

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, APRIL 16, 2008
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.

2. **Roll Call**

3. **Pledge of Allegiance – (Please remove your hat.)**

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) April 9, 2008 – Work Session – Quarterly Reports
- 2) April 2, 2008 – Regular Session

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

- 1) Council Hears Planning & Zoning – April 23, 2008 at 6:30 p.m.
- 2) Regular Session – May 7, 2008 at 6:30 p.m.
- 3) Regular Session – May 21, 2008 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – May 28, 2008 at 6:30 p.m.

c) **Possible approval of Proclamation declaring April 13-19, 2008 as National Library Week.** Staff Resource: Mayor Gioia

d) **Possible approval of Proclamation declaring April as Child Abuse Prevention Month.** Staff Resource: Debbie Barber

e) **Possible acceptance of the following letters of resignation and presentation of Certificates of Appreciation to Trapper Moore, Chair Parks & Recreation; Ginger Mason, Vice-Chair Parks & Recreation; and Dugan McDonald, Vice-Chair of Design Review Board.** Staff Resource: Debbie Barber

f) **Possible award of bid for a comprehensive classification and compensation study to the low bidder Public Sector Personnel Consultants not to exceed \$25,000.** There is \$50,000 budgeted in Consultant Services, Line Item 01-50-55-6604. Staff Resource: David R. Smith

g) **Possible approval of a hiring freeze of all vacant Town positions.** Staff Resource: Michael Scannell

h) **Possible authorization for Town Manager to review and approve or reject any budgeted expenditures over \$1,000 through the end of the 2007-2008 fiscal year.** Staff Resource: Michael Scannell

i) **Possible approval of the interfund transfers to correct unbudgeted and misappropriated amounts in the FY 2007/2008 budget.** Staff Resource: Michael Scannell

j) **Possible consolidation of the Town's bank accounts.** Staff Resource: Michael Scannell

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

6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the 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.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Note: Requests may be identified, but no discussion of the item will occur at this time.

7. **Discussion, consideration, and possible award of bid for CDBG project #107-07 to Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231, authorization for the Mayor to execute the contract documents, and authorization for staff to request a transfer of CDBG administration funds to the project fund as needed.** This is a budgeted item in CDBG and CIP. Staff Resource: Ron Long
8. **Discussion, consideration, and possible authorization for the Mayor to send a letter to the U.S. Forest Service requesting that they refrain from divesting public lands located within the Town limits.**
9. **Discussion and possible action by Town Council relative to taking a position opposing any ballot measure that may be placed on the Nov. 08 ballot which addresses the possible transfer of the administration and management of Camp Verde Sanitary District to the Town.** Staff Resource: Mayor and Council
10. **Discussion, consideration, and possible adoption of a Council Mission Statement, Duties, and Performance Objectives for FY 2008/09.** Staff Resource: Mayor and Council
11. **Discussion, consideration, and review of proposed fees for business licenses, liquor licenses, and residential and commercial rental units, followed by possible direction to staff to make appropriate modifications to the rates and/or Town Code so that the new rates and rules will become effective by July 1, 2008. Discussion may include, but not be limited to current rates; non-compliance; methods to ensure compliance with the Town Code as it relates to business licenses; additional requirements for business licenses; and establishing fees for liquor licenses and sales tax on liquor.** Staff Resource: Debbie Barber
12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
There are no advanced approvals.
14. **Manager/Staff Report**
15. **Adjournment**

Posted by: *V. Lires*

Date/Time: *4-11-08*

9:00 a.m.

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

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

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**WEDNESDAY, APRIL 9, 2008
6:30 P.M.**

1. **Call to Order**

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

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Elmer, Garrison, German, Kovacovich, and Smith

Also Present:

Town Manager Michael Scannell, Library Director Gerry Laurito, Housing Director Matt Morris, and Town Clerk Deborah Barber

3. **Pledge of Allegiance**

Councilor Kovacovich led the pledge.

Mayor Gioia advised the commission members that everything they say is recorded and put on the Town's web page. He cautioned them that the recording starts before the meeting and they should be aware of what they are saying.

4. **Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**

- a. **Board of Adjustment:** Chair Gene McIntyre presented the Board of Adjustment Report that is attached. He summarized the meetings, noting that a variance for an addition to a home at 3700 Northern Avenue was approved; Appeal 2008-01 filed by Darrell Dayton had been denied, the request was to allow the placement of a manufactured home in M-1 zoning to allow for offices and a caretaker residence. He advised there were no work sessions or training seminars in this quarter.

Mayor Gioia asked that he relay Council's appreciation for their work.

- b. **Design Review Board:** Chair Jim Binnick presented the Design Review Board's report that is attached. He advised that Carol German had taken Bob Burnside's place as the Planning & Zoning member. He noted that Dugan McDonald, a professional member of the board had resigned due to scheduling conflicts and that his term expires in September 2009. Binnick reported that the DRB had approved a change in the Days Inn sign and the Out of Africa restroom and food court facilities. He reported that the DRB has recommended that applicants come before them for a conceptual review before they bring the project for approval, noting that this additional step would save the applicants a lot of time and money.

Council discussed the DRB's work with identifying rural western architecture and commended them for their work.

- c. **Planning & Zoning Commission:** Chair Dave Freeman presented the P&Z Commission report that is attached. Freeman explained the lengths the Commission is taking to gather public input on the A-frame sign issue, noting that suggestions include flagpole signs and banners. He said that the Commission is taking a proactive stance by inviting business owners on Main Street and the side streets so that they can avoid another 'pig issue'. He explained that some of the challenges faced by the Commission include the need to determine historic districts; signage for the businesses located off Main Street; and coming up with sign designs that enhance Main Street as opposed to distracting from its unique beauty.

Council discussed the proposed historic district in the Townsite area and expressed their appreciation for the Commission's hard work and public outreach efforts, noting that it is better to get it right from the outset.

Councilor Garrison explained that she is often confused by the material submitted to her for consideration and asked if there was a way in which it could be simplified so that she might understand. Councilor Smith advised there is an annual P&Z training conference that explains everything. Smith encouraged everyone to attend. Having a Commission member attend the Council meeting where items are heard was also suggested.

- d. **Trails & Pathways Commission:** There was no report submitted and no member present to give a quarterly report. Council members expressed their concern that this is the second quarterly meeting that the Commission has failed to show up and report. The Mayor said that he would prepare a notice to the Commission.
- e. **Library Advisory Commission:** Karen Heuman presented the Commission report that is attached. She advised that Member Doering had designed a web page for a slogan contest. Heuman reported the Commission had met to develop a list of needs and wishes and that there is now discussion about locating the new library on the 118-acre park site. She said that the Commission planned to do a rummage sale to raise funds. Councilor Smith asked staff to check on a rummage sale, noting that it was his understanding that anything donated to the Town would have to be auctioned.

Council expressed their appreciation to the Commission members.

- f. **Parks & Recreation Commission:** Member Robin Whatley presented the Parks & Rec report advising that she had just learned of Chairman Trapper Moore's resignation. She advised that the Commission determined their mission was to serve the community as opposed to working to attract tourists. She advised that they recommended dropping the Crawdad Festival, the block party, Pioneer Days, and Gun and Knife show. She advised that these events might be taken over by merchants and private organizations. She reported that staff is working on sports and the summer program.

Councilor Elmer reported that the Youth Commission is working on an outdoor family night.

Council expressed their appreciation for the Commission's work.

- g. **Housing Commission:** Chair Jeremy Bach reported that there is now a full Commission and presented their quarterly report that is attached. He said the Commission worked diligently on the Promotion of the National Fair Housing month and that there was a

tremendous response to Morris's hearing in Verde Lakes about the housing rehabilitation program. He said that his experience on the Commission has been enjoyable and that he could not say enough about the work of Matt Morris and Theresa Goodwin's work. He stressed that he hoped Council realized what an asset Morris was.

Council expressed their appreciation for the Commission's work noting that further discussion will take place with the next agenda item.

The meeting was recessed at 7:42 and reconvened at 7:51 p.m. Gioia read the agenda item and then opened the discussion.

5. **Presentation by the Housing Commission regarding ongoing planning efforts, including year-long public participation process for the Town-owned 5-acre property located on Cliffs Parkway (APN: 404-28-439), followed by discussion, consideration, and possible formulation of sequential steps in preparation of selling the property to earn capital for the construction of a new Town library and to provide attainable housing opportunities within the Town of Camp Verde.**

Vice Chair Linda Buchanan thanked Council for the opportunity to present their work and for responding to their request for a meeting so quickly. She read a letter from an elementary school teacher at the Camp Verde Unified School District. The letter expressed the teacher's concerns that she could not afford to buy a house in Camp Verde and that Camp Verde was losing valuable young professionals who would improve the Town. Buchanan said that letter has stuck with her and has helped her keep her goals in mind. She presented her report outlining their accomplishments. The report is attached and becomes a permanent part of this record.

She advised that the Commission kept four goals in mind when developing the Parkway Homes project and these were 1) to manage the Town's assets wisely; 2) remain committed to creating quality; 3) generate attainable housing opportunities that subsidize properties as opposed to individuals; and 5) ensure viability. She advised that the Commission had reached a pivotal point in their work and needed direction from Council. She explained that the current zoning allows for 40 homes, but based on public input, the Commission went with 30 homes and a creative clustering method that would allow for open space and pathways. She said that the next step was to develop a Request for Proposals and that the Commission planned to continue public participation, as well as involve the other commissions so that they have an exemplary model. She said there should be an appraisal on the property before they begin.

Council spoke about speeding traffic and bike and pedestrian traffic, noting that this was an excellent project. Council made various suggestions about working with the commissions, such as taking the pathway element to the Trails and Pathways Commission and the park to the Parks & Rec Commission. They discussed the possibility of having the other commissions send a representative to the Housing Commission meetings. The Commission members advised that they would make this decision amongst themselves.

Council members praised the Commission and staff for their exemplary work and public outreach efforts and noted that they are setting the example that we should all strive to achieve. They thanked the Commission for their work.

6. **Adjournment**

Following a motion by Hauser and second by Kovacovich, the meeting was adjourned at 8:47 p.m.

Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona held on the 9th day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Deborah Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 2, 2008
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, Kovacovich, German and Elmer were present; Councilor Smith was absent.

Also Present: Town Manager Mike Scannell, Accountant Lisa Elliott, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Gioia.

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) March 26, 2008 – Council Hears Planning & Zoning
- 2) March 19, 2008 – Executive Session
- 3) March 19, 2008 – Special Session
- 4) March 19, 2008 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Quarterly Work Session with the Commission to include a Joint Work Session with the Housing Commission – April 9, 2008 at 6:30 p.m.
- 2) Regular Session – April 16, 2008 at 6:30 p.m.
- 3) Council Hears Planning & Zoning – April 23, 2008 at 6:30 p.m.

c) Possible approval of the transfer of all funds in excess of \$1,000 from the HURF account at the Local Government Investment Pool to the General Fund account at the Local Government Investment Pool to cover the amount owed by the HURF fund to the General Fund. The HURF account balance is \$1,211,211.10. Staff Resource: Michael Scannell

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, adding a Work Session with the Sanitary District on April 15th at 5:00 p.m.

Mayor Gioia noted that the Council and the Sanitary District will hold a Work Session on April 15th at 5:00 p.m.; location to be determined.

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

There was no public input.

6. **Council Informational Reports**

German said that he had attended a Planning & Zoning event at the League of Cities & Towns, and is following up on some of the information to share later with the Council.

Hauser reported that that MatForce Parade on Saturday was outstanding, featuring 47 entries; hopefully next year it will be held in Camp Verde. Hauser displayed a souvenir kerchief from the Ch. 3 event of this morning, complete with everyone's autograph.

