Support your local merchants.

TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 15, 2016 at 6:30 P.M.

If you want to speak during "*Call to the Public for Items NOT on the Agenda*" Please complete the Request to Speak Form

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) Regular Session –June 1, 2016
   b) **Set Next Meeting, Date and Time:**
      1) Wednesday, June 22, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
      2) Wednesday, July 6, 2016 at 6:00 p.m. Special Session- Final Budget
      3) Wednesday, July 6, 2016 at 6:30 p.m. Regular Session
      4) Wednesday, July 13, 2016 at 5:30 p.m. Work Session
      5) Wednesday, July 20, 2016 at 6:30 p.m. Regular Session
      6) Wednesday, July 27, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
   c) **Possible approval for the Finance Director to make budget adjustments from Library Media and Risk Management Legal Defense to the Restricted Monies Fund (19) as well as a portion of the Verde lakes CIP budget from County Flood control to Federal Grants fund.** Staff Resource: Michael Showers
   d) **Possible approval for the Finance Director to make the Fund Equity adjustments from the library Media and Risk Management.** Staff Resource: Michael Showers

5. **Special Announcements and presentations:**

6. **Call to the Public for Items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

7. **Discussion, consideration, and possible approval of Special Event Liquor License application for Verde Valley Rangers Mounted Sheriff's Posse/Catherine A Webster, Camp Verde Arizona 86322 for Annual Cornfest occurring on July 15th and 16th.** Staff Resource: Virginia Jones

8. **Discussion, consideration, and possible approved of Ordinance 2016-A418, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai, County, Arizona relating to the Transaction Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona to maintain the exclusion included in Ordinance 2015-A403 for contracts entered into prior to March 1, 2015 from the .65% increase retroactively from March 1, 2016 to November 1, 2016.** Staff Resource: Michael Showers

9. **Discussion and consideration of options and possible approval to use Town reserve funds for a one time and final payout of $200,000 to the Library for their equity in Verde Cliffs Parcel #404-28-439.** Staff Resource: Kathy Hellman

10. **Discussion and consideration of options to allocate $50,000 of the 2017 CIP to be used for Audio/Visual Equipment at the Community Library.** Staff Resource: Kathy Hellman

11. **Discussion, consideration and possible authorization to purchase a Mobile Mini 8' x 20' Combo unit in an amount not to exceed $17,603.00 that will be used by the Wastewater Division that will enable us to comply with OSHA's requirements noted in the last inspection. This is an unbudgeted item.** Staff Resource: Jan Grogan

12. **Discussion, consideration and possible authorization to purchase a VAC-CON V290H Vacuum truck/Jetter ($325,264) and Ford Supreme 16' Camera Van (176,347.54). This item is budgeted in the 2016-17 Tentative Budget.** Staff Resource: Jan Grogan

13. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

14. **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.

15. **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.

16. **Adjournment**

Posted by: [signature] Date/Time: 06-09-16 9:12am

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
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 1, 2016 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**
Mayor German called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Carol German, Councilor Jackie Baker, and Councilor Jessie Jones-Murdock were present.

Also Present
Town Manager Russ Martin, Marshall Nancy Gardner, Finance Director Michael Showers, Ed Lee, Council Candidate Buch Buchanen, Mayor Candidate David Boily, Attorney William Sims (by telephone during Agenda Item 9 only), Community Development Director Michael Jenkins, Town Clerk Virginia Jones, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor German led the 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:**
      - Regular Session – May 18, 2016
      - Work Session – May 13, 2016
   b. **Set Next Meeting, Date and Time:**
      - Wednesday, June 8, 2016 at 5:30 p.m. Work Session
      - Wednesday, June 15, 2016 at 6:30 p.m. Regular Session
      - Wednesday, June 22, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
   c. **Possible approval of Resolution 2016-966, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving amendment No. Three of JPA/IGA 09-152-I: providing additional federal funds for the construction of Finnie Flat Sidewalk.** Staff Resource: Ron Long
   d. **Possible Approval to apply for a 2016 Community Oriented Policing Services (COPS) grant under the COPS Hiring Program to fill an Officer position that would be assigned to conduct routine patrol and have the coordination of community oriented policing.** Staff Resource: Nancy Gardner

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

Town Manager Russ Martin, upon request of Councilor Gordon, gave an explanation of Resolution 2016-966, advising the long period of time that this project has been in planning, funding sources, and the difficulties in meeting ADOT's requirements. This project is scheduled to go out for bid this fall.

5. **Special Announcements and presentations:**
   - **Proclamation remembering the 19 Members of the Granite Mountain Hotshots**

Mayor German read the Proclamation in its entirety, acknowledging the 19 members of the Granite

Mountain Hotshots that lost their lives in the Yarnell fire in 2013, and proclaiming June 30 as a day in remembrance.

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

Ron Posten, Verde Valley Senior Center – Camp Verde Meals on Wheels, addressed the Mayor and Council requesting additional funding for the Meals on Wheels program for Camp Verde, advising that he will attempt to provide any additional information about the Senior Center and/or Meals on Wheels program that the Mayor and Council is requesting.

7. **Public Hearing followed by discussion, consideration and possible approval of a Series 12 (Restaurant) Liquor License for Chea Phallavuth/Ming House LLC, located at 288 S Main Street in Camp Verde.** Staff Resource: Virginia Jones
   - **Staff Comments –** Town Clerk Virginia Jones advised that the applicant was not present; the liquor license application had been posted and published as required; the Town did not receive any concerns or comments (for or against) approval of the application.
   - **Comment from Applicant –** not present.
   - **Public Hearing Open** – No public comment.
   - **Public Hearing Closed** – No Council concerns, comments or questions.
   - **Council Discussion** – None.

On a **motion** by Councilor Gordon, seconded by Vice Mayor George, the council voted unanimously to approve the application for a Series 12 (Restaurant) Liquor License for Chea Phallavuth/Ming House LLC, located at 288 S Main Street in Camp Verde.

