Support your local merchants.

AGENDA
COUNCIL HEARS PLANNING & ZONING MATTERS
AND
ADOPTION OF TENTATIVE BUDGET
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 24, 2015 at 6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      1) Work Session – June 10, 2015
      2) Regular Session – June 3, 2015
      3) Special/Work Session – May 27, 2015
   b) **Set Next Meeting, Date and Time:**
      1) Wednesday, July 1, 2015 at 6:30 p.m. Regular Session - Cancelled
      2) Wednesday, July 8, 2015 at 5:30 p.m. Work Session
      3) Wednesday, July 15, 2015 at 6:00 p.m. Special Session – Public Hearing – Budget
      4) Wednesday, July 15, 2015 at 6:30 p.m. Regular Session
      5) Wednesday, July 22, 2015 at 6:30 p.m. Council Hears Planning & Zoning Matters
   c) **Possible approval of an Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Services to include $4,675.00 in the FY 2015/16 Budget for these services.** Staff Resource: Nancy Gardner
   d) **Possible approval of Agreement for Contracted Services between the Town of Camp Verde and the Camp Verde Cavalry.** Staff Resource: Russ Martin
   e) **Possible approval of Resolution 2015-948 A Resolution of the Mayor and Common Council of the Town of Camp Verde approving the Mayor to execute an Intergovernmental Agreement (IGA) between the State of Arizona Department of Revenue for the administration, collection, audit, and licensing of Transaction Privilege Tax (TPT), Use Taxes, Severance Taxes, Jet Fuel Excise and Use Taxes and Rental Occupancy Taxes imposed by the State, Cities or Towns.** Staff Resource: Michael Showers
   f) **Possible approval of agreement between the Town of Camp Verde and the Verde Valley Archaeology Center and Summerset at Camp Verde, LLC.** Staff Resource: Steve Ayers

5. **Special Announcements and presentations:**
   - **There are no Special Announcements or Presentations**

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

7. **Public Hearing, discussion and possible approval of Resolution 2015-941 a Resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County, on Use Permit 20150131, an application submitted by Ms. Brenda Ayers, owner of parcels 404-18-167, a total of 2.5 acres. The property owner is requesting a Use**

Permit to Operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (Residential Single Family). A Bed & Breakfast is an allowed use under the Planning & Zoning Ordinance with a Use Permit, limited to four bedrooms. The property is located at 1512 N. Montezuma Heights Road. Staff Resource: Jenna Owens

- **Call for Staff Presentation**
- **Declare Public Hearing Open**
- **Declare Public Hearing Closed**
- **Call for Council Discussion**

8. **Public Hearing, Discussion, consideration and possible approval or Ordinance 2015-A406 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a text amendment to the Town of Camp Verde Planning & Zoning Ordinance Part 2, Section 203 (Use Districts), Item D, RR (Residential-Rural) adding use to item (3) (Uses and Structures subject to Use Permit. The use added is "Agri'Tourism". This amendment will allow for Agri-Tourism uses, as defined under Part One, Section 103 (DEFINITION OF TERMS), SEE Exhibit "A" attached, of the planning & Zoning Ordinance, in the Residential-Rural Zoning District and requires a Use Permit.** Staff Resource: Michael Jenkins
   - **Call for Staff Presentation**
   - **Declare Public Hearing Open**
   - **Declare Public Hearing Closed**
   - **Call for Council Discussion**

9. **Public Hearing, Discussion, consideration, and possible approval of Ordinance 2015-A407, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona. A Text amendment to the Town of Camp Verde Planning & Zoning Ordinance Part 2, Section 203 (Use Districts) H., C3 District (Commercial: Heavy Commercial), I. PM (Performance Industrial), J. M1 District (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms (See Exhibit "A" attached).**Staff Resource: Michael Jenkins
   - **Call for Staff Presentation**
   - **Declare Public Hearing Open**
   - **Declare Public Hearing Closed**
   - **Call for Council Discussion**

10. **Public Hearing, Discussion, and possible approval of Ordinance 2015-A409, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a Text amendment to the Town of Camp Verde Planning & Zoning Ordinance part 3 section 306, Mobile/Manufactured Home parks.**
    - **Changing B.1b.4 from the current language from "Building Department" to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**
    - **Changing B.2.c from "Town of Camp Verde" (wording located two time in the paragraph) to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.** Staff Resource: Michael Jenkins

    - **Call for Staff Presentation**
    - **Declare Public Hearing Open**
    - **Declare Public Hearing Closed**
    - **Call for Council Discussion**

11. **Public Hearing, Discussion, consideration and possible approval of Ordinance 2015-A408, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Amending Town Code, Chapter 9, Article 9-4 (Mining), Section 9-4-3.B.3 to amend procedure for "A permit is non-transferable without**

Council approval". Staff Resource: Michael Jenkins

12. **Discussion, consideration and possible approval of the Town of Camp Verde Fiscal Year 2015-16 proposed Tentative Budget.** Staff Resource: Michael Showers

13. **Discussion, consideration and possible approval of the FY 2016 Debt Levy Certification to Yavapai County for $781,114.00 acting as Trustee to the Camp Verde Sanitary District.** Staff Resource: Michael Showers.

14. **Discussion, consideration, and possible approval of the FY16 special assessment levy of $251,922 for annual payments against the Camp Verde Sanitary District's USDA Notes, which includes payoff of the note 92-09 in the amount of $414,008.00 plus accrued interest, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Michael Showers

15. **Discussion, consideration, and possible appointment of a Vice-Mayor for a two-year term.** Staff Resource: Virginia Jones

16. **Discussion, consideration, and possible appointment of Mayor to act as liaison to the String of Pearls Committee as it relates to the Verde River.** Staff Resource: Mayor German

17. **Call to the Public for items not on the agenda.**

18. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Fire District, Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

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

20. **Adjournment**

Posted by: Virginia Jones Date/Time: 6-18-2015 4:00 p.m

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

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

4.a

DRAFT MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, JUNE 10, 2015 at 5:30 p.m.

1. **Call to Order**

Mayor German called the meeting to order at 5:35 pm.

2. **Roll Call**

Mayor German, Vice Mayor Baker, Councilors George, German, Gordon, Jones and Whatley.

Also present: Town Manager Russ Martin, Administration Assistant Barbie Bridge, Economic Development Director Steve Ayers, Recording Secretary Marie Moore

3. **Pledge of Allegiance**

Mayor German led the pledge.

4. **Presentation and discussion of proposed agreements between the Town of Camp Verde, Verde Valley Archaeology Center and Summerset at Camp Verde, LLC. In the agreements, Summerset at Camp Verde would transfer ownership of Parcel 403-23-104U to the Verde valley Archaeology Center, provide an option for the Verde Valley Archaeology Center to purchase Parcel 403-23-104U and transfer ownership of a 2.68 acre access easement leading to Parcel 800-25-001C (an AZ State Parks parcel), to the Town of Camp Verde. In exchange, the Verde Valley Archaeology Center would construct a water line along the easement and the Town of Camp Verde would agree to construct a paved road with curb and gutter the length of the easement. The Verde Valley Archaeology Center will also update the council on recent activities and future plans as part of the presentation.** Staff Resource: Steve Ayers

Vice Mayor Baker questioned if the Town Attorney was present telephonically and Ayers indicated no decisions would be made today, therefore, if any questions arise, Council should write them down and they can be addressed after. Ayers went on to indicate that he had a power point presentation, which is attached and becomes a permanent part of the record.

Todd Willard with the Prescott National Forest Service explained that a large issue is the lack of public access to the forest service land currently. With the proactive plan in place, that issue would be alleviated as well as managed trail system along the Verde River and management of the area. Prescott Forest is in full support and indicated they would assist the Town in any they are capable of.

Councilor Gordon stated that the Council received information from Steve Goetting indicating that the Archeological Center is not ready for this to proceed. Ken Zoll, Executive Director of the Verde Valley Archeology Center curtly disagreed and continued with a PowerPoint presentation which is attached and becomes a permanent part of the record. Zoll briefly explained awards and credentials the center has received as well as grants received and those that they intend to apply for. Zoll spoke of the financial status of the center and items that have been donated to the center. Zoll outlined the projected income and timelines for the center with detailed explanation to the Council.

Councilor George commended Zoll for his accomplishments and progress in five years and stated he was proud to have the center in Camp Verde. Zoll stated that the Town has been very good to the Center as well.

Vice Mayor Baker commended Zoll for his presentation.

Mayor German opened the meeting to the public:

Linda Buchanan informed Council that the Center had originated in a classroom in Camp Verde and wanted the Council to know that this effort has deep roots in the community.

Katleen Kusaris, resident of Peterson Road indicated her full support and explained that she felt the current area isn't safe and is being abused.

Steve Goetting indicated that he has contributed money, time and energy to the center and does agree that there is a need for space but also felt that there are other projects in the town that are in need of the Town's support to boost economic progress for the community.

Buck Buchanan voiced his strong support for the progression of the archeological center.

Cat Davis Brilliant idea for the Town and feels that the goal is this is best for the town and foolish to pass the opportunity this could bring for the Town.

Tom Kusaris, indicated that he as well as a group of equestrians support having an trail in place that would allow keep riders in Camp Verde. Kusaris explained his home is closest to the new center and will be most impacted but still supports the project fully.

Leanne Switzer feels this is an opportunity for everyone to work together and feels it is a great opportunity for the future.

Councilor Gordon spoke of current parks that are available that have river access and that this would be another point of the string of pearls.

Councilor George indicated that he advocates for the community park but doesn't feel this project would be competing with the ball fields. With this being a totally different concept George feels that if working together this could be successful.

Vice Mayor Baker indicated that originally she strongly disagreed with this matter due to the fact of building a road. Baker indicated that due to the information brought forth her opinion had changed and she retracted her original feelings. She felt the grants spoke of are a potential solution to the dilemmas she was concerned about.

Councilor Jones thanked Steve Ayers and Ken Zoll for their time and presentation. Jones expressed she felt there is nothing wrong with the idea other than it isn't being constructed "tomorrow". Jones indicated her strong support for the project.

Council German seconded Councilor Jones' thoughts and expressed her appreciation toward the information provided and felt hopeful regarding the information received on grants.

Steve Ayers discussed the contract and concerns that have been brought up. Ayers asked that council direct questions to his office so that he may address them before he sends the contract over for review.

Councilor Whatley stated she felt that the location is a prime location. Whatley stated her sister is the director of the Illinois State Museum and when she visited the Center last week she was very impressed. Whatley also stated that she had a discussion with a citizen that expressed displeasure in having to travel out of town to do public trail riding with her horse.

Mayor German indicated that this is a way to build memories and futures for the community youth. Feels it is a huge opportunity in education and economic growth for the town.

Mayor German called the meeting for recess at 7:02 pm. The meeting reconvened at 7:14 pm.

The following item(S) (#5 & #6) WERE ~~was~~ requested by Councilor Carol German

5. **Presentation, followed by discussion regarding a brief update from the Verde Valley Board Advisory Committee (VVBAC) for the Yavapai College District Governing Board and feedback from Town Council on improving the variety and quantity of education from the Verde Valley Yavapai College.**

Councilor German introduced committee members of the governing board and explained their roles and purpose to give an update. Randy Garrison, Paul Savaleigh gave a brief overview of the committee and history. Garrison explained that they have reached out to Cottonwood, Sedona, Yavapai-Apache Nation, Clarkdale, Big Park, Lake Montezuma and now Camp Verde to discuss the importance of access, sustainability and structure for affordable post-secondary education.

Councilor Gordon questioned the response that the committee has received from other communities. Paul Savaleigh spoke about the issue in Sedona that proposed closing the campus located there and the request for marketing progression and introduction programs within the school systems so students are aware of the college as well as the college is attuned to the needs and wants of the students. Paul discussed that 40% of the tax money collected in the Verde Valley is not spent in the Verde Valley and that the tax increase was not advocated by the committee.

Councilor Whatley spoke of her support for a centralized learning center as opposed to online classes. She stated that she is currently taking an online class and indicated that she was not prepared to navigate the program nor did she have the correct computer operating system to ease the online learning curve she faced.

Councilor George discussed what he felt were programs needed to keep students here in our community.

Paul invited council to attend their monthly meetings and Randy Garrison discussed the exponential need for a centralized learning center and how the funding from the state will be pushing toward this idea.

Tom Pitts indicated that the amount of work and detail going into this is crucial and strongly supported the idea of having a facility in Camp Verde due to the ideal location for such a need. Pitts commended the committee for their continued hard work and representation of the community.

Linda Buchanan stated she is a graduate from Yavapai College and feels that collaboration is the only way to improve this situation through fact finding not fault finding. Buchanan voiced her opinion regarding the needs of more improved education opportunities in the Verde Valley.

Councilor Jones expressed her support toward the committee's efforts.

6. **DISCUSSION, CONSIDERATION, FOLLOWED BY RECOMMENDATIONS FOR REPLACEMENT OF APPOINTMENT OF INDIVIDUAL TO REPLACE AMBER LEE ON THE YAVAPAI COLLEGE ADVISORY COMMITTEE.**

Council discussed the process in which needed to be followed and the reasoning for a replacement; after a few recommendations were given, Council agreed to notify individuals they would consider a replacement with the information needed to apply.

7. **POSSIBLE APPROVAL AND ACKNOWLEDGEMENT OF STAFF'S NOTICE TO PROCEED TO MCDONALD BROTHERS CONSTRUCTION FOR THE QUOTED AMOUNT OF $55,250 FOR FINNIE FLAT CURB & STORM DRAINAGE IMPROVEMENTS.** Staff Resource: Troy Odell or Ron Long

On a motion by Gordon, seconded by George, Council unanimously approved and acknowledged

staffs notice to proceed McDonald Brothers Construction for the quoted amount of $55,250 for Finnie Flat Curb & Storm Drainage Improvements.

Town Manager Russ Martin explained that due to the time and nature of the project, staff proceeded with the project with his permission. Council discussed where the funding for the project was coming from. Martin explained it was already located in the budget and covered.

8. **Adjournment**

The meeting adjourned at 9:18 p.m.

_____
Charles German, Mayor

_____
Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on June 10, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

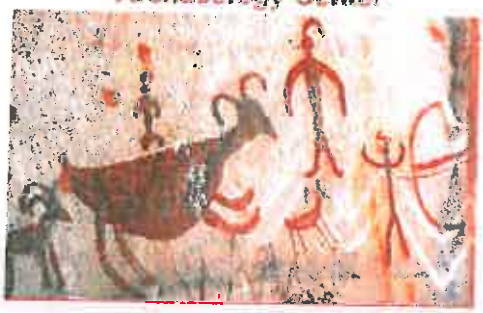
Dated this _____ day of _____, 2015.

_____
Virginia Jones, Town Clerk

Presentation by Ken Zoll

6/11/2015

Verde Valley Archaeology Center



Formed in October 2010, the Verde Valley Archaeology Center, a nonprofit corporation, is working to:

- ✓ Significantly expand archaeological artifact and site preservation
- ✓ Increase public awareness of and involvement in Sedona/Verde Valley archaeology
- ✓ Promote new and creative ways to display area artifacts and site interpretation
- ✓ Promote archaeological heritage tourism

Center Facility

Opened in Camp Verde
May 2011 (650 sq. ft.)
64 Members

November 2012
(3,300 sq ft)

Today 437 Members
114 CV Residents

VVAC Awards, Credentials and Partnerships

Grants

Financial Growth

Tracks 1.8 million IRS-recognized tax-exempt organizations. The Seal demonstrates the Center's deep commitment to transparency and accountability.

Center Revenue Growth

2010	$8,458	
2011	$48,331	
2012	$75,640	Moved to Main St
2013	$55,258	
2014	$115,345	Preparation for land donation

Collection and Curation of LOCAL Artifacts

In late 2013, the Center received over 20,000 prehistoric items from the Paul Dyck Rimrock Ranch

Collection and Curation of LOCAL Artifacts

In late 2015, the Center received over 11,000 prehistoric items from the Grey Fox Ridge development in Cottonwood

What's Next?

KCS

What's Next?

Conceptual Design	Sq. Ft.
Collections Repository	5000
Collections Processing	500
Collections Study Area	500
Lobby	2000
Gift Shop	750
Gallery	6000
Offices	3500
Library	750
Receiving, Maintenance	500
Learning Center	5000
Auditorium (200 seat)	4000
Total usable space	24,500
Structural overhead	35,625

YAVAPAI COLLEGE YREDC REGIONAL ECONOMIC DEVELOPMENT CENTER

"The center operations will have an economic impact in the community in terms of direct spending on wages, supplies, and services and induced impacts derived from increased demand for supplies and services."

Impact Type	Annual Employment	Annual Labor Income	Annual Sales
Direct	10.0	$425,148	$1,707,158
Indirect	2.7	$105,591	$294,547
Induced	1.9	$72,312	$218,068
Total Effect	**15.6**	**$603,051**	**$2,219,773**

Timeline

Year	Project Phases
2015	Complete architectural renderings Land Use Capital Campaign ($500,000) Complete archaeological survey
2016	Begin archaeological excavations for building site Complete archaeological park design (UofA) Begin Campus Capital Campaign ($12 million)
2017	Complete archaeological excavations Complete land grading (Land Use Plan) Begin Archaeological Park development
2018	Begin Campus Construction

MAKE THE FAST PERSONAL

Presentation by Steve Ayers 06/11/2015
6-10-2015

Homestead Parkway Project

Permanence and Paradise

The Homestead Parkway Project calls for two additions to Camp Verde:

- Securing permanent public access to, and construction of a road and trailhead, for an 80-acre riverside park and natural area
- Securing a permanent home for the Verde Valley Archaeology Center

The Exchange

Developer Scott Simonton is offering the following:

- To donate 9 acres to the Verde Valley Archaeology Center, free and clear title, so the organization can build a permanent facility
- To sell an additional 6 acres, valued at $570,000, to the Verde Valley Archaeology Center for $250,000
- To give title to the Town of Camp Verde for a 2.68 acre strip of property to extend Homestead Parkway from Davison Drive to 80 acres of public land

In exchange, the Verde Valley Archaeology Center agrees:

- To remain in Camp Verde for the next 50 years, making this their permanent home
- To pay the Town of Camp Verde for the construction of a waterline along the extension of Homestead Parkway that will serve all the properties along the corridor by the end of FY2018

In exchange, the Town of Camp Verde agrees:

- To pave, curb and gutter, the Homestead Parkway extension from Davison Drive to the Verde Ditch, including construction of a trailhead at the ditch end of the road by the end of FY2018

The Numbers
The Exchange

Value of Simonton's donation VVAC:

9-acre parcel	$800,000 (Certified Appraisal)
5-acre parcel	$570,000 (Certified Appraisal)
Less	$250,000 (VVAC's purchase price on the 5 acres)
Total	$1,120,000

Value of Simonton's donation of 2.68 acres for road extension
$240,000 based on certified appraisal of adjoining property

Cost of Waterline
Estimated by CVWS @ $75,000

Cost to pave, curb and gutter Homestead Parkway Extension (two estimates)
$350,000

The Numbers
The Park

Value of 80 acre parkland the road will provide public access to
$1,600,000 (Nature Conservancy minimum estimate of $20,000 per acre, 2015)
$2,789,800 (Based on ASP purchase price of $34,895 per acre, 2006)

Previous Camp Verde parkland purchases

Butler Park: 2.15 acres for $40,000 ($18,605 per acre) 1998

Rezzonico Park: Four acres for $250,000 ($62,500 per acre) 2006

Community Park off McCracken Lane: 118 acres for $2,400,000 ($20,339 per acre) 2008

Cost per acre to the Town for full access to the 80 acre parcel
$4,375 per acre ($0.24 on the dollar compared to Butler Park, $0.07 on the dollar compared to Rezzonico and $0.22 on the dollar compared to the community park). Building the road at $350,000 would save between $1,250,000 and $2,439,800 over the cost of purchasing comparable parkland.

Current Status
The Park

- Property consist of three parcels totaling approximately 80 acres, two managed by Arizona State Parks (800-25-001C, 15.61 acres and 800-25-001D, 24.51 acres) and one by Prescott National Forest (800-01-080N, 40 acres)
- Private Property surrounds the block of parcels
- The parcels consist of mesquite bosque and Goodding Willow/Freemont Cottonwood biome, which is "among the most threatened forests types in the United States" (ASU Center for Environmental Studies)
- Prime wildlife viewing area
- All three parcels are being impacted by illegal dumping, off-road vehicle traffic, transient camp sites, invasive species and habitat degradation
- All three parcels are in danger of further impacts from nearby residential development
- No public access to any of the three parcels
- No management plan in place to protect the area

What you will help change

What you will be preserving for future generations

What's the benefit?

- Community open space
- Hiking and equestrian trail
- A place parents can bring their children to the river
- Interpretive/educational
- Reflective
- Watchable Wildlife
- Restoration and Protection of the riparian corridor in an urban setting

Grant Opportunities

- Arizona State Parks Recreational Trails Program Grants for trail and trailhead construction (Federal pass through) $80,000
- Arizona Game and Fish Watchable Wildlife Program
- AZGFD Heritage Grants Part A (Public Access) $50,000
- AZGFD Heritage Grants Part B (Environmental Education) $50,000
- AZGFD Heritage Grants Part D (Urban Wildlife and Urban Wildlife Habitat) $50,000
- Land and Water Conservation Fund Grants
- Road construction, because of the VVAC and a six acre business park on then extension, is eligible for an ACA Rural Infrastructure Grant (50%)
- Because of the VVAC and the business park located on the road, road construction is eligible for USDA Rural Business Development Grant ($50,000)

Is there another access point to the property?

Perhaps, but not without impacting neighborhoods in the Simonton Ranch development. At the present there are no other roads planned in the Simonton Ranch Development that would lend themselves to a park access point. The key is the ability to construct a functioning trailhead, accessible to cars, trucks and horse trailers, that does not impose on residential areas. It is worth noting that when Arizona State Parks purchased the property they planned the for the entrance to come from Homestead Parkway.

Have we done a PPA before?

Yes

Camp Verde Sanitary District, 2007, for $1,902,000. Town agreed to pay out $120,000 per year for 21.5 years for a total of ($2,500,000)

Is building the road to the park a "gift" to Simonton under the Arizona Constitution's Gift Clause?

NO

Why Not?

- Turken v Gordon, et. al. laid down rules that Arizona cities and towns must follow
- Two step process: 1) is the expenditure for a public purpose and 2) is the "public benefit to be obtained from the private entity as consideration...far exceed by the consideration being paid by the public." (Are you paying too much?)
- "Courts owe significant deference to the judgment of elected officials"
- Courts will find a public purpose and overturn council decisions only in "those rare cases in which the governmental body's discretion has been 'unquestionably abused'" or the public resources committed were "grossly disproportionate" to the consideration given by the developer
- Must quantify the benefits (This what I'm doing here today for the park and what YC has done for the economic development benefits that will be derived by the VVAC at build out)
- Staff's judgment is that securing permanent public access to the park property ALONE justifies the exchange

The Numbers
VVAC

- Negotiate interest on early completion items
- Phase 1 environmental study
- Title Insurance
- Other contract issues

4.a2

DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
WEDNESDAY, JUNE 3, 2015 AT 6:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor German called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Jessie Jones and Robin Whatley.

Also Present
Town Manager Russ Martin, Marshal Nancy Gardner, Public Works Director Ron Long, Deputy Public Works Director Troy O'Dell, Waste Water Manager Jan Crogan, Librarian Kathy Hellman, Court Supervisor Veronica Pineda, Assistant Planner Jenna Owens, Permit Tech Kendall Welch, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor German led the pledge.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      - Special-Work Session – May 19, 2015
      - Work Session – May 13, 2015
   b) **Set Next Meeting, Date and Time:**
      - Wednesday, June 10, 2015 at 5:30 p.m. Work Session
      - Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning-and Adoption of Tentative Budget

On a **motion** by Councilor George, seconded by Vice Mayor Baker, the council unanimously voted to approve the Consent Agenda.

5. **Special Announcements and presentations:**
- **Proclamation Declaring June 30, 2015 A Day To Remember The Granite Mountain Hotshots.**

Mayor German pronounced the Proclamations
- **Acknowledgement by the Insurance Services Office, Inc. (ISO) of new rate change and recognition to Building Department.** Staff Resource: Russ Martin

Town Manager Russ Martin presented an award the town received from ISO as a result of code reviews and excellence provided by the building department staff and fire district. This ISO award should result in lower commercial and residential insurance rates for Camp Verde community residents/business owners.
- **Special recognition to Senior Wastewater Operator, Marshall Davis for receiving an award from Arizona Water Association as Wastewater Operator of the year for Small Systems.** Staff Resource: Jan Crogan

Jan Crogan recognized and commended Marshall Davis for excellence in his service to the Town of Camp Verde Waste Water Department advising the Mayor and Council of the award received from the Arizona Water Association. Ms. Crogran advised that under the direction of Marshall Davis, the Waste Water Department had no on the job losses (workman's compensation) for the past eight years.
- **Presentation of Governor's Archaeology Advisory Commission Award in Public Archaeology for 2015 for excellence in the category of Government Agency.** Staff Resource: Russ Martin

Town Manager Russ Martin presented an award received from the Governor's Archaeology Advisory Commission for historic preservation of Fort Verde. Mr. Martin commended the continuing support of many volunteers and the

council.

6. **Call to the Public for Items not on the Agenda.**
Leah Robbins addressed the Mayor and Council stating support of the Parks and Recreation Department, requesting the Mayor and Council allocate necessary funding for P & R to re-establish summer camps, programs and activities for children.
Steve Goetting addressed the Mayor and Council stating he concurs with Ms. Robbins. Additionally, he noted that the parks, playground and gym remain at a very low use level, as there are no organized programs and activities. Mr. Goetting stated the Town needs economic development and growth for families and younger people, not just retirees, to re-establish an economic base. Mr. Goetting stated displeasure with the Council for lack of economic development and for extending their terms without an election.
NOTE: *Councilor Whatley addressed Mr. Goetting's allegation of the Council extending their terms without an election, stating that this information is incorrect and any member of the public that would like additional information may contact her personally, or contact the Town Clerk's Office with questions.*
Sherry Wishmeyer addressed the Mayor and Council stating concerns that the Council approved a 4.5% increase for the Marshall's Office for budget year 2014-15 due to the alleged mandatory increase of 4.5% contribution to the retirement fund, when in fact the increase was only .6% (Ms. Wishmeyer provided a handout to Council outlining the contribution rates and increases 2011-2015 – a copy if available for review in the Town Clerk's Office). Additionally, Mr. Wishmeyer stated displeasure with the Marshall's Office receiving wage increases of 4.5%, with all other Town employees receiving only 1.5%.
Jenna Owens addressed the Mayor and Council commending Kendall Welch in her continued excellence with the building department, and her contributions that lead to the Town receiving the ISO award, ISO ratings, and reduction in insurance rates.
Jenna Owens and Kendall Welch addressed the Mayor and Council with a most interesting chain of events in acquiring and preserving a piece of Camp Verde History from the making of the movie "Kingdom of the Spiders" (1977), the last known spider web painting on the shed/barn, which is given to the Citizens of Camp Verde.

7. **Discussion, consideration, and possible appointment of Council Members as Town Representatives and alternates to various boards, committees, and organizations.** Staff Resource: Virginia Jones
The Mayor and Council unanimously accepted assignments and approved the proposed Draft of Council-Committee Assignments as presented with the following modifications: Yavapai College Governing Board GERMAN / BAKER, Yavapai College Advisory Board GEORGE / GERMAN, Yavapai-Apache Nation MAYOR GERMAN / BAKER, and modifying the meeting time/dates as follows: CV Fire District Monthly 3rd Wednesday at 9:30 a.m., VFREO TBA Quarterly on Friday 10 a.m., Verde Valley Land Preservation TBA bi-monthly or quarterly, Arizona Municipal Risk Retention Pool TBA bi-monthly or quarterly, Verde Valley Transportation TBA bi-monthly or quarterly, and Middle Verde Water Advisory Wednesday 2:00 p.m. or TBA as needed.

8. **Discussion, and possible approval of an amendment to the Facilities Use Agreement with Yavapai College to include use of Town property by OLLI (Osher Lifelong Learning Institute) through June 30, 2016.** Staff Resource: Russ Martin
Town Manager Russ Martin advised the Mayor and Council that Council approval was not required for this Agreement; this agreement can and will be approved by the Town Manager. This matter was placed on the Agenda for informational purposes only. Mr. Ed Lee addressed the Mayor and Council giving an update on OLLI progress, OLLI programs in Clarkdale and Sedona summer session beginning in June, and advising OLLI will launch with the fall session in September. Mr. Lee thanked Mike Marshall for his continuing help with the OLLI programs, and stated that although OLLI is managed through Yavapai College it is funded by the OSHER foundation. Mr. Lee introduced the Camp Verde OLLI Committee Jackie Walker, Dixie Woods and Gail Grove (all volunteer committee members). The Mayor and Council thanked Mr. Lee and the OLLI volunteer committee.
Public Comment: Tom Pitts addressed the Mayor and Council in support of OLLI stating it is a phenomenal program and of great benefit to all Verde Valley residents.

9. **Discussion, consideration and possible approval of amendments to the Town's Salary Plan with the addition or amendments of the following job descriptions; Property and Evidence Custodian, Property and Evidence Custodian Aide, Economic Development Specialist, Human Resource Specialist, Risk Manager, Financial Aide, Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation.** Staff Resource: Russ Martin

On a **motion** by Councilor German, seconded by Councilor Jones, the Council approved separating (with separate vote for approval or denial) the proposed Risk Manager position from the other amendments presented, with Councilors Whatley and Gordon opposed.

On a **motion** by Councilor Gordon, seconded by Councilor George, the Council approved the proposed amendments to the Town's Salary Plan (and job descriptions) excepting the Risk Manager position, with Vice Mayor Baker opposed.

On a **motion** by Council Gordon, seconded by Councilor George, the Council approved the proposed amendment to the Town's Salary Plan (with job description) for the Risk Manager position, with Vice Mayor Baker and Councilor German opposed.

Town Manager Russ Martin stated that with the budget process and discussions, changes in personnel and their assignments, and modifications of Town Policy (Light or Modified Duty/Return to Work), job descriptions and range of salary need to be established whether or not the positions are approved, filled and/or funded this year. Mr. Martin further explained that many of the proposed job descriptions with salary ranges will benefit many of the current Town employees that "wear different hats", by performing multiple jobs with multiple job descriptions, and designating new positions if and when the Council approves the new positions and funding; approval of the proposed amendments to the Town's Salary Plan (with job descriptions) does not necessarily create new positions at this time, except for the NACOG funded Aide positions. Additionally, a job description is required for the NACOG funded positions (Property and Evidence Custodian Aide and Financial Aide).

The Mayor, Council and Town Manager engaged in considerable conversation and debate, with the following items at issue: recently increased the sales tax rate and the appearance of increasing government, increasing department size by adding department employees (specifically Economic Development Department); the job description of the Economic Development Specialist covers everything needed and therefore it appears there would be no need for a director; the Risk Manager position may be creating a new Department, not just another Town position; the proposed cost (and high salary range) for the Risk Manager position and justification for the same; the possible legal requirements for advertising (and considering outside applicants) for the position of Risk Manager as a Department Head; the potential for combining Human Resources and Risk Management; the potential that a Risk Manager can (and, if properly executed) save the Town money in insurance rates, potential losses and law suits; the fact that 95% of Arizona cities and towns do not have a Risk Manager as a separate employee or Risk Management Department, with Risk Management being handled by Human Resources and/or Town Manager; and the proposed amendments to the Town's Salary Plan (with job descriptions) are not being considered as a budget issue on this Agenda.

Public Comment: Tom Pitts inquired if, upon approval of the amendments to the Town's Salary Plan as proposed, if the Human Resources Department would be under the direction of Economic Development? NOTE: *Response by Town Manager Russ Martin: No. Steve Ayers is the director for Economic Development only, with the Town Manager acting as director for Human Resources.*

Sherry Wishmeyer inquired about how the NACOG position employees are paid and stated support for Human Resources and Risk Management to be together as one position, stating that to acquire Human Resources certification, Risk Management is required. Response by Town Manager Russ Martin: NACOG position employees are paid directly by NACOG; HR managers are required to have Risk Management training (and in some circumstances, certification), however, Risk Managers do not always have Human Resources training or certification.

10. **Discussion, consideration and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget to include, but not limited to:**

- **Capital Improvements**

- **Revenues**
- **General Government**

Town Manager Russ Martin stated a handout has been provided with each department's CIP requests for 2015-16, requesting Council prioritize the CIP requests and give direction to the Town Manager to prepare for the tentative budget approval on June 24, 2015. The Town Manager stated there are near $3,000,000 in requests, with available funding for $490,000 - $540,000.
The Mayor and Council were advised by Ron Long that the gym roof leaks in several places, and there is a possibility that a roof failure will ruin the floor and other improvements in the gym which would result in additional expenses for clean-up and repairs/replacement, and were advised by Troy O'Dell the sewer sleeves for Hwy 260 Development were required by ADOT. After considerable discussion, it was the consensus of the Council, with direction to the Town Manager, to place the CIP requests in the following priority for completion 2015-16:

1. Sewer Sleeves (Hwy 260 Development) $200,000
2. Gymnasium Roof $100,000
3. Butler Playground (Phase I only) $ 48,094 (Phase II 11,750, Phase III 3,800, Cover $22,700)
4. Court (remodel) $ 50,000 (Additional funds to be paid from Court Enh Fees)
5. Lease Purchase of Equipment $100,000 to $105,000 per year/5 year lease purchase commitment - to purchase the following: equipment (package) Mower, Motor grader, seal coat machine, 2 patrol vehicles, transportation van, administrative vehicle, man lift – stated in priority.
6. JOC Drainage Projects (or a portion thereof) and Storm Water studies to be budgeted from $40,000 - $50,000 excess in operating fund or reserve funds.

Councilor Whatley acknowledged that the new sales tax rate is making these CIP project possible (creating approximately $490,000), as none of the CIP projects would materialize without the sales tax revenue.

Public Comment: Tom Pitts addressed the Mayor and Council in support of the Town placing JOC Drainage Projects, IT equipment and new computers, as priority CIP projects/purchases.

11. **Call to Public for items not on the Agenda.**
Tom Pitts advised the Mayor and Council that he had attended meetings in Phoenix regarding education and community development, and would be presenting the Council with written information. Mr. Pitts advised the he would be attending additional economic development retreat. Additionally, Cottonwood will be sponsoring the annual Thunder Valley Rally, and with all hotel/motels being booked in advance for this event, the Town of Camp Verde should advertise available accommodations.

12. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
Councilor German stated the Council Members were invited to the "meet and greet" of the new NAU director. Additionally, Councilor German stated that Yavapai College funding was not decreased by the State, yet they continue to consider a 2% increase in property taxes without needing the funding. Council German stated opposition to this increase in property tax and encouraged anyone that opposes the property tax increase to attend the Yavapai College Board meeting or make their opinions known in writing.

Vice Mayor Baker thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater facility. Vice Mayor Baker concurred with Councilor German regarding the proposed 2% increase in property tax for Yavapai College.she attended the Yavapai College Board Meeting in Prescott (today), and will provide copies of informational documents to all council members. The Yavapai College Board is considering a property tax increase of 2% - attendees stated objection to the increase – as Yavapai College does not need the additional revenue.
Councilor Gordon thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater facility. Councilor Gordon also stated he would be attending an intergovernmental meeting scheduled in Jerome.

Councilor George stated the Yavapai College Advisory Board would be finalizing their recommendations to the Governing Board at the intergovernmental meeting in Jerome.
Councilor Whatley thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater facility, and stated she would be attending an intergovernmental meeting scheduled in Jerome.
Mayor German reminded all Council Members of the ADOT meeting on Friday, and the scheduled trash pick-up day this weekend.

13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
None.

Adjournment

On a **motion** by Mayor German, seconded by Vice Mayor Baker, the council unanimously voted to adjourn the meeting at 9:48 p.m.

_____
Charles German, Mayor

_____
Lynn Riordan, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on June 3, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

_____
Virginia Jones, Town Clerk

4.a

DRAFT MINUTES
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
TUESDAY, MAY 27, 2015 AT 5:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
   Mayor German called the meeting to order at 5:30 p.m.

2. **Roll Call**
   Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, and Robin Whatley. Councilor Jessie Jones arrived at 4:55 p.m.

   Also Present
   Town Manager Russ Martin, Economic Development Director Steve Ayers, Marshal Nancy Gardner, Finance Director Mike Showers, Public Works Director Ron Long, Public Works Analyst Deborah Ranney, Deputy Public Works Director Troy O'Dell, Waste Water Treatment Plant Manager Jan Grogan, Administrative Assistant to the Town Manager/Risk Manager Carol Brown, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
   Mayor German led the pledge.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      - No Minutes for Approval
   b) **Set Next Meeting, Date and Time:**
      - Wednesday, June 3, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 10, 2015 at 5:30 p.m. Work Session
      - Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning-and Adoption of Tentative Budget

   On a **motion** by Councilor George, seconded by Vice Mayor Baker, the council unanimously voted to approve the Consent Agenda.

5. **Special Announcements and presentations:**
   None

6. **Call to the Public for Items not on the Agenda.**
   Nikki Miller, Camp Verde Promotions, addressed the Mayor and Council expressing support for the purchase of a lift truck in the 2015-16 budget, specifically for the utilization of the downtown banner poles.
   Steve Goetting addressed the Mayor and Council expressing disappointment with the Town's expenditure of approximately $250,000 in the past few years on economic development and marketing which has failed to produce new business or jobs; stating the Town need appropriate marketing to bring in business and a customer base as the current economic development and market plan has been a failure.

7. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units.**
   Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.
   - **Operational Fund Including General Fund, HURF and Wastewater Fund.**

   Town Manager Russ Martin advised that each Council Member was provided a proposed budget, showing each departments requests and the Town Manager's recommendations. Mr. Martin stated the tentative budget is scheduled for adoption on June 24, with final budget adoption on by July 1, 2015. Mayor German

requested that all public comment be provided in writing to the Town Clerk as soon as possible for the Council to review and consider public comments.

The Mayor, Council and Town Manager discussed the following:
Storm Water Department request for a new CAD position, advising that 80% of the cost of this position will be funded from WIFA (Town of Camp Verde as trustee), and 20% funded from the Town's General Fund (estimated cost $12,500). After clarification that this position will not increase sewer fund rates, the Council unanimously consented to funding the new CAD position. HURF funds may not be utilized for storm water employees, therefore, the Mayor and Council did not consent to additional Storm Water employees, however, the line item for contract services ($3,000) in Storm Water will be revisited at the request of Councilman Gordon and Vice Mayor Baker.

Purchase of a new mower for Public Works, with Finance Director Mike Showers advising that the Town must stay within the HURF reserve requirements of $150,000; currently the reserve is $1,000,000. Deborah Ranney advised the new mower would also benefit the Storm Water Department in keeping drainage ditches clean and operable. Councilor Gordon suggested the new mower be paid from CIP funds, rather than operating funds; Vice Mayor Baker stated she would rather see operating funds used for street repairs and maintenance with the new mower being purchased with CIP funds. The Town Manager concurs and the Mayor and Council will consider the purchase of the new mower from CIP funds at the Budget Meeting on June 3, 2015.

The Town Manager was directed by the Mayor and Council (majority – not unanimous) to move forward with Public Works Maintenance and Parks and Recreation wages/positions per the Town Manager's recommendations (not department requested), with Councilor Whatley in opposition.

Non-Departmental budget was directed by the Mayor and Council unanimously to approve the Manager's Recommendations with respect to the Verde Valley Senior Citizen's funding, the mounted Calvary insurance at a cost of $1,000, Yavapai County Water Advisory being reduced to $7,645, and Recycling being reduced to $5,000.

Economic Development was discussed in length as many of the requests for economic development are in the CIP budget for discussion on June 3, 2015, and Steve Ayres has requested that $18,000 in contracting services be moved into wages (with re-allocation of Barbie Bridge's wages and assignments), advertising be moved into the Visitor Center budget, and Special Events costs be allocated to Parks and Recreation. The Mayor and Council unanimously concurred with the Town Manager's recommendations for the Economic Development budget.

The Mayor and Council reviewed the Marshal's Office requested budget, and after clarification that the communication equipment had been purchased (and paid for) from the 2014-15 budget, the cell phone costs are actually mobile data and mobile data computers, the department receives grant money for 50% of safety equipment/uniforms for officers and the legal services line item is a (24-hours a day available for legal services and training) contract, the Mayor and Council directed approval of the proposed Marshall's Office by majority, with Councilor German opposing the $20,000 legal services fee/contract.

Human Resources / Risk Management, Town Manager Russ Martin recommends a third party contractor (one female/one male) for human resources, relieving the Town Manager of some of the Human Resources duties and obligations for Town employees (not including the Marshal's Office), reducing the requested budget item from $20,000 to $5,000, and allocating a portion of Barbie Bridge's (Town Clerk's Office) to Human Resources. The Mayor and Council concur. The Town Manager recommended that Carol Brown be re-positioned as full time risk manager for the Town, and relieved of the duties of administrative assistant to the Town Manager, instead of contracting out risk management services. Additionally the Town Manager advised that with assistance of the Clerk's Office and new technology, he is no longer in need of an

administrative assistant. Ms. Brown's services would benefit the Town as risk manager. Vice Mayor Baker stated concerns with the increased costs of the addition of a full-time risk manager, as the Town recently paid for a (shared with Cottonwood) safety consultant, and no other Town relative in size to Camp Verde, has a full-time risk manager. Additionally, the Arizona League of Cities and Towns provides services in risk management. Councilor German acknowledged the potential need for a risk manager, but is concerned with the increased cost of this position. The Council discussed priorities in risk management acknowledging that Ms. Brown's capacity as a risk manager has the potential to save the Town money in insurance rates, reduction in legal services, and losses from injury/illness. Upon council direction the need versus cost of this position be revisited each year, the Town Manager will include the Risk Manager position in the proposed budget.

Councilor German requested clarification of the $75,000 prosecuting attorney cost. Town Manager Russ Martin advised that this contract is for prosecuting attorney fees for the Marshal's office and the Municipal Court.

Mike Showers, Finance Director, addressed the Mayor and Council with respect to the following fund accounts: 1) Closing and removing the Parks Fund $632,000 loan from the General Fund to the Parks Fund (write off), as it serves no purpose at this time. 2) Combining the YAN Fund into the Donations Fund and renaming the fund Donations & Restricted Use Fund. By definition, the YAN funds are a general donation. 3) Pay off the Sanitary District Debt USDA note #92-09, as funds are available and will have a direct impact on the special assessment portion of the Sanitary District property tax this year (lower taxes for residents). Councilor George inquired as to the donation form that was approved several years ago for the Town to accept donations from anyone. Steve Ayres stated the Town could receive unrestricted donations at any time, but approval from the finance department was necessary for any restricted donations over $100.00.

Elections: After discussion by Mayor, Council and the Town Manager, the Council unanimously directed that $30,000 for special election be removed from the proposed budget.

Councilor George again stated he would like to see, at minimum, a 1.5% cost of living increase for the Town's employees, as they have been continuously loyal and the employees are the Town's greatest asset. Council Jones concurred, and stated that the Town was able to find $69,000 for unpredicted / unbudgeted legal fees last year; therefore, we should find $66,000 (estimated cost) for Town employee increases. The Council unanimously concurred.

Town Manager advised, based on the discussed and directives this evening, the Council had trimmed $86,000 from the operating budget, and directed approval of $72,500 in increases, leaving approximately $6,500 that can be reallocated. The Council unanimously agreed to increase Storm Water Contracted Services by $3,000, and leave the balance for maintenance and/or seasonal maintenance.

8. **Call to the Public for items not on the agenda.**
None

9. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor Gordon stated the Fire District was also in the budget process and the Fire District employees will be getting a 2.5% increase (from proposed property value tax increase of approximately 5%).

Councilor Jones stated she participated in the 5k run (walk) for the Verde Valley K-9 Unit fundraiser. Councilor

Jones thanked the Marshal and the Marshal's Office for all they do in supporting and protecting the residents of Camp Verde. Councilor Jones reminded everyone that trash pick day was June 5 at 9:00 a.m.

Councilor Whatley stated she attended the Kids of Hope meeting and training.
Mayor German stated he attended and spoke at the Legion (Windmill Park) with his eldest son (who currently is serving in the military) on Memorial Day.

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

Town Manager Russ Martin stated time is running short to approve a final 2015-16 budget, and requests that any council member that cannot attend the scheduled meetings in June, to please let the Town Clerk know as soon as possible, as full Council attendance is desirable.

Adjournment

On a **motion** by Councilor Jones, seconded by Councilor George, the council unanimously voted to adjourn the meeting at 9:05 p.m.

_____
Charles German, Mayor

_____
Lynn Riordan, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special / Work Session of the Town Council of Camp Verde, Arizona, held on May 27, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

_____
Virginia Jones, Town Clerk

4.C

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 17, 2015

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Town Marshal Nancy Gardner

Staff Resource/Contact Person: Town Marshal Nancy Gardner

Agenda Title (be exact): Possible approval of an Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Management for emergency services to include $4,675.00 in the FY 2015/16 Budget for these services.

List Attached Documents:

- Intergovernmental Agreement for the Establishment of Unified Emergency Management
- Invoice for $4,675.00

Estimated Presentation Time: 1 Minutes

Estimated Discussion Time: 1Minutes

Reviews Completed by:

☐ ***Department Head:*** ☐ ***Town Attorney Comments*** NA

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

Finance Director Comments/Fund:

Fiscal Impact: N/A

Budget Code: ***01-999-20-785000*** ***Amount Remaining:*** ***$4,675.00***

Comments:

Background Information:

This is an annual Agreement that allows Yavapai County to work with the Town to provide emergency services and related activities. The Agreement states the Town will appoint an Emergency Management Coordinator who shall be responsible for the organization, administration, and operations of local emergency management, subject to the direction and control of the chief executive officer or governing body. The term of this agreement is for five years commencing June 30, 2020 however, may be terminated at any time.

Recommended Action (Motion): Approve the Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Management for emergency services, to include $4,675.00 in the FY 2015/16 Budget for these services.

Instructions to the Clerk: Process IGA and Invoice

YAVAPAI COUNTY
Office of Emergency Management
1100 Commerce Drive, Prescott, Arizona 86305
Phone (928) 771-3321
Fax (928) 771-3323
www.regionalinfo-alert.org

May 28, 2015

Ms. Virginia Jones, Clerk
Town of Camp Verde
473 S. Main Street
Camp Verde, AZ 86322

Re: Annual Unified Emergency Management IGA

Dear Ms. Jones:

Enclosed is the Unified Emergency Management Intergovernmental Agreement (IGA) for fiscal years July 1, 2015 through June 30, 2020. Please obtain the appropriate signatures and **return three originals of the signature page to the office of Yavapai County Emergency Management by June 25th, 2015.**

The IGA will then be signed by the Yavapai County Board of Supervisors, recorded, and one original will be returned to you.

Some benefits provided to the City during the past year include:

- Notification of hazardous conditions
- Update of Disaster Response Plan
- Completion of the Multi-Jurisdictional Hazard Mitigation Plan
- Completion of the Communities Wildland Protection Plan
- On call status 24/7
- On call 24/7 alternative communications capability (Amateur Radio)
- Monitor and assist with compliance on Homeland Security training & reporting mandates
- Homeland Security and emergency management training classes at no cost
- Exercise Development

Please forward the attached invoice to your Finance Department. Please remit payment to Yavapai County Office of Emergency Management no later than October 31st, 2015.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Denny Foulk, M.S., EMHS
Emergency Manager
Yavapai County Office Emergency Management

Enclosures

Master Agreement

INTERGOVERNMENTAL AGREEMENT FOR THE ESTABLISHMENT OF UNIFIED EMERGENCY MANAGEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("IGA"), is made and entered into this _____ day of _____ 2015, by and between YAVAPAI COUNTY, a political subdivision of the State of Arizona, hereinafter called "County" and _____, hereinafter called "Public Agency", per A.R.S. §11-951.

WHEREAS the County has established an Office of Emergency Management and;

WHEREAS the County has the capability to manage an unified emergency management organization and;

WHEREAS the parties are empowered to enter into this agreement pursuant to A.R.S. §§11-952, 26-307, and 26-308.

NOW, THEREFORE, in consideration of the covenants contained herein, and for other good and valuable consideration, the receipt and the sufficiency of which are hereby acknowledged by each party to the other, it is hereby agreed as follows:

1. The County and the Public Agency shall establish a unified emergency management organization for the purpose of preparing plans for the preservation and safety of life and property and making provisions for the execution of these plans in the event of enemy attack upon the United States of America and/or in the event of any peacetime natural, technological, or manmade emergency or disaster within the County or Public Agency. See Attachment "B" for a list of definitions and Attachment "C" for a comprehensive list of services provided (incorporated herein by reference).

2. The unified emergency management organization is hereby designated as the Yavapai County Emergency Management Interagency Coordination Committee.

3. The County will perform the following services with the Public Agency:

   a. Planning:

      1. Include emergency operations of the Public Agency in the County Emergency Operations Plan (EOP) covering emergencies and disasters;
      2. Review and assist in the development of the Public Agency Emergency Operations Plan for completeness, compatibility, alignment, and compliance with the National Incident Management System (NIMS), County Emergency Operations Plan, State Emergency Operations Plans, and provide improvements and updates as necessary.
      3. Provide assistance to the Public Agency to develop/update emergency management plans, procedures, and programs in each of the following areas (such list not to be exclusive): Emergency Operations Planning,

Continuity of Government, Emergency Evacuation, Shelter, Recovery, Mitigation, Access and Functional Needs, Warning and Public Information, Communications, Mass Care and Mass Casualty. The above plans and programs will be coordinated with and approved by the various Public Agency departments affected by said plans and programs;

4. Assist the Public Agency with developing and/or updating a current inventory of all equipment and supplies available in the Local Jurisdiction for use in the event of any disaster;
5. Provide a current inventory of all equipment and supplies available in the County to assist the Public Agency in the event of any disaster.

b. Training and Exercise: As Federal, State, or Local funds are available, and/or cooperative agreements, the County in its discretion will provide emergency management all hazards training and exercise opportunities for the Public Agency in accordance with the Multi Year Training and Exercise Plan (MYTEP).

c. Provide technical assistance in obtaining Federal or State funds which may become available to the Public Agency for emergency management/services purposes.

d. Assist in completing and submitting all report requirements emanating from State or Federal Government Emergency Management or Homeland Security Agencies;

e. Develop the Yavapai County Emergency Management Interagency Coordination Committee (see section 4a);

f. Disaster Support:

1. Upon request by Public Agency officials, the County will provide assistance with emergency management under normal and/or emergency or disaster conditions.
2. In the event of disaster confined to the Public Agency Jurisdiction, provide emergency assistance as requested, within the limits of the ability of the County to so provide, and coordinate assistance furnished by other agencies in accordance with the Yavapai County Emergency Operations Plan, mutual aid agreements, and State and/or Federal laws.
3. In accordance with the Yavapai County Emergency Operations Plan, Yavapai County may activate an Emergency Operations Center (EOC) in support of an evolving incident, and/or in support of the Public Agency's EOC.
4. At the request of the Public Agency, Yavapai County Emergency Management may open a unified EOC on the Public Agency's behalf. Cost share in accordance with federal and state law may apply (Stafford Act, 44CFR, and AAC title 8).

5. Pass through all declarations for Emergency or Disaster to the State, in accordance with Stafford Act Authorities, 44 CFR, ARS title 26, and AAC title 8.
6. Assist in all federal, state, or local recovery functions for the Public Agency.

4. The Public Agency shall:

a. By this agreement become a member, and through appointment provide a representative to serve on the Yavapai County Emergency Management Interagency Coordination Committee:

1. The purpose of the committee is to collaborate, coordinate, communicate, and integrate a strategic vision of emergency management for the County as well as the Public Agency, and provide necessary input for the development of a comprehensive emergency management program inclusive of a whole community.
2. The Emergency Management Interagency Coordination Committee shall meet not less than once a quarter;
3. The Public Agency shall appoint an Emergency Management Representative for the jurisdiction, who shall be responsible for the organization, administration, and operations of local emergency management, subject to the direction and control of the Public Agency's chief executive officer or governing body.
4. The Committee shall ensure National Incident Management System (NIMS) compliance, in accordance with Homeland Security Presidential Directive 5 for the Public Agency, and adopt NIMS as the Public Agency's management system for disaster response by resolution.
5. Representatives to the Yavapai County Emergency Management Interagency Coordination Committee must be NIMS compliant in accordance with HSPD-5, and have operational knowledge of their respective jurisdiction.

b. Planning:

1. Accept joint responsibility to maintain and keep current the Yavapai County Emergency Operations Plan, appendices, and annexes as it relates to the Public Agency;
2. Accept responsibility to maintain and keep current the Public Agency Emergency Operations Plan, appendices, and annexes;

c. Training and Exercise:

1. As needed, make personnel available for training and exercises.
2. Personnel backfill and overtime for training and exercises is the

responsibility of the Public Agency.

d. Disaster Response/Support:

1. Request necessary and available assistance from the County with emergency management under normal and/or emergency or disaster conditions;
2. In relation to emergency management issues, delegate to the County such lawful authority and responsibility as shall be deemed necessary by the Public Agency;
3. Notify Yavapai County Office of Emergency Management of any incident which requires activation of an EOC, sheltering of population exceeding 12 persons, resource requests outside of Yavapai County, or any incident which exceeds the Public Agency's capability to respond;
4. Coordinate resource requests with the County EOC;
5. Notify the County if a unified EOC is requested by the Public Agency. The Public Agency will make available personnel for Policy and Operational coordination to serve in the EOC. Other EOC staffing positions will be filled by the County as needed, in accordance with the Yavapai County Emergency Operations Plan (YC-EOP).

e. In consideration of services provided: The Public Agency will budget and contribute to the County, per annum, for each fiscal year commencing July 1 and ending June 30, for the duration of the agreement, as shown in Exhibit A. Said amount shall be payable by the Public Agency to the County on or before October 31st of each year that this agreement remains in effect.

5. <u>Additional Terms and Conditions</u>:

a. Representation: To foster an inclusive environment which benefits all parties, in the purpose of development of comprehensive emergency management program, the Yavapai County Office of Emergency Management will incorporate the Public Agency's appointed representative to the Yavapai County Emergency Management Interagency Coordination Committee;

b. Director: The Yavapai County Office of Emergency Management shall be comprised of a County Emergency Manager, who shall serve as the Director of the County Emergency Management Interagency Coordination Committee, appointed by the Yavapai County Board of Supervisors, and other personnel as deemed necessary by the County Board of Supervisors;

c. Term: The term of this agreement is for five years commencing July 1, 2015, and ending June 30, 2020. Following the initial term, this agreement will automatically renew each year for an additional one year term unless it is terminated by either

party by providing written notice of termination to the other party prior to expiration of the agreement.

d. Amendment: This agreement may be amended from time to time by written agreement executed by all parties.

e. Conflict of Interest Pursuant to A.R.S. §38-511, the parties may cancel this agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the agreement on behalf of that party is, at any time while the agreement or any extension of the agreement is in effect, an employee or agent of any other party to the agreement in any capacity or a consultant to any other party of the agreement with respect to the subject matter of the agreement. In the foregoing event, that party may further elect to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting, or creating this agreement on behalf of that party from any other party to the agreement arising as a result of this agreement.

f. Arizona Law: The law of Arizona applies to this IGA.

g. Relationship of Parties: Neither party to this agreement shall be deemed to be the employee or agent of the other party to the IGA.

h. Severability: If any provision(s) of this agreement is/are invalid, illegal, or unenforceable for any reason, all other provisions shall nevertheless remain in full force.

i. Entire Agreement: This IGA represents the entire, integrated agreement between the parties. This IGA supersedes all prior negotiations, representations, or agreements, whether written or oral.

j. Compliance with Law: The parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this IGA, including but not limited to environmental laws.

k. Immigration Law Compliance: Both parties hereby warrant that they will at all times during the term of this IGA comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the IGA, and the parties shall have the right to terminate this IGA for such a breach, in addition to any other applicable remedies.

l. Notices: All notices under this IGA must be in writing and sent to the appropriate person. Notices will be deemed properly given if sent by (1) personal delivery, (2)

facsimile transmission, (3) first-class United States mail, postage prepaid, or (4) certified U.S. mail, postage prepaid, return receipt requested, addressed as shown on the signature page.

m. Third Parties: Nothing contained in this IGA shall create a contractual relationship with or a cause of action in favor of a third party against the Public Agency or the County. This IGA is not intended to benefit any thirdparty.

n. Indemnification: Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (death) or property damage to the extent that such claims are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. This indemnification shall survive the termination of this IGA.

o. Workers' Compensation: For purposes of workers' compensation only, an employee of a party to this IGA, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this specific IGA, is deemed to be an employee of both the party who is his primary employer and the party under whose jurisdiction or control or within whose jurisdiction he is then working, as provided by A.R.S. § 23-1022(D). The primary employer party of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.

p. Termination: Either party may terminate this IGA with thirty (30) days written notice as provided herein. Any termination of this IGA shall not relieve either party of responsibility for costs incurred prior to the effective date of the termination.

Master Agreement

YAVAPAI COUNTY
A political subdivision of the State of Arizona

By: _____ Date: _____
Craig L. Brown
Chairman, Board of Supervisors

ATTEST:

_____ Date: _____
ANA WAYMAN-TRUJILLO
County Clerk

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

_____ Date: _____
JACK FIELDS
Deputy County Attorney

Yavapai County Emergency Management Contact Information:

Yavapai County
Office of Emergency Management
Attn: County Emergency Manager
1100 Commerce Drive
Prescott, AZ 86305

(928) 771-3321 Office
(928) 713-3020 Cell 24/7
(928) 771-3323 Fax

Master Agreement

PUBLIC AGENCY

TOWN OF CAMP VERDE

By: _____ Date: _____
CHARLES GERMAN
Mayor

ATTEST:

_____ Date: _____
VIRGINIA JONES
City Clerk

Pursuant to A.R.S. §11-952(D), the undersigned has determined that this agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Town of Camp Verde.

_____ Date: _____
WILLIAM SIMS
City Attorney

Public Agency's Emergency Management Contact Information:

_____
Attn: _____
_____
_____

(___) _____Office
(___) _____ Cell

Please return this signature page to:

Yavapai County
Office of Emergency Management
Attn: County Emergency Manager
1100 Commerce Drive
Prescott, AZ 86305

Yavapai County

Exhibit A

2010 Official Census Populations:

JURISDICTION	POPULATION	MULTIPLIED BY	TOTAL
Town of Camp Verde	10,873	0.43	$4,675
Town of Chino Valley	10,817	0.43	$4,651
Town of Clarkdale	4,097	0.43	$1,762
City of Cottonwood	11,265	0.43	$4,844
Town of Dewey-Humboldt	3,894	0.43	$1,674
Town of Jerome	444	0.43	$191
City of Prescott	39,843	0.43	$17,132
Town of Prescott Valley	38,822	0.43	$16,693
City of Sedona	10,031	0.43	$4,313
Yavapai Prescott Indian Tribe	181	0.43	$78

Yavapai County

Exhibit B

LIST OF DEFINITIONS

"EMERGENCY," as defined in ARS ' 26-301, means the existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of the county, city, or town, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of such political subdivision as determined by its governing body and which require the combined efforts of other political subdivisions.

"DISASTER," as defined in Section 102, Public Law 93-288, means any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to state and local governments under the Disaster Relief Act of 1974.

Yavapai County

Attachment C

EMERGENCY MANAGEMENT / HOMELAND SECURITY

Services provided by County Emergency Management/Homeland Security under the IGA for the establishment of unified Emergency Management:

SERVICES:

- ☐ 24/7 Real Time Hazard Alert/notifications/bulletins
- ☐ 24/7 Emergency alternative communications capability
- ☐ Emergency/Disaster Response & Recovery Notification, Operations, Coordination and Staff augmentation
- ☐ Emergency Operations Plan, Continuity Plan development and maintenance
- ☐ Homeland Security Grant Participation
- ☐ Risk/Hazard Analysis
- ☐ Staff Training (EOC, Disaster Plan, Continuity Plans)
- ☐ Liaison to State and Federal Resources
- ☐ Public Education Program development and implementation assistance
- ☐ Hazard mitigation analyses and plan development
- ☐ Exercise Development/Training/Implementation/Evaluation
- ☐ Emergency Management, NIMS, Homeland Security Training
- ☐ EPA/LEPC Representation
- ☐ Special Studies/Projects
- ☐ Damage Assessments
- ☐ Provide brochures, booklets, pamphlets, checklists or other information in support of local Emergency Management issues or initiatives
- ☐ Other Emergency Management support as needed

RATE: $.43 per person, per year based on the 2010 census.

INVOICE

Yavapai County
Emergency Management
1100 Commerce Drive
Prescott, AZ 86305

DATE: May 28th, 2015
INVOICE # 15528-1
FOR: ***Unified Emgerency Management Agreement***

Bill To:
Town of Camp Verde
Deborah Barber, Clerk
473 S. Main Street
Camp Verde, AZ 86322

DESCRIPTION	AMOUNT
Services provided by an IGA 2015-2016 to establish Unified Emergency Management with Yavapai County.	$4,675.00
TOTAL	$ 4,675.00

Make check payable to: **Yavapai County Emergency Management**
Due: October 31st, 2015

4d

Agreement for Contracted Services
Between
The Town of Camp Verde
and the
Camp Verde Cavalry

This Agreement for Contracted Services ("Agreement") is entered into this _____ day of _____, 2015 ("Effective Date") by and between the Camp Verde Cavalry, a local non-profit organization, hereinafter referred to as "**Cavalry**" and the Town of Camp Verde, an Arizona municipal corporation, hereinafter referred to as "**TOWN.**"

WHEREAS, pursuant to A.R.S,§ 9-500.11, the TOWN desires to appropriate funds to promote the economic welfare of the Town by enhancing tourism and promoting Camp Verde as a destination and by assisting visitors to Camp Verde and Camp Verde residents with information and facilities which improve the quality of their experience when in Camp Verde; and

WHEREAS, the TOWN receives a significant portion of its tax revenue from tourist spending in the community and sales tax revenue from businesses; and

WHEREAS, the TOWN desires to maintain a strong and vital local economy by attraction of tourism; and

WHEREAS, the CAVALRY represents and promotes Camp Verde and our history, and such promotion will generate tourism and ultimately tax revenue to assist the TOWN in providing facilities and services to all residents of Camp Verde.

NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

1. **Purpose of the Agreement**: The TOWN hereby retains the CAVALRY to do the following promotion of the TOWN. It is understood and agreed that the CAVALRY while retained under this Agreement, will also be rendering other services to its members.
    a. **Promote, organize and hold the Coronel's Daughter Competition/Event in conjunction with Fort Verde Days;**
    b. **Attend the Fort Verde Days parade and at least one other parade in the year.**

2. **Marketing/Promotion Coordination:** The CAVALRY, shall promote Camp Verde as it attends and participates in events locally and beyond.

3. **Payment:** The TOWN shall make payments to the CAVALRY of $1,000 upon commencement of this Agreement and annually by August 1st of every year after the Effective Date, the amount of payment made after the initial payment shall be subject to annual budget approval, which approval is subject to the sole discretion of the Town Council.

4. **Termination:** If and in the event that a dispute between the parties arises as to the service to be provided under this Agreement, then the TOWN and the CAVALRY shall attempt to resolve said dispute. If the parties are unable to resolve the dispute directly, the parties may elect to mediate the

dispute. If the parties are unable to resolve the dispute directly or by mediation within forty-five (45) days following the initial request for mediation by either party, either party may terminate this Agreement by giving the other party thirty (30) days written notice of termination. This Agreement is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S.§ 38-511.

5. **Term**: This Agreement will be in force from the Effective Date August 1, 2015.

6. **Independent Contractor**:

   a. The parties agree that the CAVALRY provides specialized services and that the CAVALRY enters this Agreement with the TOWN as an independent contractor. Nothing in this Agreement shall be construed to constitute the CAVARLY, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the Town of Camp Verde.
   b. As an independent contractor, the CAVALRY is solely responsible for all labor and expenses in connection with this Agreement (including, without limitation all workers compensation benefits and employee tax and social security withholding) and for any and all damages, which may arise during the operation of this Agreement.