Garrison commented on the enjoyable Ch. 3 event, and announced that on October 23rd there will be two to three tour buses coming to Main Street to hold a walkabout tour of Camp Verde that will be a great opportunity to publicize the Town. Garrison also reported on the recent major problems confronting the Sanitary District, and outlined the steps to follow to get information from the Sanitary District now that Rick Spears is no longer the contact person.

Kovacovich said that the annual meeting for the Verde Valley Water Users will be Thursday, April 17th at 7:00 p.m. at the Oak Creek School in Cornville.

Gioia reported on his participation in a Chess Tournament held by the newly formed Chess Club at the High School; he also commented on the Canoe races and the Highland Games last Saturday. Gioia gave an update on working on changes to HB 2772 and making it clear that Camp Verde is still strictly opposed to that Bill.

Vice Mayor Hauser requested Item #7:

7. Presentation by John Rasmussen, Coordinator of the Water Advisory Committee (WAC), followed by possible discussion concerning the WAC's efforts.

There was no action taken.

After introduction by Mayor Gioia, **John Rasmussen** presented a comprehensive Power Point overview of the scientific studies and data collection by the Water Advisory Committee, as well as the structure of the WAC, its mission statement, background and goals and priorities; he also outlined several approaches to conservation of water. Questions from the Council included the issues of mandating the use of "gray water" and harvesting rainwater.

PUBLIC INPUT

Tom Nielson commented on his familiarity with numerous underground springs on the Mingus Range, and questioned whether the speaker was aware of that resource.

There was no further public input.

8. Presentation and discussion of the February 2008 Financial Update Report. Staff

Resource: Lisa Elliott

There was no action taken.

Lisa Elliott explained that the subject report is the first of a series of monthly reports that staff will be bringing to Council on the Town's financial condition. Elliott compared the budgeted departmental amounts with the expenditures to date that reflect an amazing job that the departments are doing in saving the Town money. Elliott reviewed the non-departmental line items, and said that staff will be bringing to Council on April 16th a request for approval to put a freeze on expenditure line items so that all amounts over \$1,000 will require review by the Town Manager and either approved or denied. Some declines in estimated revenue line items, including sales taxes, were also pointed out. Elliott added that staff believes that all the situations outlined are very manageable, and there will be a balanced budget at the end of the year; staff will continue to update the Council monthly.

Town Manager Scannell said that as more data points become available, the forecasts should become somewhat more accurate; he commended the departments for their commitment and serious efforts to control spending. Scannell said that if staff believes that the financial picture is starting to deteriorate, the Council will be advised accordingly. Scannell added that staff plans to recommend a freeze on filling positions; those should be viewed individually to determine the degree to which they are absolutely required.

Gioia asked that the Manager relay to the departments the appreciation of Council for their efforts to keep in line with the budget. Scannell said that staff will be coming to Council with a

series of Work Sessions to discuss the budget requests of the departments; he will go over the new budget format which will be more understandable and easier to work with. There was also a discussion on the need and plans for a new software program; Scannell stressed the importance of planning ahead and reviewed the research staff is doing to help make the best decision for the Town.

There was no public input.

- 9. Discussion, consideration, and possible development of issues and concerns to include in the Annual Policy Statement that allows the Mayor to act on behalf of the Council when there are extremely short time constraints. Examples of such items might include legislation that impact State Shared Revenues or the Verde River.** *Staff Resource: Mayor and Council*

There was no action taken.

Mayor Gioia reminded the Council that he had been authorized to (1) support legislation that protects the groundwater aquifer, Verde River Basin; (2) oppose legislation that compromises the integrity of the groundwater aquifer; (3) support legislation that mainstreams State shared revenues, (4) oppose that which does not; (5) support legislation that maintains land use authority for municipalities in Arizona; and (6) oppose legislation that erodes the land use authority for municipalities. Council members were to also bring back other related items to discuss.

There were no further suggestions from Council or staff; Gioia said if he becomes aware of anything additional he will bring it back to Council for review.

There was no public input.

- 10. Discussion, consideration, and possible development of a Mayor and Council Mission Statement and Performance Objectives to be included in the FY 08/09 Budget format.** *Staff Resource: Mayor and Council*

Staff was directed to draft a Mission Statement for the Council to review and consider at the April 16th meeting.

Mayor Gioia explained that the Clerk's Office had suggested that the Council consider developing a Mission Statement, and offered one example; i.e., "Council is elected to serve the citizens of Camp Verde." The members generally agreed with the idea of coming up with a Mission Statement; Scannell suggested that staff could work on a draft Statement for the Council to review and consider at the April 16th meeting; he also outlined how such a Statement would help the community understand the strategic initiatives that Council is pursuing on behalf of the citizenry, and the Council's public policy objectives. Scannell pointed out that such a Statement would be of value and will help the Council focus on the weighty assignment of serving the community and providing leadership. Gioia invited the Councilors to work with the Clerk's Office, and suggested some objectives, such as planning for a new park, seeing the fruition of ball fields on the park site, moving the building of the library forward, and observing fiscal responsibility in trying times.

There was no public input.

- 11. Discussion, consideration, and possible appointment of a Council member or direction to the Manager to appoint a staff member to serve as an alternate Sanitary District Liaison to attend meetings (including the April 9, 2008 meeting), and to have reporting responsibilities in Council Member Garrison's absence.** *Staff Resource: Michael Scannell*

Council unanimously agreed that Charlie German be appointed to serve as an alternate Sanitary District Liaison to attend meetings and have reporting responsibilities in Councilor Garrison's

absence.

Scannell said that Councilor Garrison is the liaison to the Sanitary District; she will be taking some vacation time this summer and will not be available for some Sanitary District meetings. Scannell said that a proper alternative to replace Garrison in her absence should be another elected official. Garrison said that she had spoken to Councilor German earlier, and he had indicated his willingness to serve as the liaison to the Sanitary District whenever necessary.

12. Discussion, consideration, and possible direction to the Manager concerning restructuring the Rio Verde Plaza leases and rental amounts. Staff Resource: Michael Scannell

Staff was directed to check with realtors to determine the market rates for cost per square foot; have conversations with the tenants; consider annual leases; and come back to Council in two weeks with a report on what would be a reasonable resolution with fair treatment of everyone.

Scannell reviewed the background of the subject property purchased by the Town in 2005 that has six rental units with rents ranging from \$300 to \$600 per month. The leases need restructuring and updating to commercial as opposed to the original residential lease format. An adjustment to the rental amounts had been ordered by Council in 2006; however, there are some tenants who are not paying the increased amounts, and some who elected not to execute lease agreements. Scannell pointed out that the level of compliance is not where it needs to be, and said he is asking for Council guidance as to what they would like staff to do.

The members discussed the lack of oversight as brought to their attention by Scannell and generally agreed that staff would research and determine an average square footage rental rate on Main Street and base each tenant's rent on the square footage of its unit. Scannell said that a process has been put into place whereby the Finance Department will be able to monitor enforcement of the various lease provisions to ensure that everyone is in compliance and the market rates are fair and correct, and that the tenants carry the proper insurance. There was some discussion on the financing of the mortgage on the subject property and the rent income that was pledged to the debt service fund for the Marshal's Office.

There was no public input.

Councilor German requested item #13:

13. Discussion, consideration, review, and possible recommendation for changes to the Town's existing Complaint Procedures with regard to acceptance and subsequent interoffice communication. This discussion may include the Council Correspondence and Mail Distribution Policy as outlined in Resolution 2000-447, Item 10, followed by possible direction to staff as it relates to the complaint procedures and correspondence policy. Staff Resource: Debbie Barber

There was no action taken.

The Council discussed the problem of complaints being submitted to individual Council members and/or staff and the lack of a uniform procedure to address and record the complaints and how they were handled, and keeping the Council and all departments informed. There was also the question of how to handle a complaint that is submitted unsigned.

Councilor German explained his concern regarding the need for a circular resolution of the non-personnel complaints, and the Council agreed on the need for a central information point. Scannell said that there is a communication policy between the Council members that does work, but pointed out that the Town Manager needs to be in the loop; he can then refer the complaint out to the particular department for resolution, keeping the citizen advised. It was agreed that the procedure needs to be tightened up using a more systematic approach such as a tickler file to ensure that the community receives timely responses and resolutions to complaints. There was also some discussion regarding problems that are faced by the departments, including the issue

where there is no ordinance or statute that would allow enforcement to resolve a particular complaint.

PUBLIC INPUT

Robin Whatley asked about the complaints that have not been signed, how they would be dealt with. *Councilor German said that only those complaints that are signed will be considered.*

There was no further public input.

14. Call to the Public for Items not on the Agenda.

Hauser wanted everyone to know that Basha's baker went to work early this morning in order to have donuts on hand for the Ch. 3 visit.

There was no further public input.

15. Advanced Approvals of Town Expenditures

There are no advanced approvals.

There were no advanced approvals.

16. Manager/Staff Report

Scannell reported that Parks & Recreation Director Moore had submitted a letter to him confirming that she is recommending that 4 special events be cut from the Town calendar; i.e., the Crowdad Festival, Pioneer Days, the Gun & Knife Show, and the Block Party. Moore said that the merchants are willing to take on some of those responsibilities. Scannell said that he had informed Moore that he would support her recommendations, and he hopes the Council will do likewise.

Virginia Jones reported on the installation of the new bathrooms that are now functional; Garrison said that she has heard from some mothers who object to closing the bathrooms inside the gym.

17. Adjournment

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 8:51 p.m.

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2nd day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Debbie Barber, Town Clerk

**National Library Week 2008
Proclamation**

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever;

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in the 21st century;

WHEREAS, libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning;

WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend;

WHEREAS, libraries play a vital role in supporting the quality of life in their communities;

WHEREAS, libraries can help you discover a world of knowledge, both in person and online, as well as personal service and assistance in finding what you need, when you need it;

WHEREAS, libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the “digital divide;”

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week with The Campaign for America's Libraries.

NOW, THEREFORE, be it resolved that the Mayor and Common Council of the Town of Camp Verde proclaim National Library Week, April 13-19, 2008. We encourage all residents to visit the library this week to take advantage of the wonderful library resources available and thank their librarians and library workers for making information accessible to all who walk through the library's doors. Join the circle of knowledge @ your library.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of Camp Verde on this 16th day of April 2008.

Tony Gioia, Mayor

Attest:

Deborah Barber, Town Clerk



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

PROCLAMATION

Declaring April as:

Child Abuse Prevention Month

- Whereas,** the abuse and neglect of children is a major public health issue facing our nation today and affecting the quality of life for generations to come; and
- Whereas,** an average of three children die every day from maltreatment, and 85 percent of those children are under the age of six; and
- Whereas,** child abuse and neglect can be prevented through increased public involvement and programs to help parents develop the skills and resources they need; and
- Whereas,** we believe all children have the right to grow up safe and healthy, free from abuse and neglect,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, Camp Verde, Arizona, do hereby proclaim April as:

Child Abuse Prevention Month

IN WITNESS THEREOF, I have set my hand and caused the seal of Camp Verde to be affixed this 16th day of April 2008.

Issued this 16th day of April 2008.

ATTEST:

Tony Gioia, Mayor

Deborah Barber, Town Clerk

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: Apr 16, 2008

Meeting Type: Consent Agenda - Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Letter of Resignation

AGENDA TITLE: (Be Exact):

Possible acceptance of Dugan McDonald's resignation from the Design Review Board, Trapper Moore and Ginger Mason's resignation from the Parks and Recreation Commission and presentation of a Certificate of Appreciation for services to the Town

PURPOSE AND BACKGROUND INFORMATION:

Dugan McDonald, Ginger Mason and Trapper Moore have all submitted letters of resignations. All terms expire September 2009. Staff is advertising to fill the vacancies.

