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**TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, JUNE 1, 2016 at 6:30 P.M.**

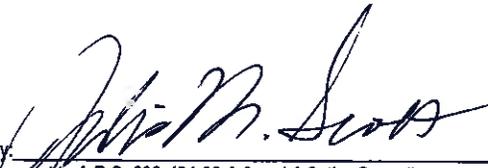
**If you want to speak during "Call to the Public for Items NOT on the Agenda" Please complete the Request to Speak Form**

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Regular Session – May 18, 2016
    - 2) Work Session – May 13, 2016
  - b) **Set Next Meeting, Date and Time:**
    - 1) Wednesday, June 8, 2016 at 5:30 p.m. Work Session
    - 2) Wednesday, June 15, 2016 at 6:30 p.m. Regular Session
    - 3) Wednesday, June 22, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
  - c) **Possible approval of Resolution 2016-966, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving amendment No. Three of JPA/IGA 09-152-I: providing additional federal funds for the construction of Finnie Flat Sidewalk. Staff Resource: Ron Long**
  - d) **Possible Approval to apply for a 2016 Community Oriented Policing Services (COPS) grant under the COPS Hiring Program to fill an Officer position that would be assigned to conduct routine patrol and have the coordination of community oriented policing. Staff Resource: Nancy Gardner**
5. **Special Announcements and presentations:**
  - **Proclamation remembering the 19 Members of the Granite Mountain Hotshots**
6. **Call to the Public for Items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
7. **Public Hearing followed by discussion, consideration and possible approval of a Series 12 (Restaurant) Liquor License for Chea Phallavuth/Ming House LLC, located at 288 S Main Street in Camp Verde. Staff Resource: Virginia Jones**
  - **Staff Comments**
  - **Comment from Applicant**
  - **Public Hearing Open**
  - **Public Hearing Closed**
  - **Council Discussion**

8. **A lot drawing will be conducted by the Town Clerk for the Mayor and Council Candidate Seats to determine the order in which candidate names will appear on the Official August 30, 2016 Ballot.** Staff Resource: Virginia Jones
9. **General Discussion, Clarification and Possible direction to Staff concerning Medical Marijuana Growing and Processing Facilities.** Staff Resource: Russ Martin
10. **Discussion, consideration and possible approval of the Town of Camp Verde Fiscal Year 2016-17 Proposed Tentative Budget.** Staff Resource: Mike Showers
11. **Discussion, consideration and possible approval of the FY 2017 debt levy certification to Yavapai County for \$697,375.00, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Mike Showers
12. **Discussion, consideration and possible approval of the FY 2017 special assessment levy of \$252,154.00 for annual payments against the Camp Verde Sanitary District's USDA notes, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Mike Showers
13. **Discussion, consideration and possible approval of a Library Services and Technology Act (LSTA) Grant award from the Arizona State Library, Archives and Public Records, a division of the Secretary of State.** Staff Resource: Kathy Hellman
14. **Discussion, consideration and possible approval of a contract with Merit IT (Taurus Technology Investment Partners, Inc.) for professional services for the information Technology (IT) services for the Town of Camp Verde.**
15. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
16. **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.
17. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
18. **Adjournment**

Posted by:

  
Date/Time: 05-29-16 2:59PM

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

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

4.a.1

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, MAY 18, 2016 at 6:30 P.M.**

1. **Call to Order**

Mayor German called the meeting to order at 6:30 p.m. He also called attention to the notice on the Agenda that stated if you want to speak during the "Call to the Public for Items NOT on the Agenda" Please complete the Request to Speak Form. He then directed those wishing to speak to fill out the Request to Speak Form and submit it to the Town Clerk and she will give it to the Council.

2. **Roll Call**

Mayor Charles German, Vice Mayor Bruce George, Councilors Jackie Baker, Carol German, Brad Gordon, and Robin Whatley. Councilor Jessie Jones-Murdock was absent.

**Also Present:** Town Manager Russ Martin, Marshal Nancy Gardner, Community Development Director Michael Jenkins, Director of Public Works Ron Long, 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) Special Session – April 29, 2016
- 2) Executive Session – April 29, 2016 (recorded)
- 3) Special Session – May 4, 2016
- 4) Executive Session – May 4, 2016 (recorded)
- 5) Regular Session – May 4, 2016

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

- 1) Wednesday, May 25, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 2) Wednesday, June 1, 2016 at 6:30 p.m. – Regular Session
- 3) Wednesday, June 8, 2016 at 5:30 p.m. – Work Session
- 4) Wednesday, June 15, 2016 at 6:30 p.m. – Regular Session
- 5) Wednesday, June 22, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c. **POSSIBLE ACCEPTANCE OF OFFER FOR THE PURCHASE OF TOWN OWNED PROPERTY PARCEL 404-02-172 A VACANT RESIDENTIAL PROPERTY AT APPROXIMATELY 1000 S MCCRACKEN LANE AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE SALE OF THIS PROPERTY.** Staff Resource: Russ Martin

Manager Martin requested item 4c be pulled from the Consent Agenda for an explanation.

On a motion by Vice Mayor George, seconded by Councilor Baker, Council unanimously approved items 4a and 4b of the Consent Agenda.

Town Manager Russ Martin stated he would like to apologize to Councilor German for becoming defensive during a phone call he had with her earlier in the day regarding the property. Mr. Martin provided the Council

with a reminder about the bid process dating back to 2012 for the sale of various properties. He explained that during that process the Town did not receive acceptable bids. He informed Council that an offer of \$75,000 has been received on the property, and the buyer has requested a survey, which has been provided. Mr. Martin emphasized this agenda will authorize the Mayor to move forward with the sale.

On a motion by Councilor German, seconded by Councilor Baker, the Council unanimously approved authorization for the Mayor to execute all documents necessary to complete the sale of the property.

5. **Special Announcements and presentations:**  
There are no Special Announcements.
6. **Call to the Public for Items not on the Agenda.**  
None.
7. **Presentation and update by Yavapai County Assessor Pamela J. Pearsall, regarding but not limited to information about the Property Tax Assistance Programs in Arizona offered through the Assessor's Office.**

Yavapai County Assessor Pamela Pearsall addressed the Council to provide information regarding two programs that could help constituents with their property taxes—the Property Tax Exemption program and the Senior Property Valuation Freeze program. Ms. Pearsall pointed out that eligible individuals could qualify for both programs.

The Property Tax Exemption for the 2016 tax roll deadline has been extended to July 15, 2016, and is open to eligible widows, widowers, disabled persons, and non-profit organizations. Ms. Pearsall reviewed the guidelines for each program and recommended calling the Yavapai County Assessor's Office for further information.

The Senior Property Valuation Freeze program's deadline is September 1, 2016. Ms. Pearsall pointed out that this is not a tax freeze and that taxes will continue to fluctuate in accordance with rates. The senior freeze allows homeowners age 65 and older to freeze the taxable value of their residence at the 2016 amount for a period of three years. Qualified owners must bring their supporting documentation to either the Prescott or Cottonwood office for verification.

Vice Mayor George commented that he helps seniors with their taxes through AARP and asked about e filing. Ms. Pearsall replied that is not yet available, but they are working toward it. Councilor German questioned if the County was moving toward paying taxes online. Ms. Pearsall stated that fell within the purview of the Treasurer, but believed the Board of Supervisors was moving toward that.

Mayor German thanked Ms. Pearsall for sharing the information about these programs.

8. **Presentation and update by Ken Zoll regarding the Verde Valley Archaeology Center to include but not limited to progress regarding the property and building plans.**

Mr. Ken Zoll, Executive Director for the Verde Valley Archaeology Center provided Council with the Center's annual report as required under the terms of the lease for the Center's building at 385 S. Main Street. Mr. Zoll stated that the past fiscal year (July 2015 – June 2016) had been among their most eventful, productive, and beneficial year to date. (A copy of his report is attached to the minutes and become a permanent part of the record.

Councilor Gordon said he was excited about what was going on at the Center. Mr. Zoll stated they are still going through their conceptual plan and might reduce the size of some buildings in an effort to reduce costs,

but that they do have the money for the trail, signs, and benches so those items could possibly be completed before next summer.

Councilor Baker expressed her thanks to Mr. Zoll and stated that from the very beginning the Center is becoming what they had imagined. She noted that Mr. Zoll put tremendous work into this and thanked him and his Board. Councilor German also thanked him for his hard work and for staying committed to Camp Verde.

9. **Discussion, consideration, and possible approval to hire Cannon Consultants, LLC to prepare a feasibility study with cost estimates for the purchase, design, and construction of a replacement bridge for the original steel truss Black Bridge for the purpose of utility placement and pedestrian use.** Staff Resource: Ron Long

On a motion by Councilor Baker, seconded by Councilor German Council moved to approve the hiring of Cannon Consultants, LLC, to prepare a feasibility study with cost estimates for the purchase, design, and construction of a replacement bridge for the original steel truss Black Bridge for the purpose of utility placement and pedestrian use at a cost of \$11,900. Councilor Whatley and Vice Mayor George vote "Nay"; the motion passed.

Public Works Director Ron Long stated that the bridge being discussed is not a replacement bridge for the original Black Bridge that was built around 1908, and he provided an explanation of how this item came to be in front of the Council tonight.

Mr. Long stated that Unisource (UNS) and the Water Company have approached him regarding the possibility of hanging their utilities from the current bridge and that UNS had considered boring under the river but found it expensive. Mr. Long stated that using the current bridge is not practicable for utilities due to possible flooding.

Mr. Long advised Council this would not be a replacement for the current bridge, it would only be used as a pedestrian bridge and to service utilities.

Mr. Long stated that they have been looking at bridges for 4-5 years and that many cities are selling them, particularly in the Midwest, but they are quite expensive with costs exceeding one million dollars. The buyer must then remove all lead paint, obtain an engineering report that states the bridge is strong enough for the intended purpose and then arrange shipping.

Mr. Long stated that the bridge they have in mind is an Arizona bridge from SR 260 that was inspected and removed by Cannon Consultants, LLC, who also removed the lead paint. The bridge is in six 80-foot sections and the Town would need four sections to span the Verde River. He also stated the bridge is 14 feet wide. At a cost of \$40,000 per section, the Town would need \$160,000, which includes shipping. Mr. Cannon has done bridgework for decades, wrote a book on Arizona bridges, and tries to find homes for these bridges in Arizona.

Mr. Long explained the feasibility study would enable them to look at the Verde River, where the piers would go, determine if it could feasibly be done, and what the costs would be. The study will provide a concept level of planning in engineering and a good estimate of costs; the structure will be \$160,000 plus piers, etc.; he estimated probably close to a million dollars. He added that he is looking for grants and that having a completed study would be very beneficial to acquire grant funds. The study would cost \$11,900.

Council questioned how long the study would take and if HURF (Highway User Revenue Funds) funds could be used. Long advised approximately 3 months and the money could come from HURF.

Council discussed the possibility of the utilities investing in the study and the cost of the bridge. Long stated

he has spoken with them previously, but did not get a commitment, stating he is willing to sit down with the utilities and ask if they could commit and contribute to putting the bridge up.

Councilor German asked for clarification that if utilities were not safe to put under the bridge, then how they would be put on this other bridge. Mr. Long replied that at the same elevation of the road, not hanging underneath, the pipes would be higher and more protected.

Councilor Whatley commented that it would be nice to get water, sewer, and natural gas services and pointed out that the Town owned the land on the other side as well and it would be nice to have a trail. However, she was concerned what the study would show and the projected million dollars total cost and expressed her preference to have the Town meet with the utilities before conducting the study.

A majority of Council agreed that at some point in time, it will be necessary to expand sewer and water to the other side of the river and eventually the Town would probably own the water company. Mr. Long explained that asking for grants without a study is not easy, whereas having the study and being able to state exactly what is needed increases the odds to securing grants.

Council agreed that the Verde River has been a major barrier; the Town already owns the sewer and the ability of having a septic systems come off the grid and connect to sewer would be a favorable environmental impact and open avenues for other possible grants.

**Public Comment:**

Mr. Brandon Harmon stated he is an IT professional and that internet service is another utility that has a higher priority than it used to be. Councilor Gordon then asked Mr. Long if fiber optics were being laid to the library and Mr. Long replied that it is already in place through CenturyLink. Mayor German added that broadband was now available from I-17 to Flagstaff.

There was no further public comment.

On a motion by Councilor Baker, seconded by Councilor German Council moved to approve the hiring of Cannon Consultants, LLC, to prepare a feasibility study with cost estimates for the purchase, design, and construction of a replacement bridge for the original steel truss Black Bridge for the purpose of utility placement and pedestrian use at a cost of \$11,900. Councilor Whatley and Vice Mayor George vote "Nay"; the motion passed.

10. **Review and update of Mining Use Permit 20150033 on the westerly side of State Route 260 and milepost 214.27 on parcels 403-15-002Z & 003J.** Staff Resource: Mike Jenkins

Community Development Director Mike Jenkins addressed the Council stating a little over a year ago they had approved a mining use permit and that once permission was approved the entity had a one-year period to get all the engineering approved by the required state, federal, mining, and other agencies that have to do with mining. The actual anniversary date of the use permit and property was May 5, 2016, and on May 3 staff had determined that everything required was as the ordinance required so the owner was permitted to move forward,

Mr. Jenkins stated that Council is required to review this on an annual basis so staff will be coming to Council to give an update for the next nine years. Jenkins stated the owner was present tonight, Mr. Dugan McDonald. Mr. McDonald approached the podium and thanked the Council and staff for their contributions. Councilor Gordon asked if he had contracts for the 260 project. Mr. Dugan replied that none of the contracts have been issued yet but that he was confident they would get them.

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

None.

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

- **Mayor German** attended the American Legion's Law Enforcement Memorial Day ceremony held Sunday, May 15. He said so many positive comments were received from officers in attendance and were excited this was done and looking forward to next year.
- **Vice Mayor George** attended the Budget Open House and the American Legion's Law Enforcement Memorial Day ceremony.
- **Councilor Baker** attended the Budget Open House and commented it was a great thing the Finance Director put on and thanked the staff. She also attended the Discovery Channel trip commenting that it was wonderful, very interesting and breathtaking; also attended the American Legion's Law Enforcement Memorial Day ceremony stating, "It made all of us cry with all the flags in the parking lot."
- **Councilor German** attended Main Street for Businesses put on by the students, which was excellent, and KKRD was there with their music. She said the event was well done and it was a joy to be there. She attended a public hearing on the budget, there were good comments, every department was there, and she is sure future attendance will grow. German stated she also attended the American Legion's Law Enforcement Memorial Day ceremony honoring all public safety officers, the bagpipes played taps and "Amazing Grace," and she felt it was a super thing put on and lots of good food, too. Councilor German mentioned there is an article in the paper that Yavapai College now has a questionnaire online and urged everyone to please go online and complete the survey and let them know what we really want. It is only five questions and our opportunity as citizens to tell Yavapai College what we want for the Verde Valley.
- **Councilor Gordon** attended the Budget Open House; attended a farewell for Marshal Officer Jennifer Zwak who is leaving to take a position at Yavapai College in Prescott; attended Discovery Channel field trip, lunch, and got a royal tour.
- **Councilor Whatley** had nothing to report.

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

Town Manager Russ Martin notified the Council that the nominating period is now open to nominate businesses that ought to be honored for beautifying our community. To nominate a business simply send him an email stating why you think a business ought to be nominated; businesses will be honored at the first of July meeting.

- **Response to Council regarding Call to the Public Comment from previous meeting.**  
None.

14. **Adjournment**

Mayor German, with no objection from Council, pronounced the meeting adjourned at 7:51 p.m.

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Charles German, Mayor

\_\_\_\_\_  
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 Council Regular Session by the Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on May 18, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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

4.a.2

**DRAFT MINUTES  
BUDGET WORK SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106  
FRIDAY, MAY 13, 2016 AT 8:00 A.M.**

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

1. **Call to Order**  
Mayor German called the meeting to order at 8:00 a.m.
2. **Roll Call**  
Mayor German, Vice Mayor Bruce George, Councilors Robyn Whatley, Carol German, Jessie Jones-Murdock, Brad Gordon, and Jackie Baker are present.  
**Also Present**  
Town Manager Russ Martin, Finance Director Michael Showers, Marshall Nancy Gardner, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.
3. **Pledge of Allegiance**  
Mayor German led the pledge
4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2016-22017 Tentative Budget.**
  - a. Revenues
  - b. General Government
  - c. Capital Improvements

Finance Director Michael Showers presented results from the Community Forum, and although it is not a true community survey, 30 people attended and provided input indicating the community focus is on projects and services. Mr. Showers referred to the Strategic Plan Summary based on priorities/direction from Council November 2015. Mr. Martin advised the proposed FY16-17 Budget is realistic for new project funding, however, if the Council gives direction to staff regarding prioritizing new projects, the proposed budget can be modified, and increased if more revenue is available, making the CIP budget flexible.

Proposed Budget - Capital Improvement Projects - includes \$300,000 being transferred from reserves plus \$306,000 from sales tax revenue.

Council Discussion: Kitchen - \$50,000 will make the kitchen operational and allow use of donated equipment, but will not complete the project. This project, done in phases of \$50,000 per year, will complete the kitchen.

Community Parks - Community park development and maintenance 1) Rezzonico Park to benefit the new Library area and public access to the river; and future need for Ramada(s) and picnic tables, with some council members supporting grass landscape and others supporting desert landscape (maintenance costs and aesthetic design discussed).

Gym Roof – Gym roof repair/replacement is pending structural engineering completion. The Gym project potentially will include additional upgrade/remodel to create multi-purpose community space.

Street Maintenance - \$250,000 in FY16-17 Budget from HURF plus \$150,000 from General Fund to begin the proposed seven year rotating road maintenance program. Mr. Showers advised there is 1.2 million dollars in HURF surplus, however it is earmarked for upcoming projects (sidewalks, intersection etc.). Mr. Showers and Mr. Martin advised that

some of the upcoming projects may be eligible for grant funding or partial grant funding, noting that storm water engineering and projects in Verde Lakes is not included in the CIP projects budget (approximately \$100,000), which is mandatory.

Mr. Martin advised that the proposed FY 16-17 Operational Budget is balanced without using reserves, staff is currently requesting direction on proceeding with CIP projects. Mr. Martin advised the CIP budget is flexible based on what direction Council gives staff to complete projects. Mr. Martin advised that the sales tax increase will allow completion of projects this year, and potentially in future years, providing positive improvements and resources for the community. Council majority stated the CIP as proposed looks reasonable, with good results for the community, while remaining conservative and keeping in focus with the upcoming Hwy 260 corridor development and unknown future economy. Debt Service - Mr. Showers explained the Debt Service and suggested funding sources. Council noted that staff has done an excellent job allocating funding and refinancing to reduce debt, in addition to using a portion of HURF funding to pay debt service for equipment purchases to get CIP projects completed, using a portion of sales tax to pay short-term debt for lease purchases. Mr. Martin advised that the new CVMO K-9 vehicle will be partially funded from impact fees (\$20,000) and partially from un-used budgeted wages (empty CVMO positions).

Additional employees - Mr. Martin advised the proposed FY16-17 budget includes an increase of \$25,000 for part-time and seasonal employees for Parks and Recreation (grounds and maintenance), with additional funding to be allocated next year if revenues are available; additional wages for community development (3 months for transition for Community Development Director); addition of one new full time employee (building inspector/plans examiner) in Planning and Building; and one new full time deputy (beginning in January 2017) for CVMO.

Break 9:20 a.m. – 9:30 a.m.

Town Clerk Virginia Jones advised she had just received a written request from Verde Valley Senior Citizens regarding Meals on Wheels program. Council addressed and discussed the request. It was the consensus of the Council that, although the Council is in support of the Meals on Wheels Program and believes it provides a great benefit to many residents, no decision for funding will be made until the previously requested financial documents and information has been received from the Verde Valley Senior Center.

Mr. Martin advised that the tentative Proposed FY16-17 Budget will be on the June 1, 2016 Regular Session.

Mr. Martin advised the proposed budget includes allocation for a wastewater cost/fees study. The Town will not need to budget for the I-17 Lift Station this year, however, the purchase of a VAC truck for the Wastewater Division of Public Works is a necessity, and the purchase could also be used to benefit to the property owners that pay sanitary district fees but are still on private septic by providing an annual or bi-annual septic service (WIFA funding available). The Town will revisit revenue, financing and potential growth for extending the wastewater services after the study is complete.

## **Adjournment**

**Mayor German adjourned the meeting at 10:10 a.m.**

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Charles German, Mayor

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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 Mayor and Common Council of the Town of Camp Verde during the Budget Work Session of the Town Council of Camp Verde,

Arizona, held on May 13, 2016. I further certify that the meeting was duly called and held, and that a quorum **was** present.

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

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

4.C



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June 1, 2016**

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

**Requesting Department:** Public Works

**Staff Resource/Contact Person:** Ron Long

**Agenda Title (be exact):** Possible approval of RESOLUTION 2016-966, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving ADOT Amendment No. Three of JPA/IGA 09-152-I: providing additional federal funds for the construction of Finnie Flat Sidewalk.

**List Attached Documents:** RESOLUTION 2016-966 (1 page), 2 originals of Amendment No. Three

**Estimated Presentation Time:** 5 Minutes

**Estimated Discussion Time:** 10 Minutes

**Reviews Completed by:**

- Department Head: Ron Long**     **Town Attorney Comments:** Reviewed/approved Resolution & Amendment

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

**Finance Director Comments/Fund:**

**Fiscal Impact:**

**Budget Code: 03-000-20-850300\_ Amount Remaining: \$166,907**

**Comments:** These funds are accounted for in the HURF reserve fund for the design/construction of The Finnie Flat Sidewalk project.

**Background Information:** Funding for the Finnie Flat Sidewalk Project was awarded to the Town in November, 2005. Internal staffing changes and adjustments to Federal program priorities caused delays to the advancement of the project.

Amendment No. I, provided additional Federal Funds for the purchase of Right of Way and was approved/executed by Council and the State in January, 2012. Subsequently, ADOT determined that the use of Federal Funds was ineligible for the purchase of ROW on this project.

Amendment No. II, allocates the maximum available Federal Funds to the construction. The most current cost estimate for the sidewalk improvements dictate minor changes to the original scope of work:

- 1.) The sidewalk to the west end of Outpost Mall will be modified, the sidewalk will still be constructed on the North side of Finnie Flat Rd. but will now commence on the at the Northeast corner of Finnie Flat and Cliffs Pkwy (at the light) and go east to the Northwest corner of Main & Montezuma Castle Hwy.
- 2.) Additional amenities/upgrades will include pedestrian lighting, curb and gutter and improvements to an existing guardrail and drainage. A pedestrian shelter will be installed prior to the project.