7. **Insurance, Liability and Indemnity**: The CAVALRY agrees to procure and maintain at its sole expense insurance adequate to meet TOWN Policies currently requiring:

   a. Certificate of Insurance for a General Liability Insurance Policy against claims for bodily injury, death and property damage with limits of at least:

      1. Each Occurrence $1,000,000
      2. General Aggregate.....$2,000,000

   b. In addition, the Certificate of Insurance must name the Town of Camp Verde, Arizona as an Additional Insured in connection with the facilities as provided herein and must briefly describe the services being performed, e.g. Lease of TOWN Facilities.
   c. Certificate of Insurance for Workers' Compensation Insurance Policy (Statutory).
   d. All Certificate(s) of Insurance referenced above and completed (signed by all pertinent parties) Services and Lease Agreement as provided herein shall be delivered simultaneously to the TOWN. Upon the TOWN's receipt of both the aforementioned documents the Agreement will be considered fully executed.
   e. CAVALRY liability under this Agreement is not in any way limited by the insurance required by this Agreement.
   f. CAVALRY shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

8. **Indemnification**: CAVALRY assumes and agrees to hold harmless, indemnify and defend the TOWN, its officers, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries, judgments and all liability of every kind, nature, and description for injury to persons including wrongful death, or damage to property or both occurring during, or in consequence, of the performance or failure to perform by CAVALRY. The TOWN assumes no liability, obligation or responsibility of any nature whatsoever, in connection with this Agreement except for payment of fees as stated or referred to herein.

9. **Immigration Law Compliance**:

   a. Under the provisions of A.R.S. § 41-4401, the CAVALRY hereby warrants to the TOWN that the CAVALRY and each of its subcontractors (if any) will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A) (hereinafter "Contractor Immigration Warranty").
   b. A breach of the Contractor Immigration Warranty shall constitute a material breach of this contract and shall subject the CAVALRY to penalties up to and including termination of this contract at the sole discretion of the TOWN.
   c. The TOWN retains the legal right to inspect the papers of any contractor or subcontractor employee who works on this contract to ensure that the contractor or subcontractor is complying with the Contractor Immigration Warranty. The TOWN agrees to assist the TOWN in regard to any such inspections.
   d. The TOWN may, at its sole discretion, conduct random verification of the employment records of the CAVALRY and any subcontractors to ensure compliance with Contractor's Immigration Warranty. The CAVALRY agrees to assist the TOWN in regard to any random verifications performed.
   e. Neither the CAVALRY nor any subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the CAVALRY or any subcontractor establishes that it has complied with the employment verification provision prescribed by sections 274A ad 274B of the Federal Immigration and nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.
   f. The foregoing provisions of subparagraphs a-e of this article must be included in any contract that the CAVALRY enters into with any and all its subcontractors who provide service under this contract or any subcontract.

10. Miscellaneous Provisions.

   a. The titles used in this Agreement are for general reference only and are not a part of the Agreement.
   b. This Agreement shall be interpreted as though prepared by both parties.
   c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
   d. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.

APPROVAL AND EXECUTION BY CAVALRY

PASSED AND APPROVED BY CAVALRY ON THE 9 day of 6, 2015.

Camp Verde CAVALRY

By: Col Howard Parish
Howard Parish, Coronel of the Camp Verde Cavalry

ATTEST:

Camp Verde CAVALRY

By: _____

Print Name: _____

APPROVAL AND EXECUTION BY TOWN

IN WITNESS WHEREOF to be executed by their duly authorized officials on _____, 2015.

_____
Charlie German, Mayor

Attest: _____
Virginia Jones, Town Clerk

APPROVED AS TO FORM:

_____
William J. Sims, Town Attorney

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Possible approval of RESOLUTION NO. 2015-948; A RESOLUTION OF THE MAYOR & COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE TOWN OF CAMP VERDE AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE FOR THE ADMINISTRATION, COLLECTION, AUDIT, AND LICENSING OF TRANSACTION PRIVILEGE TAXES, USE TAXES, SEVERANCE TAXES, JET FUEL EXCISE AND USE TAXES AND RENTAL OCCUPANCY TAXES IMPOSED BY THE STATE, CITIES OR TOWNS..

List Attached Documents: 1) Memo for Council, 2) Resolution 2015-948, 3) IGA, 4) Appendices (3)

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

☒ *Department Head:* ☐ *Town Attorney Comments:* N/A

Finance Review: ☐ Budgeted ☐ Unbudgeted ☒ N/A

Finance Director Comments/Fund:

Fiscal Impact: N/A

Comments: See the attached Memo to Council.

Background Information: Az. Cities and Towns have had an ongoing IGA with the State for some time now. The State has recently decided to change the agreement based on all of the new changes in the TPT collection/reporting process. The old IGA will be terminated on June 30, 2015 and the new one effective July 1, 2015. The new IGA is not a debatable item and will be effectively put in place even if we don't approve it. We are not allowed to change it in any way as it is the same for all Az. Cities and Towns.

Recommended Action (Motion): Approve RESOLUTION NO. 2015-948; A RESOLUTION OF THE MAYOR & COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE TOWN OF CAMP VERDE AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE FOR THE ADMINISTRATION, COLLECTION, AUDIT, AND LICENSING OF TRANSACTION PRIVILEGE TAXES, USE TAXES, SEVERANCE TAXES, JET FUEL EXCISE AND USE TAXES AND RENTAL OCCUPANCY TAXES IMPOSED BY THE STATE, CITIES OR TOWNS..

Instructions to the Clerk: Have the Mayor sign two copies of the agreement and get them back to me for mailing. Process the Resolution.

June 24, 2015

TO: Mayor and Council

FROM: Michael Showers, Finance Director

SUBJECT: Intergovernmental Agreement with the Arizona Department of Revenue related to Uniform Administration of the Town's Transaction Privilege Tax

RECOMMENDATION:
Recommend the approval of an intergovernmental agreement between the Town of Camp Verde and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax and rental occupancy taxes imposed by the State or cities or towns.

DISCUSSION:
This intergovernmental agreement (IGA) was negotiated with the Department of Revenue (DOR) by city representatives included a finance director, a tax administrator, and two attorneys, along with assistance from the League of Arizona Cities and Towns. Additionally, several attorneys and tax experts from many cities and towns reviewed and commented on the language during the process, resulting in a document that provides the maximum level of information and assurances for the cities possible.

Local Transaction Privilege Tax (TPT) administration is governed by A.R.S. § 42-6001. This statute was recently modified for the purpose of tax simplification with the passage of House Bill 2111 in 2013 and House Bill 2389 in 2014. This statute now requires the Arizona Department of Revenue (DOR) to administer the transaction privilege and use taxes imposed by all cities and towns and to enter into a new inter-governmental agreement (IGA) with each city and town to reflect these changes and clearly define the working relationship between DOR and Arizona cities and towns.

State administration for the current self-collecting cities is predicated on DOR having the capability to provide an electronic means for collecting and distributing detailed taxpayer information including specific gross receipts and deductions by classification and by business location. This IGA intends to cover all aspects of administration after DOR takes over for all cities and towns, but it also includes language allowing self-collecting cities to continue their own tax and license programs until such time that DOR is able to perform the administrative functions documented in statute.

Although tax simplification will have the greatest impact on those cities and towns that are currently self-collecting local taxes, there are also considerable improvements for cities and towns in the State collection program as a result of simplification, particularly in the form of receiving much more detailed taxpayer data.

The IGA covers all aspects of local tax administration. First and foremost, the IGA addresses confidentiality, including the authorized handling of confidential taxpayer information, expectations for the discreet use of taxpayer data to prevent unauthorized disclosure, and the

process we will follow in the event of a disclosure. There is also clarified and simplified guidance on the use of aggregated taxpayer data for public reporting and analysis.

The IGA includes clear direction regarding the sharing of general taxpayer license information, legal interpretations and written guidance, rate and fee tables, and any other pertinent tax information that needs to be shared between the cities and towns and DOR.

Importantly, the IGA identifies exactly which license and tax return data fields must be provided by DOR, and identifies in detail a series of new reports DOR will soon provide to all cities, both of which will serve to greatly expand the data available to the city for analysis purposes.

The first changes related to tax simplification that went into effect were new rules dealing with auditing, which DOR and the cities began following in January 2105. The IGA formalizes both the concepts included in statute and the main concepts used in practice by auditors in the field.

Key factors include a commitment to audit for all jurisdictions whenever any audit is being done; the continued authority for any city or town to perform an audit of a taxpayer that is engaged in business only in their town; the general guidance that DOR will lead all multi-jurisdictional audits, coupled with the option for DOR to delegate actual audit performance to a city or town when circumstances indicate it would be the most efficient means of completing the audit.

The IGA also provides guidance for handling voluntary disclosure by taxpayers, closing agreements in lieu of litigation, and sets up the responsibilities and authorities of both parties in terms of code or statute interpretations and legal support for protests.

Most importantly, the new IGA provides for a formal review process using the new "State and Local Uniformity Group" made up of four city and four DOR tax experts who will work together to iron out any problems or conflicts between the cities and the State.

The terms of this IGA run an annual basis from July 1, 2015 through June 30, 2016 and it renews automatically each year. Either party has the right to reopen and renegotiate the terms according to provisions within the agreement.

FINANCIAL IMPLICATIONS:
This agreement will not result in any budgetary impact to the Town of Camp Verde.

RESOLUTION NO. 2015-948

A RESOLUTION OF THE MAYOR & COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE TOWN OF CAMP VERDE AND THE STATE OF ARIZONA DEPARTMENT OF REVENUE FOR THE ADMINISTRATION, COLLECTION, AUDIT, AND LICENSING OF TRANSACTION PRIVILEGE TAXES, USE TAXES, SEVERANCE TAXES, JET FUEL EXCISE AND USE TAXES AND RENTAL OCCUPANCY TAXES IMPOSED BY THE STATE, CITIES OR TOWNS.

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services if authorized by their legislative or governing bodies; and

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Arizona Department of Revenue, hereinafter referred to as ADOR, shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns; and

WHEREAS, ADOR has provided timely notice to the Town of Camp Verde and all other Arizona cities and towns that existing like IGA's shall be terminated on June 30, 2015; and

WHEREAS, representatives of ADOR and representatives of Arizona cities and towns, with support from the League of Arizona Cities and Towns, negotiated terms of a new IGA to take effect July 1, 2015, which can be adopted individually by each Arizona city and town, and is the subject of this Resolution.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Camp Verde, Arizona hereby approves the Intergovernmental Agreement between the Town of Camp Verde and the State of Arizona Department of Revenue for the administration, collection, audit and licensing of transaction privilege taxes, use taxes, severance taxes, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns, and authorizes the following:

1. The Mayor, or his duly authorized agent, shall notify ADOR of the City's desire to enter into an IGA, as required by ARS §42-6001, for the period effective from July 1, 2015 through June 30, 2016, together with the encapsulated provisions for annual renewal.

2. The Mayor may enter into the proposed IGA on behalf of the Town of Camp Verde and execute all such other documents, contracts, amendments and agreements with ADOR as may be necessary to effectuate this agreement.

PASSED AND ADOPTED by the Town Council of the Town of Camp Verde, Arizona this 24th day of June 2015.

_____
MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND THE TOWN OF CAMP VERDE

THIS AGREEMENT is entered into this 24th day of June 2015, by and between the Arizona Department of Revenue, hereinafter referred to as Department, and the Town of Camp Verde, an Arizona municipal corporation, hereinafter referred to as City/Town. This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and City/Town regarding the administration, collection, audit and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns.

R E C I T A L S

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any city or town in Arizona and that the Department and each city or town shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns.

WHEREAS, City/Town has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of City/Town, to approve and authorize City/Town to enter into this Agreement.

A G R E E M E N T

NOW, THEREFORE, in consideration of the foregoing, the Department and City/Town enter into this intergovernmental agreement as follows:

1. <u>Definitions</u>

1.1 A.R.S. means the Arizona Revised Statutes.

1.2 Adoption of an Ordinance means final approval by majority vote of the City/Town council.

1.3 Audit means a review to determine the correct amount of tax owed by a taxpayer and includes, but is not limited to, desk reviews and reviews of claims for refund.

1.4 Closing Agreement means an agreement to compromise or settle a tax liability.

1.5 Confidential Information means all such information as defined in A.R.S. § 42-2001.

1.6 **Confidentiality Standards** means the standards set forth in Appendix A or such other written standards mutually agreed to by the Department and City/Town.

1.7 **Federal Tax Information** means federal return or return information the Department receives from the Internal Revenue Service including any information created by the Department derived from that information. Documents obtained from a taxpayer or State records are not considered Federal Tax Information.

1.8 **Model City Tax Code** means the document defined in A.R.S. § 42-6051. The official copy of the Model City Tax Code is published at modelcitytaxcode.az.gov.

1.9 **Modification** means a change to an assessment required or authorized by statute.

1.10 **Municipal Tax(es)** means transaction privilege and affiliated excise taxes, including use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax, imposed by City/Town in accordance with the Model City Tax Code. Unless the context provides otherwise, this definition includes tax, license fees, penalties, interest and other similar charges.

1.11 **State** means the State of Arizona.

1.12 **State and Local Uniformity Group** ("SLUG") means an advisory group comprised of four representatives from municipal taxing jurisdictions and four representatives of the Department as set forth in Section 13 below.

1.13 **Taxpayer Information** means information protected from disclosure pursuant to Model City Tax Code § 510.

2. Disclosure of Information by City/Town to Department

2.1 **Qualified Recipients of Information:** The Department shall provide a list of the names and job titles of Department employees authorized to request and receive Taxpayer Information from City/Town. The Department shall inform City/Town of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to City/Town at Michael.showers@campverde.az.gov. The City/Town will not disclose Taxpayer Information to a Department employee whose name is not included on this list. City/Town may contact the Department with any questions related to qualified recipients by contacting the Cities Unit at CitiesUnit@azdor.gov.

2.2 **Use of Information:** Any Taxpayer Information released by City/Town to the Department may only be used by the Department for tax administration and collection purposes, and may not be disclosed to the public in any manner that does not comply with the Model City Tax Code. All Taxpayer Information shall be stored and destroyed in accordance with the Confidentiality Standards.

2.3 Municipal Ordinance:

(a) City/Town shall provide the Department with a copy of its Municipal Tax code or any City/Town ordinances imposing the taxes to be collected hereunder within ten calendar days of a request for such information from the Department. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov.

(b) City/Town shall provide the Department with a copy of any ordinance adopted by City/Town after execution of this Agreement that imposes or modifies the Municipal Taxes to be collected hereunder, including a new or different tax rate as defined by A.R.S. § 42-6053(E), within ten calendar days of Adoption of an Ordinance. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. No such ordinance shall take effect on a date other than the first day of the month that is at least sixty calendar days after city/town provides notice to the Department unless City/Town and the Department agree otherwise. The Department shall add the change to the official copy of the Model City Tax Code within ten business days of receipt of notice from City/Town. City/Town is responsible for confirming the change has been made. Pursuant to A.R.S. § 42-6053(E)(2), changes in tax rates have no effect unless reflected in the official copy of the Model City Tax Code.

(c) Within fifteen calendar days following the adoption of an annexation ordinance, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at GIS@azdor.gov. City/Town shall also include with the notice a list of businesses City/Town knows to be located in the annexed area. The Department shall not be obligated to begin collection of Municipal Tax any sooner than the first day of the month that is at least sixty calendar days after the date the Department received notice from City/Town of the annexation.

2.4 Development and Impact Fees: Upon request, City/Town shall provide to the Department any information regarding development and impact fees to assist the Department with the auditing of taxpayers and billing and collection of taxes.

2.5 Audits: Upon request by the Department, City/Town shall allow inspections and copies of any City/Town tax audits.

2.6 Other Information: City/Town shall also provide other relevant information necessary for tax administration and collection purposes as requested by the Department.

2.7 Statutory Authority: The disclosure of confidential City/Town tax information is governed by Model City Tax Code Section 510.

3. <u>Disclosure of Information by Department to City/Town</u>.

3.1 Qualified Recipients of Information: City/Town shall provide a list of the names and job titles of City/Town employees and any independent auditors acting on behalf of City/Town authorized to receive Confidential Information. City/Town shall inform the Department of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. The Department will not disclose any Confidential Information to a City/Town employee or independent auditor whose name is not included on this list. The Department may contact City/Town with any questions related to qualified recipients by contacting michael.showers@campverde.az.gov.

3.2 Suspension of Information: The Department will not withhold Confidential Information from City/Town so long as City/Town complies with A.R.S. § 42-2001 et seq. and the Confidentiality Standards.

(a) If the Department has information to suggest City/Town, or any of its duly authorized representatives, has violated A.R.S. § 42-2001 or the Confidentiality Standards, the Department will send written notice to City/Town detailing the alleged breach as understood by the Department and requesting a response to the allegation within twenty calendar days of the date of the letter.

(b) The Department will review the written response from City/Town and consider the information contained therein and all relevant circumstances surrounding the alleged violation before making a written determination as to whether a suspension of information is warranted and the length of the suspension.

(c) If City/Town is dissatisfied with the Department's determination it may within ten calendar days, submit a written request to SLUG requesting the group review the determination.

(d) If the Department has information to suggest City/Town has violated the Confidentiality Standards, the Department may inspect City/Town's records, facilities, and equipment to confirm whether there has been a violation.

3.3 Information to be Provided: Within the restrictions outlined in this Section, the Department shall provide all of the information detailed in Appendix B, which may be modified by the mutal agreement of the parties. The Department shall not provide Federal Tax Information to City/Town. In addition to the information detailed in Appendix B, City/Town may obtain upon request:

(a) Inspections and/or copies of Department tax audits, including all information related to all cities and towns included in the tax audit; and

(b) Other relevant information necessary for tax administration and collection purposes, including all information necessary to verify City/Town received all revenues collected by the Department on behalf of City/Town.

3.4 Storage and Destruction of Confidential Information: All Confidential Information provided by the Department to City/Town shall be stored, protected, and destroyed in accordance with the Confidentiality Standards.

3.5 Statutory Authority: The Department may disclose Confidential Information to City/Town pursuant to A.R.S. § 42-2003(H) if the information relates to a taxpayer who is or may be taxable by a county, city or town. Any Confidential Information released to City/Town:

(a) May only be used for internal tax administration purposes as defined in A.R.S. § 42-2001(4); and

(b) May not be disclosed to the public in any manner that does not comply with the Confidentiality Standards.

A.R.S. § 42-2003(H)(2) provides that any release of Confidential Information that violates the Confidentiality Standards will result in the immediate suspension of any rights of City/Town to receive taxpayer information pursuant to A.R.S. § 42-2003(H).

3.6 Specificity of Data: A.R.S. § 42-6001 provides that taxpayers shall file and pay Municipal Taxes to the Department if the Department has developed the electronic and nonelectronic tools necessary to capture data with sufficient specificity to meet the needs of all taxing jurisdictions, including specific data regarding each tax classification and any corresponding deductions at each business location of the taxpayer. Pursuant to A.R.S. § 42-5015, the electronic system utilized by the Department must be able to capture data with sufficient specificity to meet the needs of the taxing jurisdiction. The Department and City/Town agree that JT2 and TPT2 (as summarized in Appendix C) are required to meet the specificity needs of City/Town.

(a) Non-Program City/Town: If City/Town performed its own Municipal Tax administration, collection, and licensing prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the following shall take place:

(1) The term of the agreement entered into by the Department and City/Town pertaining to City/Town performing municipal licensing services on behalf of the Department shall be extended for one (1) year; and

(2) All provisions in this Agreement pertaining to the administration, collection, and licensing of Municipal Taxes shall not go into effect until such time as the Department is able to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015, however all language in this Agreement related to audit functions shall remain in full force and effect.

(b) Program Cities/Towns: If the Department performed Municipal Tax administration, collection and licensing for City/Town prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data

detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the Department will contintinue to perform those functions. The continued provision of such service, however, shall not be deemed waiver of any legal rights or remedies afforded to City/Town including, but not limited to, a failure to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015.

4. <u>Audit</u>.

The Department shall administer the audit functions for City/Town in accordance with the following provisions.

4.1 **Training**: All auditors and supervisors shall be trained in accordance with the policies of the Department. Auditors who have not completed the training may only work in connection with a trained auditor and cannot be the only auditor assigned to the audit. The Department shall:

(a) Provide audit training at least three times per year, or more frequently if there is a demonstrated need, and be responsible for its costs of the training and any associated materials;

(b) Provide additional training when practical;

(c) Notify City/Town of any training sessions at least thirty calendar days before the date of the training session;

(d) Provide copies of State tax statutes, audit reference materials and audit procedures and manuals;

(e) Permit City/Town auditors and supervisors to attend any scheduled training as space permits at designated training location: and

(f) Provide additional training as needed to inform auditors and supervisors regarding changes in State law or Department policy.

4.2 Conflict of Interest: An auditor or supervisor trained and authorized to conduct an audit may not conduct any of the following prohibited acts:

(a) Represent a taxpayer in any tax matter against the Department or City/Town while employed or in an independent contractor relationship with the Department or City/Town.

(b) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.

(c) Represent a taxpayer before the Department or City/Town concerning any matter in which he/she personally participated for a period of one year after he/she ends employment or the independent contractor relationship with the Department or City/Town.

(d) Use information he/she acquires in the course of the official duties as an auditor or supervisor in a manner inconsistent with his/her official duties without prior written approval from the Department.

(e) For a period of one year after he/she ends employment or an independent contractor relationship with the Department or City/Town, work in the same firm as a person who represents a taxpayer against the Department or City/Town unless the firm institutes formal barriers to prevent any sharing of information between the trained auditor or supervisor and the remainder of the firm.

The Department may revoke an individual's authority to audit and prohibit the use of any auditor or supervisor who violates this provision.

4.3 Audits and Refunds:

(a) City/Town may conduct an audit of a taxpayer engaged in business only in City/Town. Before commencing such audit, City/Town shall notify the Department to ensure the taxpayer is not already scheduled for an audit. The Department will provide City/Town with a written response within fifteen calendar days of the notice from City/Town.

(b) Except as permitted below, the Department shall conduct all audits of taxpayers having locations in two or more cities or towns. A City/Town auditor may participate in any audit City/Town requested the Department to perform.

(c) City/Town shall notify the Department if it wants an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business activity is in the following business classifications taxable by City/Town, but not a taxable activity under State law:

1. Residential rentals;
2. Commercial rentals;
3. Speculative Builders; or
4. Advertising.

The Department will authorize such audits, to be overseen by the Department, unless there is already an audit of the taxpayer scheduled, or the Department determines the audit selection is discriminatory, an abuse of process or poses other similar defects. The Department will notify City/Town of its determination within thirty calendar days. No initial audit contact may occur between City/Town and a taxpayer until the Department approves the audit notice.

(d) City/Town may request the Department conduct an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business is subject to both city and state tax. The request must be made using the

Department's audit request form. Copies of the form can be obtained from the Department's TPT Hub Unit at HubUnit@azdor.gov. The Department shall notify City/Town of the decision regarding the request within thirty calendar days of receipt of the request.

(e) The Department may deny a request for an audit for the following reasons:

1. An audit is already scheduled or planned for the taxpayer within six months of the request;
2. The requested audit would interfere with strategic tax administration planning;
3. The audit selection is discriminatory, an abuse of process or poses other similar defects;
4. The request lacks sufficient information for the Department to determine whether it is appropriate;
5. The Taxpayer was audited within the previous two years;
6. The Department lacks sufficient resources to conduct the audit; or
7. The scope or subject of the audit does not justify the use of Department resources.

(f) If the Department denies a request to conduct an audit because it either lacks resources to conduct the audit itself or the scope or subject of the audit does not justify the use of Department resources then City/Town shall notify the Department if it wants to conduct the audit under the supervision of the Department. No initial audit contact may occur between City/Town and a taxpayer until the Department appoints someone to supervise the audit.

(g) Any decision by the Department denying City/Town's request to conduct any audit may be referred to SLUG in accordance with Section 13 of this Agreement.

(h) All audits conducted by City/Town shall be in accordance with standard audit procedures defined in the Department audit manual. All auditors shall be trained in accordance with Section 4.1 above.

(i) The Department may appoint a manager to supervise any audit conducted by City/Town.

(j) All audits shall include all taxing jurisdictions in the State regardless of which jurisdiction's auditors participate in the audit. All desk reviews must include all taxing jurisdictions for which there is information available.

(k) The Department shall issue all audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.

(l) The Department shall issue Modifications to audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.

4.4 Claims for Refund:

(a) When a taxpayer files a request for refund, including refunds requested by filing amended returns, the Department shall process the request and review it for mathematical errors or for the failure of the taxpayer to properly compute the tax based on the taxable income reported on the return or refund request.

(b) The Department will notify City/Town of all refund requests that are processed involving City/Town's Municipal Taxes within thirty calendar days of processing the refund. City/Town may request an audit of the taxpayer as set forth in Section 4.3 above. .

(c) The Department may assign an auditor to review requests for refunds. The Department will notify City/Town, within thirty calendar days of initiating a review, of all refunds under review by an auditor pertaining to a taxpayer who engages in business within City/Town's taxing jurisdiction and may request that City/Town assign an auditor to assist with such reviews.

(d) City/Town is responsible for payment of all amounts to be refunded to taxpayers for Municipal Tax incorrectly paid to City/Town. The Department may offset a remittance to City/Town under this Agreement to cover the amounts of allowed refunds. If there are insufficient funds available to pay the refund, City/Town must pay the Department within sixty days of written demand from the Department.

(e) The Department shall issue refund approvals/denials on behalf of all taxing jurisdictions in a single notice to the taxpayer. City/Town may request copies of such determinations.

4.5 Protests: Taxpayer protests of audit assessments and desk review assessments and refund denials shall be directed to the Department. Appeals of audit assessments, desk review assessments and refund denials shall be administered pursuant to Title 42, Chapter 1, Article 6, Arizona Revised Statues. Upon request, the Department shall notify City/Town of any appeals within 30 days of receipt of the protest.

4.6 Notice of Resolution: The Department shall notify City/Town when a protest is resolved, including information concerning the resolution of the protest, within 30 days after the resolution of a protest.

4.7 Status Reports: The Department shall keep SLUG apprised of the status of each protested matter involving the imposition of Municipal Taxes. City/Town may

request to be on a distribution list for monthly status reports by contacting the Department's Cities Unit.

5. Voluntary Disclosure Agreements

The Department may enter into a voluntary disclosure agreement with a taxpayer. A voluntary disclosure agreement may limit the years subject to audit and waive penalties. City/Town may request to be kept informed of voluntary disclosure agreements involving City/Town Municipal Tax. If City/Town makes that request, the Department will notify City/Town of the Department's intent to enter into an agreement and the Department will provide the taxpayer's identity within thirty calendar days of disclosure. City/Town may request an audit of a taxpayer subject to a voluntary disclosure agreement pursuant to Section 4.3 above.

6. License Compliance

6.1 License Issuance and Renewal: The Department shall issue new Municipal Tax licenses and renew such licenses for City/Town Municipal Tax. The Department of Revenue shall provide City/Town with information about all persons obtaining and renewing tax licenses as set forth in Appendix B.

6.2 License Checks: The Department and City/Town shall coordinate efforts to conduct tax license compliance checks through canvassing and other compliance methods.

6.3 Confidentiality: Any tax license information City/Town obtains from the Department is considered Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. Any tax license information City/Town obtains through its own efforts may be disclosed as allowed by applicable City/Town laws.

6.4 Changes to License Fees: Within fifteen calendar days following the Adoption of an Ordinance (or official acknowledgment of approval of an ordinance by voters in an election of a charter city) issuing or modifying a tax license fee, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at CitiesUnit@azdor.gov. The Department shall not be obligated to begin collection of the new or modified fee any sooner than sixty calendar days after the date the Department received the ordinance from City/Town. Notice of an ordinance concerning a renewal tax license fee must be received by the Department by July 31 in order to be collected the following calendar year.

7. Closing Agreements

7.1 **Approval** - The Department shall notify City/Town before entering into a Closing Agreement related to the tax levied and imposed by City/Town. The Department shall seek approval from either City/Town or SLUG before entering into such Closing

Agreement. If the Closing Agreement concerns only City/Town, then the Department will attempt to obtain approval from City/Town first, and will only seek approval from SLUG if City/Town is unresponsive or the Department and City/Town cannot reach an agreement. Approval and notice is not required for Modifications of assessments.

7.2 **Litigation** - During the course of litigation, the Department shall seek a range of settlement authority from City/Town or SLUG, unless the circumstances prevent such action. The Department may also request a telephonic meeting of SLUG if time and circumstances require immediate action.

8. Responsibility for Representation in Litigation.

8.1 Administrative Proceedings: The Department shall be responsible for coordinating the litigation and defending the assessment or refund denial in any administrative appeals before the Office of Administrative Hearings or the Director of the Department regardless of who conducted the audit. The Department shall be reasonably diligent in defending the interests of City/Town and City/Town shall assist in such representation as may be requested by the Department.

8.2 Further Appeals: The Arizona Attorney General is responsible for defending the assessment or refund denial at the Board of Tax Appeals, the Arizona Tax Court and all higher courts. City/Town shall assist the Attorney General in such representation and litigation as requested by the Attorney General's Office.

8.3 Mutual Cooperation: The Department and City/Town agree they shall cooperate in the appeal and litigation processes and shall ensure their auditors, supervisors, and other necessary employees are available to assist the Department and the Attorney General for informal interviews, providing documents and computer records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation as needed.

8.4 Administrative Decisions: The Department shall provide a copy of any and all administrative hearing level decisions, including Director's decisions issued by the Department to all jurisdictions on a distribution list. City/Town may request to be on the distribution list by contacting the Department's Cities Unit. Administrative decisions are Confidential Information and must be stored and destroyed in accordance with the Confidentiality Standards.

9. Collection of Municipal Taxes

9.1 **Tax Returns:** Taxpayers who are subject to City/Town Municipal Taxes shall pay such taxes to the Department. Tax payments shall be accompanied by a return prepared by taxpayer on a form prescribed by the Department.

9.2 **Collection:** The Department shall collect any Municipal Tax imposed by City/Town recorded on the Department's tax accounting system. Amounts the Department collects for delinquent City/Town Municipal Tax accounts after the termination of this Agreement shall be forwarded to City/Town.

9.3 **Remittance:** All amounts collected by the Department for Municipal Taxes under this Agreement shall be remitted to City/Town weekly on the basis of actual collections. The Department shall initiate the electronic payment by noon on the Monday after the end of the week in which the collections were made. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City/Town.

9.4 **Abatement:** The Department, with the approval of the Attorney General, may abate tax under certain circumstances. During the ordinary course of business, the Department may determine for various reasons that certain accounts shall be closed or cancelled. The Department shall seek input from City/Town or SLUG before abating tax or closing accounts. The Department may request a telephonic meeting of SLUG if time and circumstances require immediate action.

9.5 **Funds Owed to City/Town:** At all times and under all circumstances payments remitted by a taxpayer to the Department for City/Town Municipal Taxes will be considered property of City/Town. The Department may not retain or fail to remit such funds to City/Town for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City/Town and the Department.

10. Financing Collection of Taxes.

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department.

11. Inter-Jurisdictional Transfers.

All inter-jurisdictional transfers of Municipal Tax monies by the Department shall be handled in the following manner:

11.1 **Requests:** Requests for inter-jurisdictional transfers shall be made to the Department. The Department will review the request and will not automatically accept the request.

11.2 **Notice:** The Department shall notify City/Town and any other city or town implicated in the requested transfer a minimum of thirty calendar days prior to any inter-jurisdictional transfer of money.

11.3 Dispute Resolution: Any city or town subject to an inter-jurisdictional transfer shall resolve any dispute over the allocation of the tax in accordance with A.R.S. § 42-6003 and the Department shall transfer the funds subject to an inter-jurisdictional transfer in accordance with the agreed upon allocation in a timely manner.

12. Educational Outreach.

City/Town may conduct, at its own expense, educational outreach to taxpayers who are conducting business activities within City/Town's taxing jurisdiction concerning the Model City Tax Code and the collection and administration of Municipal Taxes. Educational outreach shall be consistent with applicable law and Department written guidance. Upon request, City/Town shall provide information to the Department concerning such educational outreach efforts.

13. SLUG.

The Department shall create an advisory group to help resolve issues

13.1 Members: The members shall consist of four seats representing municipal taxing jurisdictions and four seats representing the Department. Member seats may be split so some people fill the position for only certain issues, such as audit selection or collection abatement. There shall also be a list of alternate members, who may be asked by a regular member who is unable to attend a meeting to take that member's place at a SLUG meeting.

13.2 Selection: The Director of the Department shall appoint people to serve as members of SLUG. Municipal taxing jurisdictions shall nominate members from municipal taxing jurisdictions. All members shall serve for a period of one year unless they resign at an earlier date. Members may be appointed to serve consecutive terms. Members appointed to fill vacancies shall serve for the time remaining on the term.

13.3 Meetings: SLUG shall meet on a regular basis and at least monthly unless the members agree to cancel the meetings due to a lack of agenda items. It can schedule additional meetings as necessary to timely discuss issues presented. Alternate members may attend meetings, but cannot participate in any discussion or voting, unless filling the seat of a regular member.

13.4 Issues: City/Town may refer issues to SLUG involving the following:

(a) Decisions by the Department to not audit a taxpayer;

(b) Amendments to Department audit procedures or manuals;

(c) Closing Agreements or a range of settlement authority;

(d) Abatement or account closure in collections;

(e) Suspension of disclosure of information from the Department; and

(f) Other issues as authorized by the Director of the Department or agreed upon by the parties.

13.5 **Recommendations**: SLUG shall make recommendations to the Director of the Department. If the recommendation is approved by at least five members of SLUG, the Director will accept the recommendation of SLUG. If SLUG cannot reach a recommendation agreeable to at least five members of the group, the Director may act as he deems to be in the best interests of all parties.

13.6 **Voting**: Voting shall be by secret ballot.

13.7 **Procedures: SLUG** may develop procedures concerning the operation of the group as long as they are not inconsistent with this Agreement.

14. Funding of Additional Auditors by City/Town.

14.1 **Funding**: At the sole discretion of City/Town, City/Town may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City/Town. Such additional auditors funded by City/Town shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City/Town. It is the parties' intention that City/Town funding be used to increase the capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.

14.2 **Use of Funds:** City/Town funding for additional auditors under this Section shall be used to fund the auditors' salaries and employee related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.

14.3 **Pool of Funds:** The Department may pool any City/Town funding with any other similar funding provided by other municipal taxing jurisdictions to pay for additional auditors. The Department shall separately account for such funds in its annual budget.

14.4 **Accounting:** The Department shall provide an annual accounting to City/Town, by August 31 each year describing how City/Town funding was used during the prior fiscal year.

15. Satellite Offices for Department Auditors.

15.1 **Funding**: City/Town, at its own expense and at its sole discretion, may provide one or more satellite offices and associated amenities for use by Department employees to provide audit and/or customer service to taxpayers. Use of such facilities by Department employees shall be at the sole discretion of the Department. Nothing in this section shall require the Department to make use of such facilities provided by City/Town.

15.2 **Requirements:** Any Department employee using a City/Town satellite office must meet reasonable requirements of City/Town related to the use of the facility. City/Town shall be responsible for notifying the Department of any concerns, and the Department shall be responsible for taking appropriate actions to resolve those concerns.

15.3 **Termination:** Once a satellite office is established, City/Town shall provide at least 180 calendar days written notice to the Department prior to the termination or relocation of a satellite office. The Department may discontinue the use of a satellite office at any time upon notice to City/Town and shall promptly remove all Department property.

15.4 **License:** All requirements of City/Town and the Department related to the satellite office shall be outlined in a mutually acceptable form of license and subject to separate approval.

16. Non-availability of Funds.

Every payment obligation of the Department and the City/Town pursuant to this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation, except for the rendering of funds to City/Town paid by a taxpayer for Municipal Taxes or tax license fees of City/Town. If funds are not appropriated, allocated and available or if the appropriation is changed resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this Section. The termination of this Agreement shall not entitle the Department to retain any Municipal Tax collected on behalf of City/Town pursuant to this Agreement.

17. Waiver.

Nothing in this Agreement should be interpreted as City/Town relinquishing its legal rights under the Arizona Constitution or other applicable law, nor that City/Town is conceding the administration and collection of its Municipal Tax is not of a local interest or should not be under local control.

18. <u>Cancellation</u>

The requirements of A.R.S. § 38-511 apply to this Agreement. The Department or City/Town may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Department or City/Town is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of the other party with respect to the subject matter of this Agreement.

19. <u>Notice</u>.

(a) When any Notice to City/Town is required under the terms of this Agreement, such Notice shall be mailed to City/Town at the following address, directed to the attention of:

Town of Camp Verde
Attn: Finance Director
395 S. Main St.
Camp Verde, AZ 86322

(b) When any Notice to the Department is required under the terms of this Agreement, such Notice shall be mailed to:

Arizona Department of Revenue
Attn: Director, Division Code 20
1600 W. Monroe
Phoenix, AZ 85007

Notice to the Department's Hub Unit or City Unit may be mailed to:

Arizona Department of Revenue
Division Code 16
1600 W. Monroe
Phoenix, AZ 85007

20. <u>Non-discrimination.</u>

The Department and City/Town shall comply with Executive Order 2009-9, which mandates all persons, regardless of race, color, religion, sex, age, or national origin, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Department and City/Town shall take affirmative action to ensure applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

21. Compliance with Immigration Laws and A.R.S. § 41-4401.

21.1 The Department and City/Town shall comply with all Federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214(A) which reads in part: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program."

21.2 A breach of compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and may be grounds for the immediate termination of this Agreement.

21.3 The Department and City/Town retain the legal right to inspect the papers of any employee who works on the Agreement to ensure the Department and City/Town is complying with the applicable Federal immigration laws and regulations and State statutes as set forth above.

22. Audit of Records.

City/Town and the Department shall retain all data, books, and other records ("Records") relating to this Agreement for at least six (6) years (a) after termination of this Agreement, and (b) following each annual renewal thereof. All Records shall be subject to inspection by audit by the State at reasonable times. Upon request, the Department and City/Town shall produce any or all such records. This Agreement is subject to A.R.S. §§ 35-214 and -215.

23. Amendments.

Any amendments to or modifications of this Agreement must be executed in writing in accordance with the provisions of this Agreement.

24. Mutual Cooperation.

In the event of a disagreement between the parties with regard to the terms, provisions and requirements of this Agreement or in the event of the occurrence of any circumstances bearing upon or affecting this Agreement, parties hereby agree to mutually cooperate in order to resolve the said disagreement or deal with the said circumstance.

25. Arbitration.

To the extent required by A.R.S. § 12-1518(B) and as provided for in A.R.S. § 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration. The parties agree that any lawsuit filed by City/Town relating to the issues outlined in Section 17 of this Agreement is not considered to be a dispute arising out of this Agreement.

26. <u>Implementation</u>.

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the Department or his representative and the Mayor his/her designee, or another party with designated authority pursuant to applicable law or City/Town charter on behalf of City/Town.

27. <u>Limitations.</u>

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

28. <u>Duration</u>.

28.1 The term of this Agreement shall be from July 1, 2015 through June 30, 2016. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, no later than sixty calendar days prior to the expiration of the term then in effect.

28.2 If State legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits either party would receive under this Agreement, either party may then terminate this Agreement by giving at least thirty calendar days' notice to the other party. The termination will become effective immediately upon the expiration of the notice period unless otherwise agreed to by the parties.

28.3 Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this contract upon such terms and at such time as is mutually agreeable to them.

28.4 Any notice of termination shall be mailed and served on the other party in accordance with Section 19 of this Agreement.

28.5 During the term of this Agreement, the terms and conditions of this Agreement will undergo an annual review to be completed no later than March 1st of each year. The review will be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.

29. <u>Choice of Law</u>.

The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement, and any disputes arising from this Agreement.

30. <u>Entire Agreement</u>.

This document, including other documents referred herein, and any approved subcontracts, amendments and modifications made thereto, shall constitute the entire Agreement between the parties and shall supersede all other understandings, oral or written.

31. <u>Signature Authority</u>.

31.1 By signing below, the signer certifies he or she has the authority to enter into this Agreement on behalf of his or her respective party, and he or she has read the foregoing and agrees to accept the provisions herein on said party's behalf.

31.2 This Intergovernmental Agreement may be executed in counterpart.

Signature Date	Signature Date
Charles German, Mayor	Typed Name and Title
Town of Camp Verde	Entity Name
473 S. Main St.	Address
Camp Verde, AZ 86322	City State Zip
RESERVED FOR THE ATTORNEY GENERAL:	**RESERVED FOR CITY/TOWN ATTORNEY:**
This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General. **MARK BRNOVICH** The Attorney General _____ Signature Assistant Attorney General Date: _____	APPROVED AS TO FORM AND AUTHORITY: BY:_____ CITY/TOWN ATTORNEY Date: _____

APPENDIX A

ARIZONA DEPARTMENT OF REVENUE
CONFIDENTIALITY REQUIREMENTS

1. Confidential Information

1.1 Confidential Information is defined in A.R.S § 42-2001. Confidential Information may not be disclosed except as provided by statute. A.R.S. § 42-2001(B).

1.2 License information obtained from the Department of Revenue is Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. License information obtained from other sources is not Confidential Information.

1.3 Information about a taxpayer's identity obtained from the Department of Revenue is Confidential information and may only be disclosed as authorized by A.R.S. § 42-2003. Identity information obtained from other sources is not Confidential Information.

1.4 Confidential Information includes information about a single taxpayer and also aggregated information about a group of identified or identifiable taxpayers. Aggregated information from fewer than three taxpayers in a grouping on a statewide basis or fewer than ten taxpayers in a grouping for an area that is less than state level (city or town) may be Confidential Information. Such information may not be released unless the City/Town Administrator reviews the relevant information concerning the aggregate data and makes a determination in writing that the aggregate data does not reveal information about any specific taxpayer. Such determination should take into consideration the following:

a. The proportionality of the tax information applicable to individual members of the group of taxpayers; no individual taxpayer's information should be discernable due to its relative size/taxable sales, compared to other members of the group;

b. The total aggregated tax information; the aggregate information cannot allow viewers to draw conclusions about individual taxpayers (e.g., there are 6 car dealers in the city and the total aggregate sales were $900,000 and none of them reported individual sales above the $20,000 mark, which would have qualified for the lower tax rate on large purchases)

c. Any other factor that could cause the aggregate data to be used to determine information specific to a single taxpayer.

2. Protecting Information

2.1 City/Town must identify all places, both physical and logical, where Confidential Information is received, processed and stored and create a plan to adequately secure those areas.

2.2 Confidential Information must be protected during transmission, storage, use, and destruction. City/Town must have policies and procedures to document how it protects its information systems, including Confidential Information contained therein. An example of appropriate protection standards is set forth in National Institute of Standards and Technology Special Publication 800-53. The publication may be found at http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf

2.3 Employees are prohibited from inspecting information unless they have a business reason for the information. Browsing information concerning friends, neighbors, family members, or people in the news is strictly prohibited.

2.4 All removable media, including paper and CDs, containing Confidential Information must be secured when not in use and after normal business hours by placing all materials in a locked drawer or cabinet. During use, Confidential Information must be protected so that it is not visible to members of the public or anyone without a business need for the information.

2.5 All individuals accessing or storing Confidential Information from an alternative work site must enter into a signed agreement that specifies how the Confidential Information will be protected while at that site. Only trusted employees shall be permitted to access Confidential Information from alternative sites. Confidential Information may not be accessed while in public places such as restaurants, lounges, or pools.

2.6 Confidential Information may not be sent outside the local area network by unencrypted email. City/Town is responsible for ensuring in-flight email communications containing Confidential Information are sent through a secure process. This may include encryption of the email message, a secure mailbox controlled by City/Town, an encrypted point-to-point tunnel between the correspondents or use of Transport Layer Security (TLS) between correspondents. The acceptable encryption algorithms are set forth in the standards attached as Exhibit 1, which may be updated to accommodate changed technology.

2.7 Confidential Information may not be discussed in elevators, restrooms, the cafeteria, or other public areas. Terminals should be placed in such a manner that prohibits public viewing of Confidential Information.

2.8 When transporting confidential materials the materials should be covered so that others cannot see the Confidential Information. When sending Confidential Information by fax a cover sheet should always be used.

2.9 Any person with unsupervised access to Confidential Information shall receive training on the confidentiality laws and requirements to protect such information before being given access to such Information and annually thereafter. They must sign certificates after the training acknowledging that they understand their responsibilities. City/Town must keep records to document this training and certification.

3. Disclosure of Information

3.1 Confidential Information may only be disclosed as permitted by A.R.S. § 42-2003.

3.2 Confidential Information is confidential by statute and, therefore, does not have to be disclosed in response to a public records request. A state agency may deny inspection of public records if the records are confidential by statute. *Berry v. State,* 145 Ariz. 12, 13 699 P.2d 387, 388 (App. 1985).

3.3 A taxpayer may designate a person to whom Confidential Information may be disclosed by completing a Department of Revenue Form 285, or such other form that contains the information included in the Form 285. City/Town may contact the Department of Revenue's Disclosure Officer if there are any questions concerning this requirement.

Disposal of Information

4.1 All removable media containing Confidential Information must be returned to the Department of Revenue or sanitized before disposal or release from the control of City/Town.

4.2 Confidential Information may be destroyed by shredding or burning the materials when no longer needed. Confidential Information may not be disposed of by placing the materials in the garbage or recycle bins. Destruction of Confidential Information may be performed by a third party vendor. City/Town must take appropriate actions to protect the Confidential Information in transit and storage before it is destroyed, such as periodic inspections of the vendor.

4.3 Computer system components and devices such as copiers and scanners that have been used to store or process Confidential Information may not be repurposed for non-tax administration uses unless the memory or hard drive of the device is sanitized to ensure under no circumstances Confidential Information can be restored or recovered.

EXHIBIT 1

ENCRYPTION STANDARDS

1.0 Acceptable Encryption Algorithms – The following encryption algorithms are considered acceptable for use in information systems to protect the transmission or storage of Confidential Information and system access.

1.1.1 Acceptable Security Strength – the security strength of an encryption algorithm is a projection of the time frame during which the algorithm and the key length can be expected to provide adequate security. The security strength of encryption algorithms is measured in bits, a measure of the difficulty of discovering the key.

a. The current minimum key strength for Confidential Information is 112 bits.

1.1.2 Symmetric Encryption Algorithms – The following symmetric encryption algorithms are considered acceptable for use.

Algorithm	Reference	Acceptable Key Strengths
Advanced Encryption Standard (AES)	FIPS 197	128, 192 or 256 bits
Triple Data Encryption Algorithm (TDEA) (three key 3DES)	SP 800-67	168 bits

1.1.3 Key Agreement Schemes – The following key agreement schemes are considered acceptable for use

Key Agreement Scheme	Reference	Acceptable Key Strengths Finite Fields	 Elliptical Curves
Diffie-Hellman (DH) or MOV	SP 800-56A SP 800-135	P = 2048 Q = 224 or 256	N: 224-255 and H=14 N: 256-383 and H=16 N: 384-511 and H=24 N: 512+ and H=32
RSA – based	SP 800-131A	N = 2048	

1.1.4 Hash Functions – The following hash functions are considered acceptable for use

Digital Signature Generation	Digital Signature Verification	Non-digital signature generation applications
SHA-224 SHA-256	SHA-224 SHA-256	SHA-1 SHA-224

SHA-384 SHA-512	SHA-384 SHA-512	SHA-256 SHA-384 SHA-512

1.1.5 Digital Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Digital Signature Algorithm	FIPS Publication	Digital Signature Generation Settings	Digital Signature Verification Settings	Relative Strengths
Digital Signature Standard (DSA)	FIPS 186-4	p>= 2048 q = 224	p>= 2048 q = 224	>= 112 bits
RSA Digital Signature	FIPS 186-4	2048	2048	>= 112 bits
ECDSA	FIPS 186-4	224	224	>= 112 bits

1.1.6 Message Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Hash Algorithms	Hash Generation	Hash Verification
HMAC	>= 112 bits	>= 112 bits
CMAC	AES, 3DES	AES, 3DES
CCM and GCM/GMAC	AES	AES

APPENDIX B

From the effective date of this Agreement until the new functionalities set forth below are implemented, the Department of Revenue will provide the following reports:

City Payment Journal Detail;
City Payment Journal Summary;
New License Report

Within 30 days after the first month's implementation of the JT2, the Department of Revenue will provide a new License Report and License Update Report containing at least the following fields:

NEW LICENSE REPORT AND LICENSE UPDATE REPORT

Fields displayed:

- Region Code
- Run Date
- Report Start Date
- Report End Date
- Update Date
- ID Type
- ID
- Account ID
- Entity Name
- Ownership Type
- License ID
- OTO/Applied For indicator
- Bankruptcy Indicator
- Filing Frequency
- Issue Date
- Account Start Date
- Business Start Date
- Arizona Start Date
- Doc Loc Nbr
- Accounting Method
- Close Date
- Close Code
- Business Description
- NAICS1
- NAICS2
- NAICS3
- NAICS4
- Mailing Street1
- Mailing Street2
- Mailing Street3
- Mailing City

- Mailing State
- Mailing ZIP
- Mailing Country
- Mailing Phone Number
- Mailing Address Add date
- Mailing Address End Date
- Audit Street1
- Audit Street 2
- Audit Street 3
- Audit City
- Audit State
- Audit Zip
- Audit Country
- Audit Phone Number
- Audit Address Add Date
- Audit Address End Date
- Location Code
- Business Codes
- Location Name (DBA)
- Number of Units
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- Location Phone Number
- Location Start Date
- Location End Date
- Primary Location Street 1
- Primary Location Street 2
- Primary Location Street 3
- Primary Location City
- Primary Location State
- Primary Location Zip Code
- Primary Location Country
- Primary Location Phone Number
- Primary Location Start Date
- Primary Location End Date
- Owner Name
- Owner Title
- Owner Name 2
- Owner Title 2
- Owner Name 3
- Owner Title 3

Within 30 days of the implementation of the TPT2, the Department of Revenue will provide the following reports with at least the fields indicated below:

CITY PAYMENT JOURNAL

- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype
- Rev Type

CITY PAYMENT JOURNAL SUMMARY

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Business Code
- Number of Accounts

- Collections

Within 30 days after the first month's implementation of the TPT2, the following reports with at least the fields indicated below:

NO MONEY REPORT

- Region Code
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype

DEDUCTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- License ID
- Entity Name

- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Deduction Code
- Deduction Amount
- Tran Type
- Tran Subtype
- Rev Type

Within 30 days after taxes (subject to fund distributions) are collected, the Department of Revenue will provide the following report with at least the fields indicated below:

FUND DISTRIBUTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment Received Date
- Return Received Date
- Payment Processed Date
- Return Processed Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Fund Allocation Code
- Amount Distributed

FUND DISTRIBUTION SUMMARY REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Fund Allocation Code
- Amount Distributed

ARIZONA JOINT TAX APPLICATION (JT-2)

License & Registration
ARIZONA DEPARTMENT OF REVENUE
PO BOX 29032
Phoenix, AZ 85038-9032

IMPORTANT! Incomplete applications WILL NOT BE PROCESSED.

- Please read form instructions while completing the application. Additional information and forms available at www.azdor.gov
- Required information is designated with an asterisk (*).
- Return completed application AND applicable license fee(s) to address shown at left.
- For licensing questions regarding transaction privilege tax, call Taxpayer Information & Assistance: (602) 542-4576

You can file and pay for this application online at www.AZTaxes.gov. It is fast and secure.

SECTION A: Business Information

1* Federal Employer Identification No. or Social Security No.
if sole proprietor without employees

2* License Type – *Check all that apply:*
☐ Transaction Privilege Tax (TPT) ☐ Use Tax
☐ Withholding/Unemployment Tax (*if hiring employees*) ☐ TPT for Cities ONLY

3* Type of Organization/Ownership – *Tax exempt organizations must attach a copy of the Internal Revenue Service's letter of determination.*
☐ Individual/Sole Proprietorship ☐ Subchapter S Corporation ☐ Government ☐ Joint Venture
☐ Corporation ☐ Association ☐ Estate ☐ Receivership
State of Inc. ☐ Partnership ☐ Trust
Date of Inc. M M D D Y Y Y Y ☐ Limited Liability Company ☐ Limited Liability Partnership

4* Legal Business Name

5* Mailing Address – number and street | City | State | ZIP Code

County/Region | Country

6* Business Phone No. (*with area code*) | 7 Email Address | 8 Fax Number (*with area code*)

9* Description of Business: *Describe merchandise sold or taxable activity.*

10* **NAICS Codes:** Available at www.azdor.gov

11* Did you acquire or change the legal form of an existing business?
☐ No ☐ Yes ➔ You must complete Section F.

12* Are you a construction contractor?
☐ No ☐ Yes *(see bonding requirements)*

BONDING REQUIREMENTS: Prior to the issuance of a Transaction Privilege Tax license, new or out-of-state contractors are required to post a Taxpayer Bond for Contractors unless the contractor qualifies for an exemption from the bonding requirement. The primary type of contracting being performed determines the amount of bond to be posted. Bonds may also be required from applicants who are delinquent in paying Arizona taxes or have a history of delinquencies. Refer to the publication, Taxpayer Bonds, available online at www.azdor.gov or in Arizona Department of Revenue offices.

WITHHOLDING LICENSE ONLY

13* Withholding Physical Location
Number and street (*Do not use PO Box, PMB or route numbers*) | City | State | ZIP Code

County/Region | Country

Continued on page 2 ➔

FINAL

FOR AGENCY USE ONLY		
☐ New	ACCOUNT NUMBER	DLN
☐ Change	START	TRANSACTION PRIVILEGE TAX
☐ Revise	S/E DATE	WITHHOLDING / SSN / EIN
☐ Reopen	COMPLETED DATE	EMPLOYEE'S NAME
	LIABILITY	LIABILITY ESTABLISHED

CASHIER'S STAMP ONLY. DO NOT MARK IN THIS AREA.

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)

SECTION B: Identification of Owners, Partners, Corporate Officers Members/Managing Members or Officials of this Employing Unit

If you need more space, attach Additional Owner, Partner, Corporate Officer(s) form available at www.azdor.gov. If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own more than 50% of or control another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers or provide a Power of Attorney (Form 285) which must be filled out and signed by an authorized corporate officer.

Owner 1	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (*with area code*)	*Country	
Owner 2	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (*with area code*)	*Country	
Owner 3	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (*with area code*)	*Country	

SECTION C: Transaction Privilege Tax (TPT)

1* Date Business Started in Arizona M M D D Y Y Y Y

2* Date Sales Began M M D D Y Y Y Y

3 What is your anticipated annual income for your first twelve months of business?

4 Filing Frequency ☐ Monthly ☐ Quarterly ☐ Seasonal ☐ Annual If seasonal filer, *check the months for which you intend to do business:*

☐ JAN ☐ FEB ☐ MAR ☐ APR ☐ MAY ☐ JUN ☐ JUL ☐ AUG ☐ SEP ☐ OCT ☐ NOV ☐ DEC

5 Does your business sell tobacco products? ☐ Yes ➔ ☐ Retailer OR ☐ Distributor

6 TPT Filing Method ☐ Cash Receipts ☐ Accrual

7 Does your business sell new motor vehicle tires or vehicles? ☐ Yes ➔ You will have to file Motor Vehicle Tire Fee form available at www.azdor.gov

8* Tax Records Physical Location – number and street (*Do not use PO Box, PMB or route numbers*) City State ZIP Code

County Country

9* Name of Contact * Phone Number (*with area code*) Extension

SECTION D: Transaction Privilege Tax (TPT) Physical Location

1* Business Name, "Doing Business As" or Trade Name at this Physical Location

2* Physical Location of Business or Commercial/Residential Rental Number and street (*Do not use PO Box, PMB or route numbers*) City State ZIP Code

County/Region Country

Residential Rental Only – Number of Units Reporting City *(if different than the physical location city)*

3* Additional County/Region Indian Reservation: County/Region and Indian Reservation Codes available at www.azdor.gov

County/ Region					City				

Business Codes (Include all codes that apply): See instructions. Complete list available at www.azdor.gov

State/ County					City				

If you need more space, attach Additional Business Locations form available at www.azdor.gov

FINAL

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)

SECTION E: Withholding & Unemployment Tax Applicants

1* *Regarding THIS application*, Date Employees First Hired in Arizona M M D D Y Y Y Y	2 Are you liable for Federal Unemployment Tax? ☐ Yes ➔ First year of liability: Y Y Y Y
3 Are individuals performing services that are excluded from withholding or unemployment tax? ☐ Yes ➔ *Describe services:*	4 Do you have an IRS ruling that grants an exclusion from Federal Unemployment Tax? ☐ Yes ➔ *Attach a copy of the Ruling Letter.*

5 Do you have, or have you previously had, an Arizona unemployment tax number?
☐ No
☐ Yes ➔ Business Name: _____ Unemployment Tax Number: _____

6 First calendar quarter Arizona employees were/will be hired and paid (indicate quarter as 1, 2, 3, 4):	Hired Year	Hired Quarter	Paid Year	Paid Quarter
	Y Y Y Y	Q	Y Y Y Y	Q

	Year	Quarter
7 When did/will you first pay a total of $1,500 or more gross wages in a calendar quarter? *(indicate quarter as 1, 2, 3, 4)* Exceptions: $20,000 gross cash wages Agricultural: $1,000 gross cash wages Domestic/Household: not applicable to 501(c)(3) Non-Profit.	Y Y Y Y	Q
8 When did/will you first reach the 20th week of employing 1 or more individuals for some portion of a day in each of 20 different weeks in the same calendar year? *(indicate quarter as 1, 2, 3, 4)* Exceptions: 10 or more individuals Agricultural; 4 or more individuals 501(c)(3) Non-Profit; not applicable to Domestic/Household.	Y Y Y Y	Q

SECTION F: Acquired Business Information

If you answered "Yes" to Section A, question 11, you must complete Section F.

1* Did you acquire or change all or part of an existing business? ☐ All ☐ Part	2* Date of Acquisition M M D D Y Y Y Y	3* EIN of Business Under Previous Owner
4* Previous Owner's Telephone Number	5* Name of Business Under Previous Owner	6* Name of Previous Owner
7* Did you change the legal form of all or part of the Arizona operations of your existing business? (e.g., change from sole proprietor to corporation or etc.) ☐ All ☐ Part	8* Date of Change M M D D Y Y Y Y	9* EIN of Previous Legal Form

SECTION G: AZTaxes.gov Security Administrator (authorized users)

By electing to register for www.AZTaxes.gov, you can have online access to account information, file and pay Arizona transaction privilege, use, and withholding taxes. You may also designate authorized users to access these services. Please provide the name of the authorized user for AZTaxes.gov.

Name of Authorized User
Title
Email Address
Phone Number (*with area code*)

SECTION H: Required Signatures

This application must be signed by either a sole owner, at least two partners, managing member or corporate officer legally responsible for the business, trustee or receiver or representative of an estate that has been listed in Section B.

Under penalty of perjury I (we), the applicant, declare that the information provided on this application is true and correct. I (we) hereby authorize the security administrator, if one is listed in Section G, to access the AZTaxes.gov site for the business identified in Section A. This authority is to remain in full force and effect until the Arizona Department of Revenue has received written termination notification from an authorized officer.

1 Print or Type Name	2 Print or Type Name
Title	Title
Date	Date
Signature	Signature

This application must be completed, signed, and returned as provided by A.R.S. § 23-722.

Equal Opportunity Employer/Program

This application available in alternative formats at Unemployment Insurance Tax Office.

PLEASE COMPLETE SECTION I: STATE/COUNTY & CITY LICENSE FEE WORKSHEET TO CALCULATE AND REMIT TOTAL AMOUNT DUE WITH THIS APPLICATION.

FINAL

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)

SECTION I: State/County & City License Fee Worksheet

ALL FEES ARE SUBJECT TO CHANGE. Check for updates at azdor.gov.

To calculate **CITY FEE:** Multiply **No. of Locations** by the **License Fee** and enter sum in **License Subtotal**.

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		$50.00		Goodyear	GY		$5.00		Sahuarita	SA		$5.00	
Avondale	AV		$40.00		Guadalupe	GU		$2.00		San Luis	SU		$2.00	
Benson	BS		$5.00		Hayden	HY		$5.00		Scottsdale	SC		$50.00	
Bisbee	BB		$1.00		Holbrook	HB		$1.00		Sedona	SE		$2.00	
Buckeye	BE		$2.00		Huachuca City	HC		$2.00		Show Low	SL		$2.00	
Bullhead City	BH		$2.00		Jerome	JO		$2.00		Sierra Vista	SR		$1.00	
Camp Verde	CE		$2.00		Kearny	KN		$2.00		Snowflake	SN		$2.00	
Carefree	CA		$10.00		Kingman	KM		$2.00		Somerton	SO		$2.00	
Casa Grande	CG		$2.00		Lake Havasu	LH		$5.00		South Tucson	ST		$2.00	
Cave Creek	CK		$20.00		Litchfield Park	LP		$2.00		Springerville	SV		$5.00	
Chandler	CH		$50.00		Mammoth	MH		$2.00		St. Johns	SJ		$2.00	
Chino Valley	CV		$2.00		Marana	MA		$5.00		Star Valley	SY		$2.00	
Clarkdale	CD		$2.00		Maricopa	MP		$2.00		Superior	SI		$2.00	
Clifton	CF		$2.00		Mesa	ME		$30.00		Surprise	SP		$10.00	
Colorado City	CC		$2.00		Miami	MM		$2.00		Taylor	TL		$2.00	
Coolidge	CL		$2.00		Nogales	NO		$25.00		Tempe	TE		$50.00	
Cottonwood	CW		$2.00		Oro Valley	OR		$12.00		Thatcher	TC		$2.00	
Dewey/Humboldt	DH		$2.00		Page	PG		$2.00		Tolleson	TN		$2.00	
Douglas	DL		$5.00		Paradise Valley	PV		$2.00		Tombstone	TS		$1.00	
Duncan	DC		$2.00		Parker	PK		$2.00		Tucson	TU		$45.00	
Eagar	EG		$10.00		Patagonia	PA		$25.00		Tusayan	TY		$2.00	
El Mirage	EM		$15.00		Payson	PS		$2.00		Wellton	WT		$2.00	
Eloy	EL		$10.00		Peoria	PE		$50.00		Wickenburg	WB		$2.00	
Flagstaff	FS		$46.00		Phoenix	PX		$50.00		Willcox	WC		$25.00	
Florence	FL		$2.00		Pima	PM		$2.00		Williams	WL		$2.00	
Fountain Hills	FH		$2.00		Pinetop/Lakeside	PP		$2.00		Winkelman	WM		$2.00	
Fredonia	FD		$10.00		Prescott	PR		$25.00		Winslow	WS		$10.00	
Gila Bend	GI		$2.00		Prescott Valley	PL		$2.00		Youngtown	YT		$10.00	
Gilbert	GB		$2.00		Quartzsite	QZ		$2.00		Yuma	YM		$2.00	
Glendale	GE		50.00		Queen Creek	QC		$2.00						
Globe	GL		$2.00		Safford	SF		$2.00						
Subtotal City License Fees (column 1)			$		Subtotal City License Fees (column 2)			$		Subtotal City License Fees (column 3)			$	

AA TOTAL City License Fee(s) (column 1 + 2 + 3)			$
	No. of Loc's	**Fee per Location**	**TOTAL**
BB TOTAL State License Fee(s): Calculate by multiplying number of business locations by $12.00		**$12.00**	$
Residential Rental License Fees - Multiply the number of units per locations by $2.00 ($50.00 Annual Cap per license).	**No. of Units**	**No. of Loc's**	**City Fee**
Residential Rental License-Chandler			$
Residential Rental License-Phoenix			$
Residential Rental License-Scottsdale			$
CC TOTAL City Residential Rental License Fees (Add Chandler, Phoenix, & Scottsdale)			$
DD TOTAL DUE (Add lines AA + BB + CC)			$

ONLY CHANDLER, PHOENIX, and SCOTTSDALE need to use this section, and NOT the fee chart above, to calculate license fee(s). The amount for each city CANNOT EXCEED $50.00

- Make check payable to Arizona Department of Revenue.
- Include FEIN or SSN on payment.
- Do not send cash.
- License will not be issued without full payment of fee.

