

REGULAR SESSION  
MARCH 17, 2010  
6:30 P.M.

AMENDED AGENDA

ADDING AGENDA ITEM 4.C

REMOVING ITEM 8 (Buena Vista has been notified)

REMOVING ITEM 9 (Mike Jenkins notified Fire District)

REMOVING ITEM 14.1  
REMOVING ITEM 14.2

MAKING CORRECTIONS TO ITEM #15

REMOVING ITEM 20  
(THESE ITEMS WILL BE HEARD ON MARCH 24, 2010)



*It's in your hands ~  
 "Build a stronger community- shop locally"*

**AMENDED AGENDA  
 REGULAR SESSION  
 MAYOR AND COUNCIL  
 COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
 WEDNESDAY, MARCH 17, 2010  
 at 6:30 P.M.**

1. **Call to Order**
  2. **Roll Call**
  3. **Pledge of Allegiance**
  4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
    - a) **Approval of the Minutes:**
      - 1) Council/Staff Retreat – February 24, 2010
      - 2) Special Session – March 3, 2010
      - 3) Executive Session – March 3, 2010 (Recorded)
      - 4) Regular Session – March 3, 2010
    - b) **Set Next Meeting, Date and Time:**
      - 1) March 24, 2010 at 6:00 p.m. – Special Session **NOTE: THIS MEETING MAY NOT END AT 8:00 P.M. AS ORIGINALLY INDICATED DURING THE DISCUSSION AT THE 3-3-10 REGULAR SESSION.**
      - 2) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters - Cancelled
      - 3) April 7, 2010 at 6:30 p.m. – Regular Session
      - 4) April 21, 2010 at 6:30 p.m. – Regular Session
      - 5) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - c) **POSSIBLE APPROVAL OF AN AGREEMENT APPOINTING JUDGE HARRY CIPRIANO AS TOWN MAGISTRATE FOR A 2-YEAR TERM BEGINNING 3-17-2010 THROUGH 3-17-2012.**
  5. **Special Announcements & Presentations** – There are no announcements or presentations.
    - 1) **Possible approval of Proclamation declaring the month of April as "Fair Housing Month"** (Staff Resource: Matt Morris)
    - 2) **Possible approval of Proclamation declaring the month of April as "Substance Abuse Awareness Month"** (Resource: Carol German)
  6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
  7. **Call to the Public for Items not on the Agenda**
- NOTE: Due to the size of the agenda, and the timeliness of hearing certain items, the following items have been deleted from the agenda and will be heard at a subsequent meeting. The deleted items are #8, 9, 14.1 & 14.2, and 20.*
8. ~~**Presentation by Joy Wadleigh, Multi-Site Director of Buena Vista Children Services, followed by discussion, consideration and possible direction to staff to work with Buena Vista and the Camp Verde Unified School District to determine the possibility of collaborating in developing a single summer program for the children.**~~
  9. ~~**Discussion, consideration, and possible direction to staff relative to waiving Building Permit fees (estimated at \$20,274.59) and Development Impact fees (estimated at \$10,595.00) for the proposed fire station located at 1710 Arena del Loma, Camp Verde, Arizona and any future Camp Verde Fire District (District) structures within the Town limits. The conditions and terms will be included in a revised Intergovernmental Agreement between the Town and the District. (Staff Resource: Michael Jenkins)**~~
  10. **Discussion, consideration, and possible approval of Ordinance 2010-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Chapter 9 – Business Regulations Section 9-1-5 Fees for Charitable, Religious or Civic Organizations and Chapter 13 – 'Parks and Recreation, Library', Section 13-1-2 Fees.** (Staff Resource: Deborah Barber)
  11. **Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolution 22009-781, Adopting Fees for Town Services.** (Staff Resource: Deborah Barber)

