



*Support your local merchants.*

**AGENDA**

**TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, DECEMBER 7, 2016 at 6:30 P.M.**

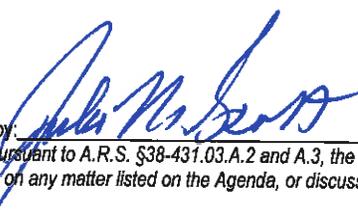
**If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form**

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 – November 16, 2016
    - 2) Executive Session – November 16, 2016 (recorded)
    - 3) Council Retreat-November 18, 2016
  - b) **Set Next Meeting, Date and Time:**
    - 1) Wednesday, December 14, 2016 at 5:30 p.m. – Work Session
    - 2) Wednesday, December 21, 2016 at 6:30 p.m. – Regular Session –Planning & Zoning Combined
    - 3) Wednesday, December 28, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters - Cancelled
  - c) **Possible approval of Resolution 2016-969 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona prescribing standards of Financial Disclosure for local elected officials, superseding Resolution 87-02. Staff Resource: Virginia Jones**
5. **Special Announcements and presentations:**
  - **There are no Special Announcements**
6. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
7. **Discussion, consideration and possible approval of Ordinance 2016-A419, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction License Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona by adding local Option exemption R under Section 8-465. Staff Resource: Mike Showers.**
8. **Discussion, consideration and possible approval of the Town of Camp Verde Facilities Use Agreement between the Town of Camp Verde and Camp Verde Adult Reading Program. Staff Resource: Kathy Hellman**

9. **Discussion, consideration and possible approval of Resolution 2016-971, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting an amendment to Final Plat 20160328 for the purpose of changing the form of assurances for developing the 'Castle Heights' subdivision, which is a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and Montezuma Castle Highway, that consists of approximately 20.92 acres. Staff Resource: Carmen Howard**
10. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
11. **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.
12. **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.
13. **Adjournment**

Posted by:

  
Date/Time: 12-1-16 9:21 AM

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.

38-431.01 Meetings shall be open to the public

A. All meetings on any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All Legal Action of public bodies shall occur during a public meeting.

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, NOVEMBER 16, 2016 at 6:30 P.M.**

**1. Call to Order**

Mayor German called the meeting to order at 6:30 p.m.

**2. Roll Call**

Present: Mayor German, Vice Mayor George, Councilors Whatley, Gordon, Baker, Jones-Murdock, German, Councilors-elect Alan "Buck" Buchanan and Dee Jenkins.

Also attending: Town Manager Russ Martin, Town Clerk Virginia Jones, and Recording Secretary Janet E. Turner.

**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:**

- 1) Council Hears Planning & Zoning Matters – October 26, 2016
- 2) Executive Session – November 2, 2016 (recorded)
- 3) Special Session – November 2, 2016
- 4) Regular Session – November 2, 2016

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

- 1) Friday November 18, 2016 at 8:00 a.m. – Council Retreat at Camp Verde Community Library
- 2) Wednesday, November 23, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters- Cancelled
- 3) Wednesday, December 7, 2016 at 6:30 p.m. – Regular Session
- 4) Wednesday, December 14, 2016 at 5:30 p.m. – Work Session
- 5) Wednesday, December 21, 2016 at 6:30 p.m. – Regular Session – Planning & Zoning Combined
- 6) Wednesday, December 28, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters – Cancelled

**c) Possible approval of Intergovernmental Agreement between the Town of Camp Verde and Yavapai County allowing the Town to issue their own permits and perform their own inspections on 2 parcels owned by the Town at the Sewage Treatment Facility. Staff Resource: Troy Odell**

**d) Possible approval of a Grant Application to ADEQ (Arizona Department of Quality) in the amount of \$74,830.00 for Asbestos Abatement at the old Library Building. Staff Resource: Ron Long and Kathy Hellman**

- e) **Possible approval to accept Governor Office of Highway Safety Grant funds in the amount of \$22,937.00.** Staff Resource: Nancy Gardner
- f) **Possible acceptance of \$21,000.00 from the Department of Homeland Security grant for interoperability compatible radios.** Staff Resource: Nancy Gardner

On motion by Vice Mayor George, seconded by Councilor German, Council unanimously approved the Consent Agenda excluding item 4d that was pulled by Mayor German

Mayor German pulled Item 4. d) from the Consent Agenda and Town Manager Martin provided a brief explanation regarding the requirements for the grant application and state assistance for asbestos removal at the old Library building. Martin stated that one of the things the state looks at is you have to do more specific tests to get state assistance. They have been working with ADEQ directly as they have an Asbestos Abatement program, and rather than the \$74,830.00 staff is now asking to substitute that specific amount for "amount necessary" to give authority to move ahead with the asbestos abatement. He added that the state will work with them to fill in that amount and prepare a proper bid, the grant number will be known, and then the grant turn-around time will be "lickety-split" and they can get moving on the project. He cautioned that if they don't start before December 7 then it will be delayed due to other factors.

Councilor Baker inquired about the previously discussed amount of \$102,830, whether that included the \$74,830, and added that she thought the loan for the entire project and related costs were included. Martin replied that yes, it was, but the asbestos abatement was more than expected and this would take about \$75,000 out of the amount discussed the other night.

On motion by Vice Mayor George, seconded by Councilor Gordon, Council unanimously approved the grant application to ADEQ in the amount necessary for asbestos abatement at the old library building.

## 5. **Special Announcements and presentations:**

- **Presentation of Certificate of Appreciation to Alan "Buck" Buchanan for his service on the Planning & Zoning Commission.**

Mayor German presented a Certificate of Appreciation to Alan "Buck" Buchanan for his service on the Planning & Zoning Commission.

- **Presentation of Certificate of Appreciation, posthumous to Bob Burnside for his service on the Planning & Zoning Commission, accepted by Suzy Burnside.**

Mayor German presented Suzy Burnside with a Certificate of Appreciation posthumously to Bob Burnside for his service on the Planning & Zoning Commission, which was followed by a standing ovation.

- **Presentation of Certificate of Election to Mayor-Elect Charlie German, Councilors-elect Jessie Murdock, Alan "Buck" Buchanan, and Dee Jenkins.**

Town Clerk Virginia Jones presented Certificates of Election to Mayor-Elect Charlie German and

Councilors-Elect Jessie Jones-Murdock, Alan "Buck" Buchanan, and Dee Jenkins.

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

- Citizen Fred Patton addressed the Council regarding the noise ordinance, inquired what constituted "emergency services hours", and cited incidents of trash pickups occurring between 3-4 a.m., mowing in early morning hours, and so forth.
- Nikki Miller, representing Camp Verde Promotions, thanked Vice Mayor Bruce George and Councilor Carol German for their work on the Council. She thanked Vice Mayor George for his help and contributions in many labor projects over the years; and conveyed her appreciation to Councilor German for how instrumental she was with contacts and who to get in touch with in order to achieve the things they wanted to do. She also pointed out how Carol always listened to her constituents and expressed hope that the incoming Council members will also listen to those who voted them in.

**7. Honorable Judge Paul Schlegel will administer Oaths of Office to the newly elected officials, followed by the seating of the new Council Members.**

The Honorable Judge Paul Schlegel administered the Oaths of Office to the newly elected officials: Councilors-Elect Jessie Jones-Murdock, Alan "Buck" Buchanan, Dee Jenkins, and Mayor-Elect Charlie German. The new Council members took their seats.

**8. Presentation of plaques of appreciation to Carol German and Bruce George in appreciation for their service.**

Mayor German called Carol German and Bruce George to the floor to receive plaques of appreciation; both were greeted with standing ovations. German thanked all citizens for the opportunity to serve and congratulated all newly elected officials. George stated it had been an honor to service his community and that he planned to continue helping out where he could.

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

Councilor Gordon made a motion to nominate Councilor Jessie Jones-Murdock as Vice Mayor, Councilor Whatley seconded, and Council unanimously voted in favor of appointing Jones-Murdock as Vice Mayor for a two-year term. Mayor German asked Councilor Jones-Murdock if she would consider and accept the position. Councilor Jones-Murdock accepted the appointment to as Vice Mayor of the Council.

**10. Discussion, consideration and possible appointment of Council members as Town Representatives and alternate to various boards, committees, and organizations. Staff Resource: Mayor and Council**

On motion by Vice Mayor Jones-Murdock, seconded by Councilor Baker, Council unanimously approved the 2016-2017 Council-Committee Assignments as follows with the addition of the Verde Front.

**2016-2017 COUNCIL-COMMITTEE ASSIGNMENTS**  
Council Meeting 11/16/2016 (after New Officers are seated)

COMMITTEES	2016-2017	MEETING TIME	MEETING PLACE	CONTACT PERSON
CV Fire District	Gordon/ Baker	3rd Wednesday At 9:30 A.M.	417 S. Main - Training Room <a href="http://www.campverdefire.org">http://www.campverdefire.org</a>	Robin Cook 567-9401 Ext 102
CV Schools Education Foundation	<i>Clerk will call Mary Hudson</i>	Quarterly, as needed	CVUSD 410 Camp Lincoln Rd.	Mary Hudson 567-8008
Yavapai College Governing Board	Buchanan/ Baker	2nd Tuesday at 1:00 p.m	See attached	Karen Jones Exec Asst 928-776-2307
Liaison to Yavapai-Apache Nation	Mayor German/ Baker	Thursday at 9:00 a.m.	2400 W Datsi Street	Karla Reimer 567-1003 (Call weekly to verify meeting)
Intergovernmental Associations/Meetings	All Council		Community Rotation	
NACOG Regional Council	Baker/Mayor German - Appointed on 9/17/2016	Quarterly – 4th Tuesday at 10:00 a.m.	High Country Conference Center	928-774-1895
WVREO	Murdock/ Gordon	Quarterly – Friday at 10:00 a.m.	YC Board Room – 6th Street Cottonwood	634-8100
League Resolutions Committee	Mayor German	Annually	League of Cities & Towns Conference	Ken Strobeck Exec Director
Arizona Municipal Risk Retention Pool (elected position only)	Baker	Every other month	Phoenix	
Verde Valley Transportation Org.	Long/Buchanan	Every other month	Cottonwood	
Verde Valley Transit Committee	Buchanan	Monthly		Jason Kelly
VV Water Users Liaison	Gordon/ Buchanan	As needed	As needed	As needed
Middle Verde Water Advisory (was VVAC)	<i>Clerk will check to see if active</i>	3rd Wednesday at 2:00 p.m.	YC Board Room – 6th St – Cottonwood 1015 Fair Street-Prescott	
Verde Valley Homeless Coalition	Baker/ Gordon			
Mental Health Coalition- Verde Valley (added 9/23/15)	<i>Gordon</i>	Monthly		
Verde Front	Mayor German/ Gordon	Quarterly	Cottonwood Rec Center	

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

None.

**12. Council Informational Reports.**

- **Councilor Whatley** attended the grand opening of the new Library and felt it was surreal, "Am I really

in Camp Verde? This is amazing!" Walking through the doors, she was hit with the sound of singing from the Camp Verde High School Choir and they sounded like angels. She thought it was a great opening ceremony and remarked, "The new library is awesome."

- **Councilor Gordon** attended the library breakfast, but was unable to stay for the grand opening. He also attended the ribbon-cutting ceremony for the Verde Valley Military Service Park at Garrison Park in Cottonwood on Veterans' Day, Friday, November 11.
- **Councilor Buchanan** attended an informational meeting on Wednesday morning at the Sedona Campus of Yavapai College updating results from the Verde Valley Forum held last month. Buchanan commented that the people behind it and supporting it are very, very good leaders and he **thinks** it will result in a good outcome.
- **Mayor German** also attended the Library grand opening, echoed Councilor Whatley's remarks regarding the wonderful acoustics and commented that for a moment he thought he was in Heaven. He also attended the ribbon-cutting ceremony for the Verde Valley Military Service Park in Cottonwood on Veterans' Day and was astounded with the service flags that surrounded the U.S. flag. He joked that applause was received when he declined to speak.

On Tuesday, November 15, he attended a meeting with other Arizona elected officials to discuss the need to re-educate and make everyone aware of how critical the watershed is and to promote procedures and best practices to preserve the Salt and Verde Rivers. Phoenix Mayor Greg Stanton and Mayor German gave the closing remarks for the meeting, which was hosted by the Nature Conservancy at the Pointe Hilton in Phoenix.

- **Councilor Baker** attended the Library's grand opening and shared comments she heard from guests such as the Mayors of Cottonwood and Sedona on how wonderful it was for Camp Verde to keep working toward the goal of a new library and that people around the Verde Valley recognized the effort. Baker stated she also attended the ribbon-cutting ceremony for the Military Service Park in Cottonwood and noted how inspiring it was and how businesses around the Verde Valley chipped in to help with whatever was needed.
- **Vice Mayor Jones-Murdock** attended Library's grand opening and commented that she was very happy with it and proud of it, "It's wonderful."
- **Councilor Jenkins** attended the Library's grand opening as well as the breakfast. She shared that her employer, Quintus Inc., contributed to it and stated he would be very pleased it opened. She noted that there's a lot of cars in the parking lot so it is being used. She expressed her desire to attend the ribbon-cutting ceremony for the Military Service Park but was unable to as she attended the funeral of Dick Cook, founder of Quintus, Inc.

### 13. **Manager/Staff Report.**

Town Manager Martin reported there will be an all hands meeting on November 30 for all staff that will start at 11 a.m. He asked the Council to attend and help serve the staff and to wear a name tag if possible; lunch will be served at 11:30 a.m. There will also be training before and after the lunch and all offices involved will be closed during that time. He added that it was a combination of Thanksgiving celebration but included training.