8. **A lot drawing will be conducted by the Town Clerk for the Mayor and Council Candidate Seats to determine the order in which candidate names will appear on the Official August 30, 2016 Ballot.** Staff Resource: Virginia Jones

Town Clerk Virginia Jones advised that State Elections law requires that the names of Mayor and/or Council candidates and incumbents be drawn by lottery for placement on the ballot. Town Clerk Virginia Jones and Town Manager Russ Martin drew names by lottery for placement on the August 30 election ballot. The candidates and incumbents will be placed on the ballot in the following order:

Mayor: David Boily
Charles German

Council Members: Carol German
Bruce George
Dave Jenkins
Buch Buchanen
Jessie Jones-Murdock

9. **General Discussion, Clarification and Possible direction to Staff concerning Medical Marijuana Growing and Processing Facilities.** Staff Resource: Russ Martin

Town Attorney William Sims joined the meeting by telephone. This item was placed on the Agenda to address public concerns and clarify legal issues (disclosure) regarding the Medical Marijuana Growing and Processing Facilities and Dispensaries located in Camp Verde. At the request of Mayor German, Attorney Sims advised: Permits/Licenses: the Medical Marijuana Growing and Processing Facilities and Dispensaries are licensed by the Department of Health Services after the applicant has met all requirements of DHS. It is very difficult to restrict or regulate these facilities at the local government level, as they are licensed by DHS, and may only be required to obtain a business license permit (as with any other business) and meet zoning requirements. Business license applicants, except for liquor licenses, special use permits or zoning changes, do not have to

come before the Town Council to obtain a business license. The "agricultural medical facilities" applicants are entitled to obtain a regular business license, and are subject only to the same rules as any other regular business license applicant.

Public Records Requests: the Town is subject to state law for Arizona Public Records requests, with only three exceptions: invasion of privacy, best interests of public and/or government, or confidentiality by statute. As residents, and the local news media, have requested release of all business license applicants and proposed locations, the applicants have requested the information not be made public, and the growers/processing facilities, dispensaries (as well as the patients), are protected under DPH privacy law, a legal issue has arisen. Mr. Sims advised that a compromise has been reached between the media and the growers/dispensaries that locations will be kept confidential in the best interests of the community and the government during construction of any facilities (for safety and protection), and all information, including location, will be disclosed to the public and the media upon occupancy/completion of construction and all security is in place. Mr. Sims advised that if the Mayor and Council follow his advice, it will eliminate their risk of personal liability.

Public Comment: **Murray Lichty** addressed the Mayor and Common Council in opposition to growers/processing and dispensaries being licensed and conducting business in Camp Verde, stating displeasure that the public/residents were not notified in advance of the business application and proposed locations.

Council Discussion: Town Manager Russ Martin advised that, upon receiving advise from Mr. Sims, the public records request for location was denied, however, this information will be disclosed per the compromise. Mr. Martin advised that the Town Staff has remained professional and followed all legal advice. Councilor Gordon stated that although all council members are not in complete support of growers and dispensaries moving into Camp Verde, they are entitled to obtain a business license and protection like any other business, and they are not subject to going before the Town Council to obtain a business license if they meet all criteria for such license. Councilor Baker stated that obtaining medical marijuana requires a prescription, and is a medical necessity for some people, additionally, the facilities (growers/processing and dispensaries) will add to the Town's infrastructure and create local jobs. Councilor Jones-Murdock stated she agreed with the Town Attorney, will follow his advice, and acknowledged that these facilities are licensed by DHS after meeting all requirements. Although she may not be personally in support of these facilities locating in Camp Verde, she does support the business infrastructure and increase in employment. Councilor German stated she requested this matter be placed on the Agenda for the purpose that the public needs to be informed, and she was pleased to see the public in attendance. She stated that although she would like to be able to restrict how many "Agricultural Medical Facilities" and their locations, however, she agreed with the Town Attorney, will follow his advice, and acknowledged that these facilities are licensed by DHS after meeting all requirements. Councilor Whatley stated she is satisfied with the Town Attorney's opinion and will follow his advice. Vice Mayor George stated he is satisfied with the Town Attorney's opinion and will follow his advice. Mayor German initially suggesting that the Town obtain a legal opinion from the Attorney General (state), withdrew his suggestion after discussion. It was the consensus of the Mayor and Council that current issues have been addressed by the Town Attorney and direction to the Town manager to pursue an opinion from the Attorney General's Office will only be given if any further questions or concerns arise.

10. **Discussion, consideration and possible approval of the Town of Camp Verde Fiscal Year 2016-17 Proposed Tentative Budget.** Staff Resource: Mike Showers

On a **motion** by Vice Mayor George, seconded by Councilor Baker, the council voted unanimously to approve and adopt the 2016-17 Proposed Tentative Budget.

Finance Director Michael Showers advised adoption of the proposed Tentative Budget will place a ceiling cap on spending, however, funds (expenditures) can still be "shuffled" around within each department. Mr. Showers advised that the CIP Budget has been increased, based upon the additional revenue from sales tax, which will

allow many CIP projects to be completed. The proposed Tentative Budget is a balanced budget, and includes a 1.5% COLA increase for employees, an additional 4.5 full time employees, and health care benefits (portion) program for employees with families. All reserves remain healthy. Final adoption of the 2016-17 budget will be placed on the Council Agenda within the next 30 days.

Council Discussion: Councilor Baker stated she would like to see more money allocated to the Public Works Department, specifically roads, including more employees for the department. Additionally, she would like to see money allocated for a study to see if the Town is competitive and setting and appropriate wage scale and classification for its employees. Councilor German stated she is glad to see the health care benefits available for families, but stated concerns that non-family employees may request the benefit be paid to them in wages, rather than in health care benefits. Councilor German also stated that, if information requested is received from the Verde Valley Senior Center, she would like to see more funding available for Meals on Wheels. Councilor Whatley stated she was pleased that the Town could provide an additional benefit (health care coverage costs) for employees with families, they are loyal and it saves money in the long run, is good the Town and the community. Councilor Gordon stated he supports the additional benefit (health care coverage costs) for employees with families, it is good the Town and the community. Vice Mayor George stated he supports the additional benefit (health care coverage costs) for employees with families, it is good the Town and the community. Vice Mayor George also stated he would like to see more money in Parks & Recreation and Roads, this year's budget is a good start on many CIP projects. Councilor Jones-Murdock stated she supports the additional benefit (health care coverage costs) for employees with families, the Town has loyal employees that do an excellent job, and it is good the Town and the community. Councilor Jones-Murdock also stated that it is evident that the sales tax increase is beneficial to the Town as it is reflected in the Proposed Budget (specifically CIP projects), and she also supports more funding being allocated to Meals on Wheels when the appropriate documentation, as requested, is received.