12. **Update of the Financial Status of the Town for the period ending January 31, 2010, followed by discussion, consideration, and possible acceptance of the update.** Staff Resource: Michael Scannell
13. **Discussion, consideration, and possible approval of the re-appropriation of salary-related expenditures in the amount of \$5,491.98 from the Municipal Court budget unit to the Finance Department budget unit to support the reassignment of a Court Clerk to work twenty hours per week in the Finance Department.** (Staff Resource: Lisa Elliott)
14. ~~Discussion, consideration, and possible approval of the following:
  1. ~~To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payment to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.~~
  2. ~~Appropriate an additional \$25,000 funding for the following:
    - a) ~~\$5,600 to augment the current contract until June 30, 2010; and~~
    - b) ~~\$19,400 for fiscal year 2010/11 budget~~ (Staff Resource: Michael K. Scannell)~~~~
15. **Discussion, consideration and possible approval or denial to waive a Variance Application Fee IN THE AMOUNT OF \$620.00 for Michael Thomsen owner of parcel 404-26-043B, LOCATED AT 562 S. 3<sup>RD</sup> STREET.** (Staff Resource: Michael Jenkins)

Councilor German requested item #16

16. **Discussion, consideration, and possible direction to staff relative to donating obsolete Town Computer equipment to the Camp Verde Senior Center as the Town's computers are replaced.**
17. **Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager.** Staff Resource: David R. Smith
18. **Discussion, consideration, and possible direction to staff relative to setting the parameters to include, but not be limited to required knowledge, skills, and abilities, compensation levels, expenses, reimbursement of expenses, etc. as they relate to hiring a new Town Manager.** Staff Resource: David R. Smith
19. **Discussion, consideration, and possible discussion relative to staffing the Finance Department. Discussion may include, but not be limited to retaining Michael Scannell on a contractual basis and/or reclassifying Senior Accountant Lisa Elliott.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. Staff Resource: David R. Smith/Michael Scannell

Councilor Garrison requested item #20

20. ~~**Discussion or consultation with the Town Attorney for legal advice concerning the Town's use of certain personal property rights.**~~ Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation in connection with the Town's use of certain personal property rights.
21. **Call to the Public for Items not on the Agenda.**
22. **Advanced Approvals of Town Expenditures.** There are no advanced approvals.
23. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
24. **Adjournment**

Posted by:



Date/Time: 3-16-2010

4:55 P.M.

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

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



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** N/A

**Agenda Title (be exact):**

Possible approval of an agreement appointing Judge Harry Cipriano as Town Magistrate for a 2-year term beginning 3-17-2010 through 3-17-2012.

**Purpose and Background Information:**

Council directed staff to negotiate a contract with Judge Cipriano at the Special Session of 3-3-10. The contract is attached for your consideration.

**Recommendation (Suggested Motion):**

Approve the agreement appointing Judge Harry Cipriano as Town Magistrate for a 2-year term beginning 3-17-10 through 3-17-2012.

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

**Finance Director Comments/Fund:** N/A

**Attorney Review:**  **Yes**     **No**     **N/A**

**Attorney Comments:** N/A

**Submitting Department:** Marshal David R. Smith, as HR Director

**Contact Person:** Marshal David R. Smith

**Action Report prepared by:** D. Barber

**AGREEMENT**

THIS AGREEMENT is entered into the date below signed by and between Common Council of the Town of Camp Verde, Arizona, hereinafter referred to as "The Council", and Harry E. Cipriano, hereinafter referred to as "Cipriano", witnesseth:

WHEREAS, the Council desires to employ Cipriano as The Town Magistrate of Camp Verde, Arizona, and provide for conditions of Cipriano's employment; and,

WHEREAS, Cipriano desires to be employed as Town Magistrate of Camp Verde, Arizona, under the terms and conditions outlined herein,

NOW THEREFORE, in consideration of the mutual covenants, promises and payments hereinafter set forth, it is agreed between the parties as follows

I.

The Council hereby appoints Cipriano as the Town's Presiding Magistrate to perform the functions and duties specified in Section 5-2-1 of the code of the Town of Camp Verde, Arizona, and such other reasonable functions and duties as the Council may direct..

II.