STAFF RECOMMENDATION(S): (Suggested Motion)

Accept resignations and thanks for the years of service by each individual

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount: No

Comments: None

Fund: None

Line Item: None

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

April 7, 2008

04-08-08P02:42 RCVD

Copied Council and Staff MS

Lynda Moore
Director of Parks and Recreation
Town of Camp Verde
473 South Main Street
Camp Verde, AZ 86322

RE: Parks & Recreation Commission Resignation

Dear Ms. Moore,

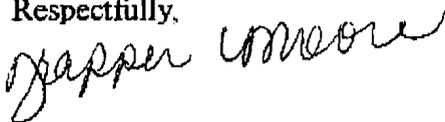
Please accept this document as official notice of my resignation from the Town of Camp Verde Parks & Recreation Commission. At this time I feel that I have failed in my leadership of the Commission in terms of attending quarterly meetings and Commission driven work sessions with the Town Council, and feel that it would only be unfair to the rest of the Commission to continue serving as Chairman, when I have abandoned my responsibilities.

I am very excited to have been part of the Parks & Recreation Commission during a pivotal time in our community's growth and development and extremely honored to have served as the past and present Chairman of the Commission. I feel that together we have accomplished immeasurable success in pushing our Commission and staff to the next level in event planning and recreational programming.

I am confident that the vision and success that I have been a part of will continue through the remainder of the Commission and staff. This has been a wonderful experience for me and I am thankful to the Town Council for allowing me the opportunity to be a part of the Commission and to the Parks & Recreation Commission for having the confidence in my leadership to serve as Chairman, as well as the opportunity to work closely with staff in the development of parks, projects and events.

I wish staff and the Commission the best of luck in the development of the parks system, special events and recreation programs.

Respectfully,



Trapper Moore

Term expires Sept 09

This certificate is awarded to

Trapper Moore

*In recognition of her valuable service to the Town for his time
serving on the Parks & Recreation Commission.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date

3-17-08

3-17-08

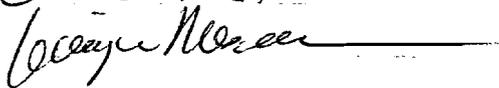
PARKS & RECREATION DEPT.
TOWN OF CAMP VERDE

DEAR CHAIRMAN & COMMISSION,

WITH DEEP REGRET, I HAVE DECIDED TO RESIGN MY POSITION AS VICE CHAIR DUE TO UNFORSEEN CIRCUMSTANCES RE: MY BUSSINESS AND WISH TO OPEN THE SEAT FOR SOMEONE THAT CAN PROVIDE MUCH MORE DEDICATION TO THE PROJECTS AT HAND.

I APOLOGIZE FOR NOT PARTICIPATING IN THE LAST FEW MEETINGS AND WISH ALL OF YOU GOOD LUCK WITH FUTURE ENDEVORS!

SINCERELY,

GINGER MASON


Term expires Sept 2009

This certificate is awarded to

Ginger Mason

*In recognition of her valuable service to the Town for his time
serving on the Parks & Recreation Commission.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date



HERITAGE

Land Survey & Mapping Inc.

COPIED C.C. & STAFF DB

3-28-08
WB
MS
NB

March 3, 2008

Re: Design Review Board

To: Mr James Binick, Chairman, Design Review Board,
Town of Camp Verde, Arizona,

RECEIVED
MAR 28 2008

BY: *[Signature]*

From: Dugan Lee Mc Donald, Vice Chairperson,
Design Review Board, Town of Camp Verde, Arizona,

James,
[Chairman, Design Review Board,]

While it has been both an honor and a privilege to serve on this Board, the obligation I have to my business and also my participation and /or interest in all of the commercial building projects that take place within the Town limits, is in direct conflict with my duties as a board member. Therefore, please accept this letter as my formal resignation from the Design Review Board.

Thank you,

[Signature]
Dugan Lee Mc Donald,

Term expires Sept 2009

Page 1 of 1

This certificate is awarded to

Dugan McDonald

*In recognition of her valuable service to the Town for his time
serving on the Design Review Committee.*



TOWN OF CAMP VERDE

Mayor Tony Gioia

Date

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: April 16, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion and Consideration to accept the bid from Public Sector Personnel Consultants to conduct a comprehensive classification and compensation study, not to exceed \$25,000.

PURPOSE AND BACKGROUND INFORMATION: In February 2008, Council approved the Personnel Department to request proposals (RFP) for a comprehensive classification and compensation study. We received two bids: 1. Goodman & Company for \$28,500 - \$34,000 plus travel, lodging, meals, and materials costs. 2. Public Sector Personnel Consultants for \$23,750 with options. We are requesting to proceed with Public Sector because they are local (Scottsdale), have a comprehensive project work plan, and low bidder. The study will take between 90 to 120 days to complete. Public Sector has completed similar studies for numerous cities and towns in Arizona. We contacted Coolidge, Casa Grande, and Prescott Valley, who stated they were happy with their work and will use them again.

STAFF RECOMMENDATION(S): Accept the bid from Public Sector Personnel Consultants, not to exceed \$25,000 for a comprehensive classification and compensation study and direct staff to proceed with the study.

LIST ALL ATTACHMENTS: Summary of Services from Public Sector Personnel Consultants

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$50,000

Comments: 2007-08 Non-departmental budget has \$50,000 in Consultant Services 01 50-55 6604

Fund: Non-Departmental – Consultant Services

Line Item/: 01 50-55 6604

Submitting Department: Personnel

Contact Person: David R. Smith

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

SUMMARY OF SERVICES FOR THE TOWN OF CAMP VERDE

PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC) proposes the following program of consulting services and implementation support to achieve all of the objectives stated in the **TOWN OF CAMP VERDE (Town)** Request for Proposal to provide classification and compensation consulting services.

Project Planning and Communication

1. Project planning and scheduling meeting with the Personnel Director, Town Manager, designee(s)
2. Policy input and project direction meeting and briefing with the Town Council, Elected Officials
3. Project briefing presentation for Town Council, Town officials, and all employees
4. Assistance with management and employee communication throughout project phases
5. Consultations with and progress reports for the Town Manager and Town's project leader(s)

Position Classification

6. Occupational familiarization by review of Town's current job descriptions and compensation plan
7. Organizational familiarization by review of Town's organization charts, budget and reports
8. Position Description Questionnaire (PDQ) customized for gathering Town occupation data
9. Meetings to distribute and explain the PDQ and the project for all Town officials, employees
10. Worksite job information interviews with an incumbent in every Town job classification (*optional*)
11. Determination of job classification and FLSA designation for every Town position
12. Recommended title modifications and reclassifications for consideration by the Town
13. Review of draft position classification recommendations with Personnel staff and Town officials
14. Preparation of updated ADA/EEO-compliant job descriptions for every Town classification (*optional*)
15. Resolution of employee appeals to classification recommendations and draft job descriptions (if desired)

External Compensation Comparisons

16. Assistance with identification of Town's competitive employment areas for compensation surveys
17. Identification of Town occupations to utilize as salary survey benchmark job classifications
18. Development of salary survey data collection, tabulation, and quality control protocol
19. Solicitation of comparator employers and agencies for participation in external compensation surveys
20. Extraction of data from public employer pay plans, custom questionnaires and/or published surveys
21. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
22. Computation of extent current compensation offerings vary from external prevailing rates and practices
23. Review of competitiveness analysis with Town Manager and Personnel team or Town Officials

Compensation Plan Development

24. Construction of optional salary range structures for review and selection by the Town
25. Assignment of job classes to salary ranges by internal equity and external competitiveness
26. Assistance with Town Council identification of desired salary competitiveness level policy
27. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
28. Review and critique of draft salary plan with Town Council and Town Manager, Personnel staff

Presentation of Findings

29. Preparation and presentation of a final project report for the Town Council and Officials
30. Development of a plan for the implementation of the Town's updated class and comp plan
31. Uploading of **EZ COMP™** program files on a Personnel department computer and staff training

Ensuring the Town's Self-Sufficiency

32. Classification and compensation plan administration and maintenance training for key Town staff
33. Development and provision of process for ongoing plan maintenance and annual updates
34. Assistance with communicating Town's updated plans for all Town officials and employees
35. One year classification and compensation plan maintenance assistance at no cost to Town

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: April 16, 2008

Meeting Type: Regular

Type of Presentation: Verbal Only

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact): Possible hiring freeze of all vacant Town positions.

PURPOSE AND BACKGROUND INFORMATION: Due to the current financial condition of the Town, staff feels it is necessary to place a hiring freeze on all vacant positions within the Town. The Town Manager, along with the department head, will review the necessity of each position on a case by case basis to determine the need to hire for the vacant position.

STAFF RECOMMENDATION(S): (Suggested Motion) Approve the hiring freeze on all vacant Town positions.

Type of Document Needing Approval: Acceptance/Approval

Finance Director Review

Budgeted/Amount

Comments:

Fund:

Line Item:

Submitting Department: Finance Department

Contact Person: Michael Scannell

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: April 16, 2008

Meeting Type: Regular

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Fiscal Year 2007-2008 Budget

AGENDA TITLE: (Be Exact): Possible authorization for Town Manager to review and approve or reject all expenditures over \$1,000 through the end of the 2007-2008 fiscal year.

PURPOSE AND BACKGROUND INFORMATION: Due to the financial condition of the Town, staff feels it necessary to closely monitor all expenditures to ensure having a balanced budget at fiscal year end. Staff feels that that Town Manager should have authorization to review and approve or reject all expenditures over \$1,000 through the end of the 2007-2008 fiscal year.

STAFF RECOMMENDATION(S): (Suggested Motion) Approve authorization for the Town Manager to review and approve or reject all expenditures over \$1,000 through the end of the 2007-2008 fiscal year.

Type of Document Needing Approval: Acceptance/Approval

Finance Director Review
Budgeted/Amount

Comments:

Fund:

Line Item:

Submitting Department: Finance Department

Contact Person: Michael Scannell

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: March 19, 2008

Meeting Type: Regular

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Fiscal Year 2007-2008 Budget

AGENDA TITLE: (Be Exact): Possible approval of the interfund transfers to correct the unbudgeted and misappropriated amounts in the Fiscal Year 2007-2008 budget.

PURPOSE AND BACKGROUND INFORMATION: At the January 30, 2008 Council Meeting, the financial issues faced by the Town were brought to Council's attention along with a plan to remedy these issues. As noted to Council at that time, Staff has prepared a listing of interfund transfers needed to balance the FY2007-2008 budget. Staff is seeking Council's formal adoption of the attached interfund transfers for the FY2007-2008. Staff will continue to monitor the FY2007-2008 budget and will bring back to Council any further adjustments needing to be made.

STAFF RECOMMENDATION(S): (Suggested Motion) Approval of the interfund transfers as described by Staff to correct the unbudgeted and misappropriated amounts in the Fiscal Year 2007-2008 budget.