11. **Discussion, consideration and possible approval of the FY 2017 debt levy certification to Yavapai County for $697,375.00, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Mike Showers

On a **motion** by Councilor Jones-Murdock, seconded by Councilor Baker, the council voted unanimously to approve FY 2017 debt levy certification to Yavapai County for $697,375.00, acting as the Trustee to the Camp Verde Sanitary District

Finance Director Michael Showers advised that this Agenda Item is required for payment of principal and interest, and as the Town is the trustee for the Sanitary District. This action will not cause any increase in property taxes or fees.

12. **Discussion, consideration and possible approval of the FY 2017 special assessment levy of $252,154.00 for annual payments against the Camp Verde Sanitary District's USDA notes, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Mike Showers

On a **motion** by Councilor German, seconded by Councilor Jones-Murdock, the council voted unanimously to approve FY 2017 special assessment levy of $252,154.00 for annual payments against the Camp Verde Sanitary District's USDA notes, acting as the Trustee to the Camp Verde Sanitary District.

Finance Director Michael Showers advised that this Agenda Item actually did not need to come before council, but for the sake of transparency, and as the Town is the trustee for the Sanitary District, it has been placed on the Agenda for approval. This action will not cause any increase in property taxes, and requires no publication

13. **Discussion, consideration and possible approval of a Library Services and Technology Act (LSTA) Grant award from the Arizona State Library, Archives and Public Records, a division of the Secretary of State.** Staff Resource: Kathy Hellman

On a **motion** by Councilor Whatley, seconded by Vice Mayor George, the council voted unanimously to approve acceptance of a Library Services and Technology Act (LSTA) Grant award from the Arizona State Library, Archives and Public Records, a division of the Secretary of State.

Library Director Kathy Hellman addressed the Mayor and Council with respect to the literacy grant, noting that Sebra Choe had applied for this grant on behalf of the Library, which will greatly enhance pre-school literacy, specifically benefiting non-English speaking children. Sebra Choe presented an overview (power point presentation) outlining the services and benefits the community will receive from acceptance of this grant. The Mayor and Council expressed thanks to Ms. Hellman and Sebra Choe for obtaining this grant, and supporting literacy in our community.

14. **Discussion, consideration and possible approval of a contract with Merit IT (Taurus Technology Investment Partners, Inc.) for professional services for the information Technology (IT) services for the Town of Camp Verde.**

On a **motion** by Councilor German, seconded by Councilor Baker, the council voted unanimously to approve, and enter into, the contract with Merit IT (Taurus Technology Investment Partners, Inc.) for professional services for the information Technology (IT) services for the Town of Camp Verde (Two year contract).

Town Manager Russ Martin advised that the Town has been in need of a new IT system for quite some time, however, funding and contract for services, were not available. The Town is unable to support an in-house IT department. A new server will be installed tomorrow, and this contract (Merit IT – a local company) can provide the IT services needed by the Town. Merit IT is the same company that the Fire Department is currently using for their IT services and support.

15. **Call to the Public for items not on the agenda.**
Debbie Hughes addressed the Mayor and Council in support of the Council taking a look at the employee wage scale and classification, adding the COLA increases to current (long-term) employees without the expense of a classification and wage study.

16. **Council Informational Reports.** T

Councilor Whatley - stated she attended the Intergovernmental Meeting (IGM) last Thursday; the League of Cities and Towns presented information on pending and current legislation and pending bills. Information was also presented regarding Hwy 260 construction and design.

Councilor Gordon – stated he also attended the IGM last Thursday. Councilor Gordon attended VVREO today and he will be presenting a study on the impact of non-profit organizations and how they contribute to the community.

Vice Mayor George - stated he attended the Camp Verde Business Alliance, they are planning for a booth at the Cornfest and are moving forward with the entrepreneur programs for Camp Verde (high school and community college levels). Vice Mayor George advised that the Town is again seeking nominations for the next quarterly business beautification award. Vice Mayor George presented a photograph of the "Old Guys" as they had just completed pouring the concrete for the new stage at the Ramada. Vice Mayor George also stated that underground signal sensors had been installed at the intersection (Council approved purchase and installation of overhead cameras last year) noting that road department discovered the overhead cameras were going to cost more than anticipated, and installed the underground sensors saving the Town money.

Councilor German - stated that the concrete for the new stage at the Ramada was donated by the Yavapai Apache Tribe. Councilor German stated she had celebrated Memorial Day by attending the McGuireville American Legion and Beaver Creek Salute to Veterans.

Councilor Jones-Murdock – stated she also attended the IGM –NACOG meeting.

Councilor Baker – stated she missed the IGM meeting, but went to the Clear Creek Cemetery, which is in desperate need of repair and maintenance.

Mayor German - stated that he also went to the Clear Creek Cemetery. Mayor German advised that the actual construction on Hwy 260 is scheduled to begin in September.

17. **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 he needed volunteers for the Cornfest Town / League booth, and encouraged any council member that could volunteer to notify the Town Clerk. Mr. Martin advised that the Town's 30th Anniversary was coming up this fall, and he would like to plan some type of event in celebration. Mr. Martin also advised the Sedona Recycles (non-profit organization) is in need of volunteers, donations and financial support. Sedona Recycles picks up approximately 31 tons of recyclable materials from Camp Verde every month, the Town provides $6,000 in funding, however the actual cost to provide this service to our community is approximately $20,000.

Adjournment. Mayor German, with no objection from Council, pronounced the meeting adjourned at 8:21 p.m.

_____
Charles German, Mayor

_____
Virginia Jones, Town Clerk

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 Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on June 1, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Lynn Riordan, Recording Secretary

4.c.

Town of Camp Verde

Agenda Item Submission Form - Section I

Meeting Date: June 15, 2016

☒ *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 & possible approval for the Finance Director to make the budget adjustments as attached.