This Agreement is based on the Arizona Constitution's requirement of separation of powers and the necessity of judicial independence to preserve and protect that separation. This Agreement shall set forth the parameters, guidelines, duties and rules of conduct, and compensation during the term of this Agreement. It is agreed as follows:

1. Term. This Agreement shall be effective from 17 day of March 2010 through the 17 day of March, 2012

2. Compensation. Cipriano shall be paid the annual sum \$53,500.00 in twenty-six (26) bi-weekly installments and is based on a 23 hour per week schedule, which is inclusive of any on-call time, meetings, travel and education that is necessary throughout the year. The expected typical work week will consist of 20-hours per week for the period of employment. Cipriano shall perform all duties as set forth in Section 5-2-2 of the Town Code as well as any other duties required by law or the Judicial Code of Conduct or by the Presiding Superior Court Judge of Yavapai County. Cipriano shall be responsible for all payroll withholdings as required by law. The Town will withhold such amounts on behalf of the Cipriano as requested by him, in writing. Cipriano shall not be entitled to any other employee benefits, except an amount equal to the Town's retirement program contribution on the same basis as other employees of the Town. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of Cipriano to resign at any time from the position of Magistrate. In the event Cipriano voluntarily resigns as Magistrate with the Town of Camp Verde before expiration of the term of employment, Cipriano shall give the Council sixty (60) days written notice, unless the parties otherwise agree in writing.

3. Duties. Cipriano shall perform all duties as set forth in Section 5-2-2 of the Town Code as well as any other duties required by law or the Judicial Code of Conduct or by the Presiding Superior Court Judge of Yavapai County. Cipriano shall assist in the preparation of the budget for the municipal court and shall report to the Town Council regarding the state of the municipal court upon request. Cipriano shall perform the duties of Presiding Town Court Magistrate pursuant to all laws, ordinances and rules of the State of Arizona, Town of Camp Verde and Arizona Supreme Court. He shall devote such time as necessary to cause the Town Court to function in a proper manner and may use assistant magistrates within the constraints of the approved budget of the Town Court.

4. Conditions of Employment.

- (a) Cipriano shall preside as Presiding Magistrate over the Town of Camp Verde Municipal Court System and other assistant magistrates of the Camp Verde Municipal Court whether full time or part time.
- (b) Cipriano shall at all times insure that his conduct as Magistrate of the Town Court of the Town of Camp Verde does not violate the Code of Judicial Conduct, Rule 81 of the Rules of the Arizona Supreme Court, dated September 1, 2009, and any other Rule or law governing the conduct of magistrates during the terms of this Agreement.
- (c) The Town shall also bear full cost of any fidelity or other bonds required of Cipriano under any federal, state or local law or ordinance.
- (d) Cipriano shall not during his term of employment commit any act which would be grounds for dismissal pursuant to the Personnel Rules and Regulations of the Town of Camp Verde.
- (e) The Town shall defend, save harmless and indemnify Cipriano against any tort, professional liability claim or demand or other legal action, whether meritorious or not, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Cipriano's duties.
- (f) Cipriano shall make available to the citizens/ customers, a Customer Service Survey evaluation in the lobby of the Camp Verde Court at all times.

5. Training and Support. The Town will pay all necessary dues, membership fees, publication/subscription fees for legal materials and other required supporting materials, subject to proper budgetary authority. Cipriano shall be allowed to attend at Town expense, subject to proper budgetary approval, any conferences, training sessions, or seminars that are related to the functioning of the Town Court, criminal law, or criminal procedure. The Town shall provide suitable municipal court facilities and staff.

6. Termination. During the term of this Agreement, Cipriano may be removed from office for violation of this Agreement by the Town Council of the Town of Camp Verde. Notice of removal of office shall be delivered in writing to the Magistrate and Cipriano shall have the right to request a hearing before the Town Council of the Town of Camp Verde. Any such request for hearing and any hearing shall be in accordance with Section 1401 C of the Personnel Manual of the Town of Camp Verde, except that said hearing shall be before the Town Council of the Town of Camp Verde and not the Personnel Board.