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

Arizona Department of Revenue
PO Box 29010 - Phoenix, AZ 85038-9010
For assistance out of state or in the Phoenix area: (602) 255-2060 or
Statewide, toll free area codes 520 and 928: (800) 843-7196

TPT-2 return is due the 20th day of the month following the month in which the transactions were conducted

TAXPAYER IDENTIFICATION NUMBER ☐ SSN ☐ EIN	
LICENSE NUMBER	
PERIOD BEGINNING M M D D Y Y Y Y	PERIOD ENDING M M D D Y Y Y Y
REVENUE USE ONLY. DO NOT MARK IN THIS AREA	
POSTMARK DATE	RECEIVED DATE

TAXPAYER INFORMATION

☐ AMENDED RETURN ☐ FINAL RETURN (Cancel License) ☐ CHECK HERE AND SIGN BELOW IF YOU HAVE NO GROSS RECEIPTS TO REPORT

BUSINESS NAME		
C/O		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
☐ ADDRESS CHANGED (MAILING ADDRESS ONLY)	BUSINESS PHONE NUMBER	

AA	NET AZ/COUNTY TAX (PAGE 2, LINE MM, COLUMN (M))	
BB	NET CITY TAX (PAGE 3, LINE RR, COLUMN (M))	
CC	NET TAX DUE ON THIS RETURN (LINE AA + LINE BB = LINE CC)	
DD	TPT ESTIMATED PAYMENTS TO BE USED ON THIS RETURN (JUNE RETURN ONLY, DUE IN JULY)	
EE	TAX DUE NET OF TPT ESTIMATED PAYMENTS (LINE CC - LINE DD = LINE EE)	
FF	TOTAL AMOUNT REMITTED WITH THIS RETURN	$

NOTE: A TRANSACTION DETAIL PAGE IS REQUIRED OR THE RETURN WILL NOT PROCESS CORRECTLY AND PENALTIES MAY APPLY.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

☐ The taxpayer designates the individual listed below as the person to contact to schedule an audit of this return and authorize the disclosure of confidential information to this individual.

TAXPAYER PRINTED NAME

TAXPAYER SIGNATURE DATE PAID PREPARER'S SIGNATURE (OTHER THAN TAXPAYER)

TAXPAYER PHONE NO. TITLE PAID PREPARER'S TIN PAID PREPARER'S PHONE NO.

PLEASE MAKE CHECK PAYABLE TO ARIZONA DEPARTMENT OF REVENUE

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

LICENSE NUMBER: _____

STATE (AZ) /COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

	(A)	(B) REG. CODE	(C) NAME OF REGION	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS **FROM SCHEDULE A**	(H) **(F) - (G) = (H)** NET TAXABLE	(I) AZ / COUNTY TAX RATE	(J) **(H) X (I) = (J)** TOTAL TAX	(K) ACCTNG CREDIT RATE	(L) **(H) X (K) = (L)** ACCOUNTING CREDIT	(M) **(J) - (L) = (M)** AZ/COUNTY TAX DUE
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GG	**SUBTOTAL**												
HH	**TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S)**												
II	**TOTAL (LINE GG + LINE HH = LINE II)**												
JJ	**EXCESS TAX COLLECTED**												
KK	**EXCESS TAX ACCOUNTING CREDIT: (SEE INSTRUCTIONS)**												
LL	**NET AZ/COUNTY EXCESS TAX COLLECTED (LINE JJ, COLUMN (M) - LINE KK, COLUMN (M))**												
MM	**NET AZ/COUNTY TAX (LINE II, COLUMN (M) + LINE LL, COLUMN (M))**												

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

LICENSE NUMBER: _____

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, www.azdor.gov)

	(A) LOC. CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS **FROM SCHEDULE A**	(H) **(F) - (G) = (H)** NET TAXABLE	(I) CITY TAX RATE	(J) **(H) X (I) = (J)** TOTAL TAX	(K)	(L) CITY CREDIT	(M) **(J) - (L) = (M)** CITY TAX DUE
1													
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NN	**CITY SUBTOTAL**												
OO	**CITY SUBTOTALS FROM ADDITIONAL CITY PAGE(S)**												
PP	**CITY TOTAL (LINE NN + LINE OO = LINE PP)**												
QQ	**CITY EXCESS TAX COLLECTED**												
RR	**NET CITY TAX (LINE PP, COLUMN (M) + LINE QQ, COLUMN (M))**												

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)
ADDITIONAL TRANSACTIONS

LICENSE NUMBER: _____

STATE (AZ) /COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

	(A)	(B) REG. CODE	(C) NAME OF REGION	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS **FROM SCHEDULE A**	(H) **(F) - (G) = (H)** NET TAXABLE	(I) AZ / COUNTY TAX RATE	(J) **(H) X (I) = (J)** TOTAL TAX	(K) ACCTNG CREDIT RATE	(L) **(H) X (K) = (L)** ACCOUNTING CREDIT	(M) **(J) - (L) = (M)** AZ/COUNTY TAX DUE
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25													
AZ/COUNTY SUBTOTAL						$	$					$	$

ADD SUBTOTALS OF AZ/COUNTY ADDITIONAL TRANSACTIONS TO THE 2ND PAGE OF RETURN

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)
ADDITIONAL TRANSACTIONS

LICENSE NUMBER: _____

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, www.azdor.gov)

	(A) LOC. CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS **FROM SCHEDULE A**	(H) **(F) - (G) = (H)** NET TAXABLE	(I) CITY TAX RATE	(J) **(H) X (I) = (J)** TOTAL TAX	(K)	(L) CITY CREDIT	(M) **(J) - (L) = (M)** CITY TAX DUE
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CITY SUBTOTAL						$	$					$	$

ADD SUBTOTALS OF CITY ADDITIONAL TRANSACTIONS TO THE 3RD PAGE OF RETURN

FINAL

TPT-2 – SCHEDULE A DEDUCTIONS – STATE/COUNTY TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX

LICENSE NUMBER: _____ Page _____ of _____

STATE (AZ) /COUNTY DEDUCTIONS DETAIL

	(A)	(B) REGION CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1					$	
2					$	
3					$	
4					$	
5					$	
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7					$	
8					$	
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29					$	
30					$	
31					$	
32					$	
33					$	
34					$	
35					$	

AA	SUBTOTAL OF DEDUCTIONS.....	$
BB	DEDUCTION TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S) ...	$
CC	TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....	$

TOTAL MUST EQUAL TOTAL ON PAGE 2, LINE II, COLUMN G

FINAL

TPT-2 – SCHEDULE A DEDUCTIONS – CITY
TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX

LICENSE NUMBER: _____ Page _____ of _____

CITY DEDUCTIONS DETAIL

	(A) LOCATION CODE	(B) CITY CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1					$	
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34					$	
35					$	

AA	SUBTOTAL OF DEDUCTIONS.....	$
BB	DEDUCTION TOTALS FROM ADDITIONAL CITY PAGE(S).....	$
CC	TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....	$

TOTAL MUST EQUAL TOTAL ON PAGE 3, LINE PP, COLUMN G

FINAL

4. f.

Town of Camp Verde

Agenda Item Submission Form – Section 1

Meeting Date: June 24, 2015 Regular Session

☒ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Pre-Session Agenda*

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): **Possible approval of agreement between the Town of Camp Verde and the Verde Valley Archaeology Center and Summerset at Camp Verde. LLC**

List Attached Documents: ***Agreement for Public-Private Development Agreement With Exhibits A, B and C***

Estimated Presentation Time: NA

Estimated Discussion Time: NA

Reviews Completed by:

☐ ***Department Head:***_____ ☐ ***Town Attorney Comments:*** N/A

☐ ***Finance Department*** N/A
Fiscal Impact: None
Budget Code: N/A ***Amount Remaining:*** _____
Comments:

Background Information: During the June 10, 2015 Work Session, staff provided Council and the public with a PowerPoint presentation and the consensus of the Council was to move forward with an agreement. At that meeting the council was told a final contract would be coming before them at the June 24 council session. The final contract has been reviewed and approved by Town Attorney Bill Sims, VVAC and Summerset at Camp Verde as to form and content and present to council for their approval.

Recommended Action (Motion): Approve Agreement between the Town of Camp Verde and the Verde Valley Archaeology Center and Summerset at Camp Verde. LLC

Instructions to the Clerk: None

PUBLIC-PRIVATE DEVELOPMENT AGREEMENT
REGARDING
RELOCATION OF VERDE VALLEY ARCHAEOLOGY CENTER
AND
PUBLIC ACCESS TO THE TOWN PARK

This Public-Private Development Agreement Regarding Relocation of Verde Valley Archaeology Center and Public Access to the Town Park (this *"Agreement"*) is made to be effective as of June ____, 2015 (the *"Effective Date"*), among, THE TOWN OF CAMP VERDE, an Arizona municipal corporation (the *"Town"*), VERDE VALLEY ARCHAEOLOGY CENTER, INC., an Arizona non-profit corporation (*"VVAC"*), and SUMMERSET AT CAMP VERDE, LLC, an Arizona limited liability company (*"Summerset"*). The Town, VVAC and Summerset are sometimes referred to individually as a *"Party"* and collectively as the *"Parties."*

RECITALS:

A. VVAC operates an archaeology center and museum within the Town's corporate borders (the *"Archaeology Center"*) in premises leased from the Town.

B. Due to the growing popularity of the Archaeological Center and the need for additional space for education, research and storage of artifacts, VVAC wants to acquire a parcel of real property on which VVAC can construct larger facilities for the Archaeological Center, have room for future growth and expansion and establish a permanent presence.

C. VVAC is in the process of acquiring, through a combination of purchase and donation, approximately 15.28 acres of real property located in a development known as "Simonton Ranch," which is located with the Town's corporate borders (the *"Simonton Ranch Property"*).

D. VVAC intends to construct and develop facilities for an expanded Archaeology Center and for educational, research and storage purposes on the Simonton Ranch Property as described in the "Conceptual Plan for the Verde Valley Archaeology Center and Museum" attached as Exhibit A hereto (collectively, the *"Archaeology Center Complex"*).

E. The Town has supported and encouraged the establishment and growth of the Archaeology Center, which attracts visitors to the Town, including tourists, students, scholars and researchers. The Town has found the presence of the Archaeology Center and influx of such visitors provides financial, educational and cultural benefits to the Town, its residents and local businesses.

F. The Town understands VVAC's need to relocate the Archaeology Center to a larger more permanent location and deems it in the Town's best interests, financial and otherwise, to have VVAC relocate the Archaeology Center within the Town's corporate borders. The Town also believes the development of the Archaeology Center Complex will provide additional opportunities for economic development within the Town and for the development of recreational amenities and desires to provide economic development assistance pursuant to A.R.S. Section 9-500.11 by promoting economic development activities.

G. Due to limited financial resources, VVAC will only be able to acquire the Simonton Ranch Property and develop the Archaeology Center Complex with the cooperation and assistance of the Town, private land owners and donors.

H. Summerset owns approximately 31 acres of real property located adjacent to and immediately south of the Simonton Ranch Property (the *"Summerset Property"*).

I. On August 25, 2014, Summerset granted an access easement over an approximately 2.68 acre portion of the Summerset Property (the *"Access Parcel"*) to provide access to the Simonton Ranch Property and other real property as set forth in the Declaration of Access and Utility Easements recorded on August 25, 2014, at Recording No. 2014-0038276 in the official records of Yavapai County, Arizona (the *"Declaration of Easements"*). The legal description of the Access Parcel is attached hereto as Exhibit B.

J. As the Effective Date, the Access Parcel is raw land that has not been improved or developed.

K. As part of the development of the Archaeology Center Complex, a road and related improvements and a 12" water line will have to be constructed and installed on the Access Parcel to provide physically traversable vehicular and pedestrian access and water to the Archaeology Center Complex.

L. The Access Parcel runs from the existing Davidson Road to a park located on approximately 15.61 acres of real property formerly known as Simonton Ranch Parcel 2 (Tax Parcel No. 800-25-001C) (the *"Town Park"*), which the Town has a Memorandum of Understanding with Arizona State Parks to manage as a Town park. The Declaration of Easements only grants private access over the Access Parcel, and currently the Town and the public do not have the right to use the Access Parcel to gain access to the Town Park.

M. VVAC desires to obtain assistance in its efforts to acquire the Simonton Ranch Property and develop the Archaeology Center Complex by having Summerset donate the Access Parcel to the Town for use as a public road and having the Town improve the Access Parcel as a public road and install the 12" water line.

N. The Town desires to acquire the Access Parcel, improve, pave and maintain the Access Parcel as a public road and install the 12" water line to entice and encourage VVAC to remain within the Town's corporate boundaries and develop the Archaeology Center Complex and to provide improved public access to the Town Park for the Town's residents and enhance their use of the Town Park and access to the Verde River; without such access the Town residents would not have access to the Town Park.

O. Summerset desires to donate the Access Parcel to the Town to encourage the development of the Archaeology Center Complex, the improvement of the Access Parcel and the installation of the 12" water line. Summerset acknowledges such development and improvements will benefit Summerset and the remaining Summerset Property.

P. The improved Access Parcel will become an extension of the existing public road known as "Homestead Parkway" running from Davidson Drive to the Verde Ditch. The acquisition, development

and maintenance of the Access Parcel as a public road in the Town's system of streets and roads are referred to sometimes, collectively, as the *"Homestead Parkway Extension."*

Therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Town, Summerset and VVAC agree as follows:

AGREEMENTS:

1. Recitals. The Recitals above are incorporated in this Agreement as true statements of fact binding on the Parties.

2. Donation of Access Parcel.

2.1 Delivery of Deed. Concurrently with the execution of this Agreement, Summerset shall deliver to the Town a special warranty deed conveying the Access Parcel to the Town in the form of Exhibit C attached hereto (the *"Deed"*). The Town shall have the Deed recorded in the official records of Yavapai County, Arizona.

2.2 Title Matters. The Town acknowledges it has reviewed a current title report or commitment for the Access Parcel and has satisfied itself as to the condition of title to the Access Parcel. The Town, at its option and expense, may obtain title insurance covering the conveyance of the Access Parcel to the Town.

2.3 Property Taxes. The Town and Summerset shall prorate real property taxes and assessments, including, without limitation, assessments by the Camp Verde Sanitary District, for the Access Parcel as of the Effective Date. Such proration shall be done and necessary payments made when tax information for the proration period becomes available.

3. Water Line.

3.1 Installation of Water Line. On or before June 30, 2018 (the *"Completion Deadline"*), the Town shall complete the installation of a 12" underground water distribution line on the Access Parcel running from and connected to the existing water distribution line located at Homestead Parkway and Davidson Drive to a point adjacent to Yavapai County Tax Parcel No. 403-23-104W (Simonton Ranch Parcel 1C) (the *"Water Line"*). The Water Line and the installation of the Water Line shall meet or exceed the standards, specifications and requirements of the applicable water service provider. Upon completion, the Town will convey ownership of the Water Line to the applicable water service provider and provide any public utility easements across the Access Parcel that may be required or requested by such water service provider for the purposes of providing water service to the Archaeology Center Complex and properties adjacent to the Archaeology Center Complex.

3.2 Costs of Work. The Town shall pay all costs and expenses associated with the installation of the Water Line. On or before the date that is two years immediately following the Effective Date, VVAC shall pay $75,000 to the Town as VVAC's contribution toward the costs of the Water Line.

4. Homestead Parkway Extension. On or before the Completion Deadline, the Town, at its sole cost and expense, shall construct and install a road and related improvements on the Access Parcel extending Homestead Parkway from Davidson Road over and across the entire Access Parcel (the *"Road*

Improvements"). The Road Improvements shall meet or exceed the Town's current standards, specifications and requirements for public roads. In addition, the Road Improvements shall include paving, curb, and gutter. Following the construction of the Road Improvements, the Town shall dedicate, own and maintain the Homestead Parkway Extension, at the Town's expense, as a public road as part of the Town's system or public streets and roads.

5. Early Completion of Water Line and Road Improvements.

5.1 Request for Early Completion. From time to time prior to the Completion Deadline, Summerset may request that the Town complete the installation and construction of the Water Line or the Road Improvements, or both (each an *"Early Completion Item"*) prior to the Completion Deadline by giving the Town notice of such request (an *"Early Completion Request Notice"*).

5.2 Town Response Notice. If within 20 days immediately following the Town's receipt of such Early Completion Request Notice (the *"Town Response Deadline"*) the Town gives Summerset notice (the *"Town Response Notice"*) that the Town will install and construct any or all of the Early Completion Items described in the Early Completion Request Notice by the early completion date or deadline specified in such Early Completion Request Notice (the *"Early Completion Deadline"*), the Completion Date for such Early Completion Item(s) shall be deemed to have been amended to be the Early Completion Deadline.

5.3 Summerset's Right to Complete Early Completion Request Items. If the Town does not give a timely Town Response Notice or if the Town gives a timely Town Response Notice but does not commit to install and construct all of the Early Completion Items in an Early Completion Request Notice by the Early Completion Deadline, Summerset shall be entitled to install and construct each such Early Completion Item that the Town did not agree to complete, but Summerset shall not have any obligation to do so. If Summerset elects to install and construct an Early Completion Item by giving notice of such election to the Town, Summerset shall pursue the installation and construction of such Early Completion Item with reasonable diligence, but shall not be required to complete the Early Completion Item by a specific deadline.

5.4 Cooperation. If Summerset elects to install and construct an Early Completion Item, the other Parties shall cooperate with such installation and construction. Summerset shall be entitled to install and construct each such Early Completion Item. The Town hereby grants Summerset and its employees, agents, contractors and subcontractors the right to enter onto the Access Parcel and install and construct each such Early Completion Item and otherwise exercise the rights of Summerset under this Section 5. Upon the installation and construction of an Early Completion Item, the Town shall take all other actions with respect to such Early Completion Item required to be taken after the completion of such Early Completion Item under Sections 3 and 4 above.

5.5 Reimbursement of Early Completion Costs. The Town shall reimburse Summerset for all costs and expenses incurred by Summerset in taking action to install or construct an Early Completion Item (collectively, *"Early Completion Costs"*) prior to the Completion Deadline; provided that Summerset competitively procured the services and materials to install or construct each Early Construction Item. In addition, the Town shall pay Summerset interest on all Early Completion Costs or portions thereof not reimbursed to Summerset by the Completion Deadline at the rate of 12% per annum, with such interest accruing on and from the Completion Deadline until paid in full.

6. Development and Operation of the Archaeology Center Complex. Within 5 years immediately following the Effective Date, VVAC shall construct and open to the public "Phase 1" of the Archaeology Center Complex substantially as described in Exhibit A attached hereto. After opening Phase 1 of the Archaeology Center Complex to the public, VVAC shall continue to operate Phase 1 of the Archaeology Center and keep Phase 1 open to the public until the date that is 50 years immediately following the Effective Date; provided Phase 1 may be closed on holidays and as needed for repairs or remodeling. VVAC shall use reasonable efforts to construct and open Phase 2 of the Archaeology Center Complex.

7. Summerset's Representations and Warranties. Summerset represents and warrants to the Town and VVAC that the following are true and correct in all material respects as of the Effective Date:

7.1 Existence and Authority. Summerset is a limited liability company duly organized, validly existing and in good standing under the laws of the State of Arizona. Summerset has full power and authority to enter into this Agreement and fulfill its obligations under this Agreement. The person signing this Agreement on behalf of Summerset has been duly authorized to do so by Summerset.

7.2 Binding Agreement. Upon execution and delivery of this Agreement by Summerset, this Agreement shall be binding on and enforceable against Summerset in accordance with its terms, subject to bankruptcy, insolvency, and similar laws or equitable principles relating to or affecting the enforcement of creditors' rights generally.

7.3 No Bankruptcy. Summerset is not involved as a debtor in any state or federal bankruptcy, reorganization, arrangement, insolvency proceedings, receivership or any other debtor-creditor proceeding. Summerset has not made any general assignment for the benefit of creditors.

7.4 Claims. Summerset has no knowledge of any pending litigation affecting the Access Property or Summerset ability to convey the Access Parcel to the Town.

7.5 Violations. Summerset has no knowledge of any written notice from any governmental authority or agency of a violation of any law, ordinance, rule or regulation with respect to the Access Property, including, without limitation, any environmental law.

7.6 Summerset's Knowledge. As used in this Agreement, *"Summerset's knowledge,"* the *"knowledge of Summerset"* or any similar phrase shall mean the actual present conscious awareness of G. Scott Simonton, without making any independent investigations or inquiries and specifically negating the doctrines of constructive or imputed knowledge or notice.

8. The Town's Representations and Warranties. The Town represents and warrants to the Summerset and VVAC that the following are true and correct in all material respects as of the Effective Date:

8.1 Existence and Authority. The Town is a municipal corporation duly organized, validly existing and in good standing under the laws of the State of Arizona. The Town has full power and authority to enter into this Agreement and fulfill its obligations under this Agreement. The person signing this Agreement on behalf of the Town has been duly authorized to do so by the Town

8.2 Binding Agreement. Upon execution and delivery of this Agreement by the Town, this Agreement shall be binding on and enforceable against the Town in accordance with its terms, subject to bankruptcy, insolvency, and similar laws or equitable principles relating to or affecting the enforcement of creditors' rights generally.

8.3 No Bankruptcy. The Town is not involved as a debtor in any state or federal bankruptcy, reorganization, arrangement, insolvency proceedings, receivership or any other debtor-creditor proceeding. The Town has not made any general assignment for the benefit of creditors.

9. VVAC's Representations and Warranties. VVAC represents and warrants to the Summerset and the Town that the following are true and correct in all material respects as of the Effective Date:

9.1 Existence and Authority. VVAC is a non-profit corporation duly organized, validly existing and in good standing under the laws of the State of Arizona. VVAC has full power and authority to enter into this Agreement and fulfill its obligations under this Agreement. The person signing this Agreement on behalf of VVAC has been duly authorized to do so by VVAC.

9.2 Binding Agreement. Upon execution and delivery of this Agreement by VVAC, this Agreement shall be binding on and enforceable against VVAC in accordance with its terms, subject to bankruptcy, insolvency, and similar laws or equitable principles relating to or affecting the enforcement of creditors' rights generally.

9.3 No Bankruptcy. VVAC is not involved as a debtor in any state or federal bankruptcy, reorganization, arrangement, insolvency proceedings, receivership or any other debtor-creditor proceeding. VVAC has not made any general assignment for the benefit of creditors.

10. Access Parcel Conveyed "AS-IS". The Town and VVAC acknowledge that, except for the specific representation and warranties set forth in Sections 7 above and in the Deed (the *"Summerset Warranties"*): (a) the Town is accepting ownership of the Access Property solely in reliance on the Town's own investigation and inspection of the Access Parcel; and (b) Summerset has not made and is not making any other representations or warranties, express or implied, concerning the Access Parcel. Furthermore, the Town and VVAC hereby release Summerset from all liability of any kind whatsoever relating to the condition of the Access Parcel existing as of the Effective Date other than the Summerset Warranties.

11. Default and Remedies.

11.1 Default. If any Party fails to fulfill any of its obligations under this Agreement and such failure continues after such Party receives at least 10 days' prior written notice of such failure, such Party shall be a default under this Agreement. If a Party is in default under this Agreement, each of the other Parties, acting individually or jointly, may pursue all remedies provided in this Agreement or otherwise available at law or in equity as a result of such default.

11.2 Self-Help Remedy for Failure to Complete Water Line or Road Improvements. If the Town has not completed the Water Line and the Road Improvements by the Completion Deadline (each such failure is referred to as an *"Unfinished Item"*); and (b) the Town does not cause all Unfinished Items to be completed and to occur within 30 days immediately following the date the Town receives a notice from either of the other Parties demanding that all Unfinished Items be completed, any of the other

Parties (each a *"Self-Help Party"*) may take such action as such Self-Help Party deems necessary or desirable to complete the Unfinished Items, without having any obligation to do so. All reasonable costs and expenses incurred by a Self-Help Party in an attempt to complete or completing any Unfinished Items (collectively, *"Completion Costs"*) shall be immediately due and payable by the Town to such Self-Help Party with interest thereon at the rate of 12% per annum from the date each such Completion Cost is incurred until paid in full. The self-help right provided in this Section 11.2 shall be in addition to all other rights and remedies available to each Party under this Agreement or at law or in equity. A Self-Help Party shall be entitled to take such action to complete any Unfinished Item. The Town hereby grants the other Parties the right to enter onto the Access Parcel to exercise the rights of a Self-Help Party under this Section 11.2.

11.3 Remedies Cumulative. All remedies in this Agreement and otherwise available at law or in equity shall be cumulative and concurrent and may be pursued singly, successively or together, and may be exercised as often as occasion therefor shall occur. The failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof. Such remedies shall include, without limitation, the right to restrain by injunction any violation or threatened violation of his Agreement and by decree to compel performance of the provisions of this Agreement.

11.4 Attorneys' Fees. If there is any litigation between any of the Parties of this Agreement to enforce or interpret any provisions of this Agreement or rights arising under this Agreement, the losing party in such litigation, as determined by the court, shall pay to the prevailing party, as determined by the court, all costs and expenses, including, without limitation, reasonable attorneys' fees incurred by the prevailing party, such fees to be determined by the court sitting without a jury.

12. Notices. All notices, requests, demands or other communications (collectively, *"Notice"*) required or permitted under this Agreement shall be in writing and may be personally delivered or transmitted by nationally recognized overnight carrier (*e.g.,* Federal Express, UPS) or by certified mail, return-receipt requested, postage prepaid, addressed as follows:

TOWN: Town of Camp Verde
Attn: Russ Martin, Town Manager
473 S. Main Street, Suite 102
Camp Verde, Arizona 86322

SUMMERSET: Summerset at Simonton Ranch, LLC
Attn: G. Scott Simonton
310 N. Portland Avenue
Gilbert, Arizona 85234

VVAC: Verde Valley Archaeology Center
Attn: Attn: Kenneth J. Zoll, Executive Director
385 South Main Street
Camp Verde, Arizona 86322-7272

Notice given in accordance with the terms hereof shall be deemed given and received on the date of receipt if personally delivered, upon the date three Business Days after posting if transmitted by mail or on the date on which the overnight carrier has guaranteed delivery of such Notice if transmitted by overnight carrier, however, if such delivery date is other than a Business Day, then on the first Business

Day following such guaranteed delivery date. Any Party may change the address for receiving Notice by notice sent in accordance with the terms of this Section. The inability to deliver a Notice because of a changed address of which no Notice was given, or rejection or other refusal to accept any Notice, shall be deemed to be the receipt of the Notice as of the date of such inability to deliver, rejection or refusal to accept. Any Notice to be given by any Party may be given by legal counsel for such Party; however, Notice to a Party's legal counsel without Notice directly to such Party shall not be deemed notice to such Party.

13. Entire Agreement. This Agreement constitutes the entire agreement among the Parties with respect to the subject matter hereof and shall not be modified or amended except in a written document signed by the Parties. Any prior agreements or understandings among the Parties concerning the subject matter of this Agreement are superseded and replaced by this Agreement and are hereby rendered null and void.

14. Time of the Essence. The Parties expressly and specifically agree time is of the essence of this Agreement and all provisions, obligations and conditions thereof. All time periods set forth herein in terms of *"days," "months"* or *"years"* refer to calendar days, months and years. Whenever notice must be given, documents delivered or an act done under this Agreement on a day that is not a Business Day, the notice may be given, document delivered or act done on the next following day that is a Business Day. As used in this Agreement, *"Business Day"* shall mean a day other than a Saturday, Sunday or a day observed as a legal holiday by the United States government; the State of Arizona; Yavapai County, Arizona; or the Town.

15. No Other Warranties or Agreements. Except as otherwise specifically provided in this Agreement or in any additional documents to be executed under this Agreement, the Parties have not made any representations, warranties or agreements by or on behalf of any Party as to any matter set forth in this Agreement or otherwise. No agreements, warranties or representations not expressly contained in this Agreement and in any additional documents to be executed under this Agreement shall bind the Parties.

16. Governing Law. This Agreement together with all attachments and exhibits shall be governed by, and construed and enforced in accordance with, the internal substantive laws of the State of Arizona (without reference to choice of law principles).

17. Waiver. The waiver by any Party of any right granted to it hereunder shall not be deemed to be a waiver of any other right granted hereunder. Nor shall the same be deemed to be a waiver of a subsequent right obtained by reason of the continuation of any matter previously waived.

18. Construction. This Agreement is the result of negotiations among parties of roughly equivalent bargaining power, neither of whom has acted under any duress or compulsion, whether legal, economic or otherwise. Accordingly, the terms and provisions hereof shall be construed in accordance with their usual and customary meanings. The Parties hereby waive the application of any rule of law which otherwise might be applicable to the construction of this Agreement that ambiguous or conflicting terms or provisions should be construed against the Party who (or whose attorney) prepared the executed Agreement or any earlier draft of the same.

19. Interpretation. If there is any specific and direct conflict between, or any ambiguity resulting from, the terms and provisions of this Agreement and the terms and provisions of any document, instrument or other agreement executed in connection herewith or in furtherance hereof, including any

exhibits hereto, the same shall be consistently interpreted in such manner as to give effect to the general purposes and intention as expressed in this Agreement, which shall be deemed to prevail and control. All references to *"Sections"* shall be to the numbered sections of this Agreement unless specifically stated otherwise. In this Agreement (unless the context requires otherwise), the masculine, feminine and neuter genders and the singular and the plural shall be deemed to include one another, as appropriate.

20. Headings; Exhibits. The headings in this Agreement are for reference only and shall not limit or define the meaning of any provision of this Agreement. All exhibits to this Agreement are fully incorporated herein as though set forth herein in full.

21. No Third Party Beneficiary. No term or provision of this Agreement or the exhibits hereto is intended to be, nor shall any such term or provision be construed to be, for the benefit of any person, firm, corporation or other entity not a Party, and no such other person, firm, corporation or entity shall have any right or cause of action hereunder.

22. Severability. If any term or provision of this Agreement shall, to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, but such term or provision shall be reduced or otherwise modified by such court or authority only to the minimum extent necessary to make it valid and enforceable, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any term or provision cannot be reduced or modified to make it reasonable and permit its enforcement, it shall be severed from this Agreement and the remaining terms shall be interpreted in such a way as to give maximum validity and enforceability to this Agreement. It is the intention of the Parties that if any provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

23. Additional Acts. The Parties agree to execute promptly such other documents and perform such other acts as may be reasonably necessary to carry out the purpose and intent of this Agreement.

24. Successors. This Agreement shall inure to the benefit of and be binding upon each of the Parties and their respective successors and assigns.

25. Legal Representation. The Parties acknowledge they have had the opportunity to seek the advice and benefit of legal counsel prior to executing this Agreement, and have, in fact, sought such advice, or made a conscious decision not to do so and to assume the risk of failing to do so.

26. Conflict of Interest. Pursuant to A.R.S. § 38-503 and § 38-511, no member, official or employee of the Town shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested. This Agreement is subject to cancellation pursuant to the terms of A.R.S. § 38-511.

[Remainder of Page Intentionally Blank]

27. Execution. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The partially executed signature page of any counterpart of this Agreement may be attached to any other partially executed counterpart of this Agreement without impairing the legal effect of the signature(s) on such signature page. Fax copies and electronically scanned copies of the executed signature pages of this Agreement shall be effective and binding upon the Parties as if such signatures were original signatures.

TOWN:

THE TOWN OF CAMP VERDE,
an Arizona municipal corporation

By: _____

Its: _____

VVAC:

VERDE VALLEY ARCHAEOLOGY CENTER, INC.,
an Arizona non-profit corporation

By: _____

Its: _____

SUMMERSET:

SUMMERSET AT CAMP VERDE, LLC,
an Arizona limited liability company

By: Simonton Companies, LLC,
an Arizona limited liability company,
Manager

By: _____
G. Scott Simonton
Authorized Representative

EXHIBIT A

Conceptual Plan for the Verde Valley Archaeology Center and Museum at Simonton Ranch

[Attached]

Conceptual Plan for the Verde Valley Archaeology Center and Museum at Simonton Ranch

Archaeology Center Established to Retain Verde Valley History

Archaeological artifacts have been removed from the Verde Valley since the 1890's. Artifacts are in many institutions such as the Smithsonian, Chicago Field Museum, Museum of American Natural History, and the Arizona State Museum. The Verde Valley Archaeology Center (VVAC) was established in 2010 as a nonprofit 501(c)(3) public charity to address this problem. The stated mission of the VVAC is "to preserve archaeological sites and collections, to curate the collections locally, and to make them available for research and education; to develop partnerships with American Indians, cultural groups, and the communities it serves; and to foster a deeper understanding of prehistory and American Indian history in the Verde Valley through the science of archaeology."

The VVAC provides leadership to the regional community on the critical issues of understanding and preserving the rich cultural heritage of the Verde Valley. One of the strong messages of the VVAC is its emphasis on protection and education. Although many sites on the National Forests and in the National Parks are protected, as time passes and as visitation increases, these sites will be increasingly impacted and damaged. Likewise, archaeological resources on private land can be degraded by lack of care or understanding of their significance. Because archaeological resources are finite in number, they grow in cultural value through time. The longer archaeological features and artifacts are protected, the more the scientific potential of these elements increases with advances in scientific methods and techniques. To address these challenges, a strategic plan was prepared by the VVAC in 2012 that identified four strategic initiatives: (1) Preserve Ancient Sites, (2) Preserve Artifacts in a State-of-the-Art Environment, (3) Provide Educational Experiences, and (4) Promote Heritage Tourism. The strategic plan proposed engaging the community in preservation by providing exceptional service, stewardship, integrity, innovation, inclusion, and collaboration. Recently, the Town of Camp Verde requested the VVAC to be its official agent in all matters relating to archaeological preservation and interpretation.

VVAC Main Street Facilities

The Center was invited to establish its initial facility in the Town of Camp Verde by Steve Ayers, then President of the Camp Verde Historical Society, and by members of

the Town Council. A 650 sq. ft. space was leased in a shopping center off Main Street in April 2011 and opened to the public in May. Seeing the visitation we were generating, Town Manager Russ Martin offered the Center the use of a 3,300 sq. ft. town-owned building. The Center entered into a lease for this expanded space in July 2012. After extensive remodeling to suit our needs, this facility was opened to the public in November 2012.

The VVAC has grown tremendously during the first three years of its existence, and currently has over 350 members. The VVAC building contains a secure collections room, a research laboratory, a lecture-meeting room, and a variety of permanent and temporary exhibits. A children's area is currently being constructed and will have its Grand Opening on June 28. The museum also includes a book store that sells archaeology, anthropology, and natural history books.

The VVAC also houses a research library relating to the archaeology and anthropology. All books, reports, and articles in the VVAC research library are cataloged into the Yavapai County Library System. Currently, more than 500 books have been cataloged. The VVAC also maintains an electronic library that contains more than 85 archaeology reports and 300 articles.

Collection Accessions

In the short history the VVAC has already accessioned several collections including:

- Yavapai-Apache Nation Collection of Sinagua artifacts on long-term loan
- Goddard Family Collection of artifacts from the Fossil Creek and Montezuma Well areas on loan (possibly a permanent transfer)
- Simonton Ranch artifact display on short-term loan
- Robert Burt Collection of Sinagua pottery as a permanent gift
- Richard and Ruth Kiessel Collection of pottery and baskets as a permanent gift
- Paul Dyck Collection of artifacts from his Rimrock ranch as a permanent gift

This June, Dr. Nancy Odegaard, lead conservator and head of the preservation division at Arizona State Museum, will visit the Center and conduct a conservation assessment under a grant from the National Institute for Conservation. Dr. Odegaard is also a professor in the University of Arizona's School of Anthropology and Department of Materials Science and Engineering where she manages and supervises staff and programs in the conservation lab, advises on museum environmental issues, and seeks to promote the preservation of collections through improved exhibition and storage conditions. Dr. Odegaard will assess the current condition of our conservation efforts and identify areas needing improvement toward receiving certification as a repository.

Growth Continues

Once the Center receives approval from the Arizona State Museum, we expect to receive the artifacts from the two EnviroSystems projects: the Simonton Ranch data recovery project, and the Grey Fox Development data recovery project. Sharlot Hall Museum and Northern Arizona University have also indicated an interest in returning Verde Valley artifacts to us upon certification. This will necessitate an expanded facility since our current location will not accommodate these added collections.

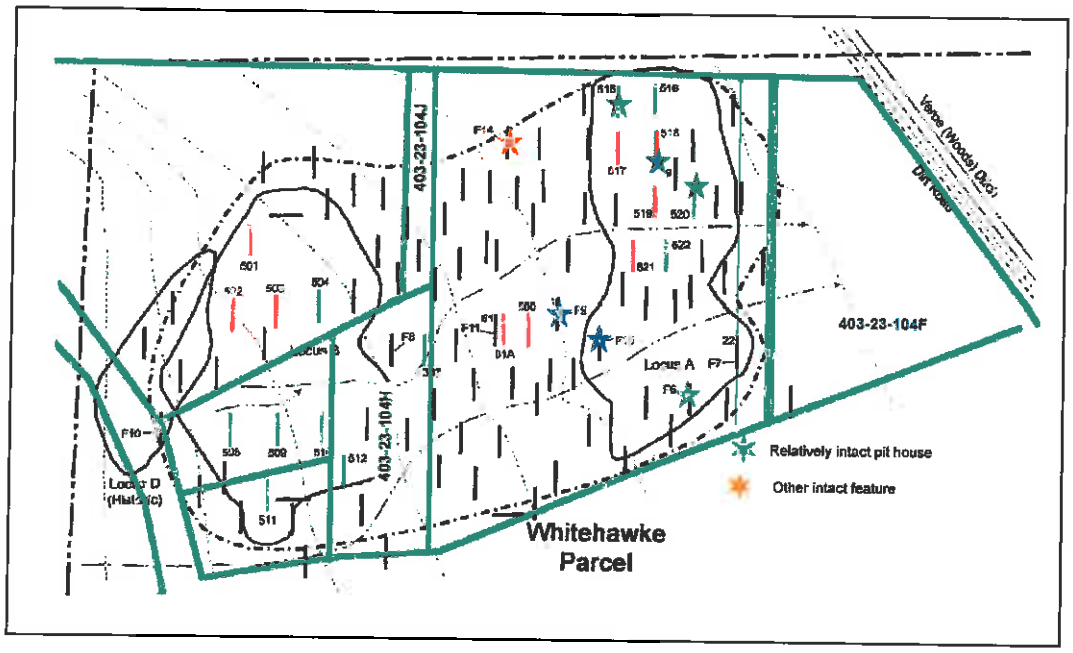
One of the initial displays created for the new facility was "Prehistoric Life in Camp Verde" based on excavations at Simonton Ranch. The centerpiece for this display is three cases of artifacts prepared for use in an eventual community center when the Simonton Ranch residential area is completed. This display, and accompanying report by EnviroSystems, Inc., led us to contact the owner, Mr. Scott Simonton for permission to excavate the pit house structures remaining in the Simonton Ranch Master Plan area known as "Whitehawke at Simonton Ranch." This parcel contains six pit houses and a seventh structure of unknown type. It also contains one of the pithouses excavated as part of the initial data recovery project. During discussions concerning our excavation request, Mr. Simonton suggested that he would consider donating the property upon the receipt of this "conceptual use plan" for the property.

Whitehawke at Simonton Ranch Location

The Whitehawke parcel was extensively investigated by both EnviroSystems, Inc, and SWCA Environmental Consultants for archaeological features as shown in the following drawing. The black lines represent SWCA backhoe trenches while the red were done by EnviroSystems. This parcel contains six pit houses and a seventh archaeological feature. The site also contains one of the pithouses excavated as part of the initial data recovery project.

This parcel would provide the Center with the opportunity to build the envisioned structures totally 40,000 sq.ft., as well as to provide adequate parking. This parcel would also allow for future expansion of the curation facility and/or classrooms.

Having undisturbed archaeological structures on the property would also allow the Center to apply for immediate property tax exemption based on the scientific and educational use of the property.



VVAC Expanded Facility at Simonton Ranch

While developing an accredited facility is an expensive proposition, requiring funding and full-time professional staff, it is a goal that can be worked toward as we seek to identify and protect private collections within the region.

The long-term goal of the Center is to build facilities to meet all of its current and future needs. Buildings will be required for storage, administration, exhibits, visitor center, curatorial, research and educational functions. Estimated space requirements are:

Phase 1	
Conservation Work and Supplies	3,000 SF
Exhibition Space	6,000 SF
Administration	3,000 SF
Museum store	2,000 SF
Curation facility	6,000 SF
Total	20,000 SF
Phase 2	
Library & Archives	3,000 SF
Four classrooms	4,000 SF
200-seat auditorium	6,000 SF
Admin. and faculty	3,000 SF
Curation facility expansion	4,000 SF
Total	20,000 SF

The Center's Strategic Plan provides for these facilities in a phased manner as funding permits. The buildings will be designed to reflect the simple forms of Southwestern pueblo-style buildings after consultations with the Yavapai-Apache Nation and the Hopi Tribe. The new Mesa Verde National Park Visitor Center will be used as a model since this facility meets the latest in curation standards and design after Native American consultations. All facilities should serve as backdrops to the archaeological features of the Valley.

VVAC Educational Component

The VVAC Strategic Plan's Initiative 3 is to *"Provide Enriching Educational Experiences"* with the following goals:

> **Goal 1:** Promote participation of the regional community in the mission of the Center by providing Center-sponsored lectures and programs.
>
> **Goal 2:** Expand efforts to support the K-12 education community with resources on archaeology by offering tours and in-school programs to grades K-12 and teacher workshops.
>
> **Goal 3:** Provide educational opportunities to adults through classes, conferences, workshops and special events.

The VVAC has met all of these goals through regularly sponsored lectures, workshops, special events and conferences. We have also met Goal 2 through in-school programs and will enhance that goal when the Children's Discovery Center opens on June 28.
A fourth Goal will be achieved as part of Phase 2 of the Simonton Ranch property:

> **Goal 4:** Partner with higher education institutions to offer archaeology and anthropology courses that could lead to certificates or degrees.

The land use potential of the Simonton Ranch property will allow the development of the Phase 2 building with classrooms and an auditorium. We have approached Yavapai College with a proposal to offer a ***Certificate in Field Archaeology*** designed for those seeking professional skills, those working toward an Anthropology degree with an archaeology emphasis, as well as for those with a general interest in archaeology. This program would emphasize the preservation and conservation of resources and applied skills in archaeology, particularly related to the pre-history of southern Arizona.

Mr. James Perey, Dean of the Verde Valley Campus, wrote to the Center on May 19, 2014, and stated:

From the proven interest in non-credit classes and workshops, to the possibilities of credit- bearing, post-secondary coursework, Verde Valley Archaeology Center's commitment to educational opportunities is a regional asset.

I understand you are currently in discussions with; the property owner, Mr. Scott Simonton, to effect the dedication of a permanent site.

Please add the interest of Yavapai College -Verd Valley Campus to those who conceptually support this opportunity.

During our current cycle of strategic planning, I look forward to exploring community college curriculum designed for those seeking general knowledge, professional skills, certification, and/or degrees with an archaeology emphasis.

The Phase 2 classrooms will also offer the opportunity to offer a series of Yavapai College sponsored programs through the Osher Lifelong Learning Institute (OLLI).

The Simonton Ranch Footprint

We have been working with the Design Group Architects of Sedona to develop the likely footprint of the two building phases on the Whitehawke parcel of the Simonton Ranch. The design, as shown on page 7, presents the two phases.

The Phase 1 museum component would include several distinctive galleries including a Yavapai-Apache gallery, Hopi Tribe gallery, Sinagua gallery and rotating or special collection galleries. The Collections Storage Area includes the storage of artifacts as well as the preparation area. The common wall between the Collection Area and the Museum would include windows for the public to view the collection area.

The Phase 2 building is primarily the education component. We will continue to pursue archaeology programs through either Yavapai College or Northern Arizona University. We will also provide independent instruction, such as Osher Life Long Learning Institute, or Center-sponsored workshops. The auditorium would be used for large class assemblies, conferences, films and other entertainment offerings.

Verde Valley Archaeology Center and Museum Complex

Camp Verde, Arizona

Schematic Concept - 21 May 2014

Phase 1

A – Museum and Visitor Center
B – Offices and Staff Area
C – Collections Storage Area

Phase 2

D – 200 Seat Auditorium
E – Library and Offices
F – 4 Classrooms

EXHIBIT B

Legal Description of the Access Parcel

[Attached]

Hoskin • Ryan Consultants, Inc.
creative engineering solutions

February 5, 2007

Legal Description
Homestead Camp Verde
Parcel 16 – Access Easement

That part of Section 25, Township 14 North, Range 4 East, of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at East Quarter corner of said Section 25, monumented with an aluminum capped iron bar marked "LS 12218" from which the Center of said Section 25, monumented with a marked stone bears North 89°50'00" West, a distance of 2648.54 feet;

Thence North 89°50'00" West, along the East-West mid-section line of said Section 25, a distance of 1,009.26 feet;

Thence South 36°46'24" East, a distance of 325.83 feet;
Thence South 37°35'25" East, a distance of 104.97 feet;
Thence South 37°33'01" East, a distance of 263.69 feet;

Thence South 37°05'03" East, a distance of 6.27 feet to the POINT OF BEGINNING;

Thence continuing South 37°05'03" East, a distance of 63.12 feet to a point on a 570.00-foot radius non-tangent curve, whose center bears South 18°01'53" East;

Thence Southwesterly along said curve, through a central angle of 03°53'01", a distance of 38.63 feet;

Thence South 68°05'06" West, a distance of 1,359.41 feet to the beginning of a tangent curve of 500.00-foot radius concave Northwesterly;

Thence Southwesterly along said curve through a central angle of 09°41'32, a distance of 84.58 feet;

Thence South 77°46'38" West, a distance of 312.15 feet to a point on a 550.00-foot radius non-tangent curve whose center bears South 09°55'24" East;

Thence Southwesterly along said curve, through a central angle of 02°55'27", a distance of 28.07 feet;

201 West Indian School Road Phoenix, AZ 85013-3203 | Office (602) 252 8384 | Fax (602) 252 8385 | www.hoskinryan.com
Land Planning | Hydrology | Land Development | Civil Infrastructure | Surveying | Construction Services | Graphic Services

February 5, 2007
Legal Description
Homestead Camp Verde
Parcel 16 – Access Easement

Thence North 18°04'16" West, a distance of 100.22 feet to a point on a 500.00-foot radius non-tangent curve whose center bears South 15°56'25" East;

Thence Easterly along said curve, through a central angle of 13°34'14", a distance of 118.43 feet;

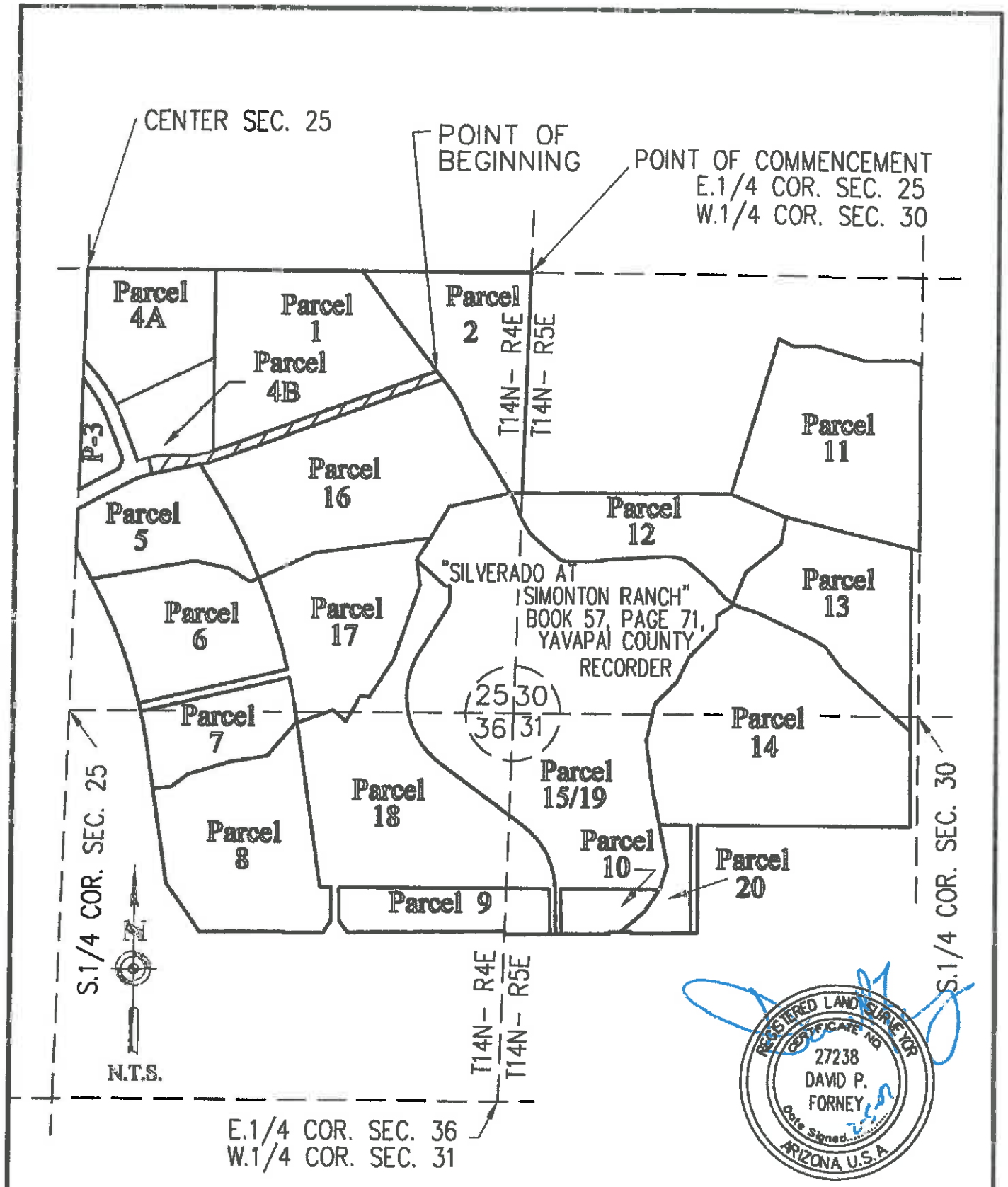
Thence North 87°37'49" East, a distance of 159.51 feet to the beginning of a tangent curve of 440.00-foot radius, concave Northwesterly;

Thence Northeasterly along said curve through a central angle of 19°32'43", a distance of 150.10 feet;

Thence North 68°05'06" East, a distance of 1,359.41 feet to the beginning of a tangent curve of 630.00 -foot radius, concave Southeasterly;

Thence Northeasterly along said curve through a central angle of 02°00'33", a distance of 22.09 feet to the POINT OF BEGINNING.

Containing 2.68 acres, more or less.



Hoskin • Ryan Consultants Inc.
creative engineering solutions
201 West Indian School Road, Phoenix, Arizona 85013
Office: (602) 252-8384 Fax: (602) 252-8385 www.hoskinryan.com

HOMESTEAD PARCEL 16 - ACCESS EASEMENT
EXHIBIT TO ACCOMPANY
LEGAL DESCRIPTION

EXHIBIT C

Special Warranty Deed

[Attached]

When Recorded, Return To:

Town of Camp Verde
Attn: Russ Martin, Town Manager
473 S. Main Street, Suite 102
Camp Verde, Arizona 86322

*****EXEMPT FROM AFFIDAVIT OF PROPERTY VALUE UNDER A.R.S. §11-1134.A.3*****

SPECIAL WARRANTY DEED

FOR TEN DOLLARS and other valuable consideration, SUMMERSET AT CAMP VERDE, LLC, an Arizona limited liability company (*"Grantor"*), does hereby grant, sell and convey to THE TOWN OF CAMP VERDE, an Arizona municipal corporation (*"Grantee"*), whose address is 473 S. Main Street, Suite 102, Camp Verde, Arizona 86322, the following described real property situated in Yavapai County, Arizona, together with all rights and privileges appurtenant thereto:

See Exhibit A attached hereto and by reference incorporated herein (the *"Property"*).

SUBJECT TO: Current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions and restrictions, obligations, matters and liabilities as may appear of record, and all matters that an accurate ALTA survey or a physical inspection of the Property would reveal.

Grantor warrants title to the Property against all acts of Grantor and no other, subject to the matters set forth above.

DATED to be effective as of _____, 2015.

GRANTOR:

SUMMERSET AT CAMP VERDE, LLC,
an Arizona limited liability company

By: Simonton Companies, LLC,
an Arizona limited liability company,
Manager

By: _____
G. Scott Simonton
Authorized Representative

STATE OF ARIZONA)
) ss.
County of Maricopa)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by G. Scott Simonton as Authorized Representative of Simonton Companies, LLC, an Arizona limited liability company, acting as Manager of SUMMERSET AT CAMP VERDE, LLC, an Arizona limited liability company, on behalf of such company.

_____
Notary Public

My commission expires:

_____

EXHIBIT A
to
Special Warranty Deed

Legal Description of Property

[Attached]

February 5, 2007

Legal Description
Homestead Camp Verde
Parcel 16 – Access Easement

That part of Section 25, Township 14 North, Range 4 East, of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at East Quarter corner of said Section 25, monumented with an aluminum capped iron bar marked "LS 12218" from which the Center of said Section 25, monumented with a marked stone bears North 89°50'00" West, a distance of 2648.54 feet;

Thence North 89°50'00" West, along the East-West mid-section line of said Section 25, a distance of 1,009.26 feet;

Thence South 36°46'24" East, a distance of 325.83 feet;
Thence South 37°35'25" East, a distance of 104.97 feet;
Thence South 37°33'01" East, a distance of 263.69 feet;

Thence South 37°05'03" East, a distance of 6.27 feet to the POINT OF BEGINNING;

Thence continuing South 37°05'03" East, a distance of 63.12 feet to a point on a 570.00-foot radius non-tangent curve, whose center bears South 18°01'53" East;

Thence Southwesterly along said curve, through a central angle of 03°53'01", a distance of 38.63 feet;

Thence South 68°05'06" West, a distance of 1,359.41 feet to the beginning of a tangent curve of 500.00-foot radius concave Northwesterly;

Thence Southwesterly along said curve through a central angle of 09°41'32, a distance of 84.58 feet;

Thence South 77°46'38" West, a distance of 312.15 feet to a point on a 550.00-foot radius non-tangent curve whose center bears South 09°55'24" East;

Thence Southwesterly along said curve, through a central angle of 02°55'27", a distance of 28.07 feet;

201 West Indian School Road, Phoenix, AZ 85013-3203 | Office (602) 252-8384 | Fax (602) 252-8385 | www.hoskinryan.com
Land Planning | Hydrology | Land Development | Civil Infrastructure | Surveying | Construction Services | Graphic Services

February 5, 2007
Legal Description
Homestead Camp Verde
Parcel 16 – Access Easement

Thence North 18°04'16" West, a distance of 100.22 feet to a point on a 500.00-foot radius non-tangent curve whose center bears South 15°56'25" East;

Thence Easterly along said curve, through a central angle of 13°34'14", a distance of 118.43 feet;

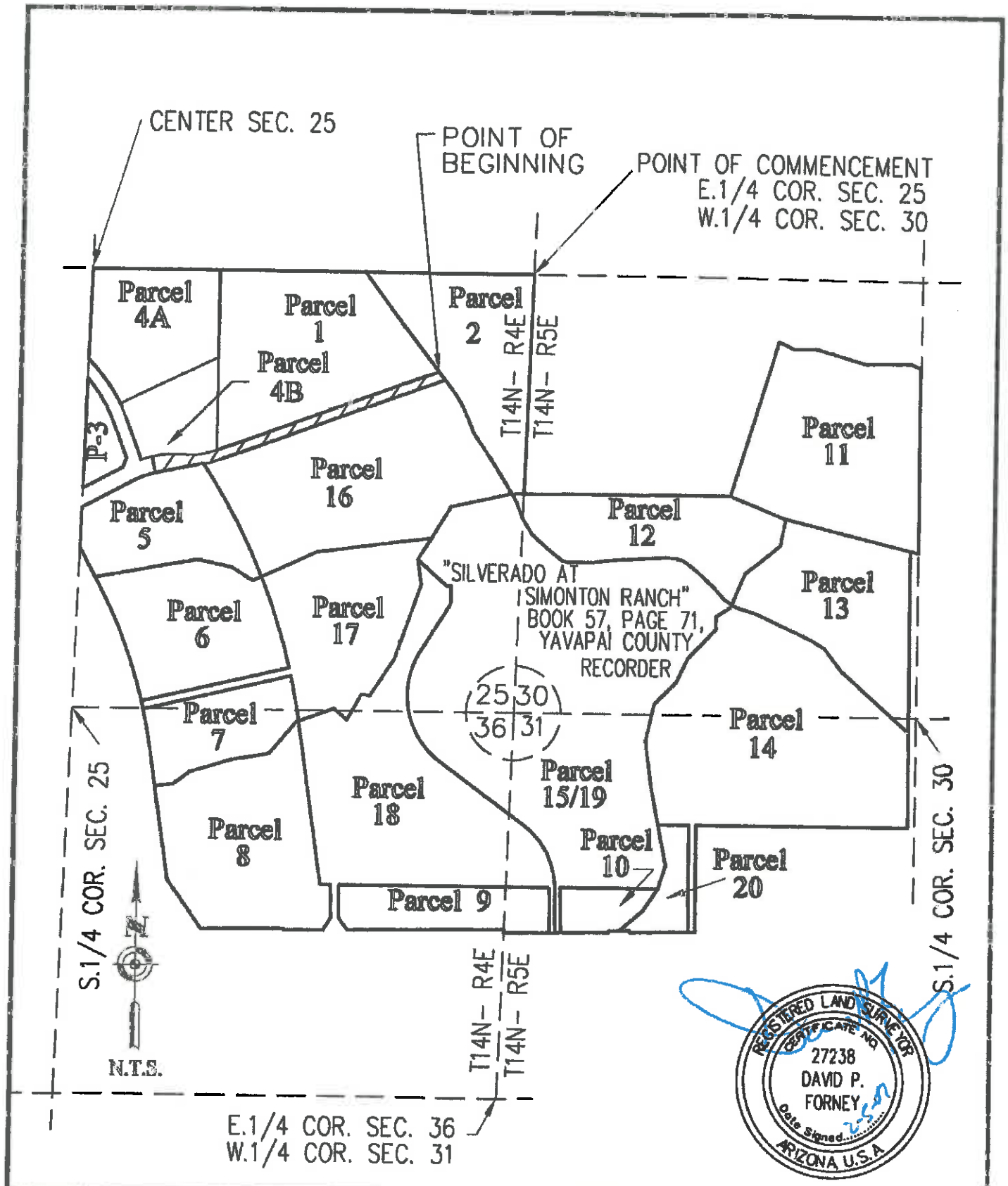
Thence North 87°37'49" East, a distance of 159.51 feet to the beginning of a tangent curve of 440.00-foot radius, concave Northwesterly;

Thence Northeasterly along said curve through a central angle of 19°32'43", a distance of 150.10 feet;

Thence North 68°05'06" East, a distance of 1,359.41 feet to the beginning of a tangent curve of 630.00 -foot radius, concave Southeasterly;

Thence Northeasterly along said curve through a central angle of 02°00'33", a distance of 22.09 feet to the POINT OF BEGINNING.

Containing 2.68 acres, more or less.



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HOMESTEAD PARCEL 16 - ACCESS EASEMENT
EXHIBIT TO ACCOMPANY
LEGAL DESCRIPTION

First American Title™	Commitment for Title Insurance ISSUED BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Commitment	

First American Title Insurance Company, a Nebraska corporation ("Company"), for a valuable consideration, commits to issue its policy or policies of title insurance, as identified in Schedule A, in favor of the Proposed Insured named in Schedule A, as owner or mortgagee of the estate or interest in the land described or referred to in Schedule A, upon payment of the premiums and charges and compliance with the Requirements; all subject to the provisions of Schedules A and B and to the Conditions of this Commitment.

This Commitment shall be effective only when the identity of the Proposed Insured and the amount of the policy or policies committed for have been inserted in Schedule A by the Company.

All liability and obligation under this Commitment shall cease and terminate 180 days after the Effective Date or when the policy or policies committed for shall issue, whichever first occurs, provided that the failure to issue the policy or policies is not the fault of the Company.

The Company will provide a sample of the policy form upon request.

In Witness Whereof, First American Title Insurance Company has caused its corporate name and seal to be affixed by its duly authorized officers on the date shown in Schedule A.

First American Title Insurance Company

Dennis J. Gilmore
President

Jeffrey S. Robinson
Secretary

Yavapai Title Agency, Inc.
123 N. Montezuma, Prescott, AZ 86301
(928) 445-2528

(This Commitment is valid only when Schedules A and B are attached)

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CONDITIONS

1. The term mortgage, when used herein, shall include deed of trust, trust deed, or other security instrument.

2. If the proposed Insured has or acquired actual knowledge of any defect, lien, encumbrance, adverse claim or other matter affecting the estate or interest or mortgage thereon covered by this Commitment other than those shown in Schedule B hereof, and shall fail to disclose such knowledge to the Company in writing, the Company shall be relieved from liability for any loss or damage resulting from any act of reliance hereon to the extent the Company is prejudiced by failure to so disclose such knowledge. If the proposed Insured shall disclose such knowledge to the Company, or if the Company otherwise acquires actual knowledge of any such defect, lien, encumbrance, adverse claim or other matter, the Company at its option may amend Schedule B of this Commitment accordingly, but such amendment shall not relieve the Company from liability previously incurred pursuant to paragraph 3 of these Conditions.

3. Liability of the Company under this Commitment shall be only to the named proposed Insured and such parties included under the definition of Insured in the form of policy or policies committed for and only for actual loss incurred in reliance hereon in undertaking in good faith (a) to comply with the requirements hereof, or (b) to eliminate exceptions shown in Schedule B, or (c) to acquire or create the estate or interest or mortgage thereon covered by this Commitment. In no event shall such liability exceed the amount stated in Schedule A for the policy or policies committed for and such liability is subject to the insuring provisions and Conditions and the Exclusions from Coverage of the form of policy or policies committed for in favor of the proposed Insured which are hereby incorporated by reference and are made a part of this Commitment except as expressly modified herein.

4. This Commitment is a contract to issue one or more title insurance policies and is not an abstract of title or a report of the condition of title. Any action or actions or rights of action that the proposed Insured may have or may bring against the Company arising out of the status of the title to the estate or interest or the status of the mortgage thereon covered by this Commitment must be based on and are subject to the provisions of this Commitment.

5. The policy to be issued contains an arbitration clause. All arbitrable matters when the Amount of Insurance is $2,000,000 or less shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties. You may review a copy of the arbitration rules at< http://www.alta.org/>.

First American Title™	Commitment for Title Insurance BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Schedule A	

Order No.: **03020150-099**

1. Effective Date: **3/2/15 at 7:30 AM**

2. Policy or Policies to be issued: Amount

   a. **ALTA Standard Owners Policy (6-17-06)** **$To Come**

   Proposed Insured:

   TOWN OF CAMP VERDE, a municipal corporation

   b. **None** **$0.00**

   Proposed Insured:

   c. **None** **$0.00**

   Proposed Insured:

3. The estate or interest in the land described or referred to in this Commitment is

   A FEE

4. Title to the fee estate or interest in the land is at the Effective Date vested in:

   SUMMERSET AT CAMP VERDE, LLC, An Arizona Limited Liability Company

5. The land referred to in this Commitment is described as follows:

   See Exhibit A attached hereto and made a part hereof.

