of the Town under the direction and control of the Council, except as otherwise provided in this article. He shall be responsible for the efficient administration of all the affairs of the Town that are under his control. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the following powers:

1. Law Enforcement. To see that all laws and ordinances of the Town and all franchises, contracts, permits, and privileges granted by the Council are faithfully observed and to report any failure in that regard to the Council. The Council shall then give such instruction and direction as it may desire for remedial, corrective or terminating action by the Manager.

2. Authority Over Employees. To control, order and give direction to all heads of departments (other than Council-appointed officers) and to subordinate officers and employees of the Town under his jurisdiction through their department heads.

3. Power of Appointment and Removal. To appoint, remove, promote, and demote any and all officers and employees of the Town, except ~~the Finance Director~~, the Town Attorney, and the Town Magistrate, all of whom shall be appointed by the Council. As to these officers, he shall recommend appointment and removal to the Council. All such actions of the Manager shall be subject to all applicable personnel ordinances, rules and regulations and state statutes.

4. Administrative Reorganization of Offices. To conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the town's business.

5. Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.

6. Attendance at Council Meetings. To attend all meetings of the Council unless the Mayor excuses him individually or unless the Council excuses him, except when his removal is under consideration, in which case the Town Manager's attendance at a meeting shall be governed by the Arizona Open Meeting Act (A.R.S. § 38-431 *et seq.,* as may be amended). He may present recommendations relative to each item on the agenda for approval, rejection, or modification by the Council, and prepare the agenda as provided in Section 2-3-6.A.

7. Financial Reports. To keep the Council at all times fully advised as to the financial condition and needs of the Town.

8. Budget. To prepare and submit a proposed annual budget and a proposed annual salary plan to the Council.

9. Investigations and Complaints. To make investigations into the affairs of the Town and performance of any obligations of the Town and to report all findings to the Council. Further, it shall be the duty of the manager to investigate all complaints in relation to matters concerning the administration of the Town government. If the investigation involves the conduct of a person reporting directly to the Council (the Town Manager or Town Attorney) the Mayor and Vice-Mayor shall designate a person to conduct the investigation. If the Mayor and Vice Mayor cannot agree on such designation, the matter shall be referred to the Council.

10. Public Buildings. To exercise general supervision over all public buildings, parks, and other public property under the control and jurisdiction of the Council.

11. Additional Duties. To perform such other duties as may be required by the Council, not inconsistent with federal law, state law, or Town ordinances.

12. Salary Schedule. To recommend to the governing body a standard schedule of pay for each appointive office and position in Town service, including minimum, intermediate and maximum rates. To authorize the payment of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformity with rates and salaries enacted by the Council.

E. Internal Relations.

1. Council-Manager Relations. The Council and its members shall deal with the administrative services of the Town only through the Town Manager, except for the purpose of inquiry, and neither the Council, nor any member thereof shall give orders or instructions to any subordinates of the Town Manager. The Town Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council, and no individual Council member shall give orders or instructions to the Town Manager.

F. Attendance at Commission Meetings. The Town Manager may attend any and all meetings of the planning and zoning commission and all other commissions, boards or committees created by the Council. He shall cooperate to the fullest extent possible with the members of all commissions, boards, or committees appointed by the Council.

G. Other Departments. The Town Manager may, with the concurrence of the Council, establish other departments (in addition to the departments set forth in this Code) to conduct the business and affairs of the Town.

H. Before appointing a person to fill the positions of Town Clerk, Town Marshal, Director of Public Works/Town Engineer or any other department head position, the Town Manager shall solicit input from no more than three persons serving on the Council.

CHAPTER 4

BOARDS, COMMISSIONS AND COMMITTEES

4-2 Organization

B. Duties of Officers/Members. The duties and powers of the various officers and members of the boards and commissions are as follows:

1. Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required

by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and, although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the department head assigned to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee', will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.

Article 4-3

MEETINGS

5. Abstentions/Conflict of Interest. If a member of a board or commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A *Conflict of Interest Disclosure Memorandum* form must be completed, signed, and submitted to the Clerk's Office for each conflict that is declared. A member may abstain from voting on an item even if a conflict of interest is not present; however, this is not a preferred action.

Section 5-2-2 Powers and Duties of Town Magistrate

The powers and duties of the Magistrate shall include:

A. The powers and duties set forth and conferred upon him under the provisions of the state constitution and statutes, this code, and the ordinances and resolutions of the Town.

B. The keeping of a docket in which shall be entered each action and the proceedings of the court therein.

C. The responsibility for fixing and receiving all bonds and bails and for fixing and receiving all fines, penalties, fees and other monies as provided by law.

D. Payment of all fees, fines, penalties, and other monies collected by the court at least once each month to the treasurer or other officer as designated by the Council.

E. Submitting a monthly report to the Council summarizing court activities for that month.

F. Preparation of a schedule of traffic violations not involving the death of a person, listing specific bail for each violation.

G. Designation of a deputy other than a law enforcement officer and a specific location, at which the deputy shall, during hours when court is not open, set the amount of bail in accordance with the foregoing schedule and collect such bail, or accept proper bail bonds in lieu thereof, for and on behalf of the court.

H. Preparation of a schedule of civil traffic violations listing a specific deposit for each violation. The Magistrate shall designate a person, a specific location and the hours during which such person will be at the location to accept proper deposits for civil traffic violations for and on behalf of the court.

I. Prepare an annual departmental budget as required by the Town manager.

J. Supervise and administer, including hiring, promotion and termination of court employees consistent with the requirements of the Town Code, Personnel Rules and adopted budget.

K. Purchase, acquire, or retain goods and services consistent with the requirements of the Town Code and adopted budget.

L. Provide coordination, input, and advice on court administrative matters to the Town Council and staff.

Section 5-2-4 Assistant Magistrate

The Town Magistrate may recommend to the Council the names of individuals qualified to serve as assistant magistrate, subject to the assignment and direction of the Town Magistrate, once appointed. All assistant magistrates shall serve for a specified term, subject to removal by the Council. All duly appointed assistant magistrate shall be compensated per a fee established by the Council, and subject to the reimbursement of those travel expenses and other out-of-pocket allowances permitted for Town employees.. All assistant magistrates are deemed to be part-time Town employees subject to contributing to the Arizona State Retirement under certain conditions and paying payroll taxes, but are not eligible for benefits such as health insurance and paid time off.

CHAPTER 9
BUSINESS REGULATIONS
Article 9-1
CASUAL BUSINESS LICENSE

9-1-1 Definitions
9-1-2 License Required
9-1-3 Applications
9-1-4 Fees
9-1-5 Fees for Charitable, Religious or Civic Organizations
9-1-6 License to be posted
9-1-7 Location Restrictions
9-1-8 Undue Noise Prohibited
9-1-9 Enforcement by Police Officers
9-1-10 Revocation
9-1-11 Signs to be Observed

Section 9-1-1 Definitions

In this article unless the context otherwise requires:
A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is

collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

Section 9-1-2 License Required
It is unlawful for any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor to engage in such business within the corporate limits of the Town without first obtaining a Casual Business license in compliance with the provisions of this chapter. This article shall also govern all special event sales and operations within the Town limits. This article does not apply to participants of Town Events who have paid booth fees, garage sales, auctions, sidewalk sales, student fund raising sales, and bake sales that occur less than three (3) times per year; events occurring more than three (3) times per year must obtain a Casual Business License. This article also does not apply to licensed retail businesses that conduct occasional off-site sales events, such as car and recreational vehicle shows and home shows. However, off-site sales may require zoning clearance.

Section 9-1-3 Applications
A. Applicants for a Casual Business License under this chapter must file with the clerk a sworn application in writing, on a form to be furnished by the Clerk, which shall give the following information:

1. Name and description of the applicant.
2. Address, legal and local.
3. A brief description of the nature of the business and the goods to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
4. Verification of a Transaction Privilege Tax License.
5. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
6. The length of time for which the right to do business is desired. No Casual Business License shall be issued for a period longer than three (3) consecutive days.

7. If a vehicle is to be used, a description of the same, together with license number of any vehicles to be used in or near the display area or other area of business, and other means of identification.
8. A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor, or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore.
9. Obtain the written permission of the property owner and tenant, if any, for the operation.
10. Obtain any necessary health or other regulatory permits required by law.

B. No license issued hereunder shall be transferable.

Section 9-1-4 Fees
A. The license fees for peddlers, solicitors, canvassers, and transient merchants and the application fee provided in Section 9-1-3 shall be determined by resolution of the Council.

B. No fee shall be required of any resident of the Town of Camp Verde selling products of the farm or orchard actually produced by the resident.

Section 9-1-5 Fees for Charitable, Religious or Civic Organizations
There shall be no fees for charitable, religious, or civic organizations. It shall be the duty of the Clerk to determine if the organization making the application is a charitable, religious, or civic organization and that the individual making the application is a member of the organization. The determination by the Clerk may be appealed to the Town Manager, which may at his discretion decide such appeal or refer it to the Council.

Section 9-1-6 License to be Posted
The license issued by the Clerk shall be posted in a conspicuous place if the licensee is using a vehicle or a building in his business and otherwise must be kept by the person and exhibited at any time upon request.

Section 9-1-7 Location Restrictions
No peddler, canvasser, or transient merchant shall locate on the public street or property, and must have written permission of a property owner for private property. It is unlawful for any peddler, canvasser, or transient merchant to operate in any stationary location, to operate within three hundred feet of a public school ground, or to operate in any congested area where such operation might impede or inconvenience the public or cause traffic or parking hazards. The judgment of a law enforcement officer exercised in good faith shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Section 9-1-8 Undue Noise Prohibited
No licensee, nor any person on the licensee's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud speaking radio or sound amplifying system, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell upon any of the streets, alleys, parks or other public places of the Town or upon any private premises in the Town where sound of sufficient volume is emitted or produced that is capable of being plainly heard upon the public thoroughfares.

Section 9-1-9 Law Enforcement
It shall be the duty of any law enforcement officer of the Town to enforce the provisions of this article.

Section 9-1-10 Revocation
The Clerk after notice for any of the following causes may revoke permits and licenses issued under the provisions of this chapter:

A. Fraud, misrepresentation, or false statement contained in the application for license;
B. Fraud, misrepresentation, or false statement made in the course of carrying on business;
C. Any violation of this article;

D. Conducting business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

Section 9-1-11 Signs to be Observed
It is unlawful for any peddler, solicitor, canvasser or transient merchant, in the course of his business to ring the doorbell or knock at any building whereon a sign bearing the words "No Peddlers," "No Solicitors," "No Canvassers," No Transient Merchants," or a similar message is exposed to public view.

Article 9-3
BUSINESS LICENSES

9-3 Definitions
9-3-1 Purpose
9-3-2 Registration and License
9-3-3 Issuance of Business License
9-3-4 Payment
9-3-5 Posting of Business License
9-3-6 License not Transferable
9-3-7 Fees
9-3-8 Penalty

Section 9-3 Definitions

A. "Business" means occupation, work, or trade in which a person is engaged; commercial, industrial, or professional dealings; the buying and selling of commodities; and any commercial store or factory. For the purposes of this article, "Business" also includes those property owners that offer for lease three (3) or more residential units and/or one (1) or more commercial unit(s) that are located within the incorporated limits of the Town of Camp Verde.

B. "Business Location" means the physical location (address) of the business location. If business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License and receive a Zoning Clearance approval before a Business License will be issued.

C. "Home Occupation" means an occupation, profession, activity or use located in a residential district, and which uses is merely incidential to the residential use and does not change the character of the neighborhood by externally detectable lighting, noise, odor, or appearance associated with the activity, and is created and operated as a sole proprietorship with no more than one non-residential employee. No storage or use of toxic materials and/or chemicals that are utilized in connection with a Home Occupation are permitted in a residential district.

D. "Property Owner" means the legal owner of the land/parcel on which the business is conducted.

E. "Occupier of Land" means a Business Owner that does not own the land/parcel on which the business is conducted.

F. "Telecommuting" means working from home as an employee or employer by way of electronic transmission devices. Telecommuting does not require a Business License.

G. "Toxic Materials/Chemicals" mean liquid, aerosol, or solid substances that are harmful, destructive, deadly, or poisonous to human, animal, or fowl.

Section 9-3-1 Purpose

The Council has determined that it is in the best interest of the public to maintain a list of business activities within the Town to provide contacts for emergency services, directories, compliance with zoning codes, building and fire codes, tax, and/or other ordinances and statutes.

Section 9-3-2 Registration and License Required
It is unlawful for any person, firm, organization, corporation or other entity to engage in business within the corporate limits of the Town without first obtaining a Business License in compliance with the provisions of this chapter.

Section 9-3-3 Issuance of Business License
It is the duty of the Town Clerk to prepare and issue a Business License under this article for every person, firm, company, or corporation liable therefore; the period of time covered; the name of the person, firm or corporation for whom issued; the type of business; the location or place of business and verification of privilege tax license.

Section 9-3-3.1 Certificate of Compliance
No operation of any new business, excluding Home Occupation businesses, will be allowed or Business License issued within the limits of the Town without the issuance of a Certificate of Compliance from the Building Department. The Certificate of Compliance requires a physical inspection of the building to verify that the proposed business activity and building are in compliance with all zoning, building, and fire codes.

Issuance of the Business License does not imply that the Town in any way regulates or warrants the manner in which the operator does business.

Section 9-3-4 Payment
A. All Business License fees shall be paid at the office of the Town Clerk in such manner as may be specified by the Clerk.

B. Business Licenses are issued for a 12-month period. Annual renewal payments are due on the first day of the month in which the license was first issued. For example, renewal fees for License #000 issued on January 30, 2008 become due on January 1, 2009.

C.The Business License and registration for all businesses which do not pay the required fees within thirty days of their due date will be cancelled. A new application and associated fees will be required to reinstate the Business License.

D. A full fee shall be paid for each fee period or portion of a fee period in which a business is carried on.

E. A separate Business License must be obtained for each branch established or separate place of business in which any business is carried on. If a business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License. All parcels must receive Zoning Clearance approval before a Business License will be issued.

Section 9-3-5 Posting of Business License
Every person, firm, company, or corporation, having a Business License under the provisions of this article, shall keep such Business License posted and exhibited, while in force, in some conspicuous part of the place of business. Every person having such Business License and not having a fixed place of business shall carry such Business License with him at all times while carrying on that business for which the same was granted. Every person, firm, company, or corporation having a Business License under the provisions of this article shall produce and exhibit the same whenever requested to do so by any officer authorized to issue, inspect, or collect by the Town.

Section 9-3-6 License not Transferable
No Business License issued under the provisions of this article shall in any manner be assignable or transferable to any other person, firm, company, or corporation.

Section 9-3-7 Fees
All businesses liable shall pay a set fee as set forth by the Council by resolution. Fees are non-refundable and are not set on a pro rata basis.

Section 9-3-8 Penalty
It is unlawful for any person to commence, transact, or carry on any business within the Town without first having obtained a license from the Town or to comply with all provisions of this Chapter. Violations shall be punishable under Chapter 1, Article 1-8 with each day that such business is practiced, transacted or carried on constituting a separate offense. It shall be the duty of any authorized personnel or officer of the Town to enforce the provisions of this chapter.

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TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 8, 2009 **Meeting Type:** Work Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Ordinance 2006-A331

Agenda Title (be exact):
Discussion and consideration of Ordinance 2006-A331, Establishing Section 124 of the Planning & Zoning Ordinance and entitled, Design Review

Purpose and Background Information:
Council directed staff to research combining the duties of the Design Review Board with those of the Planning & Zoning Commission. Mayor Burnside asked that Council review this ordinance to determine if changes need to be made to the ordinance in order to accomplish this directive.

Recommendation (Suggested Motion):
Review the ordinance; make suggested changes, and direct staff to bring back a revised ordinance for approval at the earliest possible date.

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

Finance Director Comments/Fund: N/A

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

Attorney Comments:

Submitting Department: Mayor and Council

Contact Person: Mayor Burnside
Action Report prepared by: D. Barber

Town Of Camp Verde
Community Development
Telephone (928) 567-8513
Fax (928) 567-7401

Memo

To: **Ms. Debbie Barber**

From: Mike Jenkins – Acting Comm. Dir.

Date: July 1, 2009

Re: Summary Analysis from Ms. Nancy Buckel
P & Z , DRB possible combination

Please find attached an analysis prepared by Nancy Buckel on June 22, 2009 regarding dissolving the Design Review Board and giving the Planning & Zoning Commission the responsibility.

The date of this memo was verified by Carol Brown. Nancy had sent Mr. Scannell an e-mail with this analysis attached.

Should you have any further questions, please feel free to contact me.

Analysis of dissolving the Design Review Board and giving the Planning and Zoning Commission the responsibility of reviewing and approving all applications submitted for Design Review.

If I understand this proposal that has been made, it is an action to save staff time and the Town money by not having as many meetings. In my opinion, this will not result in any savings to the Town. The applications will still need to be processed by staff. The time involved for the hearings will not be reduced. In the past each application takes at least 1 hour to hear and many have gone as long as 2 ½ hours. This additional responsibility will add to the number of meetings the Commission will be required to attend. In addition, it may be difficult to find qualified professionals willing to serve on the Planning and Zoning Commission because of the night meetings. The work load of the Planning and Zoning Commission may be currently light, but it will soon be involved in the revision process for the zoning regulations. This will add to their meeting work load.

Currently Section 124 outlines the establishment of the Design Review Board, the composition of the Board and their responsibilities. This section would have to be amended to refer to the Planning and Zoning Commission. The composition would also have to be addressed and these requirements added to Section 112 for the Planning and Zoning Commission. Article 4-4 of the Town Code would also have to reflect these changes. You may want to refer to Cottonwood regulations Section 104. They recently made a similar change and have revised their code to reflect this. They require two members to have a professional background, training or experience in design.

There would be no conflict because an appeal on the Design Review decision would go to the Council, not to the Commission. Also, any entitlements for a proposed project that the Commission would hear and recommend to Council would be accomplished before the Design Review process. It may be difficult for some of the members of the Commission to understand the difference between their two jobs. The Commission is just a recommending body whereas, the Design Review Board is a decision making body.

ORDINANCE 2006 A 331

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADOPTING BY REFERENCE THE ESTABLISHMENT OF SECTION 124, ENTITLED DESIGN REVIEW, TO THE PLANNING AND ZONING ORDINANCE (87-A23), AND PROSCRIBING PENALTIES FOR VIOLATIONS THEREOF.

Section 1. Adoption by Reference. Pursuant to A.R.S. Section 9-802 (as amended) the Town hereby adopts for application and enforcement Section 124, entitled Design Review to the Planning and Zoning Ordinance, dated October 25, 2006, that is declared a public record pursuant to **Resolution 2006-711** and attached thereto.

Section 2. Effective Date. The effective date of the Design Review Section 124 of the Planning and Zoning Ordinance, dated October 25, 2006 shall be November 25,2006, or upon completion of publication and posting as a penal ordinance as provided by law, whichever date is later.

Section 3. Repeal. Upon adoption of this ordinance, any part of the current Zoning Ordinance that previously regulated Design Review shall be deemed repealed, with the exception that applications, plans and properties already having hearings or approvals pending shall continue to be governed by the prior regulations.

Section 4. Copies of the Design Review Section. At least three (3) copies of the Town of Camp Verde Planning and Zoning Ordinance Section 124, Design Review, dated October 25, 2006 and any future amendments or revisions, shall be kept on file in the office of the Town Clerk for public access. Additional copies may be purchased by the public at nominal cost for material and reproduction. Copies placed for public access shall be readily available for public inspection during normal working hours.

Section 5. Penalty. Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued therein, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.

PASSED AND APPROVED by a majority vote of the Town Council in an open meeting by the Town Council of the Town of Camp Verde, Arizona on this 25th day of October 2006 to be effective when publication and posting, pursuant to A.R.S. Section 9-813, is completed.

Tony Gioia

Tony Gioia, Mayor

Date 10/30/06

Attest: Deborah Barber

Deborah Barber, Town Clerk

Approved as to form:

C. Brad Woodford

Town Attorney

RESOLUTION 2006-711

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING THE DESIGN REVIEW SECTION 124 OF THE PLANNING AND ZONING ORDINANCE, DATED OCTOBER 25, 2006, TO BE A PUBLIC RECORD AND ESTABLISHING SECTION 124 DESIGN REVIEW OF THE PLANNING AND ZONING ORDINANCE

Whereas, ARS 9-802 permits the enactment and publication by reference of a code or public record, including a statute, rule or regulation of the municipality, in the interest of economy, and

Whereas, the document entitled **Section 124 Design Review,** dated October 25, 2006 is a lengthy ordinance to be adopted by **Ordinance 2006-A331**, and which would qualify for enactment by reference by law.

NOW THEREFORE THE MAYOR AND THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY DECLARE SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE, ATTACHED HERETO AND INCORPORATED HEREIN, TO BE PUBLIC RECORD PURSUANT TO ARS 9-802, TO BE ENACTED BY ORDINANCE 2006-A331, AND ORDER THAT THREE (3) COPIES OF THE ORDINANCE, TOGETHER WITH ANY FUTURE AMENDMENTS OR ADDITIONS WHICH ARE ADOPTED, BE PERMANENTLY FILED IN THE OFFICE OF THE TOWN CLERK AND AVAILABLE FOR PUBLIC INSPECTION.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 25th day of October 2006.

Tony Gioia

Tony Gioia, Mayor

10/30/06

Date

Attest:

Deborah Barber

Deborah Barber, Town Clerk

Approved as to form:

C. Brad Woodford

Town Attorney

SECTION 124
DESIGN REVIEW

DEFINITIONS

1. "Applicant" means any real property owner or agent applying for Design Review approval according to this article.
2. "Board" means the Design Review Board of the Town of Camp Verde.
3. "Commission" means the Planning and Zoning Commission of the Town of Camp Verde.
4. "Department" means the Community Development Department of the Town of Camp Verde.
5. "Director" means the director of the Community Development Department of the Town of Camp Verde.
6. "Building Inspector" means building inspector of the Community Development Department of the Town of Camp Verde.
7. "Vertical Structure" Vertical structures include all construction with the exception of resurfacing of streets, parking lots, and driveways.

A. PURPOSE

1. The Town of Camp Verde's Design Review process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western rural appearance and small town sense of place described in the Town's General Plan. A Town Council appointed citizen's board will review applicable proposed building projects to help ensure that new construction is consistent with the General Plan's vision of the Town's past, present and future character.
2. To further this purpose, the Town, through the Design Review Board and Planning Staff, will review and the Board shall act upon all development applications pertaining to commercial, industrial, multi-family, Planned Unit Developments and Planned Area Developments.

B. APPLICABILITY

1. This Ordinance shall apply to all buildings and other vertical structures and signs erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the Town of Camp Verde.
2. Exceptions:
   a) Single Family detached dwellings, vertical structures and accessory structures that are not a part of a Planned Area Development or a Planned Unit Development; including manufactured homes.
   b) Temporary sales and construction offices.
   c) Public utility electrical transmission structures. Substations are considered voltage reduction facilities and are not exempt from the provisions of this Ordinance.

C. POWERS AND DUTIES

1. The Board shall have the power to hold public meetings to review design aspects of the following applications to assure conformance with the general intent and specific provisions of this Ordinance and shall review the following: applications for new commercial development, industrial development, institutional development, all types of subdivisions, multi-family development, Planned Area Developments, Planned Unit Development, and vertical structures within the Town of Camp Verde to assure conformance with the general intentions and provisions of the Town of Camp Verde Design Review Ordinance.
2. Each Board member shall fairly review each application without regard to (1) property ownership, (2) the member's relationship, if any, to the Applicant or property owner, or (3) the type of business proposed. All members shall be subject to ARS 38-501, et. seq.
3. The Board shall have the power and duty to grant approval, conditional approval, or disapproval of all applications for Design Review under this Ordinance based solely on the criteria set forth in Section J of this Ordinance and any supplemental guidelines as approved by the Town Council.

D. ESTABLISHMENT, COMPOSITION

1. The Board shall be appointed by the Town Council and be comprised of seven (7) voting members, each of whom shall be a resident of the Town. The composition of the Board shall be as follows:
   a) Two (2) members who shall be qualified by background, training or experience in design related occupations such as architecture/building design, landscape architecture, land use planning, civil engineering or similar fields.
   b) Two (2) members who shall be or have been a builder, contractor, developer, real estate agent or otherwise represents contracting, development or real estate interests.
   c) Two (2) members who shall represent the general public interest. These members may be lay persons with or without special knowledge of building design, construction, or real estate development, but should not be generally representative of those occupations described above.
   d) One (1) representative member from the Planning and Zoning Commission.

E. TERMS OF MEMBERS, VACANCIES, COMPENSATION

1. With the exception of Planning and Zoning Commission representatives, members shall be appointed to three-year terms of service. However, the first appointment for one member of each of the three representative groups shall be to two-year terms to stagger appointments as determined by the Town Council.

2. The Planning and Zoning Commission representatives shall be appointed to six-month terms and shall rotate to provide the opportunity for all Commissioners to serve during their term of office. The Commission will select its representative member for the term and forward his or her name to the Town Council for appointment.
3. Members of the Board may be removed by the Town Council pursuant to Town Code Section 4-1-D.
4. The Town Council shall appoint a qualified person to fill any vacancy for the duration of the term. However, if the length of the unexpired term is less than six months, the Town Council may elect to appoint the member to the balance of the unexpired term plus a new three-year term.
5. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their Board duties upon prior authorization or ratification by the Board and approval by the Town Manager.

F. SELECTION OF OFFICERS

1. The Board shall elect a Chairman and Vice-Chairman from its members to serve for one (1) year and until a successor is elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights and duties of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability. A new election shall be held to fill any vacancy for an unexpired term.

G. QUORUM, VOTING

1. Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Board. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.
2. In the event that a voting quorum is unachievable on a particular application due to declared conflicts of multiple members, the Director shall assume the powers of the Board to determine the outcome of the application.

H. RULES AND REGULATIONS

1. The Board shall make and publish rules and regulations as necessary to govern its proceedings and to provide for its meetings.
2. All meetings of the Board shall be open to the public.
3. The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.

I. ADMINISTRATION AND PROCEDURES

1. Prior to the preparation of final architectural or engineering drawings for any building or structure to which this Ordinance is applicable, a pre-application meeting shall be held with (1) the Director, (2) members of the Board constituting less than a quorum, or (3) both to review conceptual project plans and to identify positive and negative attributes early in the design process. A concept site plan and elevations indicating basic colors and materials are required.

2. Subsequent to the pre-application meeting, a complete Application for Design Review shall be submitted to the Director. Application forms and a complete list of required information are available upon request at the Community Development Department.

3. As part of the Application, the applicant or authorized agent shall submit the following information for consideration by the Board:

    a) A site plan indicating:

        i. The areas devoted to buildings, walkways, landscaped areas, retention or detention structures, and parking layouts.

        ii. The existing and proposed drainage systems, sign locations, outdoor lighting locations, trash enclosures, cluster mailboxes, vending machines, backflow prevention devices and service entrance panels.

    b) A site cross-section showing the relationship of the proposed building and its grades to those adjacent if the proposed building's finished floor will be 36 inches above or below any adjacent building within 100 feet.

    c) An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. All Outdoor lighting shall comply with Section 120 (Outdoor Lighting Ordinance). Manufacturer's cut sheets showing fixture appearance and shielding information shall be included. Any building skylights and the method of shielding shall be indicated.

    d) A landscape plan with a description of the (1) size and (2) type of landscape materials to be used and the method for maintenance.

    e) Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. The Board may require material and color samples and other information to clarify the application.

    f) All proposed signs must be detailed graphically with illustrations depicting size, height and shape of the sign and a description of materials, colors and lighting to be used.

        i. Free standing sign locations must be shown on the site plan.

        ii. Building-mounted signs must be shown on the building elevation.

4. The Director may approve an application for a building or structure in lieu of forwarding the application to the Board if the proposal meets any of the criteria a through d below. The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the Applicant and the Director or if the proposal does not clearly meet the criteria set forth in Subsection J, the application shall be forwarded to the Board for consideration.

    a) Any and all resurfacing of vertical structures.

    b) Signs that are 64 square feet or less in area, are building-mounted or monument style, and clearly meet both the requirements and intent of this Ordinance and the requirements of Sections 118 (Sign Regulations) and 120 (Outdoor Lighting Ordinance).

    c) A proposed building or vertical structure that:

        i. is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet

        ii. conforms to the criteria set forth in Section J of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and

        iii. is complimentary with surrounding properties as well as with the existing building.

    d) An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off-site.

5. The Design Review Board shall have the power to approve, conditionally approve, or deny all applications for Design Review.

6. Upon receiving approval or a conditional approval from the Design Review Board, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a building permit, the Building Inspector shall determine that all Design Review requirements have been met.

J. CRITERIA

1. In considering an application for Design Review, the Design Review Board shall be guided by the following criteria:

    a) The general design of buildings, structures, signs, and the surrounding site shall reflect the simple building style historically prevalent within the Town, and should draw on the western, rural, and historic military influences that have shaped Camp Verde's architecture since its inception. Comfortable simplicity is to be preferred over architectural complexity, while still addressing massing and scale considerations.

    b) Projects should promote elements that contribute to the western rural atmospheres by integrating outstanding natural features such as trees, rivers, creeks, rock outcroppings, or the like whenever possible.

c) Special attention shall be required for prominent industrial and high intensity commercial projects allowable within industrial and C-3 districts that are visible and are within close proximity to non-industrial/C-3 districts, residential districts and major transportation corridors such as Main Street, State Route 260, and Interstate 17. Such projects shall be designed to minimize negative impacts with improved building exteriors and both vegetative and structural screening techniques.

d) Residential projects subject to Design Review, as part of a PAD and PUD or as required by the Town subdivision regulations, shall minimize monotony by using different colors and types of roofing materials, alternating the orientation of roof lines and pitches, varying lot widths, staggering front yard setbacks, varying sideyard setbacks, and using different elevations on adjacent lots. In addition, medium to high-density residential zones shall include mini-parks providing active and passive recreational opportunities, for example, barbecues, ramadas, picnic tables, children's playgrounds, horseshoes, and volleyball areas.

e) Building color should be compatible with existing structures and should reinforce the visual character of the proposed building.

   i. The color should not be such that the building is competing for attention.

   ii. Generally, building colors should be subdued and not garish, and should not in any way become "signing" of the building or site.

   iii. Warm, muted shades should be used as the body or overall building background color.

   iv. Brighter and richer hues of related or contrasting color should be used as accent colors and highlight colors for architectural elements.

   v. Paint colors should be related to the natural material and colors found on the building, such as brick, terra cotta, stone, tile, wood or cast iron.

   vi. Brick and stone should be left natural.

f) The materials used in constructing the building, structure, or sign shall be of equal or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the Applicant's request.

g) The building or structure shall be in proper scale with the parcel upon which it is located and shall be compatible with those in the general proximity and the community.

h) The overall site design and design of the building, structure or sign shall not adversely affect the existing or potential development of properties in the general proximity.

i) Trails and pathways identified by the Camp Verde General Plan shall be included in proposed development designs in furtherance of the Town's goal of developing public access to the Verde River and other natural watercourses and should contribute to the western rural atmosphere of the Town. Trails shall be improved to provide multi-modal transportation opportunities for pedestrians and equestrians.

j) Ingress, egress and on-site traffic, parking and circulation shall be designed to promote both driver and pedestrian safety and convenience and shall meet the minimum requirements outlined in Sections 108.L and 108.M of the Zoning Ordinance.

k) The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons within the community.

2. Within the Downtown Redevelopment Area, in addition to the above:

a) New buildings, structures, signs and exterior remodeling or resurfacing projects shall be designed with special attention to historical context.

i. Though certain historically used materials may be unavailable or impractical in modern construction, the designer should try to use materials that imitate the appearance of those materials.

ii. Reflective, glossy surfaces and materials that are obviously modernistic shall be avoided.

b) Architecture and design elements should reflect or complement those present in Camp Verde's older historic buildings to ensure the compatibility with the immediate vicinity. It is strongly recommended that owners or builders consult with the Design Review Board in the early planning stages of a new construction project. New construction should be compatible with existing structures in the immediate area in the following ways:

i. Size, height, and setback of structures;

ii. Relationship of the structure to the open space between it and neighboring structures;

iii. Exterior features, such as window sill or header lines, the proportion of window and door openings to the overall façade, and the horizontal or vertical emphasis of major building elements; and

iv. Building materials

(Please see Historical Overview and Visual Library for examples.)

c) The Design Review Board shall give special attention to application within the Downtown Redevelopment Area to assure that new and remodeled buildings fit within a reasonable historic context, even if compatibility with more modern surrounding buildings is diminished.

K. DECORUM, PROTOCOL

1. Meetings will be conducted according to policy set by the Board. Such policy shall be subject to approval by the Town Council.

2. The Chairman shall direct meetings in such a manner as to assure adequate discussion among members and applicants. All speakers shall address the Chair.
3. Design Review Board proceedings are regulatory in nature rather than advisory or legislative. While open to the public, no statutory right of the public to speak exists. The Chairman may allow public input as appropriate; however, the decision of the Board is to be primarily made based on the physical merits of the application.

L. DUTIES OF STAFF

1. Planning Staff shall accept and review completed applications for Design Review, compile meeting packets, and advise the Board as to whether the application complies with Zoning Ordinance requirements for lot coverage, parking and circulation, landscaping, lighting, signage and other applicable requirements.
2. Planning Staff shall prepare and post meeting notices, Board agendas and other notifications as required by the Town Code.
3. Planning Staff shall provide written minutes of all meetings and provide to the Town Clerk copies of documents of public record.

M. FEES

1. Upon filing an application, the Applicant shall pay an application fee to the planning department in accordance with a schedule established by resolution of the Town Council and posted in the office of the Zoning Administrator.
2. No part of any such fee shall be returnable after an application is filed and the fee is paid.

N. APPEAL

1. Any applicant or any citizen of the Town of Camp Verde who is dissatisfied or aggrieved by the decision of the Design Review Board may appeal such decision to the Town Council by filing a written Notice of Appeal with the Town Clerk, not later than fifteen (15) days from the date of the Board's decision, and the Council shall hear all appeals ***de novo.*** The decision of the Council shall be binding upon all parties.

O. ENFORCEMENT, VIOLATIONS, PENALTIES

1. The Director shall insure that all matters are undertaken according to conditions of the approved plans.
2. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of Certificate of Occupancy.

3. **Penalty**. Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued therein, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.

July 8, 2009 Work Session

For item 4c.

Councilor German provided the following pages. Cottonwood amended the Design Review Ordinance to dissolve the Board and added some things to Planning & Zoning through a Planning Review or Zoning Clearance.

SECTION 303. ZONING CLEARANCE.

A. PURPOSE.

The purpose of zoning clearance is to allow the Zoning Administrator or his or her designee to make a finding that the proposed development, activity or use is in conformity with the intent and provisions of the Zoning Ordinance and all other applicable City codes and ordinances.

B. APPLICABILITY.

Zoning clearance is staff-level review of planning and zoning regulations that is required for proposed development activity. This review applies to new development, as well as to changing or expanding the use of existing properties. Development activity and changes to the use of a property that may otherwise be exempt from the requirements for Building Permits may still be subject to compliance with Zoning Ordinances requirements.

No building or structure shall be erected, added to, usage/occupancy changed or structurally altered until a Zoning Clearance has been issued by Community Development Department. All applications for zoning clearances shall be made in the Community Development office on forms provided, together with a plot plan of the proposed construction containing sufficient information for the enforcement of this Ordinance. All such clearances shall be obtained prior to the start of construction.

C. APPLICATION FOR ZONING CLEARANCE.

A request for zoning clearance shall be filed with the Community Development Department on a form provided by the City. Sufficient information shall be provided for staff to review the proposed development and/or use to ensure compliance with ordinance requirements.

1. Assessor's Parcel Number/s identifying the property.

2. Street address, if any, or description of location.

3. Property owner and applicant names and contact information. Signatures of property owner/s or authorized representatives, as applicable.

4. Complete plans and exhibits as necessary for staff to review the proposal. All such plans and exhibits shall be drawn to scale.

5. Such other information as the may require for the purpose of determining whether the application complies with the Ordinance requirements.

D. REVIEW PROCEDURES.

1. The Zoning Administrator shall have <u>ten (10) working days</u> from the date of submission of a zoning clearance application to review said plan and approve, conditionally approve or reject said application and, based on its compliance with all provisions of applicable City codes, ordinances and regulations. The decision shall set forth in detail the reasons

for denial, or in the event of conditional approval, the changes or additions which are necessary to make the plan acceptable.