IN WITNESS WHEREOF, the Town of Camp Verde, Arizona, has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its Town Clerk, and Cipriano has signed and executed this agreement, both in duplicate, the day and year first above written.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2010

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Bill Sims, Town Attorney

ATTEST:

ACCEPTED:

\_\_\_\_\_  
Deborah Barber, Town Clerk

Harry E. Cipriano



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1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payment to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.
  2. Appropriate an additional \$25,000 funding for the following:
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Councilor German requested item #16

16. Discussion, consideration, and possible direction to staff relative to donating obsolete Town Computer equipment to the Camp Verde Senior Center as the Town's computers are replaced.
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Councilor Garrison requested item #20

20. Discussion or consultation with the Town Attorney for legal advice concerning the Town's use of certain personal property rights. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation in connection with the Town's use of certain personal property rights.
21. Call to the Public for Items not on the Agenda.
22. Advanced Approvals of Town Expenditures. There are no advanced approvals.
23. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
24. Adjournment

Posted by: Virginia Lewis

Date/Time: 3-11-2010 9:15 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.

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5.1



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Business**

**Reference Document:** Draft Proclamation, "Fair Housing Month"

**Agenda Title (be exact):** Possible approval of Proclamation declaring the month of April as "Fair Housing Month".

**Purpose and Background Information:** The Town has a continual responsibility to comply with furthering fair housing as a recipient of Community Housing Development Block Funds. The Town is to conduct four activities each year promoting fair housing, of which declaring April as Fair Housing Month is one way to satisfy one-quarter of this requirement.

**Recommendation (Suggested Motion):** Move to approve proclamation declaring the month of April as "Fair Housing Month".

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

**Finance Director Comments/Fund:** N/A

**Attorney Review:**      Yes      No      N/A

**Attorney Comments:** N/A

**Submitting Department:** Administration

**Contact Person:** Matt Morris

**Action Report prepared by:** Matt Morris

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

PROCLAMATION

Declaring April as:

***Fair Housing Month***

**Whereas,** the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

**Whereas,** the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and

**Whereas,** April has traditionally been designated as *Fair Housing Month* in the United States,

**NOW THEREFORE,** I, Bob Burnside, Mayor of the Town of Camp Verde, Arizona, do hereby proclaim April as:

***Fair Housing Month***

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 17<sup>th</sup> day of March 2010.

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Bob Burnside, Mayor

ATTEST:

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Deborah Barber, Town Clerk

5.2



**TOWN OF CAMP VERDE  
Camp Verde, Arizona**

**Proclamation**

**Declaring April as:**

**SUBSTANCE ABUSE AWARENESS MONTH**

**WHEREAS**, few citizens of the Town of Camp Verde are unaffected by substance abuse; and

**WHEREAS**, substance abuse is directly associated with crimes against persons and property, domestic violence, physical illness, child abuse, driving while impaired and drug-related vehicular collisions; and

**WHEREAS**, the resources and capacity of the courts and detention system, hospital emergency rooms and providers of behavioral health services are severely stretched by the proliferation of methamphetamine and other substances with the Town of Camp Verde; and

**WHEREAS**, the Town of Camp Verde has united against methamphetamine and drugs and alcohol abuse to form MATForce, the Yavapai County Substance Abuse Coalition; and

**WHEREAS**, MATForce views substance abuse as a community problem that is best addressed through a variety of strategies that bring together education, treatment and criminal justice resources in a coordinated, individualized approach; and

**WHEREAS**, MATForce has declared April 2010, as "Substance Abuse Awareness Month" to heighten public awareness of the dangers of substance abuse and of available treatment options.

**THEREFORE**, the Town of Camp Verde proclaims the month of April 2010 as Substance Abuse Awareness Month.

Dated this 17th day of March 2010.

\_\_\_\_\_  
Bob Burnside, Mayor  
Town of Camp Verde

ATTEST:

\_\_\_\_\_  
Deborah Barber, Town Clerk



TOWN OF CAMP VERDE  
Agenda Action Form

Meeting Date: March 17, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Documents: ATTACHED:

- Letter of request from the Camp Verde Fire District to Waive Fees
- Estimated Building Permit & Impact Fees
- State Statutes providing the Fire District the authority to charge for Fire and Emergency Responses
- Development Fee Ordinance

**Agenda Title** (be exact): Discussion, consideration and possible direction to staff concerning the waiving of Building Permit Fees and Development Impact Fees for the proposed Fire Station located at 1710 Arena Del Loma, Camp Verde, Arizona and any future Camp Verde Fire District Structures within the Town limits. The conditions and terms to be included in a revised Inter-governmental Agreement between the Town and the Fire District.