Type of Document Needing Approval: Acceptance/Approval

Finance Director Review

Budgeted/Amount

Comments:

Fund:

Line Item: -

Submitting Department: Finance Department

Contact Person:  Michael Scannell

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Proposed Interfund Transfers

FY2007-2008

Description	Amount	Account Taken From	Account Trasferred To
Suspension of revenues to Park Fund (Oct 07 - June 08)	TBD	04-40-00-4001	01-40-00-4001
GADA Loan Principal Payment - CVMO Facility	80,000.00	01-40-00-8888	13-50-58-8000
GADA Loan Interest Payment - CVMO Facility	89,650.00	01-40-00-8888	13-50-58-8001
Koch Financial-CV Sanitary District-Principial Payment	15,000.00	03-50-00-5036	13-60-00-8000
Koch Financial-CV Sanitary District-Interest Payment	52,523.33	03-50-00-5036	13-60-00-8001
Chamber of Commerce payments	135,000.00	03-50-00-8090	01-50-55-6098
CV Sanitary District IGA - Street Overlay	240,000.00	03-50-00-7777	20-40-00-7777
HURF Fund Balance deficiency	140,000.00	03-50-00-7777	20-40-00-7777
Finnie Flat Sidewalk Improvement Program	174,000.00	03-50-00-7777	20-40-00-7777
CDBG Townsite Street Overlay Project	171,917.00	03-50-00-7777	20-40-00-7777
Removal of CV Water Company acquisition designation	450,000.00	03-00-00-3000	03-00-00-3500

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: April 16, 2008

Meeting Type: Regular

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Town Financial Statements

AGENDA TITLE: (Be Exact): Possible consolidation of the Town of Camp Verde's bank accounts.

PURPOSE AND BACKGROUND INFORMATION: The Town of Camp Verde currently has fifteen (15) bank accounts held at four (4) different banking institutions. These accounts earn various interest rates ranging from zero (0) percent to 4.6101%. Staff feels it is in the best interest of the Town to consolidate the majority of these accounts to make the tracking of all of the Town's funds easier and to earn higher interest rates. Through the consolidation of the funds, Staff will still be able to track the appropriate designations separately through keeping sub-accounts. Staff's proposed consolidation will result in seven (7) accounts being held by the Town of Camp Verde.

STAFF RECOMMENDATION(S): (Suggested Motion) Approve the consolidation of the Town of Camp Verde's bank accounts as recommended by Staff.

Type of Document Needing Approval: Acceptance/Approval

Finance Director Review

Budgeted/Amount

Comments:

Fund:

Line Item:

Submitting Department: Finance Department

Contact Person: Michael Scannell

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Town of Camp Verde

Analysis of Bank Accounts Through 3/31/08

Institution	Account Name	Balance	Interest Rate
Wells Fargo	General Fund Account	\$1,395,882.71	.80%
	Employee Assistance Fund	6,441.34	.49 %
	General Govt Impact Fees	20,054.39	.53 %
	Police Services Impact Fees	13,845.77	.53 %
	Library Impact Fees	16,943.05	.53 %
	Parks & Rec Impact Fees	37,888.45	.73 %
	Magistrate Court Account		0.00%
	Medical Reimbursement Acct	22.77	0.00%
Chase Bank	Investment Account	188,337.52	1.48%
	Library Ebay Account	918.05	0.00%
	Purchasing Account	3,863.25	0.00%
	CDBG Savings-Rev Loan Fund	192,053.13	1.43%
AmTrust Bank	Library Fund	280,415.04	3.48%
LGIP	General Fund	1,263,208.89	4.6101%
	HURF (owed to Gen Fund)	1,217,440.94	4.6101 %

*Please note that the approval for transfer of funds from the HURF account at LGIP was not made until April 2, 2008, therefore that transaction does not appear on the March 2008 statement.

Recommendations on Consolidation of Funds:

Consolidate the following accounts to the Town's General Fund account at the Local Government Investment Pool (LGIP):

- Transfer funds in excess of normal operating cash flows from the Town's General Banking Account at Wells Fargo (staff recommends leaving \$1,000,000 in the Wells Fargo account).
- General Government Impact Fee Account.
- Police Services Impact Fee Account.
- Library Impact Fee Account.
- Parks & Recreation Impact Fee Account.
- Chase Investment Account.
- AmTrust Bank Account (Library Building Fund).

The following accounts to remain separate as their nature dictates:

- General Fund Account at Wells Fargo
- Employee Assistance Fund (managed by employees)
- Magistrate Court Account
- Library Ebay Account
- CDBG Savings – Housing Revolving Loan Fund

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Date: Apr 16, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Townsite Street Improvements Bids & Contract

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible award of bid for CDBG Project #107-07 to Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231 and authorization for the Mayor to execute the contract documents

PURPOSE AND BACKGROUND INFORMATION:

This is a CDBG project that will result in road improvements to Head Street, 2nd through 5th Streets, and replace the street lights with lights similar to those on Main Street. This project benefits Low-to-Moderate income families. There is \$272,063 budgeted in CDBG funds for this project. As the Manager explained in his January 29, 2008 Financial Status, the estimated shortfall of \$171,917 was included in the CIP fund. We anticipate having sufficient funds to complete the project; however, there is approximately \$50,970 in CDBG administration funds that can be transferred to complete this project.

STAFF RECOMMENDATION(S): (Suggested Motion)

Move to award CDBG Project #107-07 to low bidder Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231, authorize the Mayor to execute the contract documents, and authorize staff to request a transfer of CDBG Administration funds to the project fund, if needed.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

yes

Comments:

Fund:

Line Item:

Submitting Department: Public Works

Contact Person: Debbie Barber or Ron Long

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



Northern Arizona Council of Governments

AREA AGENCY ON AGING • 119 EAST ASPEN AVENUE • FLAGSTAFF, ARIZONA 86001-5222
(928) 774-1894 • FAX (928) 214-7235 • E-MAIL: aaadir@nacog.org

KENNETH J. SWEET
EXECUTIVE DIRECTOR

April 4, 2008

Debbie Barber
Town of Camp Verde
473 S. Main St., Suite 102
Camp Verde, AZ 86322

Dear Mrs. Barber and Town Council:

I received the bid results for the Camp Verde Street Improvements. There were only 2 submittals. Asphalt Paving and Supply of Prescott Valley and Cactus Asphalt of Tolleson, AZ. I have reviewed them all and verified the apparent low bidder as Asphalt Paving and Supply (APS). I performed a license check through the Registrar of Contractors Office and noted only 1 complaint that was Resolved, Settled or Withdrawn. APS is licensed in the proper category and carries sufficient bonding. Licenses check out for all subcontractors except their material testing company, ETC. This is of no great concern at this time and will be resolved before construction begins. At this time no other specifics are available. I verified that APS along with their listed subcontractors are not listed on the Excluded Parties List for contracting with a government agency. Copies of all the above are attached.

The Grant has \$272,063.00 available for improvements, which leaves the project short. To have the project move forward the Town will either have to scale the project back or put in Town money. The minimum amount the Town would need to provide is \$127,408.00 and the maximum is about \$210,502.00, all this depending on the Alternate(s) selected. Therefore, if the Town is willing to put in the additional money, NACOG recommends awarding a contract for Street Improvements to Asphalt Paving and Supply at the next available council meeting.

If you have questions I can be reached at 928-213-5241, or by email.

Sincerely,

A handwritten signature in black ink that reads "Carl Stewart".

Carl Stewart
CDBG Program Specialist II
cstewart@nacog.org

Incl: Bid opening results
APS license checks
APS subcontractor license checks
APS Bid
Cactus Bid

Camp Verde Street Improvement Project
 CDBG Grant 107-07

Bid Opening March 27, 2008

	Base Bid	Add Alt #1	Add Alt #2
Blevins Construction			
Montana Builders			
Asphalt Paving Supply	399,470.50	416,805.00	65,760.00
Wickenburg Asphalt & Paving			
Cactus Asphalt	551,711.50	580,384.00	75,000.00

Low Bid	399,471	416,805	65,760
Grant \$ Available	272,063	272,063	0
Short	< 127,408 >	< 144,742 >	< 65,760 >

Town of Camp Verde
Street Improvement Project CDBG Grant 107-07

Present at Bid Opening this date March 27, 2008

Name	Firm	Phone/Fax
1 <i>Carl Steynat</i>	<i>NACOG</i>	<i>928-213-5241</i>
2 <i>Amm Mraff</i>	<i>Asphalt Paving & Supply</i>	<i>928 772 6363</i>
3 <i>Kemp David</i>	<i>Caster</i>	<i>623 709-2800</i>
4		
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License Information ROC192405 Mar 31, 2008 12:31:53 PM

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

Company Name: ASPHALT PAVING AND SUPPLY INC
License Status: CURRENT **Status Date:**
Action:
Status Narrative:
Address: 7001 2ND STREET
 PRESCOTT VALLEY, AZ 86314
Phone Number: 520-772-6363
Former Company Name:
Date of Name Change:
License Number: ROC192405
License Class: A- COMMERCIAL
 GENERAL ENGINEERING
License Entity: CORPORATION
License Issue Date: 2/18/2004 **Renewed Date:** 2/28/2008 **Renewed Thru:** 2/28/2010

Qualifying Party Information: (Last name listed first)
 MC CORMICK GREGORY THOMA **Position:** EMPLOYEE **Date Qualified:** 2/18/2004
Principal Information: (Last name listed first)
 MC CORMICK THOMAS DUNCAN , VP
 MC CORMICK STEPHEN DENNIS , VP
 BERG WALLACE DONOVAN , TREAS
 HUDDER GARY DAVID , PRES
 SCHWAB DAVID CHARLES , SEC

Complaint Information:
 Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included.

Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-888-271-9286 to identify the ROC office location you need to visit to view complete complaint documentation.

Open: 0 This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed.
Closed:
Disciplined: 0 This is the number of complaints against this contractor that resulted in discipline being imposed after an administrative hearing or default because of a violation(s) of state contracting law.
Resolved/Settled/ Withdrawn: 1 This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation.
 This is the number of complaints against this contractor that were closed without corrective

- L-39 Air Conditioning and Refrigeration
- L-40 Insulation
- L-41 Septic Tanks and Systems
- L-42 Roofing
- L-44 Irrigation Systems
- L-45 Sheet Metal
- L-48 Ceramic, Plastic and Metal Tile
- L-49 Commercial, Industrial Refrigeration
- L-53 Water Well Drilling
- L-54 Water Conditioning Equipment
- L-56 Welding
- L-57 Wrecking
- L-58 Comfort Heating, Ventilating, Evaporative Cooling
- L-60 Finish Carpentry
- L-61 Carpentry, Remodeling and Repairs
- L-62 Reinforcing Bar and Wire Mesh
- L-63 Appliances
- L-64 Wood Floor Laying and Finishing
- L-65 Glazing
- L-67 Low Voltage Communications Systems
- L-74 Boilers, Steamfitting and Process Piping, Including Solar
- L-77 Plumbing Including Solar
- L-78 Solar Plumbing - Liquid Systems Only
- L-79 Air Conditioning and Refrigeration Including Solar

B. Commercial contracting scopes. The scope of work which may be done under the commercial contracting license classifications is as follows:

A- GENERAL ENGINEERING

Construction in connection with fixed works, including streets, roads, power and utilities plants, dams, hydroelectric plants, sewage and waste disposal plants, bridges, tunnels, and overpasses. Also included are the scopes of work allowed by all of the other engineering classifications, A-3 through A-21.

A-3 BLASTING

The use of explosives and explosive devices for excavation, demolition, geological exploration, mining, or any construction related blasting. Included is any drilling, boring, or earth moving required for the placement of explosive charges, the erection of temporary shelters, barricades and associated protective devices, equipment, and enclosures.

EPLS

Excluded Parties List System



Search - Current Exclusions

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- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
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- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

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- > Administration
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EPLS Search Results

Search Results for Parties Excluded by

Exact Name : Asphalt Paving & Supply Inc. or Gary Hudder or Thomas McCormick or David Schwab or Wally Berg

As of 31-Mar-2008 3:38 PM EDT

Save to MyEPLS

Your search returned no results.