2. All copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the Zoning Administrator, or his/her designee, and said copies and forms shall be included in applicable Department files.

E. ACTIVITIES REQUIRING ZONING CLEARANCE.

The following list provides a general overview of typical activities that require Zoning Clearance. There may be other types of development and building activities not listed here that are also subject to Zoning Clearance requirements.

1. New Building and Development.
2. Change of Use for Existing Properties.
3. Tenant Improvements.
4. Expansion or Changes to Nonconforming Structure or Use.
5. Additions and Expansion of Use.
6. Renovations and Remodeling.
7. Demolitions.
8. Temporary Buildings and Temporary Uses.
9. Manufactured Homes and Prefabricated Structures.
10. Accessory Structures and Uses.
11. Fences and Walls.
12. Decks, Patios, and Porches.
13. Signs.
14. Grading and Stockpiling.
15. Parking Lots.
16. Outdoor Storage and Outdoor Display.
17. Swimming Pools.

F. EXEMPTIONS FROM CLEARANCES.

The exemption of an object or improvement from the requirement for a Zoning Clearance does not remove such object or improvement from the requirement to comply with all other regulations of this Ordinance and other codes. Some types of permits or minor activities do not require Zoning Clearance, including the following:

1. Gas Line Permits.
2. Fire Sprinkler Plans.
3. Fire Alarm Permits.
4. Satellite dishes or up-right mast antennae (not including slabs, foundations, enclosures or permanent structural supports).
5. Landscaping for single-family residential.

use which it authorizes is lawful and permitted. In all other instances the clearance is valid provided:

1. Every Zoning Clearance issued by the City under the provisions of this ordinance shall expire by limitation and become null and void if the building, work or use authorized by such clearance is not commenced within one hundred eighty (180) days or six (6) months from the date of issuance of such clearance, or if the building, work or use authorized by such clearance is suspended or abandoned at any time after the work is commenced or a period of one hundred eighty (180) days, the equivalent of six (6) months has passed. Before such work can be recommenced, a new permit shall first be obtained to do so.

2. A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence the work within the time required by this Section for good and satisfactory reasons. The Zoning Administrator may extend the time for action by the permittee for a period not exceeding one hundred eighty (180) days or six (6) months upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken.

3. Any requirements or stipulations conditional upon which the clearance was issued are complied with.

H. FEE

The application for Zoning Clearance shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the City Clerk. No part of the filing fee shall be refundable. Payment of the filing fee shall be waived when the petitioner is the City, County, State or Federal Government.

I. REVOCATION.

The Zoning Administrator may, in writing, suspend or revoke a permit issued under the provision of this Ordinance when the permit is issued in error or on the basis of incorrect information supplied, or in violation of an ordinance or regulation or the provisions of these codes.

H. EXPIRATION OF ZONING CLEARANCE APPROVAL

1. Six (6) months from the date of approval, the Zoning Clearance approval shall expire if the work or use approved has not commenced.

2. An extension of approval may be granted if the applicant files a written request for an extension with the Zoning Administrator prior to the approval expiring. The Zoning Administrator may extend the time of action by the applicant for a period not exceeding one hundred eighty (180) days upon written request by the applicant showing that

circumstances beyond the control of the applicant have prevented action from being taken.

3. An application shall not be extended if this code or any other pertinent laws or ordinances have been amended subsequent to the date of application.

J. APPEAL.

Any applicant for Zoning Clearance approval who is dissatisfied or aggrieved by a decision of the Zoning Administrator may appeal such decision to the Board of Adjustment by filing a written notice of appeal with the City Clerk, not later than fifteen (15) days from the date of the Zoning Administrator's decision.

SECTION 304. DESIGN REVIEW.

A. PURPOSE.

1. The purpose of Design Review is to enable the Planning and Zoning Commission, to make a finding that the proposed development is in conformity with the intent and provisions of both this Ordinance, all other City Ordinances and protects and enhances the attractive appearance of development in the City of Cottonwood. The City of Cottonwood realizes the importance of a pleasing environment to protect the potential for business, industrial and residential development. The Design Review process is intended to preserve compatible land-uses and building design; rendering safe, attractive and harmonious development within the City and is therefore considered to be a furtherance of public health, safety and general welfare.

B. APPLICABILITY.

1. The provisions of this Section shall apply to all buildings, structures, signs, site plans, landscape plans and other plans which are to be hereafter erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the City of Cottonwood, as follows:

   a. Proposed Development: The provisions of this Section shall apply to the exterior portion of all sites, buildings, structures and signs, except single-family residences not otherwise part of a Planned Area Development, which are to be hereafter erected, constructed, or established within the City of Cottonwood.

   b. Existing Properties: The provisions of this Section shall apply to the exterior portion of sites, buildings, structures and signs, except single-family residences not part of a Planned Area Development, which are to be hereafter remodeled, converted, altered (including resurfacing and repainting), or enlarged after the effective date of this ordinance, or when there is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features and such change which occurs after the effective date of this Ordinance. The use of a building or land shall refer to the primary or specific purpose for which the building or land is occupied, designed, intended or maintained.

2. The provisions of this Section apply to grading activity, including any stripping, cutting, excavating, filling or shaping of the earth, land, soil or material, or removal of vegetation.

C. EXCEPTIONS:

1. Single-family detached dwellings and accessory uses which are not a part of a Planned Area Development; including manufactured homes.

2. Temporary sales and construction offices.

3. Public utility electrical transmission structures. Substations are considered to be voltage reduction facilities and are not exempt from the provisions of this Section.

4. Grading activity (cut and/or fill) on a parcel or total development site that is less than one (1) acre in size or that involves less than 50 cubic yards of material.

5. Under the following circumstances, the Zoning Administrator may approve a building, structure or grading without going to the Commission.

   a. Signs which have no more than one background color, one letter color and are flush mounted to the building, or free standing and are professionally rendered so as not to create a "tacked on" or "eye sore" appearance.

   b. That the building or structure is either an addition or an accessory use to an existing building and does not exceed one thousand (1,000) square feet. The addition or accessory use must be determined to be compatible with the existing building so as not to create a "tacked on" appearance.

   c. That the addition or accessory use does not substantially alter the appearance of the site as seen from off the site.

   d. That all proposed and existing buildings, structures, signs and landscaping on the site conform to the criteria set forth in Subsection E.

   e. Grading activity (cut and/or fill) that involves less than 1,000 cubic yards of material and is considered minor or is part of a site development plan previously approved by the Planning and Zoning Commission, Development Review Board or City Council.

6. The Zoning Administrator shall have the same duties and powers of the Commission in regard to these buildings, structures and grading activity. If there are problems which cannot be resolved between the Planning Staff and the applicant, or the proposal does not clearly meet the criteria set forth in Subsection E. of this Section, the matter will be referred to the Commission.

D. APPLICATION FOR DESIGN REVIEW

1. All applications for Design Review shall first be reviewed by the Code Review Board. Upon satisfactory completion of the review of technical requirements and conformance with zoning regulations, the Zoning Administrator will provide the applicant with the application for Design Review.

2. Application for Design Review shall be filed with the Zoning Administrator on the form provided. The application form contains the required information which must be submitted with the application.

3. Prior to the preparation of final architectural or engineering drawings for any buildings, structures or grading to which this Section is applicable, the property owner or his agent shall submit the following information for consideration:

   a. Application for Design Review.

   b. Complete site plans showing the areas devoted to buildings, parking layout, existing grades and drainage systems, landscaped areas, with a description of size and type of landscape materials to be used and the method for maintaining same.

   c. Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. Submit material and color samples, as well as other supportive information as required to clarify the application.

   d. Any proposed signs must be shown with a sketch showing; size, height and shape of the sign; with a description of materials and colors to be used. Free standing signs must be shown on the site plan and building mounted signs must be shown on the building elevation.

   e. Grading plans submitted for review must include a site development plan in compliance with approved zoning district standards.

   f. Grading activity (cut and/or fill) that involves 1,000 cubic yards of material or greater shall require preliminary engineering plans to be prepared by a Civil Engineer. Submit all preliminary grading plans to the Community Development Department, who will then forward copies of such to the Building Official for preliminary review and comments prior to Design Review consideration.

   g. The grading plan shall indicate the limits of cut and fill in relation to existing and proposed conditions with elevation contours shown and cross-section drawings as necessary to adequately describe the proposed project. The grading plan must adequately describe the proposed changes in relation to existing topographical conditions, including natural slopes and drainage features. Three dimensional studies shall be required for major projects. Any grading activity related to a proposed subdivision must be in compliance with an approved Preliminary Plat.

   h. All other items as indicated in the application.

4. The Planning and Zoning Commission shall have the power to approve, conditionally approve or deny all applications for Design Review.

E. CRITERIA:

1. The Design Review process shall be guided by the following criteria:

   a. Architectural Quality: The design quality of a building or structure shall enhance, strengthen and preserve the qualities and character of surrounding development and the City of Cottonwood as a whole.

   b. Materials, Colors and Textures: The materials used in constructing the building, structure, or sign shall be of similar or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the applicant's request.

   c. Scale: The buildings, structures or signs shall be in proper scale with the parcel upon which it is located. The scale of the proposed buildings, structures or signs shall be compatible with those in the general proximity to the applicant's request and to the community.

   d. Proportion: The relationship of the width of a building or structure to its height, as well as the relationships of the buildings components, including windows, doors, openings, walls and similar architectural elements, shall include balanced and harmonious proportions.

   e. Architectural Details: Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.

   f. Site Design: The overall design of the site plan, which is comprised of buildings, structures, engineering features, landscape and open space areas, parking and circulation facilities and similar elements, shall be done in a comprehensive manner that integrates the various aspects in a unified, efficient manner and it shall not adversely affect the existing or potential development of properties in the general proximity.

   g. Access: Ingress, egress and on-site traffic, parking and circulation shall be designed to promote safety and convenience and shall meet the minimum requirements outlined in Section 406 Parking and Loading Requirements of this Ordinance.

   h. Landscape Design: Landscaping, including trees, plants and integrated site features, shall visually enhance the overall development project and be compatible with the surrounding buildings, structures and natural landscape, and shall incorporate xeriscape design principles with drought-tolerant, low-water use plant varieties.

   i. Lighting: Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.

j. Signs: Signs shall be appropriate in scale, proportion, color and overall design relative to the exterior architectural character of the building, structure or site.

k. Health, Welfare and Safety: The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons within the community.

l. Site Grading: All grading plans must be submitted for preliminary technical review from the Building Official to ensure compliance with code requirements, including slope limits, setbacks, drainage, erosion, dust control, and other concerns.

m. Grading Criteria: The design and implementation of all grading shall address the following:

1) Ensure that grading activity is designed and implemented to minimize adverse impacts and include appropriate restorative measures;

2) Avoid unnecessary visual scaring, excessive deposits of fill material on slopes and other adverse visual impacts resulting from cut and fill;

3) Blend with the natural contours of the land. Alterations to the terrain shall be integrated with the existing landscape in a harmonious manner;

4) Conserve the natural scenic beauty and vegetation of the site to the greatest extent possible, including major rock outcroppings, natural drainage courses and native plants and trees;

5) Restrict the areas and volumes to the minimum necessary to implement the planned development;

6) Ensure that graded areas, hillsides, slopes, or other areas subject to erosion are stabilized;

7) Reduce the erosion effects of storm water discharge, preserve the flood-carrying capacity of natural or constructed waterways by limited soil loss, and protect drainage ways from siltation; and,

8) Minimize dust pollution and surface water drainage from graded areas during grading and development.

F. APPEAL.

Any applicant or any citizen of the City of Cottonwood who is dissatisfied or aggrieved by the decision of the Planning and Zoning Commission may appeal such decision to the City Council by filing a written Notice of Appeal with the City Clerk, not later than fifteen (15) days from the date of the decision.

G. VIOLATION AND ENFORCEMENT.

1. Prior to issuance of a building permit or grading permit the Zoning Administrator shall determine that all requirements of the Design Review process have been met.

2. The Zoning Administrator shall insure that all matters are undertaken according to conditions of the approved plans. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of a Certificate of Occupancy.

H. CONFORMANCE TO CITY CODES, ORDINANCES AND REGULATIONS.

Any reference to "Development Review Board" or "Design Review Board" in this ordinance or any other City of Cottonwood code, ordinance or regulation shall be considered to mean the same thing as "Planning and Zoning Commission," unless the City Council chooses to appoint a separate Design Review Board. Any reference to "Development Review" shall be considered to mean the same thing as "Design Review."

SECTION 104. PLANNING AND ZONING COMMISSION.

A. ESTABLISHMENT; COMPOSITION; TERMS OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS.

There is hereby established a Planning and Zoning Commission of the City of Cottonwood, to consist of seven (7) members, each of whom shall be a resident of the City of Cottonwood, to be appointed by the City Council, with at least two (2) of whom shall be qualified by design-related background, training or experience, including architecture, landscape architecture, interior design, planning, fine arts or other design-related background. The members of the Commission shall be appointed for a term of three (3) years. In the event of a death, resignation or removal from the Commission, the vacancy shall be filled by the Council for the unexpired term. Members of the Commission may, after public hearing, be removed by the Council for inefficiency, neglect of duty or malfeasance in office. The Council shall file a written statement of the reasons for removal. A member absent from three (3) regular meetings or a cumulative total of five (5) regular or special meetings within a calendar year shall constitute the constructive resignation of that member, and said vacancy shall be filled by the City Council, with the option that said member may apply in writing to the City Council for consideration of reinstatement. All members shall serve without pay. However, members of the Commission may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Commission and approval of such expenditures by the City Manager.

B. POWERS AND DUTIES.

It shall be the duty of the Commission to formulate and administer any lawful plan duly adopted by the Council for the present and future growth and development of the City of Cottonwood, pertaining to the use of land and buildings for any purpose, to make or cause to be made a continuous study of the best present and future use to which land and buildings shall be put within the City of Cottonwood and in cooperation with adjacent areas and to recommend to the Council revisions in such plans which, in the opinion of the Commission, are for the best interest of the citizens of the City of Cottonwood to hold public hearings where necessary; to make recommendations to the Council on all matters concerning or relating to the creation of zoning districts, the boundaries thereof, the appropriate regulations to be enforced therein and amendments of this Ordinance; to carry out the specific duties as associated therewith and commonly known as "Planning and Zoning." The Commission is also authorized to confer and advise with other city, county, regional or state planning commissions. The Planning and Zoning Commission shall have the authority to approve, conditionally approve or disapprove all applications for Design Review as required by Section 304 of the City of Cottonwood Zoning Code, based on the criteria set forth in the aforementioned section or any supplemental guidelines to the Criteria as approved by the City Council or any other applicable Design Policies or Guidelines as established through the legal authority of the City of Cottonwood.

C. SELECTION OF OFFICERS.

The Commission shall elect a Chairman and Vice-Chairman from among its own members, who shall serve for one (1) year and until their successors are elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the latter's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

D. QUORUM; VOTING.

Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Commission. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

E. RULES; REGULATIONS; RECORDS; MEETINGS.

The Commission shall make and publish rules and regulations to govern its proceedings and to provide for its meetings. Meetings of the Commission shall be open to the public. The minutes and records of all Commission proceedings shall be kept and filed as public record in the office of the City Clerk.

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4d

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 8, 2009 **Meeting Type**: Work Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Special Event Permit and Handbook

Agenda Title (be exact):
Discussion and consideration of the proposed Special Event Permit process and Handbook

Purpose and Background Information:
The Clerk's Office will begin the processing of all Special Event permits after Council approves the permitting process. This change is an effort to centralize the process to provide both our citizens and affected departments with an accurate and efficient system of managing events while ensuring that all certificates, insurance, licenses, and related approvals are in place prior to the event.

Please note that the Alcohol Beverage Process on page 27 will be changed to reflect all changes that Council makes to the Town Code relative to alcohol on Town property.

You might also note that Special Event permits are now required of all events held within the Town boundaries that are open to the general public.

Recommendation (Suggested Motion):
Review the Handbook; make suggested changes, and direct staff to bring back the final Special Event Permit and Handbook to Council for approval at the earliest possible date.

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

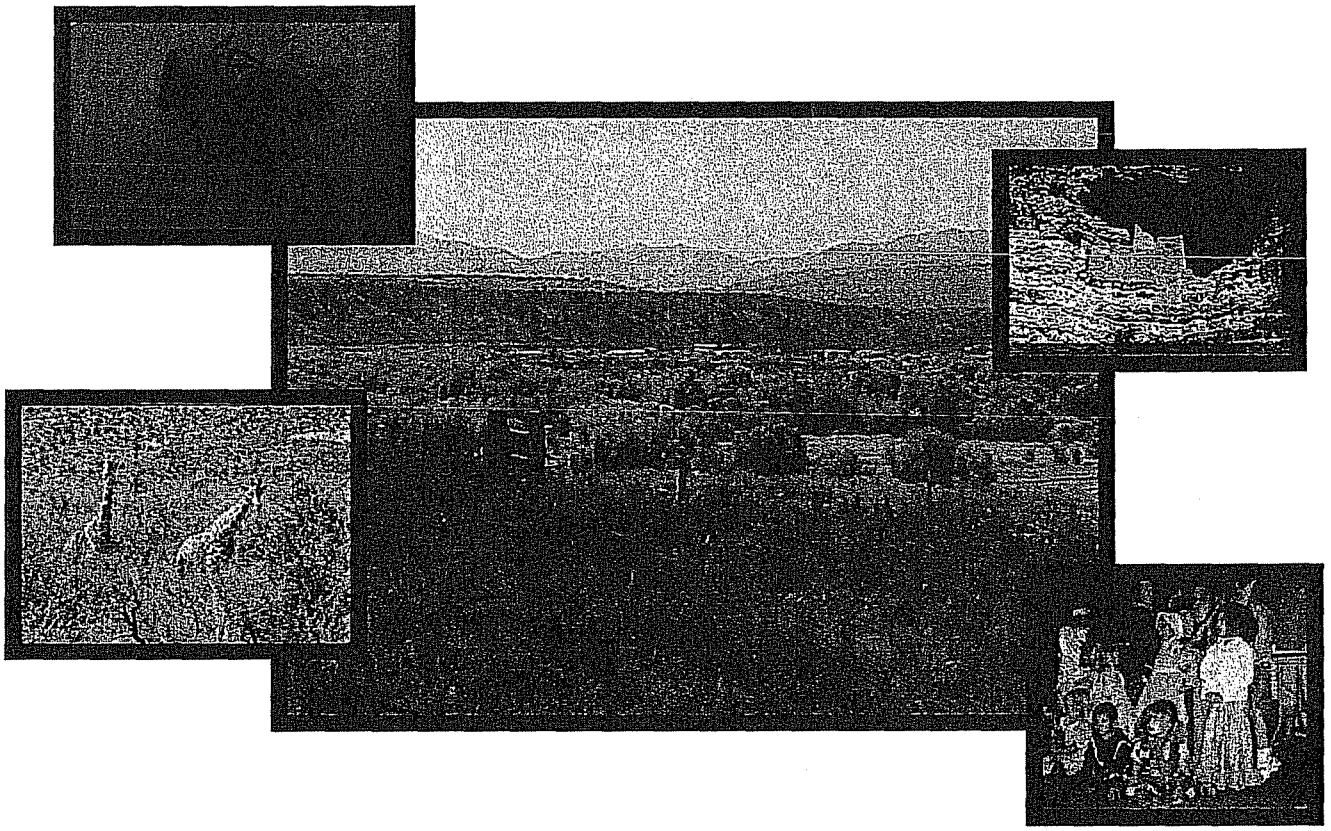
Finance Director Comments/Fund: N/A

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

Attorney Comments:

Submitting Department: Clerk's Office

Contact Person: Deborah Barber
Action Report prepared by: D. Barber



TOWN OF CAMP VERDE

Special Event Permit and Handbook

473 S. Main Street
Suite 102
Camp Verde, AZ 86322

Phone: 928-567-6631
Fax: 928-567-9061
E-mail: clerks office @cvaz.org

To All Event Planners/Coordinators:

As Town staff works to develop a more efficient and effective local government, departments are focusing on streamlining processes, such as the event permitting process. To assist in planning your Special Event, the Clerk's Office has prepared a handbook comprised of helpful information that will assist you in planning and hosting a safe and successful Special Event or festival.

The Special Event Handbook contains information about how and when to file applications for permits and licenses, as well as information about insurance requirements, clean-up, street closure, licenses, sales tax, and much more. It also includes an application form with a checklist of everything that you need to know and do to host an event within the incorporated limits of the Town. The regulations apply to all events or activities that are open to the general public and that are located within the incorporated boundaries of the Town or that is located on Town-owned property, facilities, streets, rights-of-way, and sidewalks. You will also find contact names and numbers to help in planning your event.

We hope that you will find the handbook helpful as you plan and hold your event that contributes so much to the spirit and economy of Camp Verde. Thank you for all that you are doing to make the Town of Camp Verde the best to work, live and play!

Respectfully,

Deborah Barber, MMC
Town Clerk

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****It is the responsibility of the Event Coordinator to contact:**
Yavapai County Health Department

Arizona Department of Liquor License and Control and
Camp Verde Fire District

TOWN OF CAMP VERDE
Parks & Recreation Department
395 S. Main Street, Camp Verde, AZ 86322
928-567-0535 fax 928-567-1540

SPECIAL EVENT PERMIT APPLICATION

GENERAL INFORMATION

Sponsoring Organization: _____

Responsible Party: _____

Home Phone:_____Work:_____Cell:_____

Mailing Address:_____

_____

Event Name:_____Annual Event: Yes☐ No☐ Years _____

Date(s) of Event:_____ Start Time:_____AM / PM End Time _____AM / PM

Set-up Time:_____ AM / PM Take Down Time:_____ AM / PM

SPONSORS

Is the sponsoring organization a non-profit? ☐ Yes ☐ No

Please provide proof of non-profit status: _____

Benefiting non-profit organization(s):_____

Benefiting in what capacity? (Please be specific)

_____

_____

EVENT DESCRIPTION

Please give a detailed description of event/festival_____

_____

_____

_____

_____

Anticipated Attendance:_____

Proposed Location of Event:_____

(Please list all facilities to be used Including parking lots, facility, streets, Parks, etc.)

Facility _____ Location _____

Facility _____ Location _____

Facility Location

GENERAL INFORMATION

(Check all that apply)

Will there be an admission charge? ☐ Yes ☐No Amount:$_____

Will there be amplified entertainment? ☐ Yes ☐No

If yes, describe:

_____

Will you have food vendors? (See page 34 for Health Dept) ☐ Yes ☐No (If yes, see Section 13)

Will you have craft vendors? ☐ Yes ☐No (If yes, see Section 4 & 10)

Will you need Town water connections? ☐ Yes ☐No

If yes, describe: _____

_____

Will you need Town electrical connections? ☐ Yes ☐No

If yes, describe:

_____

Will alcohol be served at this event? (See Page 27) ☐ Yes ☐No (if yes, see Section 11)

If yes, describe:

_____

Will you require street closure? (See page 19) ☐ Yes ☐No (If yes, see Section 6)

If yes, describe:

_____

Have you included all of your paperwork?

☐ Special Event Application (Page 3)

☐ Banner Application (Page 23)

☐ Clean–up Plan (Page 24)

☐ Liquor License Application (Page 27)

☐ Site Map (Page 22)

☐ Street Closure Application (Page 19)

☐ Certificate of Liability (Page 25)

Total Amount Due $_____

Deposits Due $_____

I/We _____, its officers, employees and members shall through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the Town of Camp Verde and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town of Camp Verde as a result of loss, damage or injury to person or property by reason of any action or omission by the Town of Camp Verde, its agents or employees for the use of Town facilities, fields and recreational facilities.

_____ _____ _____

Applicants Signature Date Approval Signature

Date

COMMENTS AND FEES FROM THE FOLLOWING DEPARTMENTS:
This page for Town use only

☐ Parks & Recreation-Comment:_____Fee_____

☐ Public Works-Streets Division-Comment:_____Fee_____

☐ Maintenance Department-Comment:_____Fee_____

☐ Marshal's Office-Comments:_____Fee_____

☐ Clerk's Office-Comments:_____Fee_____

☐ Finance Department-Comments:_____Fee_____

☐ Planning & Zoning Department-Comments:_____Fee_____

☐ Risk Management Department-_____Fee_____

☐ Camp Verde Fire District-Comments:_____Fee_____

☐ Town Council-Comments:_____Fee_____

Department Remarks: Please forward remarks to the Clerk's Office

_____

_____

_____

_____

Received:

☐ Event Coordinator Insurance Date _____

☐ Vendor Insurance Date _____

☐ Council Approval for Alcohol Date _____

☐ Fees for Security Date _____

☐ Casual Business License & Fees Date _____

☐ Approval for Street Closure Date _____

☐ Event Fees Date _____

☐ Deposits Date _____

☐ List of all Vendors (5 working days after event)* Date _____

*** NOTE: Failure to file the report in a timely manner shall result in the denial of any future permits.**

Who must apply?

Groups/organizations or individuals who plan to host a Special Event, parade, concert, race, or public gathering that will be held within the corporate boundaries of the Town of Camp Verde or an event that will affect public property or rights-of-ways (ROW) must complete the Special Event Permit Application and submit it to the Town of Camp Verde Clerk's Office. All fees must be paid prior to the event date.

What is a special event?

A festival or event that will be held within the corporate boundaries of the Town of Camp Verde that will:

- Be held on or affect Town facilities, property, streets, ROW or sidewalks;
- Require special services beyond those the Town provides its citizens under ordinary, everyday circumstances; and/or
- Have activities that require issuing one or more additional licenses or permits (alcoholic beverages, food sales, parades, and street closure).

Payment of the required fees and deposits must be submitted with your completed application packet.

What is your classification?

Class B – Non-profit, individuals, groups or organizations using facilities whose purpose is clearly of a non-profit nature that benefits the Town in part or whole.

Class C – For-profit individuals, groups or organizations using facilities for the purpose of profit.

What is the process?

Anyone who plans to host a Special Event within the corporate boundaries of the Town of Camp Verde must follow the procedures below. You must complete the application packet and submit all fees, deposits, and certificates before your event will be approved and a

special event permit issued. Holding events for the general public without proper permitting is a violation of the Town Code and could result in the immediate closing of your event and/or criminal prosecution.

1) If your event will be held on Town property, reserve the facility by calling Parks & Recreation at 928-567-0535 ext. 134. Note: Inquiries of availability does not guarantee the date is reserved for your group.

2) If the Town facility is available, submit a completed Special Event Permit Application Packet to the Clerk's Office at 473 S. Main Street, Ste. 102. Once the application is received, the date requested will tentatively be reserved for your event. Confirmation of the date will depend on your complete submittal. Application packets are available in the Clerk's Office between the hours of 8 a.m. and 5 p.m. Monday through Friday and on our website at www.cvaz.org.

   All Special Event Permit Applications must be legible, printed or typed and must be submitted at least **90 days prior** to the event.

3) If the Special Event is NOT being held on Town owned property, you must submit your completed Special Event Application and written authorization from the property owner, to the Clerk's Office at 473 S. Main Street, Ste. 102 at least **90 days prior** to the event.

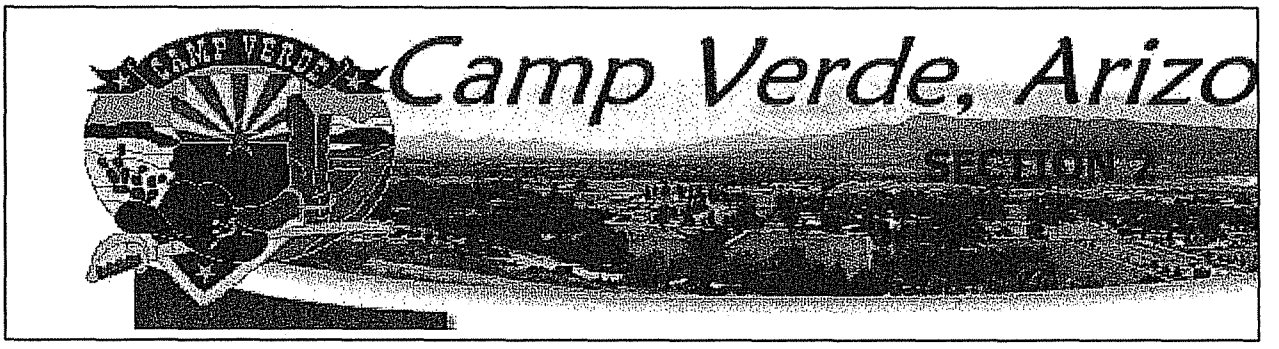
4) A completed Special Event Application Packet will be forwarded to all appropriate departments for review and fee evaluation. The process may take up to 10 working days so that each department and agency has sufficient opportunity to review the issues. Department and agency review may include, but not be limited to, the following:

   - Camp Verde Fire District
   - Camp Verde Marshal's Office
   - Finance Department
   - Mayor and Council
   - Maintenance Department
   - Risk Management Coordinator
   - Parks & Recreation Department
   - Planning & Zoning Department
   - Public Works-Streets Division
   - Town Clerk
   - Town Manager

After the departmental and agency review and comment period, you will be notified that your application has or has not received approval. You will be provided with an itemized statement of the fees that are due prior to the issuance of the Permit. Under no circumstances will a Permit be issued until the Town receives notice from the Camp Verde Fire District.

Please note:

- The use of buildings and/or facilities shall not be granted if it is determined that such use is not in the best interest of the Town.
- The Parks & Recreation Department reserves the right to cancel or suspend any and all events with little or no notification in the event of inclement weather or unsafe conditions. In this case, all permitting fees will be refunded.



SPECIAL EVENT FEES & DEPOSITS

		Class B Non-Profit Organizations (501(c)3 must be provided)	Class C For Profit Organizations
Application Fee		Waived	$50.00
Banners for Light Poles		N/A	N/A
Banners		N/A	N/A
Business License-Regular		N/A	$50 Application Fee and $30 per year.
Business License-Casual		N/A	$50.00 per day **
Key Deposit		$50.00 per key	$50.00 per key
Cleaning/Security/Damage Deposit		$500.00	$500.00
Fencing		$5.00 per panel	$10.00 per panel
Liquor License Application Fee		$50.00 per event	$50.00 per event
Security-Off Duty Officers		$50.00 per hour per officer Minimum of two officers	$50.00 per hour per officer Minimum of two officers
Tent Lighting		$20.00	$30.00
Stage		$150.00	$200.00
Ramada/Vendor Electric		$100.00	$150.00
Use of Water		$20.00	$40.00
Kitchen *(1 or 2 day event)*		$75.00 per day	$100.00 per day
Gym *(1 or 2 day event)*		$200.00 per day	$400.00 per day
Gym Floor Preparation		$50.00	$75.00
Room 206 & 207		$75.00 per day	$100.00 per day
Traffic & Safety-Street Closure			
Room 204		$50.00 per day	$75.00 per day
Site Plan - Parking			
Temp. Use Permit-If applicable-Zoning Clearance		$75.00 per event	$75.00 per event

PA Systems, extension cords, water hoses, cash registers, tables & chairs are not available

* The Casual Business License Fee may be waived with Manager approval for those vendors participating in tourist-focused event such as the Crawdad Festival, Fort Verde Days, Cornfest and Pecan & Wine Festival.

Local Rental Resources:

Verde Valley Rental Cottonwood, AZ 928-634-8531	Red Rock Rental Sedona, AZ 928-282-5313	Arizona Tents & Events Phoenix, AZ 602-252-8368

TIMELINE FOR PLANNING YOUR SPECIAL EVENT

90 Days Prior to Hosting a Special Event

☐ Check availability of facility being requested.

☐ Request reservation for tentative date for your event.

☐ Submit completed Special Event application. You will be notified by the Clerk's Office when the application review has been completed.

☐ Request Street Closure Permit

60 Days Prior to Hosting a Special Event

☐ Submit Liquor License Application to Town Clerk's Office. This application must be placed on the Council Agenda for recommendation.

45 Days Prior to Hosting a Special Event

☐ Submit Health Department Event Coordinator Form to Yavapai County. This form is included in the packet; however it is your responsibility to contact Yavapai County.

30 Days Prior to Hosting a Special Event

☐ Submit Certificate of Insurance to the Clerk's Office.

☐ Submit Casual Business License and fees to the Clerk's Office. (Page 17)

☐ Submit Certificates of Insurance and Casual Business License forms from all participating vendors.

☐ Submit payment for off-duty officers to the Clerk's Office. If required you must also submit press release for any street closures and notify business that may be affected.

5 Working Days after the Special Event

☐ Submit report to Clerk's Office of all Vendors. Failure to file the report in a timely manner shall result in the denial of any future permits.

☐ Submit list to the Arizona Department of Revenue of all Vendors

CASUAL BUSINESS LICENSE

The event coordinator and all vendors are required to have a business license or a casual business license. (see Town Code, Chapter 9 included in your packet)

It is the vendor's responsibility to submit an application and associated fees to the Clerk's Office. The fee for the Casual Business License is $50.00 per day unless waived. The certificate must be displayed during the entire event.

Just prior to the opening of your event, Town staff (Town Code-Section 9-1-9 enforcement by Camp Verde Marshal's Office) will make an onsite inspection. Any vendor who does not have a business license on display in a conspicuous place (Town Code, Sec. 9-1-6) will not be allowed to open their booth.

Debbie Barber, MMC
Town Clerk
473 S. Main Street, Ste. 102
Camp Verde, AZ 86322
Phone 928-567-6631 ext. 107
Fax 928-567-9061
dbarber@xcaz.org

TOWN CODE
CHAPTER 9
BUSINESS REGULATIONS
Article 9-1
CASUAL BUSINESS LICENSE

9-1-1 Definitions
9-1-2 License Required
9-1-3 Applications
9-1-4 Fees
9-1-5 Fees for Charitable, Religious or Civic Organizations
9-1-6 License to be posted
9-1-7 Location Restrictions
9-1-8 Undue Noise Prohibited
9-1-9 Enforcement by Police Officers
9-1-10 Revocation
9-1-11 Signs to be Observed

Section 9-1-1 Definitions

In this article unless the context otherwise requires:
A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition

and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

Section 9-1-2 License Required
It is unlawful for any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor to engage in such business within the corporate limits of the Town without first obtaining a Casual Business license in compliance with the provisions of this chapter. This article shall also govern all special event sales and operations within the Town limits. This article does not apply to participants of Town Events who have paid booth fees, garage sales, auctions, sidewalk sales, student fund raising sales, and bake sales that occur less than three (3) times per year; events occurring more than three (3) times per year must obtain a Casual Business License. This article also does not apply to licensed retail businesses that conduct occasional off-site sales events, such as car and recreational vehicle shows and home shows. However, off-site sales may require zoning clearance.

Section 9-1-3 Applications
A. Applicants for a Casual Business License under this chapter must file with the clerk a sworn application in writing, on a form to be furnished by the Clerk, which shall give the following information:

1. Name and description of the applicant.
2. Address, legal and local.
3. A brief description of the nature of the business and the goods to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
4. Verification of a Transaction Privilege Tax License.
5. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
6. The length of time for which the right to do business is desired. No Casual Business License shall be issued for a period longer than three (3) consecutive days.
7. If a vehicle is to be used, a description of the same, together with license number of any vehicles to be used in or near the display area or other area of business, and other means of identification.
8. A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor, or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore.
9. Obtain the written permission of the property owner and tenant, if any, for the operation.
10. Obtain any necessary health or other regulatory permits required by law.

B. No license issued hereunder shall be transferable.

Section 9-1-4 Fees
A. The license fees for peddlers, solicitors, canvassers, and transient merchants and the application fee provided in Section 9-1-3 shall be determined by resolution of the Council.

B. No fee shall be required of any resident of the Town of Camp Verde selling products of the farm or orchard actually produced by the resident.

Section 9-1-5 Fees for Charitable, Religious or Civic Organizations
There shall be no fees for charitable, religious, or civic organizations. It shall be the duty of the Clerk to determine if the organization making the application is a charitable, religious, or civic organization and that the individual making the application is a member of the organization. The determination by the Clerk may be appealed to the Town Manager, which may at his discretion decide such appeal or refer it to the Council.

Section 9-1-6 License to be Posted
The license issued by the Clerk shall be posted in a conspicuous place if the licensee is using a vehicle or a building in his business and otherwise must be kept by the person and exhibited at any time upon request.