Amendment No. III reallocates \$101,320 of Federal Funds from the Main Street & Montezuma Castle Reconstruction project, which was canceled because the project was not commensurate with the anticipated cost of approximately \$1.5 Million Dollars; which would result in the Town subsidizing the project estimated at \$1.2 Million Dollars..

***Recommended Action (Motion):*** Move to approve and authorize execution of Resolution No. Three of JPA/IGA 09-152-I providing additional federal funds for the construction of Finnie Flat Sidewalk

***Instructions to the Clerk:*** Please DO NOT DATE THE FIRST PAGE OR STAPLE. Please obtain Mayor's signature on two Amendments, include a copy of Resolution 2016-699 Return to: ***Laura Saenz Procurement Specialist, Joint Project Administration, 205 South 17<sup>th</sup> Ave, MD 637E, Phoenix, AZ 85007***



**RESOLUTION 2016-966**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
APPROVING AMENDMENT NO. THREE, OF INTERGOVERNMENTAL AGREEMENT  
09-152-I WITH ARIZONA DEPARTMENT OF TRANSPORTATION  
FOR THE DESIGN AND CONSTRUCTION OF FINNIE FLAT SIDEWALK**

**WHEREAS**, the Intergovernmental Agreement, JPA/IGA 09-152-I, A.G. Contract No. P001 2010 004308, was executed on February 3<sup>rd</sup> 2011, (the "Original Agreement") and Amendment No. One was executed on January 31<sup>st</sup> 2012, and Amendment No. Two was executed on May 16, 2014, and;

**WHEREAS**, the State is empowered by Arizona Revised Statutes § 28-401 to enter into this Amendment No. Two; and

**WHEREAS** the Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Amendment No. Two and has authorized the undersigned to execute this Amendment No. Two on behalf of the Town; and

**WHEREAS**, the Original Agreement was for the design and construction of sidewalks along the north side of Finnie Flat Road from the west end of the Outpost Mall then east to northeast corner of the Montezuma Castle Highway and Main Street which included curb/gutter, guardrail, and storm drain improvements. Amendment One provided federal aid for the Town to acquire new right-of-way for the construction of the Project. Amendment Two terminated Amendment One and transferred the corresponding federal funds to the construction of the sidewalk; also changing the scope from approximately 2,660 liner feet to approximately 2,135 liner feet. Amendment Three transfers \$101,320 from the canceled Tri Intersection Project for the sidewalk construction

**NOW THEREFORE**, in consideration of the mutual agreements expressed herein, the purpose of Amendment No. Three, is to revise the construction funding, while the scope of work remains as provided in Amendment No. Two adding items such as sidewalk pedestrian lighting, and related roadway improvements that were removed from the scope under the Original Agreement.

**PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON June 1, 2016.**

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

Attest:

Approved as to form:

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

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

**ADOT File No.: IGA/ JPA.: 09-152-I**  
**Amendment No. Three: 16-0005936-I**  
AG Contract No.: P0012010004308  
Project Name: Sidewalks & Lighting  
Project Location: Finnie Flat Road, Main  
Street to Outpost Mall  
**Federal-aid No.: TE CMV-0(201)T**  
**ADOT Project No.: SL633 01D 02D 01C**  
**TIP/STIP No.: CMV11-004C & CMV 16-016**  
**CFDA No.: 20.205 - Highway Planning**  
**and Construction**  
**Budget Source Item No.: 71617**

**AMENDMENT NO. THREE  
TO  
INTERGOVERNMENTAL AGREEMENT**

**BETWEEN  
THE STATE OF ARIZONA  
AND  
TOWN OF CAMP VERDE**

**THIS AMENDMENT NO. THREE to INTERGOVERNMENTAL AGREEMENT (the "Amendment No. Three")**, entered into this date \_\_\_\_\_ 2016, pursuant to Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the TOWN OF CAMP VERDE, acting by and through its MAYOR and TOWN COUNCIL (the "Town") The Town and State are collectively referred to as the "Parties."

**WHEREAS**, the INTERGOVERNMENTAL AGREEMENT, JPA/IGA 09-152-I, was executed on February 3, 2011, the ("Original Agreement"), JPA/IGA 09-152-I Amendment One, was executed on January 31, 2012, the ("Amendment One"), and JPA/IGA 09-152-I Amendment Two, was executed on May 16, 2015, the ("Amendment Two"), A.G. Contract No. P0012010004308;

**WHEREAS**, the State is empowered by Arizona Revised Statutes § 28-401 to enter into this Amendment No. Three and has delegated to the undersigned the authority to execute this Amendment No. Three on behalf of the State;

**WHEREAS**, the Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Amendment No. Three and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Amendment No. Three and has authorized the undersigned to execute this Amendment No. Three on behalf of the Town; and

**NOW THEREFORE**, in consideration of the mutual agreements expressed herein, the purpose of this Amendment No. Three is to revise the scope of work and the construction funding. The Parties desire to amend the Original Agreement, Amendment One, and Two, as follows:

---

**I. RECITALS****Section I. Paragraph 7 is revised, as follows:**

7. The Federal funds and local match for this project will be used for the following improvements on Finnie Flat Road: design and construct approximately 2,135 linear feet of portland cement concrete sidewalk, six (6) feet in width along the north side of the road, from the slip ramp of Montezuma Castle Highway at Main Street west to the east entrance to the Outpost Mall at Cliffs Parkway. Other improvements include, pedestrian lighting, concrete curb-and-gutter, a retaining wall with railing, improvements to an existing guardrail, storm drainage improvements, American Disability Act (ADA) accessible curb ramps and roadway improvements, hereinafter referred to as the "Project".

The federal funds will be used for the scoping/design and construction of the Project, including the construction engineering and administration cost (CE). The estimated Project costs are as follows:

**SL633 01D (ADOT Project Management & Design Review (PMDR) Cost, non-federal-aid):**

PMDR costs*	\$ 54,000.00
-------------	--------------

**SL633 02D (scoping/design):**

Federal-aid funds @ 94.3% (capped)	\$ 70,000.00
------------------------------------	--------------

Town's match @ 5.7%	<u>\$ 4,231.00</u>
---------------------	--------------------

<b>Subtotal – Scoping/Design/PMDR</b>	<b>\$ 128,231.00</b>
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**SL633 01C (construction):**

Federal-aid funds @ 94.3% (capped)	\$ 813,988.00
------------------------------------	---------------

Town's match @ 5.7%	\$ 49,202.00
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Town's contribution @ 100%	<u>\$ 42,503.00</u>
----------------------------	---------------------

<b>Subtotal – Construction**</b>	<b>\$ 905,693.00</b>
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<b>Estimated TOTAL Project Cost</b>	<b>\$1,033,924.00</b>
-------------------------------------	-----------------------

<b>Total Estimated Town Funds</b>	<b>\$ 149,936.00</b>
-----------------------------------	----------------------

<b>Total Federal Funds</b>	<b>\$ 883,988.00</b>
----------------------------	----------------------

\* (Included in the Town Estimated Funds)

\*\* (Includes 15% CE (this percentage is subject to change, any change will require concurrence from the Town) and 5% Project contingencies)

The Parties acknowledge that the final Project amount may exceed the initial estimate(s) shown above, and in such case, the Town is responsible for, and agrees to pay, any and all actual costs exceeding the initial estimate. If the final bid amount is less than the initial estimate, the difference between the final bid amount and the initial estimate will be de-obligated or otherwise released from the Project. The Town acknowledges it remains responsible for, and agrees to pay according to the terms of this Agreement, any and all actual costs exceeding the final bid amount.

**II. SCOPE OF WORK**

**Section II, Paragraph e. is revised, as follows:**

1. The State will:

- e. After completion of design and prior to bid advertisement, invoice the Town for the Town's share of the Project construction costs, estimated at **\$91,705.00**. Once the Project costs have been finalized, the State will either invoice or reimburse the Town for the difference between estimated and actual costs; de-obligate or otherwise release any remaining federal funds from the scoping/design phase of the Project.

**Section II, Paragraph is/are added/revised, as follows:**

2. The Town will:

- d. After completion of design, within 30 days of receipt of an invoice from the State and prior to bid advertisement, pay to the State, any outstanding PMDR costs and the Town's Project construction costs, estimated at **\$91,705.00**. Once the Project costs have been finalized, the State will either invoice or reimburse the Town for the difference between estimated and actual costs.

**EXCEPT AS AMENDED** herein, **ALL OTHER** terms and conditions of the Original Agreement remain in full force and effect.

**THIS AMENDMENT NO. THREE** shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.

**IN ACCORDANCE WITH** Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each Party's legal counsel that the Parties are authorized under the laws of this State to enter into this Amendment No. Three and that the Amendment No. Three is in proper form.

**IN WITNESS WHEREOF**, the Parties have executed this Amendment No. Three the day and year first above written

**TOWN OF CAMP VERDE**

**STATE OF ARIZONA**  
Department of Transportation

By \_\_\_\_\_  
**CHARLES GERMAN**  
Mayor

By \_\_\_\_\_  
**STEVE BOSCHEN, P.E.**  
IDO Assitant Director

ATTEST:

By \_\_\_\_\_  
Clerk

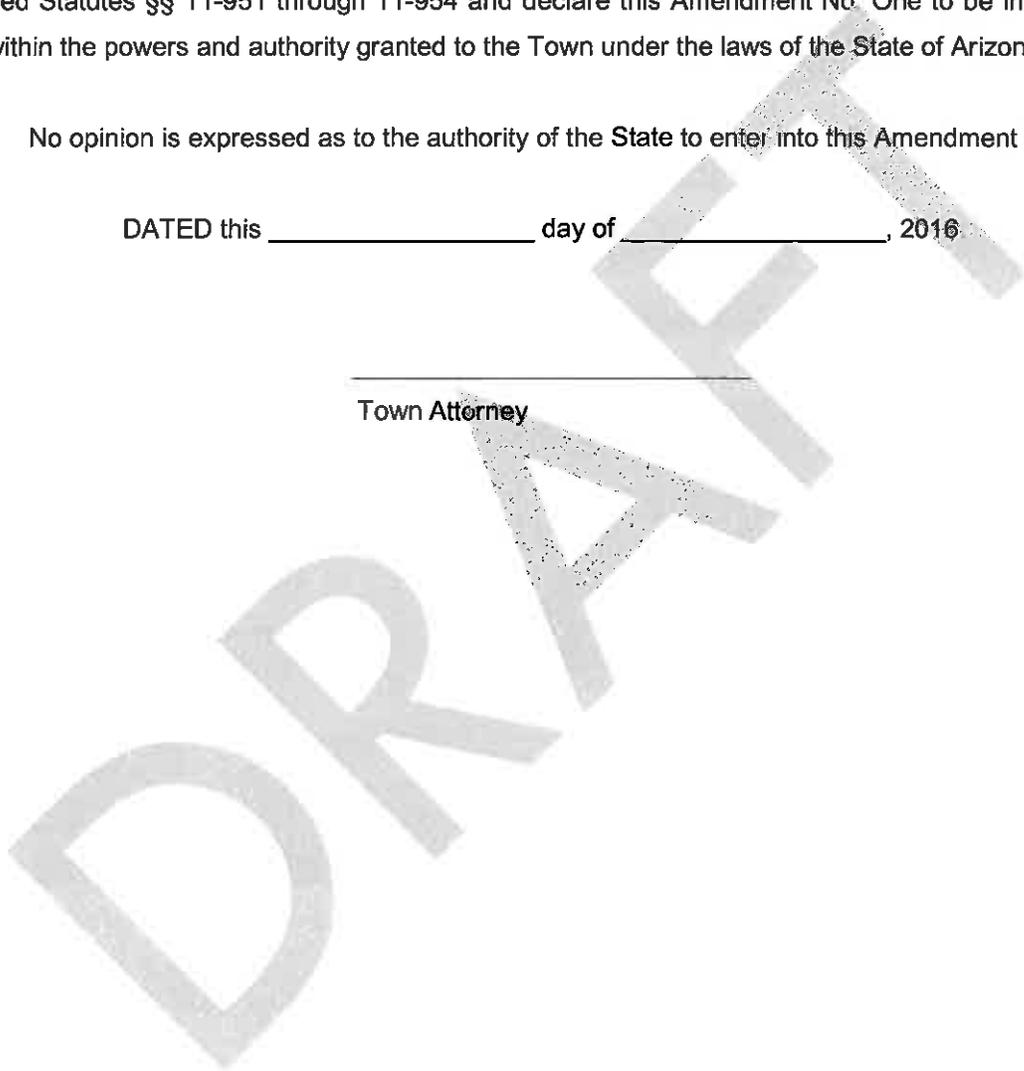
**ATTORNEY APPROVAL FORM FOR THE TOWN OF CAMP VERDE**

I have reviewed the above referenced Amendment No. Three to the Original Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF CAMP VERDE, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Amendment No. One to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Amendment No. Three.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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



4.d



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June 1, 2016**

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

**Requesting Department:** Camp Verde Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** Possible Approval to apply for a 2016 Community Oriented Policing Services (COPS) grant under the COPS Hiring Program to fill an Officer position that would be assigned to conduct routine patrol and have the coordination of community oriented policing.

**List Attached Documents:**

**Reviews Completed by:**

**Department Head:**

**Town Attorney Comments:**

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

**Finance Director Comments/Fund:**

**Fiscal Impact: \$29,894.25 annually for 3 years (25% of salary)**

**Comments:**

**Background Information:** The COPS Hiring Recovery Program is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority. Community Oriented Policing Service for the Town of Camp Verde. This would be sought to fill one (1) full time patrol position. The officer would be assigned to coordinate and function as the Community Oriented Officer.

2016 CHP grants will provide up to 75 percent funding for approved entry-level salaries and fringe benefits of newly-hired and/or rehired, full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position; there is a minimum 25 percent local cash match. To comply with the retention requirement of the CHP grant, the grantee must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position.

*The Camp Verde Marshal's Office currently has three (2) existing funded vacant positions. Staff would like to apply for a CHRP grant to fund one of these positions. This would equate to the Town receiving approx. \$127,876.50 in federal funds over three years if the grant were awarded. The Camp Verde Marshal's Office match of 25% would equate to approximately \$42,626.00 over the three years. At the end of the three years, CVMO would be responsible for funding the position fully.*

**Recommended Action (Motion):** (Suggested Motion): *Approve the Camp Verde Marshal's Office staff to submit a grant application to fund one (1) Deputy Marshal positions under the 2016 COPS Hiring Recovery Program, to staff the Community Oriented Policing position.*

**Instructions to the Clerk:** Forward the approved agenda proposal to the Marshal's Office



## PROCLAMATION

*In memory of the*  
**GRANITE MOUNTAIN HOTSHOTS**  
**June 30, 2016**

- WHEREAS,** *The Granite Mountain Interagency Hotshot Crew was founded as a fuels mitigation crew in 2001, and became the first municipal hotshot crew in the United States; and*
- WHEREAS,** *The Granite Mountain Hotshots were an elite ground firefighting crew, which hailed from diverse backgrounds and worked long hours in extreme environmental conditions while performing physically demanding fire line tasks; and*
- WHEREAS,** *On June 30, 2013 nineteen of the Granite Mountain Hotshots gave their lives in Yarnell protecting Arizona; and*
- WHEREAS,** *The loss of these 19 firefighters makes the Yarnell Hill Fire the worst wildland firefighter fatality incident in the United States and;*
- WHEREAS,** *The 19 members of the Granite Mountain Hotshots who lost their lives are:*

<i>Andrew Ashcroft</i>	<i>Robert Caldwell</i>	<i>Travis Carter</i>	<i>Dustin Deford</i>	<i>Christopher MacKenzie</i>
<i>Eric Marsh</i>	<i>Grant McKee</i>	<i>Sean Misner</i>	<i>Scott Norris</i>	<i>Wade Parker</i>
<i>John Percin Jr.</i>	<i>Anthony Rose</i>	<i>Jesse Steed</i>	<i>Joe Thurston</i>	<i>Travis Turbyfill</i>
<i>William Warneke</i>	<i>Clayton Whitted</i>	<i>Kevin Woyjeck</i>	<i>Garret Zuppiger</i>	

*WHEREAS, June 30, 2013 is a day that all Arizona residence shall never forget.*

*THEFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde do hereby proclaim June 30, 2016 a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.*

*Passed and approved by a majority vote of the Common Council at the Regular Session of June 1, 2016*

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

\_\_\_\_\_  
*Date*

*Attest:*

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

7.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June, 1 2016**

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

**Requesting Department: Clerk's Office**

**Staff Resource/Contact Person: Virginia Jones**

**Agenda Title (be exact: ) Public hearing, followed by discussion, Consideration and possible approval of Series 12 (Restaurant) Liquor License for Chea Phallavuth/Ming House LLC, at 288 S. Main St. Camp Verde AZ 86322**

**List Attached Documents: – Series 12 (Restaurant) Liquor License Application for #12133658**

**Estimated Presentation Time: 5**

**Estimated Discussion Time: 5**

**Reviews Completed by:**

Department Head: Virginia Jones       Town Attorney Comments: N/A

Finance Department N/A

**Fiscal Impact: None**

**Budget Code: N/A      Amount Remaining: \_\_\_\_\_**

**Comments:**

**Background Information: Application received on 04-29-2016 and posted on 05-04-2016.**

**Recommended Action (Motion): Approve Series 12 (Restaurant) Liquor License for Phallavuth, Chea/Ming House LLC, at 288 S. Main St. Camp Verde AZ 86322**

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



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

15 APR 26 19: 09: 05

**Application for Liquor License**  
 Type or Print with **Black Ink**

**SECTION 1** This application is for a:

- Interim Permit (Complete Section 5)
- New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
- Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
- Location Transfer (Bars and Liquor Stores Only)  
(Complete Section 2, 3, 4, 11, 13, 14, 16)
- Probate/ Will Assignment/ Divorce Decree  
(Complete Sections 2, 3, 4, 9, 13, 14, 16)  
(Fee not required)
- Government (Complete Sections 2, 3, 4, 10, 13, 16)
- Seasonal

**SECTION 2** Type of Ownership:

- J.T.W.R.O.S. (Complete Section 6)
- Individual (Complete Section 6)
- Partnership (Complete Section 6)
- Corporation (Complete Section 7)
- Limited Liability Co (Complete Section 7)
- Club (Complete Section 8)
- Government (Complete Section 10)
- Trust (Complete Section 6)
- Tribe (Complete Section 6)
- Other (Explain) \_\_\_\_\_

**SECTION 3** Type of license

LICENSE #

12133658

1. Type of License: Restaurant

**APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE**  
 A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-6852)

**SECTION 4** Applicants

1. Individual Owner/Agent's Name: CHEA PHALLAVUTH  
Last First Middle

2. Owner Name: MING HOUSE LLC  
(Ownership name for type of ownership checked on section 2)

3. Business Name: MING HOUSE  
(Exactly as it appears on the exterior of premises)

4. Business Location Address: 2885 3485 Main St. Suite 111 PC Camp Verde AZ 86322 Yavapai  
(Do not use PO Box) Street City State Zip Code County

5. Mailing Address: PO Box 3594 Camp Verde AZ 86322  
(All correspondence will be mailed to this address) Street City State Zip Code

6. Business Phone: 928-567-9488 Daytime Contact Phone: 480-274-3811

7. Email Address: Jasmine2645@gmail.com

8. Is the Business located within the incorporated limits of the above city or town?  Yes  No

9. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation?  Yes  No

If Yes, what City, Town or Tribal Reservation is this Business located in: \_\_\_\_\_

10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store ( license only) \$ \_\_\_\_\_

Fees:	100.00 <small>Application</small>	100.00 <small>Interim Permit</small>	50.00 <small>Department Use Only Site Inspection</small>	13.00 + 22.00 <small>Finger Prints</small>	\$ 285.00 <small>Total of All Fees</small>
Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Accepted by:	<u>JB</u>	Date:	<u>04-26-16</u>	License #	<u>12133658</u>

STATE OF ARIZONA

DEPT. OF  
**REST**

EXP 8/31/2016

**SECTION 6 - continued**

**TRUST**

Name of Trust: \_\_\_\_\_

Last	First	Middle	Mailing Address	City	State	Zip Code

**TRIBE**

Name of Tribal Ownership: \_\_\_\_\_

Last	First	Middle	Mailing Address	City	State	Zip Code

**SECTION 7 Corporations/ Limited Liability Co**

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

- Corporation Complete Questions 1, 2, 3, 4, 5, 6, and 7.  
 LLC. Complete Questions 1, 2, 3, 4, 5, 6, and 7

1. Name of Corporation/ L.L.C.: MING HOUSE LLC  
 2. Date Incorporated/Organized: 3/28/16 State where Incorporated/Organized: ARIZONA  
 3. AZ Corporation or AZ L.L.C File No: L20800495 Date authorized to do Business in AZ: 4/1/16  
 4. Is Corp/L.L.C. Non Profit?  Yes  No  
 5. List Directors, Officers, Members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
CHEA	PHALLAVUTH		Manager/Member	PO Box 3594	Camp Verde	AZ	86322

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
CHEA	PHALLAVUTH		100	PO Box 3594	Camp Verde	AZ	86322

(Attach additional sheet if necessary)

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational FLOWCHART showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.



**SECTION 12 Person to Person Transfer**

**Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)**

1. Individual Owner / Agent Name: \_\_\_\_\_ Entity: \_\_\_\_\_  
Last First Middle (Individual, Agent, Etc)

2. Ownership Name: \_\_\_\_\_  
(Exactly as it appears on license)

3. Business Name: \_\_\_\_\_  
(Exactly as it appears on license)

4. Business Location Address: \_\_\_\_\_  
Street City State Zip

5. License Type: \_\_\_\_\_ License Number: \_\_\_\_\_

6. Current Mailing Address: \_\_\_\_\_  
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified?  Yes  No

8. Does the applicant intend to operate the business while this application is pending?  Yes  No

If yes, complete Section 5 (Interim Permit) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) \_\_\_\_\_ hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) \_\_\_\_\_, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

**NOTARY**

X (Signature) \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_  
The foregoing instrument was acknowledged before me this

\_\_\_\_\_ of \_\_\_\_\_  
Day Month Year

My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Signature of NOTARY PUBLIC

**SECTION 13 Proximity to Church or School**

Questions to be completed by all in-state applicants EXCLUDING those applying for a Series 5 Government, Series 11 Hotel/Motel, and Series 12 Restaurant licenses.