**Purpose and Background Information:** At the Special / Work Session of the Mayor and Common Council on July 22, 2009, the Community Development Department advised the Mayor and Common Council that the Camp Verde Fire District wanted to discuss the possibility of Waiving Building Permit and Development Impact Fees for the proposed new Fire Station to be located at 1710 Arena Del Loma. The Council was advised that since Town Owned properties were exempt from property taxes, which included the Camp Verde Fire District tax, the Town was not a part of the fire district and would be directly responsible to pay for all fire call responses to their structures or vacant properties.

Jack Blum (Secretary, Treasurer) of the Camp Verde Fire District proposed to staff that if the Council were willing to Waive all or part of the **Current and Future** Building Permit Fees and (if applicable) the Development Impact Fees, the Fire District would reciprocate by exempting the Town from paying for fire response or emergency calls to the Town's existing and future structures. Mr. Blum further advised that this exemption would not pertain to any vacant properties the Town may currently or in the future own.

The Council directed staff as follows:

- Include verbiage in the draft agreement that would either provide for a prorata share of the waived Building Permit fees in the event of an early termination, or a requirement that the fire responses would be made for a specific number of years; research State Statutes and discuss with Jack Blum the legal authority for charging the Town for the fire responses; bring back to the Council a draft IGA and arrange for Jack Blum, from the Fire District, to attend the meeting to address questions from the Council; and check into the possibility of Fire District property taxes being raised for the new Fire Station.

**STAFF RESEARCH:**

The Fire District has now made application with the Town for a Building Permit for the New Fire Station. The Fire District has received a guaranteed maximum price on the New Fire Station of \$2,359,500.00. With this maximum price, Becky Oium (Permit Technician) has calculated an estimated building permit fee of \$20,274.59 and a Development Impact Fee (If Applicable) of \$10,595.00.

As with many of the Town's Codes, directions for application of the Development Impact Fees are not absolutely clear. Development Impact Fees are to be assessed when impacts, due to development, are experienced by the Town to the following:

- General Government
- Library
- Parks
- Marshall

Staff is requesting guidance from the Council with the interpretation and application of the Impact Fees for the following reasons:

- This is the first time that current staff has had to evaluate the application of Impact Fees to a Fire Station.
- Staff is unclear of all possible impacts to the (4) areas of impact, listed above.

The Community Development Department, with the assistance of the Finance Department, has researched the costs of fire and emergency responses from the Fire District back to the year 2001 as follows:

• 4/25/01	Library Call	\$423.75
• 8/28/01	July 4 <sup>th</sup> Standby	\$158.50
• 5/20/03	Prisoner Medical	\$481.36
• 5/5/05	Main St. Stampede	\$468.36
• 5/10/06	Main St. Stampede	\$1,200.00
• 2/10/2010	Town Hall Building	\$653.89
Total		\$3,385.86 (8 Year Period)

- Calculated average fire and emergency response costs per year = \$423.23

The Community Development Department, with the assistance of the Assistant to the Town Manager, determined that our current fire insurance policy does not cover fire or emergency responses.

The Community Development Department, with the assistance of the Fire District (Jack Blum), have retrieved the State Statutes that provide the Fire District with the authority to charge for fire calls as follows:

- A.R.S. 48-814:
- A.R.S. 48-805.B.14

The Community Development Department has asked Jack Blum to attend (With any other District Staff required) the regular session meeting with the Council on March 17, 2010.

The Community Development Department has not prepared a Draft IGA at this time and is respectfully asking the Council to provide specific direction to all issues listed above prior to the Draft IGA preparation.

**Recommendation** (Suggested Motion): A motion to provide direction to the Town Staff as determined by the Council's findings from information as provided by the Camp Verde Fire District and Town Staff.