Martin stated since they are turning 30 this year they would like to do something in the parade that is on December 10. He asked for ideas and directed those interested in reindeer games to contact the Town Clerk's office. Vice Mayor Jones-Murdock asked if the Town was doing a float or something else. Martin replied, "Exactly, those sound like great topics of conversation." He would like a little committee to form to discuss options of what to do.

Another upcoming event is the Employee/Town Christmas party on December 17. He said invitations will be sent out and it will be held at the new Library starting about 5:30 p.m. with dinner served by 6 p.m.

- 13A. DISCUSSION AND CONSULTATION WITH THE TOWN ATTORNEY REGARDING CURRENT AND PENDING LITIGATION, FOLLOWED BY POSSIBLE DIRECTION TO STAFF.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body. ARS§38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid to resolve litigation. Staff Resource: Russ Martin.

On motion by Councilor Gordon, seconded by Councilor Baker, Council voted unanimously to go into Executive Session. Mayor German recessed the meeting to Executive Session at 7:26 p.m. Meeting resumed at 7:40 p.m. No action was taken.

**14. Adjournment**

Mayor German, with no objection from Council, pronounced the meeting adjourned at 7:40 p.m.

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Charlie German, Mayor

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Janet E. Turner, 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 during the Regular Session of the Town Council of Camp Verde, held on November 16, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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Virginia Jones, Town Clerk

4.2.3

**DRAFT MINUTES  
COUNCIL RETREAT  
MAYOR AND COMMON COUNCIL  
Of the TOWN OF CAMP VERDE  
CAMP VERDE PUBLIC LIBRARY 130 N BLACKBRIDGE ROAD  
FRIDAY, NOVEMBER 18, 2016 at 8:00 a.m.**

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

1. **Call to Order**  
Call to Order at 8:00 a.m.
  
2. **Roll Call**  
Mayor Charles German, Vice Mayor Jessie Murdock, Councilors Robyn Whatley, Dee Jenkins, Brad Gordon, and Buck Buchanan are present. Councilor Jackie Baker was absent.  
  
**Also Present**  
Finance Director Michael Showers, Town Manager Russ Martin, Town Clerk Virginia Jones, Economic Development Director Steve Ayres, Public Works – Ron Long, Jan Grogan, Troy O'Dell, Stacy Perry, Shawna Figy, and Mike Dumas, Municipal Court - Judge Paul Schlegel and Veronica Pineda, Camp Verde Marshall's Office - Marshall Nancy Gardner and Commander Jacque McConnell, Community Development/Planning and Building - Carmen Howard, Robert Forman and John Rivero, Risk Management – Carol Brown and John Rivero, Library Director Kathy Hellman, and Recording Secretary Lynn Riordan.
  
3. **Pledge of Allegiance**  
Mayor German led the pledge.
  
4. **Discussion, presentation and updates from various Town Departments to include, but not limited to responsibilities, duties and goals of each department.**  
Town Manager Russ Martin advised the Mayor and Councilmembers that today each department would present department information and an overview of operations, achievements and goals, answer any questions by council, however, budgetary items would not be discussed today. Notice that any items of concern may be placed on a future the Agenda for discussion.

**Economic Development.** Steve Ayres addressed the Mayor and Council advising the department continues to design and follow strategies and set goals; to provide resources to accomplish goals set in conjunction with the Focus Future Plan and the General Plan. Mr. Ayers stated that the retail recruitment contract has been signed and the contractor has begun the analysis with their report, recommendations and design for retail recruitment to be available to Council early next year. The signage committee will be submitting a permit application to ADOT for signage on I-17 and Hwy 260 for installation next spring. Ayers noted that Sebra Choe has been instrumental in acquiring grants for the department, additionally she has begun designing the department 5-year strategic plan that includes Dark Skies, pursuant to the General Plan, and application is in progress and will be a part of the Verde River Recreation Master plan.

Ayers informed Council that the Economic Development department has applied for grants (approximately \$300,000 combined applications) that includes a grant from the Arizona State Parks; other matters the department currently is exploring and working on includes:

- Rocking River Ranch State Park,
- Fossil Creek River Management plan with the potential for Fossil Creek to become a State Park,
- I-17 visitor center,
- Historic District resolution,

- zoning designation or variances for RV parks as there is no current designation in the General Plan,
- Audubon society survey of public property in the floodway scheduled to being in January,
- Working with Camp Verde Promotions and the Fort to advertise the Town's website, and
- A potential University of Arizona Agriculture extension office.

Mr. Ayres advised that the Economic Development has secured over \$977,000 in grant money since 2014.

**Public Works.** Ron Long addressed the Mayor and Council advising he would schedule a tour of town facilities for the new council members.

Stacy Perry (**Streets**) addressed the Mayor and Council advising the street department will continue to move forward with street maintenance per the 7-year maintenance plan (which is currently ahead of schedule). Mayor German commended Mr. Perry, the Public Works/Streets Department as the Verde Lakes street project is complete, and the Town has received positive feedback on their maintenance projects.

Shawna Figy (**Parks and Recreation**) addressed the Mayor and Council advising the Parks and Recreation Department continues to strive to provide quality recreation to the residents of Camp Verde,

Ms. Figy provided a *handout* to Council and advised that the Town currently provides basketball, softball, baseball and volleyball programs as well as open swim programs at the pool (seasonal), family movie nights, day trips primarily for the retired citizens, and holiday events. Figy stated the department continues to work with Camp Verde Promotions who are a great asset to the Town, and will be asking for additional funding next fiscal year to expand the summer program and sports programs. Ms. Figy advised that the Town secured a \$7,800 grant for a trailhead and bathrooms at Rezzonico park although there were no actual plans yet. At the request of Councilor Gordon, Ms. Figy advised that plans for the trailhead, bathroom and development of Rezzonico Park will be a future Agenda Item with other park/parks and recreation matters.

Mike Dumas (**Maintenance**) addressed the Mayor and Council advising the maintenance department of Public Works is responsible for the building maintenance, as well as grounds maintenance throughout the Town, including the new Library, all parks, all Town buildings, and the pool; Mr. Dumas gave an overview of the departments on-going maintenance scheduled as well as providing major repairs and upgrades (installation of playground equipment, irrigation systems and HVAC). Mr. Dumas commended "The Old Guys" as they continue to volunteer and complete many needed upgrades and projects for the Town. The maintenance department currently has the following projects in progress or scheduled: re-building the Ramada at Town hall, remodeling the community development offices, assisting with the new Court remodel and gym roof, in addition to ongoing maintenance.

Jan Grogan (**Sewer/Waste Water**) addressed the Mayor and Council advising the Waste Water Treatment Plant project are ongoing as the department is trying to complete projects with the WIFA funding. Projects in progress include the UV unit, filtration system, drying beds and sludge belt press; the department has obtained the new vac truck and the new camera van has been ordered per the budget as approved; the Verde River RV Park has indicated they want to hook into the Town's system. At the request of Councilor Murdock, Ms. Grogan advised that the non-potable water is currently rated B and needs to be rated A to use for irrigation at the parks, this is anticipated by the end of 2017.

Troy O'Dell (**Stormwater**) addressed the Mayor and Council advising the department has completed several drainage projects including Verde Lakes. The project at Finney Flats is in progress, and the department has completed all the projects that funding allows for this year; ADEQ mandate with a compliance schedule will be forthcoming requiring the Town to comply with the MS4 permit with respect to run-off and environmental issues; the department continues to do commercial inspections to make sure that the Town is compliant with all environmental issues; a copy of the hazard plan will be provided to council.

Ron Long, Public Works Director, addressed the Mayor and Council advising that the department has five divisions and is always in need of additional employees and more funding, the department continues to look for funding and available grants.

**Municipal Court.** Paul Schlegal, Presiding Magistrate, and Veronica Pineda, Court Administrator, addressed the Mayor and Council advising the contract has been signed for construction/remodel of the new Courtroom; JAVS (audio/video recording and security system) has made a presentation to the Court staff; Court staff will be presenting a proposal to the Council at a later date with the possibility of funding/payment over a five year period; the JAVS system will meet safety standards when the new minimum safety requirements go into effect and become mandatory.

**Marshall's Office.** Marshall Nancy Gardner and Commander MacConnell addressed the Mayor and Council and introduced Commander MacConnell. Marshall Gardner provided a handout showing the Marshall's Office current facilities, staff and volunteers, completed and in-progress projects, including new rolling shelving in the evidence room, upgrade of body cameras and installation of 2 in car cameras for the K9 vehicle and traffic patrol vehicle.

**Community Development, Planning and Building, Code Enforcement.** Community Development Director Carmen Howard and Building Official Robert Foreman addressed the Mayor and Council advising the department has undergone a large turnover of employees and with Mike Jenkins retiring, the department will be training three new employees. the department will continue to work with the Economic Development Department; the General Plan will be printed and presented to the Council within the next couple of months. Mr. Foreman advised that the department received approximately 400 permit applications this year, with only 25% still in progress. Additionally, the new Library and the new medical center is completed and there are new commercial plans for the Circle K and Dollar Store in progress. The average turn-around on permit applications for residential is approximately 2 weeks, with commercial approximately 4 to 5 weeks, if no floodway, environmental or engineering problems arise. At the request of the Mayor, Ms. Howard agreed that a post-permit application survey would be beneficial to the Town and the department, perhaps at the business license level.

**IT Department.** Town Manager Russ Martin introduced Hugo Meixueiro, the on-site, on-call IT contracted person, stating the contracted services have been excellent and very cost effective.

Councilor Gordon commented on the completion of the new Library, noting how nice it was and it is a huge benefit to the community. However, he stated discontent with the cost over-run and the architect doing as he pleased without consideration of cost or direction from the Library Director or Council. Councilor Gordon stated concerns with the new Court facility contract, which presented to be substantially over budget, stating the Council must stop allowing the architect to make the decision and require all contracts and departments to stay in budget as it is the Council's responsibility to be accountable to the taxpayers. Councilor Gordon left the retreat at 10:25 a.m.

**Risk Management.** Carol Brown and John Rivero addressed the Mayor and Council advising the Risk Management Department's primary duty is to protect the Town's assets including insurance, worker's compensation, legal matters, training, and identifying potential hazards or liabilities. Mrs. Brown provided a ***handout***. Mr. Rivero assists part-time in risk management (Safety Committee) and full-time in Community Development (plans examiner/building inspector).

**Library.** Kathy Hellman, Library Director, addressed the Mayor and Council-advising building of the new Library has been a learning experience; stating appreciation for the new facility, the endless hours of work performed by volunteers, and loyalty of staff. Ms. Hellman stated she is delighted to be able to open the Library to the public and advising that the Library is not just books anymore, it is available for meeting rooms, computer access, classes (college, OLLIE, public schools), and arts. Ms. Hellman advised that she would be preparing a strategic plan for rotating arts, collaborating with all departments, to offer more services to the community including arts, NASA, and archeology. Ms. Hellman stated frustration with the architect (during construction) being allowed to make the library his vision and make independent decisions, ignore requests, and failing to stay within the budget and operate outside of the scope of what was directed by Council on this project. Ms. Hellman advised the architect failed to listen to her requests throughout the project. Ms. Hellman, acknowledging that this was the first project of this size that the Town had completed independently, requested that better planning and stricter controls be in place for any future projects.

Mike Showers, Finance Directed, provided the Mayor and Council with a ***handout*** with the proposed budget-meeting schedule. Town Manager, Russ Martin, advised that were some issues with operations and management and the minimum wage increase would affect some departments and operations, noting that all CIP projects were on schedule and within budget.

At 11:00 a.m., Mayor German advised that the remainder of the departments that did not get to address council today would be rescheduled for another retreat.

**Adjournment.** Mayor German adjourned the meeting at 11:04 a.m.

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Mayor Charles German

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Lynn Riordan, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Retreat of the Mayor and Common Council of the Town of Camp Verde held on November 18, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Virginia Jones, Town Clerk

11-18-16

Maintenance

### Employees

Supervisor	1	
Maintenance	2	
Grounds	3	8 - Full Time
JANITORIAL	2	1 - PART TIME for Library
9 Employees		

### Building MAINT. Employees

100 Building - TOWN HALL      200 Bldg Historical Society

300 Building Public works, Gym

Arch Center, old Jail, Pumphouse, RAMADA, Cook shack,  
Marshals office

Library, Pool Building

Butler Park - Announcers stand, Concession stand, Restrooms

w/o' - ~~APX~~ 400 Per Physical year They consist of 2 hrs

ASSIST FT. Verde State PARK

To Several weeks

### Grounds MAINTENANCE Employees

Town Complex - Soccer field

Library grounds

Marshal's office grounds

All main st. Planters

Verde lakes PARK

Auturo PARK      Rezzonico PARK

Butler PARK

Town OWNED Properties

Finnie FIAT - 260 ENTRANCE

Pool grounds AND Pool operation during Season

Mike Dumas

## 2016 - Completed

IT Room @ Community Delv. HVAC Split Unit

Add Insulation to Archaeology Center Roof

New Library Project MISILANIOUS ITEMS

Purchase 20' utility trailer for MAN lift, Kubota Tractor

Tool Purchase (Sliding miter saw) (HAND TOOLS)

-

## Parks

ESTABLISH Irrigation for Tree Advisory Committie

Install New Fall MATERIAL V. LAKES PARK

Add Playground EQP. AT Butler PARK (KIWANIS DONATION)

New Drinking fountain AT Historical Society

## NOT Completed

Rebuild Town Soccer field Ramad's

Risk mgnt. Audit list

Community Delv. Remodle

Pool - New window AND Rolling shutter SAFETY glass

206 - 07 COURT remodle Help Ron MANAGE PROJECT

Gym Roof ASSIST PROJECT mgnt.

Camp Verde Heritage Pool Building ReRoof mgnt. PROJECT

Replace RAIN gutter ON TOWN HALL

New benches for CUMD - TOWN HALL

**Parks & Recreation Division  
Town Council Mission Summary  
November 18, 2016**

Park & Recreation is a Division of Public Works with the Manager reporting directly to the Public Works Director with offices at 395 S. Main Street. Our mission is to provide quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of our community.