List Attached Documents: 1) Budget Change Form

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☐ ***Town Attorney Comments:*** N/A

☒ ***Department Head:*** All Departments

☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Fiscal Impact: None

Comments: The Finance Dept is requesting to move the Library media and Risk MGT legal defense budgets to the Restricted Monies Fund (19) as well as a portion of the Verde Lakes CIP budget from County Flood control monies to the Federal grants fund to offset the match for the federal NRCS grant for services completed in Verde Lakes.

Background Information:

Recommended Action (Motion): Approve the Finance Director to make the budget adjustments as attached.

Instructions to the Clerk: None

Town of Camp Verde
Budget Change/Re-Appropriation Form

Date: 6/2/2016

Department Making Request: Finance

Department Head Approval: [signature]

Council Agenda Date: 6/15/2016

Account Transferred FROM

Fund	Department	Account Number	Account Name	Amount
03	Stormwater	03-000-20-850100	Verde Lakes	24,254.00
03	Stormwater	03-000-49-500600	Op Trans IN	24,254.00
06	Stormwater	06-410-49-550300	Op Trans OUT	24,254.00
	Cover Matching portion of Verde Lakes Federal Funds fm County			
01	Risk Mgt	01-160-20-722100	Legal Defense	30,070.00
	Move Legal Defense budget to Rest'd Monies Fund from General			
01	Library	01-700-20-703610	Media	5,600.00
	Move Library book sale budget to Rest'd Monies Fund from General			

Account Transferred TO

Fund	Department	Account Number	Account Name	Amount
08	Stormwater	08-410-20-751650	Infrastructure	24,254.00
08	Stormwater	08-000-49-500600	Op Trans IN	24,254.00
06	Stormwater	06-000-49-550800	Op Trans OUT	24,254.00
19	Risk Mgt	19-160-20-722100	Legal Defense	30,070.00
19	Library	19-701-20-703600	Media	5,600.00

Finance Director Approval: [signature]

Comments:

Date: 6/2/16

4.D

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

☒ *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 & possible approval for the Finance Director to make the fund equity adjustments as attached.

List Attached Documents: 1) Re-Appropriation Form

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☐ ***Town Attorney Comments:*** N/A

☒ ***Department Head:*** All Departments

☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Fiscal Impact: None

Comments: The Finance Dept is requesting to move the Library media and Risk Mgt legal defense equity balances to the Restricted Monies Fund (19). It makes more sense to hold these balances in the Restricted Monies Fund rather than the General Fund. This is not an expense but rather a change in the fund that holds the balances only.

Background Information:

Recommended Action (Motion): Approve the Finance Director to make the fund equity adjustments as attached.

Instructions to the Clerk: None

Town of Camp Verde
Budget Change/Re-Appropriation Form

Date: 6/2/2016
Department Making Request: Finance
Department Head Approval: [signature]

Council Agenda Date: 6/15/2016

Account Transferred FROM

Fund	Department	Account Number	Account Name	Amount
01	Risk Mgt	01-000-00-320001	Legal Def. Equity	30,158.00
	Move the Legal Defense Equity into Rest'd Monies Fund 19			
01	Library	01-000-00-350000	GF Equity	
	Move the Library's Media Reserve Balance to the Rest'd Monies Fund			

Account Transferred TO

Fund	Department	Account Number	Account Name	Amount
19	Risk Mgt	19-000-00-320001	Legal Def. Equity	30,158.00
19	Library	19-000-00-320008	Library Media Eq	

Finance Director Approval: [signature]
Comments:

Date: 6/2/16

7.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title: Public hearing, followed by discussion, Consideration and possible approval of Special Event Liquor License for Verde Valley Rangers, Mounted Sheriffs' Posse/Catherine A. Webster Camp Verde AZ 86322 for Cornfest occurring on July 15th and 16th.

List Attached Documents: –Special Event Liquor License Application

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

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

☐ **Finance Department N/A**

Fiscal Impact: None

Budget Code: N/A **Amount Remaining: _____**

Comments:

Background Information: Application received on 06-06-2016.

Recommended Action: Approve Special Event Liquor License Application for Verde Valley Sheriffs' Posse/Catherine A. Webster Camp Verde AZ 86322 for Cornfest occurring on July 15th and 16th.

Instructions to the Clerk: Section II not required. Process application.

JUN 06 2016

Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

FOR DLLC USE ONLY
Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
Fee= $25.00 per day for 1-10 days (consecutive)
Cash Checks or Money Orders Only

A service fee of $25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 15).

SECTION 1 Name of Organization: Verde Valley Rangers, mounted Sheriff's Posse

SECTION 2 Non-Profit/IRS Tax Exempt Number: 86-0669881

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

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises? ☐ Yes ☒ No

N/A		
Name of Business	License Number	Phone (include Area Code)

SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) and check one of the following boxes.
☐ Place license in non-use
☐ Dispense and serve all spirituous liquors under retailer's license
☒ Dispense and serve all spirituous liquors under special event
☐ Split premise between special event and retail location

(If not using retail license, submit a letter of agreement from the agent/owner of the licensed premise to suspend the license during the event. If the special event is only using a portion of premise, agent/owner will need to suspend that portion of the premise.)

SECTION 6 What is the purpose of this event? ☒ On-site consumption ☐ Off-site (auction) ☐ Both

SECTION 7 Location of the Event: 75 E. Hollamon St., Camp Verde, Yavapai, AZ 86322

Address of Location: 75 E. Hollamon St, Camp Verde, Yavapai, AZ 86322
Street / City / COUNTY / State / Zip

SECTION 8 Will this be stacked with a wine festival/craft distiller festival? ☐ Yes ☒ No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: Webster (Last) Catherine (First) Ann (Middle) 08-04-1961 (Date of Birth)
2. Applicant's mailing address: P.O Box 2355 (Street) Camp Verde (City) AZ (State) 86322 (Zip)
3. Applicant's home/cell phone: (928) 300-1207 Applicant's business phone: (928) 300-1207

Applicant's email address: webster610@gmail.com

Individuals requiring ADA accommodations call (602)542-9027.

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
☐ Yes ☒ No **(If yes, attach explanation.)**

2. How many special event licenses have been issued to this location this year? 1
(The number cannot exceed 12 events per year; exceptions under A.R.S. §4-203.02(D).)