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Resources

- > Search Help
- > Public User's Manual
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Reports

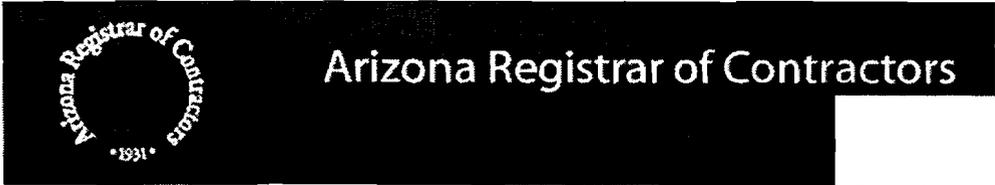
-
- > Advanced Reports
 - > Recent Updates

Archive Search - Past Exclusions

-
- > Advanced Archive Search
 - > Multiple Names
 - > Recent Updates

Contact Information

- > Email: support@epls.gov
eplscomments@epls.gov
- > Phone: 1-866-GSA-EPLS
1-866-472-3757



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License Information ROC114646 **Mar 31, 2008 12:48:49 PM**

Please note: The company or individuals listed on this license may hold other Arizona contracting licenses. To view information, status and complaint history for the past two years on other licenses held, go to the License Inquiry page and do a "Company Name and Personnel" search by entering the name of the company or individuals listed on the license.

Company Name: TRAFFIC SAFETY INCORPORATED
License Status: CURRENT **Status Date:**
Action:
Status Narrative:
Address: 8901 E LAREDO DR
 PRESCOTT VALLEY, AZ 86314
Phone Number: 520-775-0813
Former Company Name:
Date of Name Change:
License Number: ROC114646
License Class: AE- COMMERCIAL
 PAVEMENT MARKING & HIGHWAY SIGNS ONLY
License Entity: CORPORATION
License Issue Date: 6/14/1996 **Renewed Date:** 5/31/2006 **Renewed Thru:** 5/31/2008

Qualifying Party Information: (Last name listed first)
 HARDY RUSSEL JON **Position:** CORPORATE OFFICER **Date Qualified:** 6/14/1996
Principal Information: (Last name listed first)
 BERGAMINI JENNIFER SUE , SEC-TREAS

Complaint Information:
 Complaints against this contractor are listed below. Complaints that were cancelled, resolved or settled without a corrective work order or dismissed are not included.

Contact the Registrar of Contractors at 602-542-1525 or toll-free statewide at 1-888-271-9286 to identify the ROC office location you need to visit to view complete complaint documentation.

- Open:** 0 This is the number of complaints against this contractor that are currently open except those in which an agency inspection has not occurred or a violation was not found. Upon adjudication some complaints are found to be without merit and are dismissed.
- Closed:**
- Disciplined:** 0 This is the number of complaints against this contractor that resulted in discipline being imposed after an administrative hearing or default because of a violation(s) of state contracting law.
- Resolved/Settled/ Withdrawn:** 0 This is the number of complaints closed against this contractor that were resolved or settled by the contractor or withdrawn by the complainant after issuance of a corrective work order or formal citation.
- Denied Access:** 0 This is the number of complaints against this contractor that were closed without corrective work being performed because the contractor was denied access by the complainant.
- Bankruptcy:** 0 This is the number of complaints against this contractor that were closed because the contractor is in bankruptcy.

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Professional Registration Roster - Registrant Search Results

Name Registration Number	Address	Status	Practice Area Dates Registered
LIUZZO, THOMAS A 33861	RST LAND SURVEYING, INC 3720 NORTH ROBERT RD, STE Z PRESCOTT, AZ 86314	AC	LAND SURVEYOR 6/15/1999 - 6/30/2008

Active

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Exact Name : TLL Electrical Inc. or RST Land Surveying, Inc. or Traffic Safety, Inc. or Arrowhead Materials or Rinker Materials

As of 31-Mar-2008 3:45 PM EDT

Save to MyEPLS

Your search returned no results.

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Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

Contact Information

- > Email: support@epls.gov
eplscomments@epls.gov
- > Phone: 1-866-GSA-EPLS
1-866-472-3757

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

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- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by
 Exact Name : ETC, Inc
 As of 31-Mar-2008 3:46 PM EDT
 Save to MyEPLS

Your search returned no results.

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Resources

- > Search Help
- > Public User's Manual
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- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates

Archive Search - Past Exclusions

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- > Recent Updates

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- > Email: support@epls.gov
eplscomments@epls.gov
- > Phone: 1-866-GSA-EPLS
1-866-472-3757

Town of Camp Verde
 Townsite Street Improvement Project
 Bid Schedule
 Date: 1/24/2008

APS

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Base Bid						
1	Construction Staking	LS	1	four thousand Four hundred	4,400.00	4,400.00
2	Quality Control Testing	LS	1	Six thousand Five hundred	6,500.00	6,500.00
3	Traffic Control	LS	1	thirteen thousand	13,000.00	13,000.00
4	Remove and Dispose of existing AC	SY	4353	Ten dollars & FIFTY cents	10.50	45,706.50
5	Relocate existing Mailbox	EA	5	two hundred thirty	230.00	1,150.00
6	Adjust existing water valve to finished grade	EA	8	four hundred FIFTY	450.00	3,600.00
7	Relocate existing water meter (contingency)	EA	2	one thousand FIVE Hundred	1,500.00	3,000.00
8	Adjust existing manhole to finished grade	EA	10	six hundred twenty Five	625.00	6,250.00
9	3"AC/6"ABC pavement section	SY	4913	twenty NINE dollars	29.00	142,477.00
10	3" AC Overlay	TON	1473	ninety NINE	99.00	145,827.00
11	Driveway match-up	LS	1	Six thousand Five hundred	6,500.00	6,500.00
12	Stop Signs	EA	2	Five Hundred thirty	530.00	1,060.00

ADD ALT #1 SUBTOTAL Three Hundred seventy nine thousand, Four Hundred seventy & FIFTY cents 379,470.50
 (in words) (in figures)

Contract Allowance Twenty Thousand Dollars \$20,000

ADD ALT #1 TOTAL (INCLUDING CONTRACT ALLOWANCE) THREE Hundred ninety nine thousand Four Hundred seventy. FIFTY cents 399,470.50
 (in words) (in figures)

APS

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Additive Alternate #1						
1	Construction Staking	LS	1	Four thousand Four Hundred	4,400.00	4,400.00
2	Quality Control Testing	LS	1	Six thousand Five Hundred	6,500.00	6,500.00
3	Traffic Control	LS	1	thirteen thousand	13,000.00	13,000.00
4	Remove and Dispose of existing AC	SY	5518	ten dollars & fifty cents	10.50	57,939.00
6	Relocate existing Mailbox	EA	5	two hundred thirty	230.00	1,150.00
7	Adjust existing water valve to finished grade	EA	8	four Hundred FIFTY	450.00	3,600.00
8	Relocate existing water meter (contingency)	EA	2	one thousand Five Hundred	1,500.00	3,000.00
9	Adjust existing manhole to finished grade	EA	10	Six Hundred twenty FIVE	625.00	6,250.00
10	Relocate Sign	EA	1	Two Hundred dollars	200.00	200.00
11	3"AC/6"ABC pavement section	SY	5321	Twenty nine dollars	29.00	154,309.00
12	3" AC Overlay	TON	1403	NINETY NINE dollars	99.00	138,897.00
13	Driveway Match-up	LS	1	Six thousand Five Hundred	6,500	6,500.00
14	Stop Signs	EA	2	Five Hundred thirty	530.00	1,060.00

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ADD ALT #1 SUBTOTAL Three Hundred ninety four thousand Eight Hundred Five / No cents 391,805.00
 (in words) (in figures)

Contract Allowance Twenty Thousand Dollars \$20,000

ADD ALT #1 TOTAL (INCLUDING CONTRACT ALLOWANCE) Four Hundred sixteen thousand Eight Hundred Five / No cents 411,805.00
 (in words) (in figures)

Town of Camp Verde
 Townsite Street Improvement Project
 Bid Schedule
 Date: 1/24/2008

APS

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Additive Alternate #2						
1	Traffic Control	LS	1	two thousand six hundred eighty	2,680.00	2,680.00
2	Remove and Replace Street Lights	EA	22	two thousand six hundred forty	2,640.00	58,080.00

ADD ALT #2 SUBTOTAL Sixty thousand seven hundred sixty / no cents 60,760.00
 (in words) (in figures)

Contract Allowance Five Thousand Dollars \$5,000

ADD ALT #2 TOTAL (INCLUDING CONTRACT ALLOWANCE) Sixty five thousand seven hundred sixty / no cents 65,760.00
 (in words) (in figures)

13

Town of Camp Verde
 Townsite Street Improvement Project
 Bid Schedule
 Date: 1/24/2008

Cactus

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Base Bid						
1	Construction Staking	LS	1	TWELVE THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS	12,500.00	12,500.00
2	Quality Control Testing	LS	1	THIRTEEN THOUSAND DOLLARS AND NO CENTS	13,000.00	13,000.00
3	Traffic Control	LS	1	THIRTY THOUSAND DOLLARS AND NO CENTS	30,000.00	30,000.00
4	Remove and Dispose of existing AC	SY	4353	TEN DOLLARS AND FIFTY CENTS	10.50	45,706.50
5	Relocate existing Mailbox	EA	5	THREE HUNDRED TWENTY FIVE DOLLARS AND NO CENTS	325.00	1,625.00
6	Adjust existing water valve to finished grade	EA	8	FOUR HUNDRED FIFTY DOLLARS AND NO CENTS	450.00	3,600.00
7	Relocate existing water meter (contingency)	EA	2			
8	Adjust existing manhole to finished grade	EA	10	FOUR HUNDRED FIFTY DOLLARS AND NO CENTS	450.00	4,500.00
9	3" AC/6" ABC pavement section	SY	4913	THIRTY FIVE DOLLARS AND NO CENTS	35.00	171,955.00
10	3" AC Overlay	TON	1473	ONE HUNDRED TWENTY FIVE DOLLARS AND NO CENTS	125.00	184,125.00
11	Driveway match-up	LS	1	SIXTY FOUR THOUSAND DOLLARS AND NO CENTS	64,000.00	64,000.00
12	Stop Signs	EA	2	THREE HUNDRED FIFTY DOLLARS AND NO CENTS	350.00	700.00

FIVE HUNDRED THIRTY ONE THOUSAND
 ADD ALT #1 SUBTOTAL SEVEN HUNDRED ELEVEN AND FIFTY CENTS
 (in words) 531,711.50
 (in figures)

Contract Allowance Twenty Thousand Dollars
 \$20,000

ADD ALT #1 TOTAL (INCLUDING CONTRACT ALLOWANCE) FIVE HUNDRED FIFTY ONE THOUSAND SEVEN HUNDRED ELEVEN AND FIFTY CENTS
 (in words) 551,711.50
 (in figures)

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Town of Camp Verde
 Townsite Street Improvement Project
 Bid Schedule
 Date: 1/24/2008

Cactus

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Additive Alternate #1						
1	Construction Staking	LS	1	FOURTEEN THOUSAND ONE HUNDRED DOLLARS AND NO CENTS	14,100.00	14,100.00
2	Quality Control Testing	LS	1	THIRTEEN THOUSAND DOLLARS AND NO CENTS	13,000.00	13,000.00
3	Traffic Control	LS	1	THIRTY TWO THOUSAND DOLLARS AND NO CENTS	32,000.00	32,000.00
4	Remove and Dispose of existing AC	SY	5518	TEN DOLLARS AND FIFTY CENTS	10.50	57,939.00
6	Relocate existing Mailbox	EA	5	THREE HUNDRED TWENTY FIVE DOLLARS AND NO CENTS	325.00	1,625.00
7	Adjust existing water valve to finished grade	EA	8	FOUR HUNDRED FIFTY DOLLARS AND NO CENTS	450.00	3,600.00
8	Relocate existing water meter (contingency)	EA	2			
9	Adjust existing manhole to finished grade	EA	10	FOUR HUNDRED FIFTY DOLLARS AND NO CENTS	450.00	4,500.00
10	Relocate Sign	EA	1	NINETY FIVE DOLLARS AND NO CENTS	95.00	95.00
11	3" AC/6" ABC pavement section	SY	5321	THIRTY FIVE DOLLARS AND NO CENTS	35.00	186,235.00
12	3" AC Overlay	TON	1403	ONE HUNDRED THIRTY DOLLARS AND NO CENTS	130.00	182,390.00
13	Driveway Match-up	LS	1	SIXTY FOUR THOUSAND TWO HUNDRED DOLLARS AND NO CENTS	64,200.00	64,200.00
14	Stop Signs	EA	2	THREE HUNDRED FIFTY DOLLARS AND NO CENTS	350.00	350.00