By: _____
Authorized Countersignature
Examined by: Tisha L. Lenzing

First American Title™	Commitment for Title Insurance BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Exhibit A	

Order No.: **03020150-099-TLR**

LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Yavapai, State of Arizona, and is described as follows:

That part of Section 25, Township 14 North, Range 4 East, of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at East Quarter corner of said Section 25, monumented with an aluminum capped iron bar marked "LS 12218" from which the Center of said Section 25, monumented with a marked stone bears North 89°50'00" West, a distance of 2648.54 feet;

Thence North 89°50'00" West, along the East-West mid-section line of said Section 25, a distance of 1,009.26 feet;

Thence South 36°46'24" East, a distance 325.83 feet;

Thence South 37°35'25" East, a distance of 104.97 feet;

Thence South 37°33'01" East, a distance of 263.69 feet;

Thence South 37°05'03" East, a distance of 6.27 feet to the POINT OF BEGINNING;

Thence continuing South 37°05'03" East, a distance 63.12 feet to a point on a 570.00-foot radius non-tangent curve, whose center bears South 18°01'53" East;

Thence Southwesterly along a said curve, through a central angle of 03°53'01", a distance of 38.63 feet;

Thence South 68°05'06" West, a distance of 1,359.41 feet to the beginning of a tangent curve of 500.00-foot radius concave Northwesterly;

Thence Southwesterly along said curve through a central angle of 09°41'32, a distance of 84.58 feet;

Thence South 77°46'38" West, a distance of 312.15 feet to a point on a 550.00-footradius non-tangent curve whose center bears South 09°55'24" East;

Thence Southwesterly along said curve, through a central angle of 02°55'27", a distance of 28.07 feet;

Thence North 18°04'16" West, a distance of 100.22 feet to a point on a 500.00-foot radius non-tangent curve whose center bears South 15°56'25" East;

Thence Easterly along said curve, through a central angle of 13°34'14", a distance of 118.43 feet;

Thence North 87°37'49" East, a distance of 159.51 feet to the beginning of a tangent curve of 440.00-foot radius, concave Northwesterly;

Thence Northeasterly along said curve through a central angle of 19°32'43", a distance of 150.10 feet;

Order No.: **03020150-099-TLR**

Thence North 68°05'06" East, a distance of 1,359.41 feet to the beginning of a tangentcurve of 630.00-foot radius, concave Southeasterly;

Thence Northeasterly along said curve through a central angle of 02°00'33", a distance of 22.09 feet to the POINT OF BEGINNING.

First American Title™	Commitment for Title Insurance BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Schedule BI	

Order No.: **03020150-099-TLR**

REQUIREMENTS

The following requirements must be satisfied:

1. Payment of the necessary consideration for the estate or interest to be insured.
2. Pay all premiums, fees and charges for the policy.
3. Documents creating the estate or interest to be insured, must be properly executed, delivered and recorded.
4. Payment of all taxes and/or assessments levied against the subject premises which are due and payable.
5. We find no open deeds of trust of record. Please provide written verification by the principals and/or their agents that the subject property is free and clear of any voluntary encumbrances and advise the Title Department accordingly prior to close of escrow.
6. Record certified copy of Ordinance of Town of Camp Verde authorizing execution and delivery of all instruments necessary to consummate this transaction.
7. FURNISH the Company a copy of the Articles of Organization, stamped "filed" by the Arizona Corporation Commission and a fully executed copy of the Operating Agreement and all amendments thereto for the following named Limited Liability Company:

   Limited Liability Company: SUMMERSET AT CAMP VERDE, LLC An Arizona Limited Liability Company

   or in lieu thereof

   Furnish copy of No Operating Agreement Affidavit and Certificate of Resolution.

   The right is reserved to make additional requirements upon examination of the above.
8. Proper showing that all regular and special assessments levied by the district named below, now due and payable, are paid in full.

   District : Woods Ditch Association, aka Verde Ditch Association
9. Proper showing that all regular and special assessments levied by the district named below, now due and payable, are paid in full.

   District : CAMP VERDE SANITARY DISTRICT
10. Record Deed from Vestee to Proposed Insured Owner.

First American Title™	Commitment for Title Insurance BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Schedule BI (Continued)	

Order No.: **03020150-099-TLR**

TAX NOTE:

Year	2014
Parcel No.	403-23-104M-0
Total Tax	$16,265.56 PAID IN FULL

INCLUDES OTHER PROPERTY

NOTE: The only conveyance(s) affecting said land recorded within 24 months of the date of this commitment is (are) as follows:

Deed recorded August 25, 2014 as Document No. 2014-0038275; Grantee: SUMMERSET AT CAMP VERDE, LLC An Arizona Limited Liability Company

Note: Pursuant to Arizona Revised Statutes 11-480, effective January 1, 1991, the County Recorder may not accept documents for recording that do not comply with the following:

- **Print must be ten-point type (pica) or larger.**
- **Margins of at least one-half inch along the left and right sides one-half inch across the bottom and at least two inches on top for recording and return address information.**
- **Each instrument shall be no larger than 8 ½ inches in width and 14 inches in length.**

End of Schedule BI

First American Title™	Commitment for Title Insurance BY Yavapai Title Agency, Inc. as agent for First American Title Insurance Company
Schedule BII	

Order No.: **03020150-099-TLR**

EXCEPTIONS

The policy or policies to be issued will contain exceptions to the following matters unless the same are disposed of to the satisfaction of the Company:

1. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records;(b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.

2. Any facts, rights, interests, or claims that are not shown by the Public Records but that could be ascertained by an inspection of the Land or that may be asserted by persons in possession of the Land.

3. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.

4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land not shown by the Public Records.

5. (a) Unpatented mining claims; (b) reservations or exception in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water, whether or not the matters excepted under (a), (b), (c) are shown by the Public Records.

(Note: The above Exceptions Nos. 1 through 5, inclusive, will be eliminated from any A.L.T.A. Extended Coverage Policy, A.L.T.A. Plain Language Policy, A.L.T.A. Homeowner's Policy, A.L.T.A. Expanded Coverage Residential Loan Policy and any short form versions thereof. However, the same or similar exception may be made in Schedule B of those policies in conformity with the remaining Exceptions of this Commitment shown below.)

6. Taxes and assessments collectible by the County Treasurer not yet due and payable for the following year:

   Year : 2015

7. Any charge upon said land by reason of its inclusion in Woods Ditch Association, aka Verde Ditch Association

8. Reservations contained in the Patent from the United State of America, reading as follows:

   Subject to any vested and accrued water rights for mining, agricultural, manufacturing, or other purposes, and rights to ditches and reservoirs used in connection with such water rights as may be recognized and acknowledged by the local customs, laws and decisions of courts, and also subject to the right of the proprietor of a vein or lode to extract and remove his ore therefrom, should the same be found to penetrate or intersect the premises hereby granted, as provided by law, and there is reserved from the lands hereby granted, a right of way thereon for ditches or canals constructed by the authority of the United States of America.

9. The rights or claims of title, if any, by the State of Arizona to any portion of the property described in Schedule A being located in the bed of any river or dry wash.

Schedule BII (Continued)

Order No.: **03020150-099-TLR**

10. All matters contained in Judgment filed in the Superior Court of the State of Arizona, in and for the County of Yavapai, filed November 28, 1998, Case No. 47115 wherein The Estate of Virginia F. Webb, Plantiff, and The Verde Ditch Co. et L, Defendants, recorded March 2, 1998 in Book 3552 of Official Records, Page 730.

11. All matters contained in Town of Camp Verde Ordinance No. 99-A142, Development Agreement with Harvard Investments, Inc., recorded May 14, 1999 in Book 3663 of Official Records, Page 213, re-recorded in Book 4151, Page 16 of Official Records, thereafter Assignment of Development Agreement recorded in Book 4236, Page 866 of Official Records.

12. The following matters disclosed by inspection encroachment for overhead electric lines in the Northeast corner. Righs of parties in possession of gates located along the North and East line. Encroachment for telco riser, underground natural gas line and marker, water line and valve, fiber optic line and marker along the South Westerly lines. Encroachment for overhead electric lines and utility poles along the West line. Encroachment for unpaved driveway to motel across the Northerly portion of Parcel 1.

    By the use of this exception the Company does not limit the generalities of Exception No. 4 of Schedule B of the policy.

13. Liabilities and obligations imposed by reason of the inclusion of said land within: CAMP VERDE SANITARY DISTRICT.

14. Easements and rights incident thereto, as set forth in instrument:

    Recorded in Book : 4714 of Official Records
    Page : 150
    Purpose : utility

15. Easements and rights incident thereto, as set forth in instrument:

    Recorded in Book : 4507 of Official Records
    Page : 333
    Purpose : access

16. Easements and rights incident thereto, as set forth in instrument:

    Instrument No : 2014-0038276
    Purpose : access and utility

End of Schedule BII

First American Title™

Privacy Information

We Are Committed to Safeguarding Customer Information
In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our subsidiaries we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability
This Privacy Policy governs our use of the information that you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its Fair Information Values.

Types of Information
Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

Use of Information
We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

Former Customers
Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security
We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's Fair Information Values. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Information Obtained Through Our Web Site
First American Financial Corporation is sensitive to privacy issues on the Internet. We believe it is important you know how we treat the information about you we receive on the Internet.

In general, you can visit First American or its affiliates' Web sites on the World Wide Web without telling us who you are or revealing any information about yourself. Our Web servers collect the domain names, not the e-mail addresses, of visitors. This information is aggregated to measure the number of visits, average time spent on the site, pages viewed and similar information. First American uses this information to measure the use of our site and to develop ideas to improve the content of our site.

There are times, however, when we may need information from you, such as your name and email address. When information is needed, we will use our best efforts to let you know at the time of collection how we will use the personal information. Usually, the personal information we collect is used only by us to respond to your inquiry, process an order or allow you to access specific account/profile information. If you choose to share any personal information with us, we will only use it in accordance with the policies outlined above.

Business Relationships
First American Financial Corporation's site and its affiliates' sites may contain links to other Web sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.

Cookies
Some of First American's Web sites may make use of "cookie" technology to measure site activity and to customize information to your personal tastes. A cookie is an element of data that a Web site can send to your browser, which may then store the cookie on your hard drive.

FirstAm.com uses stored cookies. The goal of this technology is to better serve you when visiting our site, save you time when you are here and to provide you with a more meaningful and productive Web site experience.

Fair Information Values
Fairness We consider consumer expectations about their privacy in all our businesses. We only offer products and services that assure a favorable balance between consumer benefits and consumer privacy.
Public Record We believe that an open public record creates significant value for society, enhances consumer choice and creates consumer opportunity. We actively support an open public record and emphasize its importance and contribution to our economy.
Use We believe we should behave responsibly when we use information about a consumer in our business. We will obey the laws governing the collection, use and dissemination of data.
Accuracy We will take reasonable steps to help assure the accuracy of the data we collect, use and disseminate. Where possible, we will take reasonable steps to correct inaccurate information. When, as with the public record, we cannot correct inaccurate information, we will take all reasonable steps to assist consumers in identifying the source of the erroneous data so that the consumer can secure the required corrections.
Education We endeavor to educate the users of our products and services, our employees and others in our industry about the importance of consumer privacy. We will instruct our employees on our fair information values and on the responsible collection and use of data. We will encourage others in our industry to collect and use information in a responsible manner.
Security We will maintain appropriate facilities and systems to protect against unauthorized access to and corruption of the data we maintain.

PHASE I ENVIRONMENTAL SITE ASSESSMENT
WEBB PROPERTY
CAMP VERDE, ARIZONA

Submitted To:

Harvard Investments, Incorporated
2425 East Camelback Road
Suite 900
Phoenix, Arizona 85016

Submitted By:

AGRA Earth & Environmental, Inc.
1425 East Apache Park Place
Tucson, Arizona 85714

26 January 1998
AEE Job No. 8-127-000-004

AGRA
Earth & Environmental

AGRA
Earth & Environmental

AGRA Earth &
Environmental, Inc.
1425 East Apache Park Place
Tucson, Arizona 85714
Tel (520) 573-2045
Fax (520) 573-0528

26 January 1998
AEE Job No. 8-127-000-004

Harvard Investments, Incorporated
2425 East Camelback Road
Suite 900
Phoenix, Arizona 85016

Attention: **Mr. Doug Zuber**

RE: **Phase I Environmental Site Assessment**
Webb Property
Camp Verde, Arizona

Dear Mr. Zuber:

AGRA Earth and Environmental, Inc. (AEE) is pleased to submit the following report which presents the findings of the Phase I Environmental Site Assessment (ESA) of the referenced property. This report presents the findings of the research and site reconnaissance performed as part of the ESA.

We appreciate the opportunity to be of service to Harvard Investments, Incorporated. Please contact us if you have questions regarding this report or other aspects of this project.

Respectfully submitted,
AGRA Earth & Environmental, Inc.

Angela Dixon-Maher

Angela Dixon-Maher, E.I.T.

Reviewed by:

Lyle M. Tweet, P.E.
Vice President

Registered Professional Engineer (Civil)
CERTIFICATE NO.
9674
LYLE M.
TWEET
DATE SIGNED 1/26/98
Arizona U. S. A.

Copies: Addressee (3)

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Figure 1: Site Location Map
Figure 2: Site Plan

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EXECUTIVE SUMMARY

AGRA Earth and Environmental, Inc. (AEE) performed a Phase I Environmental Site Assessment (ESA) of the Webb property, located along Finnie Flat Road, near Camp Verde, Arizona. The assessment was performed in general accordance with the scope and limitations of ASTM E 1527-97. Any exceptions to, or deletions from, the ASTM Practice are described in Section 1.4 of this report.

The Site is mostly vacant land that is approximately 383.5 acres in size. The project Site is located along Finnie Flat Road, between the town of Camp Verde and Interstate-17, in Arizona. The majority of the site is located on the north and northeast sides of the road, however Finnie Flat Road crosses the subject site at the southwest corner and west side of the property.

According to interviews with the owner (Mr. Paul M. Webb), the Site was used for agricultural purposes for approximately three years in the 1930s. Based on the short amount of time the Site was farmed, and based on the fact that the site has not been farmed for approximately 60 years, it is very unlikely that pesticides are present in amounts that would require any remedial action.

Based on interviews and aerial photos, the only development that has ever occurred on the property are corrals and five water wells. Evidence of adverse environmental impacts in the form of odors, sheens, staining or distressed vegetation were not observed during our site reconnaissance.

According to records on file with the Arizona Department of Water Resources the water levels within four of the wells located on-site range from 20 to 36 feet below existing grade and infiltrating water in the water table moves downgradient toward the Verde River, which is located northeast and east of the project site.

The government documents reviewed for this ESA did not indicate the presence of transporters, treatment, storage, or disposal facilities for hazardous materials; Emergency Response Notification System of spill sites; US EPA registered large or small generators of hazardous waste; RCRA Corrective Actions sites; State equivalent priority sites; Federal CERCLIS sites; leaking underground storage tanks; solid waste landfills or NPL sites within their respective ASTM specified search radii.

The government documents did indicate the presence of state CERCLIS and underground storage tank sites within their respective ASTM specified search radii. However, based on their location from the Site, and the expected direction of groundwater migration, these sites are not expected to present a serious environmental threat to the Site.

This assessment has revealed no evidence of recognized environmental conditions in connection with the Site as defined in ASTM Practice E 1527-94.

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this Phase I ESA is to identify, to the extent feasible, recognized environmental conditions in connection with the Site.

1.2 TERMS & CONDITIONS

Project details were provided by Mr. Doug Zuber of Harvard Investments, Incorporated to Mr. Richard Dow of AGRA Earth and Environmental, Inc. (AEE) proposal number PE97-12-16 dated 16 December 1997.

1.3 DEFINITIONS

For the purposes of this report, the project site is referred to as the "Site." "Project area" refers to the one- to three-mile radius around the Site, and "project vicinity" refers to the approximate 1/4 mile around the Site. "Adjacent properties" are properties contiguous or nearly contiguous to the Site.

"Recognized Environmental Conditions" as utilized in this report are defined in American Society of Testing and Materials (ASTM) Standard E1527-97 (3.3.28) as "the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substance or petroleum products into structures on the property or into the ground, groundwater, or surface water of the property. The term includes hazardous substances or petroleum products even under conditions in compliance with laws. The term is not intended to include *de minimis* conditions that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies."

As utilized in this report, "hazardous materials" is synonymous with hazardous, toxic, infectious, petroleum-based or radioactive substances, materials or wastes regulated by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (PL 99-499); the Hazardous Materials Transportation Act, 49 U.S.C. Section 2601, et seq.; the Toxic Substance Control Act, 15 U.S.C. Section 2601, et seq.; the Resource Conservation and Recovery Act (RCRA), as amended, 42 U.S.C. Section 6901, et seq.; the Clean Water Act, 33 U.S.C. Section 1251, et seq.; the Arizona Environmental Statutes, Title 49, Arizona Revised Statutes (ARS); and in the rules or regulations adopted and guidelines promulgated pursuant to said laws.

1.4 LIMITATIONS & EXCEPTION OF ASSESSMENT

The scope of work performed consisted of a review of published literature, including aerial photographs and data available from federal, state, and local agencies; interviews with persons familiar with the Site and project area; and a site reconnaissance. The scope of work did not include chemical analyses of groundwater, on-site radiometric surveys for radon gas, a chain-of-title survey, or survey for asbestos.

1.5 LIMITING CONDITIONS AND METHODOLOGY USED

Certain limitations exist in any investigation involving an appraisal of subsurface or hazardous materials conditions. No ESA can wholly eliminate uncertainty regarding the potential for recognized environmental conditions in connection with the property. Performance of the ASTM Standard is intended to reduce, but not eliminate, uncertainty regarding the potential for recognized environmental conditions in connection with a property and the ASTM recognizes reasonable limits of time and cost.

This ESA has been completed utilizing ASTM Standard Practice E1527-97 and AEE's internal standard of performance. These criteria meet the level of care and technical complexity currently practiced by environmental professionals within our service area for projects of a similar scope. The ASTM Standard components used for completing this ESA are described in the following sections.

1.5.1 Government Records

To identify records of former or current use of the property that may indicate the possible handling, storage or disposal of hazardous materials, a review of government records regarding environmental compliance, permitting, enforcement, and investigations was performed by Vista Information Solutions, Inc. Databases reviewed include documents available from the ADEQ and the EPA concerning sites within 1 mile of the subject property boundary. Because of the size of the site, however, the search radius, from a central point within the site, was increased to 1 ½ miles. This was done to ensure that facility locations are within ASTM specified distances from the project site boundaries (not just a point within the site).

The most current available databases were reviewed. The following major databases were reviewed as part of this assessment.

- ADEQ lists of Water Quality Assurance Revolving Fund (WQARF) priority list sites and Superfund National Priority List (NPL) sites.
- ADEQ lists of Arizona CERCLA Information and Data Systems (ACIDS) sites.
- ADEQ lists of active, inactive and closed landfills.
- ADEQ list of Underground Storage Tank (UST) and Leaking Underground Storage Tanks (LUST) locations.
- EPA list of Superfund Program CERCLIS (Comprehensive Environmental Responsibility

Compensation and Liability Information System) sites; Hazardous Waste Sites within Arizona (including generators and treatment, storage and disposal facilities) and Emergency Response Notification Systems (ERNS) sites.

1.5.2 Physical Setting & Historic Uses

To reconstruct the history of the Site use and to determine the hydrogeologic setting of the project area, the following documents were reviewed:

- Arizona Department of Water Resources (ADWR) records of registered water and monitoring wells.
- Published literature on the geology and hydrology of the site area.
- The U.S. Geological Survey (USGS) 7.5-minute topographic maps of the project area.
- Aerial photographs showing the project area. This review included photographs from the available years 1965, 1970, and 1989, available from Landiscor Aerial Information of Phoenix, Arizona. The 1965 aerial photograph was the earliest photograph available from Landiscor.

1.5.3 Site Reconnaissance

A site reconnaissance and perimeter survey of adjacent properties was performed in order to observe and record pertinent data concerning existing Site conditions. The site reconnaissance was performed on 14 January 1998 by Angela Dixon-Maher, of AEE. The reconnaissance was performed by walking around the Site and by driving in and around the project vicinity. Due to the large size of site, there may be some areas of the site that were not explored, however the majority of the site was toured. Selected photographs taken during the site reconnaissance are presented in Appendix A of this report.

1.5.4 Interviews

Mr. Paul Webb (the owner of the project site) was interviewed during a telephone conversation concerning past use of the property.

Mr. Don Gunnel, of Century 21, (the company handling the sale of the subject property) was interviewed during a telephone conversation concerning the Site and the site vicinity.

2.0 SITE DESCRIPTION

2.1 Location and Legal Description

The Site is composed of 4 parcels of land, approximately 383.5 acres in size. The Site is located along Finnie Flat Road, between the town of Camp Verde and Interstate-17, in Arizona. More generally, the Site is located in the southeast ¼ of Section 25, and the north half of the

northeast ¼ of Section 36 in Township 14 North, Range 4 East and portions of the south ½ of Section 30 and northwest ¼ of Section 31 in Township 14 North, Range 5 East (Figure 1).

2.2 Site And Vicinity Characteristics

The site is mostly vacant land that is located along Finnie Flat Road, near Camp Verde, Arizona. The majority of the site is located on the north and northeast sides of the road, however Finnie Flat Road crosses the subject site at the southwest corner and west side of the property.

The Site is bound by property that is occupied by both industrial/commercial and residential development to the north and northwest and by the Verde River on the north and northeast. Remnants of structures are located just north of the subject Site and south of the Verde River. These structures are present in the 1965 aerial photograph and appear to be either residential or structures utilized in cattle raising.

Residential and commercial properties are located along the east and southeast boundaries of the subject Site. To the south of the site, across Finnie Flat Road, are residential, commercial and undeveloped properties. Undeveloped property also borders the west and southwest sides of the site.

The project site is mostly vacant, property that slopes with a slight gradient to the northeast. A corral is located near the center of the property and a covered water trough is located just northeast of the corral (See site plan and Photos 2 & 3). The site is currently utilized for grazing cattle.

According to Mr. Paul Webb, the current owner of the property, five water wells have been installed on the Site. Mr. Webb stated that three of the wells produce nonpotable water (containing sodium sulfate) and two produce potable water. Of the two wells that produce potable water, one is capped. Approximate locations of the wells are presented on the site plan presented in this report. The locations are based on information on-file with ADWR. It is noted that only four well locations were found on-file with ADWR, within the site boundaries.

A utility easement is located parallel to Finnie Flat Road. As discussed previously, Finnie Flat Road is located along most of the south boundary of the subject site and crosses the southwest corner and west edge of the property. The easement is located on the north and east side of the road and contains electric, water and fiber optic lines.

The Woods Ditch transects the property and trends in an east-southeast direction (almost parallel to the Verde River). The ditch carries water diverted from the Verde River. According to Mr. Don Gunnell, of Century 21, (the company handling the sale of the subject property) the Woods Ditch was constructed in the late 1890s to provide water for agriculture, in the Camp Verde area.

Three dry washes transect the property and trend in a northeast direction. Surface water on the site appears to collect in the washes and flow to the northeast to the Woods Ditch and the Verde River. The subject site is occupied by weeds, grasses and trees. Vegetation density is moderate.

Small amounts of windblown trash, discarded barbed wire and small stockpiles of dirt and rock were observed on the property (See Photo 4). However, evidence of adverse environmental impacts in the form of odors, sheens, staining or distressed vegetation were not observed.

2.3 Historical Use of The Site

Information sources for developing a history of the Site included a review of historical aerial photographs, assessors records and interviews. Other ASTM standard historical sources such as fire insurance maps and building and zoning records either were not likely to be helpful, or were not found to be reasonably accessible.

Based on an interview with Mr. Paul Webb (the owner of the property) the project Site was purchased by his wife's parents, Mr. and Mrs. Finnie, in 1909. Since that time, the site was utilized for agricultural purposes during the 1930s. However, during the 1930s, Woods Ditch was re-routed and the family's rights to irrigation water were greatly reduced. Therefore, crops were grown on the subject property for only about three years.

According to records on file with the Yavapai County Assessors Office, Mr. Webb's wife (Virginia Finnie Webb) inherited the property in October of 1955.

According to Mr. Webb and Mr. Gunnel of Century 21, the only development that has ever occurred on the property are corrals and water wells.

2.4 Aerial Photographs

Aerial photographs of the Site from the years 1965, 1970, and 1989 were reviewed. The aerial photos from 1965 and 1989 are presented in Appendix B.

2.5 Chain of Title

A historical title search was not performed for the property. However, according to interviews, tax assessor records and title records, it appears that the property was purchased by Mr. and Mrs. Finnie in 1909. Mrs. Virginia Finnie Webb (the daughter of Mr. and Mrs. Finnie) inherited the property in 1955. Mr. Paul M. Webb (Virginia Webb's husband) is the current owner of the property.

2.6 Current/historical Use of Adjacent Properties

Based on our review of available aerial photographs and topographic maps the Site vicinity was predominantly vacant land with some agricultural fields until the 1960s. During this time, structures (appearing to be mostly residential, and in the agricultural areas) are present in aerial photos and maps north of the project site. Agricultural fields are also present on adjacent property east of the site. During the 1970s and 1980s, industrial/commercial development occurred on land formerly used for agriculture, northwest of the project Site. Commercial/residential development, south and east of the Site also occurred at this time.

Currently, the property north and northwest of the project site is occupied by both industrial/commercial and residential development. Some of the businesses located in this area include:

Firebird Fuel Company
Superior Materials
National Propane
Verde Sol-Air
Meyner Air Supply
R. C. Parts and Service
Orkin Pest Control
FedEx
U.S. West
Yavapai Bus Tours
Astro Sales
Horse Emporium
Super 8 Motel
Burger King
Dairy Queen
Mobil Gas Station
Mc Donalds

Residential structures and a commercial shopping plaza (The Outpost Mall) are located along the east and southeast boundaries of the subject Site. Some of the facilities located in the Outpost Mall include:

Bashas Grocery Store
Osco Drug
Waves Hair Salon
A physical rehabilitation facility
Verde Dental
An optometrist
Two insurance agencies
Restaurants

A video store
JJ Newberry
Radio Shack

To the south of the site, across Finnie Flat Road, are residential, commercial and undeveloped properties. Some of the facilities located across Finnie Flat Road include:

The Arizona Motor Vehicle
Affordable Satellites
Windmill Mercantile
Camp Verde Masonry Supplies

2.7 User or Owner Knowledge

Mr. Paul M. Webb (the owner) was interviewed during a telephone conversation regarding the Site. None of Mr. Webb's responses to our interview indicated the presence of recognized environmental conditions on the site.

3.0 RECORDS REVIEW

3.1 Standard Federal & State Environmental Record Sources

A government agency record review was completed by Vista Information Solutions, Inc. A copy of the Vista report and summary maps are included in Appendix C. Results of the review are summarized in the following sections. It is noted that because of the size of the site, the search radius was increased by an additional ½-mile to ensure that facility locations are within ASTM specified distances from the project site boundaries (not an arbitrary point within the site).

- **Federal Superfund NPL**

The National Priorities List (NPL) is the EPA's database of uncontrolled or abandoned hazardous waste sites identified for priority remedial actions under the Superfund Program. A site must meet or surpass a predetermined hazard ranking system score, be chosen as a state's top priority site, or meet three specific criteria set jointly by the US Dept. of Health and Human Services and the US EPA in order to become an NPL site. The agency release date for NPL was September, 1997.

No National Priority List (NPL) sites were listed within a 1-mile search radius of the Site.

- **Federal RCRA Corrective Action (CORRACTS) at Treatment, Storage, Disposal (TSD) Facilities List**

The EPA maintains this database of RCRA facilities which are undergoing "corrective action". A "corrective action order" is issued pursuant to RCRA Section 3008 (h) when there has been a release of hazardous waste or constituents into the environment from a RCRA facility. Corrective actions may be required beyond the facility's boundary and can be required regardless of when the release occurred, even if it predates RCRA. The agency release date for RCRA Corrective Action Sites List was October, 1997.

No CORRECTS sites were listed within a 1-mile search radius of the Site.

- **State Superfund Priority List (SPL)**

Each state has the right to assemble and maintain a list of state designated hazardous waste cleanup sites. Some states use the EPA CERCLIS as their reporting system, while other states such as Arizona, have a unique database independent of the EPA sites. The agency release date for Superfund and the WQARF (Water Quality Assurance Revolving Fund) Priorities List was May, 1997.

No state superfund sites are located within one mile of the Site.

- **State CERCLIS (SCL) LIST**

The State CERCLIS list is a compilation of sites reported to the ADEQ which have been investigated or are under investigation for a release or potential release of hazardous materials. The Arizona CERCLA Information Data System (ACIDS) list is an inventory of facilities subject to investigations concerning possible contamination of soil, surface water, or groundwater. The state cautions that inclusion of any facility or site on the listing does not mean that the location is contaminated, is causing contamination, or is in violation of State or Federal statutes or regulations. The agency release date for ACIDS was June, 1997.

One (1) SCL was listed within one mile of the Site. This site is the Camp Verde Water System facility located approximately ¼ mile southeast of the site.

This SCL facility is located down gradient from the Site and is not likely to present an environmental threat.

- **Federal CERCLIS/NFRAP List**

The Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS) list contains sites which are either proposed to or on the National Priorities List (NPL) and sites which are in the screening and assessment phase for possible inclusion on the NPL. The information on each site includes a history of all pre-remedial, remedial, removal and

community relations activities or events at the site, financial funding information for the events, and unrestricted enforcement activities. NFRAP sites may be sites where, following an initial investigation, no contamination was found, contamination was removed quickly, or the contamination was not serious enough to require Federal Superfund action or NPL consideration. The agency release date for CERCLIS/NFRAP was July, 1997.

There are no CERCLIS/NFRAP sites listed within 0.50 mile of the Site.

- **Federal RCRA TSD List**

The EPA's Resource Conservation and Recovery Act (RCRA) Program identifies and tracks hazardous waste from the point of generation to the point of disposal. The RCRA Facilities database is a compilation by the EPA of facilities which report treatment, storage or disposal of hazardous waste. The agency release date for this list is October, 1997.

There are no facilities registered to treat, store or dispose of RCRA hazardous materials located within one mile of the Site.

- **State LUST List**

ADEQ provides a list of those sites which contain leaking underground storage tanks (LUST).

No LUST sites were reported within 0.50 mile of the Site

- **State Landfills Lists**

This list contains information regarding the following sites; Closed Solid Waste Landfills, Closed Solid Waste Dumps, Municipal Solid Waste Landfills, Rubbish Landfills, and Private Solid Waste Landfills. The agency release date for Active and Inactive Landfills List was October, 1996.

No landfills are listed within ½ mile of the Site.

- **State UST List**

ADEQ provides a list of those sites which maintain registered underground storage tanks.

There is one registered UST facility within 0.25 mile of the Site.

This UST site is not known to contain leaking tanks and is therefore unlikely to present an environmental threat to the Site.

- **Federal ERNS List**

The Emergency Response Notification System (ERNS) is a national database used to collect information on reported releases of oil and hazardous substances. The database contains information from spill reports made to federal authorities including the EPA, the US Coast Guard, the National Response Center and the Department of Transportation. A search of the database records for the period October 1986 through July 1997 revealed information regarding reported spills of oil or hazardous substances in the stated area. The agency release date for Emergency Response Notification Systems was September, 1997. No incidences were listed which occurred on the Site or adjacent properties.

- **Federal RCRA Generators List**

The EPA's Resource Conservation and Recovery Act (RCRA) Program identifies and tracks hazardous waste from the point of generation to the point of disposal. The RCRA Facilities database is a compilation by the EPA of facilities which report generation, storage, transportation, treatment and disposal of hazardous waste. RCRA Large Generators are facilities which generate at least 1000 kg/month of non-acutely hazardous waste (or 1 kg/month of acutely hazardous waste). RCRA Small generators are facilities which generate between 100 kg/month and 1000 kg/month of non-acutely hazardous waste. Conditionally exempt generators generate less than 100 kg/month. RCRA generator listings indicate that hazardous wastes are generated on a facility's premises as part of a company's normal business practices. The listings do not imply non-compliance with government regulations or that the facilities are/were polluting with hazardous wastes. The agency release date for RCRIS was October, 1997.

There are no Federal RCRA Generators listed within ¼ mile of the Site.

3.2 Physical Setting Sources

The Site is located in the Verde Valley of central Arizona and is part of the Mogollon Rim region. The Mogollon Rim region is a mountainous region that forms the transition zone between the Colorado Plateaus and the Basin and Range physiographic provinces (Twenter and Metzger, 1963). Groundwater, in the Verde Valley, occurs in bedrock of the Precambrian, Paleozoic, and Cenozoic ages. The major aquifers are the Verde Formation, Supai Formation, Redwall Limestone and Coconino Sandstone.

However, much of the groundwater in the area of the project site is also supplied from a regional aquifer that is comprised of the alluvium along the Verde River. According to records on file with the Arizona Department of Water Resources the water levels within four of the wells located on site range from 20 to 36 feet below existing grade. (ADWR, 1997). Based on an interview with the project Site owner, some of the wells in the area produce water with high sodium sulfate levels that render the water nonpotable. The uses of the groundwater include drinking water, irrigation, stock, industry, and recreation.

The primary recharge sources to the local aquifer are from infiltration of precipitation on permeable rock units and from surface water in streams and lakes. The area of recharge for the Verde Valley is mainly in the Plateau uplands area where the greatest amount of precipitation occurs and where permeable sandstone rocks crop out at the surface. According to ADWR publications (Owen-Joyce and Bell, 1983), infiltrating water in the water table moves downgradient toward the Verde River, which is located northeast and east of the project site.

It is noted that the primary recharge source to the regional aquifer, comprised of the alluvium along the Verde River, is mainly surface water infiltration in the area and surface flows in the Verde River.

3.3 Additional Record Sources

3.3.1 Dry-wells

Information regarding the presence of registered dry-wells was not reviewed and no dry wells were observed on the Site.

3.3.2 Fire Department Records

Because the site has not been issued a street address, no fire department records were reviewed for the Site.

4.0 INFORMATION FROM SITE RECONNAISSANCE & INTERVIEWS

4.1 Hazardous Substance Usage & Storage

No storage or use of hazardous materials were observed on the Site.

4.2 Storage Tanks

No storage tanks were observed on the Site.

4.3 Indications of Polychlorinated Biphenyl (PCB)

Electrical transformers are a potential source for PCBs, however no electrical transformers were observed on the Site.

4.4 Indications of Solid Waste Disposal

No evidence was observed during the Site reconnaissance to indicate any hazardous material disposal on site.

4.5 Other Areas of Concern

4.5.1 Pesticide Residues

According to interviews with the owner, the Site was used for agricultural purposes for approximately three years in the 1930s. Therefore there is a possibility that pesticides are present in the near-subsurface and surface soils. However, based on the short amount of time the Site was farmed, and based on the fact that the site has not been farmed for approximately 60 years, it is very unlikely that pesticides are present in amounts that would require any remedial action.

4.5.2 Radon

Radon testing was not performed as part of this ESA.

5.0 CONCLUSIONS

AGRA Earth and Environmental, Inc. (AEE) performed a Phase I Environmental Site Assessment (ESA) of the Webb property, located along Finnie Flat Road, near Camp Verde, Arizona in general accordance with the scope and limitations of ASTM Practice E 1527-97. Any exceptions to, or deletions from, the ASTM Practice are described in Section 1.4 of this report.

This assessment has revealed no evidence of recognized environmental conditions in connection with the Site as defined in ASTM E 1527-94.

REFERENCES

Mr. Gunnel, Don, with Century 21 Real Estate, telephone conversation with Angela Dixon-Maher of AEE, January 15, 1998.

Mr. Webb, Paul M., owner of the Webb property, telephone conversation with Angela Dixon-Maher of AEE, January 19, 1998.

Owen-Joyce, Sandra J. and Bell, C.K., Appraisal of Water Resources in the Upper Verde River Area, Yavapai and Coconino Counties, Arizona, Geological Survey, United States Department of the Interior, March 1983.

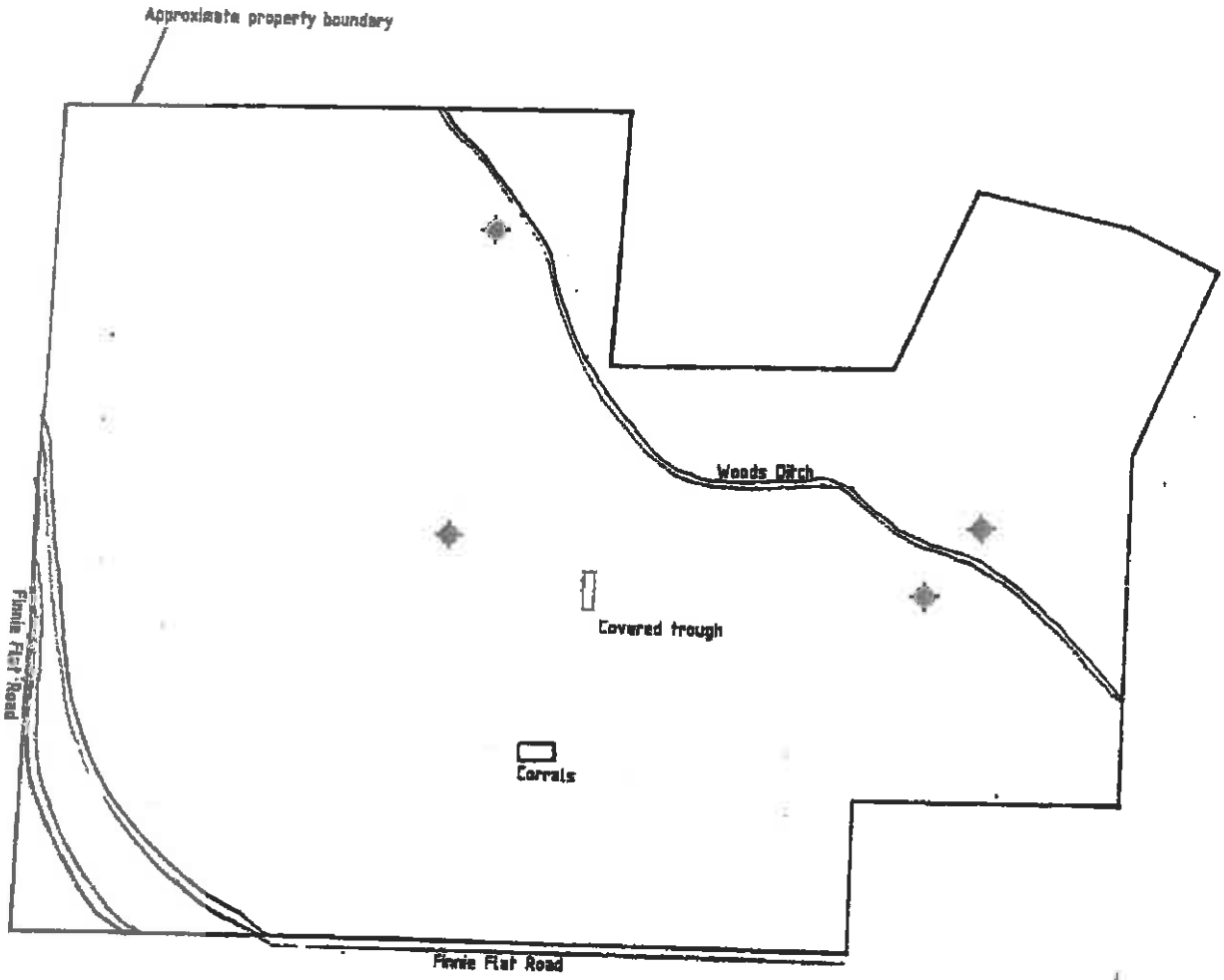
Tannler, Jeff, with the Arizona Department of Water Resources, Faxed transmission to Angela Dixon-Maher of AEE, January 19, 1997

Twenter, F. R., and Metzger, D.G., Geology and Ground Water in Verde Valley - the Mogollon Rim Region Arizona, Geological Survey Bulletin 1177, 1963

United States Geological Survey. Middle Verde, Arizona 7.5 minute topographic map. U.S. Geological Survey. 1969.

United States Geological Survey. Camp Verde, Arizona 7.5 minute topographic map. U.S. Geological Survey. 1969.

Wilson, E.D. A Resume of the Geology of Arizona. The Arizona Bureau of Mines, Bulletin 171, 140 p. 1962.



LEGEND

Approximate location of wells based on ADWR records

FIGURE 2

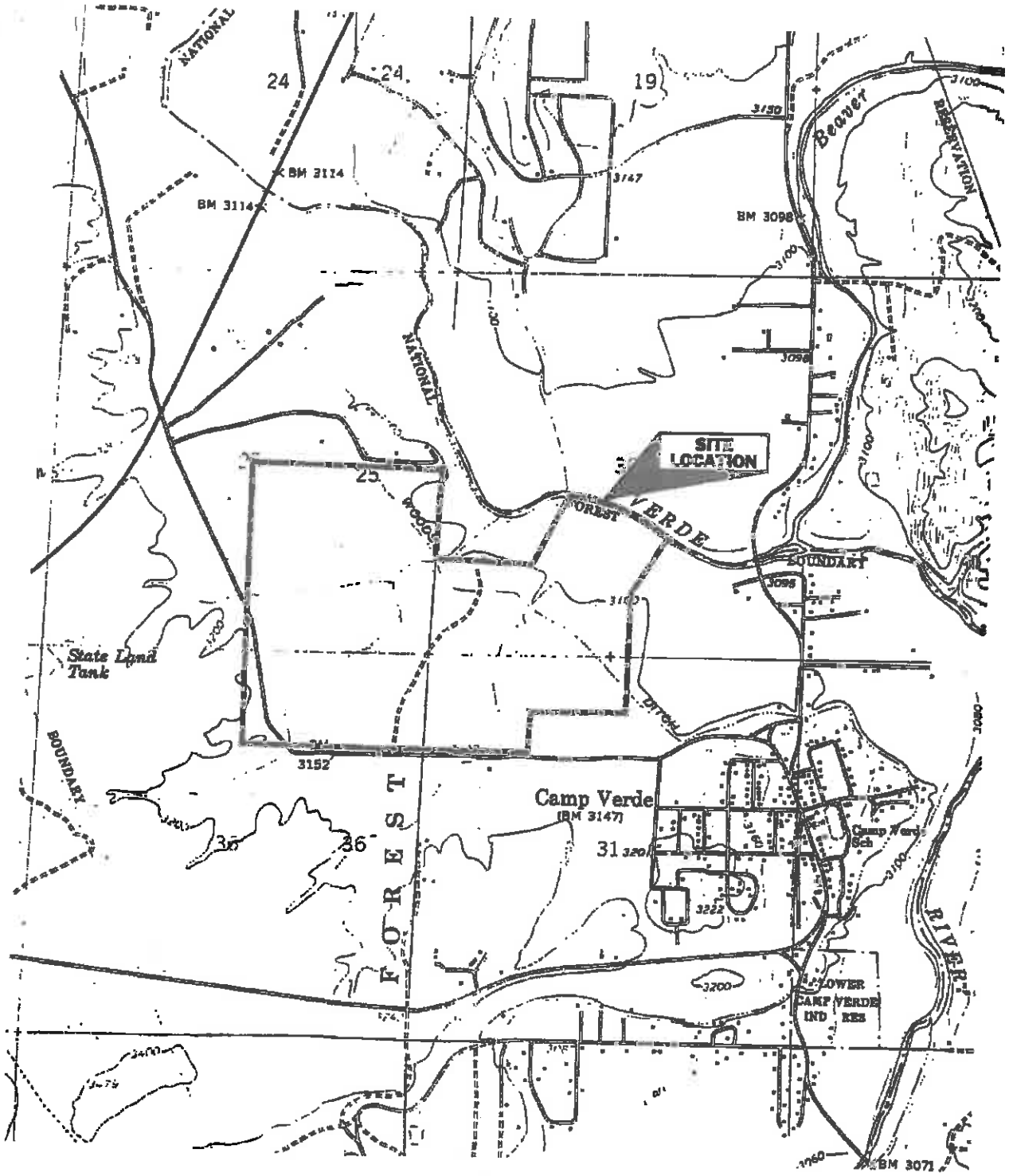
AGRA Earth&Environmental
1425 East Apache Park Place
Tucson, Arizona 85714

W.O.	B-127-000-004
DESIGN	ADM
DRAWN	ADM
DATE	15 January 1998
SCALE	Not to scale

Site Plan

Phase I Environmental Site Assessment
Webb Property
Camp Verde, Arizona

Drawing No.: \\sscdraw\drawing\plates\figlusgs.mpg



0 1/2 1 mile

N

FIGURE 1

Site Location Map

Phase I Environmental Site Assessment
Webb Property
Camp Verde, Arizona

AGRA Earth&Environmental
1425 East Apache Park Place
Tucson, Arizona 85714

W.O.	8-127-000-004
DESIGN	ADM
DRAWN	ADM
DATE	15 January 1998
SCALE	Noted above

Drawing No.: \tscdraw\drawing\plates\figlusgs.mpg

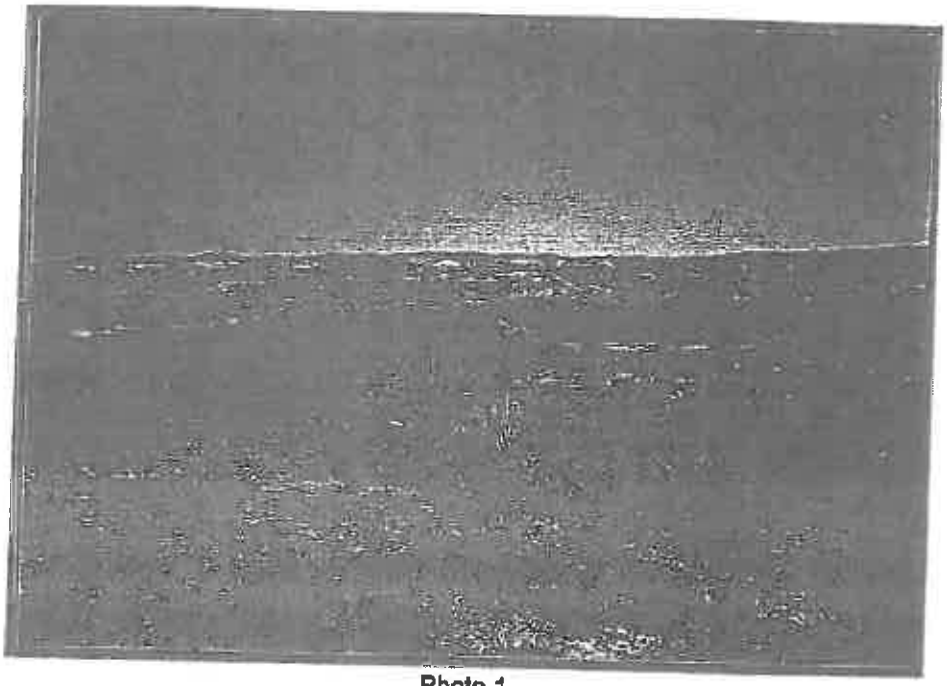


Photo 1
View of subject Site from adjacent property, looking northeast.

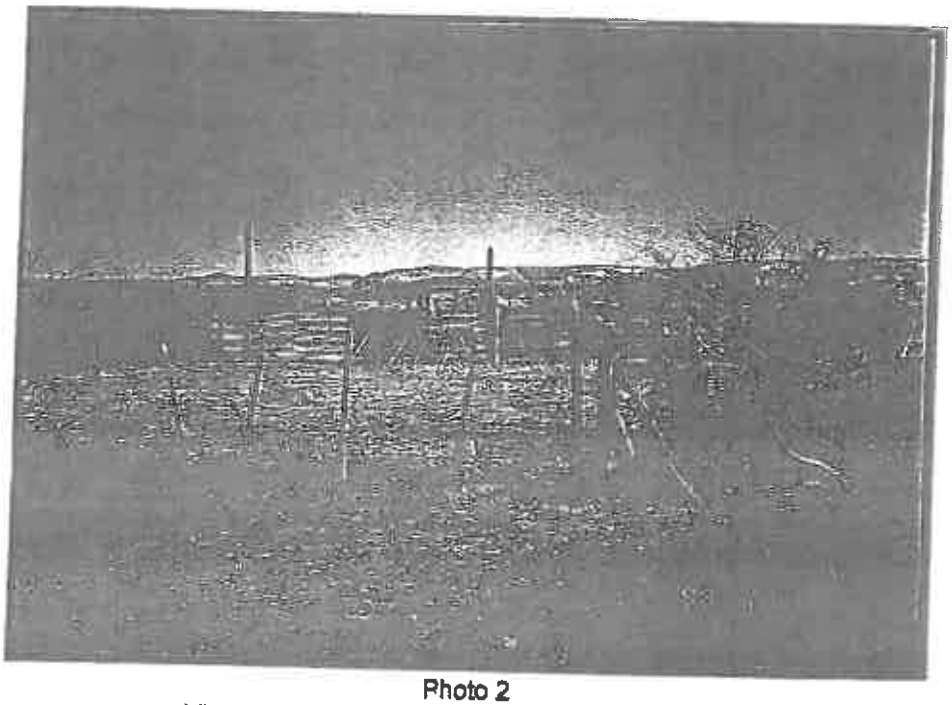


Photo 2
View of corrals located near the center of the Site.

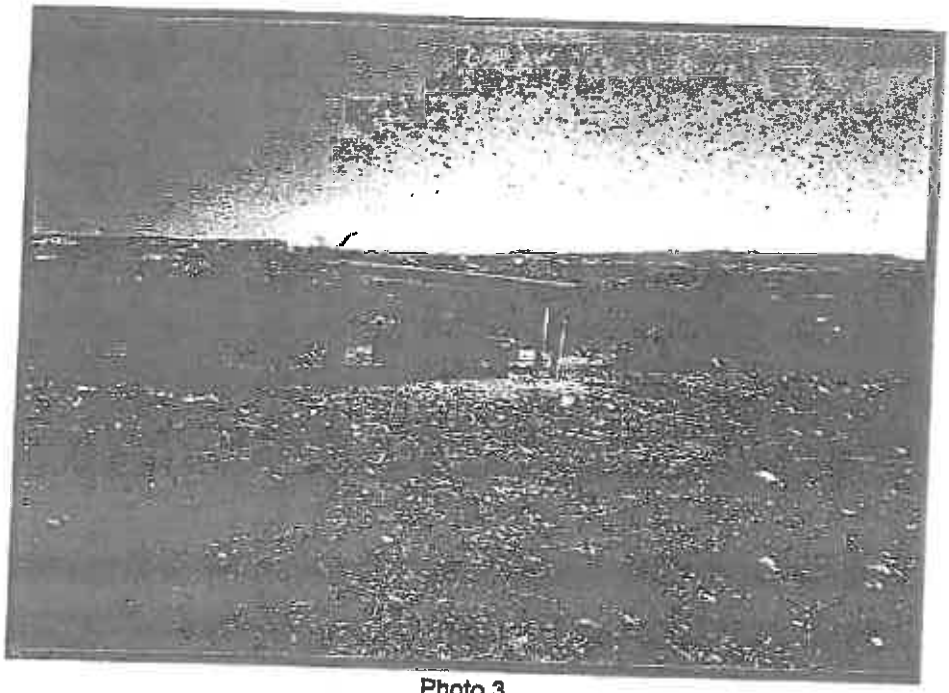


Photo 3
View of water trough, located northeast of corrals.

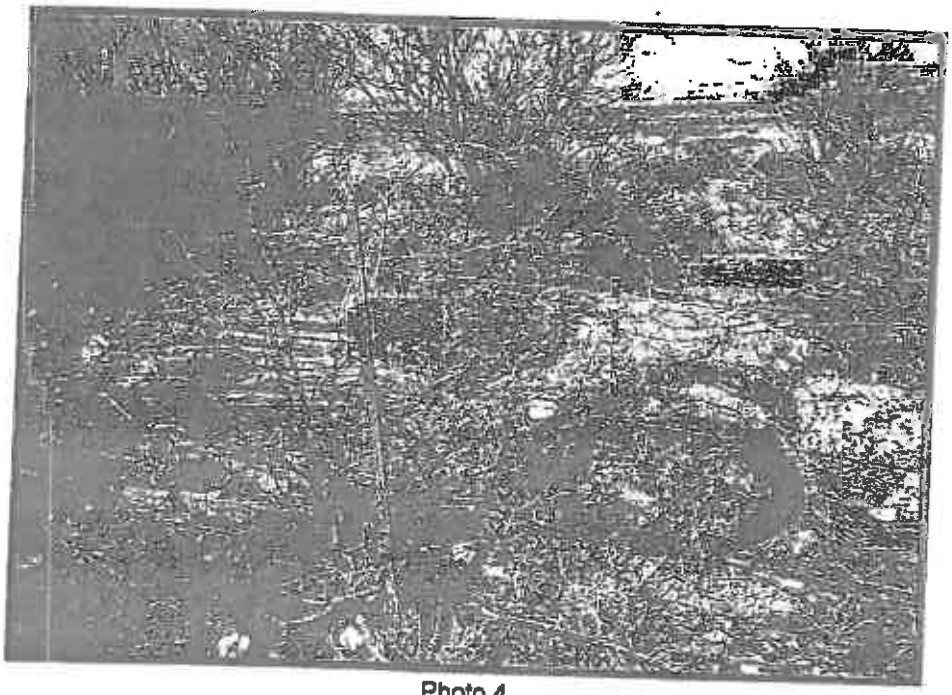
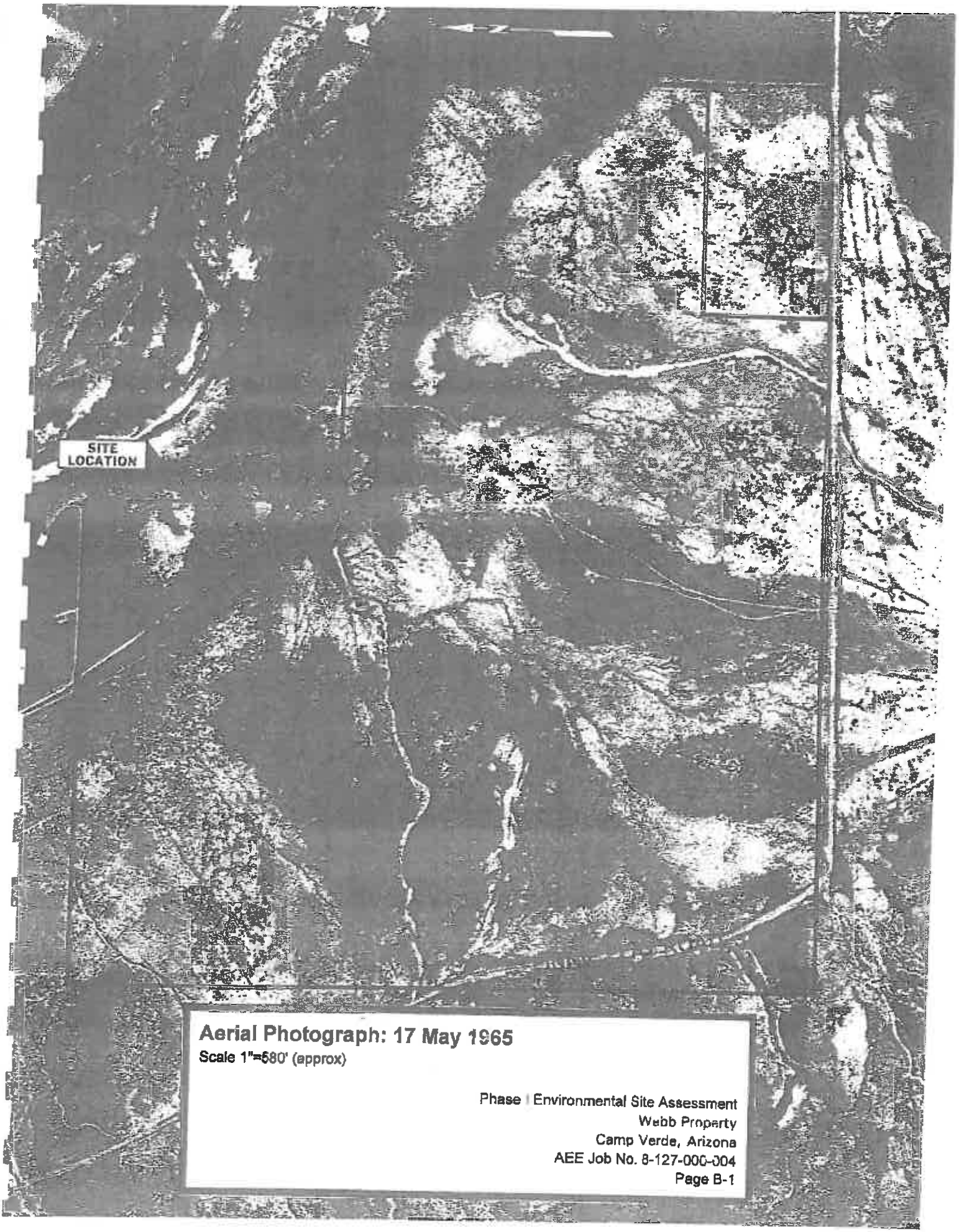


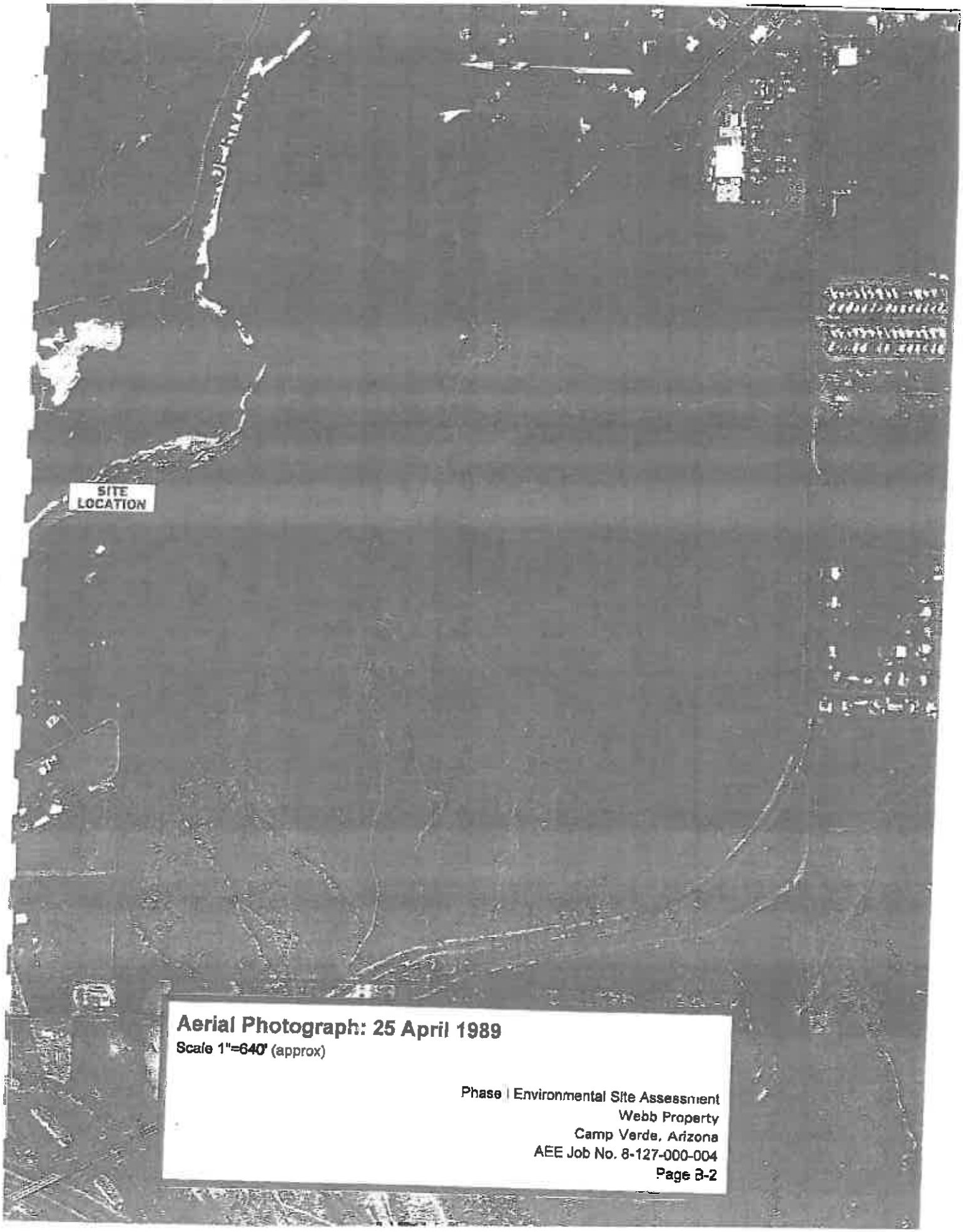
Photo 4
View of discarded barbed wire and wood near the south boundary of the Site.



Aerial Photograph: 17 May 1965

Scale 1"=580' (approx)

Phase I Environmental Site Assessment
Webb Property
Camp Verde, Arizona
AEE Job No. 8-127-000-004
Page B-1



Aerial Photograph: 25 April 1989

Scale 1"=640' (approx)

Phase I Environmental Site Assessment
Webb Property
Camp Verde, Arizona
AEE Job No. 8-127-000-004

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

PROPERTY INFORMATION	CLIENT INFORMATION
Project Name/Ref #: 8-127-000004 Webb Property Finnie Flat Road Camp Verde, AZ 86322 Latitude/Longitude: (34.568548, 111.867960)	Rick Dow AGRA 1425 E. Apache Park Place Tucson, AZ 85714

Site Distribution Summary Agency / Database - Type of Records			Within 5/8 mile	5/8 to 3/4 mile	3/4 to 1 mile	1 to 1 1/2 mile
A) Databases searched to 1 1/2 mile:						
US EPA	NPL	National Priority List	0	0	0	0
US EPA	CORRACTS (TSD)	RCRA Corrective Actions and associated TSD	0	0	0	0
STATE	SPL	State equivalent priority list	0	0	0	0
STATE	SCL	State equivalent CERCLIS list	1	0	0	0
B) Databases searched to 1 mile:						
US EPA	CERCLIS / NFRAP	Sites currently or formerly under review by US EPA	0	0	0	-
US EPA	TSD	RCRA permitted treatment, storage, disposal facilities	0	0	0	-
STATE	LUST	Leaking Underground Storage Tanks	0	0	0	-
STATE	SWLF	Permitted as solid waste landfills, incinerators, or transfer stations	0	0	0	-
C) Databases searched to 3/4 mile:						
STATE	UST	Registered underground storage tanks	1	0	-	-
D) Databases searched to 5/8 mile:						
US EPA	ERNS	Emergency Response Notification System of spills	0	-	-	-
US EPA	LG GEN	RCRA registered large generators of hazardous waste	0	-	-	-
US EPA	SM GEN	RCRA registered small generators of hazardous waste	0	-	-	-

This report meets the ASTM standard E-1527 for standard federal and state government database research in a Phase I environmental site assessment. A (-) indicates a distance not searched because it exceeds these ASTM search parameters.