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207(B)(5))

1. Distance to nearest School: \_\_\_\_\_ Name of School: \_\_\_\_\_  
(if less than one (1) mile note footage) Address: \_\_\_\_\_

2. Distance to nearest Church: \_\_\_\_\_ Name of Church: \_\_\_\_\_  
(if less than one (1) mile note footage) Address: \_\_\_\_\_

**SECTION 14 Business Financials**

1. I am the:  Lessee  Sub-lessee  Owner  Purchaser  Management Company

2. If the premise is leased give lessors: Name: KBI Property Management  
 Address: 75-5699 Alii Dr Kona HI 96740  
Street City State Zip

3. Monthly Rent/ Lease Rate: \$ 2,500.00

4. What is the remaining length of the lease? 2 Years \_\_\_\_\_ Months

5. What is the penalty if the lease is not fulfilled? \$ 0 or other: \_\_\_\_\_  
(Give details-attach additional sheet if necessary)

6. Total money borrowed for the Business not including lease? \$ 0  
 Please List Lenders/People you owe money to for business.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip

(Attach additional sheet if necessary)

7. What type of business will this license be used for (be specific)?

Restaurant

8. Has a license or a transfer license for the premises on this application been denied by the state with in the past (1) year?  Yes  No If yes, attach explanation.

9. Does any spirituous liquor manufacture, wholesaler, or employee have an interest in your business?  Yes  No

10. Is the premises currently license with a liquor license?  Yes  No

If yes, give license number and licensee's name:

License #: 12133087 Individual Owner /Agent Name: MUN HOH YAM, Agent KAWAIAKI INC, OWNER  
(Exactly as it appears on license)

**SECTION 15 Restaurant or hotel/motel license applicants**

- 1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location?  Yes  No
- 2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
- 3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.
- 4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this  Restaurant  Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

*Phillip T. Chua*  
(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

*PC*  
(Applicant's Initials)

**SECTION 16 Diagram of Premises**

Check ALL boxes that apply to your business:

- Entrances/Exits       Liquor storage areas      Patio:  Contiguous
- Walk-up windows       Drive-through windows       Non Contiguous

1. Is your licensed premises currently closed due to construction, renovation or redesign?  Yes  No  
If yes, what is your estimated completion date? \_\_\_\_\_

Month/Day/Year

- 2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
- 3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).
- 4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.

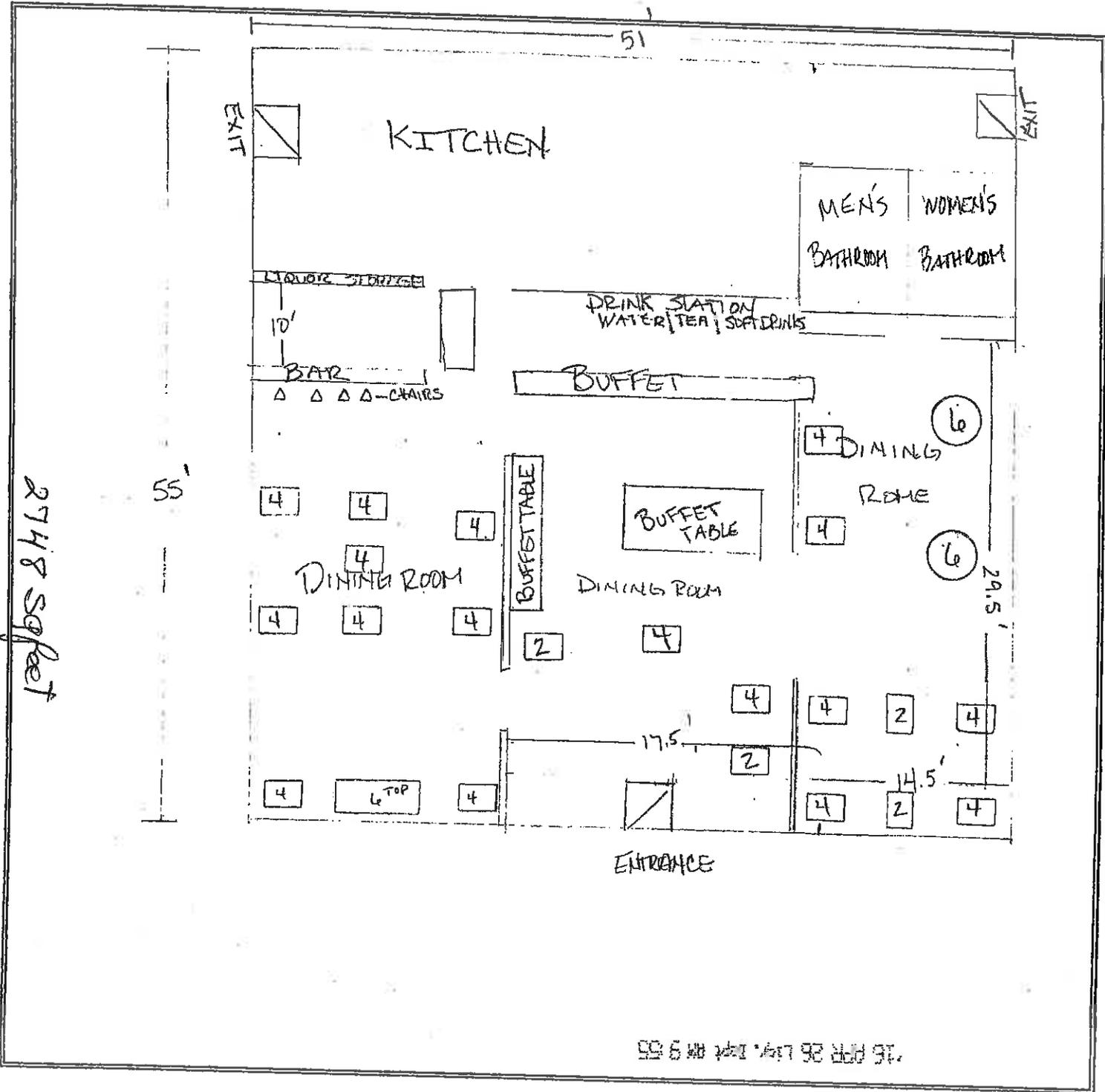
*PC*  
(Applicant's Initials)

SECTION 16 Diagram of Premises - continued

6. On the diagram please show only the areas where spirits, liquor is to be sold, served, consumed, displayed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

DIAGRAM OF PREMISES



2748 sq feet

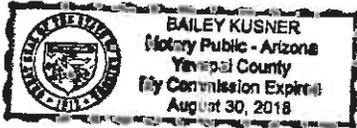
**SECTION 17 SIGNATURE BLOCK**

**NOTARY**

I, (Print Full Name) PHALLAVUTH CHEA, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.

X (Signature) *Phallavuth Chea*

State of Arizona County of Yavapai



The foregoing instrument was acknowledged before me this

8<sup>th</sup> of April, 2016

Day Month Year

My commission expires on: 08/30/2018

*Bailey Kusner*  
Signature of NOTARY PUBLIC

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

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

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

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

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

2



**Agenda Item Submission Form – Section I**

**Meeting Date:** June 1, 2016

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

**Requesting Department:** Town Clerk

**Staff Resource/Contact Person:** Virginia Jones

**Agenda Title (be exact):** A lot drawing will be conducted by the Town Clerk for the Mayor and Council Candidate seats to determine the order in which candidate names will appear on the official August 30, 2016 Ballot.

**List Attached Documents:**

- Jurisdiction Election Form
- Notice of Lot Drawing for Candidate order on Ballots

**Estimated Presentation Time:** 5 Minutes

**Estimated Discussion Time:**

**Reviews Completed by:**

- Department Head:** Virginia Jones       **Town Attorney Comments:** N/A
- Finance Department** N/A  
**Fiscal Impact:** None  
**Budget Code:** N/A      **Amount Remaining:** \_\_\_\_\_  
**Comments:**

**Background Information:** State law states, in part, that when candidate name rotation is found to be impracticable, the position of the names of candidates shall be drawn by lot at a public meeting. Camp Verde has only one voting precinct so the names cannot be rotated. The deadline for candidates to file the necessary paper work is at 5:00 p.m. on June 1, 2016, and Yavapai County Elections Department needs the names of Candidates and the order in which they will appear on the Ballot by June 3, 2016 (88 days prior to election).

**Recommended Action (Motion):**

**Instructions to the Clerk:** submit names to Yavapai County Election on 6-2-2016



**PUBLIC NOTICE**

**LOT DRAWING FOR CANDIDATE ORDER ON BALLOT**

**June 1, 2016**

**A lot drawing will be conducted by the Town Clerk**

**For the Mayor and Council Candidate Seats**

**To determine the order in which candidate names will appear**

**On the official August 30, 2016 Ballot.**

**This public drawing will be held at 473. S Main Street**

**Room 102– Camp Verde, AZ.**

**During the Regular Session of the**

**Camp Verde**

**Town Council Meeting**

Posted by

*Virginia Jones*

Date/Time

*5-19-2016*

*1:15 p.m.*



**YAVAPAI COUNTY ELECTIONS**  
 1015 Fair Street, Rm. 228  
 Prescott, AZ 86305  
 Phone: (928) 771-3250 Fax: (928) 771-3446  
[web.elections@yavapai.us](mailto:web.elections@yavapai.us)

### JURISDICTION ELECTION FORM

*Please fill this form out completely. Additional races can be included on a second copy of the form.*

Jurisdiction: TOWN OF CAMP VERDE Election Date: 08-30-2016

Number of ballot questions: \_\_\_\_\_ Number of propositions: ONE (1)

Ballot language already translated or submitted for translation?  Yes  No

*NOTE: The Elections department assigns all proposition numbers. Ballot language (including translation) and candidate names are due in our office 88 days prior to the election date.*

**Race #1**

Race description: Mayor Term Length: 2 years # of Seats: one (1)

Candidate Names

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. _____	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____

**Race #2**

Race description: Town Council Term Length: 4 year # of Seats: 3

Candidate Names

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. _____	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____

**Race #3**

Race description: \_\_\_\_\_ Term Length: \_\_\_\_\_ # of Seats: \_\_\_\_\_

Candidate Names

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. _____	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____

7



Town of Camp Verde

**Agenda Item Submission Form – Section 1**

**Meeting Date:** June 1, 2016 Regular Council Meeting

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

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Town Manager or Town Clerk

**Agenda Title (be exact):** General Discussion, Clarification and Possible Direction to Staff Concerning Medical Marijuana Growing and Processing Facilities.

**List Attached Documents:**

1. State Law concerning privacy of Medical Marijuana
2. Email to newspaper explaining our position
3. Memo to Town Council concerning this topic

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 15 Minutes

**Reviews Completed by:**

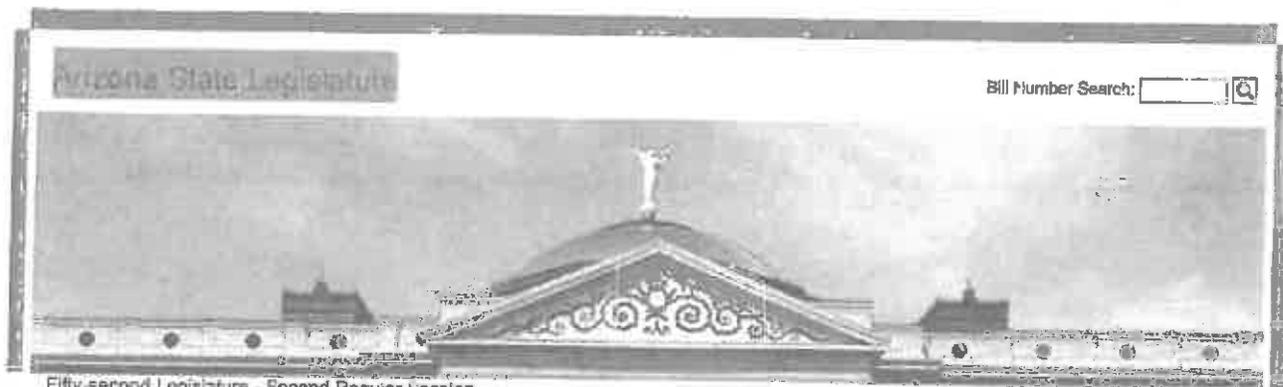
- Department Head:** Included below.
- Town Attorney Comments:** Comments contained in email from Mr. Jenkins to newspaper.

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

**Background Information:** For legalities and clarification for the Public concerning this issue this item is here. Staff has the responsibility to follow the advice of the Town Attorney and has done so to this point as clarified in the attachments. Town Attorney is currently being requested by one of the newspapers' attorney (Bugle) to change his position and allow for the release.

**Recommended Action (Motion):** None, intended for information only.

**Instructions to the Clerk:**



Fifty-second Legislature - Second Regular Session

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**36-2810. Confidentiality****(Caution: 1998 Prop 105 applies)**

- A. The following information received and records kept by the department for purposes of administering this chapter are confidential, exempt from title 39, chapter 1, article 2, exempt from section 36-105 and not subject to disclosure to any individual or public or private entity, except as necessary for authorized employees of the department to perform official duties of the department pursuant to this chapter:
1. Applications or renewals, their contents and supporting information submitted by qualifying patients and designated caregivers, including information regarding their designated caregivers and physicians.
  2. Applications or renewals, their contents and supporting information submitted by or on behalf of nonprofit medical marijuana dispensaries in compliance with this chapter, including the physical addresses of nonprofit medical marijuana dispensaries.
  3. The individual names and other information identifying persons to whom the department has issued registry identification cards.
- B. Any dispensing information required to be kept under section 36-2806.02, subsection B or department regulation shall identify cardholders by their registry identification numbers and not contain names or other personally identifying information.
- C. Any department hard drives or other data recording media that are no longer in use and that contain cardholder information must be destroyed. The department shall retain a signed statement from a department employee confirming the destruction.
- D. Data subject to this section shall not be combined or linked in any manner with any other list or database and shall not be used for any purpose not provided for in this chapter.
- E. This section does not preclude the following notifications:
1. Department employees may notify law enforcement about falsified or fraudulent information submitted to the department if the employee who suspects that falsified or fraudulent information has been submitted has conferred with the employee's supervisor and both agree that the circumstances warrant reporting.
  2. The department may notify state or local law enforcement about apparent criminal violations of this chapter if the employee who suspects the offense has conferred with the employee's supervisor and both agree that the circumstances warrant reporting.
  3. Nonprofit medical marijuana dispensary agents may notify the department of a suspected violation or attempted violation of this chapter or department rules.
  4. The department may notify the Arizona medical board, the Arizona board of osteopathic examiners in medicine and surgery, the naturopathic physicians medical board and the board of homeopathic and integrated medicine examiners if the department believes a physician has committed an act of unprofessional conduct as prescribed by the appropriate board's statutes because of the licensee's failure to comply with the requirements of this chapter or rules adopted pursuant to this chapter.
- F. This section does not preclude submission of the section 36-2809 report to the legislature. The annual report submitted to the legislature is subject to title 39, chapter 1, article 2.

## Virginia Jones

---

**From:** Russ Martin  
**Sent:** Tuesday, May 24, 2016 9:43 AM  
**To:** Virginia Jones  
**Subject:** FW: Message from KM\_C364e  
**Attachments:** SCD\_C364e16042711350.pdf

Please put this email as well as the attachment with MMJ agenda item.

*Russ Martin*

Camp Verde Town Manager  
928-554-0001

**From:** Mike Jenkins  
**Sent:** Wednesday, April 27, 2016 11:34 AM  
**To:** 'ttracey@verdenews.com'  
**Cc:** Russ Martin; Virginia Jones  
**Subject:** FW: Message from KM\_C364e

Tom: Since your first request for the Medical Cannabis facilities addresses, I have had a call into the Arizona Department of Health Services to inquire about any confidentiality requirements. I received a call back from ADHS this morning with a reference to ARS: 36-2810 (Copy Attached).

I forwarded this state statute to our attorney and had him review. The attorney has advised us to not Release any information concerning these facilities in the interest of the state. If you have any Further questions concerning this request, our attorney will answer your questions.

If you want to speak to our attorney, please provide an email to me requesting a call from our attorney and I will have him call you.

I apologize for taking a little time to get this sorted out. This is the first time we have received a request for locations and addresses to these facilities.

Thank you for your patience.

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All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. § 39-121 et seq.) Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. The content of this message may contain the private views and opinions of the sender and does not constitute a formal view and/or opinion of the Town unless specifically stated. The contents of this email and any attachments may contain confidential and/or proprietary information, and is intended only for the person/entity to whom it was originally addressed. Any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error please notify the sender immediately by return e-mail and delete this message and any attachments from your system.

Furthermore, to ensure compliance with the Open Meeting Law, Council or Board / Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email. 

# Memo

To: Mayor and Town Council

From: Russ Martin, Town Manager

Date: May 11, 2016

Re: Recent Call to the Public and subsequent Bugle Article

---

During the May 4<sup>th</sup> Town Council meeting Mr. Harris came to the podium under Call to the Public and requested the Town Council look into a couple of items. As requested and per previous conversation about topics such as this that need addressed publicly. Please let me know if you have concerns with my response.

First, as adequately covered in the article published in the CV Bugle on May 1<sup>st</sup>, we are by law associated with growing facilities, restricted from sharing the personal information including the address/location of Medical Marijuana Growing Facilities regardless of our desires one way or the other to do so. I am sure that Town Council would be willing to share this information as does staff however, we are barred from providing this information per state laws. Staff and by assertion by Mr. Harris, the Town Council, have not given to the public what we couldn't, this is done to protect the assets and resources of the Town and its citizens from potential liability in violating these laws. The statement that others have so therefore we should ignore our attorney advice staff was given and even then I specifically asked the reporter and the editor, who I was unaware through part of the conversation was even on the call, to contact their attorney if they felt we were in error in our attorney's interpretation so that if a solution beyond what staff has asked for could be considered.

Further, the citizens of Arizona, by majority vote, approved this use and now it is under the laws of the State of Arizona legal and the Town of Camp Verde has the obligation to follow these laws including the requirement for privacy. This issue was addressed publicly and was a very difficult discussion and decision by the Planning Commission and Town Council at that time, 2011. This issue, as I also stated to the newspaper, requires our development process code for all applications all the way up to the Constitution equal protection under the law, including Arizona's Medical Marijuana Law requiring no more or less for any application based on the provisions of the law, in this case the medical marijuana law, the Town has no legal or moral authority to deal with this use differently than state laws dictate.

Second, the subdivision proposed by John Basous, Castle Heights, is a different process/code by which he asked for a waiver, as allowed by the Town Code for subdivision development, from the requirements of curb and gutter as well reduced road section requirements. They were approved and were granted a waiver from these requirements in that process by a majority vote of Town Council. These provisions for a waiver do not exist in the Building and Development Codes. Also important to note the Town Council in 2007 also removed the additional requirement of design/development review, then done by the Planning Commission, further expediting the time it took to process development. This move in 2007 was intended to assist development along in Camp Verde where other surrounding communities still do this additional review. However, unlike the subdivision mentioned other new developments including a residential subdivision, Elk Creek, which received Preliminary Plat approval a few months ago have curb, gutter and sidewalks in them. Along with this subdivision with the new VVMC Medical facility, and the soon to be built Circle K and O'Reilly Auto Parts stores were all required to and have or will comply with these minimum requirements. Ironically, they have or will go beyond the minimum required in the Camp Verde development code and have or are planning on building even more attractive buildings, a credit to them and the Town hopes will be a standard that new development will do willingly as these companies did.

Third, it is unfortunate that the winery and subsequent building permit application, taken out after much of it was remodeled/built, took so long to get accomplished. In actuality it has been nearly a decade of staff time two different Community Development Directors and two different Economic Development Directors as well as two Fire Marshal's dedicated an incredible amount of time in discussions attempting to work through numerous ideas the owner had for this property. There is a lot to this development that staff and ultimately Town Council did what it could within the code so that the application, as finally formally requested, could be accommodated for in the Town's Code. Simply stated, when preliminary discussions started several years ago the applicant's project did not meet requirements for their intended use and the applicant went long stretches of time without any activity. Only through numerous discussions and revisions the applicant made most recently to avoid the necessary more stringent safety requirements, including fire flow, which included the Fire District being flexible enough to allow for the first ever pond to cover fire flow needs in Camp Verde. Then and only then did the applicant finally meet the minimum standards required of all applicants in similar circumstances, even when the building being applied for was already mostly renovated.

This is the case in both of the above statements and others heard as complaints to the development process over the years. Delay in these developments projects usually occur because development review staff is being asked by the applicant to do something beyond what the code strictly (normally health and safety issues) requires so time is spent on both sides trying to figure a way to change the application or work creatively as just mentioned above to find solutions that protect the health and safety of those users both private and public. However, frankly sometimes a creative solution is just not available no matter how

hard staff or the applicant try. Ironically, more complex developments than the winery such as those mentioned in the second issue above as well as others that are moving or have moved forward have progressed very quickly through with many compliments comparing positively to other communities throughout the state and country from the applicant and their design and development teams over the past few years.

So as difficult of a job as it may be to know about and follow all the laws and then process an application meeting those laws for an applicant and staff, communities across the state and nation including Camp Verde are consistently trying to improve understanding of those laws and will continue to attempt to make the process better. This is done as a duty to the citizens who expect Town Council and staff to protect the Town's assets with professionalism and transparency within the limitations of the law.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** June 01, 2016

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

**Requesting Department:** Finance

**Staff Resource/Contact Person:** Mike Showers

**Agenda Title (be exact):** Discussion & possible approval of The Town of Camp Verde FY17 Proposed Tentative Budget.

**List Attached Documents:** 1) Town of Camp Verde FY17 Proposed Tentative Budget

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

- Department Head:       Town Attorney Comments: N/A

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

**Finance Director Comments/Fund:**

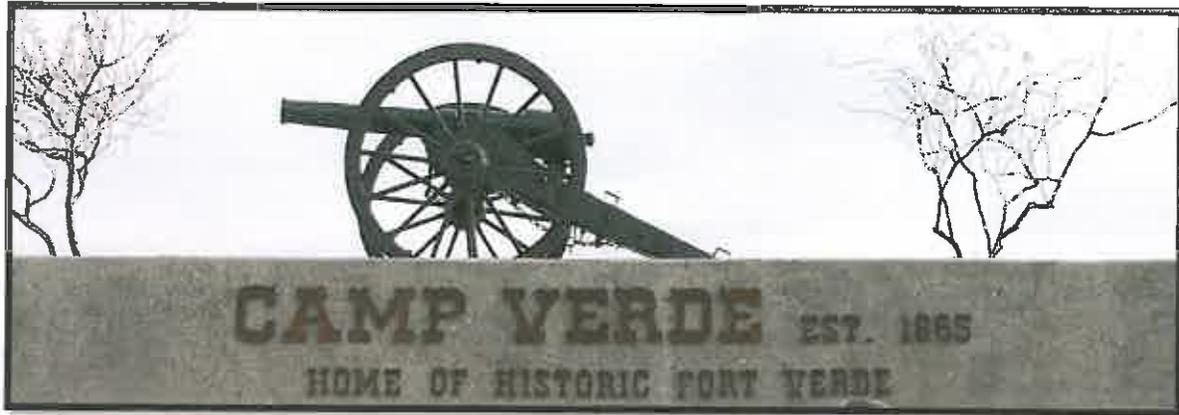
**Fiscal Impact:** N/A

**Comments:** None.

**Background Information:** The Tentative Budget is not the Final Town Budget but once accepted, total expenses cannot be increased, but rather only decreased or moved. The FY17 Final Budget will be presented next month.