FIVE HUNDRED SIXTY THOUSAND

ADD ALT #1 SUBTOTAL THREE HUNDRED EIGHTY FOUR DOLLARS AND NO CENTS 560,384.00
 (in words) (in figures)

Contract Allowance Twenty Thousand Dollars \$20,000

ADD ALT #1 TOTAL (INCLUDING CONTRACT ALLOWANCE) FIVE HUNDRED EIGHTY THOUSAND THREE HUNDRED EIGHTY FOUR DOLLARS AND NO CENTS 580,384.00
 (in words) (in figures)

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Town of Camp Verde
 Townsite Street Improvement Project
 Bid Schedule
 Date: 1/24/2008

Cactus

Item No.	Description	Unit	Quantity	Unit Price		Amount Bid In Figures
				In Words	In Figures	
Additive Alternate #2						
1	Traffic Control	LS	1	FOUR THOUSAND DOLLARS AND NO CENTS	4,000.00	4,000.00
2	Remove and Replace Street Lights	EA	22	THREE THOUSAND DOLLARS AND NO CENTS	3,000.00	66,000.00

ADD ALT #2 SUBTOTAL SEVENTY THOUSAND DOLLARS AND NO CENTS 70,000.00
 (in words) (in figures)

Contract Allowance Five Thousand Dollars \$5,000

ADD ALT #2 TOTAL (INCLUDING CONTRACT ALLOWANCE) SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS 75,000.00
 (in words) (in figures)

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



Contract Documents

with
Asphalt Paving and Supply, Inc.
7001 Second St.
Prescott Valley, AZ 86314

Council Approved on _____, 2008

for
Street Improvements

Community Development Block Grant # 107-07

CONTRACT AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2008 by and between the Town of Camp Verde, Yavapai County, State of Arizona (herein called the "Town of Camp Verde") acting herein by the **Mayor, Tony Gioia** of the Town of Camp Verde, hereunto duly authorized, and Asphalt Paving and Supply, Inc., (Contractor) (hereinafter called the "CONTRACTOR") acting herein by Gary Hudder, hereunto authorized.

WITNESSETH THAT:

The Town of Camp Verde desires to engage the CONTRACTOR to render construction services for the **Street Improvements, CDBG Grant #107-07**.

- 1. Work**
CONTRACTOR shall complete all work as specified in the bid documents and contract documents,. The work is generally described as follows:

Exhibit B Work Specifications, Contractor will provide and install street asphalt paving and new street lights in accordance with the Engineers specifications. Cost includes any required State or local permits, inspections, and approvals.
- 2. Access to Information**
It is agreed that all information, data reports, records as exist, available and necessary for carrying out of the work outlined above have been furnished to the CONTRACTOR by the Town of Camp Verde and its agencies. CONTRACTOR hereby acknowledges receipt of same. No charge will be made to the CONTRACTOR for such information and the Town of Camp Verde and its agencies will cooperate with the CONTRACTOR in every way possible to facilitate the performance of the work described herein.
- 3. Project Manager - Administration**
The Town of Camp Verde has designated NACOG as project manager. The project manager shall be empowered to perform all administrative functions as required for management of the project and verification of compliance with CDBG requirements.
- 4. Engineer**
Project Engineer, Arizona Engineering Company is to act as the Town of Camp Verde's representative, assume all duties and responsibilities and have the rights and authority assigned to the contract documents in connection with completion of the work in accordance with the contract documents.
- 5. Contract Times**
The work will be completed and ready for final payment within **180** calendar days of the date in the Notice to Proceed.
- 6. Liquidated Damages**
Town of Camp Verde and CONTRACTOR recognize that time is of the essence of this Agreement and that the Town of Camp Verde will suffer financial loss if the work is not completed within the time specified. They also recognize the delays, expense and difficulties involved in proving the actual loss suffered by the Town of Camp Verde if the work is not completed on time. Accordingly, instead of requiring any such proof, the Town of Camp Verde and the CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay the Town of Camp Verde **(\$250)** for each day that expires after the time specified for final completion until the work is complete and ready for final payment.

7. **Compensation and Method of Payment**

The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed: _____ (\$.) Originals
of the Applications for Payment are to be submitted to:

**The Town of Camp Verde
Attention: Deborah Barber
473 S. Main Street, Suite 102
Camp Verde, AZ 86322**

Additionally, a copy of the Application for Payment is to be faxed to: Carl Stewart, (fax) 928-773-1135 and Caleb Lanting, Arizona Engineering, (fax) 928-_____

The Project Manager shall verify completion of all necessary documentation required by CDBG, including but not limited to Davis-Bacon and Federal Labor Standards.

The Town of Camp Verde and CONTRACTOR mutually agree that the Town of Camp Verde will make progress payment based on a percentage of completion of work duly certified by NACOG, and Engineer or designated Town of Camp Verde Employee.

Upon submission of a Request for Payment, and upon approval by the GRANTEE of the completed work, GRANTEE shall pay the CONTRACTOR monthly progress payments of ninety percent (90%) of the approved estimate of the work performed during the preceding calendar month, and retain ten percent (10%) until final completion and acceptance of all material, equipment and work covered by the contract, less such amounts as the GRANTEE shall determine for all incomplete work and unsettled claims. All payments to the CONTRACTOR shall be made within thirty (30) days of the submission of a Request for Payment, provided said Request for Payment is approved by the GRANTEE. GRANTEE shall not withhold payment to the CONTRACTOR except for non-compliance with the terms of this Contract, and the GRANTEE shall not request the CONTRACTOR to perform work outside the scope of this Contract as a condition of receiving payment.

8. **Indemnification**

CONTRACTOR shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the Town of Camp Verde and its agency members, and the Arizona Department of Housing from and for any violation caused by him and shall assume full responsibility for payment of Federal, State and local taxes on contributions imposed or required under the Social Security, workmen's compensation and income tax laws.

9. **Miscellaneous Provisions**

- a. This Agreement shall be construed under and in accordance with the laws of the State of Arizona, and all obligations of the parties created hereunder are performable in Yavapai County, Arizona.
- b. This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- c. In any case one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable said holding shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision and never been contained herein.
- d. Action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled

- e. This Agreement may be amended only by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.

10. Project Familiarity and Identification of Conflicts

In order to induce the Town of Camp Verde to enter into this Agreement, CONTRACTOR makes the following representation:

- a. CONTRACTOR has familiarized himself/herself with the nature and extent of the contract documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
- b. CONTRACTOR has given the Project Engineer a written notice of all conflicts, errors, or discrepancies discovered in the contract documents and the written resolution thereof by the Project Engineer and NACOG is acceptable to the CONTRACTOR.
- c. CONTRACTOR has examined and carefully studied the contract documents and other related data identified in the bidding documents including "technical data."
- d. CONTRACTOR is familiar with the satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the work.

11. Insurance

Certificate(s) of Insurance naming the Town of Camp Verde and Contractor as co-insured verifying the minimum coverage's as listed below shall be delivered as specified in the Notice of Award prior to issuance of the Notice to Proceed:

- a. Worker's Compensation.....statutory
- b. Protective Bodily Injury.....\$1,000,000
- c. Property.....\$1,000,000
- d. Personal Automobile bodily Injury and Property Damage.....\$1,000,000

12. Timely Submission of Labor Standard Forms

All forms necessary for compliance with the Davis-Bacon Wage Act, as identified in the Section Labor Standards shall be delivered to NACOG prior to issuance of the Notice to Proceed and subsequent Requests for Payment.

13. Contract Documents

The contract documents which comprise the entire agreement between the Town of Camp Verde and the CONTRACTOR concerning the work consist of the following:

- a. This Agreement including Exhibit A
- b. Certifications as noted in paragraph 15, below.
- c. Performance, Payment and other Bonds.
- d. Notice to Proceed.
- e. All bidding documents including addenda acknowledged in CONTRACTOR bid.

14. Terms and Conditions

This Agreement is subject to provisions entitled, "Terms and Conditions" attached hereto and incorporated by reference herein as "Exhibit A." This Addendum shall be interpreted as if Exhibit "A" were printed in full herein.

15. Certifications

This Agreement is subject to the provisions entitled "Certifications" which were submitted by the CONTRACTOR in the bid dated 03/27/2008, and are incorporated by reference herein and shall be interpreted as if the Certifications were printed in full herein.

IN WITNESSETH HEREOF, the parties have hereunto set their hands and seals.

Town of Camp Verde

Approved as to Form:

Town Attorney

Mayor, Tony Gioia

Attest:

Town Clerk, Debbie Barber

Town Manager, Michael Scannell

CONTRACTOR: Asphalt Paving and Supply, Inc.

Gary Hudder / President

Exhibit "A"

TERMS AND CONDITIONS

1. Termination of contract

- a. If, for any reason, the CONTRACTOR shall fail to fulfill in a timely and proper manner his/her obligations under this contract, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this contract, the Town of Camp Verde shall thereupon have the right to terminate the contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof. In such event, all finished or unfinished site or structural improvements as well as all materials or equipment acquired or stored by the CONTRACTOR under this contract shall, at the option of the Town of Camp Verde, become Town of Camp Verde's property and the CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the Town of Camp Verde for damages sustained by the Town of Camp Verde by virtue of any breach of the contract by the CONTRACTOR, and the Town of Camp Verde may withhold any payments to the CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due the Town of Camp Verde from the CONTRACTOR is determined.

- b. The Town of Camp Verde may terminate this contract at any time by giving at least ten (10) days notice in writing to the CONTRACTOR. If the contract is terminated by the Town of Camp Verde as provided herein, the CONTRACTOR will be paid as provided in the Addendum for the time expended and expenses incurred up to the termination date. If this contract is terminated due to the fault of the CONTRACTOR, Paragraph 1.a hereof relative to termination shall apply.
- c. This contract may be terminated as per A.R.S. §38-511, Conflict of Interest.

2. Sanction, Penalties and Debarment

A breach of the contract provisions concerning violations of federal labor standards may be ground for termination of the contract and result in sanctions, penalties including liquidated damages, and/or debarment of the contractor.

3. Changes

The Town of Camp Verde may request changes in the scope of the services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR'S compensation, which are mutually agreed upon by and between the Town of Camp Verde and the CONTRACTOR, shall be incorporated in written amendments to this contract.