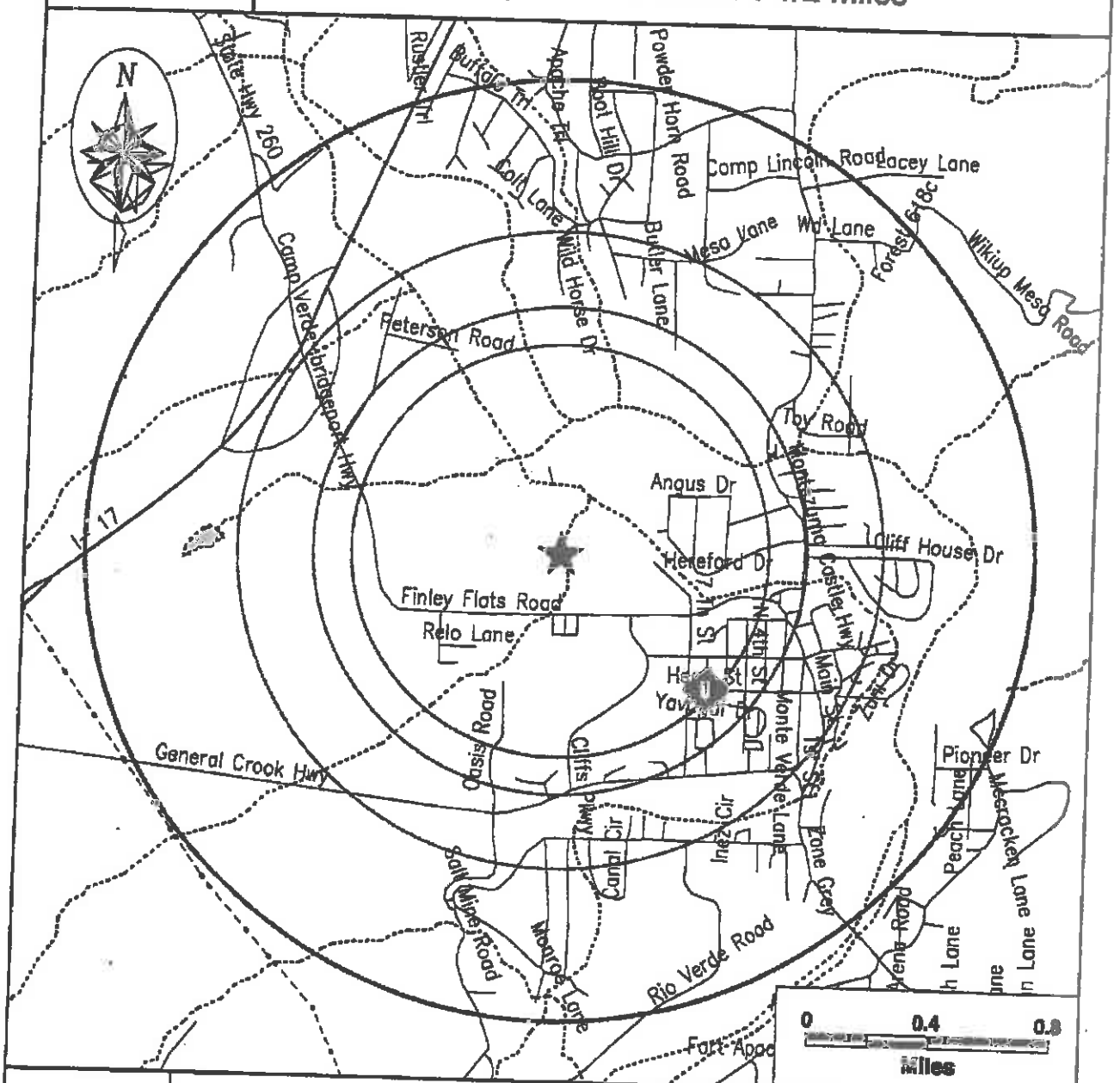
LIMITATION OF LIABILITY

Customer proceeds at its own risk in choosing to rely on VISTA services, in whole or in part, prior to proceeding with any transaction. VISTA cannot be an insurer of the accuracy of the information, errors occurring in conversion of data, or for customer's use of data. VISTA and its affiliated companies, officers, agents, employees and independent contractors cannot be held liable for accuracy, storage, delivery, loss or expense suffered by customer resulting directly or indirectly from any information provided by VISTA.

NOTES

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

Map of Sites within 1 1/2 Miles



Subject Site	Category: Databases Searched to:	A 1 1/2 mi.	B 1 mi.	C 3/4 mi.	D 5/8 mi.
★	Single Sites	◆	■	△	○
	Multiple Sites	◆	■	△	○
		NPL, SPL, CORRACTS (TSD), SCL	CERCLIS\ NFRAP, TSD, LUST, SWLF	UST	ERNS, GENERATORS

Highways and Major Roads
Roads
Railroads
Rivers or Water Bodies
Utilities

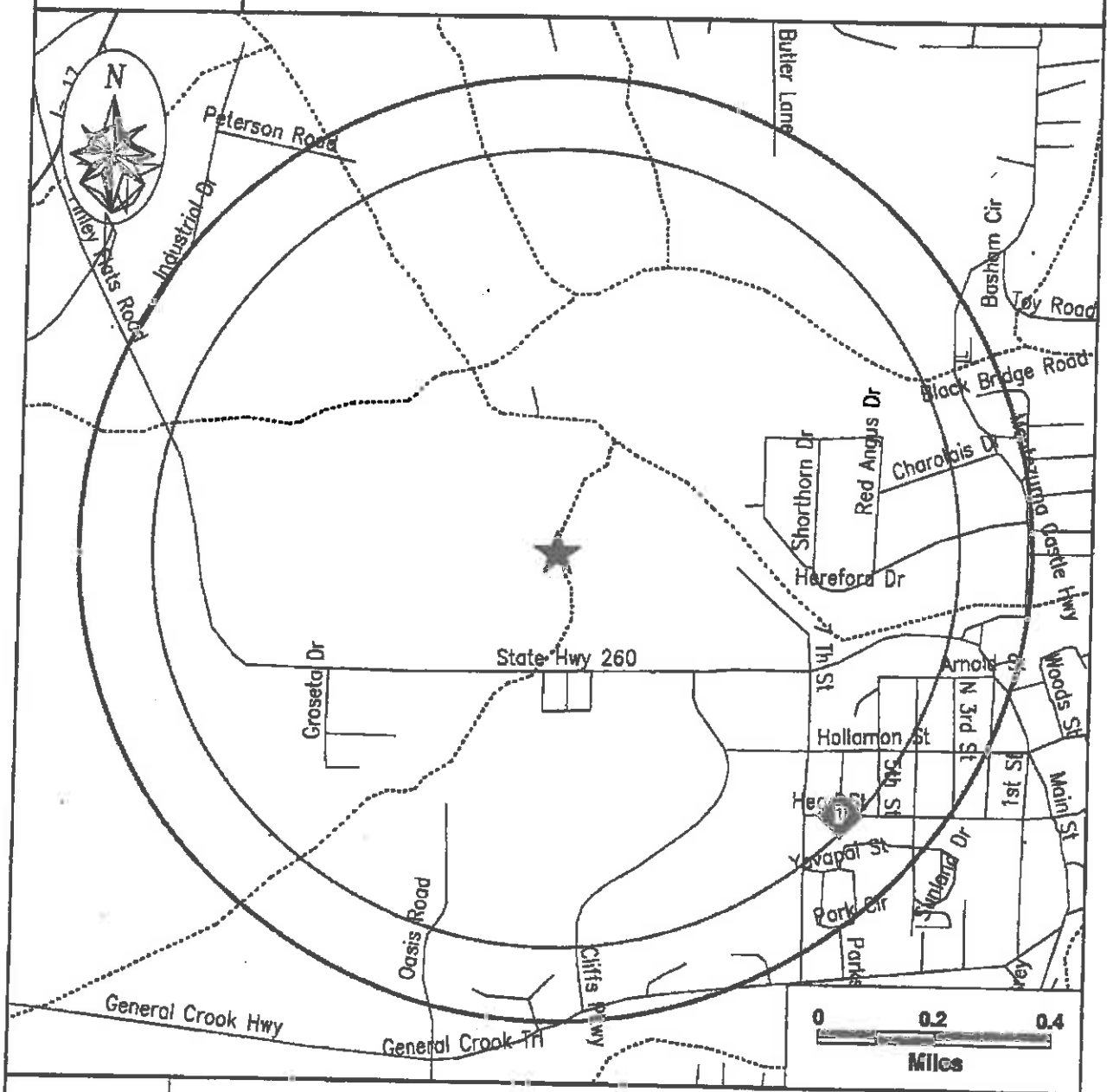
If additional databases are listed in the cover page of the report they are also displayed on this map. The map symbol used corresponds to the database category letter A,B,C,D.

For More Information Call VISTA Information Solutions, Inc. at 1 - 800 - 767 - 0403
Report ID: 001853801

Date of Report: January 15, 1998

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

Map of Sites within 3/4 Miles



Subject Site	Category:	A	B	C	D
	Databases Searched to:	1 1/2 mi.	1 mi.	3/4 mi.	5/8 mi.
	Single Sites	◆	■	△	○
	Multiple Sites	◆	■	△	○
		NPL, SPL, CORRACTS (TSD), SCL	CERCLIS\ NFRAP, TSD, LUST, SWLF	UST	ERNS, GENERATORS

Highways and Major Roads
Roads
Railroads
Rivers or Water Bodies
Utilities

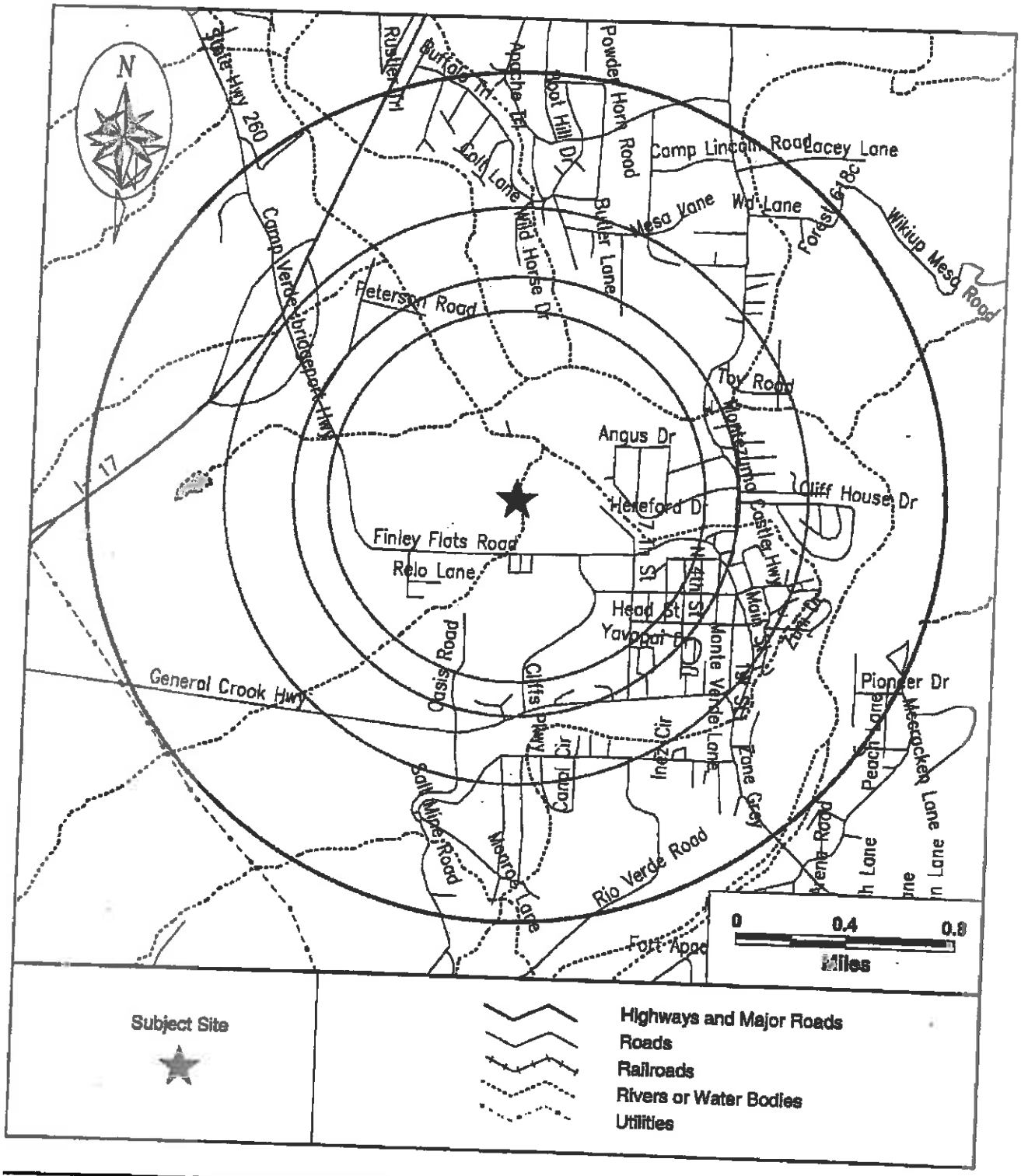
If additional databases are listed in the cover page of the report they are also displayed on this map. The map symbol used corresponds to the database category letter A,B,C,D.

For More Information Call VISTA Information Solutions, Inc. at 1 - 800 - 767 - 0403
Report ID: 001853801

Date of Report: January 15, 1998

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

Street Map



SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

SITE INVENTORY

MAP ID	PROPERTY AND THE ADJACENT AREA (within 5/8 mile)	VISTA ID / DISTANCE / DIRECTION	A: NPL	A: CORRACTS(TSD)	A: SPL	A: SCL	B: CERCLIS/NFRAP	B: TSD	B: LUST	B: SWLF	C: UST	D: ERNS	D: LG GEN	D: SM GEN
1	JAMES BULLARD 6TH HEAD STREET CAMP VERDE, AZ 86322	714148 0.60 MI SE									X			
1	CAMP VERDE WATER SYSTEM 6TH STREET AND HEAD STREET CAMP VERDE, AZ 86322	6962446 0.60 MI SE				X								

MAP ID	SITES IN THE SURROUNDING AREA (within 5/8 - 3/4 mile)	VISTA ID / DISTANCE / DIRECTION	A: NPL	A: CORRACTS(TSD)	A: SPL	A: SCL	B: CERCLIS/NFRAP	B: TSD	B: LUST	B: SWLF	C: UST	D: ERNS	D: LG GEN	D: SM GEN

No Records Found

MAP ID	SITES IN THE SURROUNDING AREA (within 3/4 - 1 mile)	VISTA ID / DISTANCE / DIRECTION	A: NPL	A: CORRACTS(TSD)	A: SPL	A: SCL	B: CERCLIS/NFRAP	B: TSD	B: LUST	B: SWLF	C: UST	D: ERNS	D: LG GEN	D: SM GEN

No Records Found

MAP ID	SITES IN THE SURROUNDING AREA (within 1 - 1 1/2 mile)	VISTA ID / DISTANCE / DIRECTION	A: NPL	A: CORRACTS(TSD)	A: SPL	A: SCL	B: CERCLIS/NFRAP	B: TSD	B: LUST	B: SWLF	C: UST	D: ERNS	D: LG GEN	D: SM GEN

No Records Found

X = search criteria; • = tag-along (beyond search criteria).
For more information call VISTA Information Solutions, Inc. at 1 - 800 - 767 - 0403.
Report ID: 001853-001
Version 2.5

Date of Report: January 15, 1998

UNMAPPED SITES

	VISTA ID	A				B				C	D		
		NPL	CORRACTS(TSD)	SPL	SCL	CERCLIS/NFRAP	TSD	LUST	SWLF	UST	ERNS	LG GEN	SM GEN
STANFORD #2 W/2W/2SW/4 SECTION 31 CAMP VERDE, AZ 86322	6905699					X							

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

DETAILS

PROPERTY AND THE ADJACENT AREA (within 5/8 mile)

VISTA Address*:	JAMES BULLARD 6TH HEAD STREET CAMP VERDE, AZ 86322	VISTA ID#:	714148	Map ID
		Distance/Direction:	0.60 MI / SE	1
		Plotted as:	Point	
STATE UST - State Underground Storage Tank / SRC# 3543		Agency ID:	0-000791	

Agency Address:	SAME AS ABOVE
Underground Tanks:	5
Aboveground Tanks:	NOT REPORTED
Tanks Removed:	5

Tank ID:	1.00U	Tank Status:	REMOVED
Tank Contents:	GAS/OIL/MISC	Leak Monitoring:	NOT AVAILABLE
Tank Age:	NOT REPORTED	Tank Piping:	GALVANIZED STEEL
Tank Size (Units):	5000 (GALLONS)	Tank Material:	NOT AVAILABLE
Tank ID:	2.00U	Tank Status:	REMOVED
Tank Contents:	GAS/OIL/MISC	Leak Monitoring:	NOT AVAILABLE
Tank Age:	NOT REPORTED	Tank Piping:	GALVANIZED STEEL
Tank Size (Units):	5000 (GALLONS)	Tank Material:	NOT AVAILABLE
Tank ID:	3.00U	Tank Status:	REMOVED
Tank Contents:	DIESEL	Leak Monitoring:	NOT AVAILABLE
Tank Age:	NOT REPORTED	Tank Piping:	CATHODIC PROTECTION
Tank Size (Units):	1000 (GALLONS)	Tank Material:	NOT AVAILABLE
Tank ID:	4.00U	Tank Status:	REMOVED
Tank Contents:	DIESEL	Leak Monitoring:	NOT AVAILABLE
Tank Age:	NOT REPORTED	Tank Piping:	GALVANIZED STEEL
Tank Size (Units):	1000 (GALLONS)	Tank Material:	NOT AVAILABLE
Tank ID:	5.00U	Tank Status:	REMOVED
Tank Contents:	DIESEL	Leak Monitoring:	NOT AVAILABLE
Tank Age:	NOT REPORTED	Tank Piping:	GALVANIZED STEEL
Tank Size (Units):	1000 (GALLONS)	Tank Material:	NOT AVAILABLE

PROPERTY AND THE ADJACENT AREA (within 5/8 mile) CONT.

VISTA Address*:	CAMP VERDE WATER SYSTEM 6TH STREET AND HEAD STREET CAMP VERDE, AZ 86322	VISTA ID#:	6962446	Map ID
		Distance/Direction:	0.60 MI / SE	1
		Plotted as:	Point	
SCL - State Equivalent CERCLIS List / SRC# 3011		Agency ID:	1413	

Agency Address:	*SAME AS ABOVE*
Status:	*UNKNOWN*
Facility Type:	*NOT AVAILABLE*
Lead Agency:	*NOT AVAILABLE*
State Status:	*PRELIMINARY ASSESSMENT IN PROGRESS*
Pollutant 1:	*UNKNOWN*
Pollutant 2:	*UNKNOWN*
Pollutant 3:	*UNKNOWN*

SITES IN THE SURROUNDING AREA (within 5/8 - 3/4 mile)

No Records Found

SITES IN THE SURROUNDING AREA (within 3/4 - 1 mile)

No Records Found

SITES IN THE SURROUNDING AREA (within 1 - 1 1/2 miles)

No Records Found

UNMAPPED SITES

VISTA Address*:	STANFORD #2 W/2W/2SW/4 SECTION 31 CAMP VERDE, AZ 86322	VISTA ID#:	6905699
NFRAP / SRC# 3860		EPA ID:	AZD982028888

Agency Address:	STANFORD #2 W/2W/2SW/4 SECTION 31 YUMA, AZ 86322
Site Description:	OBJECTIVES: 1. COORDINATION W/ ATSDR THRU REG PUBLIC HEALTH ADVISOR IN HEALTH RISK ASSESSMENT. 2. SECURITY OF SITE TO RESTRICT P
Site Description:	UBLIC ACCESS. 3. ADDL SOIL GW SAMPLING. 4. STABIL,REMVL, TRMT, RECYCLING OF PESTICIDE PROD CONTAM MATRL.

Name:	Lead Agency:	Actual Start Date:	Actual Completion Date:
CONSENT DECREE	FEDERAL ENFORCEMENT	UNKNOWN	UNKNOWN
COST RECVRY DECSN DOCMT NO SUE	FEDERAL ENFORCEMENT	UNKNOWN	UNKNOWN
NON-NPL PRP SEARCH	FEDERAL ENFORCEMENT	UNKNOWN	UNKNOWN
ACTUAL OBLIGATION	AUGUST 27, 1987	26000	SECTION 107 LITIGATION
FEDERAL ENFORCEMENT	UNKNOWN	UNKNOWN	ACTUAL OBLIGATION
MARCH 19, 1987	50000	ACTUAL OBLIGATION	JULY 24, 1987
110000	ACTUAL OBLIGATION	AUGUST 27, 1987	13000

Alias Name:	COCOPAH INDIAN RESERVATION		
Alias Street:	NOT REPORTED		
Alias City:	NOT REPORTED	Alias Latitude:	0
Alias Zip:	NOT REPORTED	Alias Longitude:	0
Alias State:	NOT REPORTED		
Alias Description:	NOT REPORTED		
Alias Name:	AIRSTRIP SITE		
Alias Street:	NOT REPORTED		
Alias City:	NOT REPORTED	Alias Latitude:	0
Alias Zip:	NOT REPORTED	Alias Longitude:	0
Alias State:	NOT REPORTED		
Alias Description:	NOT REPORTED		

EPA Region:	9
Congressional District:	3
Federal Facility:	FEDERAL FACILITY
Facility Ownership:	INDIAN LANDS
Site Incident Category:	ABANDONED
Federal Facility Docket:	SITE IS NOT INCLUDED ON THE DOCKET
NPL Status:	NOT ON NPL
Incident Type:	NON-OIL SPILL
Proposed NPL Update #:	0
Final NPL Update #:	0
Financial Management System ID:	09E4
Latitude:	3243480
Longitude:	11437040
Lat/Long Source:	RESEARCHED BY THE REGION AND MANUALLY ENTERED
Lat/Long Accuracy:	Unknown
Dioxin Tier:	Unknown
USGS Hydro Unit:	15060203
RCRA Indicator:	Unknown
Unit Id:	0
Unit Name:	ENTIRE SITE

UNMAPPED SITES CONT.

Type:	*ADMINISTRATIVE RECORD*	**Lead Agency:**	
Qualifier:	*ADMIN RECORD COMPILATION/REMOVAL EVENT*	**Category:**	*Unknown*
Name:	*ADMINISTRATIVE RECORD*	**Actual Start Date:**	*UNKNOWN*
Plan Status:	*PRIMARY*	**Actual Completion Date:**	*UNKNOWN*
Type:	*REMOVAL ACTION*	**Lead Agency:**	
Qualifier:	*CLEAN UP*	**Category:**	*EMERGENCY*
Name:	*REMOVAL ACTION*	**Actual Start Date:**	*UNKNOWN*
Plan Status:	*PRIMARY*	**Actual Completion Date:**	*UNKNOWN*

SITE ASSESSMENT REPORT
(EXTENDED BY 1/2 MILE)

DESCRIPTION OF DATABASES SEARCHED

A) DATABASES SEARCHED TO 1 1/2 MILES:

NPL
SRC#: 3822

VISTA conducts a database search to identify all sites within 1.5 mile of your property.
The agency release date for NPL was September, 1997.

The National Priorities List (NPL) is the EPA's database of uncontrolled or abandoned hazardous waste sites identified for priority remedial actions under the Superfund program. A site must meet or surpass a predetermined hazard ranking system score, be chosen as a state's top priority site, or meet three specific criteria set jointly by the US Dept of Health and Human Services and the US EPA in order to become an NPL site.

SPL
SRC#: 4161

VISTA conducts a database search to identify all sites within 1.5 mile of your property.
The agency release date for Superfund and WQARF Priorities List was May, 1997.

This database is provided by the Department of Environmental Quality. The agency may be contacted at: 602-207-2202.

SCL
SRC#: 3811

VISTA conducts a database search to identify all sites within 1.5 mile of your property.
The agency release date for Cercla Information Data System (ACIDS) was June, 1997.

This database is provided by the Department of Environmental Quality. The agency may be contacted at: 602-207-2202.

The ACIDS list is an inventory of facilities subject to investigations concerning possible contamination of soil, surface water, or groundwater. The state cautions that inclusion of any facility or site on the listing does not mean that the location is contaminated, is causing contamination, or is in violation of State or Federal statutes or regulations.

CORRACTS
SRC#: 4244

VISTA conducts a database search to identify all sites within 1.5 mile of your property.
The agency release date for HWDMS/RCRIS was October, 1997.

The EPA maintains this database of RCRA facilities which are undergoing "corrective action". A "corrective action order" is issued pursuant to RCRA Section 3008 (h) when there has been a release of hazardous waste or constituents into the environment from a RCRA facility. Corrective actions may be required beyond the facility's boundary and can be required regardless of when the release occurred, even if it predates RCRA.

B) DATABASES SEARCHED TO 1 MILE

CERCLIS
SRC#: 3859

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for CERCLIS was July, 1997.

The CERCLIS List contains sites which are either proposed to or on the National Priorities List(NPL) and sites which are in the screening and assessment phase for possible inclusion on the NPL. The information on each site includes a history of all pre-remedial, remedial, removal and community relations activities or events at the site, financial funding information for the events, and unrestricted enforcement activities.

NFRAP
SRC#: 3860

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for CERCLIS-NFRAP was July, 1997.

NFRAP sites may be sites where, following an initial investigation, no contamination was found, contamination was removed quickly, or the contamination was not serious enough to require Federal Superfund action or NPL consideration.

RCRA-TSD
SRC#: 4244

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for HWDMS/RCRIS was October, 1997.

The EPA's Resource Conservation and Recovery Act (RCRA) Program identifies and tracks hazardous waste from the point of generation to the point of disposal. The RCRA Facilities database is a compilation by the EPA of facilities which report generation, storage, transportation, treatment or disposal of hazardous waste. RCRA TSDs are facilities which treat, store and/or dispose of hazardous waste.

SWLF
SRC#: 3771

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for Active Landfills List was October, 1996.

This database is provided by the Department of Environmental Quality, Solid Waste Dept.. The agency may be contacted at: 602-207-4123.

The inventories of solid waste facilities mentioned above contain information regarding the following sites: Closed Solid Waste Landfills, Closed Solid Waste Dumps, Municipal Solid Waste Landfills, Rubbish Landfills, and Private Solid Waste Landfills. The inventory does not provide a facility street address and what addresses are given may be cut off due to space constraints. Further information may be obtained by contacting us at (800)877-3824.

SWLF
SRC#: 3771

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for Inactive Landfills List was October, 1996.

This database is provided by the Department of Environmental Quality, Solid Waste Dept.. The agency may be contacted at: 602-207-4123.

LUST
SRC#: 4128

VISTA conducts a database search to identify all sites within 1 mile of your property.
The agency release date for LUST File Listing was October, 1997.

This database is provided by the Department of Environmental Quality, UST Compliance Unit. The agency may be contacted at: 602-207-4345.

C) DATABASES SEARCHED TO 3/4 MILE

UST's
SRC#: 3543

VISTA conducts a database search to identify all sites within 3/4 mile of your property.
The agency release date for Ust-DMS Facility Tank Data Listing was February, 1997.

This database is provided by the Department of Environmental Quality, UST Compliance Unit. The agency may be contacted at: 602-207-4345; Caution-Many states do not require registration of heating oil tanks, especially those used for residential purposes.

"D) DATABASES SEARCHED TO 5/8 MIL

ERNS
SRC#: 4144

VISTA conducts a database search to identify all sites within .625 mile of your property.
The agency release date for was September, 1997.

The Emergency Response Notification System (ERNS) is a national database used to collect information on reported releases of oil and hazardous substances. The database contains information from spill reports made to federal authorities including the EPA, the US Coast Guard, the National Response Center and the Department of transportation. A search of the database records for the period October 1986 through July 1997 revealed information regarding reported spills of oil or hazardous substances in the stated area.

RCRA-LgGen
SRC#: 4244

VISTA conducts a database search to identify all sites within .625 mile of your property.
The agency release date for HWDMS/RCRIS was October, 1997.

The EPA's Resource Conservation and Recovery Act (RCRA) Program identifies and tracks hazardous waste from the point of generation to the point of disposal. The RCRA Facilities database is a compilation by the EPA of facilities which report generation, storage, transportation, treatment or disposal of hazardous waste. RCRA Large Generators are facilities which generate at least 1000 kg./month of non-acutely hazardous waste (or 1 kg./month of acutely hazardous waste).

RCRA-SmGen
SRC#: 4244

VISTA conducts a database search to identify all sites within .625 mile of your property.
The agency release date for HWDMS/RCRIS was October, 1997.

The EPA's Resource Conservation and Recovery Act (RCRA) Program identifies and tracks hazardous waste from the point of generation to the point of disposal. The RCRA Facilities database is a compilation by the EPA of facilities which report generation, storage, transportation, treatment or disposal of hazardous waste. RCRA Small and Very Small generators are facilities which generate less than 1000 kg./month of non-acutely hazardous waste.

End of Report

1

Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 Council Hears Planning & Zoning

☐ Consent Agenda ☐ Discussion ☐ Executive Session Requested

☐ Presentation Only ☒ Action/Presentation

Requesting Department: **Community Development**

Staff Resource/Contact Person: **Jenna Owens**

Agenda Title (be exact):

Public Hearing, Discussion and Possible approval of Resolution 2015-941 for Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcels 404-18-167, a total of 2.5 acres. The property owner is requesting a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential single-family). A Bed & Breakfast is an allowed use under the Planning & Zoning Ordinance with a Use Permit, limited to four bedrooms. The property is located at 1512 N. Montezuma Heights Rd.

List Attached Documents:

Application, Draft Resolution, Directions to Property, Letter of Intent, Neighborhood meeting affidavit, Waiver of Diminution of Value, Letters from neighbors and supporters, Agency comments, Vicinity Map, Land Use Map, Zoning Map of Adjacent properties and site plan.

Estimated Presentation Time: 10 minutes.

Estimated Discussion Time: 20 minutes

Reviews Completed by:

☒ **Department Head:** Michael Jenkins

☒ **Town Attorney Comments:**

Resolution 2015-941, under item 1, findings: "which states, Limited to 4 bedrooms and comply with Part4, Section 403 for parking. Sims: "There seems to me some words missing here."
Staff: Corrected by quoting the Planning & Zoning Ordinance:
3.c. Bed & Breakfast
1. Limited to 4 bedrooms.
2. Parking facilities required under Part 4 Section 403 of the Planning & Zoning Ordinance.

Instructions to the Clerk: None

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde: June 24, 2015 Council Hears Planning & Zoning

Background:

The intent of this application is to obtain a Use Permit for the applicant to rent out her two cabins located on her property as a Bed & Breakfast. Code Enforcement received a complaint regarding the property being used as a Bed & Breakfast. Ms. Ayers was contacted and she was unaware that a Use Permit would be required. In order to come into compliance with the Planning & Zoning Ordinance, Ms. Ayers has submitted an application for a Use Permit in order to continue her business.

Each cabin has a one bedroom and one queen size bed. Both cabins are located to the rear of the property. Ms. Ayers works with a company which provided well documented referrals. It is intended that each cabin would have one vehicle with parking in front of each cabin which complies with the Planning & Zoning Ordinance.

Per Ms. Ayers, order and cleanliness is expected and compliance with this will be set with each guest. She also provides each customer with a list of "Cabin Rules" which have been provided in your packet.

Per Part 2, Section 203 – Use Districts, B. R1 District (Residential: single-family) 3.c.1.2., a Bed & Breakfast is allowed with a Use Permit and restricted to 4 bedrooms and parking as per Part 4, Section 403.

- **The Planning & Zoning Commission, at their meeting on Thursday June 4, 2015, and recommended that the duration of stay for Bed & Breakfast customers would be for no more than 30 days and that the duration of the Use Permit be limited to a period of 5 years.**

<u>The following has been completed by the applicant and staff:</u>

- **The applicant mailed out letters to the neighboring property owners within 300' of the subject property and invited them to a meeting to express concerns and comments. (Questions and comments included in packet.)**
- **The meeting was held on May 13, 2015 at the home of Ms. Ayers from 5:30 pm until 6:30 pm. There were eight (8) neighbors in attendance.**
- **Community Development received five (5) letters from neighbors. Four (4) in support of and one (1) <u>not</u> in support of the Use Permit Request. Two (2) more support letters from persons not living in the neighborhood were received. (Copies of these letters have provided in the packet.)**
- **Staff mailed out fourteen (14) letter to properties within 300' of the subject parcel on May 14, 2015. This letter advised the neighbors of the Planning & Zoning Commission and Town Council meeting times and dates.**

<u>Agencies were notified and the responses are as follows:</u>

<u>Town of Camp Verde Building Official-</u>

- No record was found indicating the construction of the two apartments shown on the site plan by the applicant. If the applicant has any information on these buildings it is requested that these be provided to the Town. Since there is no record on the two apartments they cannot be issued a Certificate of Occupancy and the

Building Department cannot vouch for their legality or suitability for habitation. However, the Building Official, Contractor and Owner walked the property and inspected the buildings and if certain work is completed the buildings could meet the intent of the Codes in regards to an R3 occupancy. Until the Building Official determines the buildings, which are designated for the Bed & Breakfast occupancy, meet the intent of the 2012 Building Codes, these buildings are not to be occupied. **Note:** Currently Ms. Ayers is working with her contractor to achieve compliance.

Camp Verde Fire Marshal-

- Considering that these are existing buildings and that the occupancy classification for the buildings is not changing, Camp Verde Fire District will not require road improvements to be made to meet the minimum standards of an emergency vehicle apparatus access roadway.

Town of Camp Verde Community Development Director-

- Per Part 2, Section 203 – Use Districts, B. R1 District (Residential: single-family) 3.c.1.2., a Bed & Breakfast is allowed with a Use Permit and restricted to 4 bedrooms and parking as per Part 4, Section 403. Staff is recommending approval of the submitted Use Permit for five (5) years.

Yavapai County Development Services Environmental Unit-

- Septic permit number 11687 appears to have been for a single one bedroom guest house, 200 gallons per day design flow, and was permitted and given approval to operate on Nov. 3, 1978.
  The project will be sized as a hotel/motel with kitchen at 50 gallons per day per bed. The existing septic system will be sufficient for each cabin to have 2 beds in each. If the number of beds increases beyond four, an upgrade to the septic system will be required.
  It is assumed that the breakfast will be cooked and served in the main house as well as any laundry. If this is not the case, this could change the comments from YCDS-EU.

Town of Camp Verde Town Engineer-

- Upon reviewing the submittal and viewing the site' I have no comments on the Brenda Ayers Bed & Breakfast Use Permit.

Recommendation by the Planning & Zoning Commission:

Public Hearing, Discussion and possible Recommendation for approval (or denial) to Council on Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, which is 2.5 acres. The property owner is requesting a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential: single-family). A Bed & Breakfast is an allowed use under the Planning & Zoning Ordinance with a Use Permit, limited to four bedrooms. The property is located at 1512 N. Montezuma Heights Rd.

A motion by Commissioner Norton to recommend for approval to Council on Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, located at 1512 N. Montezuma Heights Rd, which is 2.5 acres, for a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential single-family). The Use Permit would comply with the Planning & Zoning Ordinance, limited to four bedrooms and must conform to the parking regulations in Part 4, Section 403. We further recommend that the duration of stay

for Bed & Breakfast customers would be for no more than 30 days, and that the duration of the Use Permit be limited to a period of 5 years. The motion was seconded by Commissioner Blue.

Recommended Motion:

- **A Motion to approve Resolution 2015-941 for Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, located at 1512 N. Montezuma Heights Rd, which is 2.5 acres, for a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential single-family). The Use Permit would comply with the Planning & Zoning Ordinance, limited to four bedrooms and must conform to the parking regulations in Part 4, Section 403. It is recommended that the duration of stay for Bed & Breakfast customers would be for no more than 30 days and that the duration of the Use Permit be limited to a period of 5 years.**

DRAFT

RESOLUTION 2015- 941

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, YAVAPAI COUNTY, ON USE PERMIT 20150131, AN APPLICATION SUBMITTED BY MS. BRENDA AYERS OWNER OF PARCEL 404-18-167, WHICH IS 2.5 ACRES. THE PROPERTY OWNER IS REQUESTING A USE PERMIT TO OPERATE A BED & BREAKFAST IN A RESIDENTIAL NEIGHBORHOOD ZONED R1-70 (RESIDENTIAL SINGLE-FAMILY). A BED & BREAKFAST IS AN ALLOWED USE UNDER THE PLANNING & ZONING ORDINANCE WITH A USE PERMIT, LIMITED TO FOUR BEDROOMS. THE PROPERTY IS LOCATED AT 1512 N. MONTEZUMA HEIGHTS RD.

The Common Council of the Town of Camp Verde hereby resolves as follows:

1. The Common Council hereby finds as follows:

   A. A request for approval of Use Permit 20150131 was filed by Brenda Ayers owner of parcel 404-18-167, located at 1512N. Montezuma Heights Rd. This parcel is zoned R1-70 (Residential: single-family) and the proposed uses are permitted under such zoning with a Use Permit.

   B. The request was reviewed by the Planning and Zoning Commission on June 04, 2015 and by the Common Council on June 24, 2015 in public hearings that were advertised and posted according to state law.

   C. A neighborhood meeting was held on May 13, 2015 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by the Town of Camp Verde Planning & Zoning Ordinance, Part 6, Section 601 (Zoning Decisions) A.3.a-e.

   D. The purpose of the use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved and the Council hereby finds that the uses covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare generally and the uses shall be in conformity to the conditions, requirements and standards of the Town Planning and Zoning Code.

   E. The Waiver of Diminution of Value Claim has been signed by the owner and is attached as Exhibit A.

The Common Council of the Town of Camp Verde hereby approves Use Permit 20150131 for the purpose of operating a Bed & Breakfast for a period of five years with the following findings:

1. The use of this property shall be operated and maintained in a manner consistent with the general provisions of the current Town of Camp Verde Planning & Zoning Ordinance. Per Part 2, Section 203 – Use Districts, B. R1 District (Residential: single-family):
   3.c. Bed & Breakfast
   1. Limited to 4 bedrooms
   2. Parking facilities required under Part 4 Section 403 of the Planning & Zoning Ordinance.

DRAFT

2. Per Part 6, Section 601, C.e, the Use Permit is valid and operable only for the specific use as granted. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

The following stipulation would be in place:

1. The duration of stay for Bed & Breakfast customers would be for no more than 30 days.

The requested use as a Bed & Breakfast to continue for five (5) years and is subject to the requirements of Part 6, Section 601 (Zoning Decisions), C. 1 & 2 of the Town of Camp Verde Planning & Zoning Ordinance.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON JUNE 24, 2015.

Charles German, Mayor

Date:_____

Approved as to form: _____
Town Attorney

Attest:_____
Virginia Jones, Town Clerk

EXHIBIT A

CONSENT TO CONDITIONS/WAIVER FOR DIMINUTION OF VALUE

The undersigned is the owner of the parcel of land described in EXHIBIT A hereto that is the subject of the Use Permit 20150131 for parcel 404-18-167. I have reviewed the conditions of rezoning and by signing this document, the undersigned agrees and consents to all the conditions imposed by the Town of Camp Verde in conjunction with the approval of the Rezoning Application and waives any right to compensation for diminution in value pursuant to Arizona Revise Statutes § 12-1134 that may now or in the future exist as a result of the approval of the rezoning and conditions.

Dated this 8 day of 6, 2015

OWNER:

Brenda S. Ayers
Print Name

Brenda S. Ayers
Signature

OWNER:

Brenda S. Ayers
Print Name

Brenda S. Ayers
Signature

STATE OF ARIZONA)
) ss.
County of Yavapai)

On this 8 day of 6, 2015, before me, the undersigned Notary Pubic, personally appeared Brenda Ayers, who acknowledged that this document was executed for the purposes therein contained.

JAKEY PLATT
Notary Public - Arizona
Yavapai County
My Comm. Expires Jun 29, 2018

Jakey Platt
Notary Public

My Commission Expires: Jun 29, 2018

Revised 6/2011

Land Use Application Form

Project #: 20150131

CASE: 15-15

1. Application is made for:

- Zoning Map Change
- Conceptual Plan Review
- PUD Zoning
- Street Abandonment
- Appeal
- Site Plan Compatibility Review (Commercial)
- Use Permit
- Preliminary Plat
- Variance
- Minor Land Division
- Verification of Non-Conforming Use
- General Plan Amendment
- Final Plat
- Sign
- Wireless Tower

Other: _____

2. Project Name: Brenda Ayers

Please print or type legibly

3. Contact information: *(a list of additional contacts may be attached)*

Owner Name: Brenda Ayers

Address: 1512 N. Montezuma Heights Rd

City: Camp Verde State: AZ Zip: 86322

Phone: 631-235-5046

E-mail: bsa11782@gmail.com

Applicant Name: Brenda Ayers

Address: (same)

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

4. Property Description: Parcel Number 404-18-167 Acres: 2.5

Address or Location: 1512 N. Montezuma Heights Rd, Camp Verde, AZ. 86322

Existing Zoning: R1-70 Existing Use: residential

Proposed Zoning: _____ Proposed Use: _____

5. Purpose: *(describe intent of this application in 1-2 sentences)*

Use permit for Bed and Breakfast.

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: Brenda S. Ayers Date: 3.27.2015 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: Brenda S. Ayers Date: 3.27.2015

Directions to Property

Assessor's Parcel Number 404-18-167

Applicants Name Brenda S. Ayers

Property Address 1512 N. Montezuma Heights Rd.
Camp Verde, Az. 86322

Directions To Property:

From Interstate 17, get off at exit 289. Head towards the town of Camp Verde on Middle Verde Rd. Pass by Casino and continue approx. 1/2 mile, turn right onto Arena del Loma. Go approx. another 1/2 mile and turn left onto Montezuma Heights Rd. Go to the end of the road and turn right into driveway. 1512 is the number of the property - look for sign at entrance.

Letter of Intent

The intent of This application is to obtain a use permit for the property so That I may rent my two existing cabins as a bed and breakfast.

Each cabin has one bedroom and one queen size bed. Both cabins are situated in The back section of The property.

I will Work with a company That provides Well documented referrals. The cabins will be rented as a cabin situated in a quiet country setting. It would be expected That each cabin would have only one vehicle. Parking will be in front of each cabin. Order and cleanliness is expected and compliance with this will be set with each guest.

Brenda Ayers.
April 14, 2015

Cabin Rules

1. Please drive slowly on our little dirt road - 5 mph - Watch for people and animals sharing road with you!

2. Please respect privacy of neighbors property and their animals.

3. Please respect the quiet country setting.

Appreciate your Compliance and Enjoy your Stay!

Affidavit

I Brenda Ayers owner of parcel 404-18-167 have notified my neighbors within 300' of my residence, by sending letters on April 29, 2015 to notify them of the neighborhood meeting that I conducted on the 13th day of May 2015

I posted my property with meeting date and time on the 29th day of April 2015.

I Brenda Ayers owner of parcel _____ have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the 13TH day of May 2015

Summary Statement: "See attached"

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

Brenda Ayers
Signature of Document Signer No. 1

_____
Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 15th day of MAY 2015.

James Mangel
Notary Public
Yavapai County, Arizona
My Comm. Expires 09-30-15

James Mangel
Signature of Notary

Questions

Asked at meeting on May 13th, 2015, residence of
Brenda Ayers - 1512 N. Montezuma Heights Rd,
Camp Verde, Az. 86322

1. A question regarding speed of vehicles was discussed.

   I will post to my visitors to please drive slow - suggesting 5 m.p.h. on Montezuma Heights Rd.

2. Wear and tear of Montezuma Heights Rd. was addressed.

   Concerning my address, I have a varied amount of traffic every day. Some days I have several friends, contractors, business vehicles on my property, other days .... none.
   I also wish to point out that very easily I could have many more driving adults in my home, instead of just myself.
   If there was ever to be a residential road maintenance committee formed, I'd be happy to partake and to do my share.

3. Question of privacy for surrounding neighborhood was discussed.
   I will post that guests are to respect privacy of neighbors property and animals at all times.

EXHIBIT A

CONSENT TO CONDITIONS/WAIVER FOR DIMINUTION OF VALUE

The undersigned is the owner of the parcel of land described in EXHIBIT A hereto that is the subject of the Use Permit 20150131 for parcel 404-18-167. I have reviewed the conditions of rezoning and by signing this document, the undersigned agrees and consents to all the conditions imposed by the Town of Camp Verde in conjunction with the approval of the Rezoning Application and waives any right to compensation for diminution in value pursuant to Arizona Revise Statutes § 12-1134 that may now or in the future exist as a result of the approval of the rezoning and conditions.

Dated this 8 day of 6, 2015

OWNER:

Brenda S. Ayers
Print Name

Brenda S. Ayers
Signature

OWNER:

Brenda S. Ayers
Print Name

Brenda S. Ayers
Signature

STATE OF ARIZONA)
) ss.
County of Yavapai)

On this 8 day of 6, 2015, before me, the undersigned Notary Pubic, personally appeared Brenda Ayers, who acknowledged that this document was executed for the purposes therein contained.

JAKEY PLATT
Notary Public - Arizona
Yavapai County
My Comm. Expires Jun 29, 2018

Jakey Platt
Notary Public

My Commission Expires: Jun 29, 2018

KIMBERLY A. & EDSON F. PEASLEE, JR.
1472 N. Powderhorn
Camp Verde, AZ 86322

May 21, 2015

Ms. Jenna Owens, Assistant Planner
Town of Camp Verde
473 S. Main Street Suite 102
Camp Verde, AZ 86322
Project Number: 2015-0131

Dear Ms. Owens and Town Council:

This letter is in support of Ms. Brenda Ayers owner of parcel 404-18-167, 1512 N. Montezuma Heights Road, in her effort to obtain a Use Permit to operate a Bed & Breakfast in our residential neighborhood.

Ms. Ayers has proven herself to be a good neighbor and has made a number of improvements to the property. We have seen her home viewed the cottages on her property. We support Ms. Ayers and plan for opening a Bed & Breakfast.

I wish we could come speak in support of Ms. Ayers before the Planning & Zoning Commission on Thursday June 4, 2015 but commitments out of town prevent us from attending.

Thank you for considering her application and submitting a request for approval to the Town Council.

Very truly yours,

Kimberly A. Peaslee
Resident

Edson F. Peaslee
Resident

Gmail by Google

brenda powell <ranchoverderealestate@gmail.com>

1612 MONTEZUMA HEIGHTS ROAD

1 message

brenda powell <ranchoverderealestate@gmail.com> Tue, May 26, 2015 at 2:18 PM
To: Brenda Ayers <bsa11782@gmail.com>

CAMP VERDE PLANNING & ZONING

I HAVE KNOWN BRENDA ARYERS SINCE 2009, AND WATCHED HER THROUGH THE YEARS CHANGE THE FLAVOR OF THE RESIDENCE SHE PURCHASED 360 DEGREES. SHE HAS DONE NOTHING BUT UPGRADE SINCE THE PURCHASE. SHE IS A RETIRED SCHOOL TEACHER AND LIVES VERY QUIETLY IN THAT BACK CORNER. SHE HAS BEEN A WELCOME CHANGE SINCE ARRIVING, WOULDN'T WE BE ALL BE SO LUCKY TO HAVE NEIGHBORS LIKE HER. I TOO LIVE ON MONTEZUMA HEIGHTS ROAD AND HAVE FOR 11 YEARS. I ALSO AM AWARE OF SOME OF THE HEINOUS HORRORS THAT HAVE OCCURED RIGHT IN THE AREA FROM OTHER NEIGHBORS. THE SPECIAL USE PERMIT SHE IS APPLYING FOR WOULD CERTAINLY ONLY HELP OUR NEIGHBORHOOD AND ALSO HELP OUT THE SMALL BUSINESS IN THE AREA. I VOTE YES!!!

Brenda Powell - Realtor HomeSmart Real Estate 1841 N. MONTEZUMA HEIGHTS RD.
928.301.3665

I Work Sedona-Verde Valley & Prescott Quad Cities in Sunny Arizona, From The Red Rocks to The Forest & Everything in Between. This Is A Great Place To Call Home! I would love to be part of your transaction...I need a few more homes to sell!! Referrals are always welcome and APPRECIATED.

5/5/2015

Brenda Ayers
1512 N. Montezuma Heights Rd.
Camp Verde, AZ 86322

I am writing in response to the leter notification of your intent to use part of your residence for a "Bed and Breakfast".
We own the property behind the above address, we share a fence line at 1471 Powderhorn Camp Verde.
We send our support and approval for the above request.
Please feel free to contact us if needing further input.
Good luck on your permit.

Thank you
Larry and Billie Tappan
928-660-2961
P.O. box 2948
Page, AZ 86040

OWNERS OF PARCEL 404-18-101

Billie Tappan
Larry Tappan

ATTN: BRENDA AYRES

TO WHOM THIS MAY CONCERN:

RE: B N B BRENDA AYRES OF N. MONTEZUMA HEIGHTS CAMP VERDE AZ, 86322, COUNTY OF YAVAPAI.

I DENNIS ROBINSON OF 1572 MONTEZUMA HEIGHTS OF CAMP VERDE AZ 86322, COUNTY OF YAVAPAI. DID ATTEND THE MAY 13TH 2015 REGARDS THE FACILITATION OF A BNB NEXT TO MY RESIDENCE.

I GIVE MY APPROVAL IN WRITING ALLOWING MISS BRENDA AYRES TO MOVE FORWARD WITH HER PROPOSED B N B, AS THE PROPER CHANNELS HAVE BEEN TAKEN. PLEASE FIND MY SIGNATURE BELOW AS SUCH...

THANK YOU,
DENNIS ROBINSON

05 27 15

Henry & Montie Morris
PO Box 2966
1602 Montezuma Heights
Camp Verde, AZ 86322

May 15, 2015

Camp Verde Planning and Zoning Dept.
P & Z Commission
Town Council

Re: Bed and Breakfast Use Permit for 1512 Montezuma Heights

Please accept this letter as our formal request to not approve the Bed and Breakfast Use Permit due to the following *concerns:*

I. Lack of infrastructure-

A. 1512 Montezuma Heights is located at the end of a private dirt road that is not publicly maintained and is clearly not suited for commercial traffic. While the road has been graded on a very limited bases by a volunteering neighbor, he will not always be able to do so and the road will deteriorate rapidly with increased use with no means of public maintenance and improvement by the town.

B. No city water or sewer available at this location, a commercial Bed &Breakfast could adversely impact water quality and supply for all neighbors in the area. *(see III. A. below)*

II. Non Compliance Zoning- the town zoning ordinance specifies existing nonconforming uses shall not expand in size nor change in type of use. The proposed B & B Use Permit is not only an expansion but also constitutes as a new use and should therefore require all zoning requirements for building setbacks, etc., be adhered to. Zoning nonconformance includes:

A. Buildings do not appear to meet the setback requirements for zoning of this property of seven feet (side), 25 feet (rear) and ten feet between buildings as required per existing zoning regulations and are a fire safety hazard.

B. Nonconforming uses may **not** be changed nor increased, which would require proposed use to adhere to building setbacks as specified per town zoning regulations.

C. Bed & Breakfast is defined as 4 bedrooms in the home of residence, does not reference separate *residences, which with no way to control, could turn into full time rental homes. The buildings in question are now* cabins, containing kitchens. While the zoning ordinance does allow bed and breakfast operations on a limited basis, it specifically calls out bedrooms and allows a home owner to host guests within their own home to limit impact on surrounding neighborhood. Rental cabins, as proposed, thereby increases the number dwellings using well water, septic systems and the existing private road. Furthermore, if the total number of rooms within the cabins exceeds four bedrooms as defined by town zoning ordinance, the proposed use would not meet the zoning ordinance definition of bed and breakfast and would be more accurately defined as a hotel or motel land use.

D. Per zoning code accessory dwellings in addition to the primary residence on property zoned R1-70 are not allowed to contain kitchens and are only allowed within multi family zones. A previous owner of the subject property constructed one building as an art studio and the garage contained a bedroom, bath and living room for her daughter. It is our understanding kitchens were added to the buildings following the town annexation of the parcel, in violation of town code.

III. General Plan- which is the desired intent of the town, addresses the following relevant areas:

A. Proposed land use is in area designated by the Camp Verde General Plan as Low Density Residential, which is the most restrictive residential land use designation due to the desire of the town to maintain its valuable character and to ensure future growth occurs in areas that can adequately support it.

B. The General Plan calls for future higher intensity uses, such as multi family (multiple dwellings with full kitchen and living quarters amenities), to locate in areas where adequate infrastructure such as sewer, water and streets exist. *(see I. A. & B. above)*

While some letters of support for the Use Permit were submitted I would urge you to review the return addresses, as a large number of the people attending the neighborhood meeting stated they do not live in the area that will be impacted.

Unfortunately we will be unable to attend the town meetings as we have a prior commitment. We attended the neighborhood meeting and have written this letter to voice our concerns. While the proposed B & B would

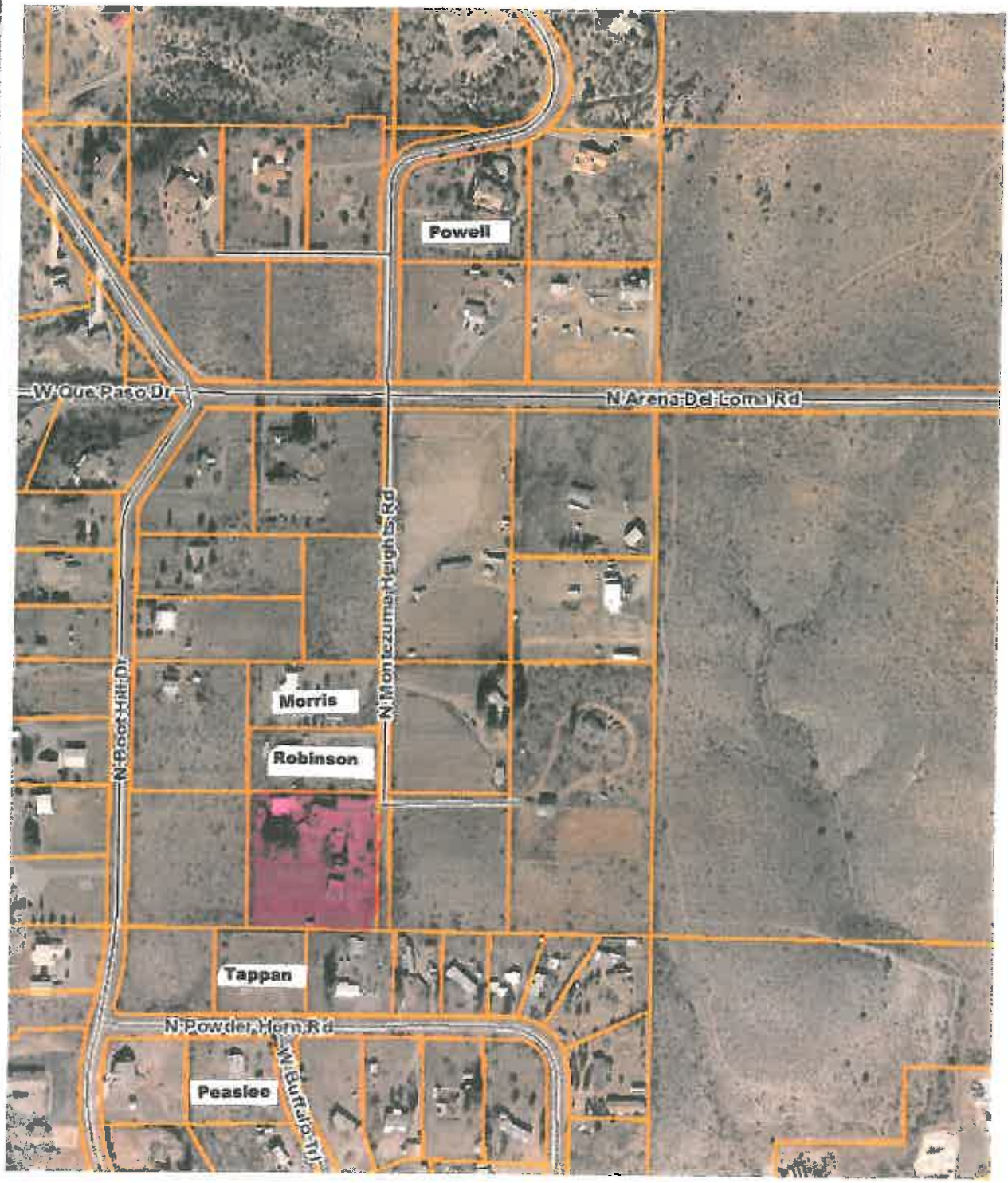
financially benefit the applicant, the benefit does not outweigh the above listed concerns and we respectfully request your **denial** of the proposed B & B Use Permit at 1512 Montezuma Heights.

Sincerely,

Henry Morris

Montie Morris

Letters from Neighbors



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on 5 27 2015

Anne Carmen des Rosiers
1475 South Rio Verde Lane
Camp Verde, AZ 86322

928-300-1413

May 13, 2015

City of Camp Verde
Planning and Zoning Department

To Whom it may concern,

This letter is in regard to the request, made by Brenda Ayers, to operate a "bed and breakfast" at her residence located at 1512 North Montezuma Heights Road, Camp Verde, Arizona.

I have known Brenda for one year. I am pleased that she has chosen to reside in Camp Verde, after having been an educator, in New York, for twenty-one years. In addition to her teaching career, Brenda has a degree in Hotel/ Motel Management. She exercised her expertise in this field as owner/manager of vacation rental properties in Cooperstown, NY. These combined skills have enabled her to transform the neglected "fixer upper", that she purchased six years ago, into a tranquil "ranch-ette", with two fully appointed, beautifully decorated guest cabins, in addition to her primary residence and horse barn.

Her dream is to offer her cabins to overnight guests, so that they may enjoy the many treasures that initially attracted her to this enchanting part of Arizona; The Verde River, Montezuma's Castle, Montezuma's Well, The Archaeological Center, and Fort Verde, as well as our local restaurants, wineries, and antique/thrift shopping.

I am a Camp Verde resident of eight years. I have lived in Sedona/Verde Valley for thirty-five years. During this time, I have owned and operated several businesses, but for the majority of these years, my primary involvement has been as owner/operator of The Star Motel in Uptown Sedona, AZ.

Having had long term experience in the hospitality industry, I know the importance of offering a wide variety of lodging options, to suit everyone's style of travel. Camp Verde offers a variety of options, including many chain motels along the I17 corridor and a local, privately owned motel on Main Street, however an increasing number of travelers are seeking alternatives to these standard choices - to experience a more "local vibe". Brenda's proposal, to offer her "Cowboy Cabin" and "Ranch House" will fill a niche for those seeking a western, local, small town experience -as well as being an asset to the community by increasing the number of visitors spending more time, and money, in Camp Verde!

I hope that you will find it prudent to grant Brenda license to operate a "bed and breakfast" in our community.

Sincerely,

Anne Carmen des Rosiers

Local resident and Innkeeper

Paul & Pamela Bridgnell
1755 S. Fort Apache Rd.
Camp Verde, AZ 86322

To Whom It May Concern,

This letter is to voice our support for Brenda Ayres and her desire to operate a Bed & Breakfast business in the Town of Camp Verde. As Camp Verde residents and owners of a Camp Verde business we feel that the Town of Camp Verde should support and approve this business. A well operated business, such as this business, will attract visitors to our beautiful town, thus enriching the economic condition of our town. It is our opinion that it is the duty of the "Town" to support and encourage quality business owners, such as Ms. Ayres.

Sincerely,

Paul & Pamela Bridgnell

Paul & Pamela Bridgnell

TOWN OF CAMP VERDE

Memorandum

To: Jenna Owens, Assistant Planner

Cc: Kendall Welch, Permit Technician

Emily Diver, Permit Technician

Kristi Gagnon, Camp Verde Fire Marshal

From: Robert Foreman, Building Official

Date: 4/24/2015

Re: Use Permit Review Brenda Ayers, Bed & Breakfast. Project #20150131

Building Department has the following comments on the use permit application. These comments are preliminary in nature only, and are subject to change.

- A Bed and Breakfast facility is classified as an R-1 (Hotel-Motel, etc.) Use and Occupancy. However Transient living facilities with 10 or fewer occupants can be constructed to the standards of an R-3 (Single Family Residence) Occupancy rather than the general category of R-1 construction. The primary intent of this provision is to permit Bed and Breakfast facilities to be established in existing single family structures.
- The parcel file shows a 600 square foot residence with an effective construction date of 1974, which means no one really knows exactly when it was constructed. It also shows a County Construction permit for a 20X48 addition to the SFR issued in 1974. Since no Building Codes were in place at that time no inspections would have been made of the construction. However it was legally constructed at the time and can continue as a SFR, and therefore be used as a Bed and Breakfast.
- The parcel file also shows a County Construction permit for a 1,200 square foot garage issued in 1973 and a 1,296 square foot zoning clearance permit for a barn issued in 1994 by the Town of Camp Verde.
- No record was found indicating the construction of the two apartments shown on the site plan by the applicant. If the applicant has any information on these buildings it is requested that these be provided to the Town.

- It is our understanding that the current owner purchased the property with all the current structures indicated on the site plan as existing at the time of purchase. A subsequent owner cannot be held responsible for the actions of the previous owner, per state statute.

- Since the original house was constructed prior to the County adoption of Building Codes the Town cannot issue a Certificate of Occupancy as a Single Family Residence, but that use can continue, as it was properly permitted under the laws in place at the time.

- Since there is no record on the two apartments they cannot be issued a Certificate of Occupancy and the Building Department cannot vouch for their legality or suitability for habitation. Building Department cannot recommend that the two apartments be rented for occupation unless they are properly permitted and brought into Building Code Compliance.

Robert L. Foreman
Building Official
Town of Camp Verde
473 S. Main St. Ste 108
928-567-8514 ext 112
Robert.foreman@campverde.az.gov

Camp Verde Fire District

26 B Salt Mine Road
P.O. Box 386
Camp Verde, Arizona 86322

Phone: 928.567.9401
Fax: 928.567.2444
www.campverdefire.org

April 29, 2015

USE PERMIT APPLICATION COMMENTS

This review is based on: 2012 International Fire Code and 2012 International Building Code.

PROJECT — **MS. AYERS BED & BREAKFAST**
1512 N. MONTEZUMA HEIGHTS RD.
CAMP VERDE, AZ 86322

CONTACT — **BRENDA AYERS**
631-235-5046

1. Considering that these are existing buildings and that the occupancy classification for the buildings is not changing, Camp Verde Fire District will not require road improvements to be made to meet the minimum standards of an emergency vehicle apparatus access roadway.

USE PERMIT APPLICATION IS APPROVED. Failure to identify a code violation during this process of the plan review **DOES NOT** give the permit applicant the right nor authority to violate the code. **The final installation and construction must be in accordance with the International Fire Code.**

Please feel free to contact me at (928) 567-9401 ext. 105, should you have any questions.

Sincerely,

Kristi Gagnon
Fire Marshal

Yavapai County Development Services

Prescott Office
1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432

Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental –Land Use – Planning

To: The Town of Camp Verde
Community Development Department

From: Stacey Clark, RS
Yavapai County Development Services- Environmental Unit
(928) 649-6210

Date: May 13, 2015

RE: Use Permit for Bed and Breakfast at 404-18-167- 20150131

The main house on this property has its own separate septic system that appears to have been installed prior to the requirement of septic permitting, and therefore we have no records or information pertaining to the capacity of this septic system.

Septic permit number 11687 appears to have been for a single one (1) bedroom guest house (200 gallons per day design flow) and was permitted and given the approval to operate on November 3, 1978.

The Yavapai County Development Services- Environmental Unit (YCDS-EU) will have no concerns regarding the issuance of a Use Permit for this property based on the following:

This project will be sized as a hotel/motel with kitchen at 50 gallons per day per bed. The existing septic system will be sufficient for each cabin to have 2 beds in each. If the number of beds increases beyond four (4), an upgrade to the septic system will be required.

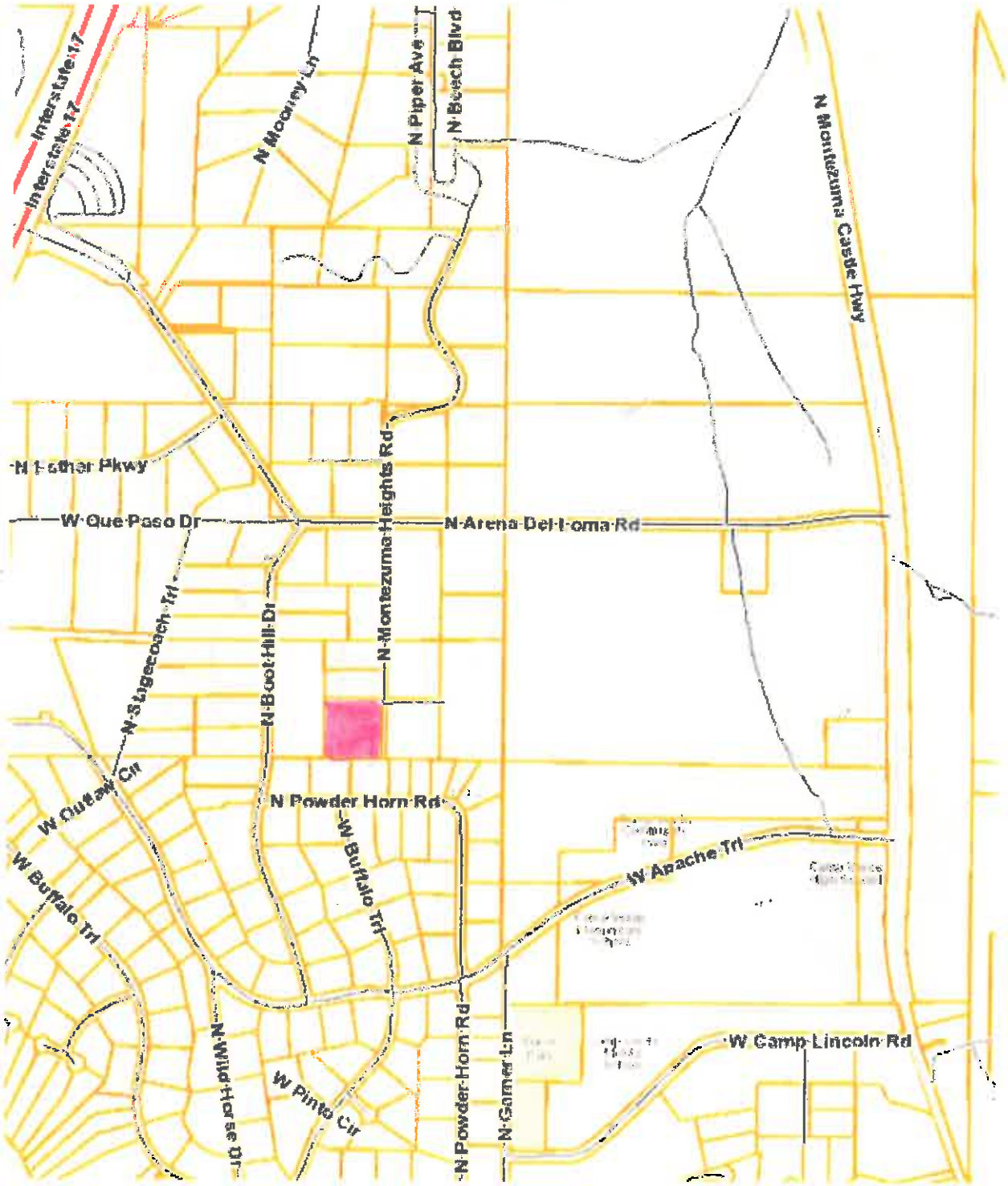
It is assumed that the breakfast will be cooked and served in the main house as well as any laundry. If this is not the case, this could change the comments from the YCDS-EU.