Section 9-1-7 Location Restrictions
No peddler, canvasser, or transient merchant shall locate on the public street or property, and must have written permission of a property owner for private property. It is unlawful for any peddler, canvasser, or transient merchant to operate in any stationary location, to operate within three hundred feet of a public school ground, or to operate in any congested area where such operation might impede or inconvenience the public or cause traffic or parking hazards. The judgment of a law enforcement officer exercised in good faith shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Section 9-1-8 Undue Noise Prohibited
No licensee, nor any person on the licensee's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud speaking radio or sound amplifying system, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell upon any of the streets, alleys, parks or other public places of the Town or upon any private premises in the Town where sound of sufficient volume is emitted or produced that is capable of being plainly heard upon the public thoroughfares.

Section 9-1-9 Law Enforcement
It shall be the duty of any law enforcement officer of the Town to enforce the provisions of this article.

Section 9-1-10 Revocation
The Clerk, after notice, for any of the following causes may revoke permits and licenses issued under the provisions of this chapter:

A. Fraud, misrepresentation, or false statement contained in the application for license;
B. Fraud, misrepresentation, or false statement made in the course of carrying on business;

C. Any violation of this article;
D. Conducting business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

Section 9-1-11 Signs to be Observed
It is unlawful for any peddler, solicitor, canvasser or transient merchant, in the course of his business to ring the doorbell or knock at any building whereon a sign bearing the words "No Peddlers," "No Solicitors," "No Canvassers," No Transient Merchants," or a similar message is exposed to public view.

Article 9-2
BUSINESS LICENSES

9-2 Definitions
9-2-1 Purpose
9-2-2 Registration and License
9-2-3 Issuance of Business License
9-2-4 Payment
9-2-5 Posting of Business License
9-2-6 License not Transferable
9-2-7 Fees
9-2-8 Penalty

Section 9-2 Definitions

A. "Business" means occupation, work, or trade in which a person is engaged; commercial, industrial, or professional dealings; the buying and selling of commodities; and any commercial store or factory. For the purposes of this article, "Business" also includes those property owners that offer for lease three (3) or more residential units and/or one (1) or more commercial unit(s) that are located within the incorporated limits of the Town of Camp Verde.

B. "Business Location" means the physical location (address) of the business location. If business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License and receive a Zoning Clearance approval before a Business License will be issued.

C. "Home Occupation" means an occupation, profession, activity or use located in a residential district, and which uses is merely incidental to the residential use and does not change the character of the neighborhood by externally detectable lighting, noise, odor, or appearance associated with the activity, and is created and operated as a sole proprietorship with no more than one non-residential employee. No storage or use of toxic materials and/or chemicals that are utilized in connection with a Home Occupation are permitted in a residential district.

D. "Property Owner" means the legal owner of the land/parcel on which the business is conducted.

E. "Occupier of Land" means a Business Owner that does not own the land/parcel on which the business is conducted.

F. "Telecommuting" means working from home as an employee or employer by way of electronic transmission devices. Telecommuting does not require a Business License.

G. "Toxic Materials/Chemicals" mean liquid, aerosol, or solid substances that are harmful, destructive, deadly, or poisonous to human, animal, or fowl.

Section 9-2-1 Purpose
The Council has determined that it is in the best interest of the public to maintain a list of business activities within the Town to provide contacts for emergency services, directories, compliance with zoning codes, building and fire codes, tax, and/or other ordinances and statutes.

Section 9-2-2 Registration and License Required
It is unlawful for any person, firm, organization, corporation or other entity to engage in business within the corporate limits of the Town without first obtaining a Business License in compliance with the provisions of this chapter. ~~2~~

Section 9-2-3 Issuance of Business License
It is the duty of the Town Clerk to prepare and issue a Business License under this article for every person, firm, company, or corporation liable therefore; the period of time covered; the name of the person, firm or corporation for whom issued; the type of business; the location or place of business and verification of privilege tax license.

Section 9-2-3.1 Certificate of Compliance
No operation of any new business, excluding Home Occupation businesses, will be allowed or Business License issued within the limits of the Town without the issuance of a Certificate of Compliance from the Building Department. The Certificate of Compliance requires a physical inspection of the building to verify that the proposed business activity and building are in compliance with all zoning, building, and fire codes.

Issuance of the Business License does not imply that the Town in any way regulates or warrants the manner in which the operator does business.

Section 9-2-4 Payment
A. All Business License fees shall be paid at the office of the Town Clerk in such manner as may be specified by the Clerk.

B. Business Licenses are issued for a 12-month period. Annual renewal payments are due on the first day of the month in which the license was first issued. For example, renewal fees for License #000 issued on January 30, 2008 becomes due on January 1, 2009.

C. The Business License and registration for all businesses which do not pay the required fees within thirty days of their due date will be cancelled. A new application and associated fees will be required to reinstate the Business License.

D. A full fee shall be paid for each fee period or portion of a fee period in which a business is carried on.

E. A separate Business License must be obtained for each branch established or separate place of business in which any business is carried on. If a business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License. All parcels must receive Zoning Clearance approval before a Business License will be issued.

Section 9-2-5 Posting of Business License
Every person, firm, company, or corporation, having a Business License under the provisions of this article, shall keep such Business License posted and exhibited, while in force, in some conspicuous part of the place of business. Every person having such Business License and not having a fixed place of business shall carry such Business License with him at all times while carrying on that business for which the same was granted. Every person, firm, company, or corporation having a Business License under the provisions of this article shall produce and exhibit the same whenever requested to do so by any officer authorized to issue, inspect, or collect by the Town.

Section 9-2-6 License not Transferable
No Business License issued under the provisions of this article shall in any manner be assignable or transferable to any other person, firm, company, or corporation.

Section 9-2-7 Fees
All businesses liable shall pay a set fee as set forth by the Council by resolution. Fees are non-refundable and are not set on a pro rata basis.

Section 9-2-8 Penalty
It is unlawful for any person to commence, transact, or carry on any business within the Town without first having obtained a license from the Town, or to comply with all provisions of this Chapter. Violations shall be punishable under Chapter 1, Article 1-8 with each day that such business is practiced, transacted or carried on constituting a separate offense. It shall be the duty of any authorized personnel or officer of the Town to enforce the provisions of this chapter.

TOWN OF CAMP VERDE
473 S Main Street #102
Camp Verde, AZ 86322
(928)567-6631

Administrative #: _____ **Web site:** www.cvaz.org

CASUAL BUSINESS LICENSE

Application date: _____ ☐ **One Day** ☐ **Two-Day** ☐ **Three Day** **Date(s) of Sale:** _____

Name of Business: _____

Location of Business: _____

Permanent Mailing Address: _____

Telephone # _____ **Drivers License Number:** _____

Business Owners/Vendors Name: _____

Vehicle License used in/near display area: _____ **Telephone #** _____

Nature of Business: ☐ **Retail** ☐ **Service** ☐ **Food Service** ☐ **Non-Profit**
State Tax Number: _____
Health Permit # _____

Has applicant been convicted of any crime, misdemeanor or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore?
☐ **No** ☐ **Yes (explain)** _____

Fee Schedule: _____ **$50.00 per day** (No Casual Business License shall be issued for a period longer than three consecutive days)

I hereby certify that the statements made herein have been examined by me and are to the best of my belief and knowledge, true and complete.

_____ _____
Signature **Title** **Date**

_____ _____
Signature of Property Owner **Title** **Date**

All operators of booths or vendor displays shall prior to setting up a display area:

1. **Obtain any necessary health or regulatory permits required by law.**
2. **Obtain the written permission of the property owner for the operation.**

NOTICE: The Town shall not permit roadside vending on State right of way without the applicant first obtaining written permission from the State. Issuance of a casual business license does not constitute a waiver of any existing zoning ordinances.

For office use only:
☐ **Planning & Zoning Approval:** _____ **Date:** _____
☐ **Approved by Town** _____ **Date:** _____
☐ **Denied by Town** _____ **Date:** _____

STATE TPT NUMBER AND SALES TAX

The event coordinator and all exhibitors at your event are expected to collect and pay applicable sales tax.

It is the responsibility of the event coordinator to provide a list of vendors to the Clerk's Office and the Arizona Department of Revenue. The list should include each vendor's name, business name, mailing address and phone number. A copy of the Vendor list must be submitted to the Clerk's Office within 5 working days after the event. Failure to file the report in a timely manner shall result in the denial of any future permits.

Contact Information

Arizona Department of Revenue
Peggy Creamer
License Compliance Officer
Phone 480-545-3534
Fax 480-545-3596
pcreamaar@azdor.gov

Town of Camp Verde Clerks Office
Debbie Barber, Town Clerk
473 S. Main Street
Camp Verde, AZ 86322
Phone 928-567-6631 ext. 107
Fax 928-567-9061
dbarber@xcaz.org

STREET CLOSURE/BARRICADE

If an event requires closure of streets or a public right-of-way (ROW), proper barricades and signage are required. An event coordinator who plans to host an event that will involve closing a town right-of-way (ROW) must submit an application with a detailed site map showing where barricades and signs will be placed at least ninety (90) days before an event. Street closings and barricades or signage will be reviewed and authorized on a case-by-case basis by the following departments: Parks & Recreation, Public Works-Streets Division, and the Marshal's Office.

To ensure that event producers are in compliance with the Manual of Uniform Traffic Control Devices, the Town of Camp Verde will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be invoiced for all staff time and costs incurred to rent, insure, and transport barricades to and from the event site. If it is determined by the Street Division and the Camp Verde Marshal Office that additional staffing is required for traffic control work, the cost of Town staffing will be invoiced as added charge to the barricade fee.

Should the event producer elect to provide their own barricades, a licensed barricade company must be used. The company must submit a traffic control plan that includes compliance with the Manual of Uniform Traffic Control Devices and evidence of insurance to the Public Works, Street Division for review and approval.

The Town of Camp Verde may request that an event coordinator notify affected businesses and/or residents if an upcoming event will require street closing(s) and/or send a Street Closing press release and camera ready site map to all media at least two weeks prior to an event.

You will also be required to notify the Fire Department if an upcoming event will require street closure.

Forms that will be needed:
Certificate of Insurance (see section 10)

Public Works-Street Division Traffic and Safety Permit and applicable fees

Important Phone Numbers:

Public Works Department Ron Long, Public Works Director Deborah Ranney, Admin. Asst. 395 S. Main Street 928-567-0534 ext. 137	Camp Verde Fire Department Barbara Rice 928-567-9401	Camp Verde Marshal's Office Lt. Earl Huff 928-567-6621 ext. 407

TOWN OF CAMP VERDE
PUBLIC WORKS-STREET DIVISION
TRAFFIC & SAFETY

Date of Event:_____

Requested by:_____

Contact Phone Number:_____

Event Location:_____

Requested Assistance:_____
(Road Closure, Barricade Transport & Rental):

_____

_____

_____

_____

Name of Barricade Company responsible for placing and removing all barricades:_____

_____

_____ _____
Company Name Contact Person

_____ _____
Contractor's License #

_____

Address

_____

_____

Phone #_____

SITE MAP

The event coordinator must attach a Site Map of the event to the Special Event Application.

A Site Map should define the event area and include the following information if applicable:

- Location of all tents and temporary structures that will be erected (inflatable, small carnival games, beer garden, etc.)
- Location of utility services
- Location of all vendors
- Location of all dumpsters and trash receptacles
- Location and layout of tables, chairs, picnic tables, etc., that will be used
- Location of any stages that will be used or placed
- Entrances and exits

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

(Show dimensions, serving area, and label type of enclosures and security positions)
Note: Show nearest cross streets, highway, or road if location does not have an address.

SITE MAP

NORTH

TOWN OF CAMP VERDE
BANNER POLE POLICIES, PROCEDURES AND USE APPLICATION

If you need to hang advertising banners for your event, you must submit the completed Banner Pole application along with your Special Event application. Banners shall not be permitted for religious or political activities.

Banner Size/Location Information:

Finnie Flat & Main Street 2'x8'	**Highway 260 & Oasis Road 4'x12'**

1. **APPLICATION-PRIORITIES**
   - **a)** The **primary use** of the municipal banner poles is for the promotion of recreational activities and special events that are organized and conducted by the Town of Camp Verde.
   - **b)** **Town activities, Town-sponsored groups, and Town agencies** will have priority use of the banner poles. If a conflict occurs, use permits held by non-sponsored groups may be cancelled, as authorized by the Parks & Recreation Director.
   - **c)** Banners for **local activities**, Town co-sponsored events, school activities, Chamber of Commerce, non-profit groups, individuals, groups or organizations whose purpose is clearly of a non-profit nature and benefits the Town in part or whole will be allowed.

2. **POLICIES, APPROVAL, AND REVOCATION PROCESS**
   - **a)** The Parks & Recreation Director will review and approve all applications for use.
   - **b)** Applications shall be issued only to responsible adults 21 years and older.
   - **c)** The application should be completed at least 30 days before the proposed date for use.
   - **d)** Banners shall not be permitted for religious, political, business, or commercial activities.
   - **e)** Banners may not be hung more than two weeks before the event and must be taken down within two (2) working days following the event.
   - **f)** Banners left more than two days will be taken down by Town staff and discarded. You will be billed for staff time.
   - **g)** All permits shall be immediately revoked by the Parks & Recreation Director upon his/her determination that a violation of any rules, this code, or other Town Ordinances or State Statue has occurred.

Additional Stipulations:_____

Requested dates of use:_____

I HAVE READ THE ABOVE POLICIES AND PROCEDURES AND AGREE TO ABIDE BY SAID RULES.

_____ _____
Applicants Signature Date

_____ _____
Parks & Recreation Director Signature Date

☐ **APPROVED** ☐ **NOT APPROVED**

CLEAN-UP PLAN

You must submit a Clean-up plan with your Special Event application. The clean-up plan must include the following information:

- A site map of the festival or event area showing the types and locations of dumpsters, individual trash receptacles, and recycle containers. The Town of Camp Verde also requires the use of recycle containers at all events.

- The names and contact information of individual and/or groups responsible for cleaning up during and after the event.

Event coordinators are responsible for prompt cleaning of Town property, restrooms, parking lots, streets, right-of-ways and sidewalks. Event coordinators are responsible for cleaning from the time set-up begins until tear-down crews have finished and vacated the premises.

Event coordinator is also responsible for cleaning the restrooms and for supplying and restocking the paper products.

If an event coordinator fails to clean a venue adequately or causes damage to Town of Camp Verde property or facilities, the deposit will be forfeited and your insurance company contacted. The Town will bill the event coordinator for any costs to clean or repair damaged property over the deposit.

Town of Camp Verde dumpsters are not available for use. Event coordinators will need to provide their own adequate roll-off dumpsters. In the event that Town dumpsters are used, disposal fees will be deducted from your deposit.

Contact Information:

North American Waste **928-567-0250**	**Waste Management** **1-800-762-9708**	**Taylor Waste** **928-649-2662**
Arid Waste **928-567-0213**	**SWS** **928-634-6275**	**Taylor & Sons Hauling** **928-649-8335**

INSURANCE REQUIREMENTS

The Promoter of the event must provide a certificate of insurance (COI) for General Liability insurance of at least $1,000,000.00 per occurrence and $2,000,000 aggregate against claims for bodily injury, death and property damage and that names the **Town of Camp Verde, AZ as an Additional Insured.**

If liquor is sold at the event, an additional $1,000,000 liquor liability policy is required naming the Town of Camp Verde as Additional Insured.

In addition, all food and craft vendors participating in your event must provide a certificate of insurance for General Liability insurance of at least $1,000,000.00 per occurrence and $1,000,000 aggregate against claims for bodily injury, death and property damage and that names the **Town of Camp Verde, AZ as an Additional Insured.**

Certificates of Insurance must be turned into the Clerk's Office at least 30 days prior to the opening date of your event. **Certificates of Insurance must specifically name the Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322, as additional insured and must also include the name and date of your event. Certificates without this information will not be accepted.**

(Insurance is available through the Tenant User Liability Insurance Program (TULIP).

See the following page

Town of Camp Verde
Presents the
Tenant User Liability Insurance Program
How-To Guide

Your local government has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you, as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

The Town of Camp Verde is a registered user of the TULIP program through our Municipal Risk Pool, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. Their assigned unique Entity ID-Code is: 0501-273.

How it works:

1) Log on to www.ebi-ins.com/tulip
2) Enter the Entity ID-Code listed above or use the entity drop down menu
3) Select the Type of "event" or "activity" from the drop down window, e.g. wedding or festival.
4) Answer the questions that follow such as:
   - Have you held this event before? ☐Yes ☐No
   - If yes, were there any losses or claims? ☐Yes ☐No
   - Will there be armed private security at this event or activity? Off duty police not included) ☐Yes ☐No
5) Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6) At this point you are able to receive a quick quote by clicking on:

Get your premium now with Quick Quote

7) If you would now like to proceed and purchase the coverage, complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
8) A Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30 AM-5:00 PM PST)

ALCOHOL BEVERAGE PROCESS

If you plan to sell alcoholic beverages at your event you must submit a "Special Event Liquor License" from the Arizona Department of Liquor & Control for Town Council approval. You can obtain the License application at www.azliquor.gov or call 602-542-5141.

Sixty (60) days prior to your event, submit the completed Special Event Liquor License Application and payment of the Liquor License Application fee to the Clerk's office at 473 S. Main Street, Camp Verde, AZ 86322. You must also submit a copy of your application to the Camp Verde Fire Department located at 26 W. Salt Mine Rd., Camp Verde. The Clerk will not schedule Council approval without first receiving clearance from the Camp Verde Fire Department. You will be notified of the date that your liquor license request is placed on the Council agenda.

It is important that you are present at the Council meeting. Town Council meetings are held the first and third Wednesdays of each month. If your liquor license application is approved by Council, you will be required to provide liquor liability insurance (Section 11) and you will also be required to hire security through the Camp Verde Marshal's Office. (Section 13)

SERIES: 15 SPECIAL EVENT LICENSE (Temporary)

Non-transferable

On-sale retail privileges

PURPOSE:

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that,* in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

PERIOD OF ISSUANCE:

Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: $25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.

SAMPLE
COPY

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

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

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

Disabled individuals requiring special accommodations please call (602) 542-9027

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

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.

PLEASE ALLOW **10** BUSINESS DAYS FOR PROCESSING

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

DLLC USE ONLY
LICENSE #

SAMPLE ONLY

1. Name of Organization:_____

2. Non-Profit/I.R.S. Tax Exempt Number:_____

3. The organization is a: (check one box only)
   - ☐ Charitable
   - ☐ Civic
   - ☐ Religious
   - ☐ Fraternal (must have regular membership and in existence for over 5 years)
   - ☐ Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event?_____

5. Location of the event:_____
   Address of physical location (Not P.O. Box) City County Zip

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

6. **Applicant:**_____
   Last First Middle Date of Birth

7. Applicant's Mailing Address:_____

8. Phone Numbers: ( )_____ ( )_____ ( )_____
   Site Owner # Applicant's Business # Applicant's Home #

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

Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:			
Day 2:			
Day 3:			
Day 4:			
Day 5:			
Day 6:			
Day 7:			
Day 8:			
Day 9:			
Day 10:			

THIS FORM IS AVAILABLE AT http://www.azliquor.gov/forms

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

11. This organization has been issued a special event license for_____ days this year, including this event

(not to exceed 10 days per year)

12. Is the organization using the services of a promoter or other person to manage the event? ☐ YES ☐ NO

If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.

THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL **EVENT LIQUOR SALES.**

SAMPLE

Name_____ Percentage

Address:_____

Name_____ Percentage

Address:_____

(Attach additional sheet if necessary)

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

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?

(List type and number of security/police personnel and type of fencing or control barriers if applicable)

ONLY

_____# Police ☐Fencing

_____#Security personnel ☐Barriers

_____

_____

_____

_____

16. Is there an existing liquor license at the location where the special event is being held? ☐ YES ☐ NO

If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? ☐ YES ☐ NO

(ATTACH COPY OF AGREEMENT)

_____ (_____)_____

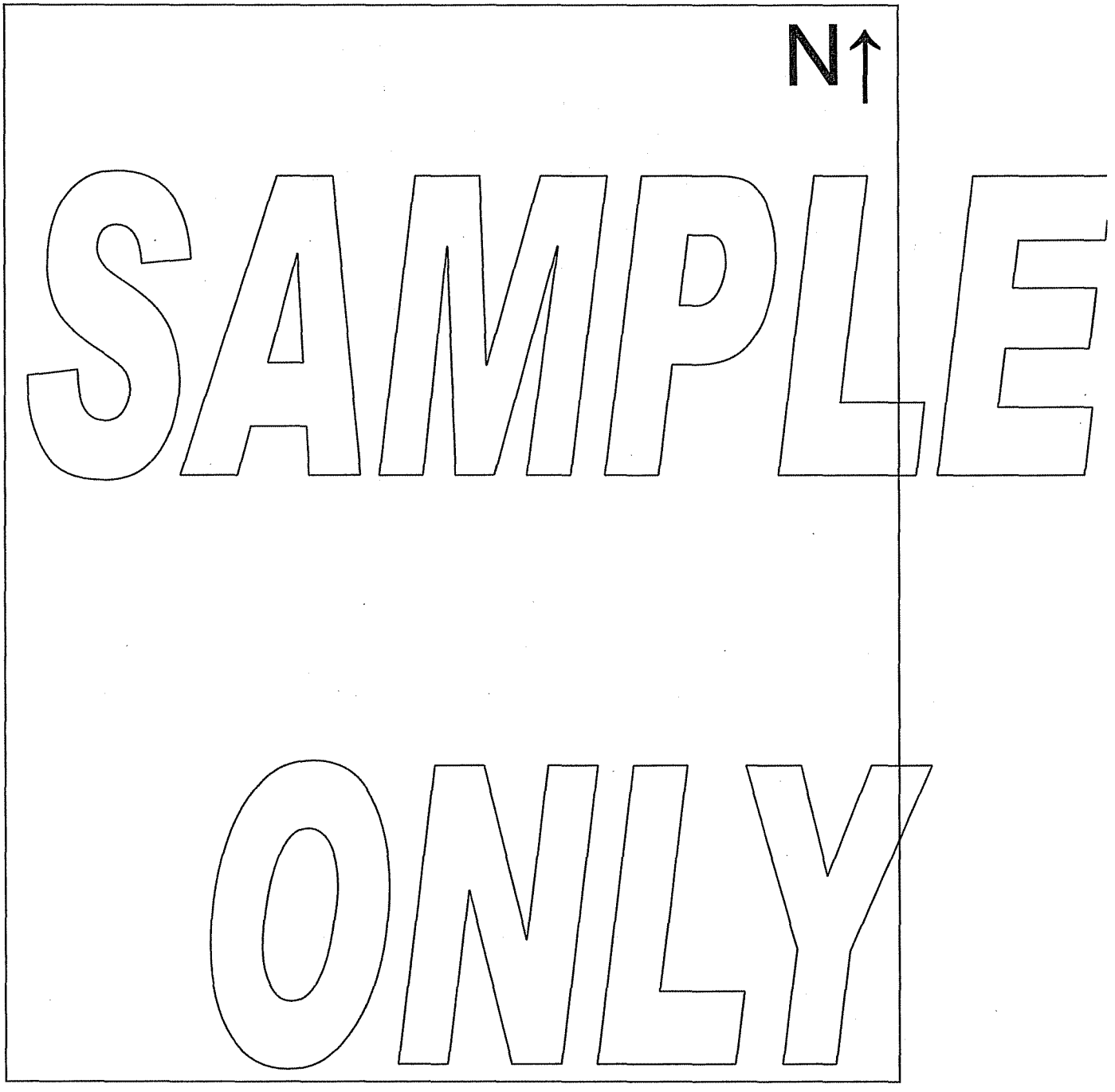
Name of Business Phone Number

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

THIS FORM IS AVAILABLE AT http://www.azliquor.gov/forms

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

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



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

18. I,_____ declare that I am an **Officer/Director/Chairperson** appointing the
(Print full name)
applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X _____
(Signature (Title/Position) (Date)
(Phone #)

State _____ of County of_____
The foregoing instrument was acknowledged before me this

_____
Day Month Year

My Commission expires on: _____
(Date) (Signature of NOTARY PUBLIC)

SAMPLE

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

19. I, _____declare that I am the APPLICANT filing this application as
(Print full name)
listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X_____State of_____County of_____
Signature The foregoing instrument was acknowledge before me this

_____
Day Month Year

My commission expires on: _____
(Date) Signature of NOTARY PUBLIC

ONLY

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

LOCAL GOVERNING BODY APPROVAL SECTION

20. I,_____ hereby recommend this special event application
Government Official Title

On behalf of_____
City, Town or County Signature of OFFICIAL Date

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:_____

_____

_____ _____
Employee Date

☐ APPROVED ☐ DISAPPROVED BY:

_____

_____

SECURITY

It is the responsibility of the event coordinator to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed. All security must be obtained through the Camp Verde Marshal's Office.

The Camp Verde Marshal's Office will review your application and determine the number of officers required. All fees for off duty officers must be paid at least 30 days prior to your event. This fee is payable at the time when the Clerk's Office notifies you that your application is approved.

Off-duty officers:

- $50.00 per hour, per officer
- Minimum of two officers

HEALTH DEPARTMENT PERMITS

As the promoter of an event you are required to submit an Event Coordinator form to the Yavapai County Health Department at least 45 days before the event. You will also be asked to supply a vendor list and event map to the Health Department and Fire Department no later than 5 days before the start of the event.

If you plan to sell food or drink at your event or if you plan to have outside vendors who sell food or drink, you must notify the Yavapai County Health Department at 928-639-8138. All food and drink vendors are required to have a Yavapai County Health Permit before your Special Event Permit will be approved. The Health Department will make an on-site inspection of your food booths prior to opening of event.

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH

SAMPLE

Dear Special Event Organizer/Coordinator

To aid you in complying with state and county laws regarding food and beverages and general event sanitation you should read the following carefully to see what your responsibilities may be regarding your planned special event:

ONLY

1 Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed) and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Any changes to your application will need to be filed not later than seven days prior to your event.

2 All vendors of food and/or beverages of any kind will need to complete the "Special Event Application" regardless of their non-profit status or whether food and/or beverage is being sold or given away. Special Event License Applications for vendors can be mailed or emailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications must be completed and on file at least three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

Sincerely,

Please be sure to transmit the above information (you may make copies of applications) to ANY AND ALL FOOD/BEVERAGE VENDORS OF ANY KIND.

Cecil F. Newell, R.S.
Environmental Health Unit Manager

For questions, DON'T WAIT, give us a call. We want your event to be successful and your role in making the process run smoothly is critical.

1090 Commerce Drive * Prescott, AZ. 86305 (928) 771-3122 (928) 771-3369 FAX
3212 N. Windsong Drive, 5econd Floor * Prescott Valley, AZ. 86314 (928) 583-1000 (928) 771-3379 FAX
10 50uth 6th Street * Cottonwood, AZ 86326 (928) 639-8130 (928) 639-8179 FAX

ENVIRONMENTAL HEALTH

SPECIAL EVENT COORDINATOR INFORMATION SHEET

SAMPLE ONLY

- A Special Event Information sheet (attached) is required from the event coordinator or food/beverage chairperson. All information is due to Yavapai County Community Health Services six (6) weeks prior to the event. Please include any information about foods provided by your organization for the vendors.
- Please copy and distribute the enclosed Special Event Application Pack to ALL food and beverage vendors. It is extremely important all vendors receive the S.E. Application Pack and return the completed "yellow" pages to our department well in advance of the event.

- All food and/or beverage concessions run by your organization are also required to have temporary food service licenses please submit a completed license application and the required license fee *per booth,* including the hospitality booth/tent.

  Note: Only those vendors dispensing bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a temporary food service license. All other vendors, regardless of product, are required to obtain a license and pay the required license fee per booth.

- A Yavapai County special event license is effective for 14 consecutive days only and for one location only, and for one celebration or special event.

Send information to:

☐1090 Commerce Drive, Prescott, AZ 86305 (928) 771-3149 FAX (928) 771-3369
☐3212 N. Windsong, Prescott Valley, AZ 86314 (928) 583-1015 FAX (928) 771-3379
☐10 S. Sixth Street, Cottonwood, AZ 86326 (928) 639-8138 FAX (928) 639-8179

Special Event Information-Yavapai County Community Health Services
To be Supplied by *Event Coordinator*
Please complete and return this form at least forty-five (45) days before the start of the event. Please submit vendor lists and event maps no later than five (5) week days before the start of the event.

Please return this sheet to:
☐ 1090 Commerce Dr., Prescott, AZ 86305 (928)771-3149.....FAX (928)771-3369
☐ 3212 N. Windsong, Prescott Valley, AZ 86314 (928)583-1015.....FAX (928)771-3379
☐ 10 S. Sixth Street, Cottonwood, AZ 86326 (928)639-8138.....FAX (928)639-8179

SAMPLE ONLY

General Event Information

Name of Event_____ Sponsoring Organization_____

Date(s)_____ to_____ Time(s)_____ to_____

Location_____
Facility Name Address-Physical Location

Brief Description of Event Site Conditions: (i.e. dirt, grass, pavement)
_____

Estimated event attendance_____

Additional Event Information

Anticipated number of food and beverage booths/concessions_____

Date and time of event set up_____

Restroom facilities for patrons ☐ Public Restrooms ☐ Chemical Toilets Quantity to be supplied_____

Will an approved water source be available for food vendors? ☐ Yes ☐ No

What method of wastewater disposal will be provided for food vendors?_____

How_____

Contact Information

Event Coordinator – Food & Beverage Chairman OR responsible individual

Name_____ Address_____ Phone_____

Name_____ Address_____ Phone_____

Scheduled food and beverage concession meetings_____

Supplemental Information

Are dumpsters provided?_____Where?_____

List of food and beverage vendors ☐ Enclosed ☐ Will mail/fax by_____

Map-Location of Temporary Food Vendors: ☐ Enclosed ☐ Will mail/fax by_____

Application prepared by_____

XXXX

SAMPLE

ONLY

SPECIAL EVENT LICENSE APPLICATION PACKAGE FOR YAVAPAI COUNTY

INSTRUCTIONS

Submit the following at least three weeks prior to the special event.

Please call (928)771-3149 Prescott office, or (928) 639-8138, Cottonwood office, or (928) 583-1015, Prescott Valley if you have any questions or need assistance with any part of this application.

1 Completed license application, both sides.

2 Exterior photograph of booth or mobile food unit *and* floor plan of interior of booth or mobile food unit.

3 Check or money order for one of the following licenses. $ 137.00 Temporary food booth. $ 137.00 Mobile food unit -one time event.

4 Return the completed YELLOW forms to Yavapai County Community Health Services. Retain the BLUE forms for your own use at the event.

5. There will be a $55.00 late fee assessed for any application/fee that is not submitted 48 *hours (M-F, working days only) prior to the start of the event*

DEFINITIONS

TEMPORARY FOOD BOOTH means a temporary food establishment at which food or beverage is provided in conjunction with a fair, rodeo, exhibition, or similar event for not more than 14 consecutive days at the same location and same event.

MOBILE FOOD UNIT means a self-propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away or dispensed.

POTABLE WATER means water that is drinkable and comes from an approved source.

HOT HOLDING means maintaining food continuously at 130° F or above. Acceptable equipment: steam table, crock-pot, hot holding cabinet.

COLD HOLDING means maintaining food continuously at 41°F or lower. Acceptable equipment: refrigerator, freezer, ice chests.

MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT (MFU) REQUIREMENTS

I. Overhead protection, three side walls and flooring is required for food booths. Doors for MFU's must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements.

2 Accurate long stem thermometer, which reads from O°F. to 220°F.

3 A dishwashing set-up consisting of three basins for a wash, rinse, sanitize, set-up.

4 Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment AND sanitizing counters & tables. Chlorine test strips or test kit for the approved sanitizer.

5 Approved hand washing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up), and a container to catch and hold wastewater.

6 All foods, ice for drinks, and water must come from approved sources. Ice scoops require handles.

7 Covered garbage or waste can.

8 Applicant and staff need to have current Yavapai County Foodworker Certificates.

9 Any off-site food preparation (if applicable) must take place in a facility approved by the Health Services. This requires a completed and approved Commissary Agreement form.

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

SPECIAL EVENTS: NOTATION FOR FOOD VENDORS OF PRE-PACKAGED FOOD ONLY.

If the food you are dispensing is completely commercially pre-packaged, you will not be doing *ANY*food preparation and foods are non-potentially hazardous, you may not need to pay the fee for a special event license. If the only food you are preparing is popcorn without flavorings or coatings, a license fee will not be required.

SAMPLE

However, you will need to fill out the application and answer the questionnaire on the back of the application and return them to us so we can issue you a license.

Examples of pre-packaged foods are:

Bottled water
Canned soda
Sealed Ready-to-Eat commercially pre-packaged foods: potato chips/snacks, candy bars, etc.
Sealed Pre-packaged foods: nuts, spices, jam/jellies, dried fruit, pickles/olives, beefjerky, etc.

ONLY

This information. **MAY *NOT*** apply to your business if you are doing any **food sampling**. Please call us for information regarding sampling.

If you have any questions about the products you plan to dispense, please call us!

1090 Commerce Dr.
Prescott, AZ. 86305
(928) 771-3149
(928) 771-3369 FAX

3212 N. Windsong
Prescott Valley, AZ. 86314
(928) 583-1015
(928) 771-3379 FAX

10 S. Sixth St.
Cottonwood,AZ. 86326
(928) 639-8138
FAX (928) 639hB179

ENVIRONMENTAL HEALTH
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
Application for Special Event License[1]

Feed Booth per Event Per Event $137 ☐ | Late Fee - $55.00 Fee paid less than 48 hours before event | Mobile Food Unit $137 ☐

Name of Event[2]	**Location of event**	Date(s) of Event Hours of Operation
Event Sponsor	Your Phone number(s)	Plan to set up (when)
		← **Company or Organization**
		← **Name of applicant[3]**
		← **Mailing Address**
		← **City, State, Zip**
		← **Email Address**

In what previous special event have you participated in Yavapai County?

Do you have questions about requirements?

The undersigned assumes complete responsibility for the business to be carried out on the premises for which this application for a license is being sought. The undersigned agrees that all business in said premises will be conducted in full compliance with all sanitary regulations applicable thereto and with all county, state, and local laws, rules and ordinances pertaining thereto.

SAMPLE ONLY

Applicant Signature _____ Date _____

The following is for use by YCCHS as acknowledgement of application, receipt of fee payment, applications approval/denial and/or comments.

Amount Paid: Date: Receipt No. Check #:

Additional information needed:

Approval with reservations:

Questions:

Application approval or denial:

Notification:

1090 Commerce Drive, Prescott, AZ 86305, (928)771-3149, FAX (928)771-3369
3212 N. Windsong, Prescott Valley, AZ 86314, (928)583-1015 FAX (928)771-3379
10 South Sixth Street, Cottonwood, AZ 86326, (928)639-8138, FAZ (928)639-8179

[1] If yours is a non-profit organization and the funds from the special event will go to benefit public health you may request an application for reduced fee (no less that $70).
[2] Yavapai County is large with many fairs, festivals, and special events each year. Please tell us exactly which one you are planning to attend, the location and (if applicable) the space number. Please submit a separate application for each event.
[3] The name under which your records will be filed for future reference.

QUESTIONNAIRE

Please answer all the following questions, complete the application on the reverse side, and return to Health Services with the license fee. A simple menu -only one or two foods -with few preparation steps (for example: basic cook-and-serve) works best. Complex food preparation is inappropriate for an outdoor setting and will Dot be approved.

1. List all menu items including drinks._____

_____

_____

_____

2. Will all foods be prepared onsite at the event? Yes___(if yes, skip to item #3)

No___(if no, attached a copy of a completed and signed Commissary Agreement with the licensed food kitchen where food preparation will take place, including the dates and times of food preparation) Complete the following.

How will prepared food(s) be kept hot or cold before and during transportation to the Event?

_____

_____

3. Describe equipment to be used at the event:

Cold holding_____for menu items_____

Hot holding _____for menu items_____

Cooking _____for menu items_____

4. Who will be responsible for checking food temperatures and supervising food handling practices?

_____

5. How will potable drinking water be obtained during the event?_____

_____

6. How will wastewater be disposed of during the event?

Sewer Holding Tank Other_____

7. Do workers have current Yavapai County Foodworker certificates? Yes No
If no, call for information on scheduled classes or alternatives.