**Recommended Action (Motion):** Approval "The Town of Camp Verde FY17 Proposed Tentative Budget".

**Instructions to the Clerk:** N/A



## **Proposed Tentative Budget**

Fiscal Year - 2016-17

### **Town of Camp Verde, Arizona**

473 S Main Street  
Camp Verde, AZ 86322  
(928) 554-0000  
[www.campverdeaz.gov](http://www.campverdeaz.gov)

The Center Of It All

## Table of Contents

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	Page #		Page #
Rev-Exp Summaries	1	<b>General Fund Budgets (Con't)</b>	
All Funds Summaries	2	Marshal's Office	27
<b>General Fund Summaries</b>		-Marshal's Office	28
General Fund Summary	4	-Animal Control	29
General Purpose Revenues	5	Library	30
<b>General Fund Budgets</b>		Parks & Rec	31
General Government	6	-Admin	32
-Mayor & Council	7	-Pool	33
-Town Manager	8	-Programs	34
-Clerk	9	<b>Other Funds</b>	
-Finance	10	Capital Improvement Funds	35
-HR	11	-New Projects	36
-Risk Management	12	-Current Projects	37
-Economic Development	13	Debt Service	38
-IT	14	HURF	39
-Non Departmental	15	Wastewater	39
Municipal Court	17	Library	39
Public Works	18	Non-Federal Grants	40
-Engineer	19	Federal Grants	40
-Stormwater	20	Magistrate	40
-Maintenance	21	Impact Fees	41
Community Development	22	Housing	41
-Community Development	23	Restricted Monies	41
-Building	24	911	41
-Planning & Zoning	25	<b>Agency Funds</b>	
-Code Enforcement	26	-CV Sanitary District Debt	43

**Complete Town Budget Overview  
All Funds**

**Revenues by Source**

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQUESTED	2016-17 MANAGER RECOMMEND
Local Sales Taxes	2,597,900	2,863,839	3,430,550	3,279,090	3,919,300	4,110,000
Franchise Fees	267,059	266,973	275,500	225,913	257,000	257,000
Intergovernmental Revenues	4,191,592	4,498,062	4,624,675	4,037,521	4,347,770	4,359,170
Licenses & Permits	160,291	174,427	212,400	165,212	212,400	234,500
Fines & Forfeitures	268,869	223,933	306,898	172,104	302,800	228,800
Charges for Services	106,054	90,952	115,850	89,384	119,450	118,850
Grants & Donations	39,419	117,619	600,600	9,116	750,800	750,800
User Fees - Sewer	1,007,006	1,017,681	1,008,300	848,424	1,281,200	1,281,200
Miscellaneous	115,921	3,574,969	874,973	1,072,892	729,757	729,757
<b>Total Revenues</b>	<b>\$ 8,754,111</b>	<b>\$ 12,828,455</b>	<b>\$ 11,449,746</b>	<b>\$ 9,899,656</b>	<b>\$ 11,920,477</b>	<b>\$ 12,070,077</b>

**Expenses by Type**

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQUESTED	2016-17 MANAGER RECOMMEND
Wages & ERE	5,187,760	5,876,687	6,006,189	4,744,536	6,570,318	6,395,530
Operating	2,297,247	2,445,331	2,531,652	1,881,121	2,959,726	2,898,726
Capital Outlay	1,036,215	1,116,157	6,905,317	3,762,105	3,840,410	4,640,471
Debt Service	550,412	519,074	2,108,593	700,818	950,570	950,570
Depreciation	744,386	746,528	745,000	0	770,000	770,000
<b>Total Expenses</b>	<b>\$ 9,816,020</b>	<b>\$ 10,503,777</b>	<b>\$ 18,296,751</b>	<b>\$ 11,088,580</b>	<b>\$ 15,091,024</b>	<b>\$ 15,655,297</b>

**All Town Funds Overview**  
**FY 2016-17**

<b>Revenues by Source</b>	<b>Major Budget Funds</b>						
	<b>General Fund</b>	<b>Sewer Fund</b>	<b>CIP Fund</b>	<b>Library Fund</b>	<b>Debt Service Fund</b>	<b>HURF Fund</b>	<b>Magistrate Fund</b>
Local Sales Taxes	4,110,000						
Franchise Fees	257,000						
Intergovernmental Revenues	3,346,900					891,500	2,770
Licenses & Permits	234,500						
Fines & Forfeitures	186,300						40,000
Charges for Services	118,850	1,290,600					
Grants & Donations	43,300	0		380,000			
Miscellaneous	35,000	664,966		2,021		1,150	
<b>Total Revenues</b>	<b>\$ 8,331,850</b>	<b>\$ 1,955,566</b>	<b>\$ -</b>	<b>\$ 382,021</b>	<b>\$ -</b>	<b>\$ 892,650</b>	<b>\$ 42,770</b>

<b>Expenses by Type</b>	<b>General Fund</b>	<b>Sewer Fund</b>	<b>CIP Fund</b>	<b>Library Fund</b>	<b>Debt Service Fund</b>	<b>HURF Fund</b>	<b>Magistrate Fund</b>
Wages & ERE	5,470,470	566,325				340,735	
Operating	1,766,635	599,875	79,000			280,740	8,500
Capital Outlay	2,460	754,366	1,835,061	1,540,000		12,000	
Depreciation		770,000					
Debt Service					950,570		
<b>Total Expenses</b>	<b>\$ 7,239,565</b>	<b>\$ 2,690,566</b>	<b>\$ 1,914,061</b>	<b>\$ 1,540,000</b>	<b>\$ 950,570</b>	<b>\$ 633,475</b>	<b>\$ 8,500</b>

<b>Operating Transfers</b>	<b>General Fund</b>	<b>Sewer Fund</b>	<b>CIP Fund</b>	<b>Library Fund</b>	<b>Debt Service Fund</b>	<b>HURF Fund</b>	<b>Magistrate Fund</b>
Transfers Out	1,376,747					601,162	0
Transfers In	0		(1,027,339)	0	(950,570)		
<b>Total Transfers</b>	<b>\$ 1,376,747</b>	<b>\$ -</b>	<b>\$ (1,027,339)</b>	<b>\$ -</b>	<b>\$ (950,570)</b>	<b>\$ 601,162</b>	<b>\$ -</b>

<b>Net Increase/(Decrease) in Fund Balance</b>	<b>\$ (284,462)</b>	<b>\$ (735,000)</b>	<b>\$ (886,722)</b>	<b>\$ (1,157,979)</b>	<b>\$ -</b>	<b>\$ (341,987)</b>	<b>\$ 34,270</b>
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<b>Changes in Fund Balance</b>	<b>General Fund</b>	<b>Sewer Fund</b>	<b>CIP Fund</b>	<b>Library Fund</b>	<b>Debt Service Fund</b>	<b>HURF Fund</b>	<b>Magistrate Fund</b>
Beginning Fund Balance	3,348,143	17,683,535	951,299	1,157,979	0	1,398,195	114,832
<b>Ending Fund Balance</b>	<b>\$ 3,063,681</b>	<b>\$ 16,948,535</b>	<b>\$ 64,577</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,056,208</b>	<b>\$ 149,102</b>

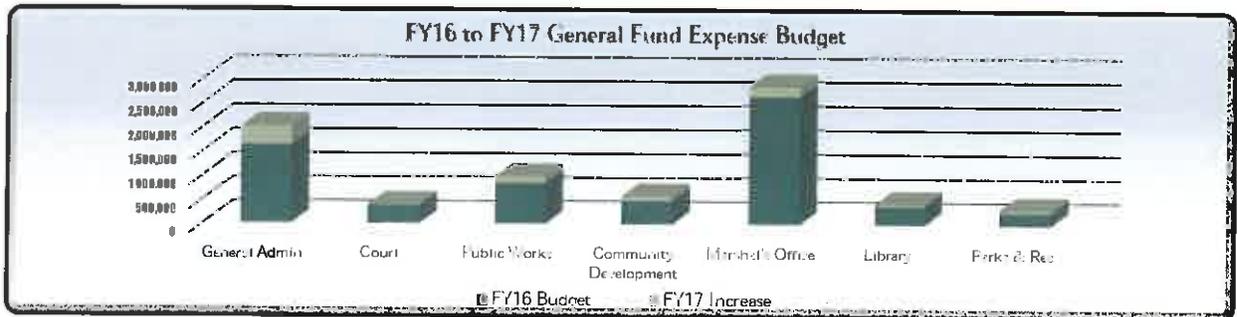
<b>Percentage change in Fund Balance</b>	<b>8%</b>	<b>4%</b>	<b>93%</b>	<b>100%</b>	<b>N/A</b>	<b>24%</b>	<b>30%</b>
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**All Town Funds Overview**  
**FY 2016-17**

<b>Revenues by Source</b>	<b>Non-Fed Fund</b>	<b>Federal Grants Fund</b>	<b>911 Fund</b>	<b>Impact Fee Fund</b>	<b>Housing Fund</b>	<b>Rest'd Fund</b>	<b>Total Governmental Funds</b>
Local Sales Taxes							4,110,000
Franchise Fees							257,000
Intergovernmental Revenues	100,000	18,000					4,359,170
Licenses & Permits							234,500
Fines & Forfeitures						2,500	228,800
Charges for Services							1,409,450
Grants & Donations	300,000					27,800	751,100
Miscellaneous				120	16,800		720,057
<b>Total Revenues</b>	<b>\$ 400,000</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 120</b>	<b>\$ 16,800</b>	<b>\$ 30,300</b>	<b>\$ 12,070,077</b>
<b>Expenses by Type</b>							
Wages & ERE	0	18,000					6,395,530
Operating	50,473	0	2,143		30,000	81,360	2,898,726
Capital Outlay	375,000	0		121,584			4,640,471
Depreciation							770,000
Debt Service							950,570
<b>Total Expenses</b>	<b>\$ 425,473</b>	<b>\$ 18,000</b>	<b>\$ 2,143</b>	<b>\$ 121,584</b>	<b>\$ 30,000</b>	<b>\$ 81,360</b>	<b>\$ 16,655,297</b>
<b>Operating Transfers</b>							
Transfers Out	0	0		0			1,977,909
Transfers In	0	0					(1,977,909)
<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase/(Decrease) in Fund Balance</b>	<b>\$ (25,473)</b>	<b>\$ -</b>	<b>\$ (2,143)</b>	<b>\$ (121,464)</b>	<b>\$ (13,200)</b>	<b>\$ (51,060)</b>	<b>\$ (3,585,220)</b>
<b>Changes in Fund Balance</b>							
Beginning Fund Balance	42,300	(9,532)	2,143	121,464	32,293	51,060	24,893,711
<b>Ending Fund Balance</b>	<b>\$ 16,827</b>	<b>\$ (9,532)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,093</b>	<b>\$ -</b>	<b>\$ 21,308,491</b>
<b>Percentage change in Fund Balance</b>	<b>60%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>41%</b>	<b>100%</b>	<b>14%</b>

### General Fund FY17 Summary

FUNCTIONAL AREAS	2013-14	2014-15	2015-16		2015-16		2016-17			2016-17		
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECM'D	% Chng	\$ Chng
General Admin	1,393,437	1,544,288	11%	1,627,872	5%	1,324,987	2,013,450	24%	385,578	1,904,695	17%	278,823
Court	357,807	364,344	2%	373,153	2%	300,245	388,260	4%	15,107	350,475	-6%	-22,678
Public Works	722,882	791,923	10%	848,517	7%	659,597	984,533	25%	138,016	894,695	6%	48,178
Community Development	375,284	427,929	14%	482,783	13%	352,144	572,735	25%	89,952	529,140	10%	46,357
Marshal's Office	2,317,600	2,512,091	8%	2,651,801	6%	2,075,699	2,858,080	8%	206,279	2,820,910	6%	169,109
Library	339,123	367,313	8%	386,566	6%	319,118	432,565	12%	45,999	441,705	14%	54,539
Parks & Rec	237,261	228,877	-4%	257,652	13%	181,107	318,440	24%	60,788	298,545	18%	40,893
<b>Total Expenses</b>	<b>5,745,398</b>	<b>6,236,765</b>	<b>9%</b>	<b>6,626,344</b>	<b>6%</b>	<b>5,212,897</b>	<b>7,588,065</b>	<b>14%</b>	<b>941,719</b>	<b>7,239,665</b>	<b>9%</b>	<b>313,221</b>
<b>REVENUES</b>												
State Revenues	2,758,435	2,842,726	7%	2,992,180	2%	2,511,046	3,081,900	3%	89,720	3,081,900	3%	89,720
Local Taxes	2,597,900	2,863,839	10%	3,430,550	20%	3,279,090	3,919,300	14%	488,750	4,110,000	20%	679,450
Departmental	732,609	716,029	-2%	876,215	22%	589,848	869,050	1%	12,835	617,950	-3%	-28,265
Other	325,457	282,510	-13%	286,500	1%	428,981	292,000	2%	5,500	292,000	2%	5,500
<b>Total Revenues</b>	<b>6,414,401</b>	<b>6,805,104</b>	<b>6%</b>	<b>7,585,445</b>	<b>11%</b>	<b>6,806,965</b>	<b>8,182,250</b>	<b>8%</b>	<b>506,805</b>	<b>8,331,650</b>	<b>10%</b>	<b>746,405</b>
Net Operating Transfers Out	416,377	487,795	20%	957,658	92%	820,691	1,385,720	46%	438,064	1,378,747	44%	419,091
<b>Total General Fund</b>	<b>254,630</b>	<b>70,544</b>		<b>1,445</b>		<b>773,377</b>	<b>(781,533)</b>		<b>(782,978)</b>	<b>(284,482)</b>		<b>(285,907)</b>



**General Fund  
General Purpose Revenues**

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQUESTED	2016-17 MANAGER RECOMMEND
<b>Local Revenues</b>						
<b>Sales Taxes</b>						
Town Sales Tax	2,276,348	2,303,449	2,648,300	2,537,982	2,888,700	2,897,000
Tax Increase Portion	0	138,561	496,800	490,736	625,600	583,000
Accommodation Tax	138,850	207,993	0	0	0	225,000
Construction Tax (CIP)	121,801	142,415	190,300	0	0	0
Construction Tax (Debt)	60,901	71,421	95,150	250,372	405,000	405,000
<b>Total Sales Taxes</b>	<b>\$ 2,597,900</b>	<b>\$ 2,863,839</b>	<b>\$ 3,430,550</b>	<b>\$ 3,279,090</b>	<b>\$ 3,919,300</b>	<b>\$ 4,110,000</b>
<b>Franchise Fees</b>						
APS Franchise Fee	225,235	221,026	230,000	186,930	235,000	235,000
Camp Verde Water Franchise Fee	22,608	23,861	23,500	20,635	0	0
NPG Cable Franchise Fee	11,883	14,233	14,000	11,997	14,000	14,000
UNS Gas Franchise Fee	7,333	7,853	8,000	6,351	8,000	8,000
<b>Total Franchise Fees</b>	<b>\$ 267,059</b>	<b>\$ 266,973</b>	<b>\$ 275,500</b>	<b>\$ 225,913</b>	<b>\$ 257,000</b>	<b>\$ 257,000</b>
<b>Miscellaneous</b>						
Yavapai County - Fort Verde IGA	20,000	0	0	0	0	0
Yavapai Apache Gaming Funds	0	0	0	0	20,000	20,000
Refunds & Reimbursements	12,903	4,821	0	2,332	0	0
Miscellaneous	136	151	0	461	0	0
Surplus Property Sales	12,295	1,807	0	3,155	0	0
Proceeds from Sale of Assets	0	0	0	176,758	0	0
Scrap Sales	312	0	0	0	0	0
Interest	12,752	8,758	11,000	18,362	15,000	15,000
<b>Total Miscellaneous</b>	<b>\$ 58,398</b>	<b>\$ 15,537</b>	<b>\$ 11,000</b>	<b>\$ 201,068</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Total Local Revenues</b>	<b>\$ 2,923,357</b>	<b>\$ 3,146,349</b>	<b>\$ 3,717,050</b>	<b>\$ 3,706,071</b>	<b>\$ 4,211,300</b>	<b>\$ 4,402,000</b>
<b>Intergovernmental Revenues</b>						
Urban Revenue Sharing	1,211,934	1,316,244	1,309,100	1,090,923	1,365,600	1,365,600
State Sales Tax	946,417	993,670	1,038,730	857,363	1,051,000	1,051,000
Vehicle License Tax	600,084	632,812	644,350	562,760	665,300	665,300
<b>Total Intergovernmental Revenues</b>	<b>\$ 2,758,435</b>	<b>\$ 2,942,726</b>	<b>\$ 2,992,180</b>	<b>\$ 2,511,046</b>	<b>\$ 3,081,900</b>	<b>\$ 3,081,900</b>
<b>Total General Purpose Revenues</b>	<b>\$ 5,681,792</b>	<b>\$ 6,089,075</b>	<b>\$ 6,709,230</b>	<b>\$ 6,217,117</b>	<b>\$ 7,293,200</b>	<b>\$ 7,483,900</b>

## General Government Summary

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	2016-17 MANAGER RECMN'D
<b>Expenditures</b>						
Wages & Related	\$ 687,060	\$ 722,432	\$ 760,689	\$ 626,674	\$ 926,470	\$ 895,715
Operating Expenditures	\$ 706,377	\$ 821,856	\$ 867,183	\$ 698,313	\$ 1,086,980	\$ 1,008,980
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,393,437</b>	<b>\$ 1,544,288</b>	<b>\$ 1,627,872</b>	<b>\$ 1,324,987</b>	<b>\$ 2,013,450</b>	<b>\$ 1,904,695</b>
<b>Revenues</b>						
Total Revenues	\$ 18,567	\$ 24,619	\$ 47,265	\$ 23,466	\$ 17,000	\$ 23,000
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 1,374,870</b>	<b>\$ 1,519,669</b>	<b>\$ 1,580,607</b>	<b>\$ 1,301,521</b>	<b>\$ 1,996,450</b>	<b>\$ 1,881,695</b>

# MAYOR AND COUNCIL

## Budget

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL		Chng		ADJUSTED BUDGET	Chng			THROUGH APR '16		
Wages	\$ 22,200	\$ 22,200	0%	\$ 22,200	0%	\$ 18,500	\$ 22,200	0%	\$ -	\$ 22,200	N/A	\$ -
Taxes & Benefits	\$ 2,074	\$ 2,189	6%	\$ 2,478	13%	\$ 1,909	\$ 2,490	0%	\$ 12	\$ 2,490	N/A	\$ 12
Operations	\$ 14,200	\$ 52,506	270%	\$ 21,550	-59%	\$ 45,637	\$ 21,550	0%	\$ -	\$ 21,550	N/A	\$ -
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 38,474	\$ 76,895	100%	\$ 46,228	-40%	\$ 66,046	\$ 46,240	0%	\$ 12	\$ 46,240	N/A	\$ 12
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	38,474	76,895	100%	46,228	-40%	66,046	46,240	0%	\$ 12	46,240	N/A	\$ 12

## Staffing

Council Members	7	7	7	7	7	7
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## Statistics

	<u>FY14</u>	<u>FY15</u>	<u>FY16 (as of Feb)</u>
• New Resolutions & Ord's	22	44	22
• Liquor Permits	21	23	23
• Total Council Meetings	65	73	65

## TOWN MANAGER

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMND	Chng		Chng
Wages	\$ 143,638	\$ 131,285	-9%	\$ 119,726	-9%	\$ 98,083	\$ 119,725	0%	\$ (1)	\$ 121,525	2%	\$ 1,799
Taxes & Benefits	\$ 39,818	\$ 36,629	-8%	\$ 32,390	-12%	\$ 27,764	\$ 34,770	7%	\$ 2,380	\$ 32,755	1%	\$ 365
Operations	\$ 21,252	\$ 21,788	3%	\$ 15,925	-27%	\$ 12,145	\$ 15,125	-5%	\$ (800)	\$ 15,125	-5%	\$ (800)
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 204,708	\$ 189,702	-7%	\$ 168,041	-11%	\$ 137,992	\$ 169,620	1%	\$ 1,579	\$ 169,405	1%	\$ 1,364
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	204,708	189,702	-7%	168,041	-11%	137,992	169,620	1%	\$ 1,579	169,405	1%	\$ 1,364

### Staffing

FTE's	1.7	1.4	1	1	1	1
FT Positions	2	2	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

N/A

## CLERK'S OFFICE

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17			
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMN'D	% Chng	\$ Chng
Wages	\$ 140,020	\$ 152,246	9%	\$ 100,117	-34%	\$ 83,759	\$ 131,120	31%	\$ 31,003	\$ 107,240	7%	\$ 7,123
Taxes & Benefits	\$ 42,507	\$ 53,301	25%	\$ 40,921	-23%	\$ 34,113	\$ 57,440	40%	\$ 16,519	\$ 43,665	7%	\$ 2,744
Operations	\$ 13,653	\$ 15,799	16%	\$ 16,400	4%	\$ 32,804	\$ 66,200	304%	\$ 49,800	\$ 41,200	151%	\$ 24,800
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 196,180	\$ 221,346	13%	\$ 157,438	-29%	\$ 150,676	\$ 254,760	62%	\$ 97,322	\$ 192,105	22%	\$ 34,667
Revenues	\$ 18,567	\$ 23,427	26%	\$ 17,000	-27%	\$ 22,900	\$ 17,000	0%	\$ -	\$ 23,000	35%	\$ 6,000
Total Department Cost	177,613	197,919	11%	140,438	-29%	127,776	237,760	69%	\$ 97,322	169,105	20%	\$ 28,667

### Staffing

FTE's	2.8	3.0	2.4	2.4	3.5	2.5
FT Positions	2	3	3	3	4	3
PT Positions	1	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Business Licenses on File	604	776	770
• New Resolutions & Ord's	22	44	22
• Liquor Permits	21	23	23
• Total Council Meetings	65	73	65