It is not recommended to drive over any portion of any septic system.

From: Ron Long
Sent: Friday, May 15, 2015 9:56 AM
To: Jenna Owens
Subject: RE: Brenda Ayers Use Permit for a Bed & Breakfast

Upon reviewing the submittal and viewing the site; I no comments on the Brenda Ayers Bed & Breakfast Use Permit.

Vicinity Map



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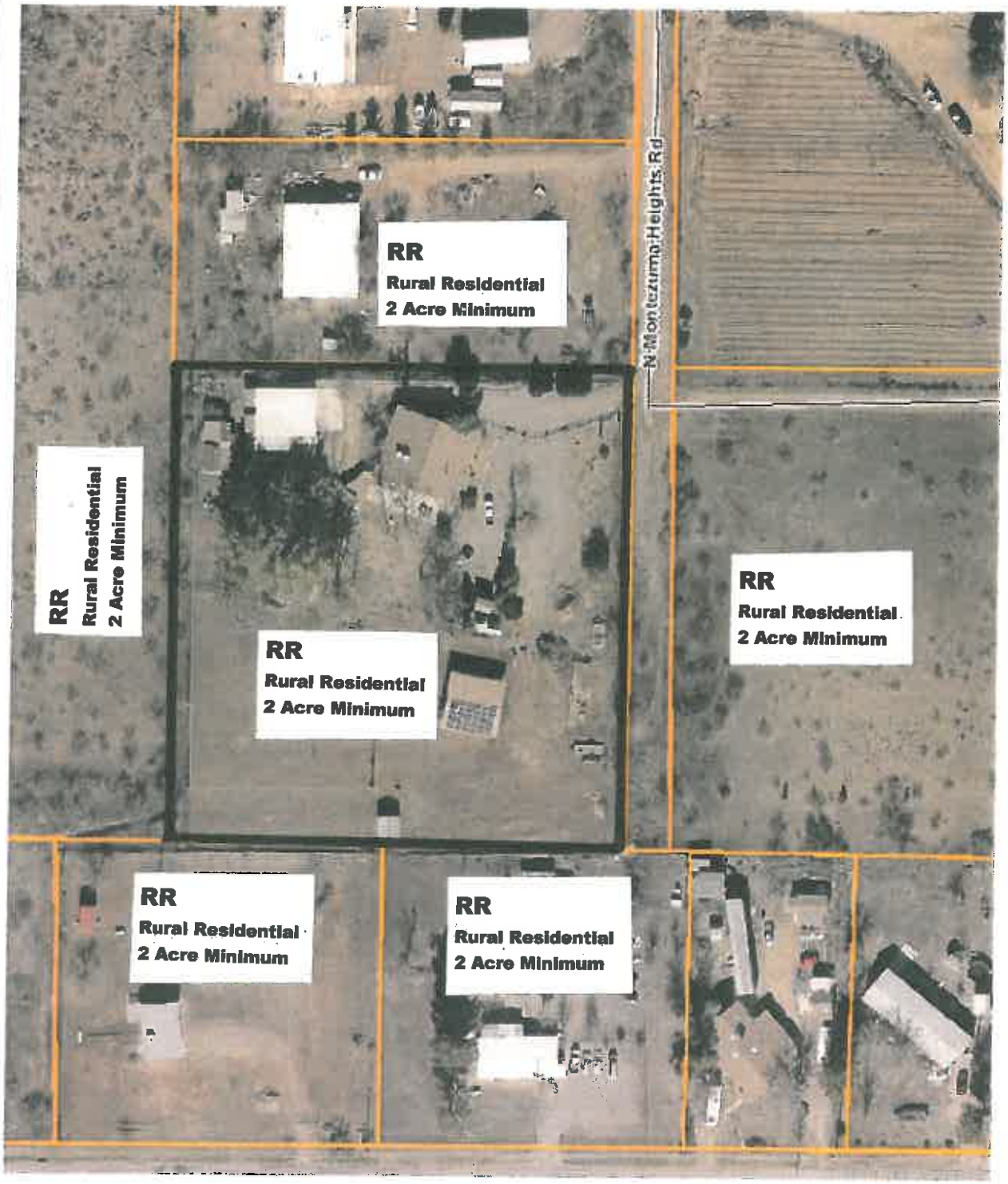
Map printed on 4.13.2015

Land Use Map



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Map printed on 4.14.2015

Zoning Map

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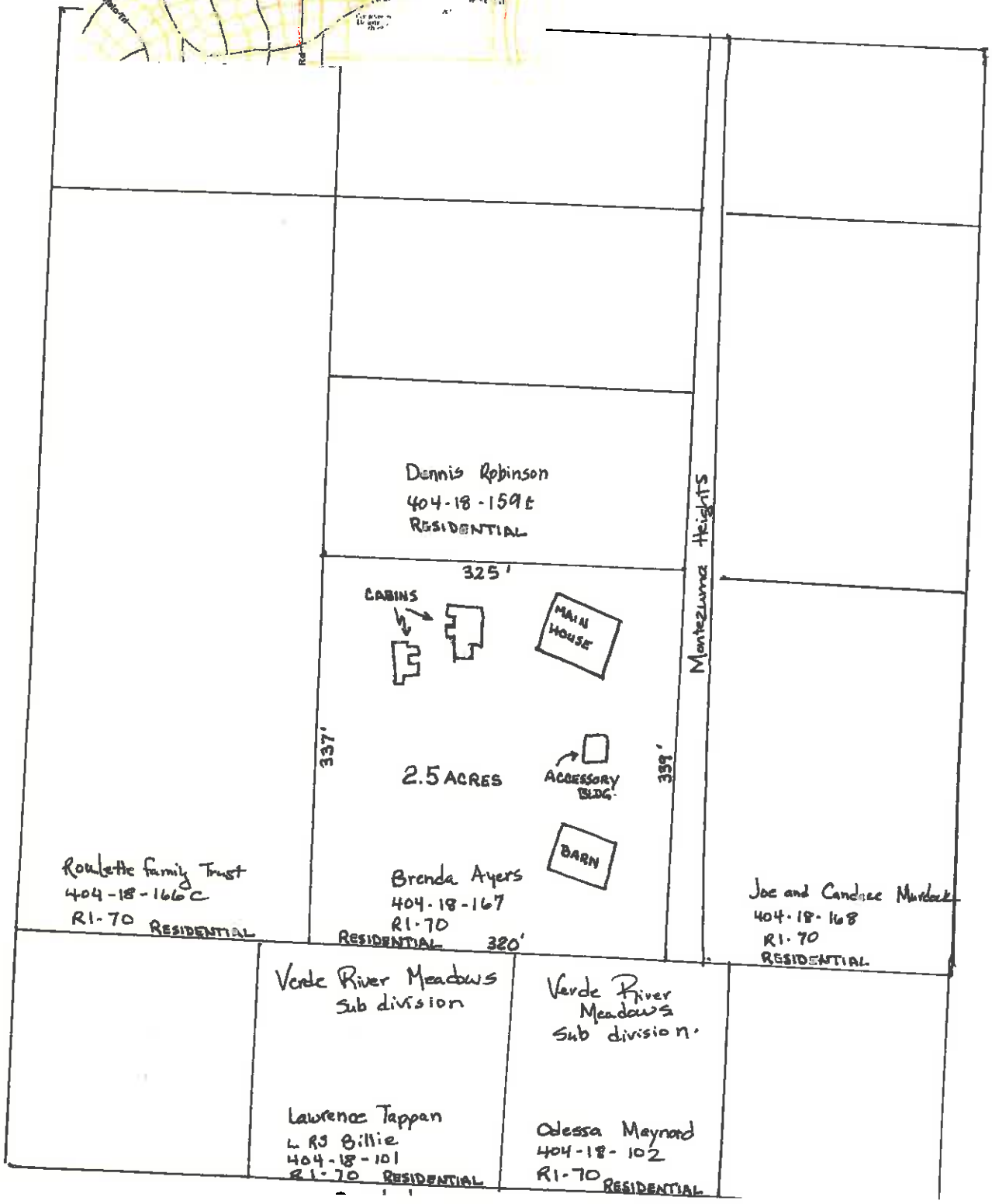
Map printed on 4.14.2015

Vicinity Map



8

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 ***Town Council***

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): Public Hearing, Discussion Consideration and Possible approval of Ordinance 2015 A406 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) item D., RR (Residential-Rural) adding use to item (3) Uses and Structures subject to Use Permit. The Use added is "Agri-Tourism".

List Attached Documents: **Text amendment DRAFT as prepared by the Planning & Zoning Commission at their regular scheduled meeting of June 4, 2015, Ordinance 2015-A406.**

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by: Michael Jenkins, Community Development Director

☒ ***Department Head:*** ☒ ***Town Attorney Comments:***

Add paragraph to Ordinance as follows:
Section 5. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by law.

Background Information: Currently under the Planning and Zoning Ordinance, the only Zoning District that allows for Agri-Tourism, with a Use Permit, is the Agricultural District. There is currently no properties within the corporate boundaries of Camp Verde with an Agricultural Zoning designation.

One of the requirements of the Agricultural Zoning District is to have a minimum of 5 Acres of land. There are numerous properties in Camp Verde that are less than 5 Acres and are predominantly being used for agricultural. Also, each and every zoning district in Camp Verde allows for Agriculture and Cultivation uses. Many of those properties are in the Residential – Rural District which requires a minimum Parcel size of (2) Acres.

Planning & Zoning Commission Recommendation: A motion by Commissioner Norton to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) item D, RR (Residential-Rural) adding use to item (3) Uses and Structures subject to Use Permit. The Use added is "Agri-Tourism". Excluding items "G" through "L" in the Staff Report. The motion was seconded by Vice Chairman Freeman.

The Public Hearing was declared open at 7:21 PM.
Tom Pitts, a Camp Verde resident, spoke in favor of the Text Amendment at 7:22 PM.
The Public Hearing was declared closed at 7:25 PM.

Chairman Davis abstains from voting due to a potential future conflict of interest.

Vice Chairman Freeman, Commissioners Parrish, Norton, Blue, and Burnside are in favor. Motion passes.

On June 4, 2015, the Planning and Zoning Commission recommended for approval the text amendment to the Town of Camp Verde Planning and Zoning Ordinance under Part 2, Section 203, (Use Districts), item D, RR (Residential Rural) adding use to item 3 (Uses and Structures subject to Use Permit) with the following requirements for information and procedures for Agri-Tourism:

f. *Agri-Tourism. Application submission, required information, procedures and review are subject to Use Permit and criteria and specific showings of:*

1) *Multiple points of direct ingress and egress for patron safety and direct emergency vehicle access;*
2) *Ample improved on-site parking for normal business activity and provision on site for special event overflow parking;*
3) *Adequate separation distance, limitation of hours of operation, and/or additional impact mitigation to ameliorate negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially-zoned property.*
4) *Provision for patrons' health, safety and comfort such as shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, security for persons and property.*
5) *A full two (2) acre (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism.*

Recommended Motion: A motion to approve or deny Ordinance 2015 A406 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) item D, RR (Residential-Rural) adding use to item 3 Uses and Structures subject to Use Permit. The Use added is "Agri-Tourism".

DRAFT

ORDINANCE 2015 A406

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA

A Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance Part 2, Section 203 (Use Districts), Item D, RR (Residential-Rural) adding use to item (3) (Uses and Structures subject to Use Permit. The use added is "Agri-Tourism". This amendment will allow for Agri-Tourism uses, as defined under Part One, Section 103 (DEFINITION OF TERMS), see Exhibit "A" attached, of the Planning & Zoning Ordinance, in the Residential-Rural Zoning District and requires a Use Permit.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

WHEREAS, Part 6, Section 600,C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning & Zoning Ordinance by the Town Council, and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning & Zoning Ordinance by including definitions and text amendments.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1.

The Town Council hereby finds as follows:

A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council itself or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. This Text Amendment was initiated by the Planning & Zoning Commission.

B. The Text Amendment was reviewed by the Planning & Zoning Commission on June 04, 2015 in public hearing that was advertised and posted according to state law.

C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

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PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 24th day of June 2015.

_____
Charles German - Mayor

Date:

Approved as to form:

Bill Sims - Town Attorney

Attest:

Virginia Jones, Town Clerk

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Section 2. The following requirements for information and procedures for Agri-Tourism with a Use Permit shall be inserted in Section 203, Item D.3 under (Uses and Structures Subject to Use Permit) as item "f" of the Camp Verde Planning & Zoning Ordinance:

f. Agri-Tourism. Application submission, required information, procedures and review are subject to Use Permit and criteria and specific showings of:

1) Multiple points of direct ingress and egress for patron safety and direct emergency vehicle access;
2) Ample improved on-site parking for normal business activity and provision on site for special event overflow parking;
3) Adequate separation distance, limitation of hours of operation, and/or additional impact mitigation to ameliorate negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially-zoned property.
4) Provision for patrons' health, safety and comfort such as shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, security for persons and property.
5) A full two (2) acre (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism .

Section 3. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5. This ordinance is effective upon the expiration of a thirty (30 day period following the adoption hereof and completion of publication and any posting as required by law.

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EXHIBIT A

Part One, Section 103 – Definition of Terms

AGRITOURISM: Is the act of visiting a working farm, ranch, agricultural or horticultural agribusiness operation for the purpose of enjoyment, education or active involvement of visitors to experience a rural lifestyle. Visitors may participate in events and services related to agriculture which may take place on or off the farm or ranch, and that connect consumers with the heritage, natural resource or culinary experience they value. This may include but not limited to; farm stands or shops, U-pick, on-farm classes, fairs, festivals, pumpkin patches, wineries, barn dances, corn maze, hunting, fishing, guest ranches, agricultural tours, wildlife viewing or bird watching, wine tasting.

SECTION 103 - DEFINITION OF TERMS

ADULT CARE CENTER: An establishment enrolling four or more adults where fees or other forms of compensation for the temporary care of the adults are charged, and which is licensed and approved to operate by the State.

AGRICULTURE: The production, keeping or maintenance, for sale, lease or personal use, of plants or animals useful to man, including the breeding and grazing of any or all of such animals; or lands devoted to a soil conservation or forestry management program.

AGRITOURISM: Is the act of visiting a working farm, ranch, agricultural or horticultural agribusiness operation for the purpose of enjoyment, education or active involvement of visitors to experience a rural lifestyle. Visitors may participate in events and services related to agriculture which may take place on or off the farm or ranch, and that connect consumers with the heritage, natural resource or culinary experience they value. This may include but not limited to; farm stands or shops, U-pick, on-farm classes, fairs, festivals, pumpkin patches, wineries, barn dances, corn maze, hunting, fishing, guest ranches, agricultural tours, wildlife viewing or bird watching, wine tasting.

ALLEY: A passageway that has been dedicated or deeded for public use affording a secondary means of access to abutting property.

AMENDMENT: A change in the wording, context, or substance of these regulations or an addition, deletion, or a change in the zone boundaries or classifications upon the Zoning Map; Also a change in the wording, context, or other correction of a final plat.

ANALOGOUS: Similar or comparable.

ANIMALS:

- Farm/Livestock – animals, such as horses, ponies, mules, sheep, alpacas, goats, cattle; and poultry, such as chickens, ducks, geese and ostriches.
- Household – small domestic pets typically found in households, such as dogs, cats, hamsters, parakeets, parrots and tropical fish.

ANTIQUE: A collectible item, desired for its age, rarity or other unique feature.

APARTMENT: Any building or portion thereof that contains three or more dwelling units and, for the purpose of this Zoning Ordinance, includes apartment houses and apartment hotels.

APPLICANT: A person submitting an application for development.

APPLICATION FOR DEVELOPMENT: The application form and all required, accompanying documents and exhibits for development review purposes.

APPROVED PLAN: A plan, which has been granted final approval by the appropriate approving authority.

ASSEMBLY, CONSTRUCTION & PROCESSING PLANTS: Includes the following activities within a closed or partially closed buildings: machining, tooling, assembly, molding, decorating, cleaning, equipping, repairing, servicing, printing, publishing, welding, milling, planning, manufacturing, fabrication, processing, compounding, packaging, mixing, glazing, winding, binding, weaving, knitting, sewing, baking, cooking, roasting, pickling, brewing, distilling, salvage (but not wrecking), equipment, material and dead storage yards, plating, polishing,

D. R-R DISTRICT (Residential-Rural), (Formerly RCU)

1. Purpose:

   The R-R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses. Manufactured, Modular or Site Built. Mobile Homes Prohibited See Part 3 Section 306 B.2.c

2. Permitted Uses and Structures:

   a. Agriculture and cultivation.

   b. Bed and Breakfast, with on-site parking as required in Section 403E.

   c. Community parks, playgrounds or centers.

   d. Dwelling unit for one family on any one lot. See D.1

   e. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   f. Flood control facilities.

   g. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.

   h. Historical Landmarks.

   i. Home occupations (See Section 303)

   j. Keeping of farm animals, limited (See Section 305).

   k. Open land carnival and recreation facilities (religious & educational institutions).

   l. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

   m. Religious institutions (in permanent buildings).

   n. Single site built quarters (1) for servants and/or non-paying guests may be located on the same lot with the principal structure, separate facilities for preparation of food are prohibited.

3. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

   b. Veterinary Services.

   c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.

   d. Temporary Use Permits, subject to administrative approval (See Section 601.C):

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

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e. All uses with a valid Use Permit for expanded uses, including those uses listed in items 3. a.-d., above, in effect as of June 24, 2011 will retain all rights associated with the Use Permit for the term of that Use Permit. Prior to the expiration of the said Use Permit, the owner may apply for a Use Permit, subject to all the requirements of Section 601.A-C, to continue the existing uses and any proposed new uses at the sole discretion of and as may be modified by the Town Council. Ord. 2013-A388

~~a.~~ f. AgriTourism. Application submission, required information, procedures and review are subject to Use Permit and criteria and specific showings of:

1) Multiple points of direct ingress and egress for patron safety and direct emergency vehicle access;

2) Ample improved on-site parking for normal business activity and provision on site for special event overflow parking;

3) Adequate separation distance, limitation of hours of operation, and/or additional impact mitigation to ameliorate negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially-zoned property.

4) Provision for patrons' health, safety and comfort such as shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, security for persons and property.

5) A full two (2) acre (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism .

~~b.~~ g. ~~Facilities for the temporary housing of agricultural workers employed to work at the location for which the Use Permit is issued. (Manufactured, Modular or Site Built) Mobile Homes Prohibited See Part 3 Section 306 B.2 C)~~

~~c.~~ h. ~~Schools and training facilities for the purpose of teaching agriculture.~~

~~d.~~ i. ~~Museums, displays, demonstration projects and research facilities associated with agriculture.~~

~~e.~~ j. ~~Activities otherwise restricted by 2c.~~

~~f.~~ k. ~~Activities associated with the raising of animals and livestock per the requirements of Section 305 of this Zoning Ordinance with the following restrictions:~~

~~1) On site sales limited to those animals produced on site or raised on the property for at least one year.~~

~~2) No processing or packaging for sale activities permitted unless otherwise allowable as per A.R.S § 3-562 as they exist now or as they are amended from time to time.~~

~~g.~~ l. ~~Activities in excess of the requirements of Section 305 or the restrictions contained in f. (1) or (2).~~

Table 2-4: R-R Dimensional Standards

Zoning District	"R-R"
Minimum Lot Area (sq.ft.)	87,120' (2 acres)
Minimum Area/Dwelling (sq.ft.)	87,120' (2 acres)
Minimum Width OR Depth (feet)	225'
Maximum Bldg Ht (stories)	2
Maximum Bldg Ht (feet)	30'
Maximum Lot Coverage (%)	15%
Minimum Between Buildings (feet)	10'
Minimum Front Yard (feet)	50'
Minimum Rear Yard (feet)	50'
Minimum Side Yard Interior (feet)	25'
Minimum Side Yard Exterior (feet)	30'

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 ***TOWN COUNCIL***

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): Public Hearing, Discussion, Consideration and Possible approval of Ordinance 2015 A407 for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms.

List Attached Documents: **DRAFT Text Amendment, Definition of "Automobile" & DRAFT Ordinance**

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by: Michael Jenkins, Community Development Director

☒ ***Department Head:*** ☒ ***Town Attorney Comments:***

Add the following paragraph to the Ordinance:
Section 4. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by law.

Background Information: Currently under the Planning and Zoning Ordinance, Automobile Repair (Light) is a permitted use starting with the C2 (Commercial: General Sales and Services) District. The permitted use is also included in C3 District (Commercial: heavy commercial), the PM District (Performance Industrial), the M1 District (Industrial: General) and the M2 District (Industrial: Heavy). In looking at the definition of Automobile Repair (Light) in the Planning & Zoning Ordinance the following definition is provided as follows:

> "General repair of automobiles, light trucks, recreational vehicles, cycles, and small stationary or portable machinery entirely within enclosed buildings or attached enclosures of solid material at least six feet in height, but excluding the following:

- Any fabrication by means of welding, cutting, heating, bending, molding, forging, grinding, milling or machining. (Such operations are permissible as an adjunct to repair only);
- Vehicle frame repair or major body or fender work;
- Any work on vehicles outside permitted structures or enclosures, unless on the service apron of a gasoline service station;
- Any unscreened outside storage of parts, materials, or disabled vehicles;
- Any draining or dumping of oil, fuel, grease, cleaning fluids or hazardous materials on the pavement, gravel, ground, drainage system or in any other unauthorized place or method;
- Any hours of operation between ten p.m. and six a.m. within 300 feet of any parcel zoned or used for residential purposes;
- Any use or structure failing to comply with applicable local and state fire safety standards."

Starting with the C3 District and continuing as a permitted use through the PM, M1 & M2 Districts a Body and fender shop including paint booth within closed building are allowed. As you can see above, Vehicle frame repair or major body or fender work is prohibited under the Automobile Repair (Light) use. This is a conflict in the Ordinance.

It is apparent that the intent of the Planning & Zoning Ordinance is to allow those less intense and intrusive uses in zoning districts that allow residential uses and those uses that are more intense and intrusive be allowed in zoning districts that do not allow for residential uses. For example the C1 District (Neighborhood Sales and Services) allows for single family, multifamily and Group or Cluster dwellings. This zoning district does not allow for Body and Fender Shops, which is one of the more intense types of repair operations. The C2 District (General Sales and Services) also allows for single family, multifamily and Group or Cluster dwellings. Body and Fender Shops are not allowed.

The C3 District (Commercial: heavy commercial) does not allow for residential uses and this is the first district we see Body and Fender Shops allowed. Again, the more intense repair operations are only allowed in the non-residential commercial and industrial zones.

In order to provide a consistency within the Ordinance and to allow for those higher intense automobile repairs,in certain zoning districts (C3, PM, M1 & M2), an additional permitted use is proposed as the "Automobile Repair (Heavy)" use.

Also, a definition for "Automobile Repair (Heavy) is proposed as follows:

"Automobile Repair (Heavy): Heavy repair of automobiles, light & heavy trucks, recreational vehicles, cycles, and stationary or portable machinery entirely within enclosed buildings including the following:

- **Any fabrication by means or welding, cutting, heating, bending, molding, forging, grinding, milling, or machining.**
- **Vehicle frame repair.**

The following items are not allowed:

- **Any unscreened outside storage of parts, materials, or disabled vehicles;**

- **Any drainage or dumping of oil, fuel, grease, cleaning fluids or hazardous materials on the pavement, gravel, ground, drainage system or in any other unauthorized place or method.**
- **Any hours of operation between ten p.m. and six a.m. is prohibited if the business property is within 300 feet from any parcel zoned or used for residential purposes.**

Planning & Zoning Commission Recommendation: A motion by Commissioner Norton, recommending to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms. The motion was seconded by Commissioner Burnside.

The Public Hearing was declared open at 8:04 PM.

Hearing no comments, the Public Hearing was declared closed at 8:04 PM.

Chairman Davis, Vice Chairman Freeman, Commissioners Parrish, Norton, Blue and Burnside are all in favor. Motion passes unanimously.

Recommended Motion: A motion to approve or deny Ordinance 2015 A407 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms.

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ORDINANCE 2015 A407

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA

A Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance Part 2, Section 203 (Use Districts) H., C3 District (Commercial: Heavy Commercial), I. PM (Performance Industrial), J. M1 District (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms (see Exhibit "A" attached).

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

WHEREAS, Part 6, Section 600,C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning & Zoning Ordinance by the Town Council, and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning & Zoning Ordinance by including definitions and text amendments.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1.

The Town Council hereby finds as follows:

A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council itself or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. This Text Amendment was initiated by the Planning & Zoning Commission.

B. The Text Amendment was reviewed by the Planning & Zoning Commission on June 04, 2015 in a public hearing that was advertised and posted according to state law. (See Exhibit "A", attached)

C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience of the general public and should be approved.

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Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 24th day of June 2015.

_____ Date:

Charles German - Mayor

Approved as to form:

Bill Sims - Town Attorney

Attest: _____

Virginia Jones, Town Clerk

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Exhibit "A"

DEFINITION AS ADDED TO PART 1, SECTION 103 (DEFINITION OF TERMS) OF THE TOWN OF CAMP VERDE PLANNING & ZONING ORDINANCE.

"Automobile Repair (Heavy): Heavy repair of automobiles, light & heavy trucks, recreational vehicles, cycles, and stationary or portable machinery entirely within enclosed buildings including the following:

- **Any fabrication by means or welding, cutting, heating, bending, molding, forging, grinding, milling, or machining.**
- **Vehicle frame repair.**

The following items are not allowed:

- **Any unscreened outside storage of parts, materials, or disabled vehicles;**
- **Any drainage or dumping of oil, fuel, grease, cleaning fluids or hazardous materials on the pavement, gravel, ground, drainage system or in any other unauthorized place or method.**
- **Any hours of operation between ten p.m. and six a.m. is prohibited if the business property is within 300 feet from any parcel zoned or used for residential purposes.**

Part 1, Section 103 – Definition of Terms

AUTOMOBILE REPAIR (HEAVY): Heavy repair of automobiles, light & heavy trucks, recreational vehicles, cycles, and stationary or portable machinery entirely within enclosed buildings including the following:

- Any fabrication by means of welding, cutting, heating, bending, molding, forging, grinding, milling or machining.
- Vehicle frame repair.

The following items are not allowed:

- Any unscreened outside storage of parts, materials, or disabled vehicles;
- Any drainage or dumping of oil, fuel, grease, cleaning fluids or hazardous materials on the pavement, gravel, ground, drainage system or in any other unauthorized place or method;
- Any hours of operation between ten (10) p.m. and six (6) a.m. is prohibited if the business property is within 300 feet from any parcel zoned or used for residential purposes.

AUTOMOBILE REPAIR (LIGHT): General repair of automobiles, light trucks, recreational vehicles, cycles, and small stationary or portable machinery entirely within enclosed buildings or attached enclosures of solid material at least six feet in height, but excluding the following:

- Any fabrication by means of welding, cutting, heating, bending, molding, forging, grinding, milling or machining. (Such operations are permissible as an adjunct to repair only);

-Vehicle frame repair or major body or fender work;

-Any work on vehicles outside permitted structures or enclosures, unless on the service apron of a gasoline service station;

-Any unscreened outside storage of parts, materials, or disabled vehicles;

-Any draining or dumping of oil, fuel, grease, cleaning fluids or hazardous materials on the pavement, gravel, ground, drainage system or in any other unauthorized place or method;

-Any hours of operation between ten p.m. and six am. Within 300 feet of any parcel zoned or used for residential purposes;

-Any use or structure failing to comply with applicable local and state fire safety standards.

H. C3 DISTRICT (Commercial: heavy commercial)

1. Purpose:

   The C3 District is intended to accommodate a broad range of commercial sales and service uses, excluding certain activities and operations for which Industrial District zoning (PM, M1, M2) is required.

2. Permitted Uses and Structures:

   a. Agriculture and cultivation.

   b. Antique Sales.

   c. Assembly, construction and processing plants.

   d. Automobile & machinery sales. (See Section 309 for outside display requirements.)

   e. Automobile repair (heavy)

   ~~e.~~ f. Automobile repair (light).

   ~~f.~~ g. Automotive service stations.

   ~~g.~~ h. Baking and confection cooking for on-site sale only.

   ~~h.~~ i. Bars, tap rooms and nightclubs.

   ~~i.~~ j. Body and fender shops including a paint booth within closed building.

   ~~j.~~ k. Bottling plants confined to closed building.

   ~~k.~~ l. Bowling alleys and poolrooms.

   ~~l.~~ m. Business offices, banks and similar; including drive-through.

   ~~m.~~ n. Caretaker Living Quarters (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c

   ~~n.~~ o. Cleaning and dyeing plants within closed building.

   ~~o.~~ p. Commercial art galleries.

   ~~p.~~ q. Commercial ballrooms, arenas, gymnasiums, rinks, pools and indoor shooting galleries.

   ~~q.~~ r. Commercial bath and massage.

   ~~r.~~ s Commercial parking facilities.

   ~~s.~~ t Community parks, playgrounds or centers.

   ~~t.~~ u. Custom service and craft shops.

   ~~u.~~ v. Custom tire recapping.

   ~~v.~~ w. Custom warehouses within closed building and not including animals.

   ~~w.~~ x. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).

   ~~x.~~ y. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   ~~y.~~ z. Flood control facilities.

   ~~z.~~ aa. Frozen food lockers.

   ~~aa.~~ bb. Golf courses with accessory uses such as pro shops, shelters, rest rooms.

~~bb.~~ cc. Historical Landmarks.

~~cc.~~ dd. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans

~~dd.~~ ee. Hotels and motels with five or more guest rooms.

~~ee.~~ ff. Keeping of farm animals, limited (See Section 305).

~~ff.~~ gg. Launderettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).

~~gg.~~ hh. Lumber yards (prohibiting sawmill operations).

~~hh.~~ ii. Med Medical Marijuana Dispensary Off-Site Cultivation Location/Facility.(see Part 3 Section 304 (Definition: See Part 1 Section 103)

~~ii.~~ jj. Miniature golf establishment.

jj. kk. Mortuary

kk. ll. Nursery schools; day care centers (child or adult).

ll. mm. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.

~~mm.~~ nn. Open land carnival and recreation facilities (religious & educational institutions).

~~nn.~~ oo. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

~~oo.~~ pp. Personal services.

~~pp.~~ qq. Pet shops within closed building.

~~qq.~~ rr. Private clubs and lodges operated solely for the benefit of bona fide members.

~~rr.~~ ss. Public auction within closed building.

~~ss.~~ tt. Religious institutions (in permanent buildings).

~~tt.~~ uu. Restaurants and cafes, including drive-through.

~~uu.~~ vv. Retail sales.

~~vv.~~ ww. Sales (retail and wholesale) and rentals.

~~ww.~~ xx. Theaters, auditoriums, banquet and dance halls.

~~xx.~~ yy. Transportation terminal and transfer facilities within closed building.

~~yy.~~ zz. Veterinary services. Water distillation and bottling for retail sales only.

~~zz.~~ aaa. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:

1. All such manufacturing and processing actively shall be conducted within a completely enclosed building along with all materials used for the manufacture – processing. Products ready for shipping must be stored within a closed building.
2. A microbrewery in the C3 District may process and produce up to 300,000 U.S. Gallons of beer per year.
3. A winery in the C3 District may process and produce up to 36,000 U.S. gallons of wine per year.

3. Uses and Structures Subject to Use Permit
   a. Government facilities and facilities required for the provision of utilities and public services.

b. Outdoor recreation or assembly facilities.

c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 305.

d. Transmitter stations and towers for automatic transmitting.

e. Revival tents and similar temporary operations. (See Section 601.D)

f. Temporary Use Permits, subject to administrative approval (See Section 601.C):

   1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
   2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

g. Cemeteries for human or animal internment (See Section 308).

h. Public stables, livestock breeding, boarding and sales.

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J. M1 DISTRICT (Industrial: General)

1. Purpose:

The M1 District is intended to provide the type of industrial facilities that, while not necessarily attractive in operational appearances, are installed and operated in a manner so as not to cause inconvenience or substantial detriment to other uses in the District (or to adjacent Districts).

Permitted Uses and Structures:

a. Adult oriented businesses as defined in A.R.S. § 11-821H as may be amended, provided that no such adult oriented business shall operate in violation of A.R.S. § 13-1422 as may be amended or other applicable law nor be within 500 feet of schools, a church or an existing adult oriented business.

b. Agriculture and cultivation.

c. Assembly, construction and processing plants.

d. Automobile repair (heavy)

~~d.~~ e. Automobile repair (light).

~~e.~~ f. Body and fender shops including a paint booth within closed building.

~~f.~~ g. Bottling plants confined to closed building.

~~g.~~ h. Caretaker Living Quarters. (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c.

~~h.~~ i. Cemeteries for human or animal internment (See Section 308).

~~i.~~ j. Cleaning and dyeing plants within closed building.

~~j.~~ k. Commercial parking facilities.

~~k.~~ l. Community parks, playgrounds or centers.

~~l.~~ m. Custom service and craft shops.

~~m.~~ n. Custom tire recapping

~~n.~~ o. Dispensing of gasoline and similar petroleum products from exposed storage tanks (subject to requirements of Underwriters Laboratories Inc. or similar), provided no such tank shall be located closer than 25 feet to the lot boundaries.

~~o.~~ p. Flood control facilities.

~~p.~~ q. Frozen food lockers.

~~q.~~ r. Historical Landmarks.

~~r.~~ s. In-plant restaurants as an accessory use, and including roof or landscaped patio dining facilities.

~~s.~~ t Keeping of farm animals, limited (See Section 305).

~~t.~~ u. Lumber yards (prohibiting sawmill operations).

~~u.~~ v. Medical Marijuana Dispensary Off-Site Cultivation Location/Facility.(see Part 3 Section 304)

(Definition: See Part 1 Section 103)

~~v.~~ w. Mortuary

~~w.~~ x. Motion picture productions, radio and television studios.

~~x.~~ y. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

~~y.~~ z. Religious institutions (in permanent buildings).

~~z.~~ aa. Retail sales.

~~aa.~~ bb. Warehouses

~~bb.~~ cc. Water distillation and bottling for retail sales only.

~~cc.~~ dd. Microbreweries or Wineries for the manufacture and processing of beer or wine respectfully for wholesale distribution.

2. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

   b. Transmitter stations and towers for automatic transmitting.

   c. Temporary Use Permits, subject to administrative approval (See Section 601.C):

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

K. M2 DISTRICT (Industrial: Heavy)

1. Purpose:

The M2 Districts accommodate areas of concentrated fabrication, manufacturing, and industrial uses that are suitable based upon adjacent land uses, access to transportation, and the availability of public services and facilities. It is the intent of these districts to provide an environment for industries that is unencumbered by nearby residential or commercial development.

Permitted Uses and Structures:

a. Adult oriented businesses as defined in A.R.S. § 11-821H as may be amended, provided that no such adult oriented business shall operate in violation of A.R.S. § 13-1422 as may be amended or other applicable law nor be within 500 feet of schools, a church or an existing adult oriented business.

b. Agriculture and cultivation.

c. Assembly, construction and processing plants.

d. Automobile repair (heavy)

~~d.~~ e. Automobile repair (light).

~~e.~~ f. Body and fender shops including a paint booth within closed building.

~~f.~~ g. Bottling plants confined to closed building.

~~g.~~ h. Caretaker Living Quarters. (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c.

~~h.~~ i. Cemeteries for human or animal internment (See Section 308).

~~i.~~ j. Cleaning and dyeing plants within closed building.

~~j.~~ k. Commercial parking facilities.

~~k.~~ l. Community parks, playgrounds or centers.

~~l.~~ m. Custom service and craft shops.

~~m.~~ n. Custom tire recapping

~~n.~~ o. Dispensing of gasoline and similar petroleum products from exposed storage tanks (subject to requirements of Underwriters Laboratories Inc. or similar), provided no such tank shall be located closer than 25 feet to the lot boundaries.

~~o.~~ p. Flood control facilities.

~~p.~~ q. Frozen food lockers.

~~q.~~ r. Historical Landmarks.

~~r.~~ s. In-plant restaurants as an accessory use, and including roof or landscaped patio dining facilities.

~~s.~~ t Keeping of farm animals, limited (See Section 305).

~~t.~~ u. Lumber yards (prohibiting sawmill operations).

~~u.~~ v. Medical Marijuana Dispensary Off-Site Cultivation Location/Facility.(see Part 3 Section 304) (Definition: See Part 1 Section 103)

~~v.~~ w. Mortuary

~~w.~~ x. Motion picture productions, radio and television studios.

~~x.~~ y. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

~~y.~~ z. Religious institutions (in permanent buildings).

~~z~~ aa. Warehouses

~~aa.~~ bb. Water distillation and bottling for retail sales only.

~~bb.~~ cc. Microbreweries or Wineries for the manufacture and processing of beer or wine respectfully for wholesale distribution.

1. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

   b. Transmitter stations and towers for automatic transmitting.

   c. Temporary Use Permits, subject to administrative approval (See Section 601.C):

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

I. PM DISTIRCT (Performance industrial)

1. Purpose:

   The PM District is intended to promote the development and operation of certain uses (such as, but not limited to, laboratories, light manufacturing and assembly) in a limited manner to foster residential compatibility in the vicinity of such industries. Restrictions on type of structures and uses, control on height and density, prohibitions against open land uses, mitigation of such nuisances as fumes, odors, noise, glare and vibration, prohibition of general retail sales and service or other uses that cater to the general public, as well as landscaping requirements, are established to protect the use and enjoyment of nearby dwelling units; however, prohibition of residential uses in the District, itself, is intended to reserve the PM zoned land for industrial development.

2. Permitted Uses and Structures: Provided such shall meet the intent and purpose of the District.

   a. Agriculture and cultivation.

   b. Assembly, construction and processing plants.

   c. Automobile repair (heavy)

   ~~c.~~ d. Automobile repair (light).

   ~~d.~~ e. Body and fender shops including a paint booth within closed building.

   ~~e.~~ f. Bottling plants confined to closed building.

   ~~f.~~ g. Caretaker Living Quarters (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c

   ~~g.~~ h. Cemeteries for human or animal internment (See Section 308).

   ~~h.~~ i. Cleaning and dyeing plants within closed building.

   ~~i.~~ j. Commercial parking facilities.

   ~~j.~~ k. Community parks, playgrounds or centers.

   ~~k.~~ l. Custom service and craft shops.

   ~~l.~~ m. Custom tire recapping.

   ~~m.~~ n. Flood control facilities.

   ~~n.~~ o. Frozen food lockers.

   ~~o.~~ p. Historical Landmarks.

   ~~p.~~ q. In-plant restaurants as an accessory use, and including roof or landscaped patio dining facilities.

   ~~q.~~ r. Keeping of farm animals, limited (See Section 305).

   ~~r.~~ s. Lumber yards (prohibiting sawmill operations).

   ~~s.~~ t Mortuary

   ~~t.~~ u. Motion picture productions, radio and television studios.

   ~~u.~~ v. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

   ~~v.~~ w. Religious institutions (in permanent buildings).

   ~~w.~~ x. Warehouses.

~~x.~~ y. Water distillation and bottling for retail sales only.

3. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

   b. Transmitter stations and towers for automatic transmitting.

   c. Temporary Use Permits, subject to administrative approval (See Section 601.C):

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

DRAFT

10

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 ***TOWN COUNCIL***

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): Public Hearing, Discussion and Possible approval of Ordinance 2015 A409 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306, Mobile/Manufactured Home Parks.

- Changing B.1.b.4 from the current language from "Building Department" to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.
- Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.

List Attached Documents: **DRAFT Text amendments.**

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by: Michael Jenkins, Community Development Director

☒ ***Department Head:***

☒ ***Building Official***

☒ ***Town Attorney Comments:***

Add the following paragraph to Ordinance:

Section 4. This ordinance is effective upon the expiration of the thirty (30) day period following the adoption hereof and completion of publication and any posting required by law.

Background Information: Currently under the Planning and Zoning Ordinance, Mobile Homes that are already existing within the Town limits and are proposed to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated pursuant to a *rehabilitation permit* issued by the *Town of Camp Verde.* Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the *Town of Camp Verde.*

The proposed Text Amendment would change the entity responsible for the "Rehabilitation Permit" issuance and the "Certificate of Rehabilitation" issuance from the Town of Camp Verde to the "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing".

In 2013, the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, recommended to the Town's Building Official that all Rehabilitation Permits and Certificates should be issued through their office since they would have the current state rehabilitation policies and certification tags required.

The proposed Text Amendment would take care of the issue at hand.

Planning & Zoning Commission Recommendation: *A motion by Vice Chairman Freeman to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306, Mobile/Manufactured Home Parks. Changing B.1.b.4 from the current language from the "Building Department" to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing." Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured*

Housing." The motion was seconded by Commissioner Parrish.

The Public Hearing was declared open at 8:17 PM.

Hearing no comments the Public Hearing was closed at 8:17 PM.

Chairman Davis, Vice Chairman Freeman, Commissioners Parrish, Norton, Blue and Burnside are

all in favor. Motion passes unanimously.

Recommended Motion: A motion to approve or deny Ordinance 2015 A409 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306, Mobile/Manufactured Home Parks.

- Changing B.1.b.4 from the current language from "Building Department" to "Arizona Department of Fire, Building and life Safety, Office of Manufactured Housing.
- Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.

DRAFT

ORDINANCE 2015 A409

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA

A Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance Part 3, Section 306, Mobile/Manufactured Home Parks.

- **Changing B.1.b.4 from the current language from "Building Department" to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**
- **Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

WHEREAS, Part 6, Section 600,C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning & Zoning Ordinance by the Town Council, and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning & Zoning Ordinance by including definitions and text amendments.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1.

The Town Council hereby finds as follows:

A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council itself or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. This Text Amendment was initiated by the Planning & Zoning Commission.

B. The Text Amendment was reviewed by the Planning & Zoning Commission on June 04, 2015 in public hearing that was advertised and posted according to state law.

DRAFT

C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. This ordinance is effective upon the expiration of the thirty (30) day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 24th day of June 2015.

Date: _____

Charles German - Mayor

Approved as to form:

Bill Sims - Town Attorney

Attest: _____

Virginia Jones, Town Clerk

Part 3, Section 306 – Mobile/Manufactured Home Parks

B. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:

a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.

b. Installation permits shall be issued only to those units that qualify under the current codes as a:

1) Manufactured Home. (HUD label, Arizona Office of Manufactured Housing)

2) Park models for placement in RV parks.

3) Factory built building used as a dwelling unit.

4) Mobile home. (Pre June 15, 1976 must have rehabilitation certification issued from ~~Building Department~~ **Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**

c. A current valid permit is required before installation or placement of an approved unit on a lot, subject to the following:.....

2. **Mobile/Manufactured Homes: Installation and Maintenance Standards**

c. Mobile homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated pursuant to a rehabilitation permit issued by the ~~Town of Camp Verde~~ **Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.** Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the ~~Town of Camp Verde~~ **Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing** certifying that the mobile home was inspected on (date) by (qualified inspector named) and found to comply fully with mobile home rehabilitation standards prescribed by the ~~Arizona Department of Manufactured Housing~~ **Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing** ~~and Town of Camp Verde~~.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 ***Town Council***

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): Public Hearing, Discussion Consideration and Possible approval of Ordinance 2015 A408, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town Code, Article 9-4 (Mining), Section 9-4-3.B.3 to amend procedure for "A permit is non-transferable without Council approval".

List Attached Documents: **Text amendment DRAFT & Ordinance 2015 A408**

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by: Michael Jenkins, Community Development Director

☒ ***Department Head:*** ☒ ***Town Attorney Comments:***

Background Information: On April 22, 2015, the Town Council approved a Mining Use Permit for the Aultman III & IV, LLC's. On May 6th, staff was back to the Council with a request to approve a transfer of the Use Permit to High View, LLC.

This Use Permit process was directed from the Town Code under Article 9-4. Under the Town Code Section outlining the requirements for the "Procedure for Obtaining Permits" it was stated in item (3) "A permit is non-transferable without Council approval".

Under Section 9-4-1 (GENERAL PROVISIONS) of the Town Code, Item A (Authority) it states that the Town has the authority to establish the regulations in the Mining Article per ARS 9-462.01 "Zoning".

Under Section 9-4-3 (PERMITTING REQUIREMENTS AND PROCEDURES), Item A.2 it states that "All Use Permits shall be processed in accordance with this Article and Section 601.C of the Planning & Zoning Ordinance.

These directions in the Mining Article clearly indicate that the Use Permit Process in the Town Code is the same process as Use Permits in the Planning and Zoning Ordinance per Section 601.C. as authorized by State Statute.

Per Section 601.C.1 of the Planning & Zoning Ordinance, the following direction is provided to Council:

- Use permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.

This statement of purpose and the concept behind it is typical throughout all zoning ordinances in that the USE PERMIT GOES WITH THE PROPERTY NOT ANY PERSON OR ENTITY.

With the above in mind, when a subject property is sold to a new buyer, the Use Permit goes with the property. If the owner so chooses, after acquisition, to continue the allowed use or uses allowed by the Use Permit, the owner must notice the Town that he / she will be the new responsible party for the Use Permit and that it is understood by the new owner that all the conditions and requirements of the Use Permit, as approved by Council, shall stand and will be followed and carried out.

The current circumstance with the Town Code Mining Ordinance, requiring Council approval for the transfer of a Mining Use Permit, can be construed as an approval of an owner when the Council has already given approval to an existing Mining Use Permit based on the paragraph above from Section 601.C.1 of the Planning & Zoning Ordinance requiring the Council to approve the use permit only after a finding that the use is not detrimental to persons residing or working in the vicinity, neighborhood or to the general public.

By amending the current Text of the Town Code Mining Ordinance to require a notice of transfer of ownership to the Town instead of requiring Council Approval of a new owner, the original purpose for the granting of the Use Permit by Council is upheld, which was by Council finding, a compatible land use with surrounding and community land uses was determined.

The proposed Test Amendment would strike the sentence in Section 9-4-3 (PERMITTING REQUIREMENTS AND PROCEDURES), Item B.3 of the Town Code as follows:

~~"A permit is non-transferable without Council approval."~~

Also, Item F (Transfer of Use Permit) will be added to Section 9-4-3 as follows:

F. Transfer of Use Permit

Use permits for mining, quarrying, extracting and processing operations are not transferrable unless, prior to the transfer of the use permit the current holder of the use permit provides the Town of Camp Verde Community Development Department:

1. Notice of the pending transfer.
2. A copy of a recordable document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit; and
3. A copy of the purchase agreement conveying the property that is the subject of the use permit to the person or entity acquiring the use permit.

If the Town of Camp Verde Community Development Department determines that these conditions have been satisfied, the Town of Camp Verde Community Development Department shall notify the person or entity acquiring the use permit that the use permit may be transferred effective the date that the party or entity acquiring the use permit records: (i) the deed conveying the property that is the subject of the use permit to the person or entity acquiring the use permit and (ii) the document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit.

Recommended Motion: A motion to approve or deny Ordinance 2015 A408 an ordinance of the Town of Camp Verde, Yavapai County, Arizona for a Text Amendment to the Town Code, Article 9-4, (Mining), Section 9-4-3.B.3 to amend procedure for "A permit is non-transferable without Council approval" by removing said text and by adding the following and adding item F (Transfer of Use Permit) to Section 9-4-3 as follows:

F. Transfer of Use Permit

Use permits for mining, quarrying, extracting and processing operations are not transferrable unless, prior to the transfer of the use permit the current holder of the use permit provides the Town of Camp Verde Community Development Department:

1. Notice of the pending transfer.
2. A copy of a recordable document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit; and
3. A copy of the purchase agreement conveying the property that is the subject of the use permit to the person or entity acquiring the use permit.

If the Town of Camp Verde Community Development Department determines that these conditions have been satisfied, the Town of Camp Verde Community Development Department shall notify the person or entity acquiring the use permit that the use permit may be transferred effective the date that the party or entity acquiring the use permit records: (i) the deed conveying the property that is the subject of the use permit to the person or entity acquiring the use permit and (ii) the document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit.

ORDINANCE 2015- A408
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AMENDING TOWN CODE
CHAPTER 9, ARTICLE 9-4 (Mining), Section 9-4-3.B.3 to amend procedure for "A permit is non-transferable without Council approval".

WHEREAS, The Town is granted the authority to establish the regulations of Article 9-4 as granted by ARS 9-462.01 "Zoning Regulations", as may be amended, and

WHEREAS, It is recognized by the Council and Staff that the transfer of a Use Permit to a new property owner can and should be an administrative process that would not require approval from Town Council, and

WHEREAS, Part 6, Section 600.C.1 of the Planning & Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations by the Town Council, and

WHEREAS, proper notice and a public hearing as set forth in A.R.S. §9-462.04 have been completed, and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by amending the Mining Code from time to time as needed.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY ADOPT AND APPROVE CHANGES TO THE TOWN CODE OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 9-4-3.B.3 Permitting Requirements and Procedures, Item 3, below, (as approved).

3. Before filing an application, the applicant will meet with the Director or other duly appointed representative of the Town for discussing the intended use(s). The Department will also prepare a list of requested data based on the discussion of the Intended use, any preliminary project data provided by the applicant and federal, state and local requirements. This list will assist the applicant in preparing the required application, but in no means, shall be construed as a complete listing of all requirements from all agencies. It is the applicant's responsibility to acquire all

necessary permits and licenses. When the application is completed to the Director's satisfaction, it will be submitted, if required to the Commission for review.

A recommendation from the Commission will then be submitted to the Council with a request for Council action. The report may include, but is not limited to the following:

a. **Based on local Requirements**
   1) Completed Application – Use Permit/Temporary Use Permit
   2) Proposed location – Impacts to existing residentially developed properties
   3) Noise Impacts – Related to noise created by truck traffic, engine warm-up, and operation of mining and processing equipment
   4) Dust – Impacts on surrounding land uses
   5) Screening – Screening and buffering of operation from properties that are zoned residential
   6) Operational Controls – Related to setbacks and environmental impacts
   7) Lighting – Planning and Zoning Ordinance
   8) Parking - Planning and Zoning Ordinance
   9) Post-Mining Plan – A proposed use of the area following the mining project
   10) Noise and Vibration Control Plan
   11) Other Environmental Impacts – Impacts identified by the applicant or staff
   12) Other information as determined by the Director or Council.

b. **Based on Federal, State, County Requirements, and Local Input**
   1) Transportation – Impacts related to truck traffic routes and associated traffic hazards. **ADOT/Local**
   2) Excavation and Reclamation – Quality and effectiveness of site restoration plan and consideration of site reuse and development timing. **FEMA/Local**
   3) Hydrology Plan – **Yavapai County/Army Corps of Engineers**
   4) Sanitation Permit – **Yavapai County**
   5) EPA Permits – **Federal/State**
   6) DEQ/ADEQ Permits – **Federal/State**
   7) Erosion Plan – **FEMA/Army Corps of Engineers/Yavapai County**
   8) Archeological Permit – **State**
   9) Others, as determined by **Federal, State, County** or **Local** requirements.

Section 9-4-3.B. (adding Item F. Transfer of Use Permit)

F. Transfer of Use Permit

Use permits for mining, quarrying, extracting and processing operations are not transferable unless, prior to the transfer of the use permit the the current holder of the use permit provides the Town of Camp Verde Community Development Department:

1. Notice of the pending transfer;

2. A copy of a recordable document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms,

   conditions and obligations of the use permit; and
3. A copy of the purchase agreement conveying the property that is the subject of the use permit to the person or entity acquiring the use permit.

If the Town of Camp Verde Community Development Department determines that these conditions have been satisfied, the Town of Camp Verde Community Development Department shall notify the person or entity acquiring the use permit that the use permit may be transferred effective the date that the party or entity acquiring the use permit records: (I) the deed conveying the property that is the subject of the use permit to the person or entity acquiring the use permit and (II) the document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 24th day of June, 2015.

_____
Charles German, Mayor

Date: _____

Approved as to form:

_____
W. J. Sims, Town Attorney

Attest: _____
Virginia Jones, Town Clerk

ARTICLE 9-4

Section 9-4-3 PERMITTING REQUIREMENTS AND PROCEDURES (a portion of)

B. Procedure for Obtaining Permits

1. Any party that wishes to install or expand a mining, quarrying, or processing operation shall complete a Use Permit or Temporary Use Permit application obtained from the Department. This application shall be filed with the appropriate fees, as established by Council resolution.
2. The Director shall place the application on the next available agenda when a complete application is submitted to the Department. The procedures in Subsection E of this section apply to temporary permits. Appropriate projects shall be noticed, posted, and advertised for public hearing according to state law and the requirements of the Planning and Zoning Ordinance.
3. Before filing an application, the applicant will meet with the Director or other duly appointed representative of the Town for discussing the intended use(s). The Department will also prepare a list of requested data based on the discussion of the intended use, any preliminary project data provided by the applicant and federal, state and local requirements. This list will assist the applicant in preparing the required application, but in no means, shall be construed as a complete listing of all requirements from all agencies. It is the applicant's responsibility to acquire all necessary permits and licenses. When the application is completed to the Director's satisfaction, it will be submitted, if required to the Commission for review. A recommendation from the Commission will then be submitted to the Council with a request for Council action. ~~A permit is non-transferable without Council approval.~~ The report may include, but is not limited to the following:
   a. **Based on Local Requirements**
      1) Completed Application - Use Permit/Temporary Use Permit
      2) Proposed Location - Impacts to existing residentially developed properties
      3) Noise Impacts - Related to noise created by truck traffic, engine warm-up, and operation of mining and processing equipment
      4) Dust - Impacts on surrounding land uses
      5) Screening - Screening and buffering of operation from properties that are zoned residential
      6) Operational Controls - Related to setbacks and environmental impacts
      7) Lighting - Planning and Zoning Ordinance
      8) Parking - Planning and Zoning Ordinance
      9) Post-Mining Plan - A proposed use of the area following the mining project
      10) Noise and Vibration Control Plan
      11) Other Environmental Impacts - Impacts identified by the applicant or staff
      12) Other information as determined by the Director or Council.
   b. **Based on Federal, State, County Requirements, and Local Input**
      1) Transportation - Impacts related to truck traffic routes and associated traffic hazards. **ADOT/Local**
      2) Excavation and Reclamation - Quality and effectiveness of site restoration plan and consideration of site reuse and development timing. **FEMA/Local**
      3) Hydrology Plan - **Yavapai County/Army Corps of Engineers**
      4) Sanitation Permit - **Yavapai County**
      5) EPA Permits - **Federal/State**
      6) DEQ/ADEQ Permits - **Federal/State**
      7) Erosion Plan - **FEMA/Army Corps of Engineers/Yavapai County**
      8) Archeological Permit - **State**
      9) Others, as determined by **Federal, State, County** or **Local** requirements.

C. **Application Requirements for Permanent Mining Operations.** An application filing for permanent mining, quarrying, and processing operations, as defined in this Article, shall include the following information:

1. A completed Use Permit Application
2. A site excavation and reclamation plan containing all required data contained in Subsection D of this Section.
3. A complete list of all required permits from county, state and federal agencies that regulate the proposed use. This list shall include a description of the required permit, including contact person names, phone numbers and addresses, and an anticipated time frame for obtaining each required permit.

D. **Excavation and Reclamation Plan.** All Use Permit Applications for mining operations shall include an excavation and reclamation plan, as required by Subsection C of this Section. If the proposed operation is located in a floodplain area, a topographic survey shall be provided in accordance with Yavapai County Flood Control District and/or Army Corps of Engineers requirements. The Excavation and Reclamation Plan shall be reviewed in conjunction with the information gathered by staff. For the purposes of ensuring that the site is reclaimed for reuse and mined in an expeditious manner, the applicant shall provide the following:

1. The general location of resources to be mined overlaid on the topographic survey of the site, if provided.
2. The method of grading and restoring vegetation.
3. The location and containment methods for stockpiling of mined materials, including dust and erosion control.
4. A description of the mining method.
5. An estimate of the costs associated with the restoration of the site.
6. The Applicant will provide the Department with sufficient copies of all required documentation for preliminary and secondary review.

E. **Permit Requirements for Temporary Mining Operations**

1. Certain temporary mining operations, as defined herein, may not require the same permitting procedures as permanent uses. Only one temporary permit per site may be issued. Successive permits or occasional use of temporary permits are not allowed, and such operations shall be deemed permanent mining operations subject to the permitting requirements provided in this Article.
2. For temporary mining operations, such as major grading operations where excavated fill is to be sold or other similar types of operations, a permit may be reviewed and approved by the Council without advertising a public hearing when these operations do not exceed a 30-day period. If such operations are to exceed a 30-day time period, but are less than six months in duration, the Commission shall review the Temporary Use Permit and forward a recommendation to Council. Upon filing an application for a temporary mining operation, the operator shall provide the following information:
   a. The site plan and permit requirements for permanent mining operations stated in Subsection C, paragraphs 2, 3 and 4 of this Section.
   b. The excavation and restoration information required in Subsection D, paragraphs 2, 3, 4 and 5 of this Section.
   c. Other information as requested by Council.

F. **Transfer of Use Permit**

Use permits for mining, quarrying, extracting and processing operations are not transferrable unless, prior to the transfer of the use permit the current holder of the use permit provides the Town of Camp Verde Community Development Department:

1. Notice of the pending transfer;
2. A copy of a recordable document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit; and
3. A copy of the purchase agreement conveying the property that is the subject of the use permit to the person or entity acquiring the use permit.

If the Town of Camp Verde Community Development Department determines that these conditions have been satisfied, the Town of Camp Verde Community Development Department shall notify the person or entity acquiring the use permit that the use permit may be transferred effective the date that the party or entity acquiring the use permit records: (i) the deed conveying the property that is the subject of the use permit to the person or entity acquiring the use permit and (ii) the document pursuant to which the person or entity acquiring the use permit agrees to be bound by all terms, conditions and obligations of the use permit.

DRAFT MINUTES
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY JUNE 04, 2015
6:30 PM

Because All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. **Call to Order**
   The meeting was called to order at 6:29 PM by Chairman Davis.

2. **Roll Call**
   Chairman Davis, Vice Chairman Freeman, as well as Commissioners Parrish, Norton, Blue and Burnside are present. Commissioner Hisrich is absent.

   Also present is Community Development Director Michael Jenkins, Assistant Planner Jenna Owens, Building Official Robert Foreman, and Recording Secretary Kendall Welch.

3. **Pledge of Allegiance**
   The Pledge of Allegiance was led by Commissioner Norton.

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

   a. **Approval of Minutes:**
   No minutes for approval

   b. **Set Next Meeting, Date and Time:**
   June 11, 2015 – General Plan Work Session

   A motion was made by Commissioner Burnside to approve the consent agenda. The motion was seconded by Commissioner Norton. All are in favor, motion passes unanimously.

5. **Call to the Public for Items not on the Agenda**
   (Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.)

   Assistant Planner Jenna Owens gave a brief presentation regarding a plaque that was donated to the Town of Camp Verde at last night's Town Council Meeting. The plaque contains a hand painted spider from the movie "Kingdom of the Spiders" that was filmed in Camp Verde approximately 38 years ago (1977). Owens explained that she had saved the spider approximately one year ago from a building located behind Town Hall that was being demolished, and that to her knowledge it is the last one in existence. Owens explained through donated time and effort, staff members Kendall Welch, Mike Dumas, and Dave Russell were successfully able to preserve the hand painted spider. Owens also stated that she was successfully able to have the plaque signed by Mr. William Shatner. Owens concluded the presentation by stating the plaque will proudly be displayed at Town Hall, most likely in the Town Clerk's Office for all of Camp Verde to admire.

   Tom Pitts, a resident of Camp Verde, shared with the Commission that he will be taking a seat on the Board of Directors for the Arizona Association for Economic Development (AAED) at a retreat being held later this month. Pitts also stated that he has been asked to chair the Rural Economic Development Committee for the State of Arizona, where he hopes to help organize rural economic development events all over the state including Camp Verde. In addition, Pitts also stated that he is a member of two Governor's Committees, the Sector Strategy Committee and Strategic Partnership Committee. Pitts gave the Commission a brief update on the Strategic Partnership

Committee which is a committee that is currently working on developing various work force strategies across a variety of governmental agencies and platforms.

Agenda Item 5, Call to the Public for Items not on the Agenda, was closed at 6:38 PM.

6. **Public Hearing, Discussion and possible Recommendation for approval (or denial) to Council on Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, which is 2.5 acres. The property owner is requesting a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential: single-family). A Bed & Breakfast is an allowed use under the Planning & Zoning Ordinance with a Use Permit, limited to four bedrooms. The property is located at 1512 N. Montezuma Heights Rd.**

A motion by Commissioner Norton, seconded by Commissioner Blue, to recommend for approval to Council on Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, located at 1512 N. Montezuma Heights Rd, which is 2.5 acres, for a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential single-family). The Use Permit would comply with the Planning & Zoning Ordinance, limited to four bedrooms and must conform to the parking regulations in Part 4, Section 403. We further recommend that the duration of stay for Bed & Breakfast customers would be for no more than 30 days, and that the duration of the Use Permit be limited to a period of 5 years. The motion passed unanimously.

Chairman Davis, Vice Chairman Freeman, Commissioners Norton, Blue and Burnside are all in favor. Motion passes.

At 6:39 PM Commissioner Parrish recused himself from this agenda item due to a conflict of interest. Assistant Planner Jenna Owens confirmed to the Commission that Commissioner Parrish had indeed filed a formal recusal letter. Commissioner Parrish left the meeting to wait outside and was not present in Council Chambers while this item was heard.

Assistant Planner Jenna Owens gave the staff presentation on this agenda item. Owens stated that the intent of this application is to obtain a Use Permit for the applicant to rent out her two cabins located on her property as a Bed & Breakfast. Owens stated that the applicant mailed out letters to the neighboring property owners within three hundred feet of the property and confirmed that a neighborhood meeting was held on May 13, 2015 from 5:30-6:30 PM, with a total of eight neighbors in attendance. Owens stated that the Community Development Department received a total of five letters from Ms. Ayer's neighbors, four in support of the Use Permit, and one against. Owens added that in addition to those letters, two additional letters were received in support of the Use Permit. Owens confirmed that staff mailed out fourteen letters to properties within three hundred feet of the subject parcel on May 14, 2015 which advised the property owners of the Planning & Zoning Commission and Town Council meeting times and dates. Owens stated that she had received various agency comments regarding this Use Permit application, the most notable of which was from the Town's Building Official, Robert Foreman. Foreman's written comments stated that since no record was found indicating the construction of the cabins, their suitability for habitation could not be vouched for, therefor the cabins are not to be occupied until they are brought up to meet the intent of current building codes.

Chairman Davis asked Owens for staff's recommendation. Owens stated that staff is recommending approval of the submitted Use Permit for a period of five years.

The Public Hearing was declared open at 6:43 PM.