SAMPLE ONLY

PLEASE SCALE YOUR BOOTH OR MOBILE UNIT PLAN BELOW:
THIS MUST BE RETURNED WITH YOUR COMPLETED APPLICATION FORM.

FLOOR PLAN

SAMPLE ONY

Will you be using gloves? **Circle one YES** **NO**

Will you bring extra utensils so you don't have to wash dishes in the booth? **Circle one: YES NO**

Please Print

Name of Booth or MFU_____

Name of Event_____Date of Event_____

Name of Applicant_____

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH
COMMISSARY AGREEMENT

By signing his or her name, each party enters into a binding legal contract that cannot be changed except by renegotiation and execution of a new agreement. The signed agreement will remain binding for the term of the mobile off site owner's current Health Services license but under no circumstance for longer than one year. Change in ownership of the mobile/offsite business or in ownership of the commissary or violation of the terms of the agreement will void this contract and result in cessation of the mobile of site business. Resumption can take place only after a new agreement is negotiated and executed.

MOBILE/OFFSITE BUSINESS OWNER'S DECLARATION: I agree to utilize the commissary facility listed below for the following:

1. Food preparation:
2. Storage of all foods, paper goods, beverages and consumables
3. Washing/sanitizing of equipment and utensils.
4. Potable water source
5. Wastewater disposal
6. Special considerations

SAMPLE

Date	Business Name	Address
Print Name	Phone Number	License Number
Signature		

COMMISSARY OWNER'S DECLARATION: I agree that my establishment has facilities capable of supporting the above mobile/offsite business requirement and I will make my facilities available for the support of the mobile/offsite business

ONY

Date	Business Name	Address
Print Name	Phone Number	License Number
Signature		

HEALTH SERVICES ACCEPTANCE:

Signature	Title	Date

FormsiComrnissaryAgree 7-07

1090 Commerce Drive * Prescott, AZ 86305-3700 (928) 771-3122 (928) 771-3369 FAX
3212 N. Windsong Drive, Second Floor * Prescott Valley, AZ 86314 (928) 583-1000 (928) 771-3379 FAX 10 South 6th Street * Cottonwood, AZ 86326 (928) 639-8130 (928) 639-8179 FAX

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
SPECIAL EVENTS CHECKLIST

CHECKLIST FOR FOOD BOOTHOPERATOR
PLEASE RETAIN THIS CHECKLIST FOR YOUR OWN USE

Yes	No		Approved application or copy of mobile or catering license available at event.
Yes	No		Booth construction complete: waterproof overhead protection, side and rear walls set-up, waterproof ground covering.
Yes	No		All food prepared in booth or unit. If not, list the location where food preparation is done prior to start of event:
Yes	No		No bare hand contact with ready-to-eat food.
Yes	No		Handwash station set-up with liquid soap and paper towels.
Yes	No		Thermometers present to verify food temperatures.
Yes	No		Sanitizer (i.e. bleach) present for ware washing & wiping cloths, test strips.
Yes	No	NA	Hot holding units available to maintain food at 130°F after cooking.
Yes	No	NA	Cold holding space (ice chests or refrigerator) available to keep all potentially hazardous foods at 41°F or less.
Yes	No	NA	Sufficient ice available to help maintain food temperatures.
Yes	No	NA	All condiments or other food products served in squeeze bottles, pump dispensers or containers with self-c1osin2 lids.
Yes	No		Ware washing station provided to wash, rinse and sanitize dishes.
Yes	No		Wastewater disposal area identified.
Yes	No		Food products stored at least 6 inches off the wound and protected.
Yes	No		Potable (drinking) water supply readily available.
Yes	No	NA	Grease disposal area identified.
Yes	No		Garbage containers, plastic bags available.
Yes	No	NA	Foods cooked to proper temperatures.
Yes	No		Yavapai County food handler cards.

SAMPLE COPY

Food Temperatures (should check hot and cold holding every 2 hours):

Food Item	Temperatures		

SANITIZING

Food contact surfaces such as cutting boards need to be sanitized throughout the day to control cross-contamination.

A container with a solution of 100-200 ppm chlorine bleach must be prepared upon opening. (use 2 capfuls of bleach for every gallon of water). Change the sanitizer as often as necessary to keep it from dropping below 50 ppm (use test strips to check).

BOOTH CONSTRUCTION

Every temporary food booth must have:

3 FULL SIDES (walls) that protect the interior from weather and wind blown dust.

A WATER RESISTANT ROOF (Top).

A CLEANABLE AND STURDY FLOOR.

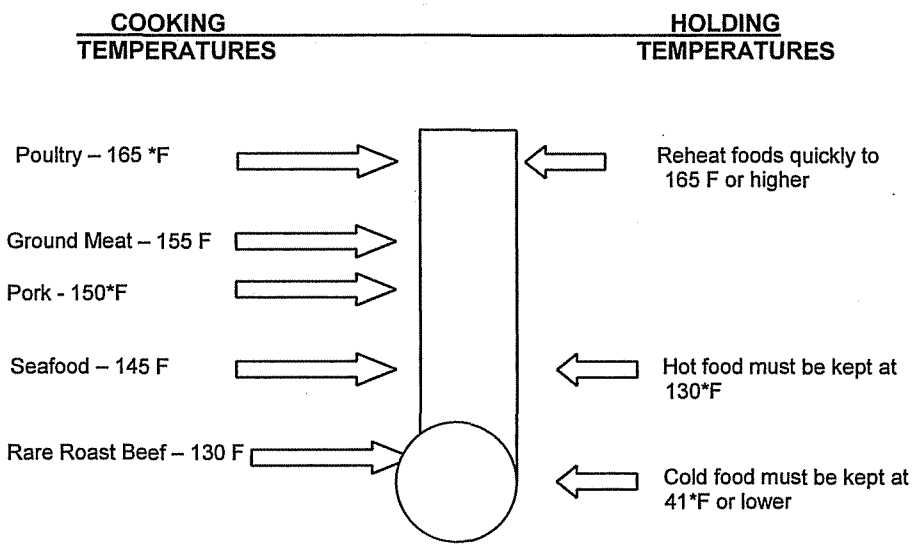
Booths cannot be placed directly over dirt or grass unless plywood or a plastic tarp is used for the floor.

Enclose the front of the booth from the bottom of the service counter down to the ground.

SAMPLE

Use the front of the booth for food service only, not for food preparation.
Exposed food items placed on the front service counter require a food guard or cover.

ONY



DISHWASHING

The utensils and equipment used in food and beverage service are required to be washed and sanitized.

Proper sanitation requires the use of a three-step procedure.

Three adequately sized containers must be set up.

The first container is used for washing and contains hot water and dish soap.

The second container is hot rinse water.

The third container is used for sanitizing. The minimum concentration is 50-100 ppm chlorine bleach. (Use 1 capful of bleach for every gallon of water).

After completing the three steps, all utensils and equipment must be air-dried.

Change the water and replace the wash, rinse and sanitizing solution in the containers frequently to keep the process effective.

SAMPLE

FOOD SERVICE

All food must be from an approved source.

Home canned foods or preparation of food in the home is not allowed.

All food preparation must take place on-site and inside the temporary food establishment. Food prepared off-site must be done in an approved food establishment.

Grills or other cooking equipment may be located outside the booth to comply with local fire codes.

ONY

HAND WASH FACILITY

Hands must be kept clean.

Provide a hand wash facility

and use it frequently.

Provide:

5 GALLON CONTAINER with warm water.

THE SPIGOT OR SPOUT must be adjustable to control the flow of water and provide a steady water stream while the hands are being washed.

CONTAINER FOR CATCHING WASTE WATER,

SOAP,

PAPER TOWELS.

FIRE SAFETY REQUIREMENTS

An event coordinator is required to follow Camp Verde Fire District "Fire Safety Standards".

Included in your Special Event packet, you will find a booklet that outlines the fire and safety practices found in the Fire and Building Codes adopted by the Town of Camp Verde and the Camp Verde Fire District.

It is the responsibility of the event coordinator to contact the Fire District to discuss your event and set up a time for an inspection.

Camp Verde Fire District
Barbara Rice, Inspector
928-567-9401

Camp Verde Fire Department
26 W. Salt Mine Rd.
P.O. BOX 386 • CAMP VERDE, AZ 86322-0386
BUSINESS 567-9401 • EMERGENCY 567-4123 OR 911

SPECIAL EVENT PERMIT APPLICATION

Fill Out ALL Requested Information, On BOTH Pages, PLEASE PRINT or type

Event Site Location

Building or Site Name _____

Address _____

Town or City _____ Zip Code _____

Applicant's Company Name:		
Contact Person:	Position:	
Address:		
City:	State: Zip:	E-mail:
Phone Number:	Fax:	

Occupancy/Use of Tent

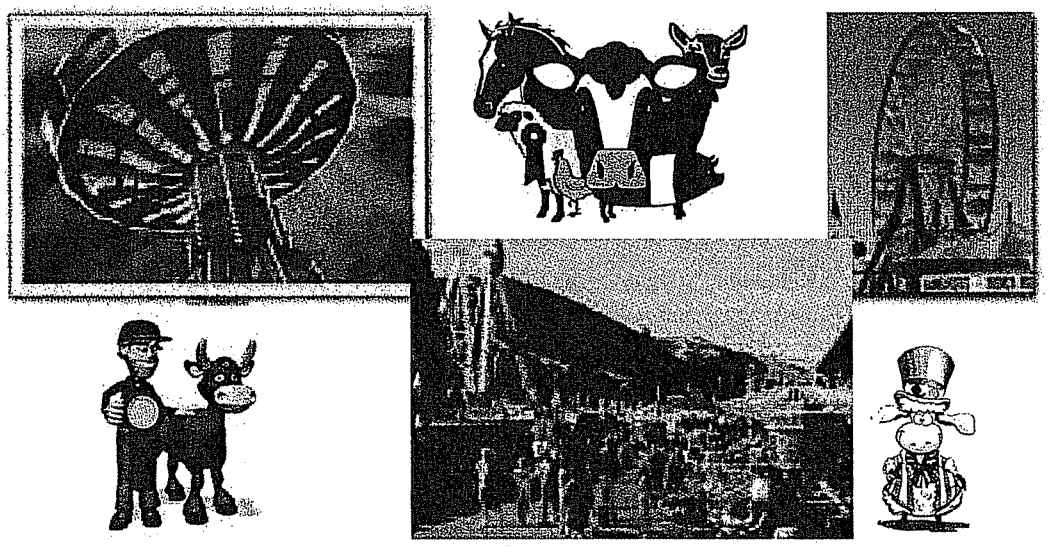
Assembly ☐ Mercantile ☐ Storage ☐ Other ☐	
Type of Event	How Many Days Is Event Running
Date of Event	Date & Time Ready For Inspection

Tent Information

☐ Single Site or ☐ Multiple Sites	Tent Square Footage
Number of Exits Occupant Load	Tent Fabric Fire Resistance Certificate required at inspection.
Tent Occupied In Hours of Darkness ☐ Yes ☐ No	
Location of Nearest Building (10'min.)	20' Fire Lane Maintained ☐ Yes ☐ No
Site Plan Drawn to Scale ☐ Yes ☐ No	Fire Extinguishers ☐ Yes ☐ No
Exit Signs & Emergency Lights ☐ Yes ☐ No	Electrical Power Provided ☐ Yes ☐ No
Heating Appliances ☐ Yes ☐ No If Yes, Fuel Type and Location	
Cooking Appliances ☐ Yes ☐ No If Yes, Fuel Type and Location	
LP Gas Cylinders are at Least 5' From Tent ☐ Yes ☐ No ☐ N/A	
Arrangement of Seating ☐Chairs ☐Tables & Chairs ☐Bleachers ☐None	

A Site Plan must be submitted showing location of tents, buildings, access and property lines of site.

Suspension of Permit: Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time commencing the work.



Fire Safety Requirements

For
Camp Verde Outdoor and Indoor Events Involving:
Assemblies, Carnivals, Fairs, Exhibitions, and Tents

2007

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Introduction
This booklet outlines the fire safety practices found in the Fire and Building Codes adopted by the Town of Camp Verde and the Camp Verde Fire District.

Purpose
This booklet consolidates and summarizes fire safety requirements, to be used by event promoters. Several positive outcomes will be accomplished by those who comply with the procedures outlined.

- The promoter can use this booklet to advise vendors of the fire safety requirements for each event.
- Event delays and upset vendors will be avoided.
- Consistent application of the code and inspection requirements year-to-year.
- This booklet is a tool to assist the promoter in laying out the event and creating a detailed floor or site plan that will be reviewed by the Fire District.
- During the Fire District review of the permit application, if the floor or site plan does not comply with specific safety codes, the promoter will be advised of necessary changes that must occur before the event begins.

General Information
1. Call the Camp Verde Fire Prevention office at (928) 567-9401 or the Building Division at (928) 567-8514 to find out if an event requires a permit if this booklet is unclear.
2. All events must comply with the contents of this booklet, whether or not a permit is required. The Fire and Building Codes apply to all events.

Permit Definitions

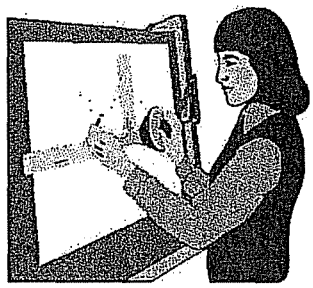
Assembly: the temporary gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking, and dining. **A special event permit is required.**

Carnival: a mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon, or by means of temporary structures, rides or any combination of both. **A permit is always required.**

Fair: an enterprise principally dev10oted to the exhibition of products of agriculture or industry in connection with the operation of amusement rides or devices, or concession stands. **A permit is always required.**

Exhibition: an event in which the display of products or services is organized to bring together the provider and user of the products or services. **A special event permit is required.**

Tent or Canopy: a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner. **A permit is required when a tent exceeds 1,500 square feet or when a canopy exceeds 2,000 square feet.**

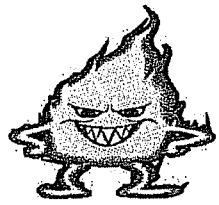


1. Seating and/or Site Plans for Indoor or Outdoor Events
Detailed plans will eliminate most of the problems that occur when a Fire Inspector does an inspection. Promoters with events that require a permit must attach a scaled or detailed floor or site plan to the permit application. A plan will assist the Fire Department in determining if the event will be safe and in compliance with codes.

The plans ***must show*** the following (provide what is applicable).

- The location and width of all exit doors, aisles in large exhibitor areas, and the main event aisle ways.
- The location, size, and identification number of exhibits, booths, cooking booths, and other displays spaces.
- The location and **size** of propane (LPG) containers.
- The location and width of the fire lanes and the location of fire hydrants.
- The distance from tents to property lines, fences, and structures.
- The location of fire extinguishers, exit lighting, and exit signs.

2. Candles and Other Open Flame Use

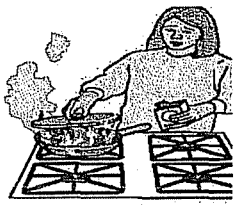


Candles and other open flame devices have been the cause of many fires. Listed below are the permitted and safe uses of open flame devices.

- Food preparation will limit flammable liquid use to 1 oz. containers or 1 quart containers that limit flow to 1 oz.
- If the preparation is at the table, a wet towel will be available to smother a possible fire.
- Class 1 and 2 flammable liquids (like kerosene and gasoline) and propane shall not be used for decorative lighting indoors.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Decorative lighting shades must be non-combustible.
- Candelabra with flaming candles shall be secured in place and located away from combustibles and people.

3. Combustible Materials and Waste Disposal
Combustible merchandise being displayed should be limited to a reasonable quantity. Reserve supplies shall be kept in closed containers and stored neatly. Waste materials, such as empty cardboard boxes and packing materials, must be removed from the exhibit area daily. Promoters shall ensure that trash pickup is provided for the event and the exhibitors daily.

4. Cooking Equipment and Food Warming Devices



Listed below are approved cooking/warming appliances:

- Microwave and electric ovens
- Electric steam tables
- Electric cook top griddles
- Electric single well deep fat fryer or wok

Natural gas cooking appliances meeting the requirements below:

1. Piping materials, shut off valves, and connections used to attach the appliance to the building's natural gas system shall be inspected and approved by the Camp Verde Building Division.

2. During the Fire Department's inspection, the inspection approval document from the Camp Verde Building Division must be available for review.
3. Gas fired appliances shall be placed on a non-combustible surface. If the manufacturer's instructions require the equipment to be vented to the outside, it must be done

Single-well cooking equipment using cooking oils shall:
1. have lids for immediate use to cover and smother a fire
2. be limited to 288 sq. inches of cooking surface
3. be placed on a non-combustible surface
4. be separated from other single-well cooking equipment by a minimum horizontal distance of 2 ft.

Multi-well deep fat frying equipment is **prohibited** unless an approved self-contained hood and ventilation, and suppression system is provided.

Propane/butane use is ***prohibited*** indoors.

Extinguisher Required
A 2A:10BC fire extinguisher and wet towel shall be available in each cooking area and a "**Type K**" extinguisher if deep fat frying or Woks are used.

5. Decorative Materials (not display merchandise)
Decorative materials are used to make a vendor area more attractive or interesting. The following requirements apply to decorative materials:
- Combustible decorative materials shall be flame resistant, excluding table covers.
- Wood less than 1/4" thick shall be treated with a flame-retardant coating.
- Foam plastic objects including mannequins, murals, and signs shall cover less than 10% of a wall, ceiling, or floor area.

***Note: Tablecloths** do not need to be flame resistive.*

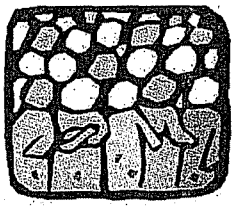
6. Electrical Cords, Protection, and Use
Outdoor events will require an electrical permit from the Camp Verde Building Dept. A permit is required for portable wiring and equipment for carnivals, exhibition, fairs, and similar attractions.

Unprotected electrical cords are prone to damage. A damaged cord can be the cause of a fire resulting from an electrical short and injuries or death can occur from electrocution. To maintain a safe environment, apply the following criteria to the use of electrical type cords:

Not Permitted: Household, small thin type extension cords. Spliced cords or home made receptacles

- Cords subjected to foot or equipment traffic shall be protected from damage.
- Cords 3/8" or less in diameter shall be covered with hard plastic "office cord covers" or an approved alternate method.
- Cords equal to or larger than 3/8" in diameter shall use a plywood ramp style cover, or an approved alternate method.
- All ***cord covers*** must be secured in place using tape, nails, or other methods.
- Based on definitions, extension cords can have end connectors with multiple female receptacles and can be extended from a receptacle, power tap, or another extension cord.

7. Existing Occupant Loads Assigned to a Structure



A building or room used for exhibits, entertainment, feeding or instructing more than 50 people is assigned an occupant load, that is, a maximum number of people permitted inside the area. It is the responsibility of the promoter and the building owner to see that the maximum number of people allowed in the area is not exceeded.

Pre-established occupant load limits shall be maintained by the facility management and promoter.

The code provision of using "standby personnel" for the sole purpose of maintaining the pre-established occupant load limit may be a requirement for selected permits.

8. Exhibit Booth and Display Requirements

- The travel distance within a booth or a vendor's exhibit area to an accessible exit aisle shall not exceed 50 ft.
- Booths constructed of combustible materials, foam, wood (< 2" x 4"), cloth, and/or ***plastic tarps shall comply with items 5 and 11*** (flame retardants).
- Booth, table and display areas shall be clearly marked so exhibits do not occupy or extend into exits and aisles. ***Do not block exit doors or fire alarm horns and pull stations, and fire extinguishers.***
- Vehicles, RVs, boats, and tents having over 100 sq. ft. of roofed area shall be provided with an approved smoke detector(s) unless all fire ignition sources, such as batteries and power sources are disconnected during non-supervised times.

9. Exits and Aisle Use

It is important that all exits are available for use by men, women, and children at all times and especially during a fire, or other emergency.

Aisles and exits shown on the approved floor or site plans shall be kept clean, clear, and free from obstructions. Easels, signs, displays, and other objects shall not encroach into aisles and exits from the booth, display, or stage areas.

Facility exits, stairs, corridors, and vestibules shall not be used in any way except for exiting. ***Do not block exit doors.***

10. Fire Extinguishers

Many events have an abundance of combustible merchandise, displays, and decorations. Fires have occurred at events because of electrical shorts, a heat source (light bulbs) too close to combustible materials, and cooking fires. When a fire is small, a fire extinguisher can usually put out the fire. The following criteria provide reasonable fire suppression capability.

Each event shall have portable extinguishers, the **minimum size** must be a U.L classification **2A 10BC** and cooking areas using oil must have a **40BC**, and when deep fat frying or using Woks a **"Type K"** is required.

Extinguishers shall have a **current service tag** (serviced within the last 12 months), and be visible and accessible in the booth at all times.

Event promoters shall **use the following matrices** to determine the placement criteria for portable extinguishers. After the criteria are determined the extinguisher locations shall be drawn on the site plan.

Portable Extinguisher Matrix for Indoor Events			
Type of Event	**Extinguisher Placement Requirements X indicates the event requirement**		
Select the category that most resembles your event.	Maximum foot travel distance to extinguishers, 75'.	Maximum foot travel distance to extinguishers, 50'.	Option: Promoter may opt to have every vendor provide an extinguisher.
Animal show with or without display vendors		**X**	**X**
Antique show		**X**	**X**
Boat show with or without display vendors		**X**	**X**
Book show	**X**		
Career fair	**X**		
Cooking booths using oil	**Every cooking booth shall have one 40BC portable extinguisher, deep fat frying or the use of Woks require a Type K extinguisher**		
Concert, graduations, similar people events	**X**		
Craft show or flea markets		**X**	**X**
Gem, gun, knife, or railroad shows with minimal display combustibles	**X**		
Industrial equipment show, without fueled equipment	**X**		**X**
Industrial equipment show, with fueled equipment		**X**	**X**
Motorhome/RV show		**X**	**X**
Vehicle shows		**X**	**X**
Note: These are minimums and during the review of the permit application the reviewer may determine additional portable extinguishers are required.			

Portable Extinguisher Matrix for Outdoor Events			
Type of Event	**Extinguisher Placement Requirement X indicates the event requirement**		
Select the category that most resembles your event. If the category is not shown, consult with the Fire Marshal's office.	Maximum foot travel distance to extinguishers, 75'.	Maximum foot travel distance to extinguishers, 50'.	Option: Promoter may opt to have every vendor or booth have an extinguisher.
Carnival midways	**X**		**X**
Carnival rides	**Every ride shall have at least one 2A 10BC portable extinguisher**		
Cooking booths using oil, any event	**Every cooking booth shall have at least one 40BC portable extinguisher, deep fat frying or the use of Woks require a Type K extinguisher**		
Fair midways	**X**		**X**
Fireworks	**Every discharge area shall have at least one 2A 40BC extinguisher**		
Street markets or fairs	**X**		**X**
Tents, see section 16			
Note: These are minimums and during the review of the permit application the reviewer may determine additional portable extinguishers are required.			

11. Flame Retardants and Flame Resistive Materials

Flame retardants are used to treat different types of materials so fire spread by these materials will be inhibited. Some materials cannot be treated, such as most plastic tarps. Flame retardants that are applied by the booth vendor to a booth's combustible construction and decorative materials (see item 5) will require the booth vendor to provide the flame retardant product information to the Fire Department upon inspection.

Flame resistive materials must be accompanied with a label, package wrapper declaring the material to be flame resistive, or other proof of flame resistive treatment.

12. Propane, Use of

Propane gas used indoors is extremely hazardous. Several high-dollar loss fires have occurred because propane gas leaked from its container and equipment connections have caught fire. Extreme care must be taken when changing propane gas cylinders.

Indoor Use

The use of propane inside of buildings is **prohibited except for**:

There is special cooking equipment approved (listed) by U.L. The equipment is limited to the use of two 10 ounce bottles of butane. This equipment is permitted to be used in the City of Camp Verde. For demonstrations and public exhibitions (not cooking), propane containers are limited to:

12 pound water capacity and 20 feet separation between containers.

Outdoor Use

Propane cylinders less than 500 water gallons in size must be at least 10' from any structure. Propane cylinders 500 water gallons in size must be at least 25' from the structure (not allowed under building eaves). Propane cylinders must be set on a firm foundation or be adequately secured and protected from potential damage.

13. Seating, Use of Chairs

Seating plans for chair arrangements in a structure or tent must be provided as outlined in Item 1. If the number of chairs exceeds 300, the chairs must be bonded together in groups of three or more. In the case of emergency exiting from the area, the bonded chairs will be less likely to be tipped-over or scattered about, thereby not becoming exit obstructions.

14. Tents and Canopies, Outdoor Use

Any tent exceeding 1,500 sq. ft. or canopy exceeding 2,000 sq. ft. must get a permit from the Fire Marshal's office. ***According to Item 1 in this booklet, tented events will need a site plan and large tents will need a floor plan.*** When applicable apply the following items:

- Tents and canopies shall be roped, braced, and anchored.
- Tents and canopies shall be made of fire-retardant material, floor covering, and decorative materials shall be flame retardant.
- Post "No Smoking" signs inside.
- No open flame devices are allowed inside.

- Provide one "2A-10BC" (5 lb.) fire extinguisher (FE) for every 3,000 sq. ft. of floor area and within 75' travel distance, **and at least** one "**Type K**" fire extinguisher is to be within 30' of every cooking area deep fat frying or using Woks.
- Fire lanes must be maintained to within 150 feet of any exhibit. Fire lane shall be a minimum of 20 feet in width and have a minimum unobstructed height of 13 feet 6 inches.
- Tents and canopies must be 20' from any building or property line.
- Tents and canopies with up to 199 people must have two 6' **exits**; with 200-499 people, there must be three 6' **exits**; with 500-999 people, there must be four 8' **exits**; and with 1,000-2,000 people, there must be five 10' **exits**, and add an **exit** for each 1,000 people. All exits must be evenly spaced around the tent perimeter. The **number of occupants** is determined by taking the floor area of the tent and divide by 15 (for an exhibit or tables and chairs) or divide by 7 (for chairs only) or by 5 (for standing only) for the event.
- Provide exit signs at each exit. Exit signs must be lighted and have a second source of power if the tent has a capacity of over 100 people.

15. Tents and Canopies, Outdoor Use for Cooking Booths

In addition to tent criteria in item number 14:

- Cooking booths must have 10' of clearance on two sides. **Appliances with open-flame cooking tops, fryers, skillet frying, and WOKS can not be located in a tent or under a canopy.**

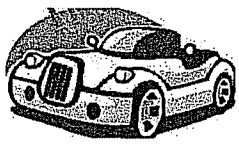
Exception Woks, and open flame cooking may occur in a booth constructed as follows. Refer to drawing examples at the end of this document.

1. Use non-combustible siding and roofing materials to construct the main booth or
2. The main booth has a metal hood that vents out the top of the booth and the hood perimeter extends a minimum of 6" beyond all edges of cooking appliances.

- When using Woks or when deep fat frying, each booth must have a **"Type K"** fire extinguisher. Booths with other types of cooking must have a 40BC type fire extinguisher. Fire extinguishers must have a tag attached showing the fire extinguisher was serviced within the last twelve months.

- Propane or flammable liquids must not be stored inside.

- Propane cylinders less than 500 water gallons in size must be **at least 10' from the booth.** Propane cylinders 500 water gallons in size must be **at least 25' from any booth.**



16. Vehicles

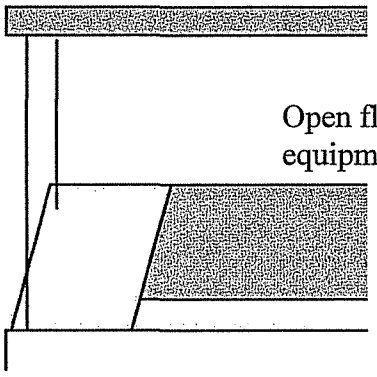
Most buildings were never built with the intention of putting gas fueled vehicles inside. Because of the amount of flammable fuel a vehicle can contain, the codes considered the hazard and will only allow vehicles to be displayed within structure if the following conditions are met:

- Batteries shall be disconnected or use a disconnect switch.
- Fuel tanks shall be locked or sealed to prevent tampering.
- Vehicles shall not block or obstruct exits.
- Refueling and fuel storage shall occur outside of a structure in an approved area.
- Vehicles shall contain no more than 5 gallons of gas.

Appendix for Item 15: Examples of cooking booth construction or configurations that would be approved for use. The size, design or appearance is not being represented by the drawing only the concept of a cooking booth that will be safe and in compliance with the International Fire Code.

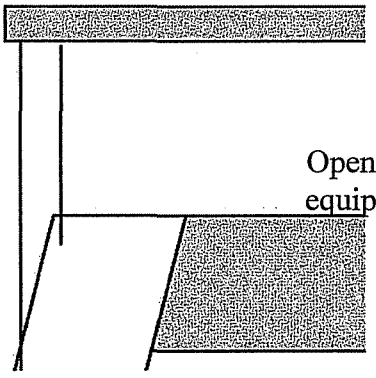
Appliances with open-flame cooking tops, fryers, skillet frying, and WOKS can not be located in a tent or under a canopy. Open-flame cook tops are burners with visible flames that heat or make contact with Woks, skillets, pans, etc. A secondary hard lid covering the appliances, made of fire-resistive material, and separated by a minimum of 3 feet behind the main booth and from adjacent tents or canopies can be used.

Option 1: Open Flame Cooking with no frying or deep fat frying.



Noncombustible material for booth siding that extends 6" above the open flames

Option 2: Open Flame Cooking with no frying or deep fat frying.

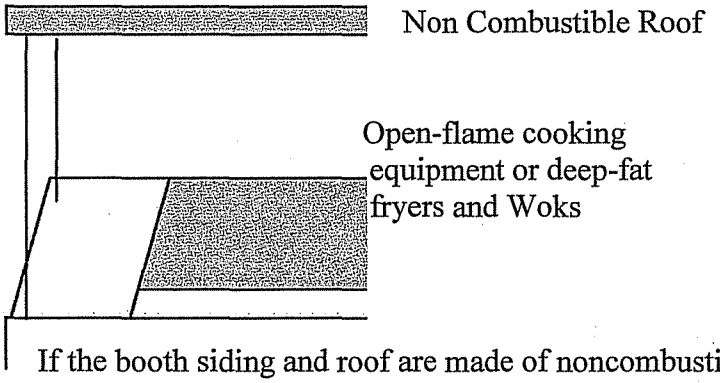


3 sided metal shield, 12" above cooking surface and 6" clear space between shield and siding

Noncombustible material for booth siding that extends 6" above the open flames.

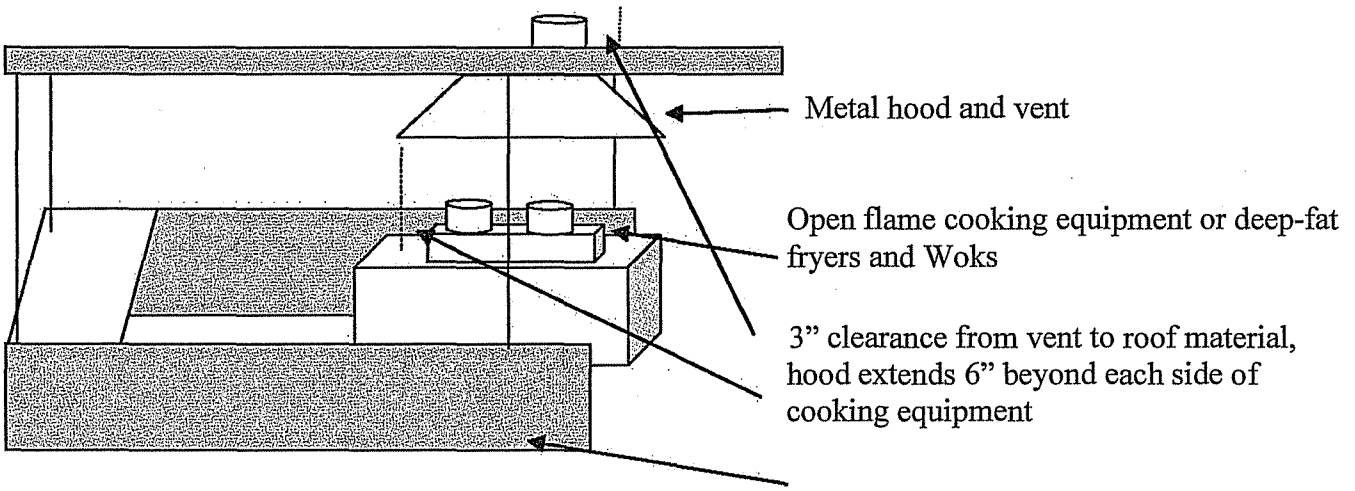
Refer to the following drawings for **additional configuration options** for open flame equipment, deep-fat frying or the use of Woks.

Option 3: Open-Flame Cooking or deep fat frying.



If the booth siding and roof are made of noncombustible materials i.e., metal, cement board, sheetrock, etc, then open-flame, deep-fat frying or WOK type equipment can be used in the booth. The booth framework can be of wood.

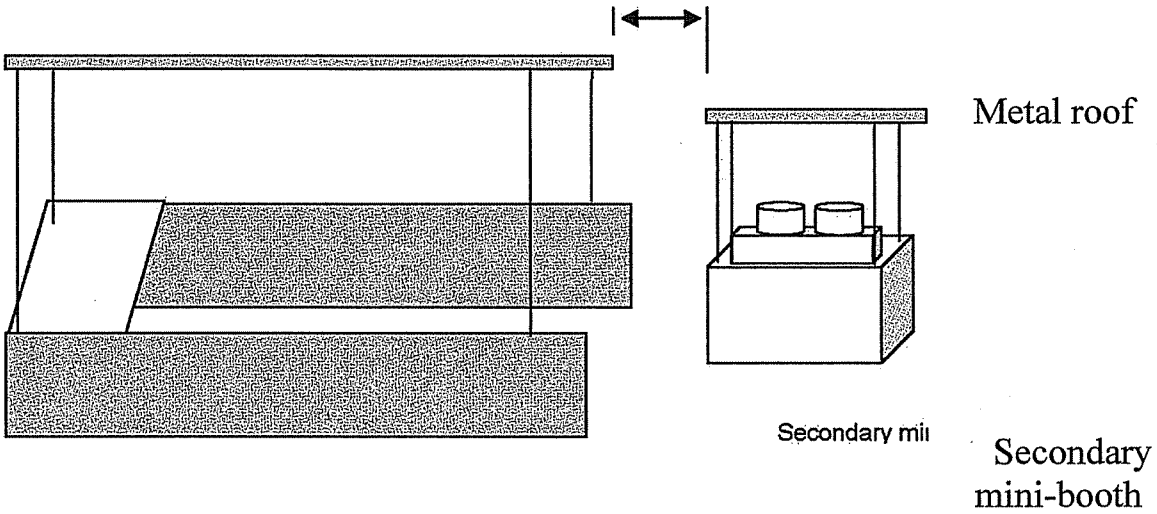
Option 4: Open-Flame Cooking or deep fat frying and Woks.



A booth can be made of fire retardant treated combustible material e.g., wood, fabric, etc, if:

1. It has a metal hood that vents a couple feet above the roof.
2. The hood extends at least 6" beyond the perimeter of the cooking equipment.
3. The hood vent has at least 3" clearance from the roofing material unless a double-walled vent is used.
4. 12" clear space must be maintained between the cooking equipment and the sides of the booth unless the shield is used from Option 2 then 6" is permitted.

Option 5: Open-Flame Cooking or deep fat frying and Woks.



A booth made of fire retardant treated combustible material e.g., wood, fabric, etc, but without a hood and vent cannot have open-flame, deep-fat fryers or WOK type equipment under the booth roof covering or near its sides.

That type cooking equipment can be used if it is separated at least 3' from the sides and roof of the main booth and adjacent booths. The roof covering for the secondary mini-booth must be metal if located within 3' to 5' of the primary booth. Even if it is further away, it is not recommended to use fabric or other combustibles for that roof covering.

TENTS, TEMPORARY STRUCTURES AND VEHICLES

Stakes are not permitted on Town grounds, parks or rights-of-way. All tents and canopies must be weighted down.

Vehicles are not allowed on any grass areas or sidewalk.