**Staffing:**

The division is staffed by two (2) fulltime personnel, one position is new in the past 6 months. About 15 seasonal staff at the Heritage Pool and part-time sports officials and referees for children and adult sports, along with approximately 20 volunteer coaches.

**Facilities:**

- Community Center complex including Gymnasium, kitchen, meeting rooms, gazebo, ramadas, Butler Park complex, Heritage Pool, plus Rezzonico Park and 2 additional neighborhood parks.

**Programs:**

- Approve, coordinate and schedule use of meeting rooms, ramadas, sports fields and other facilities by individuals, organizations, businesses, other Town Departments, CVUSD and others including coordinating the Special Event Permit process with the Town Clerk's Office.
- Work with partner organizations to provide programs for adults and children at our facilities including Little League, Camp Verde Youth Football and AYSO, non-profit & civic organizations and specialty instructors.
- Youth and adult sports programs using volunteer coaches and part time paid officials including Grasshopper basketball, Adult Co-Ed softball and two sessions of Adult Co-Ed volleyball.
- Community recreation opportunities including Free Family Movie Nights, Day Trips, Diamondback trips, Halloween Trunk or Treat, Christmas Craft Bazaar and Parade of Lights.
- Heritage Pool seasonally to provide swim lessons for children, lap swim for adults and water exercise programs as well as Open swim.
- Working with Camp Verde Promotions for the Spring Heritage Festival, Corn Fest and Fort Verde Days.

**Budget priorities and philosophy:**

- Staff time is utilized as a resource available and apportioned to maximize program benefits.
- The Heritage Pool is operated as a separate budget area for the maximum benefit of the largest number of attendees.
- The Programming budget area is managed so that programs are as nearly as possible supported by user fees.
  - o FY 15/16: Programming revenue increased by 35% and expenses increased by only 15%.
- When evaluating program budget impacts emphasis will be on supporting and where necessary subsidizing children's programs.
- Aggressively explore opportunities for collaboration, partnership and cooperation with non-profit, volunteer and civic organizations, other communities, governmental agencies and Tribal groups.

### **Future plans and ongoing projects**

- Currently working to improve Rezzonico Family Park with ramadas, parking and walking trail.
- Preparing for construction of the grant funded non-motorized trail at the New Community Park planned for early spring 2017.
- Working with Public Works Engineering for development of drainage, infrastructure and drainage plans for the New Community Park.
- Increasing offerings for youth as an identified need including specifically a summer Day Camp program.



# The Camp Verde Marshal's Office

Total employees at full staffing = 37

Total Volunteers = 11

**Total Sworn**

- 3 Patrol Sergeants
- 1 Corporal
- 13 deputies (2 in the academy)

- 1 Detective Sergeant
- 1 Detective

- 1 Commander
- 1 Town Marshal
- 20 (3 deputy vacancies)

**Total Dispatchers**

- 1 Dispatch supervisor
- 7 Dispatchers
- 1/2 Part-Time Dispatcher
- 8.5

**Animal Control/Code Enforcement**

- 2 civilian officers

**Total Records**

- 1 Records Specialist
- 1/2 Records Clerk

**Total Administrative Assistant**

- 1 Admin Assistant (IT liaison, PIO, crime scene processing, VIP Coordinator)

**Total Property and Evidence**

- 1 Property/Evidence Custodian

## Record's Department



The Records department receives, processes, and stores all official reports and documents generated by Camp Verde Marshal's Office personnel.

- Data collection for crime analysis is taken from records housed in this department.
- Releases all requests for records from the private sector and other law enforcement and government agencies. Including photographs, 911 tapes, video tapes, and other miscellaneous reports housed outside of the records department within CVMO
- Conducts public and Court ordered fingerprints, processing Court issued documents, and 30 day impound hearings and 30 day impound releases.

## Motor Officer and Traffic Unit



This specialty unit was formed to educate the youth and citizens of Camp Verde on impaired driving, drug abuse and traffic safety in an effort to improve the safety of our citizens.

- Educates citizens about traffic laws
- Conducts enforcement details in and around neighborhoods
- DUI task forces

## K9 Officer and Canine Claymore



Deputy Jeff Bowers and Claymore provide education to the community on drugs. They are very visible in the community and at events.

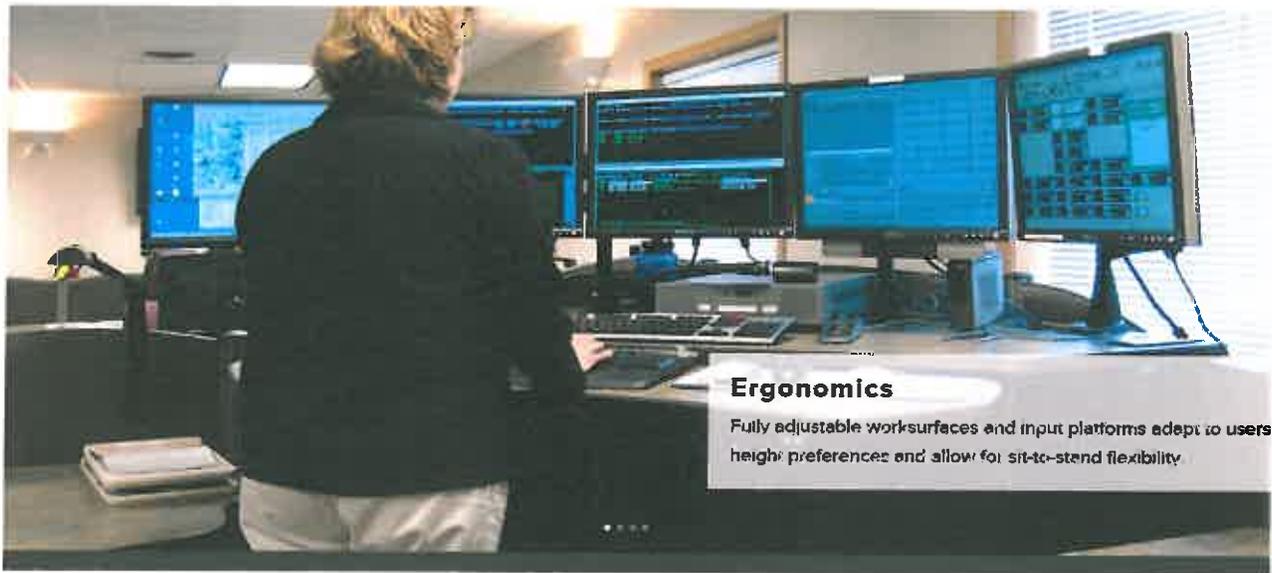
- Claymore is a dual purpose canine which means he can conduct missing person searches, drug sniffs, and apprehend suspects by means of biting.

## School Resource Officer (SRO)

The Camp Verde Unified School District in conjunction with the Camp Verde Marshals Office has worked together to ensure a police presence in the middle school and high schools.

- The School District pays  $\frac{3}{4}$  of the salary of an officer.

## Dispatch Center



The dispatch center was recently upgraded with used equipment purchased from Guardian Air.

- CVMO dispatches for Jerome Police Department, Clarkdale Police Department, The Yavapai Apache Tribal Police Department and the Marshal's Office.
- Camp Verde Marshal's Office dispatch center received a total of 57,625 incoming calls in 2015 and will be slightly over that number for 2016

## Criminal Investigations Property and Persons Crimes

The Criminal Investigations Unit currently consists of one Detective Sergeant and one Detective.

- Support unit to the Patrol Section
- Investigates Homicides, Aggravated Assaults, Sexual Offenses, Child Crimes, Missing/juvenile Persons, Arsons, Burglaries, Frauds, and specified high-profile misdemeanor cases

## Animal Control and Code Enforcement



In 2013 the animal control and code enforcement units were combined. There is currently one civilian officer who handles any animal problem or nuisance issue and we hope to fill the second position soon

## Property and Evidence



The property and evidence custodian is responsible for processing evidence, items for safe keeping and found property.

- In 2015 the Marshal's Office purchased a Drug Terminator and it is used to incinerate drugs.
- The Camp Verde Marshal's Office participates in National Drug Take Back events in order for citizens to turn in unwanted prescription drugs.
- Unclaimed property and other property where an owner cannot be located is placed up for auction on the Public Surplus website ([www.publicsurplus.com](http://www.publicsurplus.com)).
- Firearms and other weapons being held for disposal will either be traded with licensed firearm dealers or destroyed per state law.
- The evidence custodian is the quarter master for the department and responsible for issuing and maintaining a record for issued equipment to the Marshal's Office employees.

## Volunteers in Policing (VIPs)



Neal Lanning



Bill Gatchell



Kathy Davis



Pat George



Tim Wiggle



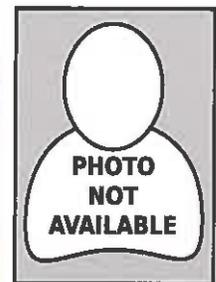
Randy Strickland



Drew Peterson



Shirley Johnson



Alex LeClair



John Watson



Property and Evidence: Janet Kreienkamp, Bill Gatchell

Records: Drew Peterson

Detectives/Fleet: Neal Lanning

Patrol: Alex LeClair

Animal Control: Kathy Davis, Pat George, Shirley Johnson Janet Kreienkamp

Chaplin: Randy Strickland, John Watson

## Current and Future Projects

**In progress** - new “rolling shelving” approved by Town Council are being installed in the property and evidence room

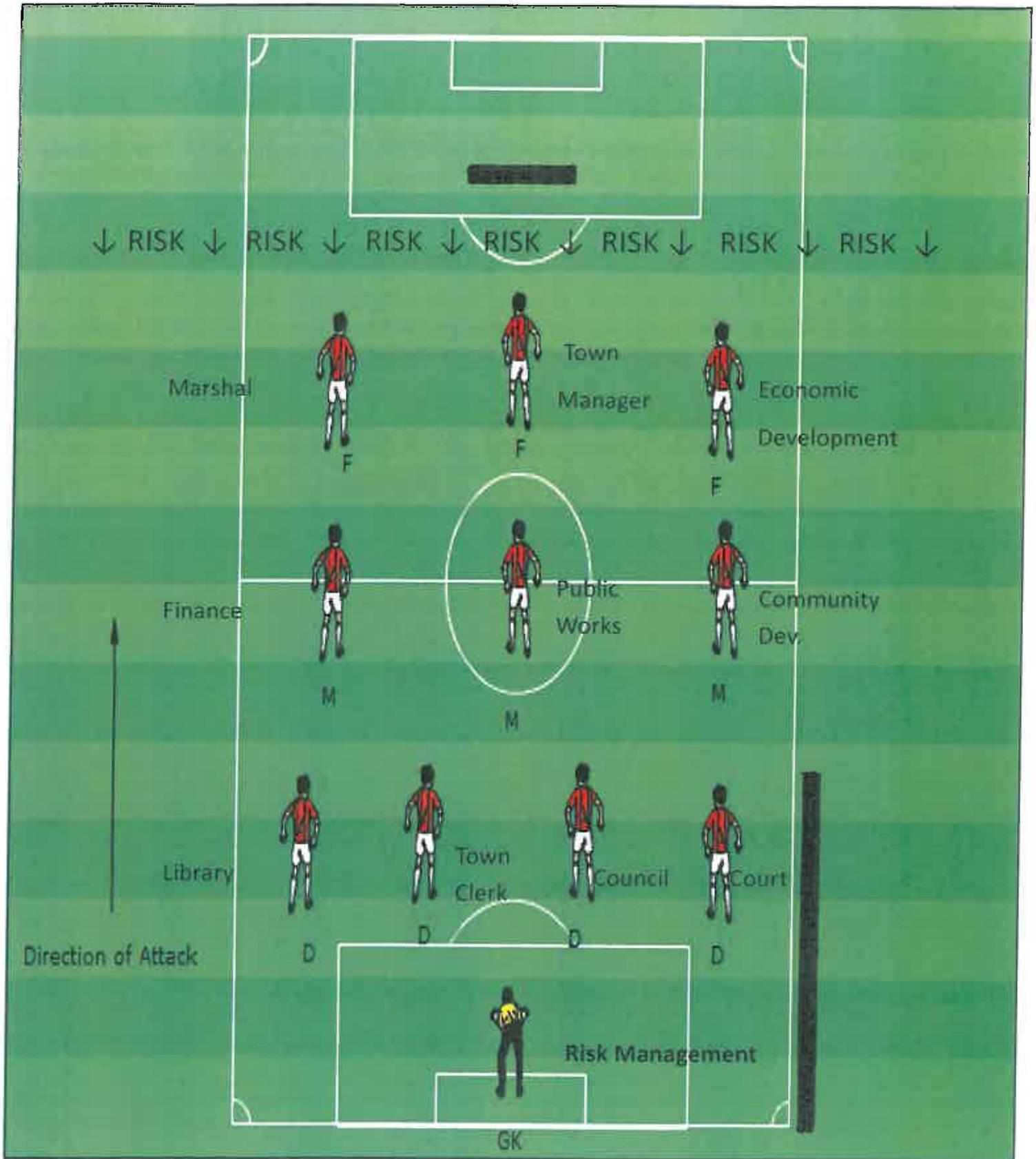
**In progress** – equipment and installation in December to upgrade body cameras and new cloud server