Applicant Brenda Ayers made a statement to the Commission at 6:44 PM. Ayers stated that she has been the property owner since 2008, and has been a Camp Verde resident for the past two years. Ayers stated that she has a motel/hotel degree and that this is her second Bed & Breakfast project – the first of which was located in the State of New York.

Chairman Davis asked Ayers if her business is a seasonal one or year round. Ayers replied that her high season is usually around February, and that her cabins are primarily used by couples who want to enjoy a peaceful setting. Ayers also added that she lives on premise and can monitor activity closely.

Pamela Bridgnell, a local business owner, spoke in favor of the Use Permit at 6:47 PM. Bridgnell has been a Camp Verde resident for approximately eleven years. Bridgnell stated that Ayers Bed & Breakfast is a fantastic idea and feels that it is just the type of project that Camp Verde needs, as

it speaks to the small town atmosphere. Bridgnell also added that as a small business owner she appreciated the referral and cliental aspect of Ayers business model.

Tom Pitts, a Camp Verde resident, spoke in favor of the Use Permit at 6:49 PM and reiterated Bridgnell's comment about Ayers Bed & Breakfast being the type of project Camp Verde needs. Pitts mentioned a Geo-tourism project he felt this project would be great for, and added that he would provide additional information to Ayers.

Deborah Allen, friend of Ayers, spoke in favor of the Use Permit at 6:50 PM. Allen's daughter volunteers and helps care for the animals on Ayers's property. Allen commented that the property is kept in an immaculate condition and added that Ayers takes an immense amount of pride in her business. Allen stated Ayers is a "breath of fresh air" for the neighborhood.

Brenda Powell, neighbor of Ayers, spoke in favor of the Use Permit at 6:52 PM. Powell stated that like Ayers, she too has made a sizeable investment in her property. Powell felt that she could speak for the entire neighborhood by stating that Ayer's property is the best thing that could have happened to the area.

No applicant rebuttal was necessary, therefor the Public Hearing was declared closed at 6:54 PM.

Commissioner Blue expressed concerns about the building safety aspect of the project, and asked if the cabins both contained a full kitchen. Building Official Robert Foreman stated that upon inspection there currently is a full kitchen in both units, however the stoves will need to be removed, as no cooking facilities will be allowed. Commissioner Blue recommended a time limit be placed on the length of stay to a period of no longer than thirty days. Blue also recommended the cabins both be brought up to the 2012 Building Codes before they are occupied as a condition of the Use Permit.

Chairman Davis asked Building Official Robert Foreman for clarification on the types of upgrades needed prior to Certificates of Occupancy being issued. Foreman stated that Yavapai County's effective constructed date on the main house is 1974 and the construction date of the cabins is unknown, and that basic life safety items such as GFCI and arc-fault outlets, smoke detectors, carbon monoxide alarms, etc. will be required. Foreman added that he has walked the property with the owner, and her contractor, and that he felt confident that the intent of the 2012 Building Codes could be met. Chairman Davis asked if there were any major life safety issues of concern such as required emergency egress windows. Foreman stated that there were not any issues with required emergency egress windows.

Commissioner Burnside stated that he would like to address staff with a comment. Burnside asked Building Official Robert Foreman if he could revise his statement provided in the staff report to read "However, the Building Official, Contractor and owner walked the property and inspected the buildings and if certain work is completed the buildings WILL MEET the intent of the Codes in regards to an R3 occupancy. Foreman agreed to the change, but also clarified that the cabins likely will not meet every single aspect of the 2012 Building Codes and that his primary concern and focus is making sure the life safety aspects and intent of the codes have been met.

Commissioner Burnside then asked staff if there was a time limitation in regards to length of guest stay in the codes for a Bed & Breakfast use. Community Development Director Michael Jenkins confirmed that there is no time limitation stated in the code. Commissioner Burnside commented if that was indeed the case, then he would have to respectfully disagree with Commissioner Blue on his previous recommendation. Burnside further stated that he felt the cabins should be excluded all together from the Use Permit as the Use Permit is based on the use of the property, not on the use of the property's buildings. Burnside recommended that the Commission exclude the second paragraph of the recommended motion as he felt that it was "null and void".

Commissioner Norton stated that he had made a site visit to the property and added that it was a refreshing experience. Norton asked for clarification about the complaint letter, and if anything further needed to be done with it. Community Development Director Michael Jenkins stated that if any changes occur to the property the Use Permit will need to be updated. Jenkins also added that the health, safety and welfare stipulations could be added to the Use Permit in order to protect the citizens. Chairman Davis asked for clarification on the property setbacks as they were part of the complaint letter. Jenkins responded that the buildings are already in existence, and that Ayers cannot be penalized as a subsequent property owner.

Chairman Davis expressed an interest in placing a time limit on the length of stay of guests. Ayers commented that the length of stay is short term only. Commission Burnside commented that he would not been in favor of a length of stay condition placed on the Use Permit. Commissioner Norton asked for clarification on the code not having a time limit placed on Bed & Breakfasts. Assistant Planner Jenna Owens read aloud the definition of Bed & Breakfast out of the current Planning & Zoning Ordinance for clarification. Community Development Michael Jenkins spoke about unenforceable ordinances, and added that staff does not have not have a preference on a time limit stipulation as any complaints they receive will be handled through Code Enforcement.

Chairman Davis stated that he agreed with Commissioner Burnside to remove the building stipulations as there are other procedures in place to handle the Certificate of Occupancy requirements. Commissioner Blue stated that he would still like to see a time limit placed on length of stay to keep the property from potentially turning into long term apartment rentals or multi-family units, which neighbors might have different feelings and concerns about.

At 7:15 PM a motion was made by Commissioner Norton to recommend for approval to Council on Use Permit 20150131, an application submitted by Ms. Brenda Ayers owner of parcel 404-18-167, located at 1512 N. Montezuma Heights Rd, which is 2.5 acres, for a Use Permit to operate a Bed & Breakfast in a residential neighborhood zoned R1-70 (residential single-family). The Use Permit would comply with the Planning & Zoning Ordinance, limited to four bedrooms and must conform to the parking regulations in Part 4, Section 403. We further recommend that the duration of stay for Bed & Breakfast customers would be for no more than 30 days, and that the duration of the Use Permit be limited to a period of 5 years. The motion was seconded by Commissioner Blue.

Commissioner Parrish returned to the meeting at 7:17 PM.

7. **Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203 (Use Districts) item D., RR (Residential-Rural) adding use to item (3) uses and structures subject to use permit. The use added is "Agri-Tourism".**

A motion by Commissioner Norton, seconded by Vice Chairman Freeman, to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) item D, RR (Residential-Rural) adding use to item (3) Uses and Structures subject to Use Permit. The Use added is "Agri-Tourism". Excluding items "G" through "L" in the Staff Report. The motion passes unanimously.

Chairman Davis abstains from voting due to a potential future conflict of interest.

Vice Chairman Freeman, Commissioners Parrish, Norton, Blue, and Burnside are in favor. Motion passes.

Community Development Director Michael Jenkins gave the staff presentation on this agenda item. Jenkins stated that currently agri-tourism is only available in the agricultural zoning district, which requires a minimum of five acres of land. Jenkins stated that it recently has been brought to his attention the need for the agri-tourism designation to be available in a zoning district that has a smaller acre of land requirement, RR (residential-rural) so that smaller wineries and other similar types of operations may take advantage of the agri-tourism designation.

The Public Hearing was declared open at 7:21 PM.

Tom Pitts, a Camp Verde resident, spoke in favor of the Text Amendment at 7:22 PM. Pitts stated that there are a number of small wineries in the Camp Verde area that he has been working with that have been looking for ways to expand their operation. Pitts added that this is the type of business (wineries) we all would like to encourage in the area and that this proposed text amendment will help do that.

The Public Hearing was declared closed at 7:25 PM.

Commissioner Blue asked if applicants could use this designation for livestock and products associated with livestock. Commissioner Norton also asked for clarification on the definition of agri-tourism. Community Development Director Michael Jenkins gave a brief clarification on State Statues and exemptions to help clarify the subject matter.

Commissioner Burnside asked for clarification on the acreage relative to the proposed text amendment. Community Development Director Michael Jenkins clarified that the text amendment will make it possible for applicants to obtain an agri-tourism designation on properties sized between two and five acres. Burnside expressed a concern with additional housing units or temporary facilities being added to properties sized at two acres. Chairman Davis clarified that the proposed text amendment only adds item F 1-5 in the staff report, and that the remaining items already exist in the code. Jenkins agreed with Davis and added that Use Permits are site plan specific, and that the Commission always has the right to turn down an applicant's proposal. Burnside clarified his initial question for the Commission. Jenkins corrected his initial response, as the items in question (G-L) are not existing and were brought over from the agricultural zoning district.

After further confusion, clarification and discussion of items G-L, and their potential impacts on a property sized at the two acre minimum Commission Freeman recommended the removal of everything below item F5 in the staff report.

At 7:59 PM a motion was made by Commissioner Norton to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) item D, RR (Residential-Rural) adding use to item (3) Uses and Structures subject to Use Permit. The Use added is "Agri-Tourism". Excluding items "G" through "L" in the Staff Report. The motion was seconded by Vice Chairman Freeman.

Chairman Davis abstains from voting due to a potential future conflict of interest, as he may choose to subdivide his property at a later date.

8. **Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203 (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 District (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms.**

A motion by Commissioner Norton, seconded by Commissioner Burnside, recommending to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms. Motion passed unanimously.

Chairman Davis, Vice Chairman Freeman, Commissioners Parrish, Norton, Blue and Burnside are all in favor. Motion passes unanimously.

Community Development Director Michael Jenkins gave the staff report on this agenda item. Jenkins stated that a former Planning and Zoning Commissioner, Hough, had brought to light the need for the definition of automobile repair (heavy) as none exists in the current Planning & Zoning Ordinance.

The Public Hearing was declared open at 8:04 PM.
Hearing no comments, the Public Hearing was declared closed at 8:04 PM.

Commissioner Burnside stated that he disagreed with the statement regarding the drainage and dumping of oil as there are already other policies in place to cover it. Burnside also questioned the need for the hours of operations limitations in regards to residentially zoned property. Community Development Director Michael Jenkins clarified that caretakers on commercial property are considered commercial and not a residential use. Chairman Davis asked if staff felt three hundred feet was enough distance. Jenkins stated he felt the three hundred feet was enough distance, as the current Planning & Zoning Ordinance has already established the three hundred feet in other zoning districts.

Chairman Davis asked staff it this text amendment does anything for body and fender repair shops. Jenkins replied that this proposed text amendment does not impact or change body and fender repair shops. Davis also asked if the statement regarding the dumping of oil was needed. Jenkins commented that this statement also appears in Town Code under Nuisances.

Commissioner Burnside clarified with the Commission the reasoning and history behind the light automobile repair definition which helped to clarify the need for heave automobile repair definition.

At 8:14 PM a motion was made by Commissioner Norton, recommending to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 2, Section 203, (Use Districts) H., C3 District (Commercial: heavy commercial), I. PM (Performance Industrial), J. M1 (Industrial: General) and K. M2 (Industrial: Heavy) to allow for Automobile Repair (Heavy). Adding a definition for Automobile Repair (Heavy) to Part 1, Section 103 Definition of Terms. The motion was seconded by Commissioner Burnside.

9. **Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306 Mobile/Manufactured Home Parks.**
   - **Changing B.1.b.4 from the current language from "Building Department" to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**
   - **Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing. Changing sentence "Arizona Department of Manufactured Housing" to Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.**

A motion by Vice Chairman Freeman, seconded by Commissioner Parrish, to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306, Mobile/Manufactured Home Parks. Changing B.1.b.4 from the current language from the "Building Department" to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing." Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing." Motion passed unanimously.

Community Development Michael Jenkins asked Building Official Robert Foreman to give the staff presentation on this agenda item. Building Official Robert Foreman gave a brief history on the Arizona Department of Fire Building and Life Safety, Office of Manufactured Housing and recent procedural changes regarding rehabilitation of mobile homes. Foreman stated that the Arizona Department of Fire Building and Life Safety, Office of Manufactured Housing now handles all mobile home rehabilitation inspections and certifications, this item is no longer handled by the Building Department.

The Public Hearing was declared open at 8:17 PM.
Hearing no comments the Public Hearing was closed at 8:17 PM.

Chairman Davis asked if this procedural change was a feasible change, if there would be any negative impacts to the citizens of Camp Verde. Commissioner Burnside also asked if this change impacted the Intergovernmental Agreement with the Office of Manufactured Housing. Building Official Robert Foreman stated that the Office of Manufactured Housing will provide all of the inspections for the mobile home rehabilitations as well as rehabilitation certifications. Foreman also stated the current IGA does not grant authority to the Building Department to perform the mobile home rehabilitations or inspections.

At 8:20 PM a motion was made by Vice Chairman Freeman to recommend to Council, for approval, a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance under Part 3, Section 306, Mobile/Manufactured Home Parks. Changing B.1.b.4 from the current language from the "Building Department" to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing." Changing B.2.c from "Town of Camp Verde" (wording located two times in the paragraph) to "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing." The motion was seconded by Commissioner Parrish.

There will be no Public input on the following items:

10. **Commission Informational Reports**: Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities.
The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

There were no Commission Informational Reports.

11. Staff Comments

There were no Staff Comments.

12. Adjournment

A motion by Commissioner Blue, seconded by Commissioner Burnside, the Commission unanimously voted to adjourn the meeting at 8:22 PM.

BJ Davis – Planning & Zoning Chairman Date:

Michael Jenkins – Community Development Director Date:

CERTIFICATION I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4th day of June, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of June, 2015.

Kendall Welch – Recording Secretary Date:

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion & possible approval of The Town of Camp Verde FY16 Proposed Tentative Budget.

List Attached Documents: 1) Town of Camp Verde FY16 Proposed Tentative Budget

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

☒ ***Department Head:*** ☐ ***Town Attorney Comments:*** N/A

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

Finance Director Comments/Fund:

Fiscal Impact: N/A

Comments: None.

Background Information: The Tentative Budget is not the Final Town Budget but once accepted, total expenses cannot be increased but rather only decreased or moved. The FY16 Final Budget will be presented next month.

Recommended Action (Motion): Approval "The Town of Camp Verde FY16 Proposed Tentative Budget"

Instructions to the Clerk: N/A

It's in Your Hands

Build a Stronger Community

Shop Locally

Proposed Tentative Budget

Fiscal Year - 2015-16

Town of Camp Verde, Arizona

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Complete Town Budget Overview
All Funds

Revenues by Source

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Local Sales Taxes	2,597,900	3,206,900	3,338,450	3,430,550	3,430,550
Franchise Fees	267,059	261,000	275,500	275,500	275,500
Intergovernmental Revenues	4,191,592	6,648,180	4,678,206	4,716,936	4,716,936
Licenses & Permits	160,291	217,400	207,400	212,400	212,400
Fines & Forfeitures	268,869	306,928	306,898	306,898	306,898
Charges for Services	106,054	130,150	113,850	115,850	115,850
Grants & Donations	39,419	951,300	446,100	446,100	446,100
User Fees - Sewer (1)	1,007,006	988,700	1,008,300	1,008,300	1,008,300
Miscellaneous	115,921	4,494,481	827,939	826,939	874,973
Total Revenues	$ 8,754,111	$ 17,205,039	$ 11,202,643	$ 11,339,473	$ 11,387,507

Expenses by Type

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Wages & ERE	5,148,229	5,817,930	6,060,267	5,876,809	5,988,189
Operating	2,228,062	2,803,363	2,932,002	2,594,747	2,568,747
Capital Outlay	999,054	8,580,453	6,614,285	6,450,285	6,887,374
Debt Service	550,412	550,465	1,991,593	1,991,593	2,108,593
Depreciation	744,386	740,000	745,000	745,000	745,000
Total Expenses	$ 9,670,143	$ 18,492,211	$ 18,343,147	$ 17,658,434	$ 18,297,903

Complete Town Budget Overview
All Funds
FY 2015-16

	Major Budget Funds								
	General	Library	HURF	Debt Service	Sewer	CIP	Parks	Magistrate	Non-Fed
Revenues by Source	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund
Local Sales Taxes	3,430,550								
Franchise Fees	275,500								
Intergovernmental Revenues	3,245,780		847,000					2,770	187,261
Licenses & Permits	212,400								
Fines & Forfeitures	260,800							43,598	
Charges for Services	115,850				1,008,300				
Grants & Donations	3,300	375,000			0				40,000
Miscellaneous	41,265	525	10,300		806,084				
Total Revenues	$ 7,585,445	$ 375,525	$ 857,300	$ -	$ 1,814,384	$ -	$ -	$ 46,368	$ 227,261
Expenses by Type									
Wages & ERE	5,092,602		348,839		503,748				0
Operating	1,559,392		235,870		555,475			8,700	90,776
Capital Outlay	2,320	4,073,668	12,000		756,850	1,299,612			91,460
Depreciation					745,000				
Debt Service				2,108,593					
Total Expenses	$ 6,654,314	$ 4,073,668	$ 596,709	$ 2,108,593	$ 2,561,073	$ 1,299,612	$ -	$ 8,700	$ 182,236
Operating Transfers									
Transfers Out	981,325		531,932				6,794	150,000	75,000
Transfers In	(23,669)	0		(767,034)		(888,223)			0
Total Transfers	$ 957,656	$ -	$ 531,932	$ (767,034)	$ -	$ (888,223)	$ 6,794	$ 150,000	$ 75,000
Net Increase/(Decrease) in Fund Balance	$ (26,525)	$ (3,698,143)	$ (271,341)	$ (1,341,559)	$ (746,689)	$ (411,389)	$ (6,794)	$ (112,332)	$ (29,975)
Changes in Fund Balance									
Beginning Fund Balance	2,558,213	3,698,143	1,306,801	1,341,559	19,585,795	411,390	(625,206)	235,084	29,976
Ending Fund Balance	$ 2,531,688	$ -	$ 1,035,460	$ -	$ 18,839,106	$ 1	$ (632,000)	$ 122,752	$ 1
Percentage change in Fund Balance	**1%**	**100%**	**21%**	**N/A**	**4%**	**100%**	**1%**	**48%**	**100%**

Complete Town Budget Overview
All Funds
FY 2015-16

Revenues by Source	YAN Fund	Federal Grants Fund	CDBG Fund	911 Fund	Impact Fee Fund	Housing Fund	Donation Fund	Total Governmental Funds
Local Sales Taxes								3,430,550
Franchise Fees								275,500
Intergovernmental Revenues		179,925	259,200					4,721,936
Licenses & Permits								212,400
Fines & Forfeitures							2,500	306,898
Charges for Services								1,124,150
Grants & Donations							22,800	441,100
Miscellaneous					199	16,600		874,973
Total Revenues	$ -	$ 179,925	$ 259,200	$ -	$ 199	$ 16,600	$ 25,300	$ 11,387,507
Expenses by Type								
Wages & ERE		43,000						5,988,189
Operating	4,197	49,425		2,143		25,000	37,769	2,568,747
Capital Outlay		76,964	411,200		163,300			6,887,374
Depreciation								745,000
Debt Service								2,108,593
Total Expenses	$ 4,197	$ 169,389	$ 411,200	$ 2,143	$ 163,300	$ 25,000	$ 37,769	$ 18,297,903
Operating Transfers								
Transfers Out	16,875	0			69,000			1,830,926
Transfers In		0	(152,000)					(1,830,926)
Total Transfers	$ 16,875	$ -	$ (152,000)	$ -	$ 69,000	$ -	$ -	$ -
Net Increase/(Decrease) in Fund Balance	$ (21,072)	$ 10,536	$ -	$ (2,143)	$ (232,101)	$ (8,400)	$ (12,469)	$ (6,910,396)
Changes in Fund Balance								
Beginning Fund Balance	48,813	4,941	0	2,143	232,130	48,991	12,470	28,891,243
Ending Fund Balance	$ 27,741	$ 15,477	$ -	$ -	$ 29	$ 40,591	$ 1	$ 21,980,847
Percentage change in Fund Balance	**43%**	**213%**	**N/A**	**100%**	**100%**	**17%**	**100%**	**24%**

General Fund
General Purpose Revenues

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Local Revenues					
Sales Taxes					
Town Sales Tax	2,276,348	2,396,100	2,363,900	2,456,000	2,456,000
Tax Increase Portion (no Const)	0	450,000	496,800	496,800	496,800
Accomodation Tax	138,850	134,000	192,300	192,300	192,300
Construction Tax (2% CIP)	121,801	151,200	190,300	190,300	190,300
Construction Tax (1% Debt)	60,901	75,600	95,150	95,150	95,150
Total Sales Taxes	$ 2,597,900	$ 3,206,900	$ 3,338,450	$ 3,430,550	$ 3,430,550
Franchise Fees					
APS Franchise Fee	225,235	220,000	230,000	230,000	230,000
Camp Verde Water Franchise Fee	22,608	22,000	23,500	23,500	23,500
NPG Cable Franchise Fee	11,883	11,000	14,000	14,000	14,000
UNS Gas Franchise Fee	7,333	8,000	8,000	8,000	8,000
Total Franchise Fees	$ 267,059	$ 261,000	$ 275,500	$ 275,500	$ 275,500
Miscellaneous					
Yavapai County - Fort Verde IGA	20,000	0	0	0	0
Refunds & Reimbursements	12,903	0	0	0	0
Miscellaneous	136	0	0	0	0
Surplus Property Sales	12,295	0	1,000	0	0
Scrap Sales	312	0	0	0	0
Interest	12,752	20,000	11,000	11,000	11,000
Total Miscellaneous	$ 58,398	$ 20,000	$ 12,000	$ 11,000	$ 11,000
Total Local Revenues	$ 2,923,357	$ 3,487,900	$ 3,625,950	$ 3,717,050	$ 3,717,050
Intergovernmental Revenues					
Urban Revenue Sharing	1,211,934	1,316,000	1,309,100	1,309,100	1,309,100
State Sales Tax	946,417	980,000	1,000,000	1,038,730	1,038,730
Vehicle License Tax	600,084	600,000	644,350	644,350	644,350
Total Intergovernmental Revenues	$ 2,758,435	$ 2,896,000	$ 2,953,450	$ 2,992,180	$ 2,992,180
Total General Purpose Revenues	$ 5,681,792	$ 6,383,900	$ 6,579,400	$ 6,709,230	$ 6,709,230

General Fund
Departmental Summaries & Operating Transfers

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
General Fund Net Department Cost					
Mayor & Council	38,474	45,925	46,228	46,228	46,228
Town Manager	204,708	194,055	176,728	158,228	160,341
Town Clerk	177,613	210,735	148,670	148,670	140,438
Finance	213,851	226,570	292,194	292,194	294,759
Human Resources	31,803	25,760	59,089	32,880	28,006
Risk Management	261,060	346,105	392,718	358,718	359,666
Economic Development	153,950	160,057	223,992	216,992	188,689
Information Technology	167,521	141,490	135,000	135,000	135,000
Magistrate Court	152,224	115,920	112,861	112,861	116,153
Public Works Engineer	102,865	116,340	119,734	117,734	119,197
Storm Water	92,576	129,200	388,477	138,949	155,471
Maintenance	514,155	542,150	593,611	557,368	563,055
Community Development	109,793	111,185	116,165	114,165	115,529
Building	(30,573)	(31,445)	(4,638)	(4,638)	(2,452)
Planning & Zoning	34,896	42,460	47,037	42,037	42,762
Code Enforcement	72,777	70,125	69,000	69,000	69,594
Marshal	2,029,018	2,313,145	2,451,942	2,365,112	2,394,552
Animal Control	96,266	66,440	64,529	65,029	65,649
Library	253,169	295,445	310,917	309,962	314,266
Parks & Rec	125,082	129,265	160,828	131,749	132,910
Pool	55,080	76,380	71,721	71,721	71,961
Children's Rec	3,599	8,980	7,181	9,681	9,681
Non Departmental	125,890	256,258	260,850	253,850	249,850
Total Net Departmental Costs	$ 4,985,797	$ 5,592,545	$ 6,244,834	$ 5,743,490	$ 5,771,305
Non-Departmental Operating Transfers					
Transfer In from YAN Gaming Fund	0	(11,734)	(16,875)	(16,875)	(16,875)
Transfer In from Fed Grants Fund	0	(13,268)	0	0	0
Transfer In from CDBG Fund	0	(300)	0	0	0
Transfer Out to CIP Fund	56,489	450,000	496,800	496,800	394,800
Transfer Out to Non-Fed Grants Fund	0	37,500	0	0	0
Transfer Out to Fed Grants Fund	0	300,000	0	0	0
Transfer Out to Debt Service Fund	384,876	384,975	199,075	199,075	301,075
Transfer Out to Debt Serv. (All Const Tax)	0	226,800	285,450	285,450	285,450
Total Non-Departmental Operating Transfers	$ 441,365	$ 1,373,973	$ 964,450	$ 964,450	$ 964,450
Net Effect on General Fund Balance					
Net Departmental Costs & Transfers	5,427,162	6,966,518	7,209,284	6,707,940	6,735,755
Use of / (Surplus to) Fund Balance	$ (254,630)	$ 582,618	$ 629,884	$ (1,290)	$ 26,525
Planned use of Restr'd Reserve Funds	*$ -*	*$ 35,150*	*$ 35,670*	*$ 35,670*	*$ 35,670*
Effect on Unencumbered Funds	$ (254,630)	$ 547,468	$ 594,214	$ (36,960)	$ (9,145)

General Fund Expenditures
by Category

EXPENSE CATEGORY	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Salary Related Expenditures					
Wages	3,169,338	3,503,320	3,640,213	3,545,481	3,583,377
Taxes	201,940	230,055	243,212	234,435	238,377
Benefits	974,135	1,195,735	1,315,151	1,258,871	1,270,848
Total Salary Related Expenditures	$ 4,345,413	$ 4,929,110	$ 5,198,576	$ 5,038,787	$ 5,092,602
Operational Expenditures					
Training	18,937	30,300	35,400	32,300	32,300
Tuition Reimbursement	500	1,000	1,000	1,000	1,000
Travel	14,320	24,300	25,300	25,300	25,300
Uniforms	5,053	4,000	4,000	4,000	4,000
Office Supplies	22,319	27,100	29,300	29,300	29,300
Subscriptions/Memberships	18,873	21,945	24,470	24,470	24,470
Books/Tapes/Publications	26,021	29,225	31,600	31,600	31,600
Printing	5,210	6,625	6,575	6,575	6,575
Advertising	16,672	6,925	8,100	8,100	8,100
Postage	7,576	7,025	13,025	11,025	11,025
Computer Services/Software	145,043	151,910	150,674	149,674	149,674
Auto Repair/Maintenance	27,429	22,600	29,300	29,300	29,300
Fuel	69,972	61,500	61,100	56,100	56,100
Utilities	160,901	163,650	164,075	164,060	164,060
Waste Removal	7,596	7,530	8,100	8,160	8,160
Cell Phone	13,858	16,450	19,020	18,720	18,720
Pest Control	2,365	2,940	3,200	3,200	3,200
Consulting Services	79,332	88,500	194,620	127,620	127,620
Legal Services	42,841	46,100	49,100	47,100	47,100
Contract Labor/Services	133,393	144,290	298,168	129,768	137,768
Interpreters	193	500	500	500	500
Equipment & Maint	29,551	27,830	56,655	33,855	33,855
Service Charges	4,952	5,000	5,200	5,200	5,200
Credit Card Processing Fees	2,015	2,000	2,000	2,000	2,000
Liability Insurance	160,900	172,200	176,000	176,000	176,000
Legal Defense	0	30,050	30,070	30,070	30,070
Safety / Security Program	3,127	3,000	13,000	4,000	4,000
Department Specific Expenditures	313,251	323,420	378,395	326,395	292,395
Employee Term Payouts	0	25,000	25,000	25,000	25,000
Contingency	0	75,170	75,000	75,000	75,000
Total Operational Expenditures	$ 1,332,200	$ 1,528,085	$ 1,917,947	$ 1,585,392	$ 1,559,392
Equipment/Capital Expenditures					
Office Equipment/Furniture	23,429	10,000	2,000	0	0
Structural	25,914	0	0	0	0
Equipment Lease	5,713	5,550	2,320	2,320	2,320
Local Park Improvements	10,725	0	0	0	0
Total Equipment/Capital Expenditures	$ 65,781	$ 15,550	$ 4,320	$ 2,320	$ 2,320
Total General Fund Expenditures	$ 5,743,394	$ 6,472,745	$ 7,120,843	$ 6,626,499	$ 6,654,314

General Government Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 687,060	$ 735,515	$ 779,681	$ 753,472	$ 742,689
Operating Expenditures	$ 706,377	$ 890,940	$ 1,003,053	$ 936,553	$ 907,553
Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,393,437	$ 1,626,455	$ 1,782,734	$ 1,690,025	$ 1,650,242
Revenues					
Total Revenues	$ 18,567	$ 19,500	$ 47,265	$ 47,265	$ 47,265
Operating Transfers					
Total Transfers	$ -	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 1,374,870	$ 1,606,955	$ 1,735,469	$ 1,642,760	$ 1,602,977

Mayor & Council

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	22,200	22,200	22,200	22,200	22,200
FICA	1,377	1,380	1,376	1,376	1,376
Medicare	322	325	322	322	322
Unemployment	83	225	444	444	444
Workman's Compensation	292	445	336	336	336
Total Wages & Related	$ 24,274	$ 24,575	$ 24,678	$ 24,678	$ 24,678
Operating Expenditures					
Training	2,307	5,000	5,000	5,000	5,000
Travel	1,561	4,750	4,750	4,750	4,750
Office Supplies	89	0	0	0	0
Legal Services	9,906	10,000	10,000	10,000	10,000
Public Relations	12	1,000	1,200	1,200	1,200
Dinner/Reception Expense	325	600	600	600	600
Total Operating Expenditures	$ 14,200	$ 21,350	$ 21,550	$ 21,550	$ 21,550
Total Departmental Expenditures	$ 38,474	$ 45,925	$ 46,228	$ 46,228	$ 46,228
Net Effect on General Fund	$ 38,474	$ 45,925	$ 46,228	$ 46,228	$ 46,228

Town Manager

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	143,638	133,990	117,957	117,957	119,726
FICA	8,247	8,310	7,313	7,313	7,423
Medicare	1,929	1,945	1,710	1,710	1,736
Retirement	16,463	15,545	13,530	13,530	13,733
Unemployment	50	95	140	140	140
Workman's Compensation	506	480	354	354	359
Health, Dental & Life Ins	12,623	11,165	8,999	8,999	8,999
Total Wages & Related	$ 183,456	$ 171,530	$ 150,003	$ 150,003	$ 152,116
Operating Expenditures					
Training	679	1,250	4,350	1,250	1,250
Travel	62	1,000	2,000	2,000	2,000
Office Supplies	680	750	750	750	750
Subscriptions/Memberships	1,974	1,200	1,300	1,300	1,300
Books/Tapes/Publications	0	100	100	100	100
Printing	0	100	100	100	100
Postage	0	25	25	25	25
Cell Phone	1,134	1,200	1,200	1,200	1,200
Legal Services	673	500	500	500	500
Contract Labor/Services	15,400	15,400	15,400	0	0
Public Relations	650	1,000	1,000	1,000	1,000
Total Operating Expenditures	$ 21,252	$ 22,525	$ 26,725	$ 8,225	$ 8,225
Total Departmental Expenditures	$ 204,708	$ 194,055	$ 176,728	$ 158,228	$ 160,341
Net Effect on General Fund	$ 204,708	$ 194,055	$ 176,728	$ 158,228	$ 160,341

Town Clerk

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	140,020	154,140	84,885	84,885	100,117
FICA	8,540	9,560	5,263	5,263	6,207
Medicare	1,998	2,235	1,231	1,231	1,451
Retirement	16,038	17,880	9,736	9,736	11,483
Unemployment	119	210	280	280	336
Workman's Compensation	493	550	255	255	300
Health, Dental & Life Ins	15,319	24,810	17,620	17,620	21,144
Total Wages & Related	$ 182,527	$ 209,385	$ 119,270	$ 119,270	$ 141,038
Operating Expenditures					
Training	680	1,000	1,000	1,000	1,000
Travel	268	600	600	600	600
Office Supplies	1,489	2,000	2,000	2,000	2,000
Subscriptions/Memberships	713	600	600	600	600
Advertising	2,211	2,000	2,000	2,000	2,000
Legal Services	419	1,000	1,000	1,000	1,000
Contract Labor/Services	5,700	7,500	7,500	7,500	7,500
Office Equipment	0	1,500	500	500	500
Elections	0	0	30,000	30,000	0
Recording Fees	50	150	200	200	200
Records Management	2,123	2,000	1,000	1,000	1,000
Total Operating Expenditures	$ 13,653	$ 18,350	$ 46,400	$ 46,400	$ 16,400
Total Departmental Expenditures	$ 196,180	$ 227,735	$ 165,670	$ 165,670	$ 157,438
Revenues					
Copies	12	0	0	0	0
Bus. License Fees	15,055	15,000	15,000	15,000	15,000
Liquor License Fees	3,375	2,000	2,000	2,000	2,000
Special Event Permits	125	0	0	0	0
Total Departmental Revenues	$ 18,567	$ 17,000	$ 17,000	$ 17,000	$ 17,000
Net Effect on General Fund	$ 177,613	$ 210,735	$ 148,670	$ 148,670	$ 140,438

Finance

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	111,281	116,975	144,768	144,768	146,916
FICA	6,853	7,255	8,976	8,976	9,109
Medicare	1,603	1,700	2,099	2,099	2,130
Retirement	12,833	13,390	16,426	16,426	16,672
Unemployment	81	170	451	451	451
Workman's Compensation	392	415	434	434	441
Health, Dental & Life Ins	16,775	17,950	26,430	26,430	26,430
Total Wages & Related	$ 149,818	$ 157,855	$ 199,584	$ 199,584	$ 202,149
Operating Expenditures					
Training	2,283	1,750	2,250	2,250	2,250
Travel	2,075	1,750	2,100	2,100	2,100
Office Supplies	1,518	1,800	1,800	1,800	1,800
Subscriptions/Memberships	805	1,215	1,240	1,240	1,240
Printing	297	500	450	450	450
Advertising	828	400	400	400	400
Software Recurring Fees	*26,137*	27,000	28,450	28,450	28,450
Consulting Services	1,000	4,000	25,620	25,620	25,620
Legal Services	130	300	300	300	300
Contract Labor/Services	28,960	30,000	30,000	30,000	30,000
Office Equipment	0	0	0	0	0
Total Operating Expenditures	$ 64,033	$ 68,715	$ 92,610	$ 92,610	$ 92,610
Total Departmental Expenditures	$ 213,851	$ 226,570	$ 292,194	$ 292,194	$ 294,759
Net Effect on General Fund	$ 213,851	$ 226,570	$ 292,194	$ 292,194	$ 294,759

Human Resources

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	9,240	9,365	31,200	20,000	6,980
FICA	555	580	1,934	0	433
Medicare	130	140	452	0	101
Retirement	1,066	1,090	3,579	0	801
Unemployment	7	15	140	0	28
Workman's Compensation	33	35	94	0	21
Health, Dental & Life Ins	1,413	1,655	8,810	0	1,762
Total Wages & Related	$ 12,444	$ 12,880	$ 46,209	$ 20,000	$ 10,126
Operating Expenditures					
Training	0	700	700	700	700
Tuition Reimbursement	500	1,000	1,000	1,000	1,000
Travel	0	300	300	300	300
Office Supplies	544	400	400	400	400
Subscriptions/Memberships	199	480	480	480	480
Advertising	3,839	1,500	1,500	1,500	1,500
Legal Services	7,159	1,000	1,000	1,000	1,000
Contract Labor/Services	0	0	0	0	5,000
Personnel Expenses	847	2,000	2,000	2,000	2,000
Employee Safety Program	0	0	0	0	0
Recruitment Expenses	5,116	4,000	4,000	4,000	4,000
Employee Recognition	1,155	1,500	1,500	1,500	1,500
Total Operating Expenditures	$ 19,359	$ 12,880	$ 12,880	$ 12,880	$ 17,880
Total Departmental Expenditures	$ 31,803	$ 25,760	$ 59,089	$ 32,880	$ 28,006
Net Effect on General Fund	$ 31,803	$ 25,760	$ 59,089	$ 32,880	$ 28,006

Risk Management

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	17,828	34,430	62,213	62,213	63,007
FICA	1,104	2,135	3,857	3,857	3,906
Medicare	258	500	902	902	914
Retirement	2,058	3,995	7,136	7,136	7,227
Unemployment	12	50	140	140	140
Workman's Compensation	63	125	187	187	189
Health, Dental & Life Ins	2,676	5,380	8,810	8,810	8,810
Total Wages & Related	$ 23,999	$ 46,615	$ 83,245	$ 83,245	$ 84,193
Operating Expenditures					
Training	295	600	600	600	600
Travel	59	200	200	200	200
Office Supplies	174	200	200	200	200
Subscriptions/Memberships	85	200	200	200	200
Books/Tapes/Publications	0	100	100	100	100
Printing	0	100	100	100	100
Advertising	0	100	100	100	100
Consulting Services	0	15,000	40,000	15,000	15,000
Legal Services	1,306	5,000	5,000	5,000	5,000
Contract Labor/Services	71,000	72,140	73,368	73,368	73,368
Pers. Protection Equipment	102	300	300	300	300
Liability Insurance	160,900	172,200	176,000	176,000	176,000
Legal Defense	0	30,050	30,070	30,070	30,070
Safety / Security Program	3,127	3,000	13,000	4,000	4,000
Medical Supplies	13	300	300	300	300
Total Operating Expenditures	$ 237,061	$ 299,490	$ 339,538	$ 305,538	$ 305,538
Total Departmental Expenditures	$ 261,060	$ 346,105	$ 422,783	$ 388,783	$ 389,731
Revenues					
Liability Ins. Rebate	*0*	0	30,065	30,065	30,065
Total Departmental Revenues	$ -	$ -	$ 30,065	$ 30,065	$ 30,065
Net Effect on General Fund	$ 261,060	$ 346,105	$ 392,718	$ 358,718	$ 359,666
Planned Use of Rest'd Reserve Funds	0	30,050	30,070	30,070	30,070

Economic Development

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	82,304	82,840	117,208	117,208	98,027
FICA	5,057	5,140	7,267	7,267	6,078
Medicare	1,183	1,205	1,700	1,700	1,421
Retirement	7,573	7,845	11,697	11,697	9,471
Unemployment	102	210	560	560	476
Workman's Compensation	290	675	640	640	582
Health, Dental & Life Ins	8,060	8,270	17,620	17,620	12,334
Total Wages & Related	$ 104,569	$ 106,185	$ 156,692	$ 156,692	$ 128,389
Operating Expenditures					
Training	1,990	1,250	2,000	2,000	2,000
Office Supplies	113	300	500	500	500
Subscriptions/Memberships	373	1,000	3,000	3,000	3,000
Advertising	8,267	0	0	0	0
Consulting Services	5,000	2,000	18,000	18,000	18,000
Web Campaign	137	7,000	4,000	4,000	4,000
Business Recruitment & PR	1,106	3,000	3,000	3,000	3,000
Special Events	11,308	9,000	10,000	10,000	10,000
Projects	15,208	20,822	15,000	8,000	8,000
Visitor's Center	5,879	12,000	12,000	12,000	12,000
Total Operating Expenditures	$ 49,381	$ 56,372	$ 67,500	$ 60,500	$ 60,500
Total Departmental Expenditures	$ 153,950	$ 162,557	$ 224,192	$ 217,192	$ 188,889
Revenues					
Advertising Sponsorships	0	2,500	0	0	0
Merchandise Sales	0	0	200	200	200
Total Departmental Revenues	$ -	$ 2,500	$ 200	$ 200	$ 200
Net Effect on General Fund	$ 153,950	$ 160,057	$ 223,992	$ 216,992	$ 188,689

IT Services

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	4,412	4,715	0	0	0
FICA	266	295	0	0	0
Medicare	62	70	0	0	0
Retirement	500	550	0	0	0
Unemployment	4	10	0	0	0
Workman's Compensation	16	20	0	0	0
Health, Dental & Life Ins	713	830	0	0	0
Total Wages & Related	$ 5,973	$ 6,490	$ -	$ -	$ -
Operating Expenditures					
Computer Services/Software	19,368	12,000	12,000	12,000	12,000
Internet / Wireless / Telephone	45,297	45,000	45,000	45,000	45,000
Software Recurring Fees	26,530	28,000	28,000	28,000	28,000
Consulting Services	68,382	50,000	50,000	50,000	50,000
Office Equipment	1,971	0	0	0	0
Total Operating Expenditures	$ 161,548	$ 135,000	$ 135,000	$ 135,000	$ 135,000
Total Departmental Expenditures	$ 167,521	$ 141,490	$ 135,000	$ 135,000	$ 135,000
Net Effect on General Fund	$ 167,521	$ 141,490	$ 135,000	$ 135,000	$ 135,000

Non-Departmental

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Operating Expenditures					
Office Supplies	0	3,000	4,000	4,000	4,000
Copier Paper	2,449	2,500	3,000	3,000	3,000
Subscriptions/Memberships	10,840	11,600	12,500	12,500	12,500
Postage	6,659	6,000	12,000	10,000	10,000
Auto Repair/Maintenance	1,529	1,000	1,500	1,500	1,500
Fuel	220	600	0	0	0
Electric	*27,341*	40,000	43,100	43,100	43,100
Gas/Propane	*5,521*	6,075	5,650	5,650	5,650
Water	*5,781*	4,710	6,340	6,340	6,340
Sewer	*6,644*	11,060	12,100	12,100	12,100
Waste Removal	*2,527*	3,880	4,300	4,300	4,300
Equipment Maint. Agreements	*2,687*	3,125	3,000	3,000	3,000
Service Charges	4,952	5,000	5,200	5,200	5,200
Conference Room Supplies	0	200	0	0	0
Recycling	0	6,000	6,000	6,000	6,000
Emergency Services Agreement	4,675	4,675	4,675	4,675	4,675
Bus. Incentive - Coury	15,953	30,000	10,000	10,000	10,000
Verde Valley Senior Center	12,500	5,000	5,000	5,000	5,000
Water Adjudication	2,948	5,000	10,000	5,000	5,000
Yavapai County Water Advisor	11,644	5,823	11,645	11,645	7,645
Employee Termination Payouts	0	25,000	25,000	25,000	25,000
Contingency	0	75,170	75,000	75,000	75,000
Total Operating Expenditures	$ 125,890	$ 256,258	$ 260,850	$ 253,850	$ 249,850
Net Effect on General Fund	$ 125,890	$ 256,258	$ 260,850	$ 253,850	$ 249,850

Court Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 324,085	$ 340,365	$ 332,946	$ 332,946	$ 336,238
Operating Expenditures	$ 31,144	$ 36,055	$ 36,915	$ 36,915	$ 36,915
Equipment/Capital Expenditures	$ 2,578	$ 3,500	$ -	$ -	$ -
Total Expenditures	$ 357,807	$ 379,920	$ 369,861	$ 369,861	$ 373,153
Revenues					
Total Revenues	$ 205,583	$ 264,000	$ 257,000	$ 257,000	$ 257,000
Operating Transfers					
Total Transfers	$ -	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 152,224	$ 115,920	$ 112,861	$ 112,861	$ 116,153

Municipal Court

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	240,917	247,245	238,727	238,727	241,483
Pro Tem Judge Salaries	1,140	2,700	2,700	2,700	2,700
FICA	14,284	15,500	14,968	14,968	15,139
Medicare	3,341	3,625	3,501	3,501	3,541
Retirement	27,712	28,680	27,382	27,382	27,698
Unemployment	305	450	894	894	894
Workman's Compensation	854	815	724	724	733
Health, Dental & Life Ins	35,532	41,350	44,050	44,050	44,050
Total Wages & Related	$ 324,085	$ 340,365	$ 332,946	$ 332,946	$ 336,238
Operating Expenditures					
Training	1,546	2,000	2,000	2,000	2,000
Travel	1,164	1,700	1,700	1,700	1,700
Office Supplies	2,273	3,000	3,000	3,000	3,000
Subscriptions/Memberships	203	200	250	250	250
Books/Tapes/Publications	0	300	250	250	250
Printing	351	700	700	700	700
Telephone	862	905	865	865	865
Legal Services	0	500	500	500	500
Contract Labor/Services	1,043	1,400	1,400	1,400	1,400
Interpreters	193	500	500	500	500
Equipment Maint. Agreements	870	0	900	900	900
Office Equipment	500	500	500	500	500
Court Appointed Attorneys	12,725	14,000	14,000	14,000	14,000
Jury Fees	92	200	200	200	200
Recording System	591	600	600	600	600
Security System	251	350	350	350	350
Public Relations	230	200	200	200	200
Total Operating Expenditures	$ 31,144	$ 36,055	$ 36,915	$ 36,915	$ 36,915
Equipment/Capital Expenditures					
Capital Lease	2,578	3,500	0	0	0
Total Equipment/Capital Expenditures	$ 2,578	$ 3,500	$ -	$ -	$ -
Total Departmental Expenditures	$ 357,807	$ 379,920	$ 369,861	$ 369,861	$ 373,153
Revenues					
Fees, Fines & Forfeitures	191,572	250,000	250,000	250,000	250,000
Court Appointed Attorney Reimb's	14,011	14,000	7,000	7,000	7,000
Total Departmental Revenues	$ 205,583	$ 264,000	$ 257,000	$ 257,000	$ 257,000
Net Effect on General Fund	$ 152,224	$ 115,920	$ 112,861	$ 112,861	$ 116,153

Public Works Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 546,561	$ 646,320	$ 703,806	$ 651,635	$ 672,307
Operating Expenditures	$ 139,682	$ 155,370	$ 404,810	$ 171,210	$ 174,210
Equipment/Capital Expenditures	$ 36,639	$ -	$ -	$ -	$ -
Total Expenditures	$ 722,882	$ 801,690	$ 1,108,616	$ 822,845	$ 846,517
Revenues					
Total Revenues	$ 3,286	$ 2,000	$ -	$ 2,000	$ 2,000
Operating Transfers					
Total Transfers	$ (10,000)	$ (12,000)	$ (6,794)	$ (6,794)	$ (6,794)
Net Cost to General Fund	$ 709,596	$ 787,690	$ 1,101,822	$ 814,051	$ 837,723

Public Works Engineer

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	74,514	80,710	80,830	80,830	82,043
FICA	4,602	5,005	5,011	5,011	5,087
Medicare	1,076	1,170	1,172	1,172	1,190
Retirement	8,600	9,365	9,271	9,271	9,410
Unemployment	37	90	174	174	174
Workman's Compensation	1,523	1,525	1,112	1,112	1,129
Health, Dental & Life Ins	8,543	10,255	10,924	10,924	10,924
Total Wages & Related	$ 98,895	$ 108,120	$ 108,494	$ 108,494	$ 109,957
Operating Expenditures					
Training	255	1,000	1,000	1,000	1,000
Travel	215	1,750	1,750	1,750	1,750
Office Supplies	640	450	450	450	450
Subscriptions/Memberships	527	400	400	400	400
Books/Tapes/Publications	0	250	250	250	250
Printing	79	150	150	150	150
Advertising	201	100	100	100	100
Computer Services/Software	338	1,200	1,500	1,500	1,500
Auto Repair/Maintenance	0	300	300	300	300
Fuel	0	200	200	200	200
Cell Phone	0	0	720	720	720
Consulting Services	0	2,000	2,000	2,000	2,000
Legal Services	2,125	2,000	2,000	2,000	2,000
Office Equipment	545	420	420	420	420
Total Operating Expenditures	$ 4,925	$ 10,220	$ 11,240	$ 11,240	$ 11,240
Equipment/Capital Expenditures					
Finnie Flat Sidewalk Project	2,331	0	0	0	0
Total Equipment/Capital Expenditures	$ 2,331	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 106,151	$ 118,340	$ 119,734	$ 119,734	$ 121,197
Revenues					
Plan Review Fees	3,286	2,000	0	2,000	2,000
Total Departmental Revenues	$ 3,286	$ 2,000	$ -	$ 2,000	$ 2,000
Net Effect on General Fund	$ 102,865	$ 116,340	$ 119,734	$ 117,734	$ 119,197

Stormwater

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	47,908	79,240	109,022	82,710	92,271
FICA	2,916	4,915	6,760	5,128	5,721
Medicare	682	1,150	1,581	1,199	1,338
Retirement	5,525	9,195	12,505	9,487	10,583
Unemployment	39	110	319	228	256
Workman's Compensation	1,875	3,200	4,107	2,307	2,650
Health, Dental & Life Ins	7,219	11,440	20,553	14,360	16,122
Total Wages & Related	$ 66,164	$ 109,250	$ 154,847	$ 115,419	$ 128,941
Operating Expenditures					
Training	390	1,000	1,000	1,000	1,000
Travel	557	1,200	600	600	600
Office Supplies	114	250	250	250	250
Subscriptions/Memberships	0	100	100	100	100
Books/Tapes/Publications	0	100	100	100	100
Printing	25	300	300	300	300
Computer Services/Software	3,337	3,000	2,200	2,200	2,200
Software Recurring Fees	0	800	3,080	3,080	3,080
Fuel		0	200	200	200
Cell Phone	0	1,500	1,500	1,200	1,200
Consulting Services	900	3,000	45,000	3,000	3,000
Legal Services	0	300	300	300	300
Contract Labor/Services	0	2,350	150,000	3,000	6,000
Office Equipment	1,220	200	1,300	1,300	1,300
Maintenance Equipment	198	200	20,800	0	0
Safety Equipment	0	0	100	100	100
OSHA Medical Supplies	0	0	50	50	50
Infrastructure Maintenance	171	500	1,000	1,000	1,000
Project Adjustments	0	0	0	0	0
Recording Fees	0	150	150	150	150
Permits	5,000	5,000	5,000	5,000	5,000
Total Operating Expenditures	$ 11,912	$ 19,950	$ 233,630	$ 23,530	$ 26,530
Equipment/Capital Expenditures					
Structural	14,500	0	0	0	0
Total Equipment/Capital Expenditures	$ 14,500	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 92,576	$ 129,200	$ 388,477	$ 138,949	$ 155,471
Net Effect on General Fund	$ 92,576	$ 129,200	$ 388,477	$ 138,949	$ 155,471

Maintenance

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	263,519	294,845	304,785	294,885	299,677
Uniform Allowance	0	900	900	900	900
FICA	16,267	18,340	18,952	18,339	18,636
Medicare	3,804	4,290	4,432	4,289	4,358
Retirement	30,189	34,310	32,539	32,539	33,025
Unemployment	380	590	1,610	1,412	1,283
Workman's Compensation	12,824	14,560	10,902	10,516	10,688
Health, Dental & Life Ins	54,519	61,115	66,345	64,842	64,842
Total Wages & Related	$ 381,502	$ 428,950	$ 440,465	$ 427,722	$ 433,409
Operating Expenditures					
Training	919	3,000	3,000	3,000	3,000
Travel	0	1,000	1,000	1,000	1,000
Uniforms	2,786	3,000	3,000	3,000	3,000
Office Supplies	138	300	300	300	300
Books/Tapes/Publications	0	100	100	100	100
Advertising	100	200	100	100	100
Software Recurring Fees	1,200	2,800	3,000	3,000	3,000
Auto Repair/Maintenance	5,147	4,000	5,000	5,000	5,000
Fuel	5,312	5,000	5,000	5,000	5,000
Electric	0	500	750	750	750
Gas/Propane	0	660	990	990	990
Water	0	450	400	400	400
Cell Phone	1,987	2,050	2,100	2,100	2,100
Pest Control	2,365	2,940	3,200	3,200	3,200
Contract Labor/Services	2,000	0	8,000	2,000	2,000
Maintenance Equipment	4,701	4,000	4,000	4,000	4,000
Building Maintenance	55,481	48,000	52,000	50,000	50,000
Safety Equipment	670	600	2,000	2,000	2,000
OSHA Medical Supplies	447	400	800	800	800
Graffiti Clean-Up	220	200	200	200	200
Fire Extinguishers	2,437	2,600	2,600	2,600	2,600
Park Facilities Maintenance	9,984	12,000	18,000	15,000	15,000
Grounds Maintenance	10,793	12,000	20,000	12,000	12,000
Flags & Banners	641	2,000	2,000	2,000	2,000
Fertilizer / Herbicides	6,969	6,200	6,200	6,200	6,200
Archeology Center Maintenance	1,037	1,500	1,500	1,500	1,500
Janitorial Supplies	5,235	7,000	7,000	7,000	7,000
Mats & Rugs	2,276	2,700	2,700	2,700	2,700
Total Operating Expenditures	$ 122,845	$ 125,200	$ 159,940	$ 136,440	$ 136,440

Maintenance (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Equipment/Capital Expenditures					
Structural	9,083	0	0	0	0
Park Improvments	10,725	0	0	0	0
Total Equipment/Capital Expenditures	$ 19,808	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 524,155	$ 554,150	$ 600,405	$ 564,162	$ 569,849
Operating Transfers					
Transfer In from Parks Fund (Maint)	(10,000)	(12,000)	(6,794)	(6,794)	(6,794)
Total Departmental Revenues	$ (10,000)	$ (12,000)	$ (6,794)	$ (6,794)	$ (6,794)
Net Effect on General Fund	$ 514,155	$ 542,150	$ 593,611	$ 557,368	$ 563,055

Community Development Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 324,793	$ 404,375	$ 408,419	$ 408,419	$ 413,288
Operating Expenditures	$ 48,517	$ 56,200	$ 69,175	$ 67,175	$ 67,175
Equipment/Capital Expenditures	$ 1,974	$ 2,050	$ 2,320	$ 2,320	$ 2,320
Total Expenditures	$ 375,284	$ 462,625	$ 479,914	$ 477,914	$ 482,783
Revenues					
Total Revenues	$ 188,391	$ 270,300	$ 252,350	$ 257,350	$ 257,350
Operating Transfers					
Total Transfers	$ -	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 186,893	$ 192,325	$ 227,564	$ 220,564	$ 225,433

Community Development

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	75,824	75,075	75,067	75,067	76,193
FICA	4,350	4,655	4,654	4,654	4,724
Medicare	1,017	1,090	1,088	1,088	1,105
Retirement	8,550	8,705	8,610	8,610	8,739
Unemployment	32	70	140	140	140
Workman's Compensation	1,925	1,945	1,426	1,426	1,448
Health, Dental & Life Ins	7,758	8,270	8,810	8,810	8,810
Total Wages & Related	$ 99,456	$ 99,810	$ 99,795	$ 99,795	$ 101,159
Operating Expenditures					
Training	430	1,000	1,000	1,000	1,000
Travel	0	500	500	500	500
Office Supplies	96	200	200	200	200
Subscriptions/Memberships	639	650	700	700	700
Books/Tapes/Publications	0	75	0	0	0
Auto Repair/Maintenance	315	600	600	600	600
Fuel	223	400	400	400	400
Legal Services	2,184	3,000	6,000	4,000	4,000
Equipment Maint. Agreements	2,465	600	2,500	2,500	2,500
Credit Card Processing Fees	2,015	2,000	2,000	2,000	2,000
Safety Equipment	53	300	200	200	200
Maps / Cartography	0	50	0	0	0
Total Operating Expenditures	$ 8,420	$ 9,375	$ 14,100	$ 12,100	$ 12,100
Equipment/Capital Expenditures					
Equipment Lease	1,974	2,050	2,320	2,320	2,320
Total Equipment/Capital Expenditures	$ 1,974	$ 2,050	$ 2,320	$ 2,320	$ 2,320
Total Departmental Expenditures	$ 109,850	$ 111,235	$ 116,215	$ 114,215	$ 115,579
Revenues					
Copies	57	50	50	50	50
Total Departmental Revenues	$ 57	$ 50	$ 50	$ 50	$ 50
Net Effect on General Fund	$ 109,793	$ 111,185	$ 116,165	$ 114,165	$ 115,529

Building Department

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	90,737	138,145	146,611	146,611	148,431
FICA	5,590	8,565	9,090	9,090	9,203
Medicare	1,307	2,005	2,126	2,126	2,152
Retirement	10,100	16,025	16,816	16,816	17,025
Unemployment	107	280	560	560	560
Workman's Compensation	1,556	2,115	1,254	1,254	1,272
Health, Dental & Life Ins	14,653	28,945	26,430	26,430	26,430
Total Wages & Related	$ 124,050	$ 196,080	$ 202,887	$ 202,887	$ 205,073
Operating Expenditures					
Training	1,152	2,000	2,500	2,500	2,500
Travel	951	1,500	1,800	1,800	1,800
Office Supplies	285	1,000	1,200	1,200	1,200
Subscriptions/Memberships	284	350	350	350	350
Books/Tapes/Publications	0	500	500	500	500
Printing	307	525	525	525	525
Advertising	190	300	300	300	300
Auto Repair/Maintenance	79	500	700	700	700
Fuel	1,659	2,500	2,500	2,500	2,500
Cell Phone	275	300	300	300	300
Consulting Services	1,050	7,500	6,000	6,000	6,000
Equipment	0	500	800	800	800
Total Operating Expenditures	$ 6,232	$ 17,475	$ 17,475	$ 17,475	$ 17,475
Total Departmental Expenditures	$ 130,282	$ 213,555	$ 220,362	$ 220,362	$ 222,548
Revenues					
Plan Review Fees	48,211	75,000	65,000	65,000	65,000
Building Permits	112,644	170,000	160,000	160,000	160,000
Total Departmental Revenues	$ 160,855	$ 245,000	$ 225,000	$ 225,000	$ 225,000
Net Effect on General Fund	$ (30,573)	$ (31,445)	$ (4,638)	$ (4,638)	$ (2,452)

Planning & Zoning

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	39,712	40,435	40,435	40,435	41,042
FICA	2,462	2,510	2,507	2,507	2,545
Medicare	576	590	586	586	595
Retirement	4,583	4,690	4,638	4,638	4,707
Unemployment	38	70	140	140	140
Workman's Compensation	141	145	121	121	123
Health, Dental & Life Ins	7,515	8,270	8,810	8,810	8,810
Total Wages & Related	$ 55,027	$ 56,710	$ 57,237	$ 57,237	$ 57,962
Operating Expenditures					
Training	265	0	0	0	0
Office Supplies	759	750	800	800	800
Printing	1,028	2,000	2,000	2,000	2,000
Advertising	784	2,000	3,000	3,000	3,000
Consulting Services	3,000	5,000	8,000	8,000	8,000
Legal Services	0	0	0	0	0
General Plan	0	1,000	1,000	1,000	1,000
Total Operating Expenditures	$ 5,836	$ 10,750	$ 14,800	$ 14,800	$ 14,800
Total Departmental Expenditures	$ 60,863	$ 67,460	$ 72,037	$ 72,037	$ 72,762
Revenues					
Permit Fees	25,967	25,000	25,000	30,000	30,000
Total Departmental Revenues	$ 25,967	$ 25,000	$ 25,000	$ 30,000	$ 30,000
Net Effect on General Fund	$ 34,896	$ 42,460	$ 47,037	$ 42,037	$ 42,762

Code Enforcement

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	32,760	35,645	32,958	32,958	33,452
FICA	1,839	2,210	2,043	2,043	2,074
Medicare	439	520	478	478	485
Retirement	3,677	4,135	3,445	3,445	3,497
Unemployment	43	70	140	140	140
Workman's Compensation	839	925	626	626	636
Health, Dental & Life Ins	6,663	8,270	8,810	8,810	8,810
Total Wages & Related	$ 46,260	$ 51,775	$ 48,500	$ 48,500	$ 49,094
Operating Expenditures					
Training	115	1,000	1,000	1,000	1,000
Travel	408	1,000	1,000	1,000	1,000
Office Supplies	166	100	100	100	100
Subscriptions/Memberships	0	0	100	100	100
Computer Services/Software	0	0	4,000	4,000	4,000
Cell Phone	379	400	400	400	400
Nuisance Abatement	6,640	6,000	6,000	6,000	6,000
Dangerous Bldg. Abatement	20,225	10,000	10,000	10,000	10,000
Recording Fees	96	100	200	200	200
Total Operating Expenditures	$ 28,029	$ 18,600	$ 22,800	$ 22,800	$ 22,800
Total Departmental Expenditures	$ 74,289	$ 70,375	$ 71,300	$ 71,300	$ 71,894
Revenues					
Zoning Fines	1,512	250	2,300	2,300	2,300
Total Departmental Revenues	$ 1,512	$ 250	$ 2,300	$ 2,300	$ 2,300
Net Effect on General Fund	$ 72,777	$ 70,125	$ 69,000	$ 69,000	$ 69,594

Marshal's Department Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 2,049,840	$ 2,336,270	$ 2,456,457	$ 2,404,127	$ 2,434,187
Operating Expenditures	$ 243,170	$ 224,915	$ 249,614	$ 217,614	$ 217,614
Equipment/Capital Expenditures	$ 24,590	$ 10,000	$ 2,000	$ -	$ -
Total Expenditures	$ 2,317,600	$ 2,571,185	$ 2,708,071	$ 2,621,741	$ 2,651,801
Revenues					
Total Revenues	$ 192,316	$ 191,600	$ 191,600	$ 191,600	$ 191,600
Operating Transfers					
Total Transfers	$ -	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 2,125,284	$ 2,379,585	$ 2,516,471	$ 2,430,141	$ 2,460,201

Marshal's Office

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	1,313,589	1,478,815	1,527,386	1,496,704	1,519,226
Overtime	56,856	40,000	40,000	40,000	40,000
Holiday Pay Premium	11,335	12,300	12,298	12,300	12,300
Uniform Allowance	24,300	24,000	25,200	25,200	25,200
FICA	51,166	58,385	64,240	62,338	63,247
Medicare	19,806	22,550	23,271	22,826	23,152
Retirement	177,332	249,680	288,109	284,590	288,573
Retirement Penalty	40,447	55,345	61,655	61,655	62,580
Unemployment	1,510	2,290	4,900	4,760	4,760
Workman's Compensation	71,765	75,920	56,522	56,430	57,205
Health, Dental & Life Ins	219,120	260,095	297,472	281,920	281,920
Total Wages & Related	$ 1,987,226	$ 2,279,380	$ 2,401,053	$ 2,348,723	$ 2,378,163
Operating Expenditures					
Training	3,383	5,000	5,000	5,000	5,000
Travel	5,306	5,000	5,000	5,000	5,000
Uniforms	2,267	1,000	1,000	1,000	1,000
Office Supplies	5,097	5,500	5,500	5,500	5,500
Subscriptions/Memberships	1,425	2,000	2,000	2,000	2,000
Books/Tapes/Publications	604	600	600	600	600
Printing	2,557	1,000	1,000	1,000	1,000
Computer Services/Software	20,904	30,610	2,444	2,444	2,444
Software Recurring Fees	0	0	18,000	18,000	18,000
Auto Repair/Maintenance	19,295	15,000	20,000	20,000	20,000
Fuel	59,600	50,000	50,000	45,000	45,000
Electric	23,033	23,300	23,800	23,800	23,800
Gas/Propane	3,270	1,800	1,600	1,600	1,600
Water	3,002	2,900	2,600	2,600	2,600
Sewer	3,248	3,300	3,250	3,250	3,250
Waste Removal	656	660	1,000	1,000	1,000
Cell Phone	10,083	11,000	12,000	12,000	12,000
Legal Services	15,039	20,000	20,000	20,000	20,000
Contract Labor/Services	2,194	0	5,000	5,000	5,000
Equipment Maint. Agreements	1,502	1,195	1,195	1,195	1,195
Office Equipment	769	2,000	2,000	2,000	2,000
Equipment Maintenance	0	1,000	0	0	0
Patrol/Investigation Equip.	17,087	10,000	10,000	7,500	7,500
Patrol/Investigation Equip. Maint	5,940	3,500	3,500	3,500	3,500
Communication Equipment	4,364	0	20,000	0	0