If you are hosting an event that requires a vehicle(s) to drive onto a field, you must state this on your Special Event Application. Upon approval of the Parks & Recreation Director, the Parks & Recreation staff will mark the sprinkler heads and event coordinator will be invoiced for costs incurred.

Any damage done by stakes or vehicles, either by the event coordinator or their individual vendors will be the responsibility of the event coordinator.

Canopies and tents must meet the requirements of the "Fire Safety Standards" provided by the Camp Verde Fire Department. A copy of the "Fire Safety Standards" is included in your packet.

Fire lanes must be kept open at all times to allow access for emergency vehicles.

Definitions

A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

E. "Charitable organization" means any person that is or holds itself out to be organized or operated for any charitable purpose, or any person that solicits or obtains contributions solicited from the public. This definition shall not be deemed to include (i) any church or convention or association of churches, primarily operated for nonsecular purposes and no part of the net income of which inures to the direct benefit of any individual; (ii) any political party any political campaign committee or political action committee or other political committee required by state or federal law to file a report or statement of contributions and expenditures; or (iii) any authorized individual who solicits, by authority of such organization, solely on behalf of a registered or exempt charitable organization or on behalf of an organization excluded from the definition of charitable organization.

F. "Charitable purpose" means any charitable, benevolent, humane, philanthropic, patriotic, and the purposes of influencing legislation.

G. "Charitable sales promotion" means advertised sales that feature the names of both the commercial co-venturer and the charitable or civic organization and which state that the purchase or use of the goods, services, entertainment, or any other thing of value that the commercial co-venturer normally sells, will benefit the charitable or civic organization or its purposes. To qualify as a charitable sales promotion, the consumer must pay the same price for the thing of value as the commercial co-venturer usually charges without the charitable sales promotion and the consumer retains the thing of value.

H. "Civic organization" means any local service club, veterans' post, fraternal society or association, volunteer fire or rescue groups, or local civic league or association of 2 or more persons not organized for profit but operated exclusively for educational or charitable purposes as defined herein, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.

I. "Commercial co-venturer" means any person who (i) is organized for profit, (ii) is regularly and primarily engaged in trade or commerce, other than in connection with soliciting for charitable or civic organizations or charitable purposes, and (iii) conducts an advertised charitable sales promotion for a specified limited period of time.

J. "Contribution" means any gift, bequest, devise or other grant of any money, credit, financial assistance or property of any kind or value, including the promise to contribute, except payments by the membership of an organization for membership fees, dues, fines, or assessments, or for services rendered to individual members, and except money, credit, financial assistance or property received from any governmental authority.

K. "Federated fund-raising organization" means any federation of independent charitable organizations that have voluntarily joined, including but not limited to a United Fund or Community Chest, for purposes of raising and distributing money for and among themselves and where membership does not confer operating authority and control of the individual agencies upon the federated group organization.

L. "File with the Town Clerk" means depositing the originals of the documents required to be filed, along with the payment of the appropriate fee and all supporting documents with the Town Clerk.

M. "Fund-raising expenses" means the expenses of all activities that constitute or are an integral and inseparable part of a solicitation.

N. "Membership" means those persons to whom, for payment of fees, dues, assessments, etc., an organization provides services and confers a bona fide right, privilege, professional standing, honor or other direct benefit, in addition to the right to vote, elect officers, or hold offices. The term "membership" shall not include those persons who are granted a membership upon making a contribution as the result of solicitation.

O. "Parent organization" means that part of a charitable organization which coordinates, supervises or exercises control over policy, fund raising, and expenditures, or assists or advises one or more chapters, branches or affiliates.

P. "Person" means any individual, organization, trust, foundation, association, partnership, corporation, society, or other group or combination acting as a unit.

Q. "Professional fund-raising counsel" means any person who for a flat fixed fee under a written agreement plans, conducts, manages, carries on, advises or acts as a consultant, whether directly or indirectly, in connection with soliciting contributions for, or on behalf of, any charitable or civic organization, but who actually solicits no contributions as a part of such services. A bona fide salaried officer or employee of a registered or exempt charitable organization or the bona fide salaried officer or employee of a registered parent organization shall not be deemed to be a professional fund-raising counsel.

R. "Professional solicitor" means any person who, for a financial or other consideration, solicits contributions for, or on behalf of, a charitable or civic organization, whether such solicitation is performed personally or through his agents, servants, or employees or through agents, servants, or employees specially employed by, or for a charitable or civic organization, who are engaged in the solicitation of contributions under the direction of such person, or any person who, for a financial or other consideration, plans, conducts, manages, carries on, advises or acts as a consultant to a charitable or civic organization in connection with the solicitation of contributions but does not qualify as a professional fund-raising counsel. A bona fide salaried officer or employee of a registered or exempt charitable organization or a bona fide salaried officer or employee of a registered parent organization shall not be deemed to be a professional solicitor.

S. "Sale," "sell" and "sold" mean the transfer of any property or the rendition of any service to any person in exchange for consideration, including any purported contribution without which such property would not have been transferred or such services would not have been rendered.

T. "Solicit" and "solicitation" mean the request or appeal, directly or indirectly, for any contribution on the plea or representation that such contribution will be used for a charitable purpose, including, without limitation, the following methods of requesting such contribution:

1. Any oral or written request;

2. Any announcement to the press, over the radio or television, or by telephone or telegraph concerning an appeal or campaign to which the public is requested to make a contribution for any charitable purpose connected therewith;

3. The distribution, circulation, posting or publishing of any handbill, written advertisement or other publication which directly or by implication seeks to obtain public support; or

4. The sale of, offer or attempt to sell, any advertisement, advertising space, subscription, ticket, or any service or tangible item in connection with which any appeal is made for any charitable purpose or where the name of any charitable or civic organization is used or referred to in any such appeal as an inducement or reason for making any such sale, or when or where in connection with any such sale, any statement is made that the whole or any part of the proceeds from any such sale will be donated to any charitable purpose.

U. "Solicitation" as defined herein, shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.

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TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 8, 2009 **Meeting Type:** Work Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Financial Policies

Agenda Title (be exact):
Discussion of the proposed Financial Policies and Procedures

Purpose and Background Information:
In the interest of improving accountability, Finance Department staff has prepared the attached policies and procedures for Council's consideration. They are the Budget Policy and Debt Policy. If approved, these policies will be placed in an ordinance, amending the Town Code by adding a new section under Chapter 3, Administration, and entitled, Financial Policies. The policies are presented in the Town Code format for ease in amending the Code if this is Council's direction. Council approved the Investment Policy on January 21, 2009. The Investment Policy is listed as Section 3-3-5 in your packet. Though Council previously approved the Investment Policy, staff believes it is important to have the three policies in one comprehensive document, and thus, it is included in this packet.

Recommendation (Suggested Motion):
Review the proposed policies and direct staff to bring back an ordinance for approval at the earliest possible date.

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

Finance Director Comments/Fund: N/A

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

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Michael Scannell/Lisa Elliott
Action Report prepared by: D. Barber

TOWN OF CAMP VERDE
FINANCIAL POLICIES & PROCEDURES

Chapter 3
ADMINISTRATION

FINANCIAL POLICIES

Section 3-4-1 Budget Policy

The Town of Camp Verde has a responsibility to its citizens to carefully account for public funds, manage the finances wisely, and plan for adequate funding of services that are desired by the public.

The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

Section 3-4-1.1 Budget Philosophy

The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

Section 3-4-1.2 Balanced Budget

Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

Section 3-4-1.3 Budget Process

A. The budget process begins in February with an off-site retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.

B. In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy Allocation amounts allocated to each department.

C. Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.

D. In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.

E. In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department makes final adjustments to the budget and verifies that all information is properly included in the budget document.

F. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.

G. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

Section 3-4-1.4 Budget Amendment Policy

Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to,

transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.

Section 3-4-1.5 Budget Monitoring

A. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.
B. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
C. Financial reports are given to the Town Council and Department Heads monthly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

Section 3-4-1.6 Budget Calendar

In February of each year, the Finance Director shall brief Council and obtain approval of the budget calendar for the following fiscal year.

Section 3-4-1.7 Fund Accounting

The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them.

Section 3-4-1.8 Governmental Funds

A. General Fund - The General Fund is the main operating fund of the Town of Camp Verde. It accounts for the majority of the departments within the Town.

B. Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.

C. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.

D. Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is $5,000 or more.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

Section 3-4-1.9 Fiduciary Funds

A. **Agency Fund** - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity. This currently consists of monies held for the Grasshopper Swim Team and Special Olympics.
B. **Fiduciary Funds** are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Section 3-4-1.10 Budget Basis
The Town maintains its financial records in accordance with Generally Accepted Accounting Principals (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

Section 3-4-2 Debt Policy

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

The purpose of this debt management policy is to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These polices are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

All projects funded with General Obligation Bonds or Revenue Bonds can only be undertaken after voter approval through a town-wide bond election.

Section 3-4-2.1

1. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
2. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
3. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
4. The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
5. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
    a. Revenue Bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
    b. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
    c. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
    d. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
    e. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
    f. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
    g. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.

6. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
7. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed $750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
8. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
9. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
10. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

Section 3-4-3 Fiscal Policy

The overall goal of the Town of Camp Verde's Fiscal Policy is to establish and maintain effective management of the Town's financial resources. The Town's formal policy statements and major objectives provide the foundation for achieving this goal.

Section 3-4-3.1 General Financial Goals

1. To maintain a financially viable Town that can maintain an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
3. To maintain and enhance the sound fiscal condition of the Town.

Section 3-4-3.2 Operating Budget Policies

1. The Town will adopt a balanced budget by June 30 of each year.
2. An annual base operating budget will be developed by conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.
3. Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.
4. Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the Town's capital assets.
5. The purchase of new or replacement capital equipment with a value of $5,000 or more and with a minimum useful life of two years will require budget approval.
6. The Town will annually project its equipment replacement and maintenance needs for the next five years. A maintenance and replacement schedule will be developed and followed.
7. The Town will annually review the General Fund operating position to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance costs, the Town will delay construction of the new facilities.

Section 3-4-3.3 Revenue Policies

1. The Town will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. The Town will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the Town Council must be conservative.
3. User fees will be adjusted annually to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.
4. One-time operating, capital and reserve revenues will be used for one-time expenditures only.

5. The Town will annually identify developer fees and permit charges received from "non-recurring" services performed in the processing of new development and use those funds to meet peak workload requirements.

Section 3-4-3.4 Expenditure Policies

1. The Town will maintain a level of expenditures, which will provide for the public well-being and safety of the residents of the community.
2. The Town will decrease appropriated expenditures as necessary to keep total expenditures in line with projected revenues unless it materially affects the level of service provided to the public.

Section 3-4-3.5 Capital Improvement Budget Policies

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

Section 3-4-3.6 Short-Term Debt Policies

1. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
2. The Town may issue interfund loans, rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

Section 3-3-4.7 Long-Term Debt Policies

1. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
2. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.
3. The Town will establish and maintain a Debt Policy.

Section 3-3-4.8 Reserve Policies

1. The Town will maintain emergency reserves (rainy day fund) in the following amounts:
   - General Fund - Four (4) months of maintenance and operations expenditures.
   - HURF Fund - Three (3) months of expenditures.

   The primary purpose of these reserves is to protect the Town's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.
2. The Town will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. The level of this reserve will be maintained as a level at least equal to projected costs for employees who are eligible for retirement.
3. Self-insurance reserves will be maintained at a level, which, together with purchased insurance policies, adequately protects the Town. The Town will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the Town is a member). The Town will perform an analysis of past claims not covered by the insurance pool and reserve an appropriate amount to pay for uncovered claims.
4. The Town will establish a Capital Equipment Replacement Reserve and a Facilities/Maintenance Capital Asset Reserve for the accumulation of funds for the replacement of worn and obsolete equipment, other than vehicles, and for costs associated with the maintenance of all Town facilities. These reserves will be maintained at a level at least equal to the projected five-year capital asset replacement and maintenance costs.

5. The Town will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock as they become unserviceable, obsolete, or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.

Section 3-3-4.9 Investment Policies

1. The Finance Director will submit an Investment Policy to the Town Council bi-annually on odd numbered years for review and adoption.
2. The Finance Director will invest the Town's monies in accordance with applicable laws, adopted investment policies, and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indentures or issuance document.

Section 3-3-4.10 Accounting, Auditing & Financial Reporting Policies

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.
3. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.
4. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council and will be made available to the public.
5. Full and continuing disclosure will be provided in the general financial statements and bond representations.
6. Maintain a positive municipal credit rating.

Section 3-3-5 Investment Policy

Section 3-3-5.1 Purpose

The purpose of this policy is to create a guide for the investment of Town of Camp Verde (hereinafter referred to as "the Town") funds. The Town currently has no written guidelines advising how the Town should invest its funds, nor guidelines detailing the desired outcomes and priorities. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director (hereinafter referred to as "the Finance Director"), to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

Section 3-3-5.2 Governing Authority

The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35–323.

Section 3-3-5.3 Approval of the Investment Policy

The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

Section 3-3-5.4 Scope

- This policy is designed to apply to the investment needs of the Town.
- The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
- Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- The Finance Director will follow A.R.S. §35–323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury

Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

Section 3-3-5.5 Investment Policy Objectives

The primary investment objectives of the Town in order of priority are:

- Safety
- Liquidity
- Optimal yield
- Collateralization

These objectives are defined below:

3-3-5.1 Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.

a. **Credit Risk**
The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
- Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323. When possible, analysis of the credit worthiness of all individual debt issuers held in the portfolio should be conducted on an annual basis in an effort to guard against investing in weak or deteriorating credit situations;
- Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
- Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.

b. **Interest Rate Risk**
The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
- Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
- Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
- Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.

3-3-5.2 Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.

3-3-5.3 Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.

3-3-5.4 Collateralization – Securities will be registered in the name of the Town of Camp Verde.

Section 3-3-5.6 Investment Management Authority
Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:

a. Periodic investment portfolio reporting;
b. Evaluating the performance of the externally managed portfolio;
c. Monitoring manager compliance with the investment policy;
d. Conveying the investment needs of the Town to the external manager;
e. Developing investment strategy with the external manager.

Section 3-3-5.7 Brokers/Dealers
When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:

a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
b. Unaudited, most recent quarterly financial statements;
c. Proof of National Association of Security Dealers certification;
d. Proof of Arizona registration (as needed);
e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

Section 3-3-5.8 Portfolio Criteria

1. **Acceptable Asset Classes**
   As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:

   A. Certificates of deposit in eligible depositories.

   B. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.

   C. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.

   D. Repurchase agreements with a maximum maturity of one hundred eighty days.

   E. The pooled investment funds established by the state treasurer pursuant to § 35-326.

   F. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.

   G. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.

H. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.

I. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:

(i) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.

(ii) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.

J. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.

K. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.

All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

Section 3-3-5.9 Benchmark

The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.

Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

Section 3-3-5.10 Maturity Parameters

Funds Maximum Maturity:	3 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.

Portfolio Duration Range: +/– 20% of the Portfolio Duration Target

Section 3-3-5.11 Concentration and Diversification
At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

Section 3-3-5.12 Minimum Acceptable Credit Quality
As indicated in the table below, all corporate portfolio holdings at the time of purchase must have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	(i) S & P	(ii) Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

Section 3-3-5.13 Safekeeping and Custody

B. **Delivery vs. Payment** - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

C. **Safekeeping** - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

Section 3-3-5.14 Reporting
The Finance Director shall produce for the governing body of the Town or their designee an investment report at least quarterly. The purpose of the report is to enable the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should include:

a. A list of individual securities held at the end of the reporting period;
b. The realized and unrealized gains or losses in the portfolio;
c. The duration of the portfolio and of each security held in the portfolio;
d. The maturity date of each security held in the portfolio;
e. The book value and market value of each security in the portfolio;
f. The percentage of the total portfolio market value that each security represents;
g. The yield to maturity of the portfolio and of each security held in the portfolio;
h. The periodic interest earnings of each security held in the portfolio;
i. The credit quality of each security held in the portfolio;
j. A periodic summary of portfolio transactions, including fees incurred for external management and custody services.

Section 3-3-5.14 Custodian Reconciliation – The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

Section 3-3-5.15 Ethics and Conflicts of Interest
Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions

with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

Section 3-3-5.16 Policy Considerations

Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

Any deviation from the preceding policy shall require the prior specific written authority of the Town Council or Town Administration.

Section 3-3-5.17 Investment Training

Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two-year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.

The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town.

Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

Guideline Glossary

U.S. Treasury Bills, Notes and Bonds: U.S. government guaranteed securities. Represent the most liquid and creditworthy security in the domestic market.

U.S. Federal Agency Securities: Debt obligations issued by agencies of the U.S. government such as the Federal National Mortgage Association (FNMA) and the Federal Farm Credit Bank (FFCB). While not explicitly guaranteed by the government, the securities are generally traded with an "implied" guarantee.

Collateralized Mortgage Obligations (CMO's): Pass-through securities collateralized by residential mortgages for which prepayments are segmented to allow for more predictable cash flows. Issuers are primarily FNMA and FHLMC (Freddie Mac).

Repurchase Agreements: Standardized, simultaneous purchase and sale of the same security by approved brokers/dealers. Repurchase Agreements are, in effect, short-term (overnight) loans collateralized by securities. Two types of collateral are authorized: U.S. Treasury securities and U.S. Government Agency securities.

Commercial Paper: An unsecured promissory note (maturities 1-270 days) issued by banks, corporations, public entities and finance companies.

Corporate Notes and Bonds: Corporate debt instrument. Maturities range from nine months to 30 years.

Floating Rate Securities: Corporate or Federal Agency debt in which the periodic coupon is reset based upon a formula stated at the time of issue.

Municipal Obligations: Taxable or tax-exempt municipal securities typically secured by general governmental funds from tax revenue or a municipally operated enterprise.

Certificates of Deposit: A marketable receipt for funds deposited in a bank or thrift institution for a specific time period at a stated rate of interest.

Funds Maximum Maturity: The longest acceptable time to maturity that any one security in the portfolio may have at the time of purchase.

Maximum Maturity for Repurchase Agreements: The longest acceptable time to maturity that any one repurchase agreement in the portfolio may have at the time of purchase.

Portfolio Duration Target: Duration is the weighted average maturity of a portfolio's cash flows, where the present values of the cash flows serve as the weights. Thus, portfolio duration target is a pre-determined duration at which a portfolio is expected to be maintained.

Portfolio Duration Range: An acceptable range in which the actual portfolio duration can deviate from the Portfolio Duration Target.

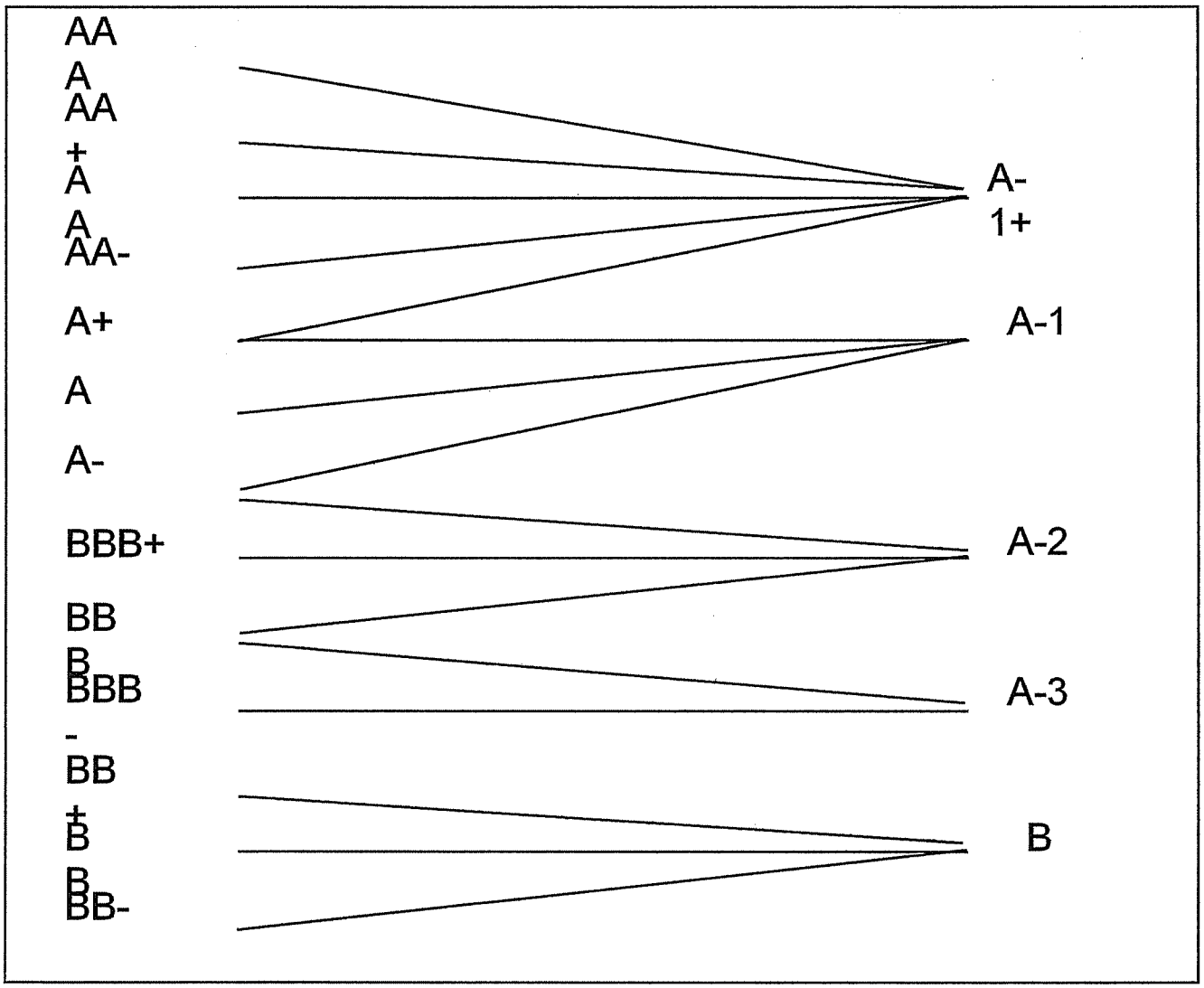
Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
Source: GFOA Sample Investment Policy

Delegation of Authority: Authority to manage the investment program is granted to the Finance Director or his designee and derived from the following: A.R.S. §§35-321, 35-323. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. *Source: GFOA Sample Investment Policy*

Exhibit 1:

The relationship between long-term ratings and short-term ratings using Standard & Poor's rating convention is as follows:



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4 8

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 8, 2009 **Meeting Type:** Work Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document:
Cost Allocation Plan and User Fee Study prepared by Heinfeld, Meech & Co., PC, memo from Michael Scannell, Town Manager dated June 9, 2009.

Agenda Title (be exact):
Discussion, consideration, and possible acceptance of the Cost Allocation Plan and User Fee Study as well as possible adoption of changes to the current fee structure for the Town of Camp Verde.

Purpose and Background Information:
On April, 15 2009, Council approved the engagement with Heinfeld, Meech & Co., P.C. to perform a Cost Allocation Plan and User Fee Study for the Town of Camp Verde. The completed report was received by staff on June 8, 2009, a copy of which was distributed to Council on June 9, 2009.

Attached to the Cost Allocation Plan and User Fee Study distributed to Council on June 9, 2009 was a memo from the Town Manager detailing six (6) departments to specifically focus on in the report. To recap, the departments listed were:

- Town Clerk – page 30
- Magistrate Court Fees – page 60
- Public Works – page 62
- Community Development/Planning Department – pages 64-65
- Community Development/Building Department – pages 67-69
- Parks and Recreation – pages 82-85

Council has the option of adjusting the fees charged by the Town of Camp Verde in accordance with the study prepared. Not all fees have to be changed; it is Council's decision on which fees to adjust.

Recommendation (Suggested Motion):
Direct Staff to revise the Town of Camp Verde's fee structure pursuant to Council's direction on the fees to change.

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

Finance Director Comments/Fund:

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

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Michael Scannell, Town Manager
Action Report prepared by: Lisa Elliott, Senior Accountant

6-18-09

Copied Council and Staff
6-9-09

Manager's Office

Memo

To: Mayor and Council

From: Michael K. Scannell, Town Manager

Cc: Department Heads (only the memo is being provided to Department Heads, as you have previously received the Full Cost Allocation Plan and User Fee Study)

Date: June 9, 2009

Re: Full Cost Allocation Plan and User Fee Study

Please find attached herewith the Full Cost Allocation Plan and User Fee Study prepared by Heinfeld, Meech & Co., P.C. The study defines the town services provided and cost recovery vis a vis the fees collected by town departments for the services they provide.

On Wednesday, July 8, 6:30 p.m. the Town Council is scheduled to have a work session. The objective of the work session is to discuss the said study and determine if Council believes the current fee structure is appropriate or if you wish to adjust the fees and to what degree. Since I will be seeking your guidance at the work session, I am requesting you review the study prior to the said meeting. Please focus your attention on Heinfeld and Meech's subject study with respect to possibly increasing or decreasing fees for the departments/specific items captioned in the table below.

Department	Specific Items by Department	Page Number(s) in the Study
Town Clerk	Business License & Liquor License Application/Posting/Inspection Fees	30
Magistrate Court Fees	Warrants	60
Public Works		62
Community Development	Planning Department	64 to 65
Community Development	Building Department	67 to 69
Parks and Recreation		82 to 85

I look forward to working with you on this most important project.

If you have any questions, comments or concerns regarding the contents of the study or this memo, please feel free to contact me via the information below.

Michael K. Scannell, Town Manager
(928) 567-6631 x 102
mscannell@cvaz.org

TOWN OF CAMP VERDE, ARIZONA
FULL COST ALLOCATION PLAN AND
USER FEE STUDY
FISCAL YEAR 2008-09

HEINFELD, MEECH & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

3033 N. Central Avenue, Suite 300
Phoenix, Arizona 85012
Tel (602) 277-9449
Fax (602) 277-9297

June 4, 2009

Michael Scannell
Town Manager
Town of Camp Verde
473 S. Main Street, Ste 102
Camp Verde, AZ 86322

Dear Mr. Scannell:

At the request of management, we have prepared the Full Cost Allocation Plan and User Fee Study (Report) for the Town of Camp Verde (Town) and have summarized the results in this report for your consideration. The report was prepared based on fiscal year 2008-09 accounting data. The report includes all identified indirect costs and direct user fee costs. The user fee schedules contain the service that the Town provides its citizens and businesses, the fee which includes direct and indirect cost allocations, and cost recovery scenarios.

In the course of our work performed, we have relied upon information received during inquiries of Town personnel and accounting and operational reports provided. To the extent we have performed our work using data and information obtained from the Town, we have relied upon such information to be accurate, and no assurances are intended and no representation or warranties are made with respect thereto or the use made therein. Town personnel were unable to estimate activity levels for certain fees. In those cases activity levels are left blank.

This report is intended solely for the information and use of the Town and is not intended to be and should not be used by anyone other than management.

Sincerely,

Heinfeld, Meech & Co., P.C.

Heinfeld, Meech & Co., P.C.
Certified Public Accountants

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
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Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
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Full Cost Allocation Plan and User Fee Study
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Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Allocated Indirect Costs by Department

Schedule A
Fiscal Year 2008-09

Fund/Department	Total	Central Service Departments								
		F01 - Mayor & Council	F01 - Town Manager	F01 - Town Clerk	F01 - Finance	F01 - Human Resources	F01 - Legal	F01 - Non-Departmental	F01 - Maintenance	F01 - Marshal
F01 - Mayor & Council	$ 32,879	$ 413	$ 10,693	$ 1,256	$ 5,228	$ 2,792	$ 447	$ 4,448	$ 7,545	$ 57
F01 - Town Manager	33,167	1,241	8,452	3,047	5,599	785	1,353	7,502	5,188	-
F01 - Town Clerk	46,297	1,724	8,223	6,993	7,794	1,178	1,879	9,044	9,432	30
F01 - Finance	33,547	1,449	5,763	5,409	8,205	981	1,578	4,974	5,188	-
F01 - Human Resources	5,593	207	1,815	480	1,553	785	225	528	-	-
F01 - Housing	16,313	690	1,339	2,567	4,113	588	751	2,402	3,773	90
F01 - Legal	4,793	414	220	961	916	785	451	1,046	-	-
F01 - Non-Departmental	36,257	3,173	1,685	7,368	12,519	-	3,457	8,055	-	-
F01 - Maintenance	166,319	2,553	18,646	5,927	15,652	3,188	2,780	6,497	110,361	715
F01 - Municipal Court	61,631	2,276	14,117	7,972	10,499	3,581	2,480	6,086	14,620	-
F01 - Public Works & Engineer	43,450	3,035	6,239	9,389	7,596	736	3,306	8,958	3,773	418
F01 - Community Development	56,488	3,035	10,259	9,066	9,952	1,520	3,306	10,571	6,603	2,176
F01 - Building	30,492	965	5,870	2,243	9,677	1,129	1,052	2,481	7,075	-
F01 - Marshal	339,707	13,381	90,293	32,917	43,354	12,900	14,576	33,824	75,932	22,530
F01 - Animal Control	15,499	759	5,517	1,762	3,923	785	827	1,926	-	-
F01 - Camp Verde Comm. Library	110,159	2,276	18,744	6,023	14,503	2,158	2,480	9,619	54,237	119
F01 - Beaver Creek Library	6,011	138	3,239	320	1,662	147	150	355	-	-
F01 - Parks & Recreation	213,111	1,724	26,394	5,616	19,014	1,471	1,879	6,671	146,676	3,666
F01 - Special Events	9,547	483	744	1,121	2,377	-	526	4,296	-	-
F01 - Pool	39,625	759	647	1,762	3,696	8,780	827	1,930	21,224	-
F03 - Capital Improv. Projects	40,631	4,414	2,345	10,252	7,669	-	4,808	11,143	-	-
F04 - Parks	20,328	2,138	1,135	4,966	4,358	-	2,329	5,402	-	-
F05 - Magistrate Special Rev.	6,372	276	2,826	641	1,237	393	301	698	-	-
F06 - State Grants	14,100	828	5,311	1,922	2,263	785	902	2,089	-	-
F07 - Yavapai-Apache Gaming	2,387	207	110	480	840	-	225	525	-	-
F09 - CDBG Grant	42,113	4,139	5,365	9,611	7,260	785	4,509	10,444	-	-
F10 - 9-1-1	-	-	-	-	-	-	-	-	-	-
F13 - Debt Service	17,232	1,863	989	4,325	3,324	-	2,029	4,702	-	-
F15 - Library Building	-	-	-	-	-	-	-	-	-	-
F16 - Impact Fee	-	-	-	-	-	-	-	-	-	-
F18 - Housing Grant	35,286	3,586	3,367	8,329	6,845	196	3,907	9,056	-	-
F19 - Donations	626	69	37	160	111	-	75	174	-	-
F20 - Streets HURF	142,549	10,759	32,695	25,112	32,438	2,600	11,721	27,224	-	-
Total	$ 1,622,509	$ 68,974	$ 293,079	$ 177,997	$ 254,177	$ 49,048	$ 75,136	$ 202,670	$ 471,627	$ 29,801

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Summary of Allocated Indirect Costs

	Total Expenditures	Total Cost Adjustments & Unallocated	Total Allocated
Central Service Departments			
F01 - Mayor & Council	$ 38,345	$ 30,629	
F01 - Town Manager	262,542	30,537	
F01 - Town Clerk	162,514	15,483	
F01 - Finance	226,202	27,975	
F01 - Human Resources	44,109	4,939	
F01 - Legal	70,992	4,144	
F01 - Non-Departmental	462,382	(259,712)	
F01 - Maintenance	350,181	121,446	
F01 - Marshal	1,978,623	(1,948,822)	
Fund/Department			
F01 - Mayor & Council			32,879
F01 - Town Manager			33,167
F01 - Town Clerk			46,297
F01 - Finance			33,547
F01 - Human Resources			5,593
F01 - Housing			16,313
F01 - Legal			4,793
F01 - Non-Departmental			36,257
F01 - Maintenance			166,319
F01 - Municipal Court			61,631
F01 - Public Works & Engineer			43,450
F01 - Community Development			56,488
F01 - Building			30,492
F01 - Marshal			339,707
F01 - Animal Control			15,499
F01 - Camp Verde Comm. Library			110,159
F01 - Beaver Creek Library			6,011
F01 - Parks & Recreation			213,111
F01 - Special Events			9,547
F01 - Pool			39,625
F03 - Capital Improv. Projects			40,631
F04 - Parks			20,328
F05 - Magistrate Special Rev.			6,372
F06 - State Grants			14,100
F07 - Yavapai-Apache Gaming			2,387
F09 - CDBG Grant			42,113
F10 - 9-1-1			-
F13 - Debt Service			17,232
F15 - Library Building			-
F16 - Impact Fee			-
F18 - Housing Grant			35,286
F19 - Donations			626
F20 - Streets HURF			142,549
Total	$ 3,595,890	$ (1,973,381)	$ 1,622,509

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

Land Improvements Depreciation

Nature and Extent of Services:

The depreciation for land improvements provides recognition that the land improvements provide value as they provide services to the various departments that make use of them.

The depreciation costs are allocated as follows:

The total depreciation costs are allocated directly based upon each department's assignment of land improvements.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Land Improvements Depreciation
Allocation of Depreciation Expense

Departments	Total	Direct
F01 - Mayor & Council	$ -	$ -
F01 - Town Manager	-	-
F01 - Town Clerk	-	-
F01 - Finance	-	-
F01 - Human Resources	-	-
F01 - Housing	-	-
F01 - Legal	-	-
F01 - Non-Departmental	-	-
F01 - Maintenance	-	-
F01 - Municipal Court	-	-
F01 - Public Works & Engineer	-	-
F01 - Community Development	-	-
F01 - Building	-	-
F01 - Marshal	-	-
F01 - Animal Control	-	-
F01 - Camp Verde Comm. Library	-	-
F01 - Beaver Creek Library	-	-
F01 - Parks & Recreation	14,990	14,990
F01 - Special Events	-	-
F01 - Pool	14,484	14,484
F03 - Capital Improv. Projects	-	-
F04 - Parks	-	-
F05 - Magistrate Special Rev.	-	-
F06 - State Grants	-	-
F07 - Yavapai-Apache Gaming	-	-
F09 - CDBG Grant	-	-
F10 - 9-1-1	-	-
F13 - Debt Service	-	-
F15 - Library Building	-	-
F16 - Impact Fee	-	-
F18 - Housing Grant	-	-
F19 - Donations	-	-
F20 - Streets HURF	268	268
Total	$ 29,742	$ 29,742

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

Infrastructure Depreciation

Nature and Extent of Services:

The depreciation for infrastructure provides recognition that the infrastructure provides value as it provides services to the various departments that make use of it.

The depreciation costs are allocated as follows:

The total depreciation costs are allocated directly based upon each department's assignment of infrastructure.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Infrastructure Depreciation
Allocation of Depreciation Expense

Departments	Total	Direct
F01 - Mayor & Council	$ -	$ -
F01 - Town Manager	-	-
F01 - Town Clerk	-	-
F01 - Finance	-	-
F01 - Human Resources	-	-
F01 - Housing	-	-
F01 - Legal	-	-
F01 - Non-Departmental	-	-
F01 - Maintenance	-	-
F01 - Municipal Court	-	-
F01 - Public Works & Engineer	-	-
F01 - Community Development	-	-
F01 - Building	-	-
F01 - Marshal	-	-
F01 - Animal Control	-	-
F01 - Camp Verde Comm. Library	-	-
F01 - Beaver Creek Library	-	-
F01 - Parks & Recreation	-	-
F01 - Special Events	-	-
F01 - Pool	-	-
F03 - Capital Improv. Projects	-	-
F04 - Parks	-	-
F05 - Magistrate Special Rev.	-	-
F06 - State Grants	-	-
F07 - Yavapai-Apache Gaming	-	-
F09 - CDBG Grant	-	-
F10 - 9-1-1	-	-
F13 - Debt Service	-	-
F15 - Library Building	-	-
F16 - Impact Fee	-	-
F18 - Housing Grant	-	-
F19 - Donations	-	-
F20 - Streets HURF	86,383	86,383
Total	$ 86,383	$ 86,383

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

Buildings & Improvements Depreciation

Nature and Extent of Services:

The depreciation for buildings and improvements provides recognition that the buildings and improvements provide value as they provide services to the various departments that make use of them.