**Finance Director Comments/Fund:** N/A

**Attorney Review:**  No  N/A

**Attorney Comments:** N/A

**Submitting Department:** Community Development

**Contact Person:** Michael Jenkins, Acting Community Development Director  
**Action Report prepared by:** Michael Jenkins

# Camp Verde Fire District

03-09-10 PM 1:29 RCVD

26 B SALT MINE ROAD  
P.O. BOX 386 · CAMP VERDE, ARIZONA 86322-0386

Philip R. Harbeson Sr.  
Fire Chief

BUSINESS: 928-567-9401 · FAX: 928-567-2444 · EMERGENCY: 911

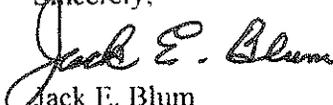
Jack E. Blum  
Secretary-Treasurer

March 7, 2010

To the Town Council of Camp Verde

Please place the Camp Verde Fire District on the agenda of the next council meeting to address waiving Development Fees, Building Permit Fees and Plan Review Fees for the Camp Verde Fire District. I would also like to discuss the possibility of an IGA for fire protection of Town Properties.

Sincerely,

  
Jack E. Blum  
Secretary/Treasurer

**Mike Jenkins**

---

**From:** Becky Oium  
**Sent:** Thursday, March 04, 2010 4:13 PM  
**To:** Jack Blum  
**Cc:** Mike Jenkins; Robert Foreman  
**Subject:** RE: GMP on Station 84

Jack,

As requested, following are building and impact fee **estimates** for the Camp Verde Fire District proposed Fire Station (#84):

**Building Permit Fees** (based on your estimated project valuation of \$2,359,500.00)

Building Fee:	\$10,499.75
Building Plan Review Fee:	\$6,824.84
Engineer Plan Review Fee:	<u>\$2,950.00</u>
<b>Total Permit Fee:</b>	<b>\$20,274.59</b>
Deposit Paid 2/11/2010:	<u>\$9,667.19</u> (Estimated Building/Engineer Plan Review Fees)
<b>Balance Due:</b>	<b>\$10,607.40</b>

**Development Impact Fees** (based on 12,050 square feet)  
Impact Fee Code (710)

Police \$427/1000 sq. ft.  
General Government \$388/1000 sq. ft.  
Total: \$815/1000 sq. ft. X 12,050 rounded to 13,000 sq. ft. = 10,595.00

**Total Development Impact Fee: \$10,595.00**

If you have question or require additional information, please contact me.

Thanks,  
Becky

**From:** Jack Blum [mailto:jblum@campverdefire.org]  
**Sent:** Thursday, March 04, 2010 2:03 PM  
**To:** Becky Oium  
**Subject:** GMP on Station 84

Hi Becky,  
We received the guaranteed maximum price on the new station yesterday. The amount is \$2,359,500.00.

Please give me an estimate of the permitting fees as follows:

Administrative fees or any balance due. Please list the impact fees separately.  
I understand that this is an estimate only.

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<a href="#">ARS TITLE PAGE</a>	<a href="#">NEXT DOCUMENT</a>	<a href="#">PREVIOUS DOCUMENT</a>
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48-814. Property located outside of fire district territory; reimbursement to fire district for cost of fire and emergency medical services

A. A fire district may provide or assist in providing emergency fire or emergency medical services outside of its own district boundaries if those services are otherwise unavailable and if those services are provided at the request of any law enforcement agency, fire district, fire department or private person, and may receive reimbursement for the costs of providing the emergency services. A fire district may provide ambulance transportation service outside of its own district boundaries only when authorized to do so pursuant to title 36, chapter 21.1, article 2. The person receiving the services, or on whose behalf the services are provided, is liable to the fire district for the costs and these costs constitute a debt of that person and may be collected by the fire district.

B. For the purposes of this section, the costs of providing emergency fire or medical services are those costs set forth in resolutions adopted by the fire district that establish fee schedules for emergency response, standby charges, fees for fire cause determination or any other fees that may be required or appropriate to provide emergency fire and medical services outside of its boundaries.

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48-805. Fire district; powers and duties

A. A fire district, through its board or elected chief and secretary-treasurer, shall:

1. Hold public meetings at least once each calendar month.
2. Prepare an annual budget that contains detailed estimated expenditures for each fiscal year and that clearly shows salaries payable to employees of the district, including the elected or appointed chief. The budget shall be posted in three public places and published in a newspaper of general circulation in the district thirty days before a public hearing at a meeting called by the board or elected chief to adopt the budget. Copies of the budget shall also be available to members of the public on written request to the district. Following the public hearing, the district board or elected chief and secretary-treasurer shall adopt a budget.
3. Determine the compensation payable to district personnel.
4. Require probationary employees in a paid sworn firefighter position, a reserve firefighter position or a volunteer firefighter position to submit a full set of fingerprints to the fire district. The fire district shall submit the fingerprints to the department of public safety for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the federal bureau of investigation.