4. Personnel

- a. The CONTRACTOR represents that he/she has, or will secure at his own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees of or have any contractual relationship with the Town of Camp Verde.
- b. All of the services required hereunder will be performed by the CONTRACTOR or under his/her supervision and all personnel engaged in the work shall be fully qualified, authorized and permitted for such work under state and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the Town of Camp Verde. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

5. **Assign ability**

The CONTRACTOR shall not assign any interest on this contract, and shall not transfer any interest in the same (whether by assignment or notation), without the prior written consent of the Town of Camp Verde thereto: Provided, however, that claims for money by the CONTRACTOR from the Town of Camp Verde under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Town of Camp Verde.
6. **Reports and Information**

The CONTRACTOR, at such times and in such forms as the Town of Camp Verde may require, shall furnish the Town of Camp Verde such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.
7. **Records Maintenance and Retention**

The CONTRACTOR shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the Town of Camp Verde to assure proper accounting for all project funds, both Federal and non-Federal shares. These records will be retained for five years after the expiration of this contract unless permission to destroy them is granted in writing by the Town of Camp Verde.
8. **Findings Confidential**

All of the reports, information, data, etc., prepared or assembled by the CONTRACTOR under this contract are confidential and the CONTRACTOR agrees that they shall not be made available to any individual or organization without the prior written approval of the Town of Camp Verde, the Arizona Department of Housing, or HUD.
9. **Copyright**

No report, plan drawing or other documents produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the CONTRACTOR.
10. **Compliance with Local Laws**

The CONTRACTOR shall comply with all applicable laws, ordinances and codes of the State and local governments, and the CONTRACTOR shall save the Town of Camp Verde harmless with respect to any damages arising from any tort done by the CONTRACTOR or representatives in performing any of the work embraced by this contract.
11. **Section 3 - Compliance with the Provision of Training, Employment and Business Opportunities**
 - a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this contract agree to comply with HUD's regulations in 24 DFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in

conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations 34 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulation in 24 CFR part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, where not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

- 12. **CONTRACTOR will comply with the requirements of the American with Disabilities Act (ADA).**
- 13. **Interest of Members of the Town of Camp Verde Governing Body**
No member of the Governing body of the Town of Camp Verde and no other officer, employee, or agent of the Town of Camp Verde who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct, or indirect, in this contract; and the CONTRACTOR shall take appropriate steps to assure compliance.
- 14. **Interest of Other Local Public Officials**
No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this contract; and the CONTRACTOR shall take appropriate steps to assure compliance.
- 15. **Interest of CONTRACTOR and Employees**
The CONTRACTOR covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The CONTRACTOR further covenants that no person having any such interest shall be employed in the performance of this contract.

16. Handicapped Access

In performing all construction CONTRACTOR agrees to comply with the American National Standard Specifications for Making Buildings and Facilities Accessible to, and Usable By, the Physically Handicapped (ANSI) and the Americans with Disabilities Accessibility Guidelines (ADAAG). CONTRACTOR represents that he understands said standard specifications and same are incorporated herein by this reference.

17. Clean Air Act, Clean Water Act

The CONTRACTOR shall comply with all provisions requiring compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and EPA regulations, 40 CFR Part 15 which prohibit the use of non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The provision requires reporting of violations to the USFPA Assistant Administrator for Enforcement.

18. Federal Labor Standards Provisions

This agreement is subject to the Federal Labor Standards Provisions, Davis-Bacon Act of 1931, contract Work Hours and Safety Standards Act of 1962, Copland Act of 1934 and the Fair Labor Standards Act of 1939.

The CONTRACTOR agrees to comply with Federal Labor Standards Provisions (HUD Form 4010) which is incorporated by reference herein. The Contractor shall supply information to the Town of Camp Verde as necessary for monitoring of compliance to include, but not be limited to, submission of Labor Standard Forms included in the bid package, on-site inspections, investigations and/or enforcement by the Town of Camp Verde. The Contractor agrees to comply with Wage Rate Determination General Decision Number AZ20080005, Building, dated 2/8/08 and incorporated by reference.

THIS PROJECT IS IN WHOLE OR IN PART FEDERALLY FUNDED AND ADHERENCE TO DAVIS-BACON/FEDERAL LABOR STANDARD PROVISIONS IS REQUIRED.

The Project Manager *will* monitor compliance with such provisions and standards on behalf of the Town of Camp Verde. The successful bidder will be required to complete the following forms in order to comply. A brief explanation of the form and when the form is to be submitted to NACOG is listed below. Should you have any questions concerning Federal Labor Standards or the forms to be submitted, please feel free to call Carl Stewart at (928)-213-5241 or Isabel Rollins at (928) 778-2692.

LS2 CDBG CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGE REQUIREMENTS (2 pages)

A separate form is to be completed by the contractor and **submitted as part of the bid package.** The form must be reviewed and the contractor approved by CDBG Program staff prior to award of the contract.

LS3 CDBG SUBCONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGE REQUIREMENTS (2 PAGES)

This form is to be completed by **each** subcontractor and **submitted to NACOG within 10 days of execution of the subcontract and a minimum of 7 days prior to the date the subcontractor is scheduled to start work on site.**

LS4 WEEKLY PAYROLL REPORT (2 Pages)

This form is to be completed by **each** contractor and subcontractor weekly during any period that the contractor or subcontractor is on site. **Forms must be complete, correctly signed and submitted to NACOG within seven (7) days of the end of the work week.**

Weekly Payroll Reports will be verified by NACOG and the CDBG Program staff to confirm payment of the required wages. The Weekly Payroll Reports must include all employees who have worked on the job site, including persons exempt from Davis-Bacon and Related Acts wage rate. Exempt persons are:

- a. Self-employed Owner: This person must be listed on the LS2 or LS3 as an owner, partner or principal (Section 5C) and must also be able to document that the business is bona fide via a tax ID number. Relatives of the owner who are not listed in Section 5C must be paid Davis Bacon and Related Acts wages. A subcontractor who cannot document that the business is bona fide must be listed as an employee on the prime contractor's Weekly Payroll Report.
- b. Apprentices: The contractor/subcontractor must provide written evidence of the registration of the program with DOL Employment Training Administration, Bureau of Apprentices and Training (BAT) or a state apprenticeship agency. For additional information concerning apprentices, please call NACOG.
- c. Youth Employment: These individuals must be employed in a bona fide summer youth employment or opportunity program. For additional information concerning apprentices, please call NACOG.
- d. Other: On site but non-construction (non-hands on) superintendents, inspectors, engineers, watch persons, water carriers, messengers, clerical workers and working foremen who devote less than 20% of their time to construction work are exempt. If a foreman devotes more than 20% of his/her time to mechanic or laborer duties, they must be paid the applicable wage rate(s) for all hours worked.

LS5 STATEMENT OF COMPLIANCE (1 Page)

This form is the certification for the Payroll Form LS-4. A separate form is to be completed by **each** contractor and subcontractor weekly during any period that contractor or subcontractor is on site. **Forms must be complete, correctly signed and submitted to NACOG with the LS-4 within seven (7) days of the end of the work week, or payment can be withheld.**

The LS-5 must list all deductions indicated on the LS-4 and must indicate whether the fringes were paid in cash or to an approved fringe benefit plan. The LS-5 must be signed in ink by the owner or officer as listed on the LS-2 or LS-3, or by an employee designated in writing by the owner/officer as authorized to sign.

LS7 NOTICE TO ALL EMPLOYEES (1 Page)

This notice must be **posted** on the job site prior to the start of construction and must **remain posted** during construction.

LS15 AUTHORIZATION FOR DEDUCTIONS (1 Page)

This form is to be completed by **each** contractor and subcontractor and is to be **submitted to NACOG one week prior to the first payroll.** Please note that each employee who authorizes payroll deductions for items other than standard state and federal taxes must sign the form.

The following information or action is also required in order to comply with Federal Labor Standards.

VERIFICATION OF FRINGE BENEFIT PLAN

If fringe benefits are not paid in cash, each contractor and subcontractor must submit verification of each fringe benefit plan at least one week prior to the first payroll, by submitting the following information:

- a. A copy of the most recent remittance statement from the company holding the benefit plan such as a bank, union, etc. The remittance statement must verify the employees covered by the Plan and the amount paid into the Plan for each employee by the contractor or subcontractor.
OR
- b. A letter addressed to NACOG from each bank, union, etc. holding the fringe benefit plan. The letter must verify which employees are covered by the Plan and the amount paid into the Plan for each employee by the contractor or subcontractor.

PRE-CONSTRUCTION CONFERENCE

The purpose of the Pre-Construction Conference is to provide a forum for the Town of Camp Verde, contractor, and subcontractors to discuss the technical nature of the construction project and all of the compliance requirements of the contract.

Contact and subcontractor representatives shall attend. It is very important that the person preparing the Weekly Payroll Sheets attend this conference as well.

NOTICE OF PROVISIONS

The Federal Labor Standards Provisions as well as the General Wage Decision included in this bid package must be posted on site during construction as well as the Equal Opportunity Employment/Non-Discrimination Notice. All postings shall be clearly visible and easily accessible to employees.

During construction, NACOG will monitor compliance with the Davis-Bacon Federal Labor Standards Provisions. This monitoring shall include but not be limited to contractor and subcontractor employee interviews, on site inspections, review of the weekly payroll, etc. as required. Copies of the LS forms to be completed during monitoring are available from NACOG.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: Apr 16, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Council Mission Statement, Duties and Performance Objective for Fiscal Year 08/09

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible approval of Mayor and Council Mission Statement and Performance objectives to be included in the FY 08/09 Budget Booklet

PURPOSE AND BACKGROUND INFORMATION:

Each Department budget will have a section describing their Mission Statement and Performance Goals for the upcoming year. Council has directed staff to develop a Mission Statement and goals that are to be accomplished over the next fiscal year.

STAFF RECOMMENDATION(S): (Suggested Motion)

Accept Mayor and Council Mission Statement and Performance objectives as presented, to be included in the FY 08/09 Budget Booklet

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount: No

Comments: None

Fund: None

Line Item: None

Submitting Department: Council

Contact Person: Deborah Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**Mayor and Council
of the Town of Camp Verde**

Our Mission -

The Mayor and Council are elected to serve the citizens of Camp Verde. Our Mission is to provide a natural and social environment suitable for a variety of commercial, recreational, and personal pursuits in which people can live, work, play, grow up and grow old reasonably safe from crime and harm; to reduce the hurt and suffering of the less fortunate; to recognize the worth of all people and the value of all elements of our Town; to elevate the trust and understanding of citizens through informed public consent, irreproachable stewardship of public resources, and the proactive pursuit and protection of shared values, without undue interference in their lives; and to protect and enrich the quality of life for current and future generations of Camp Verde residents, businesses, and visitors, while preserving the friendliness, historic character, rural western flavor, and small town atmosphere.

Our Duties --

- Advocate and representative for citizens at all levels of government, regardless of candidate or party affiliation
- Perform legislative, budgetary, and policy-making functions
- Direct the responsible use of Town resources
- Establish vision and set directions for department activities to plan for future community challenges and opportunities

Performance Objectives for Fiscal Year 08/09

1. Plan for the new Community Park with ball fields as a first priority
2. Move forward with plans for a new Community Library
3. Continue our strong commitment to fiscal responsibility
4. Continue our strong commitment to citizen satisfaction
5. Keep an active watch on legislative issues that impact the Town
6. Work with other local governments and the Yavapai Apache Nation to maximize resources and maintain strong intergovernmental working relationships.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date:

Apr 16, 2008

Meeting Type:

Regular Session

Type of Presentation:

Verbal Only

REFERENCE DOCUMENT:

Business License Report dated 4-8-08

AGENDA TITLE: (Be Exact):

Discussion, consideration, and review of proposed fees for business licenses, liquor licenses, and residential and commercial rental units, followed by possible direction to staff to make appropriate modifications to the rates and/or Town Code so that the new rates and rules will become effective on July 1, 2008. Discussion may include, but not be limited to current rates, non-compliance and methods to ensure future compliance with the Town Code as it relates to business licenses, additional requirements for business licenses and establishing liquor license permit fees.

PURPOSE AND BACKGROUND INFORMATION:

In preparing for the budget, staff was concerned that the fee charged for a business license is actually less than it costs to produce. Staff was also concerned with the lack of compliance and lost revenue. Staff researched other communities with regard to business license and liquor license permit fees. Staff is recommending changes to the fee structure, requirements for a business license, and establishing fees for liquor licenses.