The depreciation costs are allocated as follows:

The total depreciation costs have been allocated based upon square footage occupied. In those instances where a building or building improvement is occupied by a single department, the total cost of depreciation is allocated directly to the department.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Buildings & Improvements Depreciation
Square Footage Allocation

Departments	Total	Chamber of Commerce	Historical Society	Town Hall	Rio Verde Plaza 497 S. Main Street
F01 - Mayor & Council	793	-	-	793	-
F01 - Town Manager	515	-	-	515	-
F01 - Town Clerk	953	-	-	953	-
F01 - Finance	1,620	540	540	-	540
F01 - Human Resources	-	-	-	-	-
F01 - Housing	388	-	-	388	-
F01 - Legal	-	-	-	-	-
F01 - Non-Departmental	-	-	-	-	-
F01 - Maintenance	7,500	2,479	2,479	63	2,479
F01 - Municipal Court	-	-	-	-	-
F01 - Public Works & Engineer	6,537	2,179	2,179	-	2,179
F01 - Community Development	679	-	-	679	-
F01 - Building	750	-	-	750	-
F01 - Marshal	-	-	-	-	-
F01 - Animal Control	-	-	-	-	-
F01 - Camp Verde Comm. Library	-	-	-	-	-
F01 - Beaver Creek Library	-	-	-	-	-
F01 - Parks & Recreation	42,345	14,115	14,115	-	14,115
F01 - Special Events	-	-	-	-	-
F01 - Pool	-	-	-	-	-
F03 - Capital Improv. Projects	-	-	-	-	-
F04 - Parks	-	-	-	-	-
F05 - Magistrate Special Rev.	1,500	-	-	1,500	-
F06 - State Grants	-	-	-	-	-
F07 - Yavapai-Apache Gaming	-	-	-	-	-
F09 - CDBG Grant	-	-	-	-	-
F10 - 9-1-1	-	-	-	-	-
F13 - Debt Service	-	-	-	-	-
F15 - Library Building	-	-	-	-	-
F16 - Impact Fee	-	-	-	-	-
F18 - Housing Grant	-	-	-	-	-
F19 - Donations	-	-	-	-	-
F20 - Streets HURF	-	-	-	-	-
Total (ft^2)	63,580	19,313	19,313	5,641	19,313

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Buildings & Improvements Depreciation
Allocation of Depreciation Expense

Departments	Total	Chamber of Commerce	Historical Society	Town Hall	Rio Verde Plaza 497 S. Main Street	Direct
F01 - Mayor & Council	$ 1,372	$ -	$ -	$ 1,372	$ -	$ -
F01 - Town Manager	892	-	-	892	-	-
F01 - Town Clerk	1,649	-	-	1,649	-	-
F01 - Finance	247	133	32	-	82	-
F01 - Human Resources	-	-	-	-	-	-
F01 - Housing	672	-	-	672	-	-
F01 - Legal	-	-	-	-	-	-
F01 - Non-Departmental	-	-	-	-	-	-
F01 - Maintenance	1,243	612	146	110	375	-
F01 - Municipal Court	-	-	-	-	-	-
F01 - Public Works & Engineer	1,312	537	128	-	329	318
F01 - Community Development	1,175	-	-	1,175	-	-
F01 - Building	1,299	-	-	1,299	-	-
F01 - Marshal	40,245	-	-	-	-	40,245
F01 - Animal Control	-	-	-	-	-	-
F01 - Camp Verde Comm. Library	3,497	-	-	-	-	3,497
F01 - Beaver Creek Library	-	-	-	-	-	-
F01 - Parks & Recreation	21,810	3,482	830	-	2,134	15,364
F01 - Special Events	-	-	-	-	-	-
F01 - Pool	597	-	-	-	-	597
F03 - Capital Improv. Projects	-	-	-	-	-	-
F04 - Parks	-	-	-	-	-	-
F05 - Magistrate Special Rev.	2,597	-	-	2,597	-	-
F06 - State Grants	-	-	-	-	-	-
F07 - Yavapai-Apache Gaming	-	-	-	-	-	-
F09 - CDBG Grant	-	-	-	-	-	-
F10 - 9-1-1	-	-	-	-	-	-
F13 - Debt Service	-	-	-	-	-	-
F15 - Library Building	-	-	-	-	-	-
F16 - Impact Fee	-	-	-	-	-	-
F18 - Housing Grant	-	-	-	-	-	-
F19 - Donations	-	-	-	-	-	-
F20 - Streets HURF	-	-	-	-	-	-
Total	$ 78,607	$ 4,764	$ 1,136	$ 9,766	$ 2,920	$ 60,021

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

Vehicles, Furniture & Equipment Depreciation

Nature and Extent of Services:

The depreciation for vehicles, furniture and equipment provides recognition that the vehicles, furniture and equipment provide value as they provide services to the various departments that make use of them.

The depreciation costs are allocated as follows:

The total depreciation costs have been allocated based upon percentage of use. In those instances where an item is used by a single department, the total cost of depreciation is allocated directly to the department.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Vehicles, Furniture & Equipment Depreciation
Percentage Use Allocation

Departments	Total	Video Surveillance System	Color Copier LD245	Color Copier LD265	Color Copier LD275
F01 - Mayor & Council	50	-	25	25	-
F01 - Town Manager	50	-	25	25	-
F01 - Town Clerk	50	-	25	25	-
F01 - Finance	34	-	-	-	34
F01 - Human Resources	-	-	-	-	-
F01 - Housing	-	-	-	-	-
F01 - Legal	-	-	-	-	-
F01 - Non-Departmental	-	-	-	-	-
F01 - Maintenance	-	-	-	-	-
F01 - Municipal Court	-	-	-	-	-
F01 - Public Works & Engineer	-	-	-	-	-
F01 - Community Development	-	-	-	-	-
F01 - Building	-	-	-	-	-
F01 - Marshal	-	-	-	-	-
F01 - Animal Control	-	-	-	-	-
F01 - Camp Verde Comm. Library	-	-	-	-	-
F01 - Beaver Creek Library	-	-	-	-	-
F01 - Parks & Recreation	83	50	-	-	33
F01 - Special Events	50	-	25	25	-
F01 - Pool	50	50	-	-	-
F03 - Capital Improv. Projects	-	-	-	-	-
F04 - Parks	-	-	-	-	-
F05 - Magistrate Special Rev.	-	-	-	-	-
F06 - State Grants	-	-	-	-	-
F07 - Yavapai-Apache Gaming	-	-	-	-	-
F09 - CDBG Grant	-	-	-	-	-
F10 - 9-1-1	-	-	-	-	-
F13 - Debt Service	-	-	-	-	-
F15 - Library Building	-	-	-	-	-
F16 - Impact Fee	-	-	-	-	-
F18 - Housing Grant	-	-	-	-	-
F19 - Donations	-	-	-	-	-
F20 - Streets HURF	33	-	-	-	33
Total (% of use)	400	100	100	100	100

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
Vehicles, Furniture & Equipment Depreciation
Allocation of Depreciation Expense

Departments	Total	Video Surveillance System	Color Copier LD245	Color Copier LD265	Color Copier LD275	Direct
F01 - Mayor & Council	$ 1,081	$ -	$ 347	$ 734	$ -	$ -
F01 - Town Manager	1,083	-	347	736	-	-
F01 - Town Clerk	1,083	-	347	736	-	-
F01 - Finance	1,077	-	-	-	1,077	-
F01 - Human Resources	-	-	-	-	-	-
F01 - Housing	-	-	-	-	-	-
F01 - Legal	-	-	-	-	-	-
F01 - Non-Departmental	-	-	-	-	-	-
F01 - Maintenance	1,907	-	-	-	-	1,907
F01 - Municipal Court	-	-	-	-	-	-
F01 - Public Works & Engineer	-	-	-	-	-	-
F01 - Community Development	3,575	-	-	-	-	3,575
F01 - Building	-	-	-	-	-	-
F01 - Marshal	59,324	-	-	-	-	59,324
F01 - Animal Control	-	-	-	-	-	-
F01 - Camp Verde Comm. Library	-	-	-	-	-	-
F01 - Beaver Creek Library	-	-	-	-	-	-
F01 - Parks & Recreation	19,220	454	-	-	1,045	17,721
F01 - Special Events	1,083	-	347	736	-	-
F01 - Pool	453	453	-	-	-	-
F03 - Capital Improv. Projects	-	-	-	-	-	-
F04 - Parks	-	-	-	-	-	-
F05 - Magistrate Special Rev.	3,485	-	-	-	-	3,485
F06 - State Grants	-	-	-	-	-	-
F07 - Yavapai-Apache Gaming	-	-	-	-	-	-
F09 - CDBG Grant	-	-	-	-	-	-
F10 - 9-1-1	-	-	-	-	-	-
F13 - Debt Service	-	-	-	-	-	-
F15 - Library Building	-	-	-	-	-	-
F16 - Impact Fee	-	-	-	-	-	-
F18 - Housing Grant	-	-	-	-	-	-
F19 - Donations	-	-	-	-	-	-
F20 - Streets HURF	39,649	-	-	-	1,045	38,604
Total	$ 133,020	$ 907	$ 1,388	$ 2,942	$ 3,167	$ 124,616

Source: Town's capital asset schedules

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Mayor & Council

Nature and Extent of Services:

The Major and Council are advocates and representatives for citizens at all levels of government, regardless of candidate or party affiliation. They perform legislative, budgetary, and policy-making functions, direct the responsible use of Town resources, and establish vision and set directions for department activities to plan for future community challenges and opportunities.

The department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Mayor & Council	Cost allocated based on budgeted expenditures.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Mayor & Council
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 38,345			$ 38,345
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	1,372			1,372
Vehicles, Furniture & Equipment	1,081			1,081
Total Additions	2,453			2,453
Deductions:				
Capital Outlay Expenditures	-			-
Total Deductions	-			-
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 244	$ 169	413
F01 - Town Manager		9,652	1,041	10,693
F01 - Town Clerk		1,018	238	1,256
F01 - Finance		4,642	586	5,228
F01 - Human Resources		2,512	280	2,792
F01 - Legal		422	25	447
F01 - Non-Departmental		4,157	291	4,448
F01 - Maintenance		5,478	2,067	7,545
F01 - Marshal		51	6	57
Total Allocated Indirect Costs		28,176	4,703	32,879
Total Cost of Services	$ 40,798	$ 28,176	$ 4,703	$ 73,677

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Mayor & Council
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Mayor & Council
Departmental Expenditures			
Wages & Benefits			
Salaries & Wages	$ 2,400	$ -	$ 2,400
Fringe Benefits	447	-	447
Total Wages & Benefits	2,847	-	2,847
Supplies & Services	35,498	-	35,498
Capital Outlay	-	-	
Total Departmental Expenditures	38,345	-	38,345
Cost Adjustments:			
Additions:			
Depreciation			
Land Improvements	-		
Infrastructure	-		
Buildings & Improvements	1,372		
Vehicles, Furniture & Equipment	1,081		
Total Depreciation	2,453	2,453	
Total Additions	2,453	2,453	
Deductions:			
Capital Outlay	-		
Total Deductions	-	-	
Functional Cost	40,798	2,453	38,345
Reallocate Administrative Expense	-	(2,453)	2,453
Gross Allocation	40,798	-	40,798
Unallocated Direct Costs	-		-
Net Allocation Out	40,798		40,798
First Allocation In	28,176	28,176	
Reallocate Administrative Expense	-	(28,176)	28,176
Gross Allocation	28,176	-	28,176
Unallocated Indirect Costs	-		-
Net Allocation Out	28,176		28,176
Second Allocation In	4,703	4,703	
Reallocate Administrative Expense	-	(4,703)	4,703
Gross Allocation	4,703	-	4,703
Unallocated Indirect Costs	-		-
Net Allocation Out	4,703		4,703
Total Allocated Out	$ 73,677	$ -	$ 73,677

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Mayor & Council
Detail Allocation of Mayor & Council

	Budgeted Expenditures		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 244	$ 169	$ 413
F01 - Town Manager	200,246	1.8%	734	507	1,241
F01 - Town Clerk	286,179	2.5%	1,020	704	1,724
F01 - Finance	241,956	2.1%	857	592	1,449
F01 - Human Resources	37,824	0.3%	122	85	207
F01 - Housing	117,090	1.0%	408	282	690
F01 - Legal	72,091	0.6%	245	169	414
F01 - Non-Departmental	526,505	4.6%	1,877	1,296	3,173
F01 - Maintenance	423,141	3.7%	1,510	1,043	2,553
F01 - Municipal Court	373,521	3.3%	1,346	930	2,276
F01 - Public Works & Engineer	507,311	4.4%	1,795	1,240	3,035
F01 - Community Development	500,444	4.4%	1,795	1,240	3,035
F01 - Building	155,700	1.4%	571	394	965
F01 - Marshal	2,243,381	19.4%	7,915	5,466	13,381
F01 - Animal Control	123,446	1.1%	449	310	759
F01 - Camp Verde Comm. Library	379,054	3.3%	1,346	930	2,276
F01 - Beaver Creek Library	26,727	0.2%	82	56	138
F01 - Parks & Recreation	284,884	2.5%	1,020	704	1,724
F01 - Special Events	74,576	0.7%	286	197	483
F01 - Pool	123,957	1.1%	449	310	759
F03 - Capital Improv. Projects	730,746	6.4%	2,611	1,803	4,414
F04 - Parks	356,300	3.1%	1,265	873	2,138
F05 - Magistrate Special Rev.	42,411	0.4%	163	113	276
F06 - State Grants	131,741	1.2%	490	338	828
F07 - Yavapai-Apache Gaming	31,000	0.3%	122	85	207
F09 - CDBG Grant	681,808	6.0%	2,448	1,691	4,139
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	1,102	761	1,863
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	2,121	1,465	3,586
F19 - Donations	9,600	0.1%	41	28	69
F20 - Streets HURF	1,778,169	15.6%	6,364	4,395	10,759
TOTAL	$ 11,431,480	100.0%	$ 40,798	$ 28,176	$ 68,974

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Town Manager

Nature and Extent of Services:

To build partnerships with Council, staff and citizens that foster the efficient administration of all Town affairs, which are under the Town Manager's control.

A portion of the department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Town Manager	Cost allocated based on number of employees per department.
Finance	Cost allocated based on budgeted expenditures.
Workers Compensation	Cost allocated based on the number of insurance claims per department.
General Liability	Cost allocated based on budgeted expenditures

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 262,542			$ 262,542
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	892			892
Vehicles, Furniture & Equipment	1,083			1,083
Total Additions	1,975			1,975
Deductions:				
Capital Outlay Expenditures	-			-
Total Deductions	-			-
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 734	$ 507	1,241
F01 - Town Manager		7,629	823	8,452
F01 - Town Clerk		2,463	584	3,047
F01 - Finance		4,971	628	5,599
F01 - Human Resources		706	79	785
F01 - Legal		1,278	75	1,353
F01 - Non-Departmental		7,016	486	7,502
F01 - Maintenance		3,765	1,423	5,188
F01 - Marshal		-	-	-
Total Allocated Indirect Costs		28,562	4,605	33,167
Total Cost of Services	$ 264,517	$ 28,562	$ 4,605	$ 297,684

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Town Manager	Finance	Workers Compensation	General Liability
Departmental Expenditures						
Wages & Benefits						
Salaries & Wages	$ 215,572	$ -	$ 179,118	$ 22,402	$ 9,368	$ 4,684
Fringe Benefits	40,608	-	33,741	4,220	1,765	882
Total Wages & Benefits	256,180	-	212,859	26,622	11,133	5,566
Supplies & Services	6,362	-	5,302	424	424	212
Capital Outlay	-	-				
Total Departmental Expenditures	262,542	-	218,161	27,046	11,557	5,778
Cost Adjustments:						
Additions:						
Depreciation						
Land Improvements	-					
Infrastructure	-					
Buildings & Improvements	892					
Vehicles, Furniture & Equipment	1,083					
Total Depreciation	1,975	1,975				
Total Additions	1,975	1,975				
Deductions:						
Capital Outlay	-	-				
Total Deductions	-	-				
Functional Cost	264,517	1,975	218,161	27,046	11,557	5,778
Reallocate Administrative Expense	-	(1,975)	1,642	203	87	43
Gross Allocation	264,517	-	219,803	27,249	11,644	5,821
Unallocated Direct Costs	-		-	-	-	-
Net Allocation Out	264,517		219,803	27,249	11,644	5,821
First Allocation In	28,562	28,562				
Reallocate Administrative Expense	-	(28,562)	23,734	2,942	1,257	629
Gross Allocation	28,562	-	23,734	2,942	1,257	629
Unallocated Indirect Costs	-		-	-	-	-
Net Allocation Out	28,562		23,734	2,942	1,257	629
Second Allocation In	4,605	4,605				
Reallocate Administrative Expense	-	(4,605)	3,827	474	203	101
Gross Allocation	4,605	-	3,827	474	203	101
Unallocated Indirect Costs	-		-	-	-	-
Net Allocation Out	4,605		3,827	474	203	101
Total Allocated Out	$ 297,684	$ -	$ 247,364	$ 30,665	$ 13,104	$ 6,551

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Detail Allocation of Town Manager

	Personnel		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	4.00	4.3%	$ 9,450	$ 1,020	$ 10,470
F01 - Town Manager	3.00	3.2%	7,034	759	7,793
F01 - Town Clerk	2.80	3.0%	6,594	712	7,306
F01 - Finance	1.50	1.6%	3,517	380	3,897
F01 - Human Resources	0.70	0.7%	1,539	166	1,705
F01 - Housing	0.40	0.4%	879	95	974
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	6.67	7.1%	15,606	1,685	17,291
F01 - Municipal Court	5.00	5.3%	11,650	1,258	12,908
F01 - Public Works & Engineer	1.75	1.9%	4,176	451	4,627
F01 - Community Development	2.90	3.1%	6,814	736	7,550
F01 - Building	2.10	2.2%	4,836	522	5,358
F01 - Marshal	29.05	31.0%	68,139	7,358	75,497
F01 - Animal Control	2.00	2.1%	4,616	498	5,114
F01 - Camp Verde Comm. Library	6.80	7.2%	15,826	1,709	17,535
F01 - Beaver Creek Library	1.20	1.3%	2,857	309	3,166
F01 - Parks & Recreation	9.30	9.9%	21,760	2,350	24,110
F01 - Special Events	0.21	0.2%	440	47	487
F01 - Pool	0.12	0.1%	220	24	244
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	1.00	1.1%	2,418	261	2,679
F06 - State Grants	1.89	2.0%	4,396	475	4,871
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	1.20	1.3%	2,857	309	3,166
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	0.60	0.6%	1,319	142	1,461
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	9.81	10.4%	22,860	2,468	25,328
TOTAL	94.00	100.0%	$ 219,803	$ 23,734	$ 243,537

Source: Town's FY 2008-09 Payroll Report

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Detail Allocation of Finance

	Budgeted Expenditures		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 166	$ 18	$ 184
F01 - Town Manager	200,246	1.8%	490	53	543
F01 - Town Clerk	286,179	2.5%	681	74	755
F01 - Finance	241,956	2.1%	572	62	634
F01 - Human Resources	37,824	0.3%	82	9	91
F01 - Housing	117,090	1.0%	272	29	301
F01 - Legal	72,091	0.6%	163	18	181
F01 - Non-Departmental	526,505	4.6%	1,253	135	1,388
F01 - Maintenance	423,141	3.7%	1,008	109	1,117
F01 - Municipal Court	373,521	3.3%	899	97	996
F01 - Public Works & Engineer	507,311	4.4%	1,199	129	1,328
F01 - Community Development	500,444	4.4%	1,199	129	1,328
F01 - Building	155,700	1.4%	381	41	422
F01 - Marshal	2,243,381	19.4%	5,286	571	5,857
F01 - Animal Control	123,446	1.1%	300	32	332
F01 - Camp Verde Comm. Library	379,054	3.3%	899	97	996
F01 - Beaver Creek Library	26,727	0.2%	54	6	60
F01 - Parks & Recreation	284,884	2.5%	681	74	755
F01 - Special Events	74,576	0.7%	191	21	212
F01 - Pool	123,957	1.1%	300	32	332
F03 - Capital Improv. Projects	730,746	6.4%	1,744	188	1,932
F04 - Parks	356,300	3.1%	845	91	936
F05 - Magistrate Special Rev.	42,411	0.4%	109	12	121
F06 - State Grants	131,741	1.2%	327	35	362
F07 - Yavapai-Apache Gaming	31,000	0.3%	82	9	91
F09 - CDBG Grant	681,808	6.0%	1,635	177	1,812
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	736	79	815
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	1,417	153	1,570
F19 - Donations	9,600	0.1%	27	3	30
F20 - Streets HURF	1,778,169	15.6%	4,251	459	4,710
TOTAL	$ 11,431,480	100.0%	$ 27,249	$ 2,942	$ 30,191

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Detail Allocation of Workers Compensation

	Insurance Claims		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	-	0.0%	$ -	$ -	$ -
F01 - Town Manager	-	0.0%	-	-	-
F01 - Town Clerk	-	0.0%	-	-	-
F01 - Finance	1.0	8.5%	990	107	1,097
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	-	0.0%	-	-	-
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	-	0.0%	-	-	-
F01 - Public Works & Engineer	-	0.0%	-	-	-
F01 - Community Development	1.0	8.5%	990	107	1,097
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	7.0	59.6%	6,940	749	7,689
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	-	0.0%	-	-	-
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	1.3	10.6%	1,234	133	1,367
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	1.5	12.8%	1,490	161	1,651
TOTAL	11.8	100.0%	$ 11,644	$ 1,257	$ 12,901

Source: Town's insurance claims history

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Manager
Detail Allocation of General Liability

	Budgeted Expenditures		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 36	$ 2	$ 38
F01 - Town Manager	200,246	1.8%	105	11	116
F01 - Town Clerk	286,179	2.5%	146	16	162
F01 - Finance	241,956	2.1%	122	13	135
F01 - Human Resources	37,824	0.3%	17	2	19
F01 - Housing	117,090	1.0%	58	6	64
F01 - Legal	72,091	0.6%	35	4	39
F01 - Non-Departmental	526,505	4.6%	268	29	297
F01 - Maintenance	423,141	3.7%	215	23	238
F01 - Municipal Court	373,521	3.3%	192	21	213
F01 - Public Works & Engineer	507,311	4.4%	256	28	284
F01 - Community Development	500,444	4.4%	256	28	284
F01 - Building	155,700	1.4%	81	9	90
F01 - Marshal	2,243,381	19.4%	1,129	122	1,251
F01 - Animal Control	123,446	1.1%	64	7	71
F01 - Camp Verde Comm. Library	379,054	3.3%	192	21	213
F01 - Beaver Creek Library	26,727	0.2%	12	1	13
F01 - Parks & Recreation	284,884	2.5%	146	16	162
F01 - Special Events	74,576	0.7%	41	4	45
F01 - Pool	123,957	1.1%	64	7	71
F03 - Capital Improv. Projects	730,746	6.4%	373	40	413
F04 - Parks	356,300	3.1%	180	19	199
F05 - Magistrate Special Rev.	42,411	0.4%	23	3	26
F06 - State Grants	131,741	1.2%	70	8	78
F07 - Yavapai-Apache Gaming	31,000	0.3%	17	2	19
F09 - CDBG Grant	681,808	6.0%	349	38	387
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	157	17	174
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	303	33	336
F19 - Donations	9,600	0.1%	6	1	7
F20 - Streets HURF	1,778,169	15.6%	908	98	1,006
TOTAL	$ 11,431,480	100.0%	$ 5,821	$ 629	$ 6,450

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Town Clerk

Nature and Extent of Services:

The Clerk is the Election Official and performs those duties required by state statute. The Clerk maintains a true and accurate record of all business transactions by the Council and all other records that pertain to the business of the Town or that Council directs. They serve as the Records and Information Manager as well as issuing all licenses that may be prescribed by state statute, Town ordinance, or the Town Code. The Clerk provides administrative support to the Mayor, Council, and Town Manager.

A portion of the department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Town Clerk	Cost allocated based on departmental budgeted expenditures.
Mail	Cost allocated based on departmental postage expenditures.
Fleet	Cost allocated based on departments' percentage of use of Town vehicles tracked by mileage.

The Clerk issues licenses and records such as business licenses, liquor licenses, and public records requests. The fees associated with the services provided by the Clerk include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 162,514			$ 162,514
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	1,649			1,649
Vehicles, Furniture & Equipment	1,083			1,083
Total Additions	2,732			2,732
Deductions:				
Capital Outlay Expenditures	-			-
Total Deductions	-			-
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 1,020	$ 704	1,724
F01 - Town Manager		7,421	802	8,223
F01 - Town Clerk		5,654	1,339	6,993
F01 - Finance		6,920	874	7,794
F01 - Human Resources		1,059	119	1,178
F01 - Legal		1,775	104	1,879
F01 - Non-Departmental		8,457	587	9,044
F01 - Maintenance		6,846	2,586	9,432
F01 - Marshal		26	4	30
Total Allocated Indirect Costs		39,178	7,119	46,297
Total Cost of Services	$ 165,246	$ 39,178	$ 7,119	$ 211,543

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Town Clerk	Mail	Fleet Maintenance	Elections
Departmental Expenditures						
Wages & Benefits						
Salaries & Wages	$ 90,031	$ 23,285	$ 55,284	$ 4,969	$ 1,524	$ 4,969
Fringe Benefits	43,904	11,355	26,960	2,423	743	2,423
Total Wages & Benefits	133,935	34,640	82,244	7,392	2,267	7,392
Supplies & Services	28,579	-	17,957	1,135	348	9,139
Capital Outlay	-	-				
Total Departmental Expenditures	162,514	34,640	100,201	8,527	2,615	16,531
Cost Adjustments:						
Additions:						
Depreciation						
Land Improvements	-					
Infrastructure	-					
Buildings & Improvements	1,649					
Vehicles, Furniture & Equipment	1,083					
Total Depreciation	2,732	2,732				
Total Additions	2,732	2,732				
Deductions:						
Capital Outlay	-	-				
Total Deductions	-	-				
Functional Cost	165,246	37,372	100,201	8,527	2,615	16,531
Reallocate Administrative Expense	-	(37,372)	29,285	2,492	764	4,831
Gross Allocation	165,246	-	129,486	11,019	3,379	21,362
Unallocated Direct Costs	21,362		-	-	-	21,362
Net Allocation Out	143,884		129,486	11,019	3,379	-
First Allocation In	39,178	39,178				
Reallocate Administrative Expense	-	(39,178)	30,700	2,612	801	5,065
Gross Allocation	39,178	-	30,700	2,612	801	5,065
Unallocated Indirect Costs	5,065		-	-	-	5,065
Net Allocation Out	34,113		30,700	2,612	801	-
Second Allocation In	7,119	7,119				
Reallocate Administrative Expense	-	(7,119)	5,578	475	146	920
Gross Allocation	7,119	-	5,578	475	146	920
Unallocated Indirect Costs	920		-	-	-	920
Net Allocation Out	6,199		5,578	475	146	-
Total Allocated Out	$ 184,196	$ -	$ 165,764	$ 14,106	$ 4,326	$ -

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
Detail Allocation of Town Clerk

	Budgeted Expenditures		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 781	$ 182	$ 963
F01 - Town Manager	200,246	1.8%	2,331	553	2,884
F01 - Town Clerk	286,179	2.5%	3,237	768	4,005
F01 - Finance	241,956	2.1%	2,719	645	3,364
F01 - Human Resources	37,824	0.3%	388	92	480
F01 - Housing	117,090	1.0%	1,295	307	1,602
F01 - Legal	72,091	0.6%	777	184	961
F01 - Non-Departmental	526,505	4.6%	5,956	1,412	7,368
F01 - Maintenance	423,141	3.7%	4,791	1,136	5,927
F01 - Municipal Court	373,521	3.3%	4,273	1,013	5,286
F01 - Public Works & Engineer	507,311	4.4%	5,697	1,351	7,048
F01 - Community Development	500,444	4.4%	5,697	1,351	7,048
F01 - Building	155,700	1.4%	1,813	430	2,243
F01 - Marshal	2,243,381	19.4%	25,120	5,956	31,076
F01 - Animal Control	123,446	1.1%	1,424	338	1,762
F01 - Camp Verde Comm. Library	379,054	3.3%	4,273	1,013	5,286
F01 - Beaver Creek Library	26,727	0.2%	259	61	320
F01 - Parks & Recreation	284,884	2.5%	3,237	768	4,005
F01 - Special Events	74,576	0.7%	906	215	1,121
F01 - Pool	123,957	1.1%	1,424	338	1,762
F03 - Capital Improv. Projects	730,746	6.4%	8,287	1,965	10,252
F04 - Parks	356,300	3.1%	4,014	952	4,966
F05 - Magistrate Special Rev.	42,411	0.4%	518	123	641
F06 - State Grants	131,741	1.2%	1,554	368	1,922
F07 - Yavapai-Apache Gaming	31,000	0.3%	388	92	480
F09 - CDBG Grant	681,808	6.0%	7,769	1,842	9,611
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	3,496	829	4,325
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	6,733	1,596	8,329
F19 - Donations	9,600	0.1%	129	31	160
F20 - Streets HURF	1,778,169	15.6%	20,200	4,789	24,989
TOTAL	$11,431,480	100.0%	$ 129,486	$ 30,700	$ 160,186

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
Detail Allocation of Mail

	Postage		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ -	0.0%	$ -	$ -	$ -
F01 - Town Manager	63	1.2%	132	31	163
F01 - Town Clerk	1,050	20.1%	2,214	523	2,737
F01 - Finance	788	15.0%	1,653	392	2,045
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	179	3.4%	375	89	464
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	1,035	19.7%	2,171	515	2,686
F01 - Public Works & Engineer	-	0.0%	-	-	-
F01 - Community Development	776	14.8%	1,631	387	2,018
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	706	13.5%	1,488	353	1,841
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	28	0.5%	55	13	68
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	570	10.9%	1,201	285	1,486
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	47	0.9%	99	24	123
TOTAL	$ 5,242	100.0%	$ 11,019	$ 2,612	$ 13,631

Source: Town's FY 2008-09 General Ledger

Town of Camp Verde, AZ
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
Detail Allocation of Fleet Maintenance

	Administrative Vehicle Use		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	7	7.0%	$ 237	$ 56	$ 293
F01 - Town Manager	-	0.0%	-	-	-
F01 - Town Clerk	6	6.0%	203	48	251
F01 - Finance	-	0.0%	-	-	-
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	12	12.0%	405	96	501
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	-	0.0%	-	-	-
F01 - Public Works & Engineer	56	56.0%	1,892	449	2,341
F01 - Community Development	-	0.0%	-	-	-
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	-	0.0%	-	-	-
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	16	16.0%	541	128	669
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	3	3.0%	101	24	125
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	-	0.0%	-	-	-
TOTAL	100	100.0%	$ 3,379	$ 801	$ 4,180

Source: Town's FY 2008-09 Town Clerk Vehicle Usage Logs

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Town Clerk
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Current Agenda Packets + .10 per page	$ -	0.0%	$ 4.77	$ 4.05	$ 3.34	-	$ -	$ -	$ -
Per Page	0.10	200.0%	0.05	0.04	0.04	-	-	-	-
Minutes	0.25	4.9%	5.10	4.34	3.57	-	-	-	-
Recordings	2.00	39.2%	5.10	4.34	3.57	5	25.50	21.70	17.85
Public Record Request + .10 per page	-	0.0%	14.04	11.93	9.83	50	702.00	596.50	491.50
Per Page	0.10	142.9%	0.07	0.06	0.05	500	35.00	30.00	25.00
Business License List	200.00	100.0%	200.00	170.00	140.00	-	-	-	-
Publicity Pamphlet Argument	200.00	100.0%	200.00	170.00	140.00	4	800.00	680.00	560.00
Business License:									
New or Change in Ownership or Location									
Business License Fee	30.00	123.7%	24.25	20.61	16.98	120	2,910.00	2,473.20	2,037.60
Inspection/Setup Fee	50.00	222.4%	22.48	19.11	15.74	120	2,697.60	2,293.20	1,888.80
Renewal & Service Providers							-	-	-
Business License Fee	30.00	207.6%	14.45	12.28	10.12	574	8,294.30	7,048.72	5,808.88
Name Change in Addition to Annual Fee	10.00	139.9%	7.15	6.08	5.01	-	-	-	-
Information Change	10.00	139.9%	7.15	6.08	5.01	-	-	-	-
Rental Unit Fees:									
Residential (3 or more), Commercial, or Storage Unit Rental									
Business License Fee	30.00	123.7%	24.25	20.61	16.98	-	-	-	-
Inspection/Setup Fee	50.00	222.4%	22.48	19.11	15.74	-	-	-	-
Liquor Licenses:									
Application/Posting/Inspection Fee	150.00	60.7%	247.23	210.15	173.06	1	247.23	210.15	173.06
Business License Fee + the following:	30.00	123.7%	24.25	20.61	16.98	1	24.25	20.61	16.98
Series 01 through 14 and Series 16 & 17	50.00	100.0%	50.00	42.50	35.00	1	50.00	42.50	35.00
Series 15 Special Event (Temporary License)	100.00	100.0%	100.00	85.00	70.00	-	-	-	-
One-time Special Event Permit	50.00	100.0%	50.00	42.50	35.00	-	-	-	-
Information Change	-	0.0%	29.63	25.19	20.74	-	-	-	-
						Total	$ 15,785.88	$ 13,416.58	$ 11,054.67

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Finance

Nature and Extent of Services:

The Finance Department is responsible for all financial aspects of the Town. Some of these services include creating and monitoring the budget, creating monthly financial reports to monitor departments' compliance with the budget, maintaining the Town's bank accounts and investments, handling accounts payable and payroll, assisting in the Town's annual financial audit and many other financial type duties.