3. Is the organization using the services of a promoter or other person to manage the event? ☐ Yes ☒ No
(If yes, attach a copy of the agreement.)

4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name ~~Non profit Fundraiser~~ Percentage: _____
Address _____
Street City State Zip

Name Verde Valley Rangers Mounted Sheriff's Posse Percentage: 100%
Address P.O Box 2866, Camp Verde AZ 86322
Street City State Zip

5. Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT UNLESS THEY ARE IN AUCTION SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE"

6. What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

1 or 2 Number of Police 10 Number of Security Personnel ☒ Fencing ☐ Barriers

Explanation: The Verde Valley Rangers provide Security through event. Its marked on diagram. The marshals walk site through out varies.

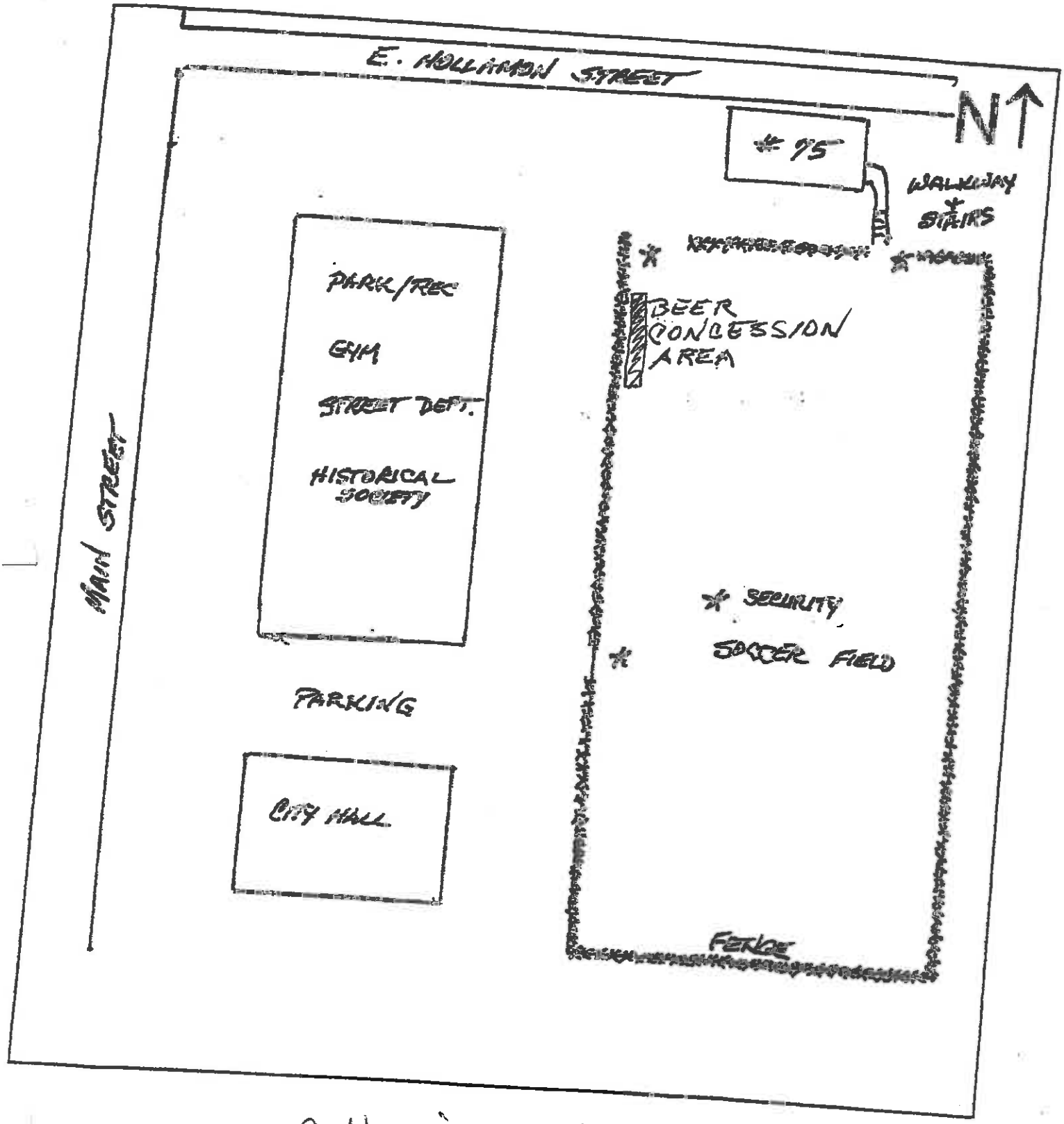
SECTION 11 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	07-15-2016 (W)	Friday	3 P.M.	10 P.M.
DAY 2:	07-16-2016 (W)	Saturday	9 A.M.	10 P.M
DAY 3:				
DAY 4:				
DAY 5:				
DAY 6:				
DAY 7:				
DAY 8:				
DAY 9:				
DAY 10:				

... diagram must be completed with this application)

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



Catherine Welsh

SECTION 13 To be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, (Print Full Name) _____ declare that I am the APPLICANT filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

X _____
Signature | Title/ Position | Date | Phone Number

The foregoing instrument was acknowledged before me this _____
Day | Month | Year

State _____ County of _____

My Commission Expires on: _____
Date

_____
Signature of Notary Public

SECTION 14 This section is to be completed only by the applicant named in Section 9.

I, (Print Full Name) Catherine Ann Webster declare that I am the APPLICANT filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

x Catherine Ann Webster EVENt Coordinator 6/6/16 928-300-1207
Signature | Title/ Position | Date | Phone Number

The foregoing instrument was acknowledged before me this 06 · 06 · 2016
Day | Month | Year

State ARIZONA County of YAVAPAI

My Commission Expires on: 06-15-2019
Date

JULIE M SCOTT
Notary Public - Arizona
Yavapai County
My Comm. Expires Jun 15, 2019

Notary Public

Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction: http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf.