**In progress** – order 15 new patrol radios (\$20k Grant from homeland security)

**In progress** – order and installation of 2 in car cameras for K9 vehicle and traffic vehicle (\$10k Grant GOHS)

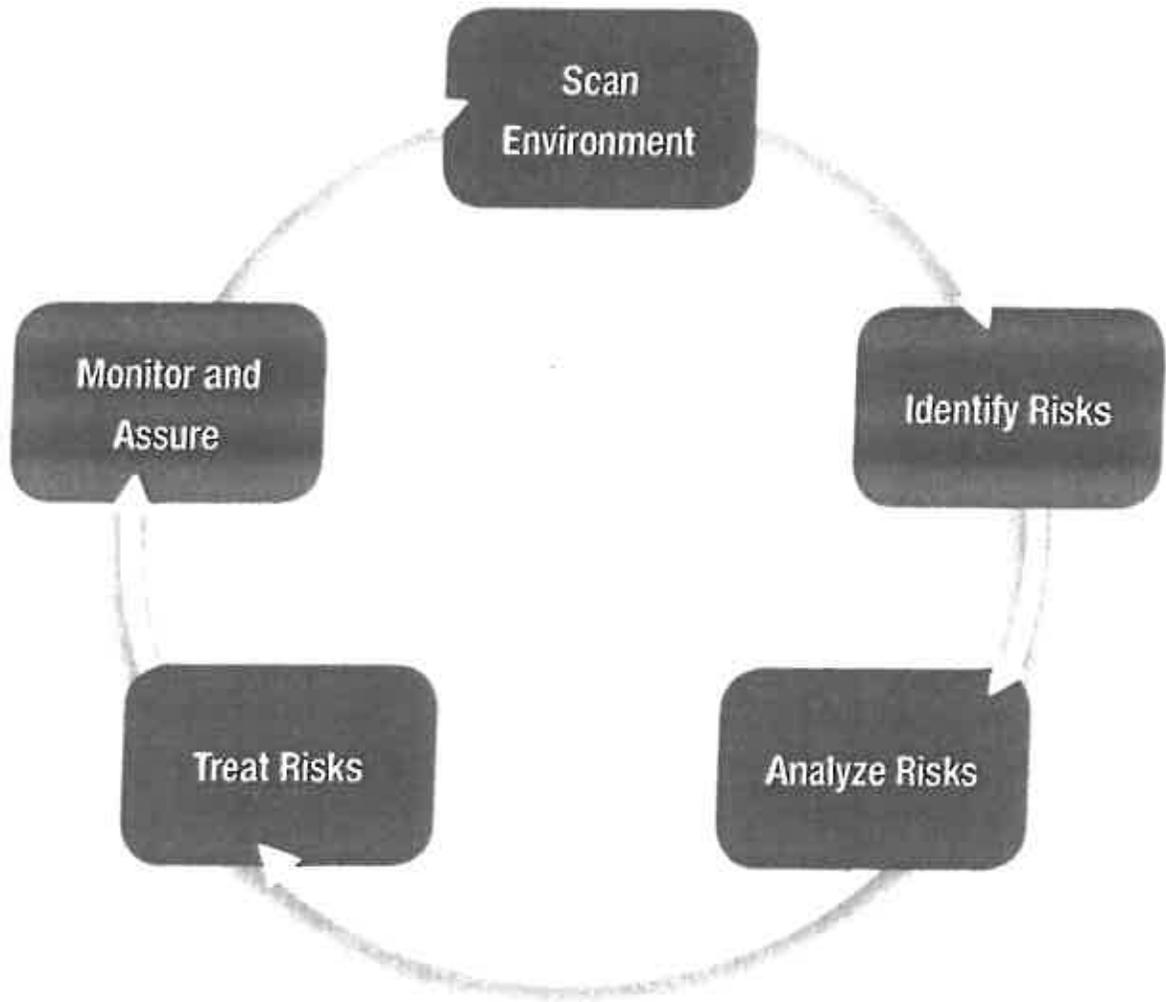
**In progress** – Complete the e-ticket process

**Future projects** – Complete a 3 year strategic plan for CVMO



# Enterprise Risk Management Process Model (ERM)

Exhibit 2





*Arizona*

# Town of Camp Verde

## Proposed Budget Calendar for FY 2017-18

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Dec. 7 <sup>th</sup> , 2016	Approve budget calendar.	Wed: 6:30pm
Jan. 13 <sup>th</sup> , 2017	Council to develop Strategic Plan	Fri: 8:00-11:00am
Feb. 3 <sup>rd</sup> , 2017	Day 1 of CIP development	Fri: 8:00-11:00am
Feb. 10 <sup>th</sup> , 2017	Day 2 of CIP development	Fri: 8:00-11:00am
Feb. 20 <sup>th</sup> , 2017	Any changes to Town fee schedule due to Finance	Mon: End of day
Feb. 27 <sup>th</sup> , 2017	Dept budgets and Narratives due to Finance	Mon: End of day
Mar. 20-24, 2017	Town Manager to review budgets with department heads	Throughout week
Apr. 14 <sup>th</sup> , 2017	Day 1 of Council budget presentations	Fri: 8:00-11:00am
Apr. 21 <sup>st</sup> , 2017	Day 2 of Council budget presentations	Fri: 8:00-11:00am
May 8 <sup>th</sup> , 2017	Community engagement meeting	Mon: 7:00-9:00pm
May 12 <sup>th</sup> , 2017	Council review with Town Manager & Finance Director	Fri: 8:00-11:00am
May 17 <sup>th</sup> , 2017	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:00pm
May 17 <sup>th</sup> , 2017	Adoption of Capital Improvement Plan	Wed: 6:30pm
June 7 <sup>th</sup> , 2017	Adoption of Tentative Budget	Wed: 6:30pm
July 19 <sup>th</sup> , 2017	Public hearing; Adoption of final budget	Wed: 6:00pm

*\*Please note that dates are estimates only and may change if necessary.*

# Town of Camp Verde

## Strategic Plan Summary

From November 20, 2015

### **Top Priorities for Town of Camp Verde**

1. Utility extension for business growth
2. Recreation programs
3. Ball fields
4. Flood control
5. Street maintenance
6. Water Control (company & our future)
7. Building & Park Maintenance
8. Cultural Heritage maintained
9. Stable government / Orientation

### **Value Outcomes**

1. Character / Historical
2. River / Water resources
3. Planned business growth
4. Community recreation opportunities
  - a. Parks
  - b. Ball fields
5. Stable government

### **Current Status Review Needs (focus, make stronger, improve)**

#### *Services*

1. Recreation and events – Dept & CV Promotions
2. Social Services – support more than money
3. Structure Maintenance – staff & equipment
4. Tourism - continual

#### *Infrastructure*

1. Stormwater – repairs & new construction
2. Sewer – hwy 260
3. Solar – new construction

#### *Environment*

1. River – it's the “why” in CV
2. Cleanliness
3. Cultural – expand

#### *Attractions*

1. Parks & Ball fields
2. River Access

#### *Amenities*

1. Retail, Entertainment, Services
2. Arts & Culture, Housing, Recreation

**Town of Camp Verde  
FY17 Capital Improvements Plan**

**Funding**

Funding Source	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Funding Total
.65% Sales Tax	\$ 394,800		\$ 583,000	\$ 625,000	\$ 643,000	\$ 662,000	\$ 681,000	\$ 3,194,000
Grant Funds	\$ 450,000							\$ -
Reserve Funds	\$ 418,423		\$ 444,339	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,444,339
Debt Financing	\$ 3,507,248							\$ -
Current Revenues (Transfers)	\$ -			\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 340,000
Carrying Balance	\$ 527,825		\$ 951,299					\$ 951,299
<b>Total Anticipated Funding</b>	<b>\$ 5,298,296</b>		<b>\$ 1,978,638</b>	<b>\$ 960,000</b>	<b>\$ 978,000</b>	<b>\$ 997,000</b>	<b>\$ 1,016,000</b>	<b>\$ 5,929,638</b>

**Expenditures**

Functions	Project	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Project Total
<i>Public Use Facilities</i>	New Library Building	\$ 3,998,684							\$ -
	Pool Splash Pad		\$ 80,000						\$ -
	Historical Society Building Renovation		\$ 35,000						\$ -
	Pool Deck Expansion		\$ 29,000						\$ -
	Pool Roof Maint		\$ 24,000	\$ 24,000					\$ 24,000
	Skate Park Lighting Replacement		\$ 8,000						\$ -
	Re-roof Town Gym	\$ 100,000		\$ 100,000					\$ 100,000
	Butler Playground Equipment	\$ 50,000							\$ -
	<b>Total Public Use Facilities</b>	<b>\$ 4,148,684</b>	<b>\$ 176,000</b>	<b>\$ 124,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,000</b>
<i>Public Use Infrastructure</i>	Camp Verde Water System Acquisition		\$ 6,500,000						\$ -
	Public Road Maintenance Program		\$ 5,250,000	\$ 400,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,140,000
	Hollamon St., Main Street Drainage		\$ 1,901,000						\$ -
	Black Bridge Improvements		\$ 1,042,000						\$ -
	Old Highway 279 Improvements		\$ 945,000						\$ -
	WW Solar Power Alternative & Canopy		\$ 800,000						\$ -
	SR 260 & Industrial Dr.-Goswick Way		\$ 450,000						\$ -
	WW Community Park Pond		\$ 240,000		\$ 240,000				\$ 240,000
	WW New Sludge Drying Beds		\$ 207,000						\$ -
	Public Transit System		\$ 161,500						\$ -
	Curbs, Gutter, Streetscape across from VVMC								\$ -
	WW Chlorination Pumping Station & Lines		\$ 140,000						\$ -
	WW Construct I-17 Crossing Lift Station		\$ 127,000						\$ -
	WW Horseshoe Bend Sewer Extension		\$ 127,000						\$ -
	Sidewalk, Curb and gutter Replacement and Development		\$ 114,331						\$ -
	Stormwater Projects		\$ 112,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 465,000
	WW Tertiary Filtration Upgrade		\$ 102,000						\$ -
	WW UV Disinfection Upgrade		\$ 102,000						\$ -
	WW Subsidize Updgrade of Horseshoe Bend Sewer Line		\$ 100,000						\$ -
	Murdock Road Drainage Improvements		\$ 85,000						\$ -
	WW Filter & UV Building		\$ 55,000						\$ -
	Equestrian Trailhead		\$ 50,000						\$ -
	Cliffs Parkway Drainage Basin Improvements		\$ 40,500						\$ -
	Trail Design & Clearance		\$ 35,000						\$ -
	Upgrade Irrigation Pumps		\$ 15,000						\$ -
	WW Sewer Sleeves Expansion	\$ 200,000							\$ -
	Finnie Flat Sidewalk	\$ 194,400		\$ 165,689					\$ 165,689
	Verde Lakes Improvements	\$ 137,400		\$ 67,515					\$ 67,515
	Finnie Flat Streetscape	\$ 75,000		\$ 75,000					\$ 75,000
	Hwy 260 Sewer Expansion Plans	\$ 60,000		\$ 226,538					\$ 226,538
	Hollomon & VC Parking Lots	\$ 47,000		\$ 47,000					\$ 47,000
Bashas Drainage Channel	\$ 15,000		\$ 19,763					\$ 19,763	

Functions	Project	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Project Total
	Transit Stop	\$ 5,023		\$ 5,023					\$ 5,023
	<b>Total Public Use Infrastructure</b>	<b>\$ 733,823</b>	<b>\$ 18,701,331</b>	<b>\$ 1,071,528</b>	<b>\$ 775,000</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 3,451,528</b>
<b>Parks</b>	Community Park	\$ 94,700	\$ 3,730,000	\$ 242,133	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,142,133
	Rezzonico Park Development		\$ 313,500	\$ 35,000					\$ 35,000
	Butler Park		\$ 13,500						\$ -
	<b>Total Parks</b>	<b>\$ 94,700</b>	<b>\$ 4,057,000</b>	<b>\$ 277,133</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,177,133</b>
<b>Economic Development &amp; Tourism</b>	Homestead Parkway Extension		\$ 151,000	\$ 75,000					\$ 75,000
	Retail Recruitment Contract		\$ 150,000						\$ -
	New Town Website		\$ 20,000						\$ -
	Wayfinding Signs		\$ 20,000	\$ 20,000					\$ 20,000
	<b>Total Economic Development</b>	<b>\$ -</b>	<b>\$ 341,000</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Town Facilities</b>	New Court Room	\$ 269,000		\$ 246,400					\$ 246,400
	Town Campus Remodel		\$ 300,000	\$ 50,000	\$ 100,000				\$ 150,000
	CVMO Expansion of Property & Evidence Room Opt. 2		\$ 35,000	\$ 35,000					\$ 35,000
	Gazebo Renovation		\$ 48,000						\$ -
	<b>Total Town Facilities</b>	<b>\$ 269,000</b>	<b>\$ 383,000</b>	<b>\$ 331,400</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 431,400</b>
<b>Town Systems &amp; Equipment</b>	PW Geographic information System (GIS)		\$ 505,000						\$ -
	LIBR Desks & Equipment		\$ 200,000		\$ 100,000				\$ 100,000
	CVMO Mobile Data Computers		\$ 75,000						\$ -
	LIBR Computers		\$ 50,000						\$ -
	CVMO Replace Security/Surveillance System		\$ 50,000						\$ -
	MAINT Banners, Flags and Holiday Decorations		\$ 48,000						\$ -
	HURF Install Sewer & Data Lines at PW Yard		\$ 45,000						\$ -
	CVMO K-9 Vehicle		\$ 42,000						\$ -
	LIBR AV Equipment		\$ 40,000						\$ -
	MAINT 3/4 TonChevy Pickup		\$ 24,000						\$ -
	MAINT 3/4 TonChevy Pickup		\$ 23,000						\$ -
	P&R Top Dresser Material Handler		\$ 19,000						\$ -
	MAINT Tractor Backhoe Attachment		\$ 19,000						\$ -
	CNCIL Audio System-Current Chamber		\$ 15,000						\$ -
	HURF Lift Gate		\$ 10,500						\$ -
	Misc. Projects	\$ 37,089							\$ -
	IT Network Equipment	\$ 15,000		\$ 15,000					\$ 15,000
	<b>Total Town Systems &amp; Equipment</b>	<b>\$ 52,089</b>	<b>\$ 1,165,500</b>	<b>\$ 15,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Total Projected Cost - All Projects</b>		<b>\$ 5,298,296</b>	<b>\$ 24,823,831</b>	<b>\$ 1,914,061</b>	<b>\$ 975,000</b>	<b>\$ 835,000</b>	<b>\$ 835,000</b>	<b>\$ 835,000</b>	<b>\$ 5,284,061</b>
<b>Net Total - All Projects</b>		<b>\$ -</b>	<b>\$ (24,823,831)</b>	<b>\$ 64,577</b>	<b>\$ (15,000)</b>	<b>\$ 143,000</b>	<b>\$ 162,000</b>	<b>\$ 181,000</b>	<b>\$ 645,577</b>

# Town of Camp Verde

## Capital Improvements Plan

The Capital Improvements Plan (CIP) is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without functional public services including water and wastewater facilities, public safety, streets, drainage systems, managed development, and parks and recreation, Camp Verde cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it is imperative that a plan is formulated as development occurs.