B. A fire district, through its board or elected fire chief and secretary-treasurer, may:

1. Employ any personnel and provide services deemed necessary for fire protection, for preservation of life and for carrying out its other powers and duties, including providing ambulance transportation services when authorized to do so pursuant to title 36, chapter 21.1, article 2, but a member of a district board shall not be an employee of the district. The merger of two or more fire districts pursuant to section 48-820 or the consolidation with one or more fire districts pursuant to section 48-822 shall not expand the boundaries of an existing certificate of necessity unless authorized pursuant to title 36, chapter 21.1, article 2.
2. Construct, purchase, lease, lease-purchase or otherwise acquire the following or any interest therein and, in connection with such construction or other acquisition, purchase, lease, lease-purchase or grant a lien on any or all of its present or future property, including:
  - (a) Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing.
  - (b) Land, buildings, equipment and furnishings to house equipment and personnel necessary or appropriate to carry out its purposes.
3. Finance the acquisition of property as provided in this section and costs incurred in connection with the issuance of bonds as provided in section 48-806. Bonds shall not be issued without the consent of a majority of the electors of the district voting at an election held for that purpose. For the purposes of an election held under this subsection, all persons who are eligible to vote in fire district elections under section 48-802 are eligible to vote.
4. Enforce the fire code adopted by the district, if any, and assist the state fire marshal in the enforcement of fire protection standards of this state within the fire district including enforcement of a nationally recognized fire code when expressly authorized by the state fire marshal.
5. After the approval of the qualified electors of the fire district voting at a regular district election or at a special election called for such purpose by the district board or the elected chief and secretary-treasurer, as appropriate, or at any election held in the county which encompasses the fire district, adopt the \_\_\_\_\_ fire code, which is a nationally recognized fire code approved by the state fire marshal. The words appearing on the ballots shall be "should \_\_\_\_\_ fire district adopt the \_\_\_\_\_ fire code, which is a nationally recognized fire code approved by the state fire marshal--yes", "should \_\_\_\_\_ fire district adopt the \_\_\_\_\_ fire code, which is a nationally recognized fire code approved by the state fire marshal--no". Such code shall be enforced by the county attorney in the same manner as any other law or ordinance of the county. Any inspection or enforcement costs are the responsibility of the fire district involved. The district shall keep on file such code which shall be open to public inspection for a period of thirty days prior to any election for the purpose of adopting a fire code. Copies of the order of election shall be posted in three public places in the district not less than twenty days before the date of the election, and if a newspaper is published in the county having a general circulation in the district, the order shall be published in the newspaper not less than once a week during each of the three calendar weeks preceding the calendar week of the

election.

6. Amend or revise the adopted fire code, including replacement of the adopted fire code with an alternative nationally recognized fire code, with the approval of the state fire marshal and after a hearing held pursuant to posted and published notice as prescribed by subsection A, paragraph 2 of this section. The district shall keep three copies of the adopted code, amendments and revisions on file for public inspection.

7. Enter into an agreement procuring the services of an organized private fire protection company or a fire department of a neighboring city, town, district or settlement without impairing the fire district's powers.

8. Contract with a city or town for fire protection services for all or part of the city or town area until the city or town elects to provide regular fire department services to the area.

9. Retain a certified public accountant to perform an annual audit of district books.

10. Retain private legal counsel.

11. Accept gifts, contributions, bequests and grants and comply with any requirements of such gifts, contributions, bequests and grants not inconsistent with this article.

12. Appropriate and expend annually such monies as are necessary for the purpose of fire districts belonging to and paying dues in the Arizona fire district association and other professional affiliations or entities.

13. Adopt resolutions establishing fee schedules both within and outside of the jurisdictional boundaries of the district for providing fire protection services and services for the preservation of life, including emergency fire and emergency medical services, plan reviews, standby charges, fire cause determination, users' fees, facilities benefit assessments or any other fee schedule that may be required.