SECTION 15 Local Governing Body Approval Section

I, _____ _____ recommend ☐APPROVAL ☐ DISAPPROVAL
(Government Official) | (Title)

On behalf of _____, _____, _____, _____
(City, Town, County) | Signature | Date | Phone

FOR DEPARTMENT OF LIQUOR LICENSES AND CONTROL USE ONLY

☐APPROVAL ☐DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

Individuals requiring ADA accommodations call (602)542-9027.

3.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Finance ***Staff Resource/Contact Person:*** Mike Showers/Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible approval of Ordinance 2016-A418; AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTIONLICENSE PRIVILEDGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA TO MAINTAIN THE EXCLUSION INCLUDED IN ORDINANCE 2015-A403 FOR CONTRACTS ENTERED INTO PRIOR TO MARCH 1, 2015 FROM THE .65% INCREASE RETROACTIVELY FROM MARCH 1, 2016 TO NOVEMBER 1, 2016.

List Attached Documents: 1) Ordinance 2016-A418, 2) Ordinance 2015-A403

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 5 mins

Reviews Completed by:
☒ ***Town Attorney Comments:*** Reviewed and Approved
☒ ***Department Head:***

☒ **Budgeted** ☐ **Unbudgeted** ☐ **N/A**

Fiscal Impact: Conceptually none.

Comments: This will effectively allow the Library contractor the ability to continue remitting the 3.0% sales tax as bid in the original contract.

Background Information:

Recommended Action (Motion): Approve Ordinance 2016-A418; AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTIONLICENSE PRIVILEDGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA TO MAINTAIN THE EXCLUSION INCLUDED IN ORDINANCE 2015-A403 FOR CONTRACTS ENTERED INTO PRIOR TO MARCH 1, 2015 FROM THE .65% INCREASE RETROACTIVELY FROM MARCH 1, 2016 TO NOVEMBER 1, 2016.

Instructions to the Clerk: If passed, notify AzDOR the following Thursday morning.

ORDINANCE 2016-A418

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTIONLICENSE PRIVILEDGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA TO MAINTAIN THE EXCLUSION INCLUDED IN ORDINANCE 2015-A403 FOR CONTRACTS ENTERED INTO PRIOR TO MARCH 1, 2015 FROM THE .65% INCREASE RETROACTIVELY FROM MARCH 1, 2016 TO NOVEMBER 1, 2016.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Whereas Section 1 of Ordinance 2015-A403 stated;

Section 1: The tax rate in the following sections of the Tax Code of the Town of Camp Verde is increased from three percent (3%) to three point six five percent (3.65%):

Section 8-405	Advertising
Section 8-410	Amusements, exhibitions and similar activities
Section 8-415	Construction contracting: construction contractors
Section 8-416	Construction contracting: Speculative builders
Section 8-417	Construction contracting: owner-builders who are not speculative builders
Section 8-425	Job printing
Section 8-427	Manufactured buildings
Section 8-430	Timbering and other extraction
Section 8-435	Publishing and periodicals distribution
Section 8-444	Hotels
Section 8-450	Rental, leasing and licensing for use of tangible personal property
Section 8-455	Restaurants and bars
Section 8-460	Retail sales: measure of tax; burden of proof; exclusions
Section 8-470	Telecommunication services
Section 8-475	Transporting for hire
Section 8-480	Utility Services

And Whereas Section 2 of Ordinance 2015-A403 stated;

Section 2: The tax rate in the following section of the Tax Code of the Town of Camp Verde is increased from two percent (2%) to three point six five percent (3.65%):

Section 8-610	Use tax: imposition of tax; presumption

And Whereas Section 3 of Ordinance 2015-A403 stated;

Section 3: The tax rate in the following sections are excluded from any increase and remain unchanged:

Section 8-432	Mining
Section 8-445	Rental, leasing and licensing for use of real property
Section 8-447	Rental, leasing and licensing for use of real property: additional tax upon transient lodging

Section 3: The provisions of section 1-3 of this ordinance shall be effective from and after March 1, 2015.

And Whereas Section 4 of Ordinance 2015-A403 stated;

Section 4: An exclusion from the tax increase pursuant to Section 1 of this ordinance shall be in effect for contracts entered into prior to March 1, 2015 that include transaction privilege tax as a non-separated item in the total contract amount. This exclusion shall terminate one (1) year from the effective date of this ordinance on March 1, 2016.

Section 4 shall now be amended to read as follows:

Section 4: An exclusion from the tax increase pursuant to Section 1 of this ordinance shall be in effect for contracts entered into prior to March 1, 2015 that include transaction privilege tax as a non-separated item in the total contract amount. This exclusion shall terminate twenty (20) months from the effective date of this ordinance on November 1, 2016.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 15th day of June, 2016.

Charles German, Mayor

ATTEST:

Virginia Jones, Town Clerk

APPROVED AS TO FORM:

William J. Sims

W.J. Sims, Town Attorney

ORDINANCE 2015-A403

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTIONLICENSE PRIVILEDGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY INCREASING THE RATE OF TAXATION FOR TRANSACTION PRIVILEDGE TAX FROM THREE PERCENT (3%) TO THREE POINT SIX FIVE PERCENT (3.65%) AND INCREASING THE USE TAX RATE FROM TWO PERCENT (2%) TO THREE POINT SIX FIVE PERCENT (3.65).

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1: The tax rate in the following sections of the Tax Code of the Town of Camp Verde is increased from three percent (3%) to three point six five percent (3.65%):

Section 8-405	Advertising
Section 8-410	Amusements, exhibitions and similar activities
Section 8-415	Construction contracting: construction contractors
Section 8-416	Construction contracting: Speculative builders
Section 8-417	Construction contracting: owner-builders who are not speculative builders
Section 8-425	Job printing
Section 8-427	Manufactured buildings
Section 8-430	Timbering and other extraction
Section 8-435	Publishing and periodicals distribution
Section 8-444	Hotels
Section 8-450	Rental, leasing and licensing for use of tangible personal property
Section 8-455	Restaurants and bars
Section 8-460	Retail sales: measure of tax; burden of proof; exclusions
Section 8-470	Telecommunication services
Section 8-475	Transporting for hire
Section 8-480	Utility Services

Section 2: The tax rate in the following section of the Tax Code of the Town of Camp Verde is increased from two percent (2%) to three point six five percent (3.65%):

Section 8-610	Use tax: imposition of tax; presumption

Section 3: The tax rate in the following sections are excluded from any increase and remain unchanged:

Section 8-432	Mining
Section 8-445	Rental, leasing and licensing for use of real property
Section 8-447	Rental, leasing and licensing for use of real property: additional tax upon transient lodging

Section 3: The provisions of section 1-3 of this ordinance shall be effective from and after March 1, 2015.