### **THE CAPITAL IMPROVEMENTS PLAN**

The CIP is a five-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects and future costs to the community. The CIP addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth and/or improve services. The CIP links directly to the Town's planning and budgeting functions through the Capital Improvement Projects Fund (CIP Fund). It is both a tool in developing the Town's overall budget and a document that serves as an approved guideline to Town staff as to prioritized projects for the coming fiscal year.

The first or current year of the CIP is utilized as the current year's budget for the CIP Fund. While the first year is used to determine the current year's funding amounts, the entire plan is considered a part of the Town's approved budget in that if current year projects need to be postponed or eliminated, projects from years 2 - 5 can be pulled into the current year for completion based on availability of resources and prioritized need.

### **THE DEVELOPMENT PROCESS**

The CIP is developed throughout the budgeting process; being parts of both the beginning and the end of the Town's yearly budget process. After the Town Council has completed the strategic planning phase of the budget, they begin work on the CIP. Revenue estimates and options are provided by the Finance Director to give general guidance as to the total estimated amount of projects that can be completed in each of the 5-year periods based on currently available resources. Staff prepare Project Request sheets taking into account: 1) last year's CIP, 2) priorities determined from the Council's strategic planning process and 3) their own departmental needs. At this point, projects are only minimally estimated for cost and timing. Projects are presented to the Town Council by department and are then prioritized by the Council. After prioritizing the projects, the Town Council will then put together a suggested 5 year plan to highlight their decisions for timing and priority. That preliminary plan then goes back to staff so that more detailed planning and analysis can be done on the top projects. After

the relevant Project Request sheets have been updated with detailed information, the Town Manager, with the support of town staff, will update the 5-year CIP and present it to the Town Council for final approval.

### **PLAN FUNDING**

The Town may consider multiple alternatives for funding the projects within the CIP Fund. Typically all funding is brought into the CIP Fund through Operating Transfers from other funds. Some options for funding are shown below:

- **Budgeted Revenues:** The Town currently utilizes the .65% portion of its 3.65% general tax rate to fund its Capital Improvement Projects Fund each year. The Town also may
- **Municipal Bonds:** The Town can issue Bonds, which must be paid back, with interest, over a period of time. The issuance of general obligation bonds must be approved by a majority of the voters and are backed by full faith of the municipality. Pledged revenue bonds, however, do not require the approval of voters and are backed only by pledged excise tax revenues.
- **Lease–Purchase Agreements:** This method lessens the up-front costs to the municipality. Interest is paid, but the payoff period is typically for a shorter period than bonds, and the Town will have the option to purchase the leased equipment at the end of the agreement.
- **Grants:** Grants must be researched and identified and are obtained through an application process that has no guarantee of funding. Federal, state, county, and private grants are available to finance capital projects. Grants many times require either financial or “in-kind” matches and have various reporting requirements. All grants require ongoing staffing resources.
- **User Fees:** Fees paid by service or facility users that should be sufficient enough to maintain in entirety or at least supplement existing facilities and develop additional capacity.

4.c



**Agenda Item Submission Form - Section I**

**Meeting Date:** December 7, 2016

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Pre-Session Agenda

**Requesting Department:** Town Council

**Staff Resource/Contact Person:**

**Agenda Title (be exact):** Possible approval of Resolution 2016-969, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona prescribing standards of Financial Disclosure for local elected officials, superseding Resolution 87-02

**List Attached Documents:**

- Resolution 2016-969
- Resolution 87-02 (Old Resolution)

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**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:**

House Bill 2429 amends Arizona Revised Statutes; amending section 38-541 and 38-542 relating to Financial Disclosure. The League of Arizona Cities and Towns has determined that the resolution adopted by cities and towns years ago (our Resolution 87-02) should be updated to include new language reflecting all statutory changes enacted and effective on January 1, 2017.

**Recommended Action (Motion):** Approval Resolution 2016-969, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona prescribing standards of Financial Disclosure for local election officials, superseding Resolution 87-02.

**Instructions to the Clerk:** Process Resolution 2016-969



## RESOLUTION 2016-969

### **A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA PRESCRIBING STANDARDS OF FINANCIAL DISCLOSURE FOR LOCAL ELECTED OFFICIALS, SUPERSEDING RESOLUTION 87-02**

**WHEREAS**, pursuant to the provisions of A.R.S. § 38-545, as amended, the Town of Camp Verde is required to adopt standards of financial disclosure consistent with the provisions of Title 38, Chapter 3.1, Article 1, Arizona Revised Statutes, as amended; and

**WHEREAS**, the Town Council has determined that the standards of financial disclosure hereinafter adopted are, with respect to the Town of Camp Verde, consistent with such standards of financial disclosure within the meaning of A.R.S § 38-545.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF Camp Verde, Yavapai County, ARIZONA**, that the following standards of financial disclosure for local elected officials are hereby adopted:

**Section 1. DEFINITIONS.** In this resolution, unless the context otherwise requires:

1. "Business" includes any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.
2. "Compensation" means anything of value of advantage, present or prospective, including the forgiveness of debt.
3. "Controlled business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a fifty percent interest.
4. "Dependent business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a TEN PERCENT INTEREST, AND DURING THE PRECEDING CALENDAR YEAR THE BUSINESS RECEIVED FROM A SINGLE SOURCE MORE THAN TEN THOUSAND DOLLARS AND MORE THAN FIFTY PERCENT OF ITS GROSS INCOME.
5. "Gift" includes any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large. "GIFT" DOES NOT INCLUDE TRAVEL-RELATED EXPENSES THAT ARE PUBLICLY REPORTED AS REQUIRED BY LAW OR POLITICAL CAMPAIGN CONTRIBUTIONS THAT ARE PUBLICLY REPORTED PURSUANT TO TITLE 16, CHAPTER.

6. "Local public officer" means a person holding an elective office of the Town of Camp Verde.
7. "Member of household" means a local public officer's spouse and any minor child of whom the local public officer has legal custody.
8. "TRAVEL-RELATED EXPENSES" MEANS ANY COSTS ASSOCIATED WITH TRANSPORTATION, FOOD, LODGING AND REGISTRATION FEES AND OTHER EXPENSES DIRECTLY RELATED TO TRAVEL TO, OR FROM, A MEETING, CONFERENCE OR OTHER EVENT WHERE THE LOCAL PUBLIC OFFICER IS PARTICIPATING IN THE LOCAL PUBLIC OFFICER'S OFFICIAL CAPACITY.

**Section 2. DUTY TO FILE FINANCIAL DISCLOSURE STATEMENT; CONTENTS; EXCEPTIONS.**

- A. In addition to other statements and reports required by law, every local public officer, as a matter of public record, shall file with the Town Clerk on a form prescribed by the Town Clerk a verified financial disclosure statement covering the preceding calendar year ending December 31. The statement shall disclose:
  1. The name and HOME OR WORK address of the local public officer, WHETHER THE LOCAL PUBLIC OFFICER'S SPOUSE IS A MEMBER OF THE LOCAL PUBLIC OFFICER'S HOUSEHOLD, THE NUMBER OF MINOR CHILDREN WHO ARE MEMBERS OF THE LOCAL PUBLIC OFFICER'S HOUSEHOLD AND ALL NAMES AND ADDRESSES UNDER WHICH EACH DOES BUSINESS. IF DISCLOSURE OF THE IDENTITY OF THE LOCAL PUBLIC OFFICER'S SPOUSE OR MINOR CHILDREN OTHERWISE BE REQUIRED, A LOCAL PUBLIC OFFICER MAY COMPLY WITH THE IDENTIFICATION REQUIREMENT BY USING THE TERM "SPOUSE" OR "MINOR CHILD," AS APPLICABLE. ~~and each member of his household and all names and addresses under which each does business.~~
  2. The name and address of each employer and of each other source of compensation other than gifts amounting to more than one thousand dollars received during the preceding calendar year by the local public officer and members of his household in their own names, or by any other person for the use or benefit of the local public officer or members of his household, a description of the services for which the compensation was received and the nature of the employer's business. This paragraph shall not be construed to require the disclosure of individual items of compensation that constituted a portion of the gross income of the business from which the local public officer or members of his household derived compensation.
  3. For a controlled business, a description of the goods or services provided by the business, and if any single source of compensation to the business during the preceding calendar year amounts to more than ten thousand dollars and is more than twenty-five percent of the gross income of the business, the disclosure shall also include a description of the goods or services provided to the source of compensation. For a dependent business the statement shall disclose a description of the goods or services provided by the business and a description of the goods or services provided to the source of compensation from which the dependent business derived the amount of gross income described in Section 1, paragraph 4. If the source of compensation for a controlled or dependent business is a business, the statement shall disclose a description of the business activities engaged in by the source of

compensation.

4. The names and addresses of all businesses and trusts in which the local public officer or members of his household, or any other person for the use or benefit of the local public officer or members of his household, had an ownership or beneficial interest of over one thousand dollars at any time during the preceding calendar year, and the name and addresses of all businesses and trusts in which the local public officer or any member of his household held any office or had a fiduciary relationship at any time during the preceding calendar year, together with the amount or value of the interest and a description of the interest, office or relationship.
5. All real property interests and real property improvements, including specific location and approximate size, located in the Town of Camp Verde, in which the local public officer, any member of his household or a controlled or dependent business held legal title or a beneficial interest at any time during the preceding calendar year, and the value of any such interest, except that this paragraph does not apply to a real property interest and improvements thereon used as the primary personal residence or for the personal recreational use of the local public officer. If a local public officer, any member of his household or a controlled or dependent business acquired or divested any such interest during the preceding calendar year, he shall also disclose that the transaction was made and the date it occurred. If the controlled or dependent business is in the business of dealing in real property interests or improvements, disclosure need not include individual parcels or transactions as long as the aggregate value of all parcels of such property is reported.
6. The names and addresses of all creditors to whom the local public officer or members of his household, in their own names or in the name of any other person, owed a debt of more than one thousand dollars or to whom a controlled business or dependent business owed a debt of more than ten thousand dollars which was also more than thirty percent of the total business indebtedness at any time during the preceding calendar year, listing each such creditor. This paragraph shall not be construed to require the disclosure of debts owed by the local public officer or any member of his household resulting from the ordinary conduct of a business other than a controlled or dependent business. Nor shall disclosure be required of credit card transactions, retail installment contracts, debts on residences or recreational property exempt from disclosure under paragraph 5 of this subsection, debts on motor vehicles not used for commercial purposes, debts secured by cash values on life insurance or debts owed to relatives. It is sufficient disclosure of a creditor if the name and address or a person to whom payments are made is disclosed. If the local public officer, and any member of his household or a controlled or dependent business incurred or discharged a debt which is reportable under this subsection during the preceding calendar year, the report shall disclose that the transaction was made and the date it occurred.
7. The identification and amount of each debt exceeding one thousand dollars owed at any time during the preceding calendar year to the local public officer and member of his household in their own names, or to any other person for the use or benefit of the local public officer or any member of his household. The disclosure shall include the identification and amount of each debt exceeding ten thousand dollars to a controlled business or dependent business which was also more than thirty percent of the total indebtedness to the business at any time during the preceding calendar year. This paragraph shall not be construed to require the disclosure of debts from the ordinary

conduct of a business other than a controlled or dependent business. If the local public officer, any member of his household or a controlled or dependent business incurred or discharged a debt which is reportable under this subsection during the preceding year, the report shall disclose that the transaction was made and the date it occurred.

8. The name of each source of any gift, or accumulated gifts from a single source, of more than five hundred dollars received by the local public officer and members of his household in their own names during the preceding calendar year, or by any other person for the use or benefit of the local public officer or any member of his household except gifts received by will or by virtue of intestate succession, or received by way of distribution from any intervivos or testamentary trust established by a spouse or by an ancestor, of gifts received from any other member of the household or relatives to the second degree of consanguinity. TRAVEL-RELATED EXPENSES AND POLITICAL CAMPAIGN CONTRIBUTIONS SHALL NOT BE CONSTRUED AS GIFTS IF OTHERWISE PUBLICLY REPORTED AS REQUIRED BY LAW.
  9. A list of all business licenses issued, by the Town of Camp Verde, or by any other governmental agency which requires for its issuance the consideration of the application for such license by the Town Council of the Town of Camp Verde, to, held by or in which the local public officer or any member of his household had an interest at any time during the preceding calendar year, including the name in which the license was issued, the type of business and its location.
  10. A list of all bonds, together with their value, issued by the Town of Camp Verde, any industrial development authority of the Town or any nonprofit corporation organized or authorized by the Town held at any time during the preceding calendar year by the local public officer or any member of his household, which bonds issued by a single entity had a value in excess of one thousand dollars. If the local public officer or any member of his household acquired or divested any bonds during the preceding calendar year which are reportable under this paragraph, the fact that the transaction occurred and the date shall also be shown.
  11. THE NAME OF EACH MEETING, CONFERENCE OR OTHER EVENT WHERE THE LOCAL PUBLIC OFFICER IS PARTICIPATING IN THE PUBLIC OFFICER'S OFFICIAL CAPACITY IF TRAVEL-RELATED EXPENSES OF ONE THOUSAND DOLLARS OR MORE WERE INCURRED ON BEHALF OF THE LOCAL PUBLIC OFFICER AND THE TRAVEL-RELATED EXPENSES ARE NOT PAID BY THE LOCAL PUBLIC OFFICER.
- B. If an amount or value is required to be reported pursuant to this section, it is sufficient to report whether the amount or value of the equity interest falls within:
1. Category 1, one thousand dollars to twenty-five thousand dollars.
  2. Category 2, more than twenty-five thousand dollars to one hundred thousand dollars.
  3. Category 3, more than one hundred thousand dollars.
- C. This section does not require the disclosure of any information that is privileged by law.
- D. The statement required to be filed pursuant to subsection A shall be filed by all persons who



RESOLUTION NO. 87-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA PRESCRIBING STANDARDS OF FINANCIAL DISCLOSURE FOR LOCAL ELECTED OFFICIALS.