## FINANCE

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 111,281	\$ 116,381	5%	\$ 146,916	26%	\$ 119,952	\$ 150,575	2%	\$ 3,659	\$ 151,340	3%	\$ 4,424
Taxes & Benefits	\$ 38,537	\$ 39,469	2%	\$ 55,233	40%	\$ 41,254	\$ 56,655	3%	\$ 1,422	\$ 56,800	3%	\$ 1,567
Operations	\$ 64,033	\$ 63,182	-1%	\$ 92,610	47%	\$ 87,870	\$ 100,060	8%	\$ 7,450	\$ 100,060	8%	\$ 7,450
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 213,851	\$ 219,032	2%	\$ 294,759	35%	\$ 249,076	\$ 307,290	4%	\$ 12,531	\$ 308,200	5%	\$ 13,441
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	213,851	219,032	2%	294,759	35%	249,076	307,290	4%	\$ 12,531	308,200	5%	\$ 13,441

### Staffing

FTE's	2.2	2.2	3.1	3.0	3.0	3.0
FT Positions	3	3	3	3	3	3
PT Positions	0	0	0	0	0	0
Seasonal	0	0	1	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Regular AP Checks	2,399	2,552	1,672
• Vendor's Paid	577	575	467

## HUMAN RESOURCES

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 9,240	\$ 3,999	-57%	\$ 6,980	75%	\$ 5,964	\$ 18,680	168%	\$ 11,700	\$ 18,960	172%	\$ 11,980
Taxes & Benefits	\$ 3,204	\$ 1,440	-55%	\$ 3,146	118%	\$ 2,644	\$ 73,205	2227%	\$ 70,059	\$ 73,255	2229%	\$ 70,109
Operations	\$ 19,359	\$ 50,465	161%	\$ 17,880	-65%	\$ 15,796	\$ 16,700	-7%	\$ (1,180)	\$ 16,700	-7%	\$ (1,180)
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 31,803	\$ 55,904	76%	\$ 28,006	-50%	\$ 24,404	\$ 108,585	288%	\$ 80,579	\$ 108,915	289%	\$ 80,909
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	31,803	55,904	76%	28,006	-50%	24,404	108,585	288%	\$ 80,579	108,915	289%	\$ 80,909

### Staffing

FTE's	0.1	0.1	0.2	0.2	0.5	0.5
FT Positions	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

N/A

## RISK MANAGEMENT

### Budget

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL		Chng		ADJUSTED BUDGET	Chng		THROUGH APR '16	DEPT REQUEST		Chng
Wages	\$ 17,828	\$ 36,135	103%	\$ 63,007	74%	\$ 52,181	\$ 66,955	6%	\$ 3,948	\$ 67,955	8%	\$ 4,948
Taxes & Benefits	\$ 6,171	\$ 12,562	104%	\$ 21,186	69%	\$ 17,577	\$ 23,195	9%	\$ 2,009	\$ 23,400	10%	\$ 2,214
Operations	\$ 237,061	\$ 252,870	7%	\$ 275,466	9%	\$ 180,817	\$ 270,620	-2%	\$ (4,848)	\$ 270,620	-2%	\$ (4,848)
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 261,060	\$ 301,567	16%	\$ 359,661	19%	\$ 250,575	\$ 360,770	0%	\$ 1,109	\$ 361,975	1%	\$ 2,314
Revenues	\$ -	\$ 531	N/A	\$ 30,065	N/A	\$ -	\$ -	N/A	\$ (30,065)	\$ -	N/A	\$ (30,065)
Total Department Cost	261,060	301,036	15%	329,596	9%	250,575	360,770	9%	\$ 31,174	361,975	10%	\$ 32,379

### Staffing

FTE's	0.4	0.7	1.0	1.0	1.1	1.1
FT Positions	1	1	1	1	2	2
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

1. 5 complaints related to legal matters.
2. 12 %: A very low Workers' Compensation Loss Ratio (losses divided by premiums for several years prior to 2015).
3. .89: a very low e-mod (Workers' Compensation losses to Payroll).
4. 200 Certificates of Liability Insurance/endorsements.
5. 15 work-related injuries and 8 near misses in 2015.

## ECONOMIC DEVELOPMENT

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 82,304	\$ 85,798	4%	\$ 114,557	34%	\$ 96,665	\$ 127,975	12%	\$ 13,418	\$ 131,915	15%	\$ 17,358
Taxes & Benefits	\$ 22,265	\$ 22,374	0%	\$ 31,832	42%	\$ 26,309	\$ 41,485	30%	\$ 9,653	\$ 42,215	33%	\$ 10,383
Operations	\$ 49,381	\$ 52,376	6%	\$ 42,500	-19%	\$ 33,879	\$ 125,700	196%	\$ 83,200	\$ 72,700	71%	\$ 30,200
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 153,950	\$ 160,548	4%	\$ 188,889	18%	\$ 156,853	\$ 295,160	56%	\$ 106,271	\$ 246,830	31%	\$ 57,941
Revenues	\$ -	\$ 661	N/A	\$ 200	-70%	\$ 566	\$ -	-100%	\$ (200)	\$ -	-100%	\$ (200)
Total Department Cost	153,950	159,887	4%	188,689	18%	156,287	295,160	56%	\$ 106,471	246,830	31%	\$ 58,141

### Staffing

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17
FTE's	1.6	1.6	3.0	3.0	2.8	2.8
FT Positions	1	1	2	2	2	2
PT Positions	2	2	3	3	2	2
Seasonal	0	0	0	0	0	0

### Statistics

1. Accommodation tax revenue, which grew by 50% in FY2015 is up an additional 5% in FY2016
2. Construction tax revenue grew from \$212,866 in FY2015 to \$173,474 in first half of FY2016
3. CV Visitor Center registered 6217 visitors in Calendar year 2015

## INFORMATION TECHNOLOGY

### Budget

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	Chng	ADJUSTED BUDGET	Chng	THROUGH APR '16	DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 4,412	\$ 4,705	7%	\$ -	-100%	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ 1,561	\$ 1,719	10%	\$ -	-100%	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Operations	\$ 161,548	\$ 206,683	28%	\$ 135,000	-35%	\$ 144,988	\$ 166,000	23%	\$ 31,000	\$ 166,000	23%	\$ 31,000
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 167,521	\$ 213,107	27%	\$ 135,000	-37%	\$ 144,988	\$ 166,000	23%	\$ 31,000	\$ 166,000	23%	\$ 31,000
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	167,521	213,107	27%	135,000	-37%	144,988	166,000	23%	\$ 31,000	166,000	23%	\$ 31,000

### Staffing

FTE's	0.1	0.1	0.0	0.0	0.0	0.0
FT Positions	1	1	0	0	0	0
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

N/A

## NON-DEPARTMENTAL

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Operations	\$ 125,890	\$ 106,187	-16%	\$ 249,850	135%	\$ 144,377	\$ 305,025	22%	\$ 55,175	\$ 305,025	22%	\$ 55,175
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 125,890	\$ 106,187	-16%	\$ 249,850	135%	\$ 144,377	\$ 305,025	22%	\$ 55,175	\$ 305,025	22%	\$ 55,175
Revenues	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
<b>Total Department Cost</b>	<b>125,890</b>	<b>106,187</b>	<b>-16%</b>	<b>249,850</b>	<b>135%</b>	<b>144,377</b>	<b>305,025</b>	<b>22%</b>	<b>\$ 55,175</b>	<b>305,025</b>	<b>22%</b>	<b>\$ 55,175</b>

### Points of Interest

1. Business incentive expenses have gone up \$50,000 due to expected growth in that contract from increased sales tax revenues.
2. Water Adjudication was increased \$5,000 to \$10,000.
3. Cavalry Insurance, Recycling, Verde Valley Senior Center, Yavapai County Water Advisory have all been budgeted at last year's levels.
4. Employee Term Payouts and Contingency budgets remain at \$25,000 and \$75,000 respectively. The last 3 years total use each year has been \$29,348, \$60,049 & \$59,239 respectively.

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## MUNICIPAL COURT

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17			
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMN'D	% Chng	\$ Chng
Wages	\$ 242,057	\$ 242,588	0%	\$ 244,183	1%	\$ 200,724	\$ 254,770	4%	\$ 10,587	\$ 230,305	-6%	\$ (13,878)
Taxes & Benefits	\$ 82,028	\$ 87,955	7%	\$ 92,055	5%	\$ 75,156	\$ 95,045	3%	\$ 2,990	\$ 85,725	-7%	\$ (6,330)
Operations	\$ 31,144	\$ 29,223	-6%	\$ 36,915	26%	\$ 24,365	\$ 38,445	4%	\$ 1,530	\$ 34,445	-7%	\$ (2,470)
Capital	\$ 2,578	\$ 4,578	78%	\$ -	-100%	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 357,807	\$ 364,344	2%	\$ 373,153	2%	\$ 300,245	\$ 388,260	4%	\$ 15,107	\$ 350,475	-6%	\$ (22,678)
Revenues	\$ 205,583	\$ 179,589	-13%	\$ 257,000	43%	\$ 148,260	\$ 257,000	0%	\$ -	\$ 180,000	-30%	\$ (77,000)
Total Department Cost	152,224	184,755	21%	116,153	-37%	151,985	131,260	13%	\$ 15,107	170,475	47%	\$ 54,322

### Staffing

FTE's	5.6	5.6	5.7	5.7	5.7	5.2
FT Positions	5	5	5	5	5	5
PT Positions	1	1	1	1	1	1
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (Est'd)
• Misdemeanors/ FTA	316	277	419
• DUI's	130	50	40
• Serious Traffic violations	15	10	2
• Criminal Traffic	195	294	213
• Civil Traffic	2,195	1,356	967
• Harassment injunctions	21	26	21
• Orders of Protections	25	23	11

**Public Works Summary**

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQ'D	2016-17 MANAGER REC'D
<b>Expenditures</b>						
Wages & Related	\$ 546,561	\$ 643,393	\$ 672,307	\$ 524,562	\$ 694,283	\$ 650,445
Operating Expenditures	\$ 139,682	\$ 148,530	\$ 174,210	\$ 135,035	\$ 290,250	\$ 244,250
Equipment/Capital Expenditures	\$ 36,639	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 722,882</b>	<b>\$ 791,923</b>	<b>\$ 846,517</b>	<b>\$ 659,597</b>	<b>\$ 984,533</b>	<b>\$ 894,695</b>
<b>Revenues</b>						
Total Revenues	\$ 3,286	\$ 2,614	\$ 2,000	\$ 5,775	\$ 6,500	\$ 6,500
<b>Operating Transfers</b>						
Total Transfers	\$ (10,000)	\$ (12,000)	\$ (6,794)	\$ (6,794)	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 709,596</b>	<b>\$ 777,309</b>	<b>\$ 837,723</b>	<b>\$ 647,028</b>	<b>\$ 978,033</b>	<b>\$ 888,195</b>

## PUBLIC WORKS ENGINEERING DIVISION

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17			
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMND	% Chng	\$ Chng
Wages	\$ 74,514	\$ 81,421	9%	\$ 82,043	1%	\$ 65,294	\$ 70,605	-14%	\$ (11,438)	\$ 72,350	-12%	\$ (9,693)
Taxes & Benefits	\$ 24,381	\$ 27,027	11%	\$ 27,914	3%	\$ 22,192	\$ 24,003	-14%	\$ (3,911)	\$ 24,375	-13%	\$ (3,539)
Operations	\$ 4,925	\$ 7,626	55%	\$ 11,240	47%	\$ 10,746	\$ 11,625	3%	\$ 385	\$ 11,625	3%	\$ 385
Capital	\$ 2,331	\$ -	-100%	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 106,151	\$ 116,074	9%	\$ 121,197	4%	\$ 98,232	\$ 106,233	-12%	\$ (14,964)	\$ 108,350	-11%	\$ (12,847)
Revenues	\$ 3,286	\$ 2,614	-20%	\$ 2,000	-23%	\$ 5,775	\$ 6,500	225%	\$ 4,500	\$ 6,500	225%	\$ 4,500
Total Department Cost	102,865	113,460	10%	119,197	5%	92,457	99,733	-16%	\$ (19,464)	101,850	-15%	\$ (17,347)

### Staffing

FTE's	1.1	1.3	1.3	1.2	1.3	1.0
FT Positions	4	4	4	4	5	4
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

N/A

**PUBLIC WORKS**  
**STORMWATER DIVISION**

**Budget**

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECM'ND	% Chng	\$ Chng
Wages	\$ 47,908	\$ 79,375	\$ 92,271	16%	\$ 66,523	\$ 72,695	-21%	\$ (19,576)	\$ 73,945	-20%	\$ (18,326)
Taxes & Benefits	\$ 18,256	\$ 29,527	\$ 36,670	24%	\$ 25,462	\$ 30,480	-17%	\$ (6,190)	\$ 30,760	-16%	\$ (5,910)
Operations	\$ 11,912	\$ 17,664	\$ 26,530	50%	\$ 15,606	\$ 120,650	355%	\$ 94,120	\$ 74,650	181%	\$ 48,120
Capital	\$ 14,500	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 92,576	\$ 126,566	\$ 155,471	23%	\$ 107,591	\$ 223,825	44%	\$ 68,354	\$ 179,355	15%	\$ 23,884
Revenues	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	92,576	126,566	155,471	23%	107,591	223,825	44%	\$ 68,354	179,355	15%	\$ 23,884

**Staffing**

FTE's	1.3	1.5	1.8	1.6	1.9	1.5
FT Positions	9	9	10	10	11	11
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

**Statistics**

N/A

**PUBLIC WORKS  
MAINTENANCE DIVISION**

**Budget**

EXPENSE TYPE	2013-14	2014-15		2015-16		2015-16			2016-17			2016-17		
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMN'D	% Chng	\$ Chng		
Wages	\$ 263,519	\$ 296,932	13%	\$ 299,677	1%	\$ 236,379	\$ 339,605	13%	\$ 39,928	\$ 317,570	6%	\$ 17,893		
Taxes & Benefits	\$ 117,983	\$ 129,111	9%	\$ 133,732	4%	\$ 108,712	\$ 156,895	17%	\$ 23,163	\$ 131,445	-2%	\$ (2,287)		
Operations	\$ 122,845	\$ 123,240	0%	\$ 136,440	11%	\$ 108,683	\$ 157,975	16%	\$ 21,535	\$ 157,975	16%	\$ 21,535		
Capital	\$ 19,808	\$ -	-100%	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -		
Net Expenses	\$ 524,155	\$ 549,283	5%	\$ 569,849	4%	\$ 453,774	\$ 654,475	15%	\$ 84,626	\$ 606,990	7%	\$ 37,141		
Revenues	\$ 10,000	\$ 12,000	20%	\$ 6,794	-43%	\$ 6,794	\$ -	-100%	\$ (6,794)	\$ -	-100%	\$ (6,794)		
Total Department Cost	514,155	537,283	4%	563,055	5%	446,980	654,475	16%	\$ 91,420	606,990	8%	\$ 43,935		

**Staffing**

FTE's	7.2	7.4	8.0	7.9	9.7	8.6
FT Positions	11	11	12	12	13	11
PT Positions	0	0	0	0	0	2
Seasonal	1	1	1	1	1	1

**Statistics**

	FY14	FY15	FY16 (as of Feb)
• Work Orders Completed	435	442	419
• Man hours on Work Orders	1,103	1,102	675

## Community Development Summary

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQ'D	2016-17 MANAGER REC'D
<b>Expenditures</b>						
Wages & Related	\$ 324,793	\$ 382,892	\$ 413,288	\$ 317,504	\$ 494,600	\$ 463,005
Operating Expenditures	\$ 48,517	\$ 42,709	\$ 67,175	\$ 32,578	\$ 75,675	\$ 63,675
Equipment/Capital Expenditures	\$ 1,974	\$ 2,328	\$ 2,320	\$ 2,062	\$ 2,460	\$ 2,460
<b>Total Expenditures</b>	<b>\$ 375,284</b>	<b>\$ 427,929</b>	<b>\$ 482,783</b>	<b>\$ 352,144</b>	<b>\$ 572,735</b>	<b>\$ 529,140</b>
<b>Revenues</b>						
Total Revenues	\$ 188,391	\$ 194,698	\$ 257,350	\$ 190,671	\$ 257,350	\$ 273,350
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 186,893</b>	<b>\$ 233,231</b>	<b>\$ 225,433</b>	<b>\$ 161,473</b>	<b>\$ 315,385</b>	<b>\$ 255,790</b>

## COMMUNITY DEVELOPMENT

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 75,824	\$ 76,793	1%	\$ 76,193	-1%	\$ 64,245	\$ 76,190	0%	\$ (3)	\$ 96,785	27%	\$ 20,592
Taxes & Benefits	\$ 23,632	\$ 24,182	2%	\$ 24,966	3%	\$ 20,573	\$ 25,160	1%	\$ 194	\$ 31,875	28%	\$ 6,909
Operations	\$ 8,420	\$ 11,960	42%	\$ 12,100	1%	\$ 16,053	\$ 20,600	70%	\$ 8,500	\$ 14,600	21%	\$ 2,500
Capital	\$ 1,974	\$ 2,328	18%	\$ 2,320	0%	\$ 2,062	\$ 2,460	6%	\$ 140	\$ 2,460	6%	\$ 140
Net Expenses	\$ 109,850	\$ 115,263	5%	\$ 115,579	0%	\$ 102,933	\$ 124,410	8%	\$ 8,831	\$ 145,720	26%	\$ 30,141
Revenues	\$ 57	\$ 186	226%	\$ 50	-73%	\$ 29	\$ 50	0%	\$ -	\$ 50	0%	\$ -
Total Department Cost	109,793	115,077	5%	115,529	0%	102,904	124,360	8%	\$ 8,831	145,670	26%	\$ 30,141

### Staffing

FTE's	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Permits Issued	394	243	222
• P&Z Sessions	24	24	16
• Board of A&A Sessions	1	4	2
• Council P&Z Sessions	4	5	6

## BUILDING

### Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 90,737	\$ 125,462	38%	\$ 148,431	18%	\$ 108,324	\$ 159,185	7%	\$ 10,754	\$ 162,910	10%	\$ 14,479
Taxes & Benefits	\$ 33,313	\$ 49,802	49%	\$ 56,642	14%	\$ 43,248	\$ 68,330	21%	\$ 11,688	\$ 69,660	23%	\$ 13,018
Operations	\$ 6,232	\$ 9,922	59%	\$ 17,475	76%	\$ 7,043	\$ 17,475	0%	\$ -	\$ 15,975	-9%	\$ (1,500)
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 130,282	\$ 185,186	42%	\$ 222,548	20%	\$ 158,615	\$ 244,990	10%	\$ 22,442	\$ 248,545	12%	\$ 25,997
Revenues	\$ 160,855	\$ 155,921	-3%	\$ 225,000	44%	\$ 159,249	\$ 225,000	0%	\$ -	\$ 231,000	3%	\$ 6,000
Total Department Cost	(30,573)	29,265	-196%	(2,452)	-108%	(634)	19,990	-915%	\$ 22,442	17,545	N/A	\$ 19,997

### Staffing

FTE's	2.0	3.0	3.8	3.6	4.0	4.0
FT Positions	2	3	3	3	4	4
PT Positions	0	0	1	1	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	<u>FY14</u>	<u>FY15</u>	<u>FY16 (as of Feb)</u>
• Permits Applied For	402	355	234
• Permits Issued	361	319	222
• Inspections			758

## PLANNING & ZONING

### Budget

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST			MANAGER RECMN'D		
Wages	\$ 39,712	\$ 41,481	4%	\$ 41,042	-1%	\$ 41,103	\$ 82,555	101%	\$ 41,513	\$ 37,140	-10%	\$ (3,902)
Taxes & Benefits	\$ 15,315	\$ 16,693	9%	\$ 16,920	1%	\$ 13,960	\$ 35,030	107%	\$ 18,110	\$ 16,355	-3%	\$ (565)
Operations	\$ 5,836	\$ 13,803	137%	\$ 14,800	7%	\$ 3,958	\$ 13,800	-7%	\$ (1,000)	\$ 9,300	-37%	\$ (5,500)
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 60,863	\$ 71,977	18%	\$ 72,762	1%	\$ 59,021	\$ 131,385	81%	\$ 58,623	\$ 62,795	-14%	\$ (9,967)
Revenues	\$ 25,967	\$ 36,382	40%	\$ 30,000	-18%	\$ 31,069	\$ 30,000	0%	\$ -	\$ 40,000	33%	\$ 10,000
Total Department Cost	34,896	35,595	2%	42,762	20%	27,952	101,385	137%	\$ 58,623	22,795	-47%	\$ (19,967)

### Staffing

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17
FTE's	1.0	1.0	1.0	1.0	2.0	1.0
FT Positions	1	1	1	1	2	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Permits Issued	33	25	28
• Ord's & Resolutions	8	10	6
• Res. Zoning Clearances	119	110	74
• Comm. Zoning Clearances	55	38	29

## CODE ENFORCEMENT

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMND	% Chng	\$ Chng
Wages	\$ 32,760	\$ 34,452	\$ 33,452	-3%	\$ 17,880	\$ 32,390	-3%	\$ (1,062)	\$ 32,495	-3%	\$ (957)
Taxes & Benefits	\$ 13,500	\$ 14,027	\$ 15,642	12%	\$ 8,171	\$ 15,760	1%	\$ 118	\$ 15,785	1%	\$ 143
Operations	\$ 28,029	\$ 7,024	\$ 22,800	225%	\$ 5,524	\$ 23,800	4%	\$ 1,000	\$ 23,800	4%	\$ 1,000
Capital	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 74,289	\$ 55,503	\$ 71,894	30%	\$ 31,575	\$ 71,950	0%	\$ 56	\$ 72,080	0%	\$ 186
Revenues	\$ 1,512	\$ 2,209	\$ 2,300	4%	\$ 324	\$ 2,300	0%	\$ -	\$ 2,300	0%	\$ -
Total Department Cost	72,777	53,294	69,594	31%	31,251	69,650	0%	\$ 56	69,780	0%	\$ 186

### Staffing

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17
FTE's	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	2	2	2	2	2	2
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Complaints	139	64	77
• Violations Found	122	57	50
• Cases Closed	117	37	42
• Nuisance Abatements	8	8	0
• Liens Recorded	11	9	0

## Marshal's Department Summary

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQ'D	2016-17 MANAGER REC'D
<b>Expenditures</b>						
Wages & Related	\$ 2,049,840	\$ 2,251,592	\$ 2,434,187	\$ 1,872,104	\$ 2,619,705	\$ 2,582,535
Operating Expenditures	\$ 243,170	\$ 243,748	\$ 217,614	\$ 185,595	\$ 238,375	\$ 238,375
Equipment/Capital Expenditures	\$ 24,590	\$ 16,751	\$ -	\$ 18,000	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,317,600</b>	<b>\$ 2,512,091</b>	<b>\$ 2,651,801</b>	<b>\$ 2,075,699</b>	<b>\$ 2,858,080</b>	<b>\$ 2,820,910</b>
<b>Revenues</b>						
Total Revenues	\$ 192,316	\$ 195,064	\$ 191,600	\$ 191,110	\$ 231,600	\$ 244,100
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 2,125,284</b>	<b>\$ 2,317,027</b>	<b>\$ 2,460,201</b>	<b>\$ 1,884,589</b>	<b>\$ 2,626,480</b>	<b>\$ 2,576,810</b>