Marshal's Office (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Communication Equip. Maint	4,510	3,000	7,000	3,000	3,000
Repeater/Generator Maint	5,692	1,800	1,800	1,800	1,800
Crime Prevention	1,718	1,000	2,000	1,000	1,000
Advocacy Center	2,662	2,800	2,800	2,800	2,800
Volunteers	1,499	2,000	2,000	2,000	2,000
Medical Supplies	854	500	500	500	500
K-9 Expenditures	952	1,500	1,500	1,500	1,500
Total Operating Expenditures	$ 228,512	$ 208,965	$ 234,089	$ 201,589	$ 201,589
Equipment/Capital Expenditures					
Equipment	0	10,000	2,000	0	0
Equipment Lease	1,161	0	0	0	0
Total Equipment/Capital Expenditures	$ 1,161	$ 10,000	$ 2,000	$ -	$ -
Total Departmental Expenditures	$ 2,216,899	$ 2,498,345	$ 2,637,142	$ 2,550,312	$ 2,579,752
Revenues					
Copies	1,695	1,000	1,000	1,000	1,000
Fingerprint Fees	715	600	600	600	600
Auto Impound Fees	6,600	5,000	5,000	5,000	5,000
Miscellaneous	271	0	0	0	0
Dispatch Services	178,600	178,600	178,600	178,600	178,600
Total Departmental Revenues	$ 187,881	$ 185,200	$ 185,200	$ 185,200	$ 185,200
Net Effect on General Fund	$ 2,029,018	$ 2,313,145	$ 2,451,942	$ 2,365,112	$ 2,394,552

Animal Control

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	42,038	35,645	32,958	32,958	33,452
Overtime	222	2,000	2,000	2,000	2,000
Holiday Pay Premium	510	400	400	400	400
Uniform Allowance	1,575	1,800	1,800	1,800	1,800
FICA	2,489	2,470	2,304	2,304	2,334
Medicare	590	580	539	539	546
Retirement	4,943	4,625	4,262	4,262	4,319
Retirement ACR	0	0	1,485	1,485	1,508
Unemployment	66	70	140	140	140
Workman's Compensation	1,131	1,030	706	706	715
Health, Dental & Life Ins	9,050	8,270	8,810	8,810	8,810
Total Wages & Related	$ 62,614	$ 56,890	$ 55,404	$ 55,404	$ 56,024
Operating Expenditures					
Training	1,050	1,000	1,000	1,000	1,000
Travel	1,362	1,000	1,000	1,000	1,000
Uniforms	0	0	0	0	0
Office Supplies	98	250	250	250	250
Subscriptions/Memberships	0	150	150	150	150
Printing	566	1,250	1,250	1,250	1,250
Auto Repair/Maintenance	673	1,000	1,000	1,000	1,000
Fuel	2,958	2,500	2,500	2,500	2,500
Electric	0	1,500	1,125	1,125	1,125
Gas/Propane	442	500	350	350	350
Water	0	300	100	100	100
Office Equipment	191	500	500	500	500
Building Maintenance	614	0	0	0	0
Animal Control Equipment	2,305	2,000	2,000	2,000	2,000
Animal Cremations	0	0	300	800	800
Shelter Fees	3,175	4,000	4,000	4,000	4,000
Facility Lease Payments	1,224	0	0	0	0
Total Operating Expenditures	$ 14,658	$ 15,950	$ 15,525	$ 16,025	$ 16,025
Equipment/Capital Expenditures					
Equipment	23,429	0	0	0	0
Total Equipment/Capital Expenditures	$ 23,429	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 100,701	$ 72,840	$ 70,929	$ 71,429	$ 72,049
Revenues					
Dog Licenses	3,125	5,400	5,400	5,400	5,400
Impound Fees	1,260	1,000	1,000	1,000	1,000
Adoption Fees	50	0	0	0	0
Total Departmental Revenues	$ 4,435	$ 6,400	$ 6,400	$ 6,400	$ 6,400
Net Effect on General Fund	$ 96,266	$ 66,440	$ 64,529	$ 65,029	$ 65,649

Library Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 276,454	$ 315,435	$ 325,252	$ 325,252	$ 329,556
Operating Expenditures	$ 62,669	$ 62,710	$ 63,565	$ 62,610	$ 62,610
Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 339,123	$ 378,145	$ 388,817	$ 387,862	$ 392,166
Revenues					
Total Revenues	$ 85,954	$ 82,700	$ 77,900	$ 77,900	$ 77,900
Operating Transfers					
Total Transfers	$ -	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 253,169	$ 295,445	$ 310,917	$ 309,962	$ 314,266

Community Library

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	211,938	234,075	240,278	240,278	243,882
FICA	13,058	14,515	14,897	14,897	15,121
Medicare	3,054	3,395	3,484	3,484	3,536
Retirement	19,224	27,155	27,560	27,560	27,973
Unemployment	353	805	1,680	1,680	1,680
Workman's Compensation	747	2,410	2,113	2,113	2,124
Health, Dental & Life Ins	28,080	33,080	35,240	35,240	35,240
Total Wages & Related	$ 276,454	$ 315,435	$ 325,252	$ 325,252	$ 329,556
Operating Expenditures					
Training	315	400	400	400	400
Travel	332	650	400	400	400
Office Supplies	5,385	1,750	2,000	2,000	2,000
Cataloging Supplies	0	2,000	2,000	2,000	2,000
Subscriptions/Memberships	731	1,700	1,000	1,000	1,000
Books/Tapes/Publications	25,417	22,000	24,000	24,000	24,000
Media - Reserve Fund	0	5,100	5,600	5,600	5,600
Postage	917	1,000	1,000	1,000	1,000
Computer Services/Software	1,932	1,500	3,000	2,000	2,000
Electric	8,352	8,200	9,200	9,200	9,200
Gas/Propane	3,511	4,000	0	0	0
Water	516	550	565	550	550
Waste Removal	656	660	600	660	660
Cell Phone	0	0	800	800	800
Legal Services	3,432	2,000	2,000	2,000	2,000
Office Equipment	418	500	500	500	500
Volunteer Expense	929	1,200	1,200	1,200	1,200
Library Programs	3,055	3,000	3,000	3,000	3,000
Records Cataloging	810	1,000	800	800	800
Total Operating Expenditures	$ 62,669	$ 62,710	$ 63,565	$ 62,610	$ 62,610
Total Departmental Expenditures	$ 339,123	$ 378,145	$ 388,817	$ 387,862	$ 392,166
Revenues					
Copies	485	200	400	400	400
Fines & Forfeitures	3,596	2,500	2,500	2,500	2,500
Surplus Property Sales	972	0	0	0	0
Yav County Library District	80,901	80,000	75,000	75,000	75,000
Total Departmental Revenues	$ 85,954	$ 82,700	$ 77,900	$ 77,900	$ 77,900
Net Effect on General Fund	$ 253,169	$ 295,445	$ 310,917	$ 309,962	$ 314,266
Planned Use of Rest'd Reserve Funds	0	5,100	5,600	5,600	5,600

Parks & Rec Department Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related	$ 136,620	$ 150,830	$ 192,015	$ 162,936	$ 164,337
Operating Expenditures	$ 100,641	$ 101,895	$ 90,815	$ 93,315	$ 93,315
Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -
Total Expenditures	$ 237,261	$ 252,725	$ 282,830	$ 256,251	$ 257,652
Revenues					
Total Revenues	$ 38,512	$ 38,100	$ 43,100	$ 43,100	$ 43,100
Operating Transfers					
Total Transfers	$ (14,988)	$ -	$ -	$ -	$ -
Net Cost to General Fund	$ 183,761	$ 214,625	$ 239,730	$ 213,151	$ 214,552

Parks & Rec

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	51,468	60,280	81,147	64,507	65,475
FICA	2,757	3,740	5,031	3,999	4,059
Medicare	645	875	1,177	935	949
Retirement	5,646	6,995	9,308	7,399	7,510
Unemployment	53	140	435	295	295
Workman's Compensation	1,006	670	385	510	518
Health, Dental & Life Ins	8,716	8,270	19,020	9,779	9,779
Total Wages & Related	$ 70,291	$ 80,970	$ 116,503	$ 87,424	$ 88,585
Operating Expenditures					
Training	683	350	600	600	600
Travel	0	400	600	600	600
Office Supplies	212	600	600	600	600
Subscriptions/Memberships	75	100	100	100	100
Advertising	252	325	600	600	600
Auto Repair/Maintenance	391	200	200	200	200
Fuel	0	300	300	300	300
Electric	41,347	31,880	35,000	35,000	35,000
Gas/Propane	3,726	4,000	3,600	3,600	3,600
Water	3,150	710	970	970	970
Sewer	2,612	0	0	0	0
Waste Removal	3,757	2,330	2,200	2,200	2,200
Telephone	0	0	480	480	480
Legal Services	468	500	500	500	500
Contract Labor/Services	0	8,000	0	0	0
Office Equipment	0	450	0	0	0
OSHA Medical Supplies	69	200	200	200	200
Permits	400	450	875	875	875
Total Operating Expenditures	$ 57,142	$ 50,795	$ 46,825	$ 46,825	$ 46,825
Total Departmental Expenditures	$ 127,433	$ 131,765	$ 163,328	$ 134,249	$ 135,410
Revenues					
Facility Rental Fees	2,351	2,500	2,500	2,500	2,500
Total Departmental Revenues	$ 2,351	$ 2,500	$ 2,500	$ 2,500	$ 2,500
Net Effect on General Fund	$ 125,082	$ 129,265	$ 160,828	$ 131,749	$ 132,910

Heritage Pool

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	53,150	54,380	58,090	58,090	58,287
FICA	3,243	3,375	3,602	3,602	3,614
Medicare	759	790	842	842	845
Retirement	1,072	1,115	1,503	1,503	1,526
Unemployment	178	230	469	469	469
Workman's Compensation	1,227	1,220	1,041	1,041	1,046
Health, Dental & Life Ins	1,857	2,070	3,084	3,084	3,084
Total Wages & Related	$ 61,486	$ 63,180	$ 68,631	$ 68,631	$ 68,871
Operating Expenditures					
Training	200	1,000	1,000	1,000	1,000
Electric	6,315	7,000	6,800	6,800	6,800
Gas/Propane	11,806	9,000	4,000	4,000	4,000
Telephone	422	350	440	440	440
OSHA Med Supplies	138	150	150	150	150
Pool Chemicals	5,497	5,500	5,500	5,500	5,500
Pool Supplies	2,145	3,700	3,700	3,700	3,700
Equipment Maintenance	3,174	3,000	3,000	3,000	3,000
Concession Supplies	33	300	300	300	300
Permits	960	500	500	500	500
Total Operating Expenditures	$ 30,690	$ 30,500	$ 25,390	$ 25,390	$ 25,390
Total Departmental Expenditures	$ 92,176	$ 93,680	$ 94,021	$ 94,021	$ 94,261
Revenues					
User Fees	21,940	17,000	22,000	22,000	22,000
Concession Sales	168	300	300	300	300
Total Departmental Revenues	$ 22,108	$ 17,300	$ 22,300	$ 22,300	$ 22,300
Operating Transfers					
Transfer In from YAN Fund	(14,988)	0	0	0	0
Total Operating Transfers	$ (14,988)	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 55,080	$ 76,380	$ 71,721	$ 71,721	$ 71,961

Programming

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	4,403	6,030	6,190	6,190	6,190
FICA	273	375	384	384	384
Medicare	64	90	90	90	90
Unemployment	15	60	124	124	124
Workman's Compensation	88	125	93	93	93
Total Wages & Related	$ 4,843	$ 6,680	$ 6,881	$ 6,881	$ 6,881
Operating Expenditures					
Contract Labor/Services	1,135	2,000	2,000	2,000	2,000
Rec. Equipment	2,024	2,000	2,000	4,500	4,500
Children's Programs	2,770	5,000	5,000	5,000	5,000
Adult Programs	125	500	500	500	500
Community Programs	6,115	6,100	7,100	7,100	7,100
Rec Programs Sponsors	0	0	0	0	0
Summer Program	522	5,000	2,000	2,000	2,000
Total Operating Expenditures	$ 12,809	$ 20,600	$ 18,600	$ 21,100	$ 21,100
Total Departmental Expenditures	$ 17,652	$ 27,280	$ 25,481	$ 27,981	$ 27,981
Revenues					
Children's Rec Program	6,352	7,000	7,000	7,000	7,000
Adult Rec Program	2,566	2,000	2,000	2,000	2,000
Community Programs	4,155	6,000	6,000	6,000	6,000
Child Rec Program Support	40	1,500	1,500	1,500	1,500
Child Rec Tuition Support	640	800	800	800	800
Community Program Support	300	1,000	1,000	1,000	1,000
Total Departmental Revenues	$ 14,053	$ 18,300	$ 18,300	$ 18,300	$ 18,300
Net Effect on General Fund	$ 3,599	$ 8,980	$ 7,181	$ 9,681	$ 9,681

Capital Improvement Funds Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 EST'D MARCH	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures						
Buildings & Improvements	$ 25,667	$ 213,566	$ 40,456	$ 224,023	$ 224,023	$ 411,112
Vehicles	$ 281,618	$ -	$ -	$ -	$ -	$ -
Equipment	$ 38,487	$ -	$ -	$ 15,000	$ 15,000	$ 15,000
Land & Improvements	$ -	$ 77,400	$ -	$ 152,400	$ 152,400	$ 152,400
Streets & Structural	$ 10,744	$ 322,835	$ 24,058	$ 376,400	$ 376,400	$ 576,400
Community Parks	$ 67,326	$ 94,700	$ -	$ 94,700	$ 94,700	$ 144,700
Food Tax Revenue Expenditures	$ -	$ 300,000	$ -	$ -	$ -	$ -
Total Expenditures	$ 423,842	$ 1,008,501	$ 64,514	$ 862,523	$ 862,523	$ 1,299,612

CIP Fund

ACCOUNT NUMBERS	ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures						
Operating Expenditures						
751000	Building Maint	16,453	0	0	0	0
751600	Park Facilities Maint - Pool Upgrades	27,931	0	0	0	0
751650	Infrastructure Maint	456	0	0	0	0
Total Operating Expenditures		$ 44,840	$ -	$ -	$ -	$ -
Capital Expenditures						
800000	Miscellaneous Projects	0	0	0	0	37,089
810400	Re-Roof of Town Gym	0	0	0	0	100,000
811221	3 New Gym Doors	0	20,000	0	0	0
811222	Public Works Office Changes	0	19,000	0	0	0
811223	Transit Stop	9,214	5,786	5,023	5,023	5,023
811224	Court Improvements	0	168,780	219,000	219,000	269,000
821000	Vehicles	281,618	0	0	0	0
831211	New Gym Bleachers	38,487	0	0	0	0
831212	Network Equipment	0	15,000	15,000	15,000	15,000
841120	411: Basha's Drain Channel Project	0	15,000	15,000	15,000	15,000
841210	Rezzonico Park - Fencing, Signage, Etc.	25,000	0	0	0	0
841211	Field Electric Expansion	8,957	0	0	0	0
841212	Pool Deck	5,408	0	0	0	0
850100	Verde Lakes Drive Culverts	0	62,400	137,400	137,400	137,400
850300	Finnie Flat Sidewalk Enhancement	10,744	200,835	194,400	194,400	194,400
851110	Hollamon & VC Parking Lots	0	47,000	47,000	47,000	47,000
851111	Finnie Flat Streetscape	0	75,000	75,000	75,000	75,000
851112	Hwy 280 Sewer Expansion Plans	0	60,000	60,000	60,000	60,000
851113	Sewer Sleaves Expansion	0	0	0	0	200,000
861110	CommPark: Pre Development Costs	4,982	94,700	94,700	94,700	94,700
861111	Park Playground Equipment	0	0	0	0	50,000
800000	Expenditures from Food Tax Revenues	0	300,000	0	0	0
Total Capital Expenditures		$ 384,410	$ 1,083,501	$ 862,523	$ 862,523	$ 1,299,612
Fund / Dept: 03-XXX						
Revenues						
490000	Interest	55	0	0	0	0
Total Revenues		$ 55	$ -	$ -	$ -	$ -
Operating Transfers						
500101	Transfer In from General Fund	(56,489)	(450,000)	(496,800)	(496,800)	(394,800)
500500	Transfer In from Magistrate Fund	0	(100,000)	(150,000)	(150,000)	(150,000)
500600	Transfer In from Non-Fed Grants Fund	0	0	(75,000)	(75,000)	(75,000)
501600	Transfer In from Impact Fees Fund	0	(68,780)	(69,000)	(69,000)	(69,000)
502000	Transfer In from HURF Fund	(9,214)	(140,000)	(199,423)	(199,423)	(199,423)
Total Operating Transfers		$ (65,703)	$ (758,780)	$ (990,223)	$ (990,223)	$ (888,223)
Net Effect on CIP Fund		$ 363,492	$ 324,721	$ (127,700)	$ (127,700)	$ 411,389
	Prior Year Ending CIP Fund Balance	$ 686,682	$ 323,190	$ 411,389	$ 411,389	$ 411,389
	Estimated Ending CIP Fund Balance	$ 323,190	$ (1,531)	$ 539,089	$ 539,089	$ -

Parks Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Operating Transfers					
Transfer to Gen Fund for Park Maint	10,000	12,000	6,794	6,794	6,794
Total Operating Transfers	$ 10,000	$ 12,000	$ 6,794	$ 6,794	$ 6,794
Net Effect on Parks Fund	$ 10,000	$ 12,000	$ 6,794	$ 6,794	$ 6,794
Prior Year Ending Fund Balance	$ (603,206)	$ (613,206)	$ (625,206)	$ (625,206)	$ (625,206)
Estimated Ending Fund Balance	$ (613,206)	$ (625,206)	$ (632,000)	$ (632,000)	$ (632,000)
Prior Year Estimated Ending Equity Balance	$ 28,794	$ 18,794	$ 6,794	$ 6,794	$ 6,794
Estimated Ending Parks Equity Balance	$ 18,794	$ 6,794	$ -	$ -	$ -

Special Revenue Funds Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Releated	$ 396,270	$ 425,390	$ 361,747	$ 387,763	$ 391,839
Operating Expenditures	$ 356,491	$ 756,223	$ 455,580	$ 453,880	$ 453,880
Equipment/Capital Expenditures	$ 526,714	$ 7,476,402	$ 4,985,592	$ 4,828,592	$ 4,828,592
Operating Transfers Out	$ 189,737	$ 162,072	$ 670,637	$ 675,807	$ 690,807
Total Expenditures	$ 1,469,212	$ 8,820,087	$ 6,473,556	$ 6,346,042	$ 6,365,118
Revenues					
Total Revenues	$ 1,301,802	$ 7,581,814	$ 1,987,678	$ 1,987,678	$ 1,987,678
Net Dec/(Inc) in Fund Balances	$ 167,410	$ 1,238,273	$ 4,485,878	$ 4,358,364	$ 4,377,440

HURF Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	223,277	227,515	221,015	239,007	242,250
Overtime	202	700	700	700	700
Uniform Allowance	800	0	0	0	0
FICA	14,910	14,150	13,746	14,862	15,063
Medicare	3,487	3,310	3,215	3,476	3,523
Retirement	27,721	26,475	22,816	24,879	25,251
Unemployment Insurance	293	365	1,097	1,160	1,160
Workman's Compensation	21,459	19,705	14,873	16,365	16,578
Health Insurance	42,705	43,170	41,285	44,314	44,314
Total Wages & Related	$ 334,854	$ 335,390	$ 318,747	$ 344,763	$ 348,839
Operational Expenditures					
Training	0	2,500	2,500	2,500	2,500
Travel	29	500	500	500	500
Uniforms	1,371	2,750	2,750	2,750	2,750
Office Supplies	593	300	300	300	300
Subscriptions/Memberships	0	600	100	100	100
Books/Tapes/Publications	0	100	100	100	100
Printing	92	200	100	100	100
Advertising	32	200	200	200	200
Postage	0	0	50	50	50
Computer Services/Software	1,200	1,500	800	800	800
Auto Repair/Maintenance	41,600	30,000	30,000	30,000	30,000
Fuel	37,788	28,000	28,000	28,000	28,000
Electric	5,196	4,200	3,375	3,375	3,375
Gas/Propane	847	1,000	1,000	1,000	1,000
Water	1,712	1,500	600	600	600
Sewer	201	200	500	500	500
Waste Removal	765	600	600	600	600
Telephone	0	750	570	570	570
Cell Phone	2,486	3,000	3,000	3,000	3,000
Pest Control	315	600	0	0	0
Legal Services	1,813	1,000	1,300	1,300	1,300
Contract Labor/Services	2,370	5,000	3,000	3,000	3,000
Equipment Rental	3,170	1,500	3,000	3,000	3,000
Equipment Maint. Agreements	610	275	275	275	275
Office Equipment	167	3,600	2,200	500	500
Maintenance Equipment	11,956	2,500	2,500	2,500	2,500
Liability Insurance	10,000	10,000	10,000	10,000	10,000
OSHA Medical Supplies	938	2,900	2,900	2,900	2,900
Recording Fees	1,628	100	50	50	50
Street Maintenance	12,285	85,000	85,000	85,000	85,000
Street Striping	18,644	25,000	25,000	25,000	25,000
Chip Seal / Maintenance	13,632	0	0	0	0
Right-of-Way Aquisition	198	0	0	0	0
Street & Safety Signing	1,850	5,000	5,000	5,000	5,000

HURF Fund (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Traffic Signal Maintenance	(389)	5,000	3,500	3,500	3,500
Traffic Signal Electricity	9,816	10,000	9,400	9,400	9,400
Main Street Lights/Irrigation Electricity	6,373	10,000	6,100	6,100	6,100
Small Tools	1,489	3,000	3,000	3,000	3,000
Litter Abatement	528	500	200	200	200
Total Operational Expenditures	**$ 191,855**	**$ 249,075**	**$ 237,570**	**$ 235,870**	**$ 235,870**
Equipment/Capital Expenditures					
Equipment Lease	0	22,000	22,000	0	0
Structural	0	12,000	12,000	12,000	12,000
Vehicles	89,889	20,000	135,000	0	0
Street Construction	18,260	0	0	0	0
Total Equipment/Capital Expenditures	**$ 108,149**	**$ 54,000**	**$ 169,000**	**$ 12,000**	**$ 12,000**
Total Expenditures	**$ 634,858**	**$ 638,465**	**$ 725,317**	**$ 592,633**	**$ 596,709**
Revenues					
HURF Revenue	777,196	809,000	847,000	847,000	847,000
Refunds/Reimbursements	21,373	0	150	150	150
Surplus Property Sales	18,158	2,100	5,150	5,150	5,150
Interest	9,686	5,000	5,000	5,000	5,000
Total Departmental Revenues	**$ 826,413**	**$ 816,100**	**$ 857,300**	**$ 857,300**	**$ 857,300**
Operating Transfers					
Transfer Out to CIP Fund	9,214	48,000	194,253	199,423	199,423
Transfer Out to CIP Fund (Reserve)	0	92,000	0	0	0
Transfer Out to CDBG Fund	0	152,000	152,000	152,000	152,000
Transfer Out to Fed Grants Fund	0	35,100	0	0	0
Transfer Out to Debt Service Fund	165,535	165,490	165,509	165,509	180,509
Total Operating Transfers	**$ 174,749**	**$ 492,590**	**$ 511,762**	**$ 516,932**	**$ 531,932**
Net Effect on HURF Fund	**$ (16,806)**	**$ 314,955**	**$ 379,779**	**$ 252,265**	**$ 271,341**
Beginning HURF Reserve Balance (Est'd)	$ 1,274,961	$ 1,291,766	$ 1,306,801	$ 1,306,801	$ 1,306,801
7-year Repayment Plan Set-aside	$ 464,000	$ 414,000	$ 364,000	$ 364,000	$ 364,000
Ending HURF Reserve Balance (Est'd)	**$ 827,767**	**$ 562,811**	**$ 563,022**	**$ 690,536**	**$ 671,460**

Magistrate Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Local JCEF					
Operating Expenditures					
Training	1,293	2,000	2,000	2,000	2,000
Total Operating Expenditures	$ 1,293	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Revenues					
Local JCEF	3,633	4,178	3,947	3,947	3,947
Net JCEF Program	$ (2,340)	$ (2,178)	$ (1,947)	$ (1,947)	$ (1,947)
Local JCEF Year End Balance Estimate					
Prior Year Ending Local JCEF Balance	36,756	38,449	39,251	39,251	39,251
Estimated Ending Local JCEF Balance	$39,096	$40,627	$41,198	$41,198	$41,198
Fill the GAP					
Revenues					
Fill the GAP	2,837	2,550	2,770	2,770	2,770
Net Fill the GAP Program	$ (2,837)	$ (2,550)	$ (2,770)	$ (2,770)	$ (2,770)
Fill the GAP Year End Balance Estimate					
Prior Year Ending Fill the GAP Balance	13,713	15,873	17,836	17,836	17,836
Estimated Ending Fill the GAP Balance	$16,550	$18,423	$20,606	$20,606	$20,606
Operating Expenditures					
Legal	3	1,700	1,700	1,700	1,700
Court Enhancement	661	4,000	5,000	5,000	5,000
Total Operating Expenditures	$ 664	$ 5,700	$ 6,700	$ 6,700	$ 6,700
Total Departmental Expenditures	$ 664	$ 5,700	$ 6,700	$ 6,700	$ 6,700
Revenues					
Court Enhancement	37,775	41,000	39,651	39,651	39,651
Total Department Revenues	$ 37,775	$ 41,000	$ 39,651	$ 39,651	$ 39,651
Operating Transfers					
Transfers Out to CIP Fund	0	100,000	150,000	150,000	150,000
Total Operating Transfers	$ -	$ 100,000	$ 150,000	$ 150,000	$ 150,000
Net Court Enhancement Program	$ (37,111)	$ 64,700	$ 117,049	$ 117,049	$ 117,049
Court Enhancement Year End Balance Estimate					
Prior Year Ending Court Enhancement Balance	127,210	155,942	177,997	177,997	177,997
Estimated Ending Court Enhancement Balance	$164,321	$91,242	$60,948	$60,948	$60,948
Net Effect on Magistrate Fund	$ (42,288)	$ 59,972	$ 112,332	$ 112,332	$ 112,332

Non-Federal Grants Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
RICO Grant					
Expenditures					
Grant Exps	36,539	31,718	30,776	30,776	30,776
Yav. County Anti-Racketeering Rev's	(36,539)	(30,000)	(15,000)	(15,000)	(15,000)
Net RICO Grants	$ -	$ 1,718	$ 15,776	$ 15,776	$ 15,776
RICO Year End Balance Estimate					
Prior Year Ending RICO Balance	0	1,718	15,776	15,776	15,776
Estimated Ending RICO Balance	$ -	$ -	$ -	$ -	$ -
Gov's Office of Emergency MGT					
Infrastructure	0	350,000	0	0	0
GOEM Grant Revenue	0	(262,500)	0	0	0
Transfer In fm General Fund	0	(37,500)	0	0	0
Net GOE Grant	$ -	$ 50,000	$ -	$ -	$ -
Yavapai County Flood Control Grant					
Drainage Channel Project (CIP Fund)	66,396	100,000	44,520	44,520	44,520
Gaddis Wash Improvements	0	0	41,940	41,940	41,940
Yavapai County Flood Control Grant	(64,646)	(350,000)	(167,261)	(167,261)	(167,261)
Transfer Out to Federal Grants	0	200,000	0	0	0
Transfer Out to CIP Fund	0	0	75,000	75,000	75,000
Net Yavapai County Grants	$ 1,750	$ (50,000)	$ (5,801)	$ (5,801)	$ (5,801)
Animal Control Grant					
Spay Neuter costs	0	10,000	5,000	5,000	5,000
Grant Revenues	0	(10,000)	(5,000)	(5,000)	(5,000)
Net Animal Control Grant	$ -	$ -	$ -	$ -	$ -
100 Club Grant					
Patrol Equipment	3,600	5,000	5,000	5,000	5,000
K9 Expenses	0	2,500	0	0	0
Grant Revenues	(3,600)	(7,500)	(5,000)	(5,000)	(5,000)
Net 100 Club Grant	$ -	$ -	$ -	$ -	$ -
Walton Family Grant					
Expenditures	0	50,000	50,000	50,000	50,000
Net Walton Family Grant	$ -	$ -	$ 20,000	$ 20,000	$ 20,000
CVUSD - School Resource Officer					
Wages & ERE	32,466	50,000	0	0	0
SRO Grant	(32,466)	(50,000)	0	0	0
Net SRO Grant	$ -	$ -	$ -	$ -	$ -
Volunteer in Policing Grant					
Grant Exnpenses	0	5,000	5,000	5,000	5,000
Grant Revenues	0	(5,000)	(5,000)	(5,000)	(5,000)
Net VIP Grant	$ -	$ -	$ -	$ -	$ -
Net Effect on Non-Fed Grants Fund	$ 1,750	$ 1,718	$ 29,975	$ 29,975	$ 29,975

Federal Grants Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
HSIP Grant					
Street & Safety Signing	0	75,000	36,464	36,464	36,464
HSIP Grant Reveneus	0	(75,000)	(47,000)	(47,000)	(47,000)
Net HSIP Grant	$ -	$ -	$ (10,536)	$ (10,536)	$ (10,536)
ADOT Grants					
ADOT Tri-Intersection Grant Expenditures	84,330	119,430	0	0	0
Finnie Flat Sidewalk Grant Exps	4,800	0	0	0	0
ADOT Tri-Intersection Grant Revenues	(84,330)	(84,330)	0	0	0
Finnie Flat Sidewalk Grant Revenues	0	0	0	0	0
Operating Transfer In from HURF	0	(35,100)	0	0	0
Net ADOT Black bridge Grant	$ 4,800	$ -	$ -	$ -	$ -
FEMA Flood Control Grants					
Infrastructure	0	1,800,000	0	0	0
FEMA Grant Revenue	0	(1,300,000)	0	0	0
Transfer In fm Non-Federal Grants Fund	0	(200,000)	0	0	0
Transfer In fm General Fund	0	(300,000)	0	0	0
Net FEMA Grans	$ -	$ -	$ -	$ -	$ -
PANT Grant					
Wages & ERE	11,645	15,000	18,000	18,000	18,000
PANT Grant Revenues	(11,645)	(15,000)	(18,000)	(18,000)	(18,000)
Net PANT Grant	$ -	$ -	$ -	$ -	$ -
Az. State Library Grants					
Website	0	10,700	0	0	0
Books	0	25,000	0	0	0
TAB Manager's Salary	0	10,000	0	0	0
Transfer to Library Fund	0	37,000	0	0	0
Grant Revenue	0	(82,700)	0	0	0
Net GOHS Grant	$ -	$ -	$ -	$ -	$ -
Gov's Office of Highway Safety Grant					
GOHS Grant Expenditures	0	0	23,000	23,000	23,000
Overtime for DUI Enforcement	17,305	25,000	25,000	25,000	25,000
GOHS Grant Revenues	(23,635)	(25,000)	(48,000)	(48,000)	(48,000)
Net GOHS Grant	$ (6,330)	$ -	$ -	$ -	$ -

Federal Grants Fund *(Cont'd)*

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Homeland Security Grant					
Expenditures	0	185,000	40,500	40,500	40,500
Revenues	0	(185,000)	(40,500)	(40,500)	(40,500)
Net Program Revenues	$ -	$ -	$ -	$ -	$ -
Library Services & Technology Grant					
LSTA Grant Expenditures	26,628	0	21,425	21,425	21,425
LSTA Grant Wages	0	0	0	0	0
LSTA Grant Revenues	(26,628)	0	(21,425)	(21,425)	(21,425)
Net Program Revenues	$ -	$ -	$ -	$ -	$ -
ADOC Energy Grant					
Operating Transfer Out to Gen. Fund	0	12,316	0	0	0
Net ADOC Grant	$ -	$ 12,316	$ -	$ -	$ -
DOJ Grant					
Uniforms / Vests	0	8,000	5,000	5,000	5,000
Operating Transfer Out to Gen. Fund	0	952	0	0	0
Grant Revenues	0	(8,000)	(5,000)	(5,000)	(5,000)
Net PANT Grant	$ -	$ 952	$ -	$ -	$ -
Net Effect on Fed Grants Fund	$ (1,530)	$ 13,268	$ (10,536)	$ (10,536)	$ (10,536)

CDBG Grants Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Project Expenditures					
Street Project Admin	0	5,300	0	0	0
Street Project	0	411,200	411,200	411,200	411,200
Hollamon St. Improvements	0	0	0	0	0
Hollamon Grant Administration	0	0	0	0	0
Total Project Expenditures	$ -	$ 416,500	$ 411,200	$ 411,200	$ 411,200
Revenues					
Street Project	0	264,500	259,200	259,200	259,200
Hollamon St. Improv's Revenue	0	0	0	0	0
Hollamon Grant Admin Revenue	0	0	0	0	0
Total Revenues	$ -	$ 264,500	$ 259,200	$ 259,200	$ 259,200
Operating Transfers					
Transfers In from HURF Fund	0	(152,000)	(152,000)	(152,000)	(152,000)
Transfers Out to Gen. Fund	0	300	0	0	0
Total Revenues	$ -	$ (151,700)	$ (152,000)	$ (152,000)	$ (152,000)
Net Effect on CDBG Fund	$ -	$ 300	$ -	$ -	$ -

Yavapai-Apache Nation Gaming Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Project Expenditures					
CVHS Tutor	15,000	30,000	0	0	0
South Verde High	0	5,000	0	0	0
MUHS Tutor	51,079	65,765	0	0	0
Clarkdale-Jerome School	0	12,000	0	0	0
American Heritage Academy	0	11,000	0	0	0
Beaver Creek School District	0	12,000	0	0	0
United Christian School	0	11,000	0	0	0
Cott-Oak Creek School district	0	5,000	0	0	0
Mountain View Preparatory	5,700	0	0	0	0
Rimrock High School	0	3,000	0	0	0
St. Joseph's Catholic School	0	1,000	0	0	0
Sunny Side Charter School	15,000	0	0	0	0
Camp Verde Senior Center	3,303	4,197	4,197	4,197	4,197
Total Project Expenditures	$ 90,082	$ 159,962	$ 4,197	$ 4,197	$ 4,197
Operating Transfers					
Transfer Out to Gen Fund	0	11,734	16,875	16,875	16,875
Transfer Out to Gen Fund: Heritage Pool	14,988	0	0	0	0
Transfer Out to Gen Fund: Children's Rec	0	0	0	0	0
Transfer Out to Library Bldg Fund	0	0	0	0	0
Total Operating Transfers	$ 14,988	$ 11,734	$ 16,875	$ 16,875	$ 16,875
Revenues					
Yav-Apache Gaming Compact Revenues	113,734	0	0	0	0
Total Departmental Revenues	$ 113,734	$ -	$ -	$ -	$ -
Net Effect on YAN Gaming Funds	$ (8,664)	$ 171,696	$ 21,072	$ 21,072	$ 21,072
YAN Year End Balance Estimate					
Prior Year Ending YAN Gaming Fund Balance	$ 163,032	$ 171,696	$ 21,072	$ 21,072	$ 21,072
Estimated Ending YAN Gaming Fund Balance	$ 171,696	$ -	$ -	$ -	$ -

Library Building Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Project Expenditures					
Library Building	249,039	4,260,000	4,073,668	4,073,668	4,073,668
Total Project Expenditures	$ 249,039	$ 4,260,000	$ 4,073,668	$ 4,073,668	$ 4,073,668
Revenues					
Donations	5,286	370,000	375,000	375,000	375,000
Other Financing Sources	0	3,490,000	0	0	0
Interest	3,163	2,418	525	525	525
Total Departmental Revenues	$ 8,449	$ 3,862,418	$ 375,525	$ 375,525	$ 375,525
Operating Transfers					
Transfers In from Fed Grants Fund	0	(37,000)	0	0	0
Transfers In from Impact Fee Fund	0	(46,350)	0	0	0
Total Operating Transfers	$ -	$ (83,350)	$ -	$ -	$ -
Net Effect on Library Fund	$ 240,590	$ 314,232	$ 3,698,143	$ 3,698,143	$ 3,698,143
Library Fund Year End Balance Estimate					
Prior Year Ending Library Fund Balance	$ 502,684	$ 314,232	$ 3,698,143	$ 3,698,143	$ 3,698,143
Estimated Ending Library Fund Balance	$ 262,094	$ -	$ -	$ -	$ -

Impact Fees Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
General Gov't					
Operating Transfer Out to CIP Fund	0	68,780	69,000	69,000	69,000
Interest	(93)	(107)	(62)	(62)	(62)
Net General Gov't	(93)	68,673	$ 68,938	$ 68,938	$ 68,938
Gen. Gov't Year End Balance Estimate					
Prior Year Ending Gen. Gov't Balance	68,797	68,902	68,949	68,949	68,949
Estimated Ending Gen. Gov't Balance	68,890	229	$11	$11	$11
Police Services					
CVMO Vehicles	0	74,000	59,500	59,500	59,500
Interest	(80)	(78)	(60)	(60)	(60)
Net Police Services	(80)	73,922	$ 59,440	$ 59,440	$ 59,440
Police Services Year End Balance Estimate					
Prior Year Ending Police Services Balance	59,315	59,406	59,445	59,445	59,445
Estimated Ending Police Services Balance	59,395	(14,516)	$5	$5	$5
Library					
Operating Transfer Out to Library Fund	0	46,350	0	0	0
Interest	(63)	(53)	0	0	0
Net Library	(63)	46,297	$ -	$ -	$ -
Library Year End Balance Estimate					
Prior Year Ending Library Balance	46,381	46,452	0	0	0
Estimated Ending Library Balance	46,444	155	$0	$0	$0
Parks & Rec					
Parks & Rec Expenditures	0	101,772	103,800	103,800	103,800
Interest	(140)	(100)	(77)	(77)	(77)
Net Parks & Rec	(140)	101,672	$ 103,723	$ 103,723	$ 103,723
Parks & Rec Year End Balance Estimate					
Prior Year Ending P&R Balance	103,508	103,665	103,736	103,736	103,736
Estimated Ending P&R Balance	103,648	1,993	$13	$13	$13
Net Effect on Fund	(376)	290,564	$ 232,101	$ 232,101	$ 232,101

Housing Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Project Expenditures	14,000	70,000	25,000	25,000	25,000
Net Project Expenditures	$ 14,000	$ 70,000	$ 25,000	$ 25,000	$ 25,000
Revenues					
Loan Principle Payments	14,912	15,600	15,600	15,600	15,600
Interest	1,681	1,600	1,000	1,000	1,000
Total Departmental Revenues	$ 16,593	$ 17,200	$ 16,600	$ 16,600	$ 16,600
Net Effect on Fund	$ (2,593)	$ 52,800	$ 8,400	$ 8,400	$ 8,400
Housing Fund Year End Balance Estimate					
Prior Year Ending Housing Fund Balance	$ 68,962	$ 71,281	$ 48,991	$ 48,991	$ 48,991
Estimated Ending Housing Fund Balance	$ 71,555	$ 18,481	$ 40,591	$ 40,591	$ 40,591

911 Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Project Expenditures					
911 Expenditures	57	2,503	2,143	2,143	2,143
Total Project Expenditures	$ 57	$ 2,503	$ 2,143	$ 2,143	$ 2,143
Net Effect on 911 Fund	$ 57	$ 2,503	$ 2,143	$ 2,143	$ 2,143
Prior Year Ending 911 Fund Balance	$ 2,560	$ 2,503	$ 2,143	$ 2,143	$ 2,143
Estimated Ending 911 Fund Balance	$ 2,503	$ -	$ -	$ -	$ -

Donations & Restricted Monies Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Safety Equipment Program					
Expenses	0	8,088	4,985	4,985	4,985
Revenues	(2,921)	(3,000)	(2,500)	(2,500)	(2,500)
Net Safety Equipment	$ (2,921)	$ 5,088	$ 2,485	$ 2,485	$ 2,485
Safety Equip Year End Balance Estimate					
Prior Year Ending Safety Equip Balance	2,799	5,796	2,485	2,485	2,485
Estimated Ending Safety Equip Balance	$ 5,720	$ 708	$ -	$ -	$ -
Volunteers in Police Services					
Expenses	0	427	427	427	427
Donations	0	0	0	0	0
Net Volunteers	$ -	$ 427	$ 427	$ 427	$ 427
VIP Year End Balance Estimate					
Prior Year Ending VIP Balance	427	427	427	427	427
Estimated Ending VIP Balance	$427	$0	$0	$0	$0
General CVMO					
Expenses	0	980	300	300	300
Donations	(50)	0	(300)	(300)	(300)
Net General CVMO	$ (50)	$ 980	$ -	$ -	$ -
CVMO Year End Balance Estimate					
Prior Year Ending CVMO Balance	930	980	0	0	0
Estimated Ending CVMO Balance	$980	$0	$0	$0	$0
K-9					
Expenses	426	2,336	2,831	2,831	2,831
Donations	(450)	(500)	(1,000)	(1,000)	(1,000)
Net K-9	$ (24)	$ 1,836	$ 1,831	$ 1,831	$ 1,831
K-9 Year End Balance Estimate					
Prior Year Ending K-9 Balance	1,812	1,836	1,831	1,831	1,831
Estimated Ending K-9 Balance	$ 1,836	$ -	$ -	$ -	$ -

Donations & Restricted Monies Fund (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Animal Shelter					
Expenses	0	25	25	25	25
Net Animal Shelter	$ (25)	$ 25	$ 25	$ 25	$ 25
Animal Shelter Year End Balance Estimate					
Prior Year Ending Animal Shelter Balance	0	25	25	25	25
Estimated Ending Animal Shelter Balance	$ 25	$ -	$ -	$ -	$ -
Book Purchases					
Book Purchases	13	0	0	0	0
Donations	0	0	0	0	0
Net Book Purch's	$ 13	$ -	$ -	$ -	$ -
Book Purch's Year End Balance Estimate					
Prior Year Ending Book Purch's Balance	13	0	0	0	0
Estimated Ending Book Purch's Balance	$0	$0	$0	$0	$0
General Library					
Expenditures	1,884	33,957	23,749	23,749	23,749
Donations	(1,607)	(30,000)	(20,000)	(20,000)	(20,000)
Net General Library	$ 277	$ 3,957	$ 3,749	$ 3,749	$ 3,749
Library Year End Balance Estimate					
Prior Year Ending Library Balance	4,519	4,022	3,749	3,749	3,749
Estimated Ending Library Balance	$4,242	$65	$0	$0	$0
Parks & Rec					
Expenditures	3,450	3,952	5,452	5,452	5,452
Donations	(3,450)	0	(1,500)	(1,500)	(1,500)
Net Parks & Rec	$ -	$ 3,952	$ 3,952	$ 3,952	$ 3,952
Parks & Rec Year End Balance Estimate					
Prior Year Ending Parks & Rec Balance	3,952	3,952	3,952	3,952	3,952
Estimated Ending Parks & Rec Balance	$3,952	$0	$0	$0	$0
Net Effect on Fund	$ (2,730)	$ 16,265	$ 12,469	$ 12,469	$ 12,469

Debt Service Summary

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Principal	$ 376,928	$ 387,095	$ 1,697,514	$ 1,697,514	$ 1,809,014
Interest & Charges	$ 173,484	$ 163,370	$ 294,079	$ 294,079	$ 299,579
Total Expenditures	$ 550,412	$ 550,465	$ 1,991,593	$ 1,991,593	$ 2,108,593

Debt Service Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Sanitary District					
Principal	62,108	64,185	66,324	66,324	66,324
Interest	56,626	54,520	52,340	52,340	52,340
Total Sanitary District Expenditures	**$ 118,734**	**$ 118,705**	**$ 118,664**	**$ 118,664**	**$ 118,664**
2011 Rev Bond - Public Works Yard					
Principal	70,115	72,860	75,706	75,706	75,706
Interest	35,430	32,640	29,731	29,731	29,731
Misc. Charges	1,000	1,000	1,100	1,100	1,100
Total PW Yard Expenditures	**$ 106,545**	**$ 106,500**	**$ 106,537**	**$ 106,537**	**$ 106,537**
GADA Loan - Marshal's Office					
Principal	95,000	100,000	1,310,000	1,310,000	1,310,000
Interest	70,325	65,450	31,475	31,475	31,475
Misc. Charges	425	425	84	84	84
Total Marshal's Office Expenditures	**$ 165,750**	**$ 165,875**	**$ 1,341,559**	**$ 1,341,559**	**$ 1,341,559**
Chase Loan - New Library					
Principal	0	0	93,000	93,000	93,000
Interest	0	0	170,451	170,451	170,451
Misc. Charges	0	0	2,000	2,000	2,000
	$ -	**$ -**	**$ 265,451**	**$ 265,451**	**$ 265,451**
Equipment Lease Purchase					
Principal	149,705	150,050	152,484	152,484	263,984
Interest	9,678	9,335	6,898	6,898	10,398
Misc. Charges	0	0	0	0	2,000
Total Lease Expenditures	**$ 159,383**	**$ 159,385**	**$ 159,382**	**$ 159,382**	**$ 276,382**
Total Debt Expenditures	**$ 550,412**	**$ 550,465**	**$ 1,991,593**	**$ 1,991,593**	**$ 2,108,593**
Revenues					
Interest	0	0	0	0	0
Other Financing Sources	0	0	0	0	0
	$ -	**$ -**	**$ -**	**$ -**	**$ -**
Operating Transfers					
Transfers In from GF	(140,370)	(158,175)	(199,075)	(199,075)	(301,075)
Transfers In from GF (Const Tax)	(244,507)	(226,800)	(285,450)	(285,450)	(285,450)
Transfers In from HURF	(165,535)	(165,490)	(165,509)	(165,509)	(180,509)
Total Operating Transfers	**$ (550,412)**	**$ (550,465)**	**$ (650,034)**	**$ (650,034)**	**$ (767,034)**
Net Effect on Fund	**$ -**	**$ -**	**$ 1,341,559**	**$ 1,341,559**	**$ 1,341,559**

Enterprise Fund Summary

(Operations Only)

	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQ'D	2015-16 MANAGER REC'D	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Releated	$ 406,546	$ 463,430	$ 499,944	$ 450,259	$ 503,748
Operating Expenditures	494,531	519,055	558,475	555,475	555,475
Equipment/Capital Expenditures	22,149	5,000	5,000	-	-
Total Expenditures	$ 923,226	$ 987,485	$ 1,063,419	$ 1,005,734	$ 1,059,223
Revenues					
Total Revenues	$ 1,012,073	$ 991,200	$ 1,008,300	$ 1,008,300	$ 1,008,300
Net Dec/(Inc) in Fund Balances	**$ (88,847)**	**$ (3,715)**	**$ 55,119**	**$ (2,566)**	**$ 50,923**

Sewer

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Expenditures					
Wages & Related					
Salaries	274,992	317,785	340,925	307,645	345,386
Overtime	0	0	7,343	7,343	7,343
FICA	17,005	19,705	21,592	19,529	21,869
Medicare	3,977	4,615	5,050	4,567	5,115
Retirement	31,641	38,870	39,946	36,129	40,458
Unemployment	424	575	1,131	1,019	1,131
Workman's Compensation	10,484	14,230	11,122	9,890	11,261
Health, Dental & Life Ins	68,023	67,650	72,835	64,137	71,185
Total Wages & Related	$ 406,546	$ 463,430	$ 499,944	$ 450,259	$ 503,748
Operating Expenditures					
Training	2,026	2,200	2,200	2,200	2,200
Travel	1,740	1,500	1,500	1,500	1,500
Uniforms	6,020	0	0	0	0
Office Supplies	7,761	2,200	2,200	2,200	2,200
Subscriptions/Memberships	784	500	1,200	1,200	1,200
Printing	2,340	4,000	3,200	3,200	3,200
Advertising	14	0	0	0	0
Postage	3,132	3,500	3,500	3,500	3,500
Computer Services/Software	0	0	0	0	0
Internet Wireless Access	1,199	1,500	2,500	2,500	2,500
Software Recurring Fees	2,864	1,400	6,730	6,730	6,730
Auto Repair/Maintenance	8,263	8,000	6,000	6,000	6,000
Fuel	6,173	8,000	6,000	6,000	6,000
Electric	90,681	90,000	112,000	112,000	112,000
Water	632	700	400	400	400
Waste Removal	1,860	1,900	2,000	2,000	2,000
Telephone	0	1,450	0	0	0
Cell Phone	3,618	4,100	6,000	6,000	6,000
Pest Control	389	500	900	900	900
Consulting Services	23,865	9,000	9,000	29,000	29,000
Legal Services	104,107	4,000	4,000	4,000	4,000
Audit	13,000	13,000	5,000	5,000	5,000
Service Charges	1,602	1,100	1,500	1,500	1,500
Liability Insurance	20,062	6,900	22,000	22,000	22,000
Personnel Expenditures	525	300	500	500	500
Lagoon Closure	0	25,000	25,000	25,000	25,000
Lab Equipment	299	2,000	5,000	5,000	5,000
Lab Services	23,685	25,000	25,000	25,000	25,000
Lab Supplies	6,353	5,500	6,000	6,000	6,000
Plant Operations	148,098	0	0	0	0
Contracted Services - Plant	0	13,440	23,440	23,440	23,440
Maintenance - Plant	1,371	90,275	80,275	80,275	80,275
Operational Supplies - Plant	173	30,970	30,970	30,970	30,970
Rental Equipment - Plant	32	2,940	2,940	2,940	2,940

Sewer Fund (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Uniforms - Plant	607	6,800	5,500	5,500	5,500
Polymer - Plant	0	12,810	18,000	18,000	18,000
Chlorine - Plant	795	29,400	25,000	25,000	25,000
Sludge Disposal - Plant	0	46,000	46,000	23,000	23,000
Mosquito Control - Plant	2,753	5,500	5,500	5,500	5,500
Contracted Services - Collections	926	3,150	12,000	12,000	12,000
Maintenance - Collections	0	38,850	33,850	33,850	33,850
Operational Supplies - Collections	42	2,940	2,940	2,940	2,940
Rental Equipment - Collections	0	2,730	2,730	2,730	2,730
Permits	6,740	10,000	10,000	10,000	10,000
Total Operating Expenditures	$ 494,531	$ 519,055	$ 558,475	$ 555,475	$ 555,475
Equipment/Capital Expenditures					
Vehicles & Equipment	9,762	5,000	5,000	0	0
Equipment	12,387	0	0	0	0
Structural Improvements	0	1,378,725	756,850	756,850	756,850
Total Equipment/Capital Expenditures	$ 22,149	$ 1,383,725	$ 761,850	$ 756,850	$ 756,850
Total Expenditures	$ 923,226	$ 2,366,210	$ 1,820,269	$ 1,762,584	$ 1,816,073
Revenues					
Operating Fees					
User Fees	817,075	804,000	812,000	812,000	812,000
Account Transfer Fees	1,785	1,000	1,000	1,000	1,000
Septage Fees	140,522	135,000	148,000	148,000	148,000
W.A.S. Fees	32,602	35,000	27,750	27,750	27,750
Port-a-Potty Fees	10,662	10,000	9,250	9,250	9,250
Connection Fees	4,180	3,500	10,300	10,300	10,300
Inspection Fees	180	200	0	0	0
Late Fees	5,067	2,500	0	0	0
Total Operating Fees	$ 1,012,073	$ 991,200	$ 1,008,300	$ 1,008,300	$ 1,008,300
Net Operating (Gain)/Loss	$ (88,847)	$ 1,375,010	$ 811,969	$ 754,284	$ 807,773
Non-Operating Items					
Depreciation	744,386	740,000	745,000	745,000	745,000
Grant Revenue	(23,971)	(425,000)	0	0	0
Other Revenues	(243)	(953,725)	(756,850)	(756,850)	(804,884)
Interest	(1,621)	(1,200)	(1,200)	(1,200)	(1,200)
Total Non-Operating Items	$ 718,551	$ (639,925)	$ (13,050)	$ (13,050)	$ (61,084)
Net Effect on Sewer Fund	$ 629,704	$ 735,085	$ 798,919	$ 741,234	$ 746,689
Sewer Year End Reserve Estimate					
Prior Year Ending Reserve Balance	$ 418,470	$ 613,878	$ 671,302	$ 671,302	$ 671,302
Estimated Ending Reserve Balance	$ 697,722	$ 618,793	$ 617,383	$ 675,068	$ 669,613

Sewer District Debt Service Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 APPROVED BUDGET	2015-16 DEPT REQUESTED	2015-16 MANAGER RECOMMEND	2015-16 COUNCIL PROPOSED
Principal & Interest					
Debt Principle Payments	651,285	666,100	1,132,500	1,132,500	1,132,500
Interest on Debt	441,228	481,900	410,000	410,000	410,000
Total Principal & Interest	$ 1,092,513	$ 1,148,000	$ 1,542,500	$ 1,542,500	$ 1,542,500
Revenue Sources					
Property Taxes	1,159,021	1,104,200	1,033,036	1,033,036	1,033,036
Property Tax Allowance for Bad Debt	0	(75,000)	(25,000)	(25,000)	(25,000)
IGA with Town of Camp Verde	89,903	118,700	118,670	118,670	118,670
Interest	3,044	1,500	2,000	2,000	2,000
Total Tax Levy & IGA	$ 1,251,968	$ 1,149,400	$ 1,128,706	$ 1,128,706	$ 1,128,706
Net Adjustment to Fund Balance	$ (159,455)	$ (1,400)	$ 413,794	$ 413,794	$ 413,794

Sewer District Debt Year End Reserve Estimate					
Prior Year Ending Reserve Balance	$ 422,914	$ 579,205	$ 580,605	$ 580,605	$ 580,605
Estimated Ending Reserve Balance	$ 582,369	$ 580,605	$ 166,811	$ 166,811	$ 166,811

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Finance Dept.

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion, consideration and possible approval of the FY16 debt levy certification to Yavapai County for $781,114, acting as the Trustee to the Camp Verde Sanitary District.

List Attached Documents: 1) Certification to Yavapai County, 2) Notice of Debt Levy

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 7 minutes

Reviews Completed by:

☒ ***Department Head:*** **Michael Showers** (Included in background section)

☒ ***Town Attorney Comments:*** These debt service payments were incurred under Title 48 and will continue to be until the debt is gone. The Town Council is acting as a Trustee for this debt and must certify to the County the amount necessary to collect for payment of interest and principal on the outstanding debt.

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

Background Information: The rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. The calculations are based on the valuation of the District which fluctuates annually. This debt will continue to be paid by the District and is not a debt shared by the Town. The actual amount to be collected in taxes dropped $28,929 from FY15.

Recommended Action (Motion): Approve the FY16 debt levy certification to Yavapai County for $781,114, acting as the Trustee to the Camp Verde Sanitary District.

Instructions to the Clerk: None.

YAVAPAI COUNTY

SPECIAL TAXING DISTRICT TAX LEVY CONFIRMATION FORM

FISCAL YEAR: 2015-16

NAME OF DISTRICT: Camp Verde Sanitary District

TAX LEVY REQUIRED: $_____

BOND DEBT SERVICE LEVY REQUIRED: **$ 781,114 (3.67 per $100.00)**

COMMUNITY FACILITIES DISTRICTS (CFD):

NAME OF CFD	TAX RATE REQUIRED
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Prepared By: Michael Showers

Title: Finance Director – Town of Camp Verde

Date: 6/24/15

Telephone Number: (928) 554-0811

E-mail Address: Michael.Showers@campverde.az.gov

NOTICE OF PROPOSED DEBT SERVICE LEVY for FY16

The Town of Camp Verde will be discussing
The proposed debt service levy for FY16
On June 24, 2015 at 6:30 pm in the Council Chambers
at 473 S. Main St., Room 106, Camp Verde, AZ
Interested parties are invited to attend and present their comments

FY2015-16 Debt Service Budget of the Camp Verde Sanitary District
Amount to be certified:
Debt Reduction Levy of $3.67 per $100 of Net Assessed Value of $21,261,594
Debt Service Levy: $781,114
WIFA Debt Service Budget: $874,880

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Finance Dept.

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion, consideration and possible approval of the FY16 special assessment levy of $251,922 for annual payments against the Camp Verde Sanitary District's USDA notes which includes payoff of the note 92-09 in the amount of $414,008 plus accrued interest, acting as the Trustee to the Camp Verde Sanitary District.

List Attached Documents: 1) Notice of Special Assessment Debt

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 2 minutes

Reviews Completed by:

☒ ***Department Head:*** **Michael Showers** (Included in background section)

☐ ***Town Attorney Comments:***

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

Background Information: Finance is recommending the payoff of Note 92-09 in the amount of $414,008 plus accrued interest in July of 2015. The Camp Verde Sanitary District has collected enough payments from early property tax assessment payoff's to retire this note and still be able to meet current obligations on Note 92-07. These amounts are included in the current Proposed Tentative Budget.

Recommended Action (Motion): Approve the FY16 special assessment levy of $251,922 for annual payments against the Camp Verde Sanitary District's USDA notes which includes payoff of the note 92-09 in the amount of $414,008 plus accrued interest, acting as the Trustee to the Camp Verde Sanitary District.

Instructions to the Clerk: None.

SPECIAL ASSESSMENT DEBT

Council will also be discussing and approving the special assessment
For Sanitary District Debt Service payments
Which includes the payoff of loan 92-09 effectively reducing that annual assessment.
Special Assessment Levy: $ 251,922
USDA Debt Service Budget: $ 667,620

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 24, 2015 Regular Session

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Pre-Session Agenda*

Requesting Department: Mayor and Council

Staff Resource/Contact Person: Mayor German

Agenda Title (be exact): **Discussion, consideration, and possible appointment of a Vice-Mayor for a two-year term.**

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

☐ ***Department Head:***_____ ☐ ***Town Attorney Comments:*** N/A

☐ ***Finance Department*** N/A
Fiscal Impact: None
Budget Code: N/A ***Amount Remaining:*** _____
Comments:

Background Information: Town Code-Section 2-2-2 Vice Mayor states that the Council shall select in June, a Vice Mayor who shall serve for a two-year term at the pleasure of the Council. On June 5, 2013 Council unanimously voted to appoint the current Vice Mayor for a two- year term which would make the term ending June 2015. The original discussion was for the Vice-Mayor Term to coincide with the Mayor Term, however state statue dictated the term lengths for Council had to be lengthened, however our Town Code indicates the Vice Mayor position is for a two year

Recommended Action (Motion): *Move to appoint a member to serve as Vice Mayor for a 2 year term.*

Instructions to the Clerk: None

8. **Presentation of plaques of appreciation to Mayor Bob Burnside and Vice Mayor Bob Kovacovich for their years of service.**
Mayor German asked Ft. Verde State Park Director Sheila Stubler to present a plaque to former Mayor Burnside from Arizona State Parks in appreciation of the work that he had done the past four years.

Mayor German presented plaques to former Mayor Bob Burnside and former Vice Mayor Bob Kovacovich.

9. **Discussion, consideration, and possible appointment of a Vice Mayor for a two-year term.** Staff Resource: Mayor and Council
Mayor German asked for nominations.

On a motion by German, seconded by Jones, the Council unanimously voted to appoint Jackie Baker as Vice Mayor for a two-year term.

10. **Discussion, consideration, and possible appointment of Council members as Town representatives and alternates to various boards, committees, and organizations.** Staff Resource: Mayor and Council
The following appointments were made. Note: each second name listed indicates a backup role.
CV Schools Education Foundation: George, Baker.
Chamber of Commerce: Jones, German.
Liaison to Yavapai-Apache Nation: Jones, George.
Intergovernmental Associations/Meetings: All members.
NACOG-Regional Council: Baker, Mayor German.
Sanitary District Liaison: Whatley. *This position was deleted from Council assignments.*
VV Regional Economic Dev. Council: Baker, Whatley.
League Resolutions Committee: Mayor German, Baker.
Verde River Basin Partnership: George, Jones.
Verde Valley Land Preservation: Gordon, German.
Arizona Municipal Risk Retention Pool (elected position only): Baker.

WATER RELATED COMMITTEES

VV Water Users Liaison: Gordon, German.
YC Local Drought Impact: Gordon, German.
YC Water Advisory Committee: Baker, Mayor German.

Town Clerk Debbie Barber informed the Mayor and Council that they could find the updated list of appointments in the Clerk's office.

11. **Discussion, consideration, and possible approval of Resolution 2013-896, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving an Intergovernmental Agreement with Northern Arizona Council of Governments for housing rehabilitation services for Camp Verde housing projects funded under the terms of the Town of Camp Verde Housing Revolving Loan Fund program.** Staff Resource: Debbie Barber
On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2013-896, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving an Intergovernmental Agreement with Northern Arizona Council of Governments for housing rehabilitation services for Camp Verde housing projects funded under the terms of the Town of Camp Verde Housing Revolving Loan Fund program.

Town Clerk Debbie Barber explained that the Intergovernmental Agreement allows NACOG to appropriate the Town's money for a matching grant to provide housing for Camp Verde residents without the need to hire

inclusion of Camp Verde; Ms. Dye had also provided copies of the current Arizona Legislative Districts Map and the Friends written proposal and Map for discussion. Camp Verde joining Legislative District 5 would keep the District a compact, contiguous and competitive one, which is what the Redistricting Committees are always looking for. Ms. Dye advised the Council that there will be a Town Hall meeting in Payson with Dr. Paul Gosar next Thursday night at 6:00 p.m., .on Highway 260, at Tiny's Family Restaurant, and invited all to attend.

Following discussion with Ms. Dye regarding the details and statistics she had outlined, including the question of timing for making a decision, it was confirmed that everything is scheduled to be finished up some time in October, and there will be time to further study the issue of joining District 5 as well as to look into what District 1 has to offer.

9. **Discussion, consideration, and possible extension of the Vice Mayor's term until the first meeting in June 2013.**
Staff Resource: Debbie Barber
On a motion by Baker, seconded by George, the Council **voted 6-1** to extend Bob Kovacovich's Vice Mayor term one additional year in order to comply with our current Town Code; **with Buchanan opposed.**

Town Clerk Barber explained that the vote for Vice Mayor was done at the first meeting in June; at that time the Code provided for a one-year term. The Town Code has since been amended, and the Council could choose to extend the term to June 2013. If no action is taken, the term would end in June of 2012.

At the June 2011 meeting, the Council had discussed setting the term of the Vice Mayor to coincide with the term of the Mayor; however, the changes to the Town Code had not yet taken effect and the vote was restricted to a term of one year. After discussion, including possibly contacting the Town Attorney for further clarification, the Council determined that the better option would be to take action at this meeting to extend the term of the Vice Mayor for one year, to June 2013, after which the two-year term now provided by the Town Code would coincide with the term of Mayor.

Councilor George requested the following item:

10. **Discussion, consideration, and possible direction to staff relative to placing signs, such as Bike Path, Share the Road, and Tour Bus Parking to encourage safe bicycling and pedestrian traffic throughout the Town.**
On a motion by George, seconded by Baker, the Council unanimously directed staff to place bike path signs, tour bus parking signs, and "Share-the-Road" signs, and other possible signs that encourages pedestrian/bicycle traffic in areas that Council finds appropriate.

Following the motion made, Martin summarized his understanding that staff needs to perhaps consider additional bike path lanes, or signage on the ones that do exist, to be more clear and the color perhaps changed to a lime green; beyond that no bike path issues will be addressed until other safe and acceptable locations are brought to the attention of staff; the "Share-the-Road" signs, where possible and within cost, begin a process of placing the signs throughout the community where more frequent activity would occur, in conjunction with other signs already in place that refer to sharing the road; the issue of the legality of sharing the road with others will be checked into and brought back to Council. The cost will be relative to what Public Works Director Long and his budget will allow. Martin recommended that the Tour Bus Parking signage placement that was suggested be delayed to the next Council meeting, prior to which time staff will research the issue of possibly restricting parking for others in that location; that will also be brought back to Council.

Councilor George said he had been working on this issue when he served on the Parks & Recreation Commission, that Cottonwood and Sedona are known to be bicycle-friendly, and he would like to see Camp Verde also become bicycle-friendly. He suggested the entrances for the downtown area as areas for placement of three share-the-road signs, and then some bicycle path signs in town, and a possible area for a tour bus parking sign, and projected slides illustrating the proposed signs.

The Council discussed the proposed signage, including suggestions for their placement, possibly creating new bicycle paths, possible areas that would accommodate tour bus parking, and the issue of the cost involved. As for the share-the-road concept, it was suggested that not only motorized vehicles and bicycles use the road, there are also horses, quads and pedestrians to consider, so any sign should indicate those as well. After further discussion, action was taken on the

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 (2008-A355) (2010-A370)

SECTION 2-2-1 DIRECT ELECTION OF MAYOR (2004-A270) (2008-A355)

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 (2008-A355)

The Council shall select in June, a Vice Mayor who shall serve for a two-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 (2001-A210) (2008-A355)

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 (2008-A355)

The Mayor shall be the Chief Elected Official who is the Chief Executive Officer of the Town; except as to the administrative duties delegated 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.