WHEREAS, pursuant to the provisions of Section 38-545, Arizona Revised Statutes, as amended, the Town of Camp Verde is required to adopt standards of financial disclosure consistent with the provisions of Title 38, Chapter 3.1, Article 1, Arizona Revised Statutes, as amended; and

WHEREAS, the Town Council has determined that the standards of financial disclosure hereinafter adopted are, with respect to the Town of Camp Verde, consistent with such standards of financial disclosure within the meaning of Section 38-545, Arizona Revised Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, that the following standards of financial disclosure for local elected officials are hereby adopted:

Section 1: DEFINITIONS. In this resolution, unless the context otherwise requires:

1. "Business" includes any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.
2. "Compensation" means anything of value or advantage, present or prospective, including the forgiveness of debt.
3. "Controlled business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a fifty percent interest.
4. "Dependent business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a ten percent interest, and during the preceding calendar year the business received from a single source more than ten thousand dollars and more than fifty percent of its gross income.
5. "Gift" includes any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large.
6. "Local public officer" means a person holding an elective office of the Town of Camp Verde.
7. "Member of household" means a local public officer's spouse and any minor child of whom the local public officer has legal custody.

**Section 2: DUTY TO FILE FINANCIAL DISCLOSURE STATEMENT;  
CONTENTS; EXCEPTIONS.**

A. In addition to other statements and reports required by law, every local public officer, as a matter of public record, shall file with the Town Clerk on a form prescribed by the Town Clerk a verified financial disclosure statement covering the preceding calendar year ending December 31. The statement shall disclose:

1. The name and address of the local public officer and each member of his household and all names and addresses under which each does business.

2. The name and address of each employer and of each other source of compensation other than gifts amounting to more than one thousand dollars received during the preceding calendar year by the local public officer and members of his household in their own names, or by any other person for the use or benefit of the local public officer or members of his household, a description of the services for which the compensation was received and the nature of the employer's business. This paragraph shall not be construed to require the disclosure of individual items of compensation that constituted a portion of the gross income of the business from which the local public officer or members of his household derived compensation.

3. For a controlled business, a description of the goods or services provided by the business, and if any single source of compensation to the business during the preceding calendar year amounts to more than ten thousand dollars and is more than twenty-five percent of the gross income of the business, the disclosure shall also include a description of the goods or services provided to the source of compensation. For a dependent business the statement shall disclose a description of the goods or services provided by the business and a description of the goods or services provided to the source of compensation from which the dependent business derived the amount of gross income described in Section 1, paragraph 4. If the source of compensation for a controlled or dependent business is a business, the statement shall disclose a description of the business activities engaged in by the source of compensation.

4. The names and addresses of all businesses and trusts in which the local public officer or members of his household, or any other person for the use or benefit of the local public officer or members of his household, had an ownership or beneficial interest of over one thousand dollars at any time during the preceding calendar year, and the name and addresses of all businesses and trusts in which the local public officer or any member of his household held any office or had a fiduciary relationship at any time during the preceding calendar year, together with the amount or value of the interest and a description of the interest, office or relationship.

5. All real property interests and real property improvements, including specific location and approximate size, located in the Town of Camp Verde, in which the local public officer, any member of his household or a controlled or dependent business held legal title or a beneficial interest at any time during the preceding calendar year, and the value of any such interest, except that this paragraph does not apply to a real property interest and improvements thereon used as the primary personal residence or for the personal

recreational use of the local public officer. If a local public officer, any member of his household or a controlled or dependent business acquired or divested any such interest during the preceding calendar year, he shall also disclose that the transaction was made and the date it occurred. If the controlled or dependent business is in the business of dealing in real property interests or improvements, disclosure need not include individual parcels or transactions as long as the aggregate value of all parcels of such property is reported.

6. The names and addresses of all creditors to whom the local public officer or members of his household, in their own names or in the name of any other person, owed a debt of more than one thousand dollars or to whom a controlled business or dependent business owed a debt of more than ten thousand dollars which was also more than thirty percent of the total business indebtedness at any time during the preceding calendar year, listing each such creditor. This paragraph shall not be construed to require the disclosure of debts owed by the local public officer or any member of his household resulting from the ordinary conduct of a business other than a controlled or dependent business. Nor shall disclosure be required of credit card transactions, retail installment contracts, debts on residences or recreational property exempt from disclosure under paragraph 5 of this subsection, debts on motor vehicles not used for commercial purposes, debts secured by cash values on life insurance or debts owed to relatives. It is sufficient disclosure of a creditor if the name and address of a person to whom payments are made is disclosed. If the local public officer, any member of his household or a controlled or dependent business incurred or discharged a debt which is reportable under this subsection during the preceding calendar year, the report shall disclose that the transaction was made and the date it occurred.

7. The identification and amount of each debt exceeding one thousand dollars owed at any time during the preceding calendar year to the local public officer and member of his household in their own names, or to any other person for the use or benefit of the local public officer or any member of his household. The disclosure shall include the identification and amount of each debt exceeding ten thousand dollars to a controlled business or dependent business which was also more than thirty percent of the total indebtedness to the business at any time during the preceding calendar year. This paragraph shall not be construed to require the disclosure of debts from the ordinary conduct of a business other than a controlled or dependent business. If the local public officer, any member of his household or a controlled or dependent business incurred or discharged a debt which is reportable under this subsection during the preceding year, the report shall disclose that the transaction was made and the date it occurred.

8. The name of each source of any gift, or accumulated gifts from a single source, of more than five hundred dollars received by the local public officer and members of his household in their own names during the preceding calendar year, or by any other person for the use or benefit of the local public officer or any member of his household except gifts received by will or by virtue of intestate succession, or received by way of distribution from any intervivos or testamentary trust established by a spouse or by an ancestor, or gifts received from any other member of the household or relatives to the second degree of consanguinity. Political campaign contributions shall not be construed as gifts if otherwise publicly reported as political campaign contributions as required by law.

9. A list of all business licenses issued, by the Town of Camp Verde, or by any other governmental agency which requires for its

issuance the consideration of the application for such license by the Town council of the Town of Camp Verde, to, held by or in which the local public officer or any member of his household had an interest at any time during the preceding calendar year, including the name in which the license was issued, the type of business and its location.

10. A list of all bonds, together with their value, issued by the Town of Camp Verde, any industrial development authority of the city or town or any nonprofit corporation organized or authorized by the city or town held at any time during the preceding calendar year by the local public officer or any member of his household, which bonds issued by a single entity had a value in excess of one thousand dollars. If the local public officer or any member of his household acquired or divested any bonds during the preceding calendar year which are reportable under this paragraph, the fact that the transaction occurred and the date shall also be shown.

B. If an amount or value is required to be reported pursuant to this section, it is sufficient to report whether the amount or value of the equity interest falls within:

1. Category 1, one thousand dollars to twenty-five thousand dollars.
2. Category 2, more than twenty-five thousand dollars to one hundred thousand dollars.
3. Category 3, more than one hundred thousand dollars.

C. This section does not require the disclosure of any information that is privileged by law.

D. The statement required to be filed pursuant to subsection A shall be filed by all persons who qualified as local public officers at any time during the preceding calendar year on or before January 31 of each year, with the exceptions that a local public officer appointed to fill a vacancy shall, within sixty days following his taking of such office, file a financial disclosure statement covering as his annual period the twelve month period ending with the last full month prior to the date of his taking office.

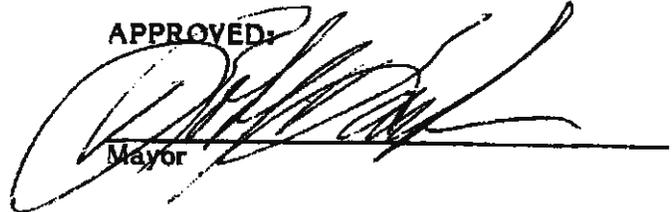
E. The Town Clerk shall prepare written guidelines, forms and samples for completing the financial disclosure statement required by this section. A copy of the guidelines, forms and samples shall be distributed to each local public officer and shall be made available to each candidate required to file a financial disclosure statement pursuant to Section 3 of this resolution.

**Section 3: DUTY TO FILE FINANCIAL DISCLOSURE STATEMENT BY CANDIDATE FOR LOCAL PUBLIC OFFICE.** A candidate for local public office as specified in Section 1, paragraph 6, shall file a financial disclosure statement covering the preceding twelve month period and containing the information described in Section 2 on a form prescribed by the Town Clerk at the time of filing nomination papers.

**Section 4:** This resolution shall become effective on the 12th day of January, 1987.

PASSED AND ADOPTED by the Town Council of the Town of  
Camp Verde, Yavapai County, Arizona, this 12th day of January,  
1987.

APPROVED:



Mayor

ATTEST:

Sue Marshall  
City/Town Clerk



**Agenda Item Submission Form – Section I**

**Meeting Date:** December 7, 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):** Consideration & possible approval of Ordinance 2016-A419, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTION LICENSE PRIVILEGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY ADDING LOCAL OPTION EXEMPTION R UNDER SECTION 8-465.

**List Attached Documents:** 1) Ordinance 2016-A419

**Estimated Presentation Time:** 5 mins

**Estimated Discussion Time:** 5 mins

**Reviews Completed by:**

**Town Attorney Comments:**

**Department Head:**

- Budgeted     Unbudgeted     N/A

**Fiscal Impact:** Minor impact on TPT revenues from local sellers.

**Comments:** This exemption is an option in the Model City Tax Code that is currently utilized by 66 cities & Towns within Arizona. It effectively gives assistance to local farmers in the cost of their operations of raising and selling livestock and provides further incentive to keep their purchases local as opposed to looking outside of the city. **It does not exempt** the normal retail sales to individuals for personal use nor sales to ranches or farms for livestock purchased or raised for production or use, such as milch cows, breeding bulls, laying hens and riding or work horses.

**Background Information:**

***Recommended Action (Motion):*** Approve Ordinance 2016-A419, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTION LICENSE PRIVILEGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY ADDING LOCAL OPTION EXEMPTION R UNDER SECTION 8-465.

***Instructions to the Clerk:*** Have Document signed by Mayor and yourself. Return to me for submission to AzDOR.

**ORDINANCE 2016-A419**

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE TRANSACTION LICENSE PRIVILEGE & USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY ADDING LOCAL OPTION EXEMPTION R UNDER SECTION 8-465.

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

Section 1: The following exemption under the Town of Camp Verde Model City Tax Code shall be added under section 8-465 (r):

(r) sales of the following to persons engaging or continuing in the business of farming, ranching, or feeding livestock, poultry or ratites:

- (1) seed, fertilizer, fungicides, seed treating chemicals, and other similar chemicals.
- (2) feed for livestock, poultry or ratites, including salt, vitamins, and other additives to such feed.
- (3) livestock, poultry or ratites purchased or raised for slaughter, but not including livestock purchased or raised for production or use, such as milch cows, breeding bulls, laying hens, riding or work horses.
- (4) (Reserved)

Section 2: The provisions of section 1 of this ordinance shall be effective from and after July 1, 2016.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 7<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Charles German, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Virginia Jones, Town Clerk

\_\_\_\_\_  
W.J. Sims, Town Attorney





## **Town of Camp Verde Facilities Use AGREEMENT**

**Between  
The Town of Camp Verde  
And  
Camp Verde Adult Reading Program**

The Parties to this Facilities Use AGREEMENT (herein referred to as "AGREEMENT") are the Camp Verde Adult Reading Program (herein referred to as the "Adult Reading Program") and the Town of Camp Verde Community Library, Yavapai County, Arizona, a municipal corporation of the State of Arizona (herein referred to as the "Library").

The parties agree that the point of contacts for the respective parties are as follows:

**For the Town:**

Kathy D Hellman, Library Director

Camp Verde Community Library  
130 Black Bridge Road  
Camp Verde, AZ 86322

**For the Program:**

Douglas Watson, Director

Camp Verde Adult Reading Program  
PO Box 733  
Camp Verde, AZ 86322

**Purpose of this AGREEMENT:** To facilitate certain uses of Town property, to support and promote the Adult Reading Program, and opportunities that benefit the public, the Adult Reading Program and the Town.

**This Agreement is made with reference to the following factors:**

- 1. Property and Use:** The Town agrees that the Camp Verde Adult Reading Program (CVARP) is authorized to utilize certain Town-owned properties and facilities within the corporate limits of the Town, for the Adult Reading Program to benefit the public.