## MARSHAL'S OFFICE

### Budget

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL		Chng		ADJUSTED BUDGET	THROUGH APR '16			DEPT REQUEST		
Wages	\$ 1,381,780	\$ 1,516,435	10%	\$ 1,571,526	4%	\$ 1,227,790	\$ 1,675,915	7%	\$ 104,389	\$ 1,659,265	6%	\$ 87,739
Taxes & Benefits	\$ 605,446	\$ 684,490	13%	\$ 806,637	18%	\$ 614,741	\$ 888,705	10%	\$ 82,068	\$ 868,055	8%	\$ 61,418
Operations	\$ 228,512	\$ 229,013	0%	\$ 201,589	-12%	\$ 172,214	\$ 221,800	10%	\$ 20,211	\$ 221,800	10%	\$ 20,211
Capital	\$ 1,161	\$ 16,751	N/A	\$ -	-100%	\$ 18,000	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 2,216,899	\$ 2,446,689	10%	\$ 2,579,752	5%	\$ 2,032,745	\$ 2,786,420	8%	\$ 206,668	\$ 2,749,120	7%	\$ 169,368
Revenues	\$ 187,881	\$ 188,603	0%	\$ 185,200	-2%	\$ 184,551	\$ 225,200	22%	\$ 40,000	\$ 236,600	28%	\$ 51,400
Total Department Cost	2,029,018	2,258,086	11%	2,394,552	6%	1,848,194	2,561,220	7%	\$ 166,668	2,512,520	5%	\$ 117,968

### Staffing

	31.2	33.2	34.1	33.5	36.5	36.0
FTE's						
Sworn Officers	20	21	21	21	24	24
Other FT Positions	13	13	13	11	12	11
PT Positions	1	1	2	1	1	2
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Calls for Service			14,697
• Arrests			359
• Traffic Citations & Warnings			2,166
• Traffic Collisions Investigated			198
• Domestic Violence Calls			204
• Property Crime Calls			415
• Person Crime Calls			354

## ANIMAL CONTROL

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17			
	AUDITED ACTUAL	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMND	% Chng	\$ Chng
Wages	\$ 42,770	\$ 34,452	-19%	\$ 35,852	4%	\$ 20,004	\$ 34,790	-3%	\$ (1,062)	\$ 34,875	-3%	\$ (977)
Taxes & Benefits	\$ 19,844	\$ 16,215	-18%	\$ 20,172	24%	\$ 9,569	\$ 20,295	1%	\$ 123	\$ 20,340	1%	\$ 168
Operations	\$ 14,658	\$ 14,735	1%	\$ 16,025	9%	\$ 13,381	\$ 16,575	3%	\$ 550	\$ 16,575	3%	\$ 550
Capital	\$ 23,429	\$ -	-100%	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 100,701	\$ 65,402	-35%	\$ 72,049	10%	\$ 42,954	\$ 71,660	-1%	\$ (389)	\$ 71,790	0%	\$ (259)
Revenues	\$ 4,435	\$ 6,461	46%	\$ 6,400	-1%	\$ 6,559	\$ 6,400	0%	\$ -	\$ 7,500	17%	\$ 1,100
Total Department Cost	96,266	58,941	-39%	65,649	11%	36,395	65,260	-1%	\$ (389)	64,290	-2%	\$ (1,359)

### Staffing

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17
FTE's	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	2	2	2	2	2	2
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

### Statistics

	FY14	FY15	FY16 (as of Feb)
• Complaints		439	487
• Animal Bites		26	31
• Animal Abuse Calls		5	12
• Animal Noise Calls		44	43
• Dogs Impounded	61	64	105
• Dogs Returned to Owner	17		52

# LIBRARY

## Budget

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMN'D	Chng		Chng
Wages	\$ 211,938	\$ 230,544	9%	\$ 243,882	6%	\$ 202,277	\$ 276,655	13%	\$ 32,773	\$ 283,900	16%	\$ 40,018
Taxes & Benefits	\$ 64,516	\$ 74,093	15%	\$ 85,674	16%	\$ 62,823	\$ 84,310	-2%	\$ (1,364)	\$ 85,605	0%	\$ (69)
Operations	\$ 62,669	\$ 62,676	0%	\$ 57,010	-9%	\$ 54,018	\$ 71,600	26%	\$ 14,590	\$ 71,600	26%	\$ 14,590
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 339,123	\$ 367,313	8%	\$ 386,566	5%	\$ 319,118	\$ 432,565	12%	\$ 45,999	\$ 441,105	14%	\$ 54,539
Revenues	\$ 85,954	\$ 82,131	-4%	\$ 77,900	-5%	\$ 4,441	\$ 77,400	-1%	\$ (500)	\$ 78,800	1%	\$ 900
Total Department Cost	253,169	285,182	13%	308,666	8%	314,677	355,165	15%	\$ 46,499	362,305	17%	\$ 53,639

## Staffing

FTE's	5.8	6.2	6.2	6.9	7.8	7.8
FT Positions	4	4	4	4	4	4
PT Positions	4	5	5	5	7	7
Seasonal	0	0	0	3	3	3

## Statistics

	FY14	FY15	FY16 (as of Feb)
• Public PC's	9,114	13,196	10,389
• Traffic Count	33,787	67,824	33,453
• Total Circulation	102,747	122,049	57,351
• A/V Media Circulation	12,020	18,428	11,034
• Total New Items	2,237	3,181	947
• Programs	453	632	261
• Program Attendance	7,551	6,462	1,911
• Volunteer Hours	5,929	6,973	3,399

**Parks & Rec Department Summary**

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQ'D	2016-17 MANAGER REC'D
<b>Expenditures</b>						
Wages & Related	\$ 136,620	\$ 128,935	\$ 164,337	\$ 112,738	\$ 213,130	\$ 193,235
Operating Expenditures	\$ 100,641	\$ 99,942	\$ 93,315	\$ 68,369	\$ 105,310	\$ 105,310
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 237,261</b>	<b>\$ 228,877</b>	<b>\$ 257,652</b>	<b>\$ 181,107</b>	<b>\$ 318,440</b>	<b>\$ 298,545</b>
<b>Revenues</b>						
Total Revenues	\$ 38,512	\$ 37,314	\$ 43,100	\$ 26,125	\$ 42,200	\$ 42,200
<b>Operating Transfers</b>						
Total Transfers	\$ (14,988)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 183,761</b>	<b>\$ 191,563</b>	<b>\$ 214,552</b>	<b>\$ 154,982</b>	<b>\$ 276,240</b>	<b>\$ 256,345</b>

**PUBLIC WORKS**  
**PARKS & RECREATION DIVISION**

**Budget**

EXPENSE TYPE	2013-14	2014-15	% Chng	2015-16	% Chng	2015-16	2016-17	% Chng	\$	2016-17	% Chng	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		MANAGER RECMND	Chng		Chng
Wages	\$ 51,468	\$ 49,063	-5%	\$ 65,475	33%	\$ 46,919	\$ 84,935	30%	\$ 19,460	\$ 67,730	3%	\$ 2,255
Taxes & Benefits	\$ 18,823	\$ 17,604	-6%	\$ 23,110	31%	\$ 17,131	\$ 29,875	29%	\$ 6,765	\$ 26,185	13%	\$ 3,075
Operations	\$ 57,142	\$ 44,979	-21%	\$ 46,825	4%	\$ 38,186	\$ 58,465	25%	\$ 11,640	\$ 58,465	25%	\$ 11,640
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 127,433	\$ 111,646	-12%	\$ 135,410	21%	\$ 102,236	\$ 173,275	28%	\$ 37,865	\$ 152,380	13%	\$ 16,970
Revenues	\$ 2,351	\$ 2,196	-7%	\$ 2,500	14%	\$ 1,041	\$ 1,600	-36%	\$ (900)	\$ 1,600	-36%	\$ (900)
Total Department Cost	125,082	109,450	-12%	132,910	21%	101,195	171,675	29%	\$ 38,765	150,780	13%	\$ 17,870

**Staffing**

FTE's	1.7	1.8	1.8	1.2	1.9	1.4
FT Positions	5	5	5	5	6	6
PT Positions	1	1	1	1	1	0
Seasonal	0	0	0	0	0	0

**Statistics**

N/A

## PUBLIC WORKS POOL DIVISION

### Budget

EXPENSE TYPE	2013-14	2014-15	2015-16		2015-16	2016-17			2016-17		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	% Chng	THROUGH APR '16	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMND	% Chng	\$ Chng
Wages	\$ 53,150	\$ 49,068	\$ 58,287	19%	\$ 33,940	\$ 52,000	-11%	\$ (6,287)	\$ 52,820	-9%	\$ (5,467)
Taxes & Benefits	\$ 8,336	\$ 8,100	\$ 10,584	31%	\$ 8,158	\$ 12,835	21%	\$ 2,251	\$ 13,015	23%	\$ 2,431
Operations	\$ 30,690	\$ 36,111	\$ 25,390	-30%	\$ 14,516	\$ 25,745	1%	\$ 355	\$ 25,745	1%	\$ 355
Capital	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 92,176	\$ 93,279	\$ 94,261	1%	\$ 56,614	\$ 90,580	-4%	\$ (3,681)	\$ 91,580	-3%	\$ (2,681)
Revenues	\$ 37,096	\$ 18,592	\$ 22,300	20%	\$ 8,418	\$ 22,300	0%	\$ -	\$ 22,300	0%	\$ -
Total Department Cost	55,080	74,687	71,961	-4%	48,196	68,280	-5%	\$ (3,681)	69,280	-4%	\$ (2,681)

### Staffing

FTE's	2.3	2.5	2.5	2.1	2.3	2.3
FT Positions	3	3	3	3	4	4
PT Positions	0	0	0	0	0	0
Seasonal	16	15	15	15	15	15

### Statistics

N/A

## PUBLIC WORKS PROGRAM DIVISION

### Department Staffing

EXPENSE TYPE	2013-14	2014-15	%	2015-16	%	2015-16	2016-17	%	\$	2016-17	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL		ADJUSTED BUDGET		THROUGH APR '16	DEPT REQUEST		Chng	Chng		MANAGER RECMND
Wages	\$ 4,403	\$ 4,568	4%	\$ 6,190	36%	\$ 5,920	\$ 23,870	286%	\$ 17,680	\$ 23,870	286%	\$ 17,680
Taxes & Benefits	\$ 440	\$ 532	21%	\$ 691	30%	\$ 670	\$ 9,615	1291%	\$ 8,924	\$ 9,615	1291%	\$ 8,924
Operations	\$ 12,809	\$ 18,852	47%	\$ 21,100	12%	\$ 15,667	\$ 21,100	0%	\$ -	\$ 21,100	0%	\$ -
Capital	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 17,652	\$ 23,952	36%	\$ 27,981	17%	\$ 22,257	\$ 54,585	95%	\$ 26,604	\$ 54,585	95%	\$ 26,604
Revenues	\$ 14,053	\$ 16,526	18%	\$ 18,300	11%	\$ 16,666	\$ 18,300	0%	\$ -	\$ 18,300	0%	\$ -
Total Department Cost	3,599	7,426	106%	9,681	30%	5,591	36,285	275%	\$ 26,604	36,285	275%	\$ 26,604

### Staffing

FTE's	0.3	0.3	0.2	0.7	0.9	0.9
FT Positions	0	0	0	0	2	2
PT Positions	0	0	0	1	0	0
Seasonal	7	7	7	7	7	7

### Statistics

- 140 children participated in Grasshopper Basketball

### Capital Improvement Funds Summary

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 ADJUSTED BUDGET	2015-16 THROUGH APR '16	2015-16 CARRY FORWARD	2016-17 NEW REQUESTS	2016-17 MANAGER REC'D
<b>Expenditures</b>							
Buildings & Improvements	\$ 25,667	\$ 43,893	\$ 403,412	\$ 40,938	\$ 351,423	\$ 85,000	\$ 436,423
Vehicles	\$ 281,618	\$ -	\$ -	\$ 54,717	\$ -	\$ -	\$ -
Equipment	\$ 38,487	\$ -	\$ 15,000	\$ 379,005	\$ 15,000	\$ -	\$ 15,000
Land & Improvements	\$ -	\$ 14,984	\$ 139,126	\$ 36,848	\$ 87,278	\$ -	\$ 87,278
Streets & Structural	\$ 10,744	\$ 46,270	\$ 241,400	\$ 62,173	\$ 514,227	\$ 540,000	\$ 1,054,227
Community Parks	\$ 72,734	\$ 50	\$ 107,974	\$ 65,834	\$ 92,133	\$ 229,000	\$ 321,133
<b>Total Expenditures</b>	<b>\$ 429,250</b>	<b>\$ 105,197</b>	<b>\$ 906,912</b>	<b>\$ 639,515</b>	<b>\$ 1,060,061</b>	<b>\$ 854,000</b>	<b>\$ 1,914,061</b>
<b>Funding</b>							
Fund Transfers	\$ 65,703	\$ 187,036	\$ 888,223	\$ 655,785	\$ 170,712	\$ 556,600	\$ 727,339
Debt	\$ -	\$ -	\$ -	\$ 530,000	\$ -	\$ -	\$ -
General Fund Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000
Interest	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Funding</b>	<b>\$ 65,758</b>	<b>\$ 187,036</b>	<b>\$ 888,223</b>	<b>\$ 1,185,785</b>	<b>\$ 170,712</b>	<b>\$ 856,600</b>	<b>\$ 1,027,339</b>
<b>Net Current Year Shortage / (Overage)</b>	<b>\$ 363,492</b>	<b>\$ (81,839)</b>	<b>\$ 18,689</b>	<b>\$ (546,270)</b>	<b>\$ 889,349</b>	<b>\$ (2,600)</b>	<b>\$ 886,722</b>
<b>Fund Balance</b>							
Prior Year Ending Balance	\$ 686,682	\$ 323,190	\$ 411,389	\$ 405,029	\$ 951,299	\$ -	\$ 951,299
Current Year Ending Balance	\$ 323,190	\$ 405,029	\$ 392,700	\$ 951,299	\$ 61,950	\$ 2,600	\$ 64,577

## Capital Improvement Projects

### FY17 New Project Funding

<b>CIP Fund</b>		<b>FY17</b>
<b>Project</b>	<b>Fund</b>	<b>Budget</b>
Road Maintenance	General Rev's / HURF	\$ 400,000
Community Park	General Rev's	\$ 150,000
Stormwater Projects	General Rev's	\$ 65,000
Town Kitchen	General Rev's	\$ 50,000
Property & Evidence	General Rev's	\$ 35,000
Homestead Parkway	General Rev's	\$ 75,000
Rezzonico Park	General Rev's	\$ 35,000
Wayfinding Signage	General Rev's	\$ 20,000
Pool Roof	General Rev's	\$ 24,000
<b>Total CIP Fund</b>		<b>\$ 854,000</b>

<b>Funding</b>	<b>Fund</b>	<b>Budget</b>
FY17 General Revenues	General Fund	\$ -
FY16 Surplus	General Fund	\$ 300,000
FY17 .65% Tax Revenues	General Fund	\$ 306,600
FY17 General Revenues	HURF Fund	\$ -
Unencumbered Reserves	HURF Fund	\$ 250,000
<b>Total CIP Fund</b>		<b>\$ 856,600</b>

**Capital Improvement Projects**  
**FY16 Current & Pending Projects**

<b>CIP Fund</b>		<b>FY17</b>
<b>Project</b>	<b>Fund</b>	<b>Budget</b>
Re-Roof Town Gym	General Fund	\$ 100,000
Transit Stop	General Fund	\$ 5,023
New Courtroom	General Fund	\$ 246,400
Network Equipment	General Fund	\$ 15,000
Bashas Drainage	General Fund	\$ 19,763
Verde Lakes Dr. Impr's	General Fund	\$ 67,515
Finnie Flat Sidewalk	General Fund	\$ 165,689
Hollamon Parking Lot	General Fund	\$ 47,000
Finnie Flat Streetscape	General Fund	\$ 75,000
Sewer Expansion - Hwy 260	General Fund	\$ 226,538
Community Park	General Fund	\$ 92,133
<b>Total CIP Fund</b>		<b>\$ 1,060,061</b>

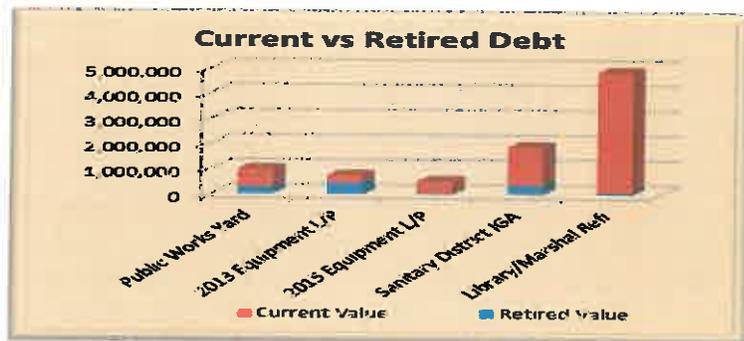
<b>Library Fund</b>		
<b>Project</b>	<b>Funding</b>	<b>Budget</b>
New Library	Library Fund	\$ 1,540,000
<b>Total Library Fund</b>		<b>\$ 1,540,000</b>

## Debt Service Fund

<b>Debt</b>	<b>Fund</b>	<b>Budget</b>	<b>Maturity</b>	<b>Current Balance</b>
2013 Equipment L/P	General, HURF	\$ 160,382	1/28/2018	\$ 312,428
2015 Equipment L/P	General, HURF	\$ 111,991	8/20/2020	\$ 477,683
Public Works Yard	HURF	\$ 106,479	7/1/2023	\$ 722,522
New Library / CVMO Refi	General	\$ 453,090 **	7/1/2030*	\$ 4,811,000
Sanitary District IGA	General	\$ 118,628	7/1/2032	\$ 1,534,841
<b>Total Debt Payments</b>				<b>\$ 7,858,474</b>
		<b>\$ 950,570</b>		

<b>Funding Source</b>	<b>Fund</b>	<b>Budget</b>
FY17 General Revenues	General Fund	\$ 92,747
FY17 Construction Taxes	General Fund	\$ 405,000
FY17 .65% Tax Revenues	General Fund	\$ 272,373
FY16 Surplus	General Fund	\$ -
FY17 General Revenues	HURF Fund	\$ 180,450
Unencumbered Reserves	HURF Fund	\$ -
<b>Total Debt Funding</b>		<b>\$ 950,570</b>

<b>Debt Service Ratio</b> (Debt Budget to Revenue)	<b>10%</b>
<b>Debt Ratio</b> (Debt to Assets)	<b>41%</b>
<b>Debt per Resident</b> (Est'd from 2015)	<b>\$ 708</b>
<b>Avg. Time to Maturity</b>	<b>8.5 yrs</b>
<b>Median Time to Maturity</b>	<b>7.0 yrs</b>
*The CVMO building refinance portion of the New Library/CVMO Refi debt will be paid off reducing the annual debt payment at the original timeline of 7/1/2024.	
**The Library's portion of the New Library/CVMO Refi debt is approx. \$282,000 while the CVMO portion is approx. \$171,000.	