STAFF RECOMMENDATION(S): (Suggested Motion)

Move to direct staff to make appropriate modifications to the fee structure and Town Code so that the fees and regulations become effective no later than July 1, 2008, and to initiate a notification to non-compliant businesses with a 30-day amnesty period to allow the business to come into compliance without penalties.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

N/A

Comments:

Fund:

Line Item:

Submitting Department:

Clerk's Office

Contact Person:

Debbie Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

TOWN OF CAMP VERDE



Memorandum Clerks Office

To: Mayor and Council
cc: Mike Scannell, Town Manager
From: Debbie Barber, Town Clerk
Date: April 8, 2008
Re: Business License Report

In 1992, Council established a Business License requirement at an annual cost of \$10.00. Town Code, Section 9-1-3 explains that the purpose of the business license is to maintain a list of business activities within the Town, to provide contacts for emergency services, directories, compliance with zoning, tax and other ordinances and statutes. As of this date, we have 548 active business licenses on file, which requires a substantial amount of staff time to process. It now costs the taxpayer nearly \$30.00 to process a business license application, excluding late-paying businesses. A random sampling of licenses on this date illustrated that 2 out of 10 businesses required more than one notice.

Our tax code requires 2% of the gross income from the business activity upon every person engaging or continuing in the business of leasing or renting real property located within the Town for a consideration; and a person who has three (3) apartments, houses, trailer spaces, or other lodging spaces; and/or who has one (1) or more units of commercial property is subject to the tax imposed. In summary, all commercial units and those with three or more residential rental units must have a business license and must pay sales tax. A cursory review of commercial units and apartment complexes in the Townsite area alone showed a compliance rate of a mere 21%. Are these units collecting and paying the 2% sales tax? Without business licenses and their transaction privilege tax numbers, we have no way to confirm this revenue stream. We believe there are at least 11 Camp Verde businesses that lease storage units. Only six of them are licensed.

Finally, there has been an increase in liquor license applications. These applications and special liquor event permits require a substantial amount of staff resources as well as a public hearing before Council. There is no charge for this service, thus one could view it as the taxpayer subsidizing a businesses that plans to sell alcohol. Research indicates that it is common to charge an annual fee to those establishments that sell alcohol. We calculated that there are at least 19 places in the Town of Camp Verde where one can purchase alcohol.

Staffs researched other communities in the Verde Valley and Prescott Valley areas and have come up with the following recommendations for business license fees:

Business License Fees:

New or Change in Ownership or Location:

Inspection/Setup Fee	\$50.00
Business License Fee (annual)	30.00

Renewal:

Business License Fee (annual)	\$30.00
Name Changes Only (in addition to annual fee)	10.00

Service Providers Only:

Business License Fee (annual)	\$30.00
Name Changes Only (in addition to annual fee)	10.00

Rental Unit Fees:

Residential Rental Fee

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Commercial Rental Fee

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Storage Unit Rentals

Inspection Fee (annual) +	\$50.00
Business License Fee (annual) +	30.00
Per Unit Fee	5.00

Liquor License Permits

Application/Posting/Inspection Fee	\$150.00
Business License (annually) + the following:	30.00
Series 4 – Wholesaler (annually)	200.00
Series 6 – Bar (annually)	375.00
Series 9 – Liquor Store (annually)	200.00
Series 10 – Beer & Wine Store (annually)	150.00
Series 11 – Hotel-Motel (annually)	300.00
Series 12 – Restaurant (annually)	300.00
Series 14 – Club (annually)	300.00
Special Event Permits (annually)	\$150.00

To illustrate the proposed rates should Council approve the recommended fee structure, a currently licensed restaurant that sells beer and wine would have annual license fees totaling \$330.00. A new restaurant that sells beer and wine would have a \$150.00 application fee, \$50 inspection/setup fee, \$30 business license fee, and a \$300 liquor license permit fee for a total of \$530. Organizations such as the Chamber of Commerce and veterans would now pay an annual fee of \$150.00 for their permits, while private organizations would pay \$150.00 for their event. A convenience store would pay \$180.00 annually for their business license and liquor license permits.

Currently a business license is not required for businesses that do not sell products. Staff recommends that this be changed so that we might better track economic trends, growth, and to have contact numbers in the event of emergencies or concerns. It would also provide a more customer oriented service with contact numbers for waste removal services, landscapers, house cleaners, massage therapists, handy men, etc.

In summary, the lack of compliance, coupled with rising costs throughout the years have had an impact on staff and the Town's limited resources, but most importantly, the Town lost a valuable revenue stream.

Staff recommends that Council review the proposed fees; make necessary changes; and direct staff to make the appropriate modifications so that the fees become effective July 1, 2008 with the adoption of the budget. This will likely require revisions to the Town Code as well. If approved, Council might also consider offering an amnesty period in which a non-compliant business owner could come into compliance without penalties.

Statutory Authority:

4-223. Authority of cities and towns to tax transactions involving spirituous liquors; prohibitions

A. In addition to the taxes provided for in this chapter, incorporated cities and towns shall have the power to levy a tax on the privilege of engaging or continuing in the business of selling spirituous liquor at retail within their corporate limits and to impose a permit tax or fee, but this section shall not apply to wholesalers licensed under section 4-209.

B. This section shall not be construed to give to incorporated cities and towns power to prohibit the manufacture, sale, distribution, and disposal of intoxicating liquors.

Verde Valley and similar-sized communities:

Cottonwood
Business License
Liquor License

\$25.00
\$50 to \$100 in addition to business license

Jerome
Business License
Liquor License

\$20.00 - \$50.00 based on estimated revenue
\$200.00 one-time fee for new or changes to a license

Clarkdale
Business License
Liquor License

\$30.00
Special Event - \$25.00; Renewal \$50.00; Transfer \$100.00

Sedona
Business Registration
Liquor License

\$25.00
No Charge

Prescott Valley
Business License
Liquor License

\$45.00
\$200.00 to \$375.00

Chino Valley
Business License
Inspection Fees
Liquor License

\$59.00 + \$29.00 processing fee + \$10.00 update fee
\$55.00 per hour
\$148.00 to \$295.00

Sec. 8-444. Hotels.

The tax rate shall be at an amount equal to two percent (2%) of the gross income from the business activity upon every person engaging or continuing in the business of operating a hotel charging for lodging and/or lodging space furnished to any:

- (a) Person.
- (b) Exclusions. The tax imposed by this Section shall not include:
 - (1) Income derived from incarcerating or detaining prisoners who are under the jurisdiction of the United States, this State or any other state or a political subdivision of this State or of any other state in a privately operated prison, jail or detention facility.
 - (2) Gross proceeds of sales or gross income that is properly included in another business activity under this Article and that is taxable to the person engaged in that business activity, but the gross proceeds of sales or gross income to be deducted shall not exceed the consideration paid to the person conducting the activity.
 - (3) Gross proceeds of sales or gross income from transactions or activities that are not limited to transients and that would not be taxable if engaged in by a person not subject to tax under this Article.
 - (4) Gross proceeds of sales or gross income from transactions or activities that are not limited to transients and that would not be taxable if engaged in by a person subject to taxation under Section 8-410 or Section 8-475 due to an exclusion, exemption or deduction.
 - (5) Gross proceeds of sales or gross income from commissions received from a person providing services or property to the customers of the hotel. However, such commissions may be subject to tax under Section 8-445 or Section 8-450 as rental, leasing or licensing for use of real or tangible personal property.
 - (6) Income from providing telephone, fax or Internet services to customers at an additional charge, that is separately stated to the customer and is separately maintained in the hotel's books and records. However, such gross proceeds of sales or gross income may be subject to tax under Section 8-470 as telecommunication services.

Sec. 8-445. Rental, leasing, and licensing for use of real property.

- (a) The tax rate shall be at an amount equal to two percent (2%) of the gross income from the business activity upon every person engaging or continuing in the business of leasing or renting real property located within the Town for a consideration, to the tenant in actual possession, or the licensing for use of real property to the final licensee located within the Town for a consideration including any improvements, rights, or interest in such property; provided further that:
 - (1) Payments made by the lessee to, or on behalf of, the lessor for property taxes, repairs, or improvements are considered to be part of the taxable gross income.
 - (2) Charges for such items as telecommunications, utilities, pet fees, or maintenance are considered to be part of the taxable gross income.
 - (3) However, if the lessor engages in telecommunication activity, as evidenced by installing individual metering equipment and by billing each tenant based upon actual usage, such activity is taxable under Section 8-470.
- (b) If individual utility meters have been installed for each tenant and the lessor separately charges each single tenant for the exact billing from the utility company, such charges are exempt.
- (c) Charges by a qualifying hospital, qualifying community health center or a qualifying health care organization to patients of such facilities for use of rooms or other real property during the course of their treatment by such facilities are exempt.
- (d) Charges for joint pole usage by a person engaged in the business of providing or furnishing utility or telecommunication services to another person engaged in the business of providing or furnishing utility or telecommunication services are exempt from the tax imposed by this Section.

- (e) (Reserved)
- (f) A person who has less than three (3) apartments, houses, trailer spaces, or other lodging spaces rented, leased or licensed or available for rent, lease, or license within the State and no units of commercial property for rent, lease, or license within the State, is not deemed to be in the rental business, and is therefore exempt from the tax imposed by this Section on such income. However, a person who has one (1) or more units of commercial property is subject to the tax imposed by this Section on rental, lease and license income from all such lodging spaces and commercial units of real estate even though said person may have fewer than three (3) lodging spaces.
- (g) (Reserved)
- (h) (Reserved)
- (i) (Reserved)
- (j) Exempt from the tax imposed by this Section is gross income derived from the activities taxable under Section 8-444 of this code.
- (k) (Reserved)
- (l) (Reserved)
- (m) (Reserved)
- (n) Notwithstanding the provisions of Section 8-200(b), the fair market value of one (1) apartment, in an apartment complex provided rent free to an employee of the apartment complex is not subject to the tax imposed by this Section. For an apartment complex with more than fifty (50) units, an additional apartment provided rent free to an employee for every additional fifty (50) units is not subject to the tax imposed by this Section.
- (o) Income derived from incarcerating or detaining prisoners who are under the jurisdiction of the United States, this State or any other state or a political subdivision of this State or of any other state in a privately operated prison, jail or detention facility is exempt from the tax imposed by this Section.
- (p) Charges by any hospital, any licensed nursing care institution, or any kidney dialysis facility to patients of such facilities for the use of rooms or other real property during the course of their treatment by such facilities are exempt.
- (q) Charges to patients receiving "personal care" or "directed care", by any licensed assisted living facility, licensed assisted living center or licensed assisted living home as defined and licensed pursuant to Chapter 4 Title 36 Arizona Revised Statutes and Title 9 of the Arizona Administrative Code are exempt.
- (r) Income received from the rental of any "low-income unit" as established under Section 42 of the Internal Revenue Code, including the low-income housing credit provided by IRC Section 42, to the extent that the collection of tax on rental income causes the "gross rent" defined by IRC Section 42 to exceed the income limitation for the low-income unit is exempt. This exemption also applies to income received from the rental of individual rental units subject to statutory or regulatory "low-income unit" rent restrictions similar to IRC Section 42 to the extent that the collection of tax from the tenant causes the rental receipts to exceed a rent restriction for the low-income unit. This subsection also applies to rent received by a person other than the owner or lessor of the low-income unit, including a broker. This subsection does not apply unless a taxpayer maintains the documentation to support the qualification of a unit as a low-income unit, the "gross rent" limitation for the unit and the rent received from that unit.

Sec. 8-446. (Reserved)



Arizona Department of Liquor License and Control

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