The department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Finance	Cost allocated based on budgeted expenditures.
Payroll	Cost allocated based on the number of employees.
Accounts Payable	Cost allocated based on the number of transactions.
General Ledger	Cost allocated based on budgeted expenditures.
Budget	Cost allocated based on budgeted expenditures.
Cash	Cost allocated based on the number of deposit transactions.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 226,202			$ 226,202
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	247			247
Vehicles, Furniture & Equipment	1,077			1,077
Total Additions	1,324			1,324
Deductions:				
Capital Outlay Expenditures	1,855			1,855
Total Deductions	1,855			1,855
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 857	$ 592	1,449
F01 - Town Manager		5,201	562	5,763
F01 - Town Clerk		4,372	1,037	5,409
F01 - Finance		7,286	919	8,205
F01 - Human Resources		882	99	981
F01 - Legal		1,491	87	1,578
F01 - Non-Departmental		4,652	322	4,974
F01 - Maintenance		3,765	1,423	5,188
F01 - Marshal	-	-	-	-
Total Allocated Indirect Costs		28,506	5,041	33,547
Total Cost of Services	$ 225,671	$ 28,506	$ 5,041	$ 259,218

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Finance	Payroll	Accounts Payable	General Ledger	Budget	Cash
Departmental Expenditures								
Wages & Benefits								
Salaries & Wages	$ 69,577	$ -	$ 1,184	$ 11,019	$ 21,673	$ 10,200	$ 20,401	$ 5,100
Fringe Benefits	22,685	-	386	3,593	7,065	3,326	6,652	1,663
Total Wages & Benefits	92,262	-	1,570	14,612	28,738	13,526	27,053	6,763
Supplies & Services	132,085	-	2,642	22,014	45,789	17,611	35,223	8,806
Capital Outlay	1,855	1,855						
Total Departmental Expenditures	226,202	1,855	4,212	36,626	74,527	31,137	62,276	15,569
Cost Adjustments:								
Additions:								
Depreciation								
Land Improvements	-							
Infrastructure	-							
Buildings & Improvements	247							
Vehicles, Furniture & Equipment	1,077							
Total Depreciation	1,324	1,324						
Total Additions	1,324	1,324						
Deductions:								
Capital Outlay	1,855	1,855						
Total Deductions	1,855	1,855						
Functional Cost	225,671	1,324	4,212	36,626	74,527	31,137	62,276	15,569
Reallocate Administrative Expense	-	(1,324)	24	216	440	184	368	92
Gross Allocation	225,671	-	4,236	36,842	74,967	31,321	62,644	15,661
Unallocated Direct Costs	-		-	-	-	-	-	-
Net Allocation Out	225,671		4,236	36,842	74,967	31,321	62,644	15,661
First Allocation In	28,506	28,506						
Reallocate Administrative Expense	-	(28,506)	535	4,654	9,470	3,956	7,913	1,978
Gross Allocation	28,506	-	535	4,654	9,470	3,956	7,913	1,978
Unallocated Indirect Costs	-		-	-	-	-	-	-
Net Allocation Out	28,506		535	4,654	9,470	3,956	7,913	1,978
Second Allocation In	5,041	5,041						
Reallocate Administrative Expense	-	(5,041)	94	823	1,675	700	1,399	350
Gross Allocation	5,041	-	94	823	1,675	700	1,399	350
Unallocated Indirect Costs	-		-	-	-	-	-	-
Net Allocation Out	5,041		94	823	1,675	700	1,399	350
Total Allocated Out	$ 259,218	$ -	$ 4,865	$ 42,319	$ 86,112	$ 35,977	$ 71,956	$ 17,989

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of Finance

DEPARTMENT NAMES	Budgeted Expenditures Number	Budgeted Expenditures Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 26	$ 2	$ 28
F01 - Town Manager	200,246	1.8%	76	10	86
F01 - Town Clerk	286,179	2.5%	106	13	119
F01 - Finance	241,956	2.1%	89	11	100
F01 - Human Resources	37,824	0.3%	13	2	15
F01 - Housing	117,090	1.0%	42	5	47
F01 - Legal	72,091	0.6%	25	3	28
F01 - Non-Departmental	526,505	4.6%	195	25	220
F01 - Maintenance	423,141	3.7%	157	20	177
F01 - Municipal Court	373,521	3.3%	140	18	158
F01 - Public Works & Engineer	507,311	4.4%	186	24	210
F01 - Community Development	500,444	4.4%	186	24	210
F01 - Building	155,700	1.4%	59	7	66
F01 - Marshal	2,243,381	19.4%	822	104	926
F01 - Animal Control	123,446	1.1%	47	6	53
F01 - Camp Verde Comm. Library	379,054	3.3%	140	18	158
F01 - Beaver Creek Library	26,727	0.2%	8	1	9
F01 - Parks & Recreation	284,884	2.5%	106	13	119
F01 - Special Events	74,576	0.7%	30	4	34
F01 - Pool	123,957	1.1%	47	6	53
F03 - Capital Improv. Projects	730,746	6.4%	271	34	305
F04 - Parks	356,300	3.1%	131	17	148
F05 - Magistrate Special Rev.	42,411	0.4%	17	2	19
F06 - State Grants	131,741	1.2%	51	6	57
F07 - Yavapai-Apache Gaming	31,000	0.3%	13	2	15
F09 - CDBG Grant	681,808	6.0%	254	32	286
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	114	14	128
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	220	28	248
F19 - Donations	9,600	0.1%	4	1	5
F20 - Streets HURF	1,778,169	15.6%	661	83	744
TOTAL	$ 11,431,480	100.0%	$ 4,236	535	$ 4,771

Source: Town's FY 2008-09 General Ledger

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of Payroll

DEPARTMENT NAMES	Personnel Number	Personnel Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	4.00	4.3%	$ 1,583	$ 199	$ 1,782
F01 - Town Manager	3.00	3.2%	1,179	149	1,328
F01 - Town Clerk	2.80	3.0%	1,105	140	1,245
F01 - Finance	1.50	1.6%	589	74	663
F01 - Human Resources	0.70	0.7%	258	33	291
F01 - Housing	0.40	0.4%	147	19	166
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	6.67	7.1%	2,616	330	2,946
F01 - Municipal Court	5.00	5.3%	1,953	247	2,200
F01 - Public Works & Engineer	1.75	1.9%	700	88	788
F01 - Community Development	2.90	3.1%	1,142	144	1,286
F01 - Building	2.10	2.2%	811	102	913
F01 - Marshal	29.05	31.0%	11,421	1,443	12,864
F01 - Animal Control	2.00	2.1%	774	98	872
F01 - Camp Verde Comm. Library	6.80	7.2%	2,653	335	2,988
F01 - Beaver Creek Library	1.20	1.3%	479	61	540
F01 - Parks & Recreation	9.30	9.9%	3,647	461	4,108
F01 - Special Events	0.21	0.2%	74	9	83
F01 - Pool	0.12	0.1%	37	5	42
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	1.00	1.1%	405	51	456
F06 - State Grants	1.89	2.0%	737	93	830
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	1.20	1.3%	479	61	540
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	0.60	0.6%	221	28	249
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	9.81	10.4%	3,832	484	4,316
TOTAL	94.00	100.0%	$ 36,842	$ 4,654	$ 41,496

Source: Town's FY 2008-09 Payroll Report

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of Accounts Payable

DEPARTMENT NAMES	Transactions Number	Transactions Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	155	3.3%	$ 2,471	$ 314	$ 2,785
F01 - Town Manager	126	2.7%	2,024	256	2,280
F01 - Town Clerk	164	3.5%	2,624	331	2,955
F01 - Finance	179	3.8%	2,849	360	3,209
F01 - Human Resources	53	1.1%	825	104	929
F01 - Housing	107	2.3%	1,724	218	1,942
F01 - Legal	13	0.3%	225	28	253
F01 - Non-Departmental	413	8.8%	6,597	833	7,430
F01 - Maintenance	476	10.2%	7,647	966	8,613
F01 - Municipal Court	228	4.9%	3,673	464	4,137
F01 - Public Works & Engineer	109	2.3%	1,724	218	1,942
F01 - Community Development	210	4.5%	3,374	426	3,800
F01 - Building	174	3.7%	2,774	350	3,124
F01 - Marshal	458	9.8%	7,347	928	8,275
F01 - Animal Control	49	1.0%	750	95	845
F01 - Camp Verde Comm. Library	264	5.7%	4,273	540	4,813
F01 - Beaver Creek Library	42	0.9%	675	85	760
F01 - Parks & Recreation	475	10.2%	7,647	966	8,613
F01 - Special Events	84	1.8%	1,349	170	1,519
F01 - Pool	106	2.3%	1,724	218	1,942
F03 - Capital Improv. Projects	31	0.7%	525	66	591
F04 - Parks	52	1.1%	825	104	929
F05 - Magistrate Special Rev.	18	0.4%	300	38	338
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	26	0.6%	450	57	507
F09 - CDBG Grant	7	0.1%	75	9	84
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	20	0.4%	300	38	338
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	46	1.0%	750	95	845
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	587	12.6%	9,446	1,193	10,639
TOTAL	4,672	100.0%	$ 74,967	$ 9,470	$ 84,437

Source: Town's FY 2008-09 General Ledger

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of General Ledger

DEPARTMENT NAMES	Budgeted Expenditures Number	Budgeted Expenditures Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 186	$ 22	$ 208
F01 - Town Manager	200,246	1.8%	564	71	635
F01 - Town Clerk	286,179	2.5%	783	99	882
F01 - Finance	241,956	2.1%	658	83	741
F01 - Human Resources	37,824	0.3%	94	12	106
F01 - Housing	117,090	1.0%	313	40	353
F01 - Legal	72,091	0.6%	188	24	212
F01 - Non-Departmental	526,505	4.6%	1,441	182	1,623
F01 - Maintenance	423,141	3.7%	1,159	146	1,305
F01 - Municipal Court	373,521	3.3%	1,034	131	1,165
F01 - Public Works & Engineer	507,311	4.4%	1,378	174	1,552
F01 - Community Development	500,444	4.4%	1,378	174	1,552
F01 - Building	155,700	1.4%	438	55	493
F01 - Marshal	2,243,381	19.4%	6,076	767	6,843
F01 - Animal Control	123,446	1.1%	345	44	389
F01 - Camp Verde Comm. Library	379,054	3.3%	1,034	131	1,165
F01 - Beaver Creek Library	26,727	0.2%	63	8	71
F01 - Parks & Recreation	284,884	2.5%	783	99	882
F01 - Special Events	74,576	0.7%	219	28	247
F01 - Pool	123,957	1.1%	345	44	389
F03 - Capital Improv. Projects	730,746	6.4%	2,005	253	2,258
F04 - Parks	356,300	3.1%	971	123	1,094
F05 - Magistrate Special Rev.	42,411	0.4%	125	16	141
F06 - State Grants	131,741	1.2%	376	47	423
F07 - Yavapal-Apache Gaming	31,000	0.3%	94	12	106
F09 - CDBG Grant	681,808	6.0%	1,879	237	2,116
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	846	107	953
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	1,629	206	1,835
F19 - Donations	9,600	0.1%	31	4	35
F20 - Streets HURF	1,778,169	15.6%	4,886	617	5,503
TOTAL	$ 11,431,480	100.0%	$ 31,321	$ 3,956	$ 35,277

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of Budget

DEPARTMENT NAMES	Budgeted Expenditures Number	Budgeted Expenditures Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 376	$ 49	$ 425
F01 - Town Manager	200,246	1.8%	1,128	142	1,270
F01 - Town Clerk	286,179	2.5%	1,566	198	1,764
F01 - Finance	241,956	2.1%	1,316	166	1,482
F01 - Human Resources	37,824	0.3%	188	24	212
F01 - Housing	117,090	1.0%	626	79	705
F01 - Legal	72,091	0.6%	376	47	423
F01 - Non-Departmental	526,505	4.6%	2,882	364	3,246
F01 - Maintenance	423,141	3.7%	2,318	293	2,611
F01 - Municipal Court	373,521	3.3%	2,067	261	2,328
F01 - Public Works & Engineer	507,311	4.4%	2,756	348	3,104
F01 - Community Development	500,444	4.4%	2,756	348	3,104
F01 - Building	155,700	1.4%	877	111	988
F01 - Marshal	2,243,381	19.4%	12,153	1,535	13,688
F01 - Animal Control	123,446	1.1%	689	87	776
F01 - Camp Verde Comm. Library	379,054	3.3%	2,067	261	2,328
F01 - Beaver Creek Library	26,727	0.2%	125	16	141
F01 - Parks & Recreation	284,884	2.5%	1,566	198	1,764
F01 - Special Events	74,576	0.7%	439	55	494
F01 - Pool	123,957	1.1%	689	87	776
F03 - Capital Improv. Projects	730,746	6.4%	4,009	506	4,515
F04 - Parks	356,300	3.1%	1,942	245	2,187
F05 - Magistrate Special Rev.	42,411	0.4%	251	32	283
F06 - State Grants	131,741	1.2%	752	95	847
F07 - Yavapai-Apache Gaming	31,000	0.3%	188	24	212
F09 - CDBG Grant	681,808	6.0%	3,759	475	4,234
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	1,691	214	1,905
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	3,257	411	3,668
F19 - Donations	9,600	0.1%	63	8	71
F20 - Streets HURF	1,778,169	15.6%	9,772	1,234	11,006
TOTAL	$ 11,431,480	100.0%	$ 62,644	$ 7,913	$ 70,557

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Finance
Detail Allocation of Cash

DEPARTMENT NAMES	Deposit Transactions Number	Deposit Transactions Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	-	0.0%	$ -	$ -	$ -
F01 - Town Manager	-	0.0%	-	-	-
F01 - Town Clerk	40	4.7%	736	93	829
F01 - Finance	98	11.4%	1,785	225	2,010
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	44	5.1%	799	101	900
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	25	2.9%	454	57	511
F01 - Public Works & Engineer	-	0.0%	-	-	-
F01 - Community Development	-	0.0%	-	-	-
F01 - Building	198	23.2%	3,634	459	4,093
F01 - Marshal	37	4.3%	673	85	758
F01 - Animal Control	48	5.6%	877	111	988
F01 - Camp Verde Comm. Library	148	17.3%	2,709	342	3,051
F01 - Beaver Creek Library	7	0.8%	125	16	141
F01 - Parks & Recreation	171	20.0%	3,132	396	3,528
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	24	2.8%	439	55	494
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	5	0.6%	94	12	106
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	11	1.3%	204	26	230
TOTAL	856	100.0%	$ 15,661	$ 1,978	$ 17,639

Source: Town's FY 2008-09 General Ledger

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Human Resources

Nature and Extent of Services:

The Human Resources Department is responsible for the overall administration of all human resource related functions including: compensations issues, interpretation and development of personnel policies, staff development, the employment process which includes recruitment and retention as well as benefits administration.

The department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Human Resources Cost allocated based on Budgeted FTE.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Human Resources
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 44,109			$ 44,109
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	-			-
Vehicles, Furniture & Equipment	-			-
Total Additions	-			-
Deductions:				
Capital Outlay Expenditures	-			-
Total Deductions	-			-
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 122	$ 85	207
F01 - Town Manager		1,638	177	1,815
F01 - Town Clerk		388	92	480
F01 - Finance		1,378	175	1,553
F01 - Human Resources		706	79	785
F01 - Legal		213	12	225
F01 - Non-Departmental		494	34	528
F01 - Maintenance		-	-	-
F01 - Marshal		-	-	-
Total Allocated Indirect Costs		4,939	654	5,593
Total Cost of Services	$ 44,109	$ 4,939	$ 654	$ 49,702

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Human Resources
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Human Resources
Departmental Expenditures			
Wages & Benefits			
Salaries & Wages	$ 37,771	$ -	$ 37,771
Fringe Benefits	-	-	-
Total Wages & Benefits	37,771	-	37,771
Supplies & Services	6,338	-	6,338
Capital Outlay	-	-	
Total Departmental Expenditures	44,109	-	44,109
Cost Adjustments:			
Additions:			
Depreciation			
Land Improvements	-		
Infrastructure	-		
Buildings & Improvements	-		
Vehicles, Furniture & Equipment	-		
Total Depreciation	-	-	
Total Additions	-	-	
Deductions:			
Capital Outlay	-	-	
Total Deductions	-		
Functional Cost	44,109	-	44,109
Reallocate Administrative Expense	-	-	-
Gross Allocation	44,109	-	44,109
Unallocated Direct Costs	-		-
Net Allocation Out	44,109		44,109
First Allocation In	4,939	4,939	
Reallocate Administrative Expense	-	(4,939)	4,939
Gross Allocation	4,939	-	4,939
Unallocated Indirect Costs	-		-
Net Allocation Out	4,939		4,939
Second Allocation In	654	654	
Reallocate Administrative Expense	-	(654)	654
Gross Allocation	654	-	654
Unallocated Indirect Costs	-		-
Net Allocation Out	654		654
Total Allocated Out	$ 49,702	$ -	$ 49,702

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Human Resources
Detail Allocation of Human Resources

	Employee FTE		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	7.0	5.7%	$ 2,512	$ 280	$ 2,792
F01 - Town Manager	2.0	1.6%	706	79	785
F01 - Town Clerk	3.0	2.4%	1,059	119	1,178
F01 - Finance	2.5	2.0%	882	99	981
F01 - Human Resources	2.0	1.6%	706	79	785
F01 - Housing	1.5	1.2%	529	59	588
F01 - Legal	2.0	1.6%	706	79	785
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	8.0	6.5%	2,867	321	3,188
F01 - Municipal Court	9.0	7.3%	3,220	361	3,581
F01 - Public Works & Engineer	1.8	1.5%	662	74	736
F01 - Community Development	3.8	3.1%	1,367	153	1,520
F01 - Building	2.8	2.3%	1,015	114	1,129
F01 - Marshal	32.0	26.3%	11,601	1,299	12,900
F01 - Animal Control	2.0	1.6%	706	79	785
F01 - Camp Verde Comm. Library	5.4	4.4%	1,941	217	2,158
F01 - Beaver Creek Library	0.4	0.3%	132	15	147
F01 - Parks & Recreation	3.7	3.0%	1,323	148	1,471
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	22.0	17.9%	7,896	884	8,780
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	1.0	0.8%	353	40	393
F06 - State Grants	2.0	1.6%	706	79	785
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	2.0	1.6%	706	79	785
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	0.5	0.4%	176	20	196
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	6.5	5.3%	2,338	262	2,600
TOTAL	**122.9**	**100.0%**	$ 44,109	$ 4,939	$ 49,048

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Legal

Nature and Extent of Services:

The Legal expense account is used to track the payments for the Town's Prosecution Contract for the Camp Verde Municipal Court. The prosecution contract is not coded to the Camp Verde Municipal Court's budget as it is a conflict of interest for the Court to manage the prosecutor's contract.

The department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Legal	Cost allocated based on budgeted expenditures.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Legal
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 70,992			$ 70,992
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	-			-
Vehicles, Furniture & Equipment	-			-
Total Additions	-			-
Deductions:				
Capital Outlay Expenditures	-			-
Total Deductions	-			-
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 245	$ 169	414
F01 - Town Manager		198	22	220
F01 - Town Clerk		777	184	961
F01 - Finance		814	102	916
F01 - Human Resources		706	79	785
F01 - Legal		426	25	451
F01 - Non-Departmental		978	68	1,046
F01 - Maintenance		-	-	-
F01 - Marshal		-	-	-
Total Allocated Indirect Costs		4,144	649	4,793
Total Cost of Services	$ 70,992	$ 4,144	$ 649	$ 75,785

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Legal
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Legal
Departmental Expenditures			
Wages & Benefits			
Salaries & Wages	$ -	$ -	$ -
Fringe Benefits	-	-	-
Total Wages & Benefits	-	-	-
Supplies & Services	70,992	70,992	-
Capital Outlay	-	-	
Total Departmental Expenditures	70,992	70,992	-
Cost Adjustments:			
Additions:			
Depreciation			
Land Improvements	-		
Infrastructure	-		
Buildings & Improvements	-		
Vehicles, Furniture & Equipment	-		
Total Depreciation	-	-	
Total Additions	-	-	
Deductions:			
Capital Outlay	-	-	
Total Deductions	-	-	
Functional Cost	70,992	70,992	-
Reallocate Administrative Expense	-	(70,992)	70,992
Gross Allocation	70,992	-	70,992
Unallocated Direct Costs	-		-
Net Allocation Out	70,992		70,992
First Allocation In	4,144	4,144	
Reallocate Administrative Expense	-	(4,144)	4,144
Gross Allocation	4,144	-	4,144
Unallocated Indirect Costs	-		-
Net Allocation Out	4,144		4,144
Second Allocation In	649	649	
Reallocate Administrative Expense	-	(649)	649
Gross Allocation	649	-	649
Unallocated Indirect Costs	-		-
Net Allocation Out	649		649
Total Allocated Out	$ 75,785	$ -	$ 75,785

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Legal
Detail Allocation of Legal

DEPARTMENT NAMES	Budgeted Expenditures Number	Budgeted Expenditures Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 422	$ 25	$ 447
F01 - Town Manager	200,246	1.8%	1,278	75	1,353
F01 - Town Clerk	286,179	2.5%	1,775	104	1,879
F01 - Finance	241,956	2.1%	1,491	87	1,578
F01 - Human Resources	37,824	0.3%	213	12	225
F01 - Housing	117,090	1.0%	710	41	751
F01 - Legal	72,091	0.6%	426	25	451
F01 - Non-Departmental	526,505	4.6%	3,266	191	3,457
F01 - Maintenance	423,141	3.7%	2,627	153	2,780
F01 - Municipal Court	373,521	3.3%	2,343	137	2,480
F01 - Public Works & Engineer	507,311	4.4%	3,124	182	3,306
F01 - Community Development	500,444	4.4%	3,124	182	3,306
F01 - Building	155,700	1.4%	994	58	1,052
F01 - Marshal	2,243,381	19.4%	13,772	804	14,576
F01 - Animal Control	123,446	1.1%	781	46	827
F01 - Camp Verde Comm. Library	379,054	3.3%	2,343	137	2,480
F01 - Beaver Creek Library	26,727	0.2%	142	8	150
F01 - Parks & Recreation	284,884	2.5%	1,775	104	1,879
F01 - Special Events	74,576	0.7%	497	29	526
F01 - Pool	123,957	1.1%	781	46	827
F03 - Capital Improv. Projects	730,746	6.4%	4,543	265	4,808
F04 - Parks	356,300	3.1%	2,201	128	2,329
F05 - Magistrate Special Rev.	42,411	0.4%	284	17	301
F06 - State Grants	131,741	1.2%	852	50	902
F07 - Yavapai-Apache Gaming	31,000	0.3%	213	12	225
F09 - CDBG Grant	681,808	6.0%	4,260	249	4,509
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	1,917	112	2,029
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	3,692	215	3,907
F19 - Donations	9,600	0.1%	71	4	75
F20 - Streets HURF	1,778,169	15.6%	11,075	646	11,721
TOTAL	**$ 11,431,480**	**100.0%**	$ 70,992	$ 4,144	$ 75,136

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Non-Departmental

Nature and Extent of Services:

Non-Departmental Expenditures are those expenditures not allocated to any one Town department.

A portion of the department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

I.T.	Cost allocated based on number of computers.
Liability	Cost allocated based on budgeted expenditures.
Copier	Cost allocated based on percentage of use.
Service Charges	Cost allocated based on the number of accounts payable and deposit transactions.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 462,382			$ 462,382
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	-			-
Vehicles, Furniture & Equipment	-			-
Total Additions	-			-
Deductions:				
Capital Outlay Expenditures	11,474			11,474
Total Deductions	11,474			11,474
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 1,877	$ 1,296	3,173
F01 - Town Manager		1,521	164	1,685
F01 - Town Clerk		5,956	1,412	7,368
F01 - Finance		11,115	1,404	12,519
F01 - Human Resources		-	-	-
F01 - Legal		3,266	191	3,457
F01 - Non-Departmental		7,533	522	8,055
F01 - Maintenance		-	-	-
F01 - Marshal		-	-	-
Total Allocated Indirect Costs		31,268	4,989	36,257
Total Cost of Services	$ 450,908	$ 31,268	$ 4,989	$ 487,165

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Non-Departmental	I.T.	Liability	Copier	Service Charges
Departmental Expenditures							
Wages & Benefits							
Salaries & Wages	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	-	-	-	-	-	-	-
Total Wages & Benefits	-	-	-	-	-	-	-
Supplies & Services	450,908	-	261,381	14,670	162,764	11,474	619
Capital Outlay	11,474	11,474					
Total Departmental Expenditures	462,382	11,474	261,381	14,670	162,764	11,474	619
Cost Adjustments:							
Additions:							
Depreciation							
Land Improvements	-						
Infrastructure	-						
Buildings & Improvements	-						
Vehicles, Furniture & Equipment	-						
Total Depreciation	-	-					
Total Additions	-	-					
Deductions:							
Capital Outlay	11,474	11,474					
Total Deductions	11,474	11,474					
Functional Cost	450,908	-	261,381	14,670	162,764	11,474	619
Reallocate Administrative Expense	-	-	-	-	-	-	-
Gross Allocation	450,908	-	261,381	14,670	162,764	11,474	619
Unallocated Direct Costs	261,381		261,381	-	-	-	-
Net Allocation Out	189,527		-	14,670	162,764	11,474	619
First Allocation In	31,268	31,268					
Reallocate Administrative Expense	-	(31,268)	18,125	1,017	11,287	796	43
Gross Allocation	31,268	-	18,125	1,017	11,287	796	43
Unallocated Indirect Costs	18,125		18,125	-	-	-	-
Net Allocation Out	13,143		-	1,017	11,287	796	43
Second Allocation In	4,989	4,989					
Reallocate Administrative Expense	-	(4,989)	2,892	162	1,801	127	7
Gross Allocation	4,989	-	2,892	162	1,801	127	7
Unallocated Indirect Costs	2,892		2,892	-	-	-	-
Net Allocation Out	2,097		-	162	1,801	127	7
Total Allocated Out	$ 204,767	$ -	$ -	$ 15,849	$ 175,852	$ 12,397	$ 669

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Detail Allocation of Information Technology

	Number of Computers		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	1	2.0%	$ 295	$ 22	$ 317
F01 - Town Manager	4	8.2%	1,203	83	1,286
F01 - Town Clerk	5	10.2%	1,496	104	1,600
F01 - Finance	4	8.2%	1,203	83	1,286
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	2	4.1%	601	42	643
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	1	2.0%	293	20	313
F01 - Public Works & Engineer	4	8.2%	1,203	83	1,286
F01 - Community Development	9	18.4%	2,699	187	2,886
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	-	0.0%	-	-	-
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	12	24.4%	3,579	248	3,827
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	7	14.3%	2,098	145	2,243
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	-	0.0%	-	-	-
TOTAL	49	100.0%	$ 14,670	$ 1,017	$ 15,687

Source: Town's record of the number of computers per department

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Detail Allocation of Liability

	Budgeted Expenditures		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	$ 73,147	0.6%	$ 976	$ 68	$ 1,044
F01 - Town Manager	200,246	1.8%	2,930	203	3,133
F01 - Town Clerk	286,179	2.5%	4,069	282	4,351
F01 - Finance	241,956	2.1%	3,418	237	3,655
F01 - Human Resources	37,824	0.3%	488	34	522
F01 - Housing	117,090	1.0%	1,628	113	1,741
F01 - Legal	72,091	0.6%	977	68	1,045
F01 - Non-Departmental	526,505	4.6%	7,487	519	8,006
F01 - Maintenance	423,141	3.7%	6,022	418	6,440
F01 - Municipal Court	373,521	3.3%	5,371	372	5,743
F01 - Public Works & Engineer	507,311	4.4%	7,162	497	7,659
F01 - Community Development	500,444	4.4%	7,162	497	7,659
F01 - Building	155,700	1.4%	2,279	158	2,437
F01 - Marshal	2,243,381	19.4%	31,576	2,190	33,766
F01 - Animal Control	123,446	1.1%	1,790	124	1,914
F01 - Camp Verde Comm. Library	379,054	3.3%	5,371	372	5,743
F01 - Beaver Creek Library	26,727	0.2%	326	23	349
F01 - Parks & Recreation	284,884	2.5%	4,069	282	4,351
F01 - Special Events	74,576	0.7%	1,139	79	1,218
F01 - Pool	123,957	1.1%	1,790	124	1,914
F03 - Capital Improv. Projects	730,746	6.4%	10,417	722	11,139
F04 - Parks	356,300	3.1%	5,046	350	5,396
F05 - Magistrate Special Rev.	42,411	0.4%	651	45	696
F06 - State Grants	131,741	1.2%	1,953	135	2,088
F07 - Yavapai-Apache Gaming	31,000	0.3%	488	34	522
F09 - CDBG Grant	681,808	6.0%	9,766	677	10,443
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	308,337	2.7%	4,395	305	4,700
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	590,188	5.2%	8,464	587	9,051
F19 - Donations	9,600	0.1%	163	11	174
F20 - Streets HURF	1,778,169	15.6%	25,391	1,761	27,152
TOTAL	$ 11,431,480	100.0%	$ 162,764	$ 11,287	$ 174,051

Source: Town's FY 2008-09 Budget

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Detail Allocation of Copier

	Copier		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	25	25.0%	$ 2,867	$ 199	$ 3,066
F01 - Town Manager	25	25.0%	2,869	199	3,068
F01 - Town Clerk	25	25.0%	2,869	199	3,068
F01 - Finance	-	0.0%	-	-	-
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	-	0.0%	-	-	-
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	-	0.0%	-	-	-
F01 - Municipal Court	-	0.0%	-	-	-
F01 - Public Works & Engineer	-	0.0%	-	-	-
F01 - Community Development	-	0.0%	-	-	-
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	-	0.0%	-	-	-
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	-	0.0%	-	-	-
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	-	0.0%	-	-	-
F01 - Special Events	25	25.0%	2,869	199	3,068
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapal-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	-	0.0%	-	-	-
TOTAL	100	100.0%	$ 11,474	$ 796	$ 12,270

Source: Discussion with the Finance Department

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Non-Departmental
Detail Allocation of Service Charges

	Transations & Deposit Transactions		First	Second	Total
	Number	Percentage	ALLOCATION	ALLOCATION	ALLOCATION
F01 - Mayor & Council	155	2.8%	$ 19	$ 2	$ 21
F01 - Town Manager	126	2.3%	14	1	15
F01 - Town Clerk	204	3.7%	23	2	25
F01 - Finance	277	5.0%	31	2	33
F01 - Human Resources	53	1.0%	6	-	6
F01 - Housing	151	2.7%	17	1	18
F01 - Legal	13	0.2%	1	-	1
F01 - Non-Departmental	413	7.5%	46	3	49
F01 - Maintenance	476	8.6%	53	4	57
F01 - Municipal Court	253	4.6%	28	2	30
F01 - Public Works & Engineer	109	2.0%	12	1	13
F01 - Community Development	210	3.8%	24	2	26
F01 - Building	372	6.7%	41	3	44
F01 - Marshal	495	8.8%	54	4	58
F01 - Animal Control	97	1.8%	11	1	12
F01 - Camp Verde Comm. Library	412	7.5%	46	3	49
F01 - Beaver Creek Library	49	0.9%	6	-	6
F01 - Parks & Recreation	646	11.7%	72	5	77
F01 - Special Events	84	1.5%	9	1	10
F01 - Pool	130	2.4%	15	1	16
F03 - Capital Improv. Projects	31	0.6%	4	-	4
F04 - Parks	52	0.9%	6	-	6
F05 - Magistrate Special Rev.	18	0.3%	2	-	2
F06 - State Grants	5	0.1%	1	-	1
F07 - Yavapai-Apache Gaming	26	0.5%	3	-	3
F09 - CDBG Grant	7	0.1%	1	-	1
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	20	0.4%	2	-	2
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	46	0.8%	5	-	5
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	598	10.8%	67	5	72
TOTAL	5,528	100.0%	$ 619	$ 43	$ 662

Source: Town's FY 2008-09 General Ledger

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Maintenance

Nature and Extent of Services:

It is the Maintenance Department's responsibility to maintain Town owned buildings, parks, Main Street landscape, the pool and the skate park.

A portion of the department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Maintenance	Cost allocated based on building square footage.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Maintenance
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 350,181			$ 350,181
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	1,243			1,243
Vehicles, Furniture & Equipment	1,907			1,907
Total Additions	3,150			3,150
Deductions:				
Capital Outlay Expenditures	11,027			11,027
Total Deductions	11,027			11,027
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 1,510	$ 1,043	2,553
F01 - Town Manager		16,829	1,817	18,646
F01 - Town Clerk		4,791	1,136	5,927
F01 - Finance		13,897	1,755	15,652
F01 - Human Resources		2,867	321	3,188
F01 - Legal		2,627	153	2,780
F01 - Non-Departmental		6,075	422	6,497
F01 - Maintenance		80,099	30,262	110,361
F01 - Marshal		628	87	715
Total Allocated Indirect Costs		129,323	36,996	166,319
Total Cost of Services	$ 342,304	$ 129,323	$ 36,996	$ 508,623

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Maintenance
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Maintenance
Departmental Expenditures			
Wages & Benefits			
Salaries & Wages	$ 206,225	$ -	$ 206,225
Fringe Benefits	75,927	-	75,927
Total Wages & Benefits	282,152	-	282,152
Supplies & Services	57,002	-	57,002
Capital Outlay	11,027	11,027	
Total Departmental Expenditures	350,181	11,027	339,154
Cost Adjustments:			
Additions:			
Depreciation			
Land Improvements	-		
Infrastructure	-		
Buildings & Improvements	1,243		
Vehicles, Furniture & Equipment	1,907		
Total Depreciation	3,150	3,150	
Total Additions	3,150	3,150	
Deductions:			
Capital Outlay	11,027	11,027	
Total Deductions	11,027	11,027	
Functional Cost	342,304	3,150	339,154
Reallocate Administrative Expense	-	(3,150)	3,150
Gross Allocation	342,304	-	342,304
Unallocated Direct Costs	-		-
Net Allocation Out	342,304		342,304
First Allocation In	129,323	129,323	
Reallocate Administrative Expense	-	(129,323)	129,323
Gross Allocation	129,323	-	129,323
Unallocated Indirect Costs	-		-
Net Allocation Out	129,323		129,323
Second Allocation In	36,996	36,996	
Reallocate Administrative Expense	-	(36,996)	36,996
Gross Allocation	36,996	-	36,996
Unallocated Indirect Costs	-		-
Net Allocation Out	36,996		36,996
Total Allocated Out	$ 508,623	$ -	$ 508,623

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Maintenance
Detail Allocation of Maintenance

DEPARTMENT NAMES	Maintenance Square Ft Amount	Maintenance Square Ft Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	793	1.6%	$ 5,478	$ 2,067	$ 7,545
F01 - Town Manager	515	1.1%	3,765	1,423	5,188
F01 - Town Clerk	953	2.0%	6,846	2,586	9,432
F01 - Finance	540	1.1%	3,765	1,423	5,188
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	388	0.8%	2,738	1,035	3,773
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	11,466	23.4%	80,099	30,262	110,361
F01 - Municipal Court	1,499	3.1%	10,611	4,009	14,620
F01 - Public Works & Engineer	400	0.8%	2,738	1,035	3,773
F01 - Community Development	679	1.4%	4,792	1,811	6,603
F01 - Building	750	1.5%	5,135	1,940	7,075
F01 - Marshal	7,831	16.1%	55,111	20,821	75,932
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	5,600	11.5%	39,365	14,872	54,237
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	15,147	31.1%	106,457	40,219	146,676
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	2,199	4.5%	15,404	5,820	21,224
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	-	0.0%	-	-	-
TOTAL	48,760	100.0%	$ 342,304	$ 129,323	$ 471,627

Source: Town's Maintenance Department documents

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Municipal Court

Nature and Extent of Services:

The Camp Verde Municipal Court is responsible for misdemeanor and civil traffic complaints filed by multiple law enforcement agencies for matters occurring within the Town of Camp Verde's jurisdiction. The Court also provides to all individuals equal access, professional and impartial treatment, just resolution of all court matters, and protective orders. The fees associated with the Court are governed by A.R.S. 12-284 and A.R.S. 22-404.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Municipal Court
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
A.R.S. 22-404									
Minimum Clerk Fee	$ 17.00	100.0%	$ 17.00 *	$ -	$ -	-	$ -	$ -	$ -
Research in Locating a Document	17.00	100.0%	$ 17.00 *	$ -	$ -	-	-	-	-
Record Duplication	17.00	100.0%	$ 17.00 *	$ -	$ -	-	-	-	-
Per page fee	0.50	100.0%	$ 0.50 *	$ -	$ -	-	-	-	-
A.R.S. 12-284									
Marriage License (includes covenant marriages)	50.00	100.0%	$ 50.00 *	$ -	$ -	-	-	-	-
Civil Traffic Default Fee	50.00	93.7%	$ 53.36	$ 45.36	$ 37.35	9	480.24	408.20	336.17
Warrant Fee	100.00	59.7%	$ 167.47	$ 142.35	$ 117.23	120	20,096.40	17,081.94	14,067.48
Municipal Court Enhancement	20.00	100.0%	$ 20.00	$ 17.00	$ 14.00	-	-	-	-
Court Appointed Counsel Fee	25.00	100.0%	$ 25.00	$ 21.25	$ 17.50	-	-	-	-
Collection Fee ($35 per charge + 19%)	Varies		Varies	Varies	Varies				
Referral Fee ($1.00 - $500.00)	Varies		Varies	Varies	Varies				
						Total	$ 20,576.64	$ 17,490.14	$ 14,403.65

* These fees are regulated by the Arizona Revised Statutes and the Municipal Court may only charge this amount.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Public Works & Engineer

Nature and Extent of Services:

The Town Engineer oversees Streets and Storm Water as well as Public Engineering responsibilities. The Department works closely with Community Development to provide Plan and Design Review for public improvements and Town projects along with upgrading Standards, Codes and Ordinances to use as a guide for current and future development. The fees associated with the review and other services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Public Works & Engineer
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Site Plan Review	$ -	0.0%	$ 355.55	$ 302.22	$ 248.89		$ -	$ -	$ -
Engineering Report Review	-	0.0%	694.47	590.30	486.13		-	-	-
Construction Plans & Grading Plan	-	0.0%	1,990.75	1,692.14	1,393.53		-	-	-
As Built Plan Review	-	0.0%	93.05	79.09	65.14		-	-	-
Plan Review	-	0.0%	508.52	432.24	355.96		-	-	-
Right-of-Way (Encroachment)	-	0.0%	291.21	247.53	203.85		-	-	-
Miscellaneous Plans	-	0.0%	125.51	106.68	87.86		-	-	-
Any and All Inspections	-	0.0%	40.78	34.66	28.55		-	-	-
Private Road Signs - New	-	0.0%	76.34	64.89	53.44		-	-	-
						Total	$ -	$ -	$ -

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Community Development

Nature and Extent of Services:

The Community Development Department oversees the development process within the Town of Camp Verde to ensure compliance with development objectives of the Town outlined in the Town's General Plan. Community Development strives to ensure the safety, health, and well being of all citizens through smart growth practices. Community Development also provides a customer friendly central information center for citizens and developers on zoning compliance, development processes and regulations through planning and zoning processes. The fees associated with planning and zoning processes include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Community Development
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Board of Adjustments & Appeals:									
Appeals	$ 110.00	19.9%	$ 552.25	$ 469.41	$ 386.58	1	$ 552.25	$ 469.41	$ 386.58
Variance Fees	620.00	53.3%	1,164.30	989.66	815.01	4	$ 4,657.20	$ 3,958.64	$ 3,260.04
Additional Variance/Same application	55.00	100.0%	55.00	46.75	38.50	1	$ 55.00	$ 46.75	$ 38.50
Non-Conforming Use Hearing - Civil Hearing	220.00	14.7%	1,492.12	1,268.30	1,044.48	1	$ 1,492.12	$ 1,268.30	$ 1,044.48
Copies of Maps - Plotted	30.00	144.9%	20.71	17.60	14.50	1	$ 20.71	$ 17.60	$ 14.50
Copies of Maps - 11x17	10.00	205.8%	4.86	4.13	3.40	1	$ 4.86	$ 4.13	$ 3.40
Copies of Maps - 8.5x11	5.00	102.9%	4.86	4.13	3.40	1	$ 4.86	$ 4.13	$ 3.40
General Plan Amendments - Minor	1,000.00	55.7%	1,795.85	1,526.47	1,257.10	3	$ 5,387.55	$ 4,579.41	$ 3,771.30
General Plan Amendments - Major	1,500.00	69.3%	2,165.36	1,840.56	1,515.75	-	$ -	$ -	$ -
Map Change for Zoning:									
Residential to Agriculture	870.00	51.7%	1,683.06	1,430.60	1,178.14	-	$ -	$ -	$ -
Residential to Residential - First 50 acres	835.00	49.6%	1,683.06	1,430.60	1,178.14	3	$ 5,049.18	$ 4,291.80	$ 3,534.42
Per each additional acre over 50 acres	55.00	100.0%	55.00	46.75	38.50	50	$ 2,750.00	$ 2,337.50	$ 1,925.00
Residential to Commercial and Commercial to Industrial - First 5 acres	1,000.00	59.4%	1,683.06	1,430.60	1,178.14	2	$ 3,366.12	$ 2,861.20	$ 2,356.28
Per each additional acre over 5 acres	85.00	100.0%	85.00	72.25	59.50	16	$ 1,360.00	$ 1,156.00	$ 952.00
PAD & PUD - First acre	835.00	49.6%	1,683.06	1,430.60	1,178.14	1	$ 1,683.06	$ 1,430.60	$ 1,178.14
Per additional acres (2 - 10 acres)	55.00	100.0%	55.00	46.75	38.50	1	$ 55.00	$ 46.75	$ 38.50
Over 10 acres (per acre)	2.00	100.0%	2.00	1.70	1.40	-	$ -	$ -	$ -
Major Amendment - First acre	835.00	49.6%	1,683.06	1,430.60	1,178.14	-	$ -	$ -	$ -
Per additional acres (2 - 10 acres)	55.00	100.0%	55.00	46.75	38.50	-	$ -	$ -	$ -
Over 10 acres (per acre)	2.00	100.0%	2.00	1.70	1.40	-	$ -	$ -	$ -
Minor Land Division	165.00	159.8%	103.24	87.75	72.27	3	$ 309.72	$ 263.25	$ 216.81
Subdivision Plats:									
Preliminary Plat (first 10 lots)	1,000.00	50.7%	1,971.24	1,675.55	1,379.87	3	$ 5,913.72	$ 5,026.65	$ 4,139.61
Over 10 lots	10.00	100.0%	10.00	8.50	7.00	97	$ 970.00	$ 824.50	$ 679.00
Final Plat (first 10 lots)	835.00	60.7%	1,374.52	1,168.34	962.16	3	$ 4,123.56	$ 3,505.02	$ 2,886.48
Over 10 lots	10.00	100.0%	10.00	8.50	7.00	177	$ 1,770.00	$ 1,504.50	$ 1,239.00
Amended Plat	835.00	1141.3%	73.16	62.19	51.21	-	$ -	$ -	$ -
Over 10 lots	10.00	100.0%	10.00	8.50	7.00	-	$ -	$ -	$ -
Final Site Plan PAD Review	550.00	392.9%	140.00	119.00	98.00	1	$ 140.00	$ 119.00	$ 98.00
Time Extentions	110.00	36.6%	300.15	255.13	210.11	1	$ 300.15	$ 255.13	$ 210.11

(Continued)

Design Review:

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Community Development
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Board Review: Commercial Bldg, PUD/PAD	350.00	17.8%	1,968.85	1,673.52	1,378.20	11	$ 21,657.35	$ 18,408.72	$ 15,160.20
Director Review: Commercial Bldg	100.00	111.9%	89.33	75.93	62.53	3	$ 267.99	$ 227.79	$ 187.59
Director Review: Signs	50.00	102.6%	48.75	41.44	34.13	12	$ 585.00	$ 497.28	$ 409.56
Continuance of Hearing:									
Before Advertising	55.00	143.2%	38.42	32.66	26.89	1	$ 38.42	$ 32.66	$ 26.89
After Advertising	110.00	92.4%	119.02	101.17	83.31	1	$ 119.02	$ 101.17	$ 83.31
Street Abandonment	110.00	5.8%	1,890.22	1,606.69	1,323.15	1	$ 1,890.22	$ 1,606.69	$ 1,323.15
Verification Letter	110.00	66.5%	165.31	140.51	115.72	3	$ 495.93	$ 421.53	$ 347.16
Sign Permits	-	0.0%	32.51	27.63	22.76	15	$ 487.65	$ 414.45	$ 341.40
Per sq ft	1.00	100.0%	1.00	0.85	0.70	300	$ 300.00	$ 255.00	$ 210.00
Use Permits									
Off Premise Signs	-	0.0%	1,821.17	1,547.99	1,274.82	1	$ 1,821.17	$ 1,547.99	$ 1,274.82
Open Space	670.00	36.8%	1,821.17	1,547.99	1,274.82	-	$ -	$ -	$ -
Residential	670.00	36.8%	1,821.17	1,547.99	1,274.82	1	$ 1,821.17	$ 1,547.99	$ 1,274.82
Commercial	1,000.00	54.9%	1,821.17	1,547.99	1,274.82	2	$ 3,642.34	$ 3,095.98	$ 2,549.64
Mobile Home Park (10 spaces)	1,000.00	54.9%	1,821.17	1,547.99	1,274.82	-	$ -	$ -	$ -
Plus $15 per space up to 100 spaces	15.00	100.0%	15.00	12.75	10.50	-	$ -	$ -	$ -
Plus $10 for each additional space	10.00	100.0%	10.00	8.50	7.00	-	$ -	$ -	$ -
RV Parks	1,000.00	54.9%	1,821.17	1,547.99	1,274.82	1	$ 1,821.17	$ 1,547.99	$ 1,274.82
Plus $15 per space up to 150 spaces	15.00	100.0%	15.00	12.75	10.50	44	$ 660.00	$ 561.00	$ 462.00
Plus $10 for each additional space	10.00	100.0%	10.00	8.50	7.00	-	$ -	$ -	$ -
Mini Storage (per 20,000 sq ft of enclosed space)	1,000.00	54.9%	1,821.17	1,547.99	1,274.82	-	$ -	$ -	$ -
Plus $10 per 1,000 sq ft additional space	10.00	100.0%	10.00	8.50	7.00	-	$ -	$ -	$ -
RV Storage (per 50 spaces)	1,000.00	54.9%	1,821.17	1,547.99	1,274.82	-	$ -	$ -	$ -
Plus $5 for each additional space	5.00	100.0%	5.00	4.25	3.50	-	$ -	$ -	$ -
Mining (5 acres)	1,000.00	100.0%	1,000.00	850.00	700.00	-	$ -	$ -	$ -
Plus 455 per acre up to 50 acres	455.00	100.0%	455.00	386.75	318.50	-	$ -	$ -	$ -
Plus $10 for each additional acre	10.00	100.0%	10.00	8.50	7.00	-	$ -	$ -	$ -
Wireless Communications:									
Administrative Review	220.00	75.2%	292.66	248.76	204.86	1	$ 292.66	$ 248.76	$ 204.86
Administrative Review with Comment	550.00	150.1%	366.44	311.47	256.51	-	$ -	$ -	$ -
						Total	$ 75,865.15	$ 64,485.27	$ 53,105.77

(Concluded)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Building

Nature and Extent of Services:

The Building Department is responsible for enforcement of the adopted Building Codes. The department's main objective is to provide the customer service needed to help customers through all aspects of the permitting process. In doing so, the department is able to establish the minimum requirements to safeguard the public's health, safety and welfare. The building fees are 87% of the I.C.C. schedule.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Building
User Fees

Service	Current Fee Amount		Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Zoning Clearance for Building Permits:										
Accessory Buildings - Residential Remodel	$ 25.00		234.1%	$ 10.68	$ 9.08	$ 7.48		$ -	$ -	$ -
Commercial Remodel	110.00		172.1%	63.93	54.34	44.75		-	-	-
Commercial New Build (.01 per sq ft - minimum $100)	100.00		52.2%	191.66	162.91	134.16		-	-	-
Fences (.05 per linear ft - minimum $10)	10.00		100.0%	10.00	8.50	7.00		-	-	-
Houses	85.00		398.9%	21.31	18.11	14.92		-	-	-
Manufactured Homes	55.00		258.1%	21.31	18.11	14.92		-	-	-
Accessory Buildings:										
Shade/Mare motel/Pole Barn (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Greenhouse (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Residential Storage Building or Shed (over 200 sq ft) (per sq ft)	10.00	*	87.0%	11.49	9.77	8.05		-	-	-
Alteration to Existing Residential Structure										
Enclosed Exterior Wall Opening (per sq ft)	6.00	*	87.0%	6.90	5.86	4.83		-	-	-
Add or Remove Interior Partition (per sq ft)	36.00	*	87.0%	41.38	35.17	28.97		-	-	-
Install Window or Sliding Glass Door (per sq ft)	9.00	*	87.0%	10.34	8.79	7.24		-	-	-
Install Exterior Siding (per sq ft)	5.00	*	87.0%	5.75	4.89	4.02		-	-	-
Plastering:										
Interior (per sq ft)	2.50	*	87.0%	2.87	2.44	2.01		-	-	-
Exterior (per sq ft)	5.00	*	87.0%	5.75	4.89	4.02		-	-	-
Add Stone or Brick Veneer (per sq ft)	5.00	*	87.0%	5.75	4.89	4.02		-	-	-
Awning or Canopy (Supported by Building)										
Canvas (per sq ft)	5.00	*	87.0%	5.75	4.89	4.02		-	-	-
Metal (per sq ft)	9.75	*	87.0%	11.21	9.53	7.84		-	-	-
Balcony (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Carport										
Wood (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Metal (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Demolition of Existing Structure										
Per structure on Assessor Parcel Number	20.00	*	87.0%	22.99	19.54	16.09		-	-	-
After 2 structures on same Assessors Parcel Number	20.00	*	87.0%	22.99	19.54	16.09		-	-	-
Fireplace/Free Standing Stove (Other than new construction)										
Concrete or Masonary (Plans required)	Valuation			-	-	-		-	-	-
Pre-Fabricated Metal (no plans required)	Valuation			-	-	-		-	-	-
Exterior Fireplace/Barbeque (plans required)	Valuation			-	-	-		-	-	-
Manufactured Housing Foundation (per L.F.)	6.00	*	87.0%	6.90	5.86	4.83		-	-	-
Master Plan Fee										
First Floor Plan (per plan - 65% of building fee)	Varies			-	-	-		-	-	-
Each additional floor plan	120.00	*	87.0%	137.93	117.24	96.55		-	-	-

(Continued)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Building
User Fees

Service	Current Fee Amount		Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Patio/Deck/Porch										
Covered Patio at Grade Level (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Covered Deck Elevated (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Open Deck Elevated (per sq ft)	11.25	*	87.0%	12.93	10.99	9.05		-	-	-
Screened Porch under Existing Roof Cover (per sq ft)	7.25	*	87.0%	8.33	7.08	5.83		-	-	-
Pre-Fabricated Metal Awning	7.25	*	87.0%	8.33	7.08	5.83		-	-	-
Gazebo/Ramada (per sq ft)	15.00	*	87.0%	17.24	14.66	12.07		-	-	-
Block Wall (fence or free standing wall) (per sq ft)	6.00	*	87.0%	6.90	5.86	4.83		-	-	-
Retaining Wall (measured from bottom of footing to top; Walls over 4' require engineered plan)										
CMU, concrete (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Brick reinforced (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Un-reinforced manufactured unit (keystone, pavestone, versalock, etc) (per sq ft)	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Roof Structure Replacement (includes trusses, rafters, sheeting, and roofing materials)										
Asphalt Shingles	Valuation			-	-	-		-	-	-
Clay Tile	Valuation			-	-	-		-	-	-
Wood Shake or Shingle	Valuation			-	-	-		-	-	-
Rolled Roofing	Valuation			-	-	-		-	-	-
Built up or Hot Mop with Aggregate	Valuation			-	-	-		-	-	-
Shell Building (per sq ft)	60.50	*	87.0%	69.54	59.11	48.68		-	-	-
Swimming pool	18.00	*	87.0%	20.69	17.59	14.48		-	-	-
Stairs (per sq ft)	7.00	*	87.0%	8.05	6.84	5.63		-	-	-
Tenant Improvements	Valuation			-	-	-		-	-	-
Above Ground Water Tank (over 500 gallons)										
Residential	100.00	*	87.0%	114.94	97.70	80.46		-	-	-
Commercial	400.00	*	87.0%	459.77	390.80	321.84		-	-	-
Utilities										
Single Permit (electrical, plumbing, or mechanical)										
Up to 6,000	50.00	*	87.0%	57.47	48.85	40.23		-	-	-
6,001 or more (Building Permit Fee only per valuation)										
Combined Permit for single equipment installations only (i.e. electric & mechanical for A/C equipment, building & electric for wood stove)										
Up to 6,000	50.00	*	87.0%	57.47	48.85	40.23		-	-	-
6,001 or more (Building Permit Fee only per valuation)										

(Continued)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Building
User Fees

Service	Current Fee Amount		Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
For New Construction or Addition										
Plumbing (per sq ft)	3.50	*	87.0%	4.02	3.42	2.82		-	-	-
Electrical (per sq ft)	2.50	*	87.0%	2.87	2.44	2.01		-	-	-
Mechanical (per sq ft)	1.50	*	87.0%	1.72	1.47	1.21		-	-	-
Equipment										
Air Conditioning Commercial (plans required) (per sq ft)	4.00	*	87.0%	4.60	3.91	3.22		-	-	-
Fire Alarm										
Commercial (per sq ft)	0.50	*	87.0%	0.57	0.49	0.40		-	-	-
Residential (per sq ft)	0.25	*	87.0%	0.29	0.24	0.20		-	-	-
Kitchen Type I or II hood system	Valuation			-	-	-		-	-	-
Solar Installation (Plans required)										
Up to 6,000 (flat fee)	150.00	*	87.0%	172.41	146.55	120.69		-	-	-
6,001 or more (Building Permit Fee only per valuation)	Valuation			-	-	-		-	-	-
Sprinkler System										
Commercial (per sq ft)	2.60	*	87.0%	2.99	2.54	2.09		-	-	-
Residential (per sq ft)	2.60	*	87.0%	2.99	2.54	2.09		-	-	-
Tower New Installation (plans required)										
Up to 6,000 (flat fee)	185.00	*	87.0%	212.64	180.75	148.85		-	-	-
6,001 or more (Building Permit Fee only per valuation)	Valuation			-	-	-		-	-	-
Co-Locate Existing Tower (plans required)										
Up to 5,000 (flat fee)	165.00	*	87.0%	189.66	161.21	132.76		-	-	-
5,001 or more (Building Permit Fee only per valuation)	Valuation			-	-	-		-	-	-
Deposits - Paid at the time of plans submission										
New Commercial Project	300.00	*	87.0%	344.83	293.10	241.38		-	-	-
New Residence	150.00	*	87.0%	172.41	146.55	120.69		-	-	-
Residential Remodel and Commercial:										
Up to $5,000	25.00	*	87.0%	28.74	24.43	20.11		-	-	-
$5,001 to $10,000	50.00	*	87.0%	57.47	48.85	40.23		-	-	-
$10,000 and up	100.00	*	87.0%	114.94	97.70	80.46		-	-	-
Grading - up to 1,000 cu yds	20.00	*	87.0%	22.99	19.54	16.09		-	-	-
1,001 or more cu yds	100.00	*	87.0%	114.94	97.70	80.46		-	-	-
							Total	$ -	$ -	$ -

* The current fees are set at 87% of the International Code Council (ICC) and County Fee schedules. The 100% cost recovery amounts are calculated to be the full cost recovery recommended by the ICC and County schedules.

(Concluded)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Marshal

Nature and Extent of Services:

The Camp Verde Marshal's Office is responsible for providing law enforcement services to citizens and visitors of the Town of Camp Verde; twenty-four hours a day, seven days a week. Some of the law enforcement services include operating an E911 communication center, establishing crime prevention programs, investigating crimes and traffic accidents, protecting life and property, enforcing federal, state and local laws, upholding the constitutional rights of all persons and providing emergency management and animal control services. The department exists to serve the public and improve the quality of life for all citizens.

A portion of the department provides central services to other departments. Those costs are allocated from the functions listed below as follows:

Fleet Maintenance Cost allocated based on number of vehicles serviced.

Along with providing law enforcement services, the Marshal issues 9-1-1 tapes, photographs, and reports. The fees associated with these services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Marshal
Schedule of Total Costs of Services

		First Allocation In	Second Allocation In	Total
Total Departmental Expenditures	$ 1,978,623			$ 1,978,623
Cost Adjustments:				
Additions:				
Land Improvements	-			-
Infrastructure	-			-
Buildings & Improvements	40,245			40,245
Vehicles, Furniture & Equipment	59,324			59,324
Total Additions	99,569			99,569
Deductions:				
Capital Outlay Expenditures	3,236			3,236
Total Deductions	3,236			3,236
Allocated Indirect Costs:				
F01 - Mayor & Council		$ 7,915	$ 5,466	13,381
F01 - Town Manager		81,494	8,799	90,293
F01 - Town Clerk		26,608	6,309	32,917
F01 - Finance		38,492	4,862	43,354
F01 - Human Resources		11,601	1,299	12,900
F01 - Legal		13,772	804	14,576
F01 - Non-Departmental		31,630	2,194	33,824
F01 - Maintenance		55,111	20,821	75,932
F01 - Marshal		19,797	2,733	22,530
Total Allocated Indirect Costs		286,420	53,287	339,707
Total Cost of Services	$ 2,074,956	$ 286,420	$ 53,287	$ 2,414,663

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Marshal
Schedule of Costs to be Allocated by Function

	Total	General Administrative	F01 - Marshal	Fleet Maintenance
Departmental Expenditures				
Wages & Benefits				
Salaries & Wages	$ 1,339,929	$ -	$ 1,322,731	$ 17,198
Fringe Benefits	465,920	-	459,940	5,980
Total Wages & Benefits	1,805,849	-	1,782,671	23,178
Supplies & Services	169,538	-	167,787	1,751
Capital Outlay	3,236	3,236		
Total Departmental Expenditures	1,978,623	3,236	1,950,458	24,929
Cost Adjustments:				
Additions:				
Depreciation				
Land Improvements	-			
Infrastructure	-			
Buildings & Improvements	40,245			
Vehicles, Furniture & Equipment	59,324			
Total Depreciation	99,569	99,569		
Total Additions	99,569	99,569		
Deductions:				
Capital Outlay	3,236	3,236		
Total Deductions	3,236	3,236		
Functional Cost	2,074,956	99,569	1,950,458	24,929
Reallocate Administrative Expense	-	(99,569)	98,312	1,257
Gross Allocation	2,074,956	-	2,048,770	26,186
Unallocated Direct Costs	2,048,770		2,048,770	-
Net Allocation Out	26,186		-	26,186
First Allocation In	286,420	286,420		
Reallocate Administrative Expense	-	(286,420)	282,805	3,615
Gross Allocation	286,420	-	282,805	3,615
Unallocated Indirect Costs	282,805		282,805	-
Net Allocation Out	3,615		-	3,615
Second Allocation In	53,287	53,287		
Reallocate Administrative Expense	-	(53,287)	52,615	672
Gross Allocation	53,287	-	52,615	672
Unallocated Indirect Costs	52,615		52,615	-
Net Allocation Out	672		-	672
Total Allocated Out	$ 30,473	$ -	$ -	$ 30,473

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Marshal
Detail Allocation of Fleet Maintenance

DEPARTMENT NAMES	Vehicle Use Number	Vehicle Use Percentage	First ALLOCATION	Second ALLOCATION	Total ALLOCATION
F01 - Mayor & Council	0.07	0.2%	$ 51	$ 6	$ 57
F01 - Town Manager	-	0.0%	-	-	-
F01 - Town Clerk	0.06	0.1%	26	4	30
F01 - Finance	-	0.0%	-	-	-
F01 - Human Resources	-	0.0%	-	-	-
F01 - Housing	0.12	0.3%	79	11	90
F01 - Legal	-	0.0%	-	-	-
F01 - Non-Departmental	-	0.0%	-	-	-
F01 - Maintenance	1.00	2.4%	628	87	715
F01 - Municipal Court	-	0.0%	-	-	-
F01 - Public Works & Engineer	0.56	1.4%	367	51	418
F01 - Community Development	3.00	7.3%	1,912	264	2,176
F01 - Building	-	0.0%	-	-	-
F01 - Marshal	31.00	75.6%	19,797	2,733	22,530
F01 - Animal Control	-	0.0%	-	-	-
F01 - Camp Verde Comm. Library	0.16	0.4%	105	14	119
F01 - Beaver Creek Library	-	0.0%	-	-	-
F01 - Parks & Recreation	5.03	12.3%	3,221	445	3,666
F01 - Special Events	-	0.0%	-	-	-
F01 - Pool	-	0.0%	-	-	-
F03 - Capital Improv. Projects	-	0.0%	-	-	-
F04 - Parks	-	0.0%	-	-	-
F05 - Magistrate Special Rev.	-	0.0%	-	-	-
F06 - State Grants	-	0.0%	-	-	-
F07 - Yavapai-Apache Gaming	-	0.0%	-	-	-
F09 - CDBG Grant	-	0.0%	-	-	-
F10 - 9-1-1	-	0.0%	-	-	-
F13 - Debt Service	-	0.0%	-	-	-
F15 - Library Building	-	0.0%	-	-	-
F16 - Impact Fee	-	0.0%	-	-	-
F18 - Housing Grant	-	0.0%	-	-	-
F19 - Donations	-	0.0%	-	-	-
F20 - Streets HURF	-	0.0%	-	-	-
TOTAL	41.00	100.0%	$ 26,186	$ 3,615	$ 29,801

Source: The Town's Capital Asset Listing

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Marshal
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Reports (1st 20 pages)	$ 5.00	94.7%	$ 5.28	$ 4.49	$ 3.70	1,800	$ 9,504.00	$ 8,082.00	$ 6,660.00
Per additional page	0.25	100.0%	0.25	0.21	0.18	-	-	-	-
9-1-1 Tapes	10.00	120.6%	8.29	7.05	5.80	60	497.40	423.00	348.00
Photographs	10.00	182.5%	5.48	4.66	3.84	-	-	-	-
						Total	$ 10,001.40	$ 8,505.00	$ 7,008.00

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Animal Control

Nature and Extent of Services:

Animal Control is a division of the Camp Verde Marshal's Office. Animal Control's primary duties are to enforce Chapter 6 of the Camp Verde Town Code. Animal control also issues animal licenses, provides animal shelter and animal adoptions. The fees associated with these services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Animal Control
User Fees

Service	Current Fee Amount		Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Animal Shelter Impound Fee	$ 25.00		121.2%	$ 20.63	$ 17.54	$ 14.44	89	$ 1,836.07	$ 1,561.06	$ 1,285.16
Additional fee per night	10.00		83.3%	12.00	10.20	8.40	-	-	-	-
Animal License Fees	-		0.0%	10.32	8.77	7.22	1,240	12,796.80	10,874.80	8,952.80
Altered Dog (purchased before March 1)	6.00	*	58.1%	-	-	-	-	-	-	-
Unaltered Dog (purchased before March 1	8.00	*	77.5%	-	-	-	-	-	-	-
Altered Dog (purchased after March 1)	10.00	*	96.9%	-	-	-	-	-	-	-
Unaltered Dog (purchased after March 1)	12.00	*	116.3%	-	-	-	-	-	-	-
Animal Adoption Fees	-		0.0%	41.27	35.08	28.89	132	5,447.64	4,630.56	3,813.48
Altered Animals	25.00	*	60.6%	-	-	-	-	-	-	-
Female Dogs	80.00	*	193.8%	-	-	-	-	-	-	-
Male Dogs	50.00	*	121.2%	-	-	-	-	-	-	-
Female Cats	50.00	*	121.2%	-	-	-	-	-	-	-
Male Cats	25.00	*	60.6%	-	-	-	-	-	-	-
							Total	$ 20,080.51	$ 17,066.42	$ 14,051.44

* The current fees vary depending on the anatomy of the animal as an incentive. The allocation of the 100%, 85%, and 70% cost recovery calculations to the different anatomies is a business decision the Town may make.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Camp Verde Comm. Library

Nature and Extent of Services:

The Camp Verde Community Library is the information center for Camp Verde, Lake Montezuma, Rimrock and the surrounding areas. Information is available in many formats to patrons in a friendly, non-discriminating, efficient atmosphere. The Library provides a user-friendly place for people to gather and exchange ideas. The Library also enables people to access agencies and resources through community referral. The Library also is a cultural center for the community, bringing in speakers, exhibits and programs of interest as well as providing a collection of materials reflecting the rich cultural diversity of the area.

The Library provides services such as photocopies and printouts from public access computers. The fees associated with these services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Camp Verde Comm. Library
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Photocopies (per page)	$ 0.10	200.0%	$ 0.05	$ 0.04	$ 0.04		$ -	$ -	$ -
Printouts form Public Access Computers (per page)	0.10	200.0%	0.05	0.04	0.04		-	-	-
Library Card									
New	-	0.0%	4.39	3.73	3.07		-	-	-
Replacement	3.00	68.3%	4.39	3.73	3.07		-	-	-
Temporary	-	0.0%	4.39	3.73	3.07		-	-	-
Refundable deposit	25.00	100.0%	25.00	21.25	17.50		-	-	-
Overdue items (per day)	0.10	100.0%	0.10	0.09	0.07		-	-	-
Overdue videos	0.50	100.0%	0.50	0.43	0.35		-	-	-
Overdue Items (inside County)			Varies						
Overdue Items (outside County)			Varies						
Item placed on hold and not picked up after 8 days	1.00	8.0%	12.44	10.57	8.71		-	-	-
Item lost or destroyed + the following:	5.00	40.2%	12.44	10.57	8.71		-	-	-
Replacement Cost			Varies						
Overdue Fines			Varies						
Items placed in Book Drop marked "Do Not Put In Book							-	-	-
Drop" (per item)	0.25	50.0%	0.50	0.43	0.35		-	-	-
						Total	$ -	$ -	$ -

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Beaver Creek Library

Nature and Extent of Services:

The Beaver Creek Library operates as a branch of the Camp Verde Community Library. It is in partnership with the Yavapai County Library District and the Beaver Creek Community. At this point in time, the branch operates as a pickup and drop off location where patrons return checked out items and pick up library items they have previously requested. Library patrons may also sign up for library cards and place holds on any item held by the Yavapai Library Network.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Beaver Creek Library
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Photocopies (per page)	$ 0.10	200.0%	$ 0.05	$ 0.04	$ 0.04		$ -	$ -	$ -
Printouts form Public Access Computers (per page)	0.10	200.0%	0.05	0.04	0.04		-	-	-
Library Card									
New	-	0.0%	4.39	3.73	3.07		-	-	-
Replacement	3.00	68.3%	4.39	3.73	3.07		-	-	-
Temporary	-	0.0%	4.39	3.73	3.07		-	-	-
Refundable deposit	25.00	100.0%	25.00	21.25	17.50		-	-	-
Overdue items (per day)	0.10	100.0%	0.10	0.09	0.07		-	-	-
Overdue videos	0.50	100.0%	0.50	0.43	0.35		-	-	-
Overdue Items (inside County)			Varies						
Overdue Items (outside County)			Varies						
Item placed on hold and not picked up after 8 days	1.00	8.0%	12.44	10.57	8.71		-	-	-
Item lost or destroyed + the following:	5.00	40.2%	12.44	10.57	8.71		-	-	-
Replacement Cost			Varies						
Overdue Fines			Varies						
Items placed in Book Drop marked "Do Not Put In Book							-	-	-
Drop" (per item)	0.25	50.0%	0.50	0.43	0.35		-	-	-
						Total	$ -	$ -	$ -

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Parks & Recreation

Nature and Extent of Services:

The Parks and Recreation Department is responsible for providing recreational and social programs and events for all ages. They oversee six neighborhood parks, a skate park, pool and weight room and are responsible for the scheduling and rental of facilities and ball fields. Additionally, they run three commissions including the Parks and Recreation Commission, Trails and Pathways Commission and the Youth Commission.

The Parks and Recreation Department provides services such as soccer fields, ball fields, recreation rooms and a weight room. The fees associated with these services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Parks & Recreation
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Weight Room Membership									
Daily	$ 3.00	41.6%	$ 7.22	$ 6.14	$ 5.05		$ -	$ -	$ -
Monthly	15.00	12.3%	121.80	103.53	85.26	12	1,461.60	1,242.36	1,023.12
3 Months	30.00	8.2%	365.40	310.59	255.78	24	8,769.60	7,454.16	6,138.72
Annual	100.00	6.7%	1,481.90	1,259.62	1,037.33	4	5,927.60	5,038.48	4,149.32
Ball Fields:									
Class B (per hour)	-	0.0%	18.67	15.87	13.07		-	-	-
Class C (per hour)	10.00	53.6%	18.67	15.87	13.07		-	-	-
Soccer Fields:									
Class B (per hour)	-	0.0%	18.67	15.87	13.07		-	-	-
Class C (per hour)	10.00	53.6%	18.67	15.87	13.07		-	-	-
Lights (24 hour cancellation notice required)									
Class B	40.00		*						
Class C	50.00		*						
Key Deposit	50.00	46.2%	108.18	91.95	75.73		-	-	-
Community Center (Gym)									
Class B (per hour)	50.00	36.5%	137.11	116.54	95.98		-	-	-
Class C (per hour)	100.00	72.9%	137.11	116.54	95.98		-	-	-
Cleaning Deposit	500.00	100.0%	500.00	425.00	350.00		-	-	-
Floor Preparation									
Class B	50.00	79.8%	62.65	53.25	43.86		-	-	-
Class C	75.00	119.7%	62.65	53.25	43.86		-	-	-
Meeting Rooms									
Class B (per class)	20.00	78.5%	25.48	21.66	17.84		-	-	-
Class C (per class)	40.00	157.0%	25.48	21.66	17.84		-	-	-
Park or Ramada Reservation									
Class B	10.00	316.5%	3.16	2.69	2.21		-	-	-
Class C	20.00	632.9%	3.16	2.69	2.21		-	-	-
Sno-Cone Machine (Available to non-profits only) - per day	20.00	100.0%	20.00	17.00	14.00		-	-	-
Jolly Jump (Available to non-profits only) - per day	40.00	100.0%	40.00	34.00	28.00		-	-	-
Electric at Park/Gazebo/Ramada - All Classes	20.00		*						
Equipment/Facility Fees & Deposits for Non Sponsored Special Events									
Key Deposit									
Class B (per key)	50.00	46.2%	108.18	91.95	75.73		-	-	-
Class C (per key)	50.00	46.2%	108.18	91.95	75.73		-	-	-

(Continued)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Parks & Recreation
User Fees

Service	Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Cleaning/Security/Damage Deposit									
Class B	500.00	100.0%	500.00	425.00	350.00		-	-	-
Class C	500.00	100.0%	500.00	425.00	350.00		-	-	-
Fencing									
Class B (per panel)	5.00	100.0%	5.00	4.25	3.50		-	-	-
Class C (per panel)	10.00	200.0%	5.00	4.25	3.50		-	-	-
Tent Lighting									
Class B	20.00	18.4%	108.72	92.41	76.10		-	-	-
Class C	30.00	27.6%	108.72	92.41	76.10		-	-	-
Stage									
Class B	150.00	4746.8%	3.16	2.69	2.21		-	-	-
Class C	200.00	6329.1%	3.16	2.69	2.21		-	-	-
Ramada/Vendor Electric									
Class B	100.00		*						
Class C	150.00		*						
Use of Water									
Class B	20.00	100.0%	20.00	17.00	14.00		-	-	-
Class C	40.00	200.0%	20.00	17.00	14.00		-	-	-
Kitchen									
Class B (per day)	75.00	294.3%	25.48	21.66	17.84		-	-	-
Class C (per day)	100.00	392.4%	25.48	21.66	17.84		-	-	-
Room 206 & 207									
Class B (per day)	75.00	294.3%	25.48	21.66	17.84		-	-	-
Class C (per day)	100.00	392.4%	25.48	21.66	17.84		-	-	-
Room 204									
Class B (per day)	50.00	196.2%	25.48	21.66	17.84		-	-	-
Class C (per day)	75.00	294.3%	25.48	21.66	17.84		-	-	-
						Total	$ 16,158.80	$ 13,735.00	$ 11,311.16

* Information was unavailable to calculate user fee.

(Concluded)

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study

F01 - Pool

Nature and Extent of Services:

The Camp Verde Heritage Pool staff is responsible for supervising pool operations, providing swim lessons, water aerobics, lap and open swim to the community and scheduling pool rental and practice times with outside groups.

The Pool provides daily visit, multiple day visit, and annual passes for children, adults, and families. They also provide swimming and aerobic lessons. The fees associated with these services include direct and indirect costs that have been calculated in this report.

Town of Camp Verde, Arizona
Full Cost Allocation Plan and User Fee Study
F01 - Pool
User Fees

Service		Current Fee Amount	Current Fee % of Cost Recovery	100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Average Requests Per Year	Projected Annual Revenue 100% Cost Recovery	Projected Annual Revenue 85% Cost Recovery	Projected Annual Revenue 70% Cost Recovery
Pool - Open Swim										
Adult - Per Visit		$ 2.00	37.0%	$ 5.40	$ 4.59	$ 3.78	585	$ 3,159.00	$ 2,685.15	$ 2,211.30
Adult - 10 Visit Pass		15.00	37.0%	40.52	34.44	28.36	-	-	-	-
Adult - Season Pass		60.00	37.0%	162.08	137.77	113.46	5	810.40	688.85	567.30
Child - Per Visit	*	1.50	37.0%	4.05	3.44	2.84	1,755	7,107.75	6,037.20	4,984.20
Child - 10 Visit Pass	*	12.50	41.1%	30.39	25.83	21.27	-	-	-	-
Child - Season Pass	*	50.00	41.1%	121.56	103.33	85.09	5	607.80	516.65	425.45
Family - 10 Visit Pass	*	25.00	35.3%	70.91	60.27	49.64	-	-	-	-
Family - Season Pass	*	100.00	35.3%	283.64	241.09	198.55	15	4,254.60	3,616.35	2,978.25
Pool - Aerobic & Lap										
Adult - Per Visit		2.00	37.0%	5.40	4.59	3.78	-	-	-	-
Adult - 10 Visit Pass		15.00	37.0%	40.52	34.44	28.36	30	1,215.60	1,033.20	850.80
Child - Per Visit	*	1.50	37.0%	4.05	3.44	2.84	-	-	-	-
Child - 10 Visit Pass	*	12.50	41.1%	30.39	25.83	21.27	-	-	-	-
Pool - Swim Lessons		21.50	36.4%	59.10	50.24	41.37	360	21,276.00	18,086.40	14,893.20
Pool - Private Use - Sundays Only (per hour)		25.00	100.0%	25.00	21.25	17.50	8	200.00	170.00	140.00
Plus staff wages & $100 cleaning deposit										
							Total	$ 38,631.15	$ 32,833.80	$ 27,050.50

* The Child and Family open swim fees were based on the following:
- The child fees are 75% of the adult fee.
- The family fees are one adult and one child added together.