Section 4: An exclusion from the tax increase pursuant to Section 1 of this ordinance shall be in effect for contracts entered into prior to March 1, 2015 that include transaction privilege tax as a non-separated item in the total contract amount. This exclusion shall terminate one (1) year from the effective date of this ordinance on March 1, 2016.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 7th day of January, 2015.

Charles German, Mayor

ATTEST:

Debbie Barber, Town Clerk

APPROVED AS TO FORM:

W.J. Sims, Town Attorney

9.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (exact): Discussion and consideration of options and possible approval to use Town Reserve Funds for a one time and final payout of $200,000 to the Library for their equity in Verde Cliffs Parcel #404-28-439.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

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

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

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments: Camp Verde Community Library would terminate any equity claim to future revenue from the investment or sale of Parcel #404-28-439 to the Town.

Background Information:

Parcel #404-28-439 in Verde Cliffs was donated to Camp Verde Community Library September 2004. The apparent intent was to build the new library on the lot, but Town Council directed staff to build on the site at 130 Black Bridge Road and any revenue received from the Cliffs site be set aside and earmarked for construction of the new library. The approximate current market value of the parcel is $200,000.

Recommended Action (Motion): Approve the following:

Direct staff to use Town Reserve Funds for a one time and final payout of $200,000 to the Library for their equity in Cliffs Parcel #404-28-439.

Instructions to the Clerk: *None at this time*

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: *Library*

Staff Resources/Contact Person: *Kathy Hellman*

Contact Information: *554-8381; kathy.hellman@campverde.az.gov*

Background:

The library project was funded at a little over $4.2 million by:

- $3.4 million loan
- $380,000 contributed by Citizens Committee for Camp Verde Library
- $325,000 from the Mary Lyons estate
- $300,000 from Kay Watkins
- $37,000 from State Grants in Aid fund
- $11,000 from Library Services Technology Act Grant

To this point, funds have paid for design, engineering and construction related costs of the building plus the cost of new shelving throughout the library. Staff members, determined to bring the project in on budget, have worked closely with contractor, BWC, to reduce costs where possible to compensate for necessary changes where costs have increased. Furniture and fixtures were not included in the $4.2 million dollar budget and some pieces of the project, such as, landscaping and solar, were held out as alternatives. An additional $200,000 will allow us to get the facility closer to the intended and expected use by the Council and the public as we address things like:

- Finish kitchens
- Install public service desks and computer tables
- Provide additional public computers and self-checkout stations
- Install book return, USPS mailbox, and flagpole
- Asbestos removal/containment and demo the current building
- Parking lots and landscaping
- Mosher Lane
- Needed furnishings

Other Impacts:

10. Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (exact): Discussion and consideration of options and to allocate $50,000 to the 2017 CIP to be used for Audio/Visual Equipment at the Community Library.

List Attached Documents: none

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

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

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

Finance Director Comments/Fund:

Fiscal Impact: See comments below.

Budget Code: _____ **Amount Remaining:** _____

Comments: While it is entirely possible to allocate $50,000 of expense out of the CIP Fund for the FY17 budget, total expenses are already determined and Council can change priorities and amounts in budget amendments at any time. The decision will be when priorities identified are actually completed projects meaning fund balances exist from incomplete projects at this time.

Background Information:

Council has discussed the need to upgrade recording and sound equipment in the current Council/Court Chambers on multiple occasions. Because it is Council's intent to utilize the new Library facilities for their meetings it is more practical to invest in the new library's 1st Floor Program Room. Funds will be used to install recording, sound and presentation equipment that will enhance Council meetings, provide better access to meeting materials and archives, while simultaneously creating a state-of-the art space to benefit community members through educational and leisure activities.

Recommended Action (Motion): Move to *Direct Staff to allocate $50,000 to the 2017 CIP to be used for Audio/Visual Equipment at e Community Library.*

Instructions to the Clerk: *None at this time*

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Public Works – Wastewater Utility Division

Staff Resource/Contact Person: Jan Grogan, Wastewater Division Manager

Agenda Title (be exact): Discussion, consideration and possible authorization to purchase a Mobile Mini 8' X 20' Combo Unit ($17,603).

List Attached Documents: N/A

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

☒ ***Department Head:***_____ ☐ ***Town Attorney Comments:***

☒ ***Finance Department***

Fiscal Impact:

Budget Code: _____ ***Amount Remaining:*** _____

Comments: This is an unbudgeted item.

Background Information: The Wastewater Division issued an RFP to have an addition built on to the existing lab. Two bids were received. The lowest bid was for $63,800. This amount was a lot higher than anticipated so the contract as not awarded. The modular building will serve our needs just as well as that addition. It will enable us to comply with OSHA's requirements noted in our last inspection. The cost includes a heating and cooling unit, delivery and taxes. The slab and electrical work will be completed in the next fiscal year.

Recommended Action (Motion): Move to authorize staff to purchase a Mobile Mini 8' X 20' Combo Unit.

Instructions to the Clerk: N/A

SUBMITTED BY JAN GREGAN
06-09-16

mobile mini
Secure Portable Storage and Specialty Containers

Instant Storage Quote? Call us at **866-344-4092**

NEED A QUOTE

8' x 20' Open Bay High Security Office (Ground Level)

Share

One of our most popular offerings, the 20 foot open bay portable office provides easy, ground level access. Perfect for storing business records or valuable equipment. Ideal for construction sites.