## Remaining Town Funds

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>HURF Fund</b>	16,806	122,473	629%	(271,341)	-322%	(6,045)	617,245	N/A	(66,416)	(341,987)	26%	(1,416)
Wages & ERE	334,854	335,149	0%	348,839	4%	271,710	336,505	-4%	(\$12,334)	340,735	-2%	(\$8,104)
Operations	191,855	196,367	2%	235,870	20%	205,677	280,740	19%	\$44,870	280,740	19%	\$44,870
Capital	108,149	7,390		12,000	62%	23,797	12,000	0%	\$0	12,000	0%	\$0
Transfers Out	174,749	201,424	15%	531,932	164%	229,810	601,162	13%	\$69,230	601,162	13%	\$0
Net Expenses	809,607	740,330	-9%	1,128,641	52%	730,994	1,230,407	9%	\$101,766	1,234,637	9%	\$36,766
Revenues	826,413	862,803	4%	857,300	-1%	724,949	892,650	4%	\$35,350	892,650	4%	\$35,350

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Wastewater Fund</b>	(710,014)	(862,884)	23%	(746,689)	-13%	208,269	(725,520)	-3%	\$21,169	(735,000)	-2%	\$36,689
Wages & ERE	406,546	497,689	22%	503,748	1%	390,858	556,845	11%	\$53,097	566,325	12%	\$62,577
Operations	494,531	408,024	-17%	555,475	36%	346,632	599,875	8%	\$44,400	599,875	8%	\$44,400
Capital Exp's (Bal Sheet)	92,459	215,643	133%	756,850	N/A	227,580	754,366	0%	(\$2,484)	754,366	0%	(\$2,484)
Depreciation/Bad Debt	744,386	771,528	4%	745,000	-3%	0	770,000	3%	\$25,000	770,000	3%	0
Net Expenses	1,737,922	1,892,884	9%	2,561,073	35%	965,070	2,681,086	5%	\$120,013	2,690,566	5%	\$104,493
Operating Fees	1,012,073	1,026,844	1%	1,008,300	-2%	856,071	1,290,600	28%	\$282,300	1,290,600	28%	\$282,300
Other Revenues	25,835	3,156	-88%	806,084	N/A	317,268	664,966	-18%	(\$141,118)	664,966	-18%	(\$141,118)

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Library Fund</b>	(240,590)	3,201,914	N/A	(3,566,159)	-212%	(2,306,029)	(1,157,979)	-68%	2,465,180	(1,157,979)	-68%	2,465,180
Capital	249,039	365,637	47%	3,998,684	994%	2,343,193	1,540,000	-61%	(\$2,458,684)	1,540,000	-61%	(\$2,458,684)
Net Expenses	249,039	365,637	47%	3,998,684	994%	2,343,193	1,540,000	-61%	(\$2,458,684)	1,540,000	-61%	(\$2,458,684)
Revenues	8,449	3,521,068	N/A	375,525	-89%	164	382,021	2%	\$6,496	382,021	2%	\$6,496
Transfers In	0	46,483	N/A	37,000	N/A	37,000	0	-100%	(\$37,000)	0	-100%	(\$37,000)

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Non Federal Grants</b>	(1,750)	53,546	N/A	(60,325)	-213%	(9,496)	(25,473)	-58%	34,852	(25,473)	-58%	(108,294)
Wages & ERE	32,466	45,885	41%	0	-100%	0	0	N/A	\$0	0	N/A	\$0
Operations	40,139	31,448	-22%	75,325	140%	49,170	50,473	-33%	(\$24,852)	50,473	-33%	(\$24,852)
Capital	66,396	183,578	176%	198,000	8%	0	375,000	89%	\$177,000	375,000	89%	\$177,000
Transfers Out	0	0	N/A	75,000	N/A	37,528	0	-100%	(\$75,000)	0	-100%	\$68,146
Net Expenses	139,001	260,911	88%	348,325	34%	86,698	425,473	22%	\$77,148	425,473	22%	\$220,294
Revenues	137,251	314,457	129%	288,000	-8%	77,202	400,000	39%	\$112,000	400,000	39%	\$112,000

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Federal Grants</b>	1,530	(49,884)	N/A	(9,260)	-81%	32,837	-	N/A	9,260	-	N/A	(3,175)
Wages & ERE	28,950	33,299	15%	43,000	29%	10,277	18,000	-58%	(\$25,000)	18,000	-58%	(\$25,000)
Operations	26,628	77,441	191%	49,425	-36%	14,106	0	-100%	(\$49,425)	0	-100%	(\$49,425)
Capital	89,130	176,327	98%	84,325	-52%	197,621	0	-100%	(\$84,325)	0	-100%	(\$84,325)
Transfers Out	0	0	N/A	12,435	N/A	12,435	0	-100%	(\$12,435)	0	-100%	\$0
Net Expenses	144,708	287,067	98%	189,185	-34%	234,439	18,000	-90%	(\$171,185)	18,000	-90%	(\$158,750)
Revenues	146,238	215,354	47%	179,925	-16%	267,276	18,000	-90%	(\$161,925)	18,000	-90%	(\$161,925)
Transfers In	0	21,829	N/A	0	-100%	0	0	N/A	\$0	0	N/A	\$0

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Magistrate Court</b>	42,288	28,871	-32%	(112,332)	-489%	(134,006)	34,270	N/A	146,602	34,270	N/A	(3,398)
Operations	1,957	1,668	-15%	8,700	422%	1,423	8,500	-2%	(\$200)	8,500	-2%	(\$200)
Transfers Out	0	4,600	N/A	150,000	3161%	150,000	0	-100%	(\$150,000)	0	-100%	\$0
Net Expenses	1,957	6,268	220%	158,700	2432%	151,423	8,500	-95%	(\$150,200)	8,500	-95%	(\$200)
Revenues	44,245	35,139	-21%	46,368	32%	17,417	42,770	-8%	(\$3,598)	42,770	-8%	(\$3,598)

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Impact Fees Fund</b>	376	(46,177)	N/A	(232,101)	403%	(110,806)	(121,464)	-48%	110,537	(121,464)	-48%	11,637
Capital	0	0	N/A	163,300	N/A	42,065	121,584	-26%	(\$41,716)	121,584	-26%	(\$41,716)
Transfers Out	0	46,483	N/A	69,000	48%	69,000	0	-100%	(\$69,000)	0	-100%	\$0
Net Expenses	0	46,483	N/A	232,300	400%	111,065	121,584	-48%	(\$110,716)	121,584	-48%	(\$41,716)
Revenues	376	306	-19%	199	-35%	259	120	-40%	(\$79)	120	-40%	(\$79)

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Housing Fund</b>	2,593	(34,828)	N/A	(8,400)	-76%	(4,435)	(13,200)	57%	(4,800)	(13,200)	57%	(4,800)
Operations	0	51,930	N/A	25,000	-52%	18,070	30,000	20%	\$5,000	30,000	20%	\$5,000
Net Expenses	14,000	51,930	271%	25,000	-52%	18,070	30,000	20%	\$5,000	30,000	20%	\$5,000
Revenues	16,593	17,102	3%	16,600	-3%	13,635	16,800	1%	\$200	16,800	1%	\$200

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>Restricted Monies</b>	2,730	(2,671)	-198%	(22,021)	724%	5,766	(51,060)	132%	(29,039)	(51,060)	132%	(29,039)
Operations	5,773	12,833	122%	48,821	280%	1,624	81,360	67%	\$32,539	81,360	67%	\$32,539
Net Expenses	5,773	12,833	122%	48,821	280%	1,624	81,360	67%	\$32,539	81,360	67%	\$32,539
Revenues	8,503	10,162	20%	26,800	164%	7,390	30,300	13%	\$3,500	30,300	13%	\$3,500

	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	% Chng	2015-16 ADJUSTED BUDGET	% Chng	2015-16 THROUGH APR '16	2016-17 DEPT REQUEST	% Chng	\$ Chng	2016-17 MANAGER RECMN'D	% Chng	\$ Chng
<b>911 Fund</b>	(57)	(360)	532%	(2,143)	495%	-	(2,143)	0%	-	(2,143)	0%	-
Operations	57	360	532%	2,143	495%	0	2,143	0%	\$0	2,143	0%	\$0
Net Expenses	57	360	532%	2,143	495%	0	2,143	0%	\$0	2,143	0%	\$0

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**Camp Verde Sanitary District  
Debt Service Fund**

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 AUDITED ACTUAL	2015-16 APPROVED BUDGET	2015-16 THROUGH APR '16	2016-17 DEPT REQUESTED	2016-17 MANAGER RECOMMEND
<b>Principal &amp; Interest</b>						
Debt Principle Payments	651,285	666,037	1,132,500	480,332	672,875	672,875
Interest on Debt	441,228	446,701	410,000	233,106	395,285	395,285
<b>Total Principal &amp; Interest</b>	<b>\$ 1,092,513</b>	<b>\$ 1,112,738</b>	<b>\$ 1,542,500</b>	<b>\$ 713,438</b>	<b>\$ 1,068,160</b>	<b>\$ 1,068,160</b>
<b>Revenue Sources</b>						
Property Taxes	1,159,021	1,151,756	1,033,036	610,654	949,530	949,530
Property Tax Allowance for Bad Debt	0	0	(25,000)	0	0	0
IGA with Town of Camp Verde	89,903	118,700	118,670	118,664	118,630	118,630
Interest	3,044	3,530	2,000	1,643	3,500	3,500
<b>Total Tax Levy &amp; IGA</b>	<b>\$ 1,251,968</b>	<b>\$ 1,273,986</b>	<b>\$ 1,128,706</b>	<b>\$ 730,961</b>	<b>\$ 1,071,660</b>	<b>\$ 1,071,660</b>
<b>Net Adjustment to Fund Balance</b>	<b>\$ (159,455)</b>	<b>\$ (161,248)</b>	<b>\$ 413,794</b>	<b>\$ (17,523)</b>	<b>\$ (3,500)</b>	<b>\$ (3,500)</b>

<b>Sewer District Debt Year End Reserve Estimate</b>						
Prior Year Ending Reserve Balance	\$ 419,750	\$ 579,205	580,605	\$ 729,073	\$ 332,596	\$ 332,596
Less: Increase in AR		\$ (11,380)		\$ -		
<b>Estimated Ending Reserve Balance</b>	<b>\$ 579,205</b>	<b>\$ 729,073</b>	<b>\$ 166,811</b>	<b>\$ 746,596</b>	<b>\$ 336,096</b>	<b>\$ 336,096</b>



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** June 01, 2016

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

**Requesting Department:** Finance Dept.

**Staff Resource/Contact Person:** Mike Showers

**Agenda Title (be exact):** Discussion, consideration and possible approval of the FY17 debt levy certification to Yavapai County for \$697,375, acting as the Trustee to the Camp Verde Sanitary District.

**List Attached Documents:** 1) Certification to Yavapai County, 2) Notice of Debt Levy

**Estimated Presentation Time:** 2 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

**Department Head:** Michael Showers (Included in background section)

**Town Attorney Comments:** These debt service payments were incurred under Title 48 and will continue to be until the debt is gone. The Town Council is acting as a Trustee for this debt and must certify to the County the amount necessary to collect for payment of interest and principal on the outstanding debt.

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

**Background Information:** The rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. The calculations are based on the valuation of the District which fluctuates annually. This debt will continue to be paid by the District and is not a debt shared by the Town.

**Recommended Action (Motion):** Approve the FY17 debt levy certification to Yavapai County for \$697,375, acting as the Trustee to the Camp Verde Sanitary District.

**Instructions to the Clerk:** None.

**YAVAPAI COUNTY**



**SPECIAL TAXING DISTRICT TAX LEVY CONFIRMATION FORM**

**FISCAL YEAR: 2016-17**

**NAME OF DISTRICT: Camp Verde Sanitary District**

**TAX LEVY REQUIRED: \$ \_\_\_\_\_**

**BOND DEBT SERVICE LEVY REQUIRED: \$ 697,375 (3.24 per \$100.00)**

**COMMUNITY FACILITIES DISTRICTS (CFD):**

<u>NAME OF CFD</u>	<u>TAX RATE REQUIRED</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Prepared By: Michael Showers

Title: Finance Director – Town of Camp Verde

Date: 6/2/16

Telephone Number: (928) 554-0811

E-mail Address: Michael.Showers@campverde.az.gov

**NOTICE OF PROPOSED DEBT SERVICE LEVY for FY17**

The Town of Camp Verde will be discussing

The proposed debt service levy for FY17

On June 1, 2016 at 6:30 pm in the Council Chambers

at 473 S. Main St., Room 106, Camp Verde, AZ

**Interested parties are invited to attend and present their comments**

FY2016-17 Debt Service Budget of the Camp Verde Sanitary District

Amount to be certified:

Debt Reduction Levy of \$3.24 per \$100 of Net Assessed Value of \$21,508,349

Debt Service Levy: \$697,375

WIFA Debt Service Budget: \$816,006



**Agenda Item Submission Form – Section I**

**Meeting Date:** June 01, 2016

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

**Requesting Department:** Finance Dept.

**Staff Resource/Contact Person:** Mike Showers

**Agenda Title (be exact):** Discussion, consideration and possible approval of the FY17 special assessment levy of \$252,154 for annual payments against the Camp Verde Sanitary District's USDA notes, acting as the Trustee to the Camp Verde Sanitary District.

**List Attached Documents:** 1) Notice of Special Assessment Debt

**Estimated Presentation Time:** 2 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

**Department Head:** Michael Showers (Included in background section)

**Town Attorney Comments:**

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

**Background Information:** The rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. This debt will continue to be paid by the District and is not a debt shared by the Town.

**Recommended Action (Motion):** Approve the FY17 special assessment levy of \$252,154 for annual payments against the Camp Verde Sanitary District's USDA notes, acting as the Trustee to the Camp Verde Sanitary District.

**Instructions to the Clerk:** None.

**SPECIAL ASSESSMENT DEBT**

Council will be discussing and approving the special assessment

For Sanitary District Debt Service payments

Special Assessment Levy: \$ 252,154

USDA Debt Service Budget: \$ 252,154



**Agenda Item Submission Form - Section I**

**Meeting Date: June 1, 2016**

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

**Requesting Department:** Library

**Staff Resource/Contact Person:** Kathy Hellman, Library Director

**Agenda Title (exact):** Discussion and consideration for approval of a Library Services and Technology Act (LSTA) Grant award from the Arizona State Library, Archives and Public Records a division of the Secretary of State

**List Attached Documents:** Early Literacy Grant Application

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

- Department Head: Kathy Hellman       Town Attorney Comments: N/A

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:**

Programs & Outreach Library Specialist, Sebra Choe, submitted an LSTA Grant application for consideration by the Arizona State Library and the \$20,000 project was selected for funding. The goal of this project is to make library services more accessible to Spanish-speaking families with young children ages 0-5 and equip parents to teach early literacy skills with confidence.

**Recommended Action (Motion):** Direct library staff to accept the \$20,000 LSTA 2016 Grant award from the Arizona State Library, Archives and Public Records, a division of the Secretary of State.

**Instructions to the Clerk:** We would like the laptop, projector and screen for a brief presentation.

**LSTA 2016 Application**

**Organization Information**

ORGANIZATION INFORMATION		
Library Name Camp Verde Community Library		
Library Address 130 Black Bridge Road		
City	State	Zip Code
Camp Verde	AZ	86322
Website Address cvlibrary.org		
DUNS Number 174953414		

**Project Contacts**

PROJECT ADMINISTRATOR				
Prefix	First Name	Last Name		
Ms	Sebra	Choe		
E-mail		Phone		Fax
sebra.choe@campverde.az.gov		928-554-8391		

OTHER ADMINISTRATOR (if different from Project Administrator)				
Prefix	First Name	Last Name		
Mrs.	Kathy	Hellman		
E-mail		Phone		Fax
kathy.hellman@campverde.az.gov		928-554-8381		

**Request Information**

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Choose One Category  
Learning

What community need or opportunity does your project address?

Camp Verde Community Library programs and services currently cater to a predominately English-speaking audience. There is a lack of programs and services available for Spanish-speakers, thus the language barrier remains a substantial obstacle to families taking advantage of library resources.

How do you know this is a need?

Population Statistics

Camp Verde Head Start applications indicate that 43.8% of the students are Hispanic / Latino, or 46 of 105 students.

Within the Camp Verde Unified School District, grades Pre-School to 12th grade, approximately 10% of the students answered Spanish as their primary home language, or 156 of 1534 students.

2010-2014 census data shows that 9.1% of Camp Verde residents ages 5 years and up, speak a language other than English spoken at home.

Collection Statistics

The Spanish collection, which exists only in the Youth Services Library, consists of .01% of Camp Verde Community Library's total collection, or 332 of 30,700.

Since January 2016, only 5 items have been checked out; and the average is 30 items per year for the last 5 years, with a peak of 58 items in 2013.

85% of the Spanish collection in the Youth Services Library is over 10 years old, and only 13 new books have been added to the collection in the last 5 years.

Programming Statistics

0 of the 10 regular families who attend Story Time are Spanish-speaking.

Only 3 Spanish-speaking families attended the school-readiness fair hosted by the Kiwanis Club on March 5, 2016.

It has been 5 years since the library has offered a bilingual story time, and all literature: promotional materials, print media, forms, and pamphlets are offered only in English.

1 out of 9 library staff can speak beginner-level Spanish, but does not work in Youth Services and has rarely had the occasion to speak Spanish with patrons, even as the Circulation Manager for the last 10 years.

What audiences are you targeting with this project and why?

The target audience is mono-lingual Spanish-speaking parents of young children, ages 0-5, who do

not have library cards, or who visit the library less than once a month. This is important since about 40% of Camp Verde Head Start students come from homes of low socio-economic status where Spanish is the primary language, yet they are not connecting with free resources available for improving English-literacy, due to the language barrier.

How does this project relate to your library's mission, or other plans (such as a technology plan)?  
Camp Verde Community Library's mission is to become a preferred destination with superior service that listens to our patrons and embraces positive change. The library would like to become a preferred destination for Spanish-speaking families, and embrace the changes needed to make that goal a reality.

This fall, the much-anticipated new library building will be open to the public. The library's plan is to serve as a community learning-hub for Camp Verde and improve services for under-served demographics, which currently, are the early learning and Spanish-speaking communities.

### Project Outcomes

What specific change do you intend to achieve with this project?

1. Camp Verde Community Library is seen as a welcoming, safe place with resources for Spanish-speaking families.
2. Spanish-speaking parents and caregivers begin preparing their children to read earlier, and can teach with confidence.
3. Story Time is a research-based, curriculum-driven, interactive learning experience that includes Spanish-speaking children and caregivers.
4. The Children's Library is equipped with early literacy resources for drop-in interaction, and a multi-format collection of early literacy tools and kits for circulation, including Spanish materials.

Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.  
The 4 outcomes--an improved reputation, bi-lingual parent training, inclusive programming, and bi-lingual materials--are necessary, interconnected changes which must occur in order for the library to transition from serving very few Spanish-speaking families, to equipping those families to prepare their children for success in English-speaking schools. Outcome #4 creates a self-service environment so that patrons feel empowered to engage in early learning activities, effectively nullifying the language barrier.

Why is this project the best approach?

This grant would make it possible to accomplish goals the library could not otherwise achieve. The library's annual program budget is \$2000 for all ages, the bulk of which finances Summer Reading Programs. This effort requires the support of multiple partners and professionals, who can offer services in Spanish that are beyond the capability of current staff.

The approach is multi-faceted and comprehensive so that Spanish-speaking families will have everything they need to achieve their young children's learning goals.

How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

The general public will participate in programs and workshops, check out multiple formats of early literacy tools, and interact with early literacy stations built into the design of the Children's Library space.

Camp Verde Head Start families will be the primary participants, from which the library hopes to establish a basis for word-of-mouth promotion and expansion.

The goal is for at least half of the Head Start families to participate in the first year, which is approximately 20 families.

Publicity campaigns will include bi-lingual print media widely distributed and posted, radio spots on the Spanish station, a Spring and Fall bi-lingual library open house, and Summer Reading promotions which will follow an Olympics theme that encourages national / cultural pride.

What steps has your library taken to prepare for this project?

- Participation in Kiwanis Spring Readiness Fair: started a mailing list of Spanish speaking families and advertised grant proposal
- Scheduled a library card sign up day at Camp Verde Head Start in April with their bi-lingual staff.
- Planning to celebrate Dia on April 30th with a festive library Open House for Spanish-speaking families, with Head Start's bilingual staff.
- Primary project personnel are certified drivers for the Park & Recreation department's 14-passenger bus and are prepared to shuttle patrons to the library if transportation is a major barrier.
- Planning an Olympic-themed Summer Reading Program to encourage national / cultural pride.

What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

Outcome #1. Camp Verde Community Library is seen as a welcoming, safe place with resources for Spanish-speaking families.

- a. Promotional print media, Library signage, and portions of website translated into Spanish.
- b. Library Open House and tours offered in Spanish twice a year.
- c. Summer Reading Program events for the 0-5 age group, inclusive of Spanish-speaking families, twice a month.

Outcome #2. Spanish-speaking parents and caregivers begin preparing their children to read earlier, and can teach with confidence.

- a. Baby Brain Box program at least once a month with Brain-Box-trained staff.
- b. Quarterly Parent Workshops provided by community partners with early literacy focused content.

Outcome #3. Story Time is a research-based, curriculum-driven, interactive learning experience that includes Spanish-speaking children and caregivers.

- a. Story Time with Kids Dance play twice a month with dance instructor Jennifer Smith, intended to achieve school readiness, through: 1) Alphabet-related crafts and activities, 2) Incorporation of the "universal languages" of music, dance, and physical movement to act out words to enhance comprehension and retention,
- b. Bi-lingual story for one Story / Dance Play session per month, facilitated by Head Start's bi-lingual staff.

Outcome #4. The Children's Library is equipped with early literacy resources for drop-in interaction, and a multi-format collection of early literacy tools and kits for circulation, including Spanish materials.

- a. Bi-lingual Playaway View tablets with early literacy content
- b. E-reader tablets dedicated to early learning applications.
- c. Bi-lingual pre-reader books and kits
- d. Bi-lingual Baby Brain boxes for use within the library
- e. Drawing / Writing / Alphabet stations, such as: craft table with built-in paper roll, dry erase and magnetic surfaces with magnetic alphabet.
- f. Early learning play stations that encourage speech practice, such as a puppet theater.

List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.  
See the above.

#### Project Evaluation

Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, benchmarks, and observations.

- Increase story time attendance to an average of 2 Spanish-speaking families weekly.
- Complete 20 new library card sign-ups for Spanish speaking families.
- Complete Attendance Sheets for all events
- Goal of 10 SRP participants & 3000 minutes read collectively; gather data from Great Reading Adventure software.
- Before / after survey for Open House, Parent Workshops, and Summer Reading.
- Check-out log for Baby Brain Boxes.
- Computer-generated usage statistics for bilingual early learning applications.
- Staff observes that more Spanish-speaking families: 1) Visit the library with increased frequency, 2) Spend more time in the library, and 3) Interact with early literacy stations.

#### Project Personnel

Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.

#### Camp Verde Community Library Staff

Nadia Torabi, Youth Services Librarian - Children, will act as project director, manage the budget, plan and facilitate programming, manage collection development, and design the Children's Library.

Sebra Choe, Library Specialist - Programs & Outreach, will be responsible for overseeing the project timeline, coordinating with community partners, and will provide support to the Youth Services staff.

Jessica Cho, Youth Services Librarian - Teens, will support and facilitate events and programming, as needed.

Library Staff and volunteers will stay informed and help promote the programs and direct participants to resources as needed.

Library Director, Kathy Hellman will have final say on budget and programming schedule.

#### Hired Staff

Jennifer Smith, Kids Dance Play Instructor, Independent Contractor, will design Kids Dance Play to support Story Time, and reinforce early literacy through music, movement and cultural immersion.

Andres Carrillo, Spanish Interpreter, Independent Contractor, will provide written and verbal Spanish translation services for all information, promotional media, and for select early literacy programming.

Identify the project director, and explain why he or she is appropriate for this project

Nadia Torabi, Youth Services Librarian - Children, holds a Master's Degree in Human Relations and a Bachelor's Degree in Social Work from Ohio State University. She lived in Iran for 5 years, taught gardening to children on the Native American reservation as a volunteer for 2 years in Tuba City, taught summer camp in the Grand Canyon, and taught preschool for 2 years. Her immigrant experience as a young child, passion for the culturally-diverse underserved, and her credentials in early childhood education, make Nadia a good fit as project director for this effort.

If special skills or expertise are necessary for a participant, briefly list his or her qualifications.

Jennifer Smith will serve as the Kids Dance Play instructor for weekly Story Times. She studied Dance & Performing Arts for 5 years at Citrus College in Glendora, CA, and competed nationally with their college dance team. College studies also included Early Childhood education, and she has 8 years of experience as a Teacher's Aid for Pre-K and grade school. She created the Kids Dance Play program and has been a volunteer dance teacher at the library for 4 years.

Andres Carrillo, Spanish Interpreter, has decades of experience providing translation services, including translating newsletters for Camp Verde Head Start and interpreting weekly church services as a Deacon at the most prominent Catholic churches in the Verde Valley. Mr. Carrillo is retired and has the time, experience, and compassion necessary to help make this project a success.

Provide a brief resume for any consultant for whom you are requesting LSTA funds.

[2 grant resumes Mar16.pdf](#)

## Partners

If you are partnering with other organizations for this project, describe each partner's role. Enter N/A if not applicable.

1. First Things First Yavapai Regional Partnership Council's Outreach Coordinator will provide quarterly 30-60 minute presentations to parents to teach the importance of early literacy and how to prepare children for kindergarten.

2. Camp Verde Head Start will co-host a bilingual library open-house and library card sign-up sessions for Spanish-speakers. Head Start staff will provide monthly bilingual story times at the library in English and Spanish, and provide staff support for a Baby Brain Box program once a month.