The authorized Town facilities at Camp Verde Community Library that CVARP may utilize for their program as reserved by submission of their class schedule include:

- The Center, referred to on the Architectural Floor Plan as the busin./conf., office.2, and quiet rm.1 and its associated work and storage areas;
- Office.2 and its associated work and storage areas is dedicated to exclusive use and control subject to stipulations below during the duration of the AGREEMENT;
- library public restrooms, staff & volunteer break room, work.2 and related parking lots;
- and other spaces shall be shared, subject to Library approval and reserved on an as available basis.

The Adult Reading Program may also intermittently use other Library facilities as available and subject to standard Library scheduling and use requirements as an extension of this AGREEMENT. Such use shall be requested and coordinated through the Library and subject to its approval.

The Adult Reading Program agrees to conduct all activities associated with this AGREEMENT in a professional, careful and safe manner. When using any Town-assigned facility, or any portion thereof, the Adult Reading Program agrees to comply with all applicable State, Federal or Town ordinances and regulations. It is further understood that the Adult Reading Program will adhere to all written Town policies concerning the use and occupancy of any particular Town-assigned facility. Upon the completion of any use related herein, the Adult Reading Program agrees to leave any Town-assigned facility in as good order and condition as existed prior to the Adult Reading Program use thereof.

- 2. Relocation of Use:** The parties agree that under certain circumstances i.e. an emergency or an event beyond the Library's control that may necessitate the relocation of any of the Adult Reading Program use herein provided that such use can be relocated. This decision shall be so determined at the sole discretion of the Library concerning which particular Town-owned properties and facilities can be utilized under certain circumstances for the Adult Reading Program use.
- 3. Cancellation of use:** The Library reserves its right to cancel the use of any preset time and place of usage for Library-assigned facility if the facility becomes unavailable for any reason, including emergencies. The Library will timely notify the Adult Reading Program by verbal notification (as well as in writing to the Adult Reading Program, if time allows) of any changes affecting the times, dates or places of use of said Library-assigned facility; based upon the prevailing facts and circumstances, as soon as the Library is made aware that the requested facility is no longer available to the Adult Reading Program for the preset time and place of said Library-assigned facility.

The Adult Reading Program also reserves its right to cancel the use of any preset time and place of usage of Library-assigned facility if the Adult Reading Program cannot hold their activities for any reason, including emergencies. The Adult Reading Program will timely notify the Library by verbal notification (as well as in writing to the Library, if time allows) of any changes affecting the times, dates or places of use of said Library-assigned facility; based upon the prevailing facts and circumstances, as soon as the Adult Reading Program is made aware that they will not meet at the pre-set time and place of said Library-assigned facility.

- 4. Term:** The term of the AGREEMENT shall be for a period commencing on this 7th day of December, 2016, and end on this 30th day of June 2018, This AGREEMENT may be renewed upon the mutual agreement of both parties, under the same terms and conditions or re-negotiated. The Adult Reading Program shall participate in this process through the Town of

Camp Verde Community Library.

5. **Facility User Fees:** The Town of Camp Verde Community Library agrees that in consideration for the adult literacy programs and other positive and educational classes provided by the Adult Reading Program free of charge to residents of Camp Verde that facility user fees for facility rent, basic utilities, repairs, regular cleaning and maintenance will be waived for this AGREEMENT except for damage repair fees mentioned elsewhere in this AGREEMENT.

The Camp Verde Adult Reading Program agrees that, in consideration for a phone line to office.2 and wireless and/or wired Internet service use in the facility, to compensate the Library with an annual fee of \$1800/year to be paid quarterly.

6. **Improvements:** The Adult Reading Program shall not make any modifications or improvements to Library facilities without prior consent of the Library. Any office equipment, supplies or other materials brought to Library facilities by the Adult Reading Program shall remain the property of the Adult Reading Program. Storage of items on Library property by the Adult Reading Program shall be those appropriate for the conduct of its programs.
7. **General Maintenance:** The Library will be responsible for general maintenance of the structure including walls, ceiling, windows, doors, electrical, plumbing and Internet. The Adult Reading Program is responsible for maintenance of items brought into the building such as furniture, computers, cubicles and laptops.
8. **Insurance:** In connection to the Adult Reading Program use of Library-assigned facilities the Adult Reading Program will:

Procure at their own expense and maintain during the term hereof, a property insurance policy of General Liability Insurance of at least \$500,000.00 per occurrence and \$1,000,000.00 against claims for the bodily injury, death and property damage. Insurance provided by the Adult Reading Program shall be primary and insurance provided by the Town shall not contribute to liability covered by the Adult Reading Program insurance coverage.

The Adult Reading Program's Certificate of Insurance/Description of Operations Box must: 1) name the Town as Additional Insured; and 2) include a description of operations.

The Adult Reading Program shall provide, simultaneously, to the Town: 1) a Certificate of Insurance evidencing such insurance coverage; and 2) the Corresponding Endorsement relative to the Town being named as additionally insured; and 3) the fully executed facilities AGREEMENT.

The receipt of any Certificate of Insurance and Endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

The Adult Reading Program shall keep said policy in force for the duration of this AGREEMENT, and for any extension thereof. Additionally, the Certificate of Insurance and corresponding endorsements relative to the Town being named as additionally insured shall be provided to the Town, annually, when the Adult Reading Program insurance policies are renewed. These documents shall be mailed or delivered to the Risk Manager at 473 S. Main St., Ste 102, Camp Verde, AZ 86322

- 9. Indemnification:** The Adult Reading Program agrees to conduct its activities in any Library-assigned facilities in a careful and safe manner. The Adult Reading Program shall indemnify, defend and hold harmless the Town and its officials, officers and employees from and against any and all claims, losses, liability, costs and expenses, including reasonable attorneys' fees (collectively, "Claims") arising out of this AGREEMENT but only to the extent that such Claims result in vicarious liability to the Town and its officials, officers and employees arising out of any act, omission, negligence, misconduct or other fault of the Adult Reading Program or its officials, officers, agents, employees or invitees. In the event both Parties, including but not limited to employees, agents, students or invitees, participate in a liability-causing event, each Party shall contribute to the common liability at a pro rata share based upon its relative degree of fault as established by compromise, arbitration, or litigation. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by a Party to defend, hold harmless or indemnify the other Party shall be limited to, and payable only from, available insurance or self-insurance coverage for liability assumed by contract, if any, available as part of its general liability insurance program.
- 10. Damage to Facility:** If any damage occurs to the facilities by the Adult Reading Program, the Adult Reading Program must compensate the Library in order to repair the facilities.
- 11. Entire Understanding:** This AGREEMENT embodies the entire understanding and obligations between the Adult Reading Program and the Library for all uses of Library-assigned facilities pursuant to this AGREEMENT. The parties shall not be bound by, nor is either Party liable for, any statement or representations, of any nature, not set forth in this AGREEMENT. Changes of any of the provisions of this AGREEMENT shall not be valid unless completed in writing and signed by both parties.
- 12. Suspension and Termination:** A non-breaching Party may terminate this AGREEMENT for the failure of the other Party to comply with the provisions of this AGREEMENT by giving the other Party a thirty (30) day written notice of the failure to comply. Either Party may terminate this AGREEMENT immediately if the other Party files for bankruptcy or receivership, or takes any actions relating to insolvency, such as assignment for the benefit of creditors.
- 13. Assignment and Subletting:** The Adult Reading Program shall not have the right to assign this AGREEMENT, nor shall it allow any other person or entity to use or occupy a Library-assigned facility that has been authorized to be used by the Adult Reading Program pursuant to this AGREEMENT.
- 14. Arbitration:** In the event of a dispute hereunder, either Party may exercise its right to cancel this AGREEMENT in writing. At the Town's sole discretion, it may choose to resolve any dispute pursuant to A.R.S. § 12-1518, utilizing the services of the American Arbitration Association.
- 15. Conflict of Interest:** The parties understand that this AGREEMENT is subject to cancellation pursuant to A.R.S. § 38-511, without penalty or further obligation on the part of the Adult Reading Program or the Library, if any person significantly involved in initiating, negotiating, securing, drafting or creating this AGREEMENT on behalf of the Adult Reading Program or Library, and said employee or agent of the Town in any capacity, or a consultant to the Library or the Adult Reading Program, with respect to the subject matter of this AGREEMENT, and such association creates a conflict of interest or presents an appearance of impropriety at any time

while this AGREEMENT, or any extension hereof, is in effect.

**16. Governing Law:** The laws of the State of Arizona shall govern this AGREEMENT, the courts of which shall have jurisdiction of the subject matter hereof. If any portion of this AGREEMENT is found by a court of record to be invalid, the remaining portions shall remain in full force and effect.

**17. Authority:** The individual signing below on behalf of the Library hereby represents and warrants that he/she is duly authorized to execute and deliver this AGREEMENT on behalf of the Library and avows that this AGREEMENT is binding upon the Library in accordance with its terms. The individual signing below on behalf of the Adult Reading Program hereby represents and warrants that he/she is duly authorized to execute and deliver this AGREEMENT on behalf of the Adult Reading Program and avows that this AGREEMENT is binding upon the Adult Reading Program in accordance with its terms.

**For the Town:**

\_\_\_\_\_  
**Charles German, Mayor**  
Town of Camp Verde, 473 S. Main Street, Rm 102  
Camp Verde, AZ 86322

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

Attest: \_\_\_\_\_  
**Virginia Jones, Town Clerk**

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

APPROVED AS TO FORM:

\_\_\_\_\_  
**William J. Sims, Town Attorney**

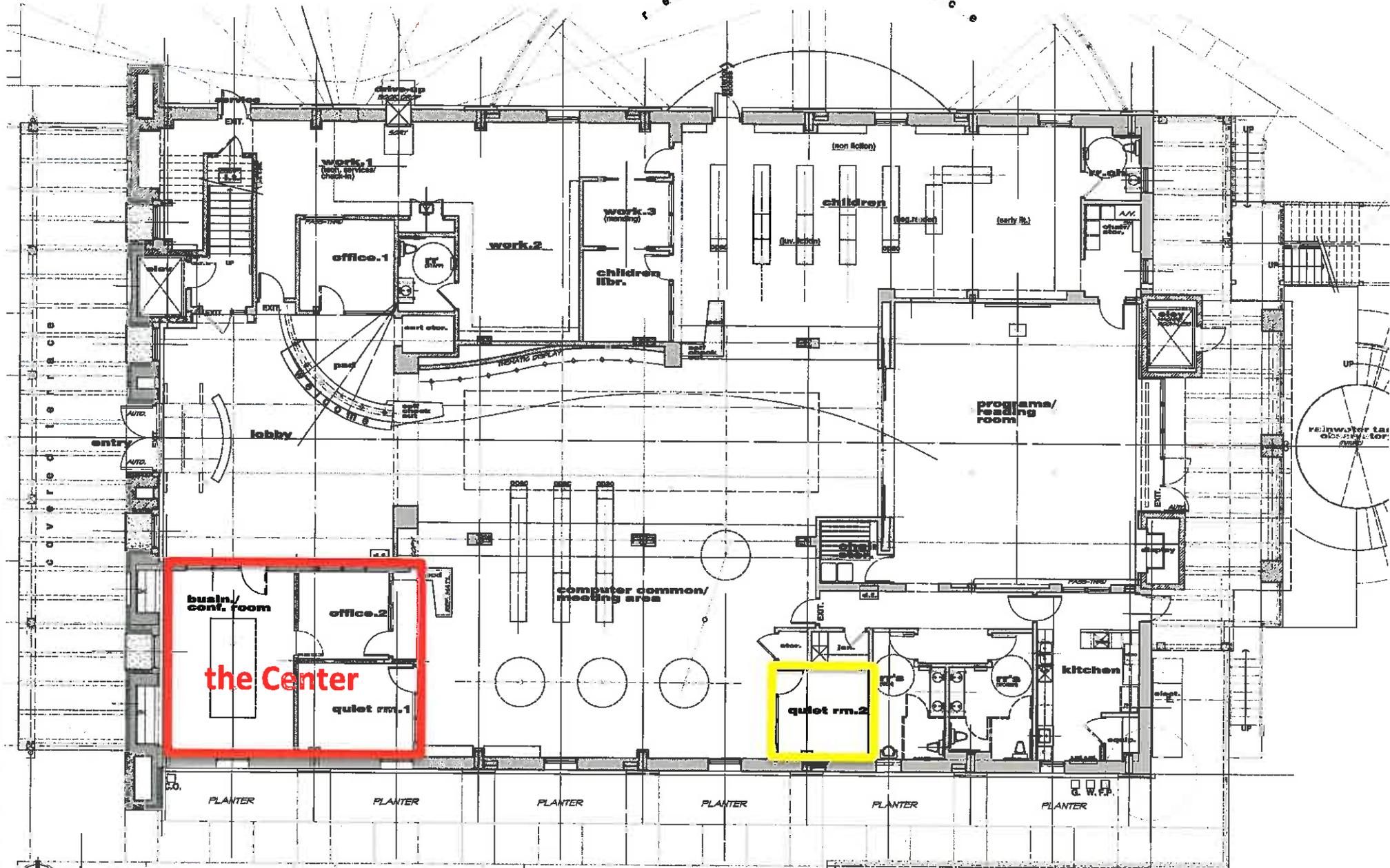
Date: \_\_\_\_\_

**For the Camp Verde Adult Reading Program**

\_\_\_\_\_  
**Douglas Watson, Director**

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

reading terrace

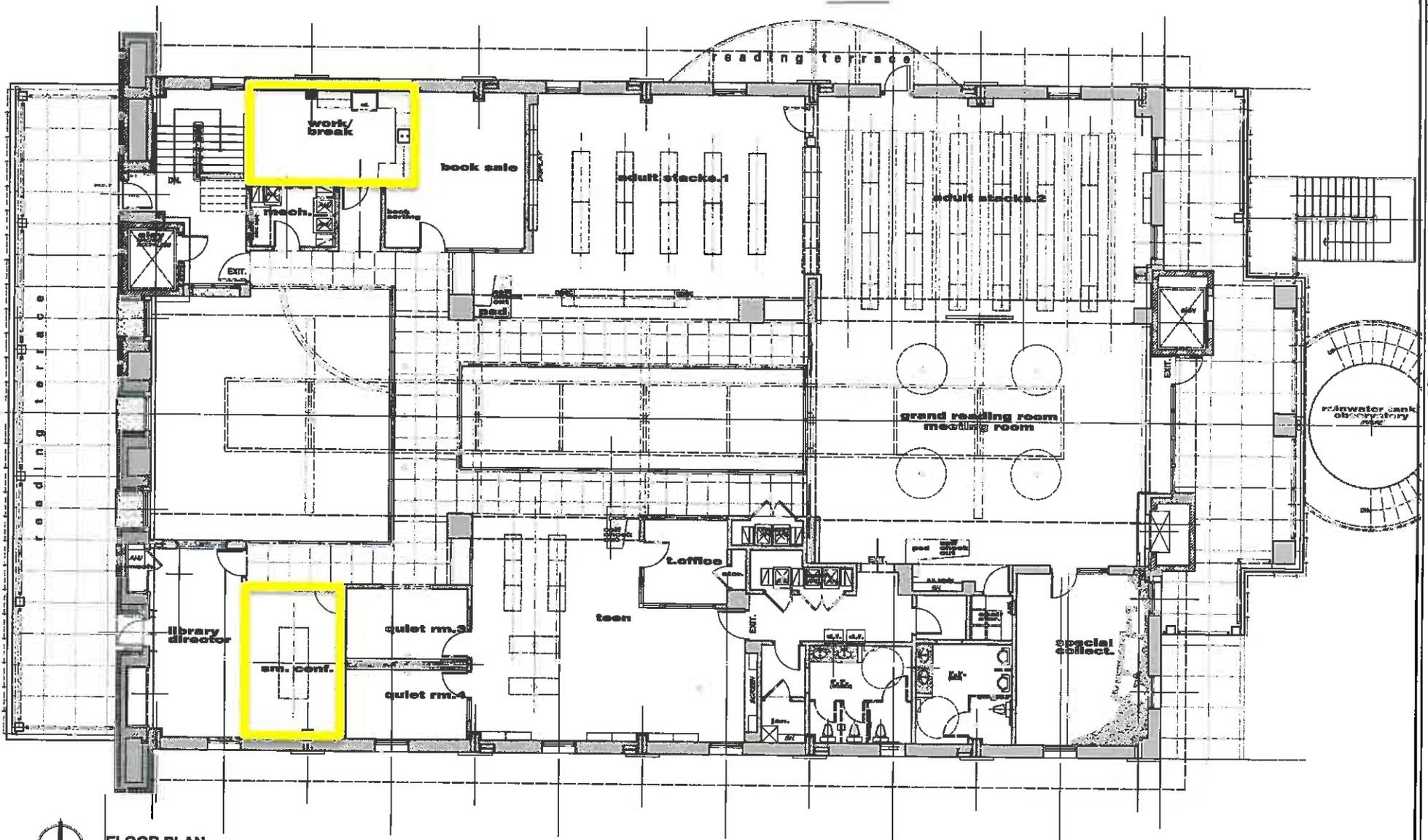


the Center

quiet rm.2

FLOOR PLAN MAIN LEVEL





**FLOOR PLAN**  
 3/8" = 1'-0"  
 UPPER LEVEL

9.



Town of Camp Verde

**Exhibit A - Agenda Item Submission Form - Section I**

**Meeting Date:**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department: Community Development**

**Staff Resource/Contact Person: Carmen Howard**

**Agenda Title (be exact): A REQUEST BY MR. JOHN BASSOUS FOR AN AMENDMENT TO FINAL PLAT 20160328 FOR THE PURPOSE OF CHANGING THE FORM OF ASSURANCES FOR DEVELOPING THE INFRASTRUCTURE FOR THE 'CASTLE HEIGHTS' SUBDIVISION, A TWELVE (12) LOT, RESIDENTIAL SUBDIVISION, LOCATED ON PARCEL 404-18-181E.**

**List Attached Documents:**

- Ex B. Resolution 2016-971**
- Ex C. Letter of Explanation**
- Ex D. Bonding Letter**

**Estimated Presentation Time: 5 min**

**Estimated Discussion Time: 10 min**

**Reviews Completed by:**

- Department Head: Carmen Howard**
- Town Attorney Comments: Reviewed resolution for form**

**Background Information:**

**Mr. John Bassous, property owner of APN#404-18-181E, for the purpose of developing the "Castle Heights" subdivision, a 12 lot residential subdivision, submitted a Preliminary Plat which was reviewed by the Planning and Zoning Commission and forwarded on to the Common Council with a recommendation of approval on March 10, 2016 and approved by the Mayor and Common Council under Resolution 2016-956 on April 20, 2016. The construction improvement plans were reviewed and approved by the Town Engineer, as well as the potential costs associated with those improvements. Thereafter, Mr. Bassous submitted the final plat, with conditions, which was reviewed and approved by the Mayor and Common Council under Resolution 2016-970 on the 26<sup>th</sup> day of October, 2016 in a public meeting that was posted according to state law. The Town of Camp Verde Planning and Zoning Ordinance Part 5, Section 507(B), (Financial Assurances**

**Required) requires a subdivision developer to provide a method of financial assurance for subdivision infrastructure improvements. The method of assurances which were provided on the final plat was in the form of a Letter of Credit from Chase Bank. In retrospect, Mr. Bassous has concluded he would prefer to provide assurances in the form of a Subdivision Bond. Since the final plat has already been reviewed and approved by the Town Council, it is necessary for the Council to review and approve or deny Mr. Bassous' proposed change in method of providing financial assurances for the infrastructure improvements. Resolution 2016-971 is in compliance with the currently adopted General Plan and Planning and Zoning Ordinance, and therefore Staff recommends approval of Resolution 2016-971.**

**Recommended Action (Motion):**

**A motion to approve or deny Resolution 2016-971, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting an amendment to Final Plat 20160328 for the purpose of providing an alternative method of financial assurances to construct infrastructure improvements for the "Castle Heights" Subdivision, which is a twelve (12) lot residential subdivision, located on parcel 404-18-181E, near the intersection of N. Arena Del Loma Road and N. Montezuma Castle Highway, that consists of approximately 20.92 acres.**



## RESOLUTION 2016-971

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING AN AMENDMENT TO FINAL PLAT 20160328 FOR THE PURPOSE OF CHANGING THE FORM OF ASSURANCES FOR DEVELOPING THE 'CASTLE HEIGHTS' SUBDIVISION, WHICH IS A TWELVE (12) LOT, RESIDENTIAL SUBDIVISION, LOCATED ON PARCEL 404-18-181E, NEAR THE INTERSECTION OF NORTH ARENA DEL LOMA ROAD AND NORTH MONTEZUMA CASTLE HIGHWAY, THAT CONSISTS OF APPROXIMATELY 20.92 ACRES.**

**WHEREAS**, a request for approval of Final Plat 20160328 was filed by Mr. John Bassous, owner of Tierra Verde Holdings LLC, which is owner of parcel 404-18-181E, on August 22, 2016;

**WHEREAS**, a Preliminary Plat was heard by the Planning and Zoning Commission on March 10, 2016 and approved by the Mayor and Common Council under Resolution 2016-956 on April 20, 2016 in public meetings that were posted according to state law, and;

**WHEREAS**, the purpose of the Final Plat is to allow for the development of a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and North Montezuma Castle Highway, that consists of approximately 20.92 acres;

**WHEREAS**, the construction improvement plans have been reviewed and approved by the Town Engineer, and;

**WHEREAS**, the final plat with conditions was reviewed and approved by the Mayor and Common Council under Resolution 2016-970 on the 26<sup>th</sup> day of October, 2016 in a public meeting that was posted according to state law, and;

**WHEREAS**, the Town of Camp Verde Planning and Zoning Ordinance Part 5, Section 507(B), (Financial Assurances Required) requires a subdivision developer to provide a method of financial assurance for subdivision infrastructure construction improvements and;

**WHEREAS**, as a condition of approval, satisfactory assurances in the form of an assurance letter was the method of providing assurances reviewed and approved by the Mayor and Common Council under Resolution 2016-970 on the 26<sup>th</sup> day of October, 2016 in a public meeting that was posted according to state law, and;

**WHEREAS**, the Town of Camp Verde Planning and Zoning Ordinance Part 5, Section 507(B), (Financial Assurances Required) provides various methods of providing these assurances, and;

**WHEREAS**, after consideration, Mr. John Bassous, owner of Tierra Verde Holdings LLC, which is owner of parcel 404-18-181E, proposes to change the method of providing these assurances from the previously approved assurance letter to a subdivision bond, and;

**WHEREAS**, the proposed change in method of providing financial assurances is an acceptable method as per the Town of Camp Verde Planning and Zoning Ordinance Part 5, Section 507(B), (Financial Assurances Required), and

**WHEREAS**, the proposed amendment to the Final Plat is in compliance with the currently adopted General Plan and Planning and Zoning Ordinance, and the proposed use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved;

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

1. The Mayor and Common Council of the Town of Camp Verde hereby approve an amendment to Final Plat 20160328 for the purpose of developing the Castle Heights Subdivision with twelve (12) residential lots, located on parcel 404-18-181E with the following conditions:
  - a. The request for exception/waiver was approved by Town Council on April 20, 2016, to allow for a rural road section instead of an urban road section, as recommended for approval by the Town Engineer and Planning and Zoning Commission, as indicated in the typical road section detail located on the Castle Heights Subdivision Preliminary Plat Sheet 2.
  - b. In recognition of the need for appropriate fire flow for all new subdivisions, adequate on-site fire flow requirements shall be met prior to the issuance of a building permit, in accordance with state law and all adopted fire codes. The permanent on-site water supply for fire flow shall be installed and operational prior to the issuance of a certificate of occupancy or final inspection approval.
  - c. Satisfactory assurances in the form of a subdivision bond shall be provided in the full amount necessary to guarantee the installation of streets, and all required improvements in this subdivision prior to plat recordation. Electric and telephone utility services have been assured by letter from the appropriate utility company.
  - d. The Castle Heights streets will not be accepted into the Town's road system for maintenance until all street construction is approved by the Town Engineer.

**PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, this 7<sup>th</sup> day of December, 2016.**

\_\_\_\_\_  
Charles C. German, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Virginia Jones, Town Clerk

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



RESIDENTIAL AND COMMERCIAL CONTRACTOR  
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477  
ROC# 261021

November 14, 2016

To: Town of Camp Verde Community Development Director

RE.: Assurance Agreement for Castle Heights

Carmen,

On November 2, 2016 the Town Council approved the Final Plat for Castle Heights Subdivision. As part of the agreement, The Town's Attorney drew up an "**Assurance Agreement for Construction of Subdivision Improvements**" document. Included on that document were items 4,5 & 6 which addressed the type of Assurance that the Town was requiring, that being a **Letter of Credit** by Chase Bank for the amount of \$200,695.

As the developer of this project, I was unaware of any commitment that I had made to the previous Community Development Director that I would pursue this form of Assurance. The Town allows multiple ways to provide Assurances including bonding, loan commitment from a lender, a trust or escrow account as well as an irrevocable letter of credit. The reason why the **Letter of Credit** wording appeared on the Final Plat was because that was the wording which was forwarded by the previous Community Development Director to my Engineer at Granite Basin Engineering, and they assumed that was what needed to appear on the Final Plat. To my knowledge I was not asked or directed to choose what method I would I wanted.

I am requesting that the Town Council allow me to change the Assurance wording on the Final Plat to reflect the manner best suited for me for Assurance, that being a "Surety or completion bond from an insurance company licensed in Arizona with a rating of good or higher from a rating agency and a copy of the rating." There will be no other changes to the Final Plat.

Thank you for your consideration.

John Bassous



November 16, 2016

**Re: Tierra Verde Holdings – Subdivision Bond – Castle Heights**

To Whom It May Concern:

We have been informed by our fine client Tierra Verde Holdings that you are requiring that they post a \$200,695 subdivision bond for work associated with Castle Heights Subdivision. This bond has been approved and will be provided by NAS Surety Group (NAS). NAS is rated A+ by A.M Best. NAS has a United States Department of the Treasury Circulator 570 listing or "T-Listing of more than \$27,000,000.

We are pleased to give our highest recommendation to this firm and invite any inquiries at the numbers below. Any courtesy you may extend this valued customer is most appreciated.

Best Regards,

Patrick R. Hedges  
Attorney-in-Fact  
NAS Surety Group

**Constructors Bonding, Inc.**  
15160 N. Hayden Rd. #101; Scottsdale, AZ 85260  
480-878-4226  
Cell: 602-317-4868  
Email: Pat@cballiance.com

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY  
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

PATRICK R. HEDGES, SUSAN A. TOOMEY

and DEBRA K. WILLIAMS

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 24<sup>th</sup> of March, 2000:

RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]  
Steven P. Anderson, President & Chief Executive Officer of Washington International Insurance Company  
& Senior Vice President of North American Specialty Insurance Company



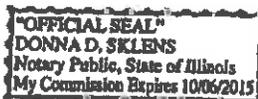
By [Signature]  
David M. Layman, Senior Vice President of Washington International Insurance Company  
& Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 18<sup>th</sup> day of April, 2012.

North American Specialty Insurance Company  
Washington International Insurance Company

State of Illinois  
County of Cook ss:

On this 18<sup>th</sup> day of April, 2012, before me, a Notary Public personally appeared Steven P. Anderson, President and CEO of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and David M. Layman, Senior Vice President of Washington International Insurance Company and Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]  
Donna D. Sklens, Notary Public

I, James A. Carpenter, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this \_\_\_ day of \_\_\_, 20\_\_.

[Signature]

James A. Carpenter, Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company