OFFICE SPECIFICATIONS

ADD-ON EQUIPMENT

SECURITY FEATURES

FLOOR PLAN

SIZE

Ground mounted

8' ceiling height

8' wide

20' box size

20' long

SUBMITTED BY JAN GRUGAN
06-09-16

EXTERIOR FINISH

All steel structural components

1 1/8" plywood sub floor

Standard drip rail gutters

10 - 16 gauge floor; joist 12

16 gauge steel siding

INTERIOR FINISH

Vinyl tile floors

Drywall textured ceilings & walls

DOOR OPTIONS

Windows and doors

Exterior Security

Horizontal slider windows with screens

Mini Blinds

Hydraulic Door Closures

MMI High Security Door System with three-part interior locking system

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National Accounts

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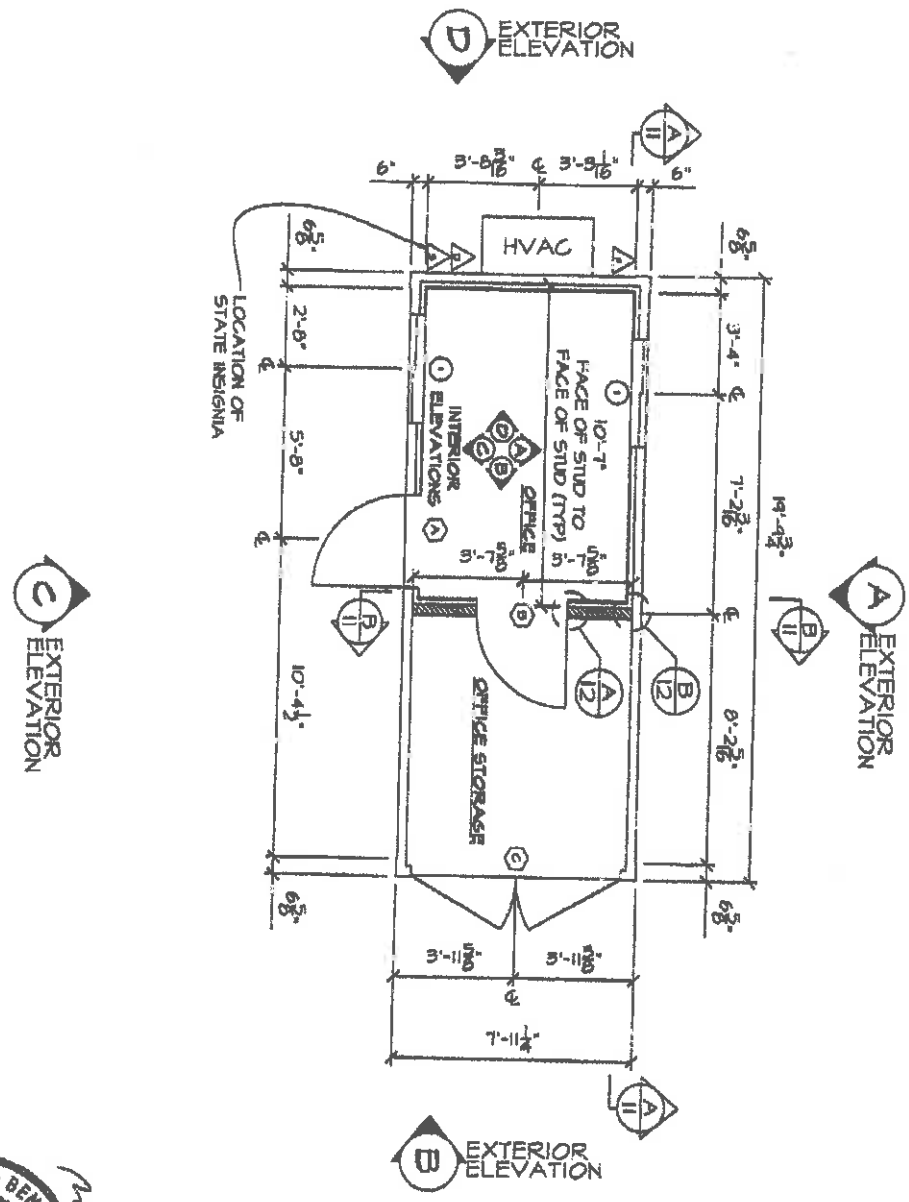
Industries

SUBMITTED BY JAN GROLAN
06-14-2016



BEN J. KRAKOWSKI
PROFESSIONAL ENGINEER
STATE OF WASHINGTON
REGISTERED
25605

STANDARD LEASED UNITS
8'-0" W x 20'-0" L x 8'-6" H

FLOOR PLAN

APPROVAL:

STATE OF WASHINGTON
DEPT. OF LABOR AND INDUSTRIES
FAS PLAN REVIEW SECTION
APPROVED
JUL 12 2007
SUBJECT TO CODE AND FIELD INSPECTION

mobile mini, inc.
1420 S. Kyrene Road, Suite 101
Tempe, Az 85283 (480) 894-6311
1755 North MIP Entrance Road
Maricopa, Az 85239 (480)899-2600
WARNING: CONFIDENTIAL DRAWINGS

ALL RIGHTS RESERVED

2

DATE: 1/19/07

12.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 15, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Public Works – Wastewater Utility Division

Staff Resource/Contact Person: Jan Grogan, Wastewater Division Manager

Agenda Title (be exact): Discussion, consideration and possible authorization to purchase VAC-CON V290H Vacuum truck/Jetter ($325,264.10) and Ford Supreme 16' Camera Van ($176,347.54).

List Attached Documents: N/A

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

☒ ***Department Head:***_____ ☐ ***Town Attorney Comments:***

☒ ***Finance Department***

Fiscal Impact:

Budget Code: _____ ***Amount Remaining:*** _____

Comments: This is budgeted item in the 2016-2017 approved tentative budget. The vehicles will be purchased through HGACBuy using contract pricing. (This is similar to purchasing from the State Contract.)

Background Information: Both of these vehicles are included in the 2016-2017 budget that has been given tentative approval. They have a 90-day delivery time from order entry as of this month. That is expected to increase next month as Municipalities finalize their budgets and place orders. Both of our current vehicles need continual repairs to keep them in running order. To avoid the need to spend any more money than is necessary on these repairs we would like to start the order process as soon as possible. The company understands that we only have tentative approval. If for any reason, we don't receive final approval in July the contract can be voided.

Recommended Action (Motion): Move to authorize staff to purchase the VAC-CON V290H Vacuum truck/Jetter ($325,264.10) and Ford Supreme 16' Camera Van ($176,347.54).

Instructions to the Clerk: N/A