3. Parents as Teachers, a program of the Arizona Children's Association, agrees to offer one 1.5 hr Group Connections / Play Group in Camp Verde per year that would include reading stories, singing songs, discussing the benefits and importance of reading to a child, sharing literature on early literacy, and making crafts.

4. New Directions Institute for Early Childhood Brain Development, a program of the Arizona Children's Association, agrees to offer at least one free parenting workshop in Camp Verde, teaching early literacy topics, such as "Promoting Healthy Brain Development," "Parents as First Teachers," and "School Readiness."

Include a letter of support from each institutional partner.

4 signed CVCL grant letters Mar16.pdf

## Timeline Schedule of Activities

What are the major steps you'll take to reach the outcomes you've listed?

1. Initiate contact with Spanish-speaking families by taking services out to the Hispanic / Latino community.
2. Offer bi-lingual programs and make print materials available in Spanish.
3. Train Spanish-speaking families to teach early literacy through targeted programming.
4. Expand and refresh the Spanish collection, offer multiple formats, and offer varied, continual passive programming activities.

Provide a timeline that includes planning, implementation and evaluation, and indicates when funds will be spent. Remember, funds are not available before May 20, 2016, and must be spent by August 4, 2017.

### Planning

August: Research, Marketing, and Design

- a. Design Story Time curriculum (\$100)
- b. Schedule Parent Workshops
- c. Plan Baby Brain Box events
- d. Translate / print promotional material (\$1000)
- e. Request bi-lingual flyers from partners
- f. Begin Spanish collection-development (\$500)
- g. Design interactive literacy stations (\$250)

### Implementation

September 2016 - August 2017: Programming, Marketing, Collections

- a. Conduct bi-monthly Story / Dance Play (\$100 p/m x 12 = \$1200)
- b. Bi-lingual Open House in new library building (\$200 per x 3 = \$600)
- c. Monthly bi-lingual Brain Box program (Free)
- d. Quarterly Parent Workshops (Free)
- e. Collection-development (\$3100 Books + \$900 E-reader tablets, accessories & apps subscriptions + \$1500 Playaway Views)
- f. Varied, continual Passive program activities (\$250)
- g. Ongoing translation services (\$800 x 12 = \$9600)
- h. Marketing: Radio spots, banners, posters, flyers, signage (\$1000)
- i. Summer Reading Programs (\$800)

### Evaluation

July - August: Surveys and Statistics

- a. Evaluate circulation, traffic, and usage statistics
- b. Complete surveys for programming
- c. Gather input from Head Start staff from word-of-mouth reports

Provide specifics about each public program activity, including the date and location. Enter N/A if not applicable.

Bi-lingual Open House and Library Card Sign-ups at Head Start: Fall 2016, Spring & Fall 2017

Summer Reading Programs: June - July 2017

If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

The library will maintain community partnerships with Camp Verde Head Start and First Things First, and offer continual early literacy programs, open houses, and library card sign-ups that reach out to Spanish-speaking families. The Spanish Interpreter will translate an adequate amount of durable information, as such the explanation for library card registration on the website and library signage, that will continue to benefit the community beyond the grant period. Early learning literature from the different partnering organizations will be offered in Spanish and kept on hand in the Children's Library after the grant. Kids Dance Play will continue on a volunteer basis, and offer a "universal language" for Story Time interaction. The benefits of the Baby Brain boxes which already contain Spanish instructions, the Spanish collections, and the interactive early literacy stations will endure beyond the grant. If the grant is successful, the library would be interested in pursuing future grants to expand Spanish services to other age groups.

**Project Title**

Expanding Library Services to Spanish Community through Early Literacy

Briefly summarize the project, by completing the following: The goal of this project is \_\_\_\_\_; Funds will be used to \_\_\_\_\_; Community members will benefit because \_\_\_\_\_.

Goal: Make library services more accessible to Spanish-speaking families with young children ages 0-5, and equip parents to teach early literacy with confidence. Funds: 1) Hire support staff, 2) Bilingual programming and materials 3) Multi-format collection development, 4) Interactive early learning stations, 5) Comprehensive marketing strategy. Community Benefit: 1) The library will become a culturally-enriched learning-hub that meets the needs of the Hispanic / Latino community-16% of Town residents, 2) Inclusive programming will serve as a model for making connections with another underserved population, the Yavapai Apache Nation, 3) Spanish-speaking families will have the necessary resources to accomplish their children's educational goals, 4) Early literacy infrastructure and quality programming will enhance patron experience, making the library a preferred destination.

Select a Primary Project Intent. Please Check one.

Improve users' ability to discover information (Information Access)

Amount of grant funds you are requesting:

\$20,350

For your library, is this project New or Continuing?

New

### Budget Information

**Project Budget**

Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

Consultant Fees: \$20 per hour x 10 hrs per week = \$200 per week x 4 = \$800 monthly x 13 = \$10,400

Travel Requested: 250 Miles + 2 meals = \$250

**Supplies / Materials**

Interactive stations: drawing, writing, craft, play supplies = \$500

\$3500 Books + \$900 E-reader tablets, accessories & apps subscriptions + \$1500 Playaway Views = \$5900

Summer Reading Programs: Presenters x \$200 each x 4 events = \$800

Total = \$7200

**Services Requested**

Marketing to culturally-diverse, underserved population: Radio spots, banners, posters, flyers, signage (\$1200)

Local Match: \$.14 per page to print color x 2000 pages = \$280

**Indirect Costs Local Match of Staff Time**

• Sebra Choe 260 hours x \$18.00/hr. \$ 4,680

- Nadia Torabi 260 hours x \$17.25/hr. \$ 4,485
  - Jessica Cho 52 hours x 17.25/hr. \$ 897
  - Kathy Hellman 26 hours x \$ 31.00/hr. \$ 806
  - Library Staff 52 hours x \$16.00/hr. \$ 832
- TOTAL \$ 11,700

### Project Budget Form

- Complete the budget form below for the project described in this application.
- In-kind services or funds are not required, but are encouraged.

\$ Salary/Benefits Requested	\$ Local Match	Salary, Wage and Benefits Description
\$1300	0	\$50 per session x 2 per month x 13 months

Total Salary Wages and Tips



\$ Consultant Fees Requested	\$ Local Match	Consultant Fees Description
\$10,400	0	Spanish Interpreter & Translation Services

Total Consultant



\$Travel Requested	\$ Local Match	Travel Description	Total Travel
\$250	0	Grant award acceptance ceremony	

\$ Supplies/Materials Requested	\$ Local Match	Total Supplies and Materials
\$7200	0	

Supplies Description

E-devices, Learning stations, Collections, Programming

\$ Equipment Requested	\$ Local Match	Equipment Description	Total Equipment
A single item valued at \$5,000 or more	0	0	0

\$ Services Requested	\$ Local Match	Services Description	Total Services
\$1200	\$280	Professional Printing, Advertisement	

\$ Indirect Costs Requested	\$ Local Match	Indirect Total
0	\$11,700	

\$ Total Grant Budget	\$ Total Local Match	Total Budget
Click on calculator icon to total the amounts 	Click on calculator icon to total the amounts 	Click on calculator icon to total the amounts 

## Beneficiaries

Age Group 0-5 years
Population Served (Optional) Economically Disadvantaged
Ethnicity (Optional) Hispanic or Latino

## Certification

**To complete your application  
please fill out the certification form, print it, sign it and mail to:  
Grants Consultant  
Arizona State Library, Archives & Public Records  
1700 W. Washington St., Suite 200  
Phoenix, AZ 85007**

[Click here to open the certification form](#)

14.



Town of Camp Verde

**Meeting Date: September 3, 2014**

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

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration, and possible approval of a contract with MeritIT (Taurus Technology Investment Partners, Inc.) for professional services for the Information Technology (IT) services for the Town of Camp Verde.

**List Attached Documents:**

1. Proposed Contract

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 15 minutes

**Reviews Completed by:**

- Department Head: Russ Martin** (comments included in report)
- Town Attorney Comments:** Attorney and Manager have discussed the proposed contract and will be using our standard services contract.
- Finance Department:** N/A

**Background Information:**

Staff has been working with Stephen Ashworth LLC for the past 3 years as they helped get us to direct services with our Spillman software and continue to process upgrades throughout the system. However, they are not set up to do day to day services needs from the Phoenix area and have encouraged us to look more local. MeritIT is out of Sedona and currently services the area, including the Fire District. This will allow them to be local daily as necessary and also with this contract get a more reliable cost.

**Recommended Action (Motion):**

Move to direct the Town Manager to enter into a Professional Services Contract with MeritIT.

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**IT OUTSOURCING AND STAFFING AGREEMENT**

THIS AGREEMENT ("Agreement") is entered into on June 1, 2016 between Taurus Technology Investment Partners, Inc ("Provider"), with its principal place of business located at Two Renaissance Square – 4040 North Central Avenue, Suite 1400 - Phoenix, Arizona 85004 and Town of Camp Verde ("Client"), with its principal place of business located at 473 South Main Street - Camp Verde, Arizona 86322 and shall be effective as of June 1, 2016 ( the "Effective Date").

**RECITALS**

WHEREAS, Provider is engaged in the business of providing personnel and expertise for the performance of certain technology-related services,

WHEREAS, Client wishes to retain Provider to provide personnel to Client in connection with the project or projects set forth in Exhibit A (Statement of Work).

NOW, THEREFORE, Provider and Client agree as follows:

**1. Scope of Services**

Provider will provide personnel (the "Supplied Personnel") to perform the work (the "Work") described in Exhibit A for Client in accordance with the completion times set forth therein.

**2. Price and Payment Terms**

Provider agrees to cooperate with Client's reasonable requests with respect to the supplying of personnel and to pay Provider for the services of the Supplied Personnel as set forth in Exhibit A.

**3. Relation of Parties**

A. The Supplied Personnel are employees of Provider, and Provider retains all responsibility related thereto, including but not limited to withholding and payment of any applicable local, state or federal taxes, and payment for Workers' Compensation protection. Provider will indemnify client against any claims made or brought by personnel, government or taxing authority relating to such payments or withholdings.

B. The performance by Provider of its duties and obligations under this Agreement will be that of an independent contractor, and nothing herein shall create or imply an agency relationship between Provider and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties.

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### **4. Term and Termination**

Unless terminated as provided herein, the effective date of this agreement shall begin June 1, 2016 for a term of Two ( 2 ) years ending June 1, 2018. Client may terminate this agreement with cause upon six ( 6 ) months written notice after first contract year is complete. Either party may terminate this agreement for material breach, provided, however, that the terminating party has given the other party at least sixty ( 60 ) days written notice of and the opportunity to cure the breach. Termination for breach will not preclude the terminating party from exercising any other remedies for breach. In the event of termination all fee's due provider shall be paid on or before providers last day. This contract will auto-renew for the same duration stated herein on the maturation date unless specifically cancelled in writing per the termination policy.

### **5. Ownership of Intellectual Property**

To the extent that Provider has received payment of compensation as provided in this Agreement, any work of authorship created in conjunction with the Work will be deemed a "commissioned work" and "work made for hire" to the greatest extent permitted by law and Client will be the sole owner of the Work and/or any works derived therefrom. To the extent that the Work is not properly characterized as "work made for hire," then Provider hereby irrevocably assigns to Client all right, title and interest in and to the Work (including but not limited to the copyright therein), and any and all ideas and information embodied therein, in perpetuity and throughout the world.

### **6. Confidential Information**

A. Provider warrants that it has obligated the Supplied Personnel to abide by the terms of this Agreement related to the nondisclosure of confidential information. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of the Work.

B. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, shall be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement.

C. These obligations of confidentiality will extend for a period of One Year after the termination of this agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

### **7. Warranty and Disclaimer**

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**CONFIDENTIAL**

Provider warrants that the Work will be provided in a workmanlike manner, and in conformity with generally prevailing industry standards. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.

**8. Limitation of Remedies**

Client's sole and exclusive remedy for any claim against Provider with respect to the quality of the Work will be the correction by Provider of any material defects or deficiencies therein, of which Client notifies Provider in writing within ninety (90) days after the completion of that portion of Provider's Work. In the absence of any such notice, the Work will be deemed satisfactory to and accepted by Client.

**9. Limitation of Liability**

In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, indirect or economic damages incurred or suffered by Client arising as a result of or related to the Work, whether in contract, tort or otherwise, even if Client has advised of the possibility of such loss or damages. Client further agrees that the total liability of Provider for all claims of any kind arising as a result of or related to this Agreement, or to any act or omission of Provider, whether in contract, tort or otherwise, will not exceed an amount equal to the amount actually paid by Client to Provider for the Work during the twelve (12) month period preceding the date the claim arises. Client will indemnify and hold Provider harmless against any claims by third parties, including all costs, expenses and attorneys' fees incurred by Provider therein, arising out of or in conjunction with Client's performance under or breach of this Agreement.

**10. Employee Solicitation/Hiring**

During the period of this agreement and for twenty-four (24) months thereafter, neither party shall directly or indirectly solicit or offer employment to or hire any employee, former employee, subcontractor or former subcontractor of the other. The terms "former employee" and "former subcontractor" shall include only those employees or subcontractors of either party who were employed or utilized by that party on the Effective Date of this Agreement.

**11. Non-assignment**

Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto, together with their respective legal representatives, successors and assigns, as permitted herein.

**12. Arbitration**

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Any dispute arising under this Agreement will be subject to binding arbitration by a single Arbitrator with the American Arbitration Association (AAA), in accordance with its relevant industry rules, if any. The parties agree that this Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Arizona. The arbitration shall be held in Arizona. The Arbitrator will have the authority to grant injunctive relief and specific performance to enforce the terms of this Agreement. Judgment on any award rendered by the Arbitrator may be entered in any Court of competent jurisdiction.

**13. Attorneys' Fees**

If any litigation or arbitration is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

**14. Severability**

If any term of this Agreement is found to be unenforceable or contrary to law, it shall be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

**15. Force Majeure**

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay is caused by events or circumstances beyond the delayed party's reasonable control.

**16. No Waiver**

The waiver by any party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the parties hereto.

**17. Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

Provider: Taurus Technology Investment  
Partners, Inc.

Client: Town of Camp Verde

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By: \_\_\_\_\_  
Paul Giovanni – Director

By: \_\_\_\_\_

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**EXHIBIT A: STATEMENT OF WORK**

**1.0 Scope**

Management of Information Technology ( IT ) Infrastructure

- See Exhibit "B" for breakdown of services
- See Exhibit "C" for Phases of IT Implementation

**2.0 Tasks**

Install Support and Maintain Business systems including, but not limited to:

- Computer File Servers & Backup Systems
- Network Routers & Switches & Network Backbone
- Firewall / SPAM and Intrusion Detection Systems
- Operating System and Application Software
- VoIP Phone System
- Computer Workstations
- Laptops / Thin Clients
- VMware

**3.0 Service Sites: Services will be performed at the following locations:**

Town of Camp Verde – All Town Operated Locations within Camp Verde

**4.0 Client Representative. Personnel will perform Services for:**

Client Representative Name: Russ Martin  
Client Department: Town Manager  
Phone Number: 928.554.0001  
Email Address: russ.martin@campverde.az.gov

**5.0 Compensation:**

As full compensation for the Services rendered pursuant to this Agreement, Client will pay Provider the sum of \$98,400.00 under this contract ( \$49,200.00 per year ) to be paid as follows:

- Monthly in the amount of \$4,100.00

**6.0 Expenses and Taxes**

Prices quoted for Services do not include, and Client will reimburse Provider for, it's reasonable and necessary cost of travel and out-of-pocket costs for photocopying, overnight courier, etc.

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**EXHIBIT "B"**  
**Services Provided Under This Contract**

**Services:**

<b>Service</b>	<b>Description</b>
MerIT TDS	Threat Denial System on all Servers and PC's
MerIT Help Desk	Help Desk Ticketing & Tracking System
IT Staff Dedicated	IT Services including support of all IT Hardware & Software

\*\* IT Staff will be located in Camp Verde and will be available daily as needed. IT Staff is a Full Time IT Member outsourced to Public Safety and will be a "shared" IT Staff Member with other local Public Safety Agencies.

**Hardware:**

<b>Product</b>	<b>Description</b>
N/A	N/A

\*\* All hardware not outlined above will be cost above and beyond this contract and will be quoted and provided as needed when needed. New hardware can be capitalized or converted to Hardware as a Service ( HaaS ) depending on the needs of the Town of Camp Verde.

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**EXHIBIT "C"**  
**Phases of IT Implementation**

<b>Phase</b>	<b>Description</b>	<b>Timeline</b>
Phase-I	Network Documentation, Inventory & Design Review	45 Days
Phase-II	Network Management Transition & Near Term Changes / No CVMO	60 Days
Phase-III	Network Management Transition CVMO – Non AJCIS	90 Days
Phase-IV	Network Management Transition CVMO – AJCIS	90 Days
Phase-V	Long Term Network Management and Operation	Perpetual

\*\* Exhibit "C" will be updated with additional detail for Phase-II through Phase-IV at the completion of Phase-I once network documentation, inventory & design review is complete.

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#6



TOWN OF CAMP VERDE COUNCIL  
REQUEST TO SPEAK  
CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

How to address the Town Council

- Your name will be called when it is your turn to speak
- Citizens are asked to restrict their comments to three (3) Minutes.
- Groups wishing to speak should select a spokesperson to represent the view of the group.

PLEASE PRINT

Full Name: RON POSTER Date: JUNE 1 16  
 Address: 1329 WAMPUM RD Phone#: 928 300 4246  
 Topic of Input: MEALS ON WHEELS

This card should be submitted to the Clerk any time before Call to the Public for items not on the agenda.



TOWN OF CAMP VERDE COUNCIL  
REQUEST TO SPEAK  
CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

How to address the Town Council

- Your name will be called when it is your turn to speak
- Citizens are asked to restrict their comments to three (3) Minutes.
- Groups wishing to speak should select a spokesperson to represent the view of the group.

PLEASE PRINT

Full Name: Debbie Hughes Date: 6-2-16  
 Address: 5902 S. Riverview Phone#: 567-0018  
 Topic of Input: a Salary Plan Adjustment Suggestion

This card should be submitted to the Clerk any time before Call to the Public for items not on the agenda.

Nov #9



TOWN OF CAMP VERDE COUNCIL  
REQUEST TO SPEAK  
CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

How to address the Town Council

- Your name will be called when it is your turn to speak
- Citizens are asked to restrict their comments to three (3) Minutes.
- Groups wishing to speak should select a spokesperson to represent the view of the group.

PLEASE PRINT

Full Name: MURRAY LIGHTY Date: 6/1/2016

Address: 143 W HEAD ST Phone#: \_\_\_\_\_

Topic of Input: MARIJUANA RELATED

This card should be submitted to the Clerk any time before Call to the Public for items not on the agenda.

COUNCIL CANDIDATE

**JESSIE  
MURDOCK**

#5

COUNCIL CANDIDATE

**BUCK  
UCHANAN**

#4

COUNCIL CANDIDATE

**DEE  
JENKINS**

13

COUNCIL CANDIDATE

**BRUCE  
GEORGE**

#2

COUNCIL CANDIDATE

**CAROL  
GERMAN**

MAYOR CANDIDATE

**DAVID  
BOILY**

MAYOR CANDIDATE

**CHARLES  
GERMAN**

3  
1

#1

#2

**Expanding Services to Spanish-Speaking Families through Early Literacy**



Camp Verde Community Library  
Kathy Hellman & Sebra Choe  
June 1, 2016

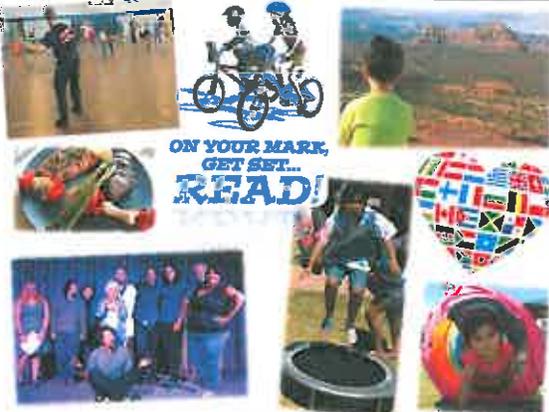
**Kids Dance Play 2x Monthly**




**1 Bilingual Story Time**  
w/ Head Start & Spanish Interpreter



Rhythmic movement with speech & song gives young children an opportunity to further develop their minds . . . this affects the areas of inner speech & impulse control, which contribute to language development, self-management, & social skills (Coulter 1995, 22).



**ON YOUR MARK, GET SET... READ!**



**The Magic of Reading Aloud**

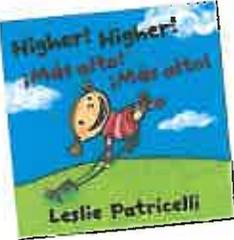



**Brain Development**

- 25% of child's brain developed at birth
- 90% developed by the age of 5
- More stimulation through senses → more rapid brain development

Talking  
Singing  
Playing  
Reading  
Writing

Yavapai College Raising a Reader & Camp Verde Head Start  
Tues, June 21, 2016 at IPN



**Partners**

- First Things First
- Head Start
- Parents as Teachers
- New Directions Institute



hand out - Bena Gorge 6-1-2014



**YAVAPAI COUNTY ELECTIONS**  
 1015 Fair Street, Rm. 228  
 Prescott, AZ 86305  
 Phone: (928) 771-3250 Fax: (928) 771-3446  
[web.elections@yavapai.us](mailto:web.elections@yavapai.us)

### JURISDICTION ELECTION FORM

*Please fill this form out completely. Additional races can be included on a second copy of the form.*

Jurisdiction: TOWN OF CAMP VERDE Election Date: 08-30-2016

Number of ballot questions: \_\_\_\_\_ Number of propositions: ONE (1)

Ballot language already translated or submitted for translation?  Yes  No

*NOTE: The Elections department assigns all proposition numbers. Ballot language (including translation) and candidate names are due in our office 88 days prior to the election date.*

**Race #1**

Race description: Mayor Term Length: 2 years # of Seats: one (1)

**Candidate Names**

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. <u>Daily Baily</u>	5. _____	9. _____
2. <u>Charley Jensen</u>	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____

**Race #2**

Race description: Town Council Term Length: 4 year # of Seats: 3

**Candidate Names**

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. <u>Carol Glaman</u>	5. <u>Jean Mandak</u>	9. _____
2. <u>Bruce George</u>	6. _____	10. _____
3. <u>Dee Jenkins</u>	7. _____	11. _____
4. <u>Buck Buchanan</u>	8. _____	12. _____

**Race #3**

Race description: \_\_\_\_\_ Term Length: \_\_\_\_\_ # of Seats: \_\_\_\_\_

**Candidate Names**

*List how each name is to appear on the ballot and the order in which they will appear, Last Name first.*

1. _____	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	11. _____
4. _____	8. _____	12. _____