\*14. Adopt resolutions for a schedule for financial reimbursement to taxpayers for installation of certain fire protection systems such as sprinklers and monitored alarms. Any resolution to offer reimbursements shall include all of the following:

(a) A nationally recognized analysis of the cost savings to the district by using the fire protection systems.

(b) The specifications of all qualifying systems.

(c) The requirements for claiming reimbursement. The amount of reimbursement offered shall bear a reasonable relationship to the cost savings that accrue to the district as a result of the installation of qualifying systems.

(d) The requirement that the resolution to offer reimbursements expires one year after its adoption unless specifically readopted by the governing board. A resolution to readopt a schedule for financial reimbursement shall additionally include a statement as to the program's effectiveness. The statement shall include the amount of reimbursements paid to each taxpayer for the installation of the fire protection system.

15. The governing board of a fire district, with the approval of two of the three members of a three member board, four of the five members of a five member board or five of the seven members of a seven member board, may change the district's name and on so doing shall give written notice to the board of supervisors of the change.

16. Require all employees to submit a full set of fingerprints as prescribed by subsection A, paragraph 4 of this section.

17. Enter into intergovernmental agreements or contracts as follows:

(a) Enter into an intergovernmental agreement with another political subdivision for technical or administrative services or to provide fire services to the property owned by the political subdivision, including property that is outside the district boundary.

(b) Enter into a contract with individuals to provide technical or administrative services.

(c) Enter into a contract with individuals to provide fire protection services or emergency medical services, or both, to the extent not regulated by title 36, chapter 21.1 to property owned by the individual located outside the district boundaries if the individual's property is not located in a county island as defined in section 11-251.12 and at least one of the following apply:

(i) The existing fire service provider where the individual's property is located has issued a notice to the individual that the provider plans to discontinue service.

(ii) Fire service is not available to the individual's property.

(iii) Fire service is offered pursuant to a contract or subscription and the individual has not obtained

service for a period of twenty-four months before the date of the contract with the district.

(d) Enter into a contract with individuals to provide fire services to property owned by the individual located outside the district boundaries, where the individual's property is located in a county island as defined in section 11-251.12, if both of the following apply:

(i) The existing fire service provider where the individual's property is located has issued a notice to the residents of the county island and the individual that the provider plans to discontinue or substantially reduce service.

(ii) The district offers contracts to all residents and property owners of the county island who will be affected by the discontinuance or substantial reduction in service by the current fire service provider.

(e) For the purposes of subdivision (a), (b), (c) or (d) of this paragraph, a district may contract with any public or private fire service provider to provide some or all of the contractual services the district is contracting to deliver.

(f) Any contract entered into pursuant to subdivisions (b), (c) and (d) of this paragraph shall include a provision setting forth the cost of service and performance criteria.

C. The chairman and clerk of the district board or their respective designees or the elected chief and secretary-treasurer, as applicable, shall draw warrants on the county treasurer for money required to operate the district in accordance with the budget and, as so drawn, the warrants shall be sufficient to authorize the county treasurer to pay from the fire district fund.

D. The district shall not incur any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at the time in the fund, except as provided in subsection B, paragraph 2 of this section and in sections 48-806 and 48-807.

E. The district board may assess and levy a secondary property tax pursuant to this article to pay for the costs of fire protection services or emergency medical services except for services regulated pursuant to title 36, chapter 21.1.

F. The county attorney may advise and represent the district when in the county attorney's judgment such advice and representation are appropriate and not in conflict with the county attorney's duties under section 11-532. If the county attorney is unable to advise and represent the district due to a conflict of interest, the district may retain private legal counsel or may request the attorney general to represent it, or both.

**Article 7-10**  
**Municipal Development Fees**

**Section 7-10-1 Definitions**

The words or phrases used herein shall have the meaning attributed or prescribed to them in the Camp Verde Town Code, except as may otherwise be indicated herein:

- A. **"Applicant"** means any person who files an application with the Town for a building permit.
- B. **"Appropriation"** or "to appropriate" means an action by the Town to identify specific Public Facilities or Services for which development fee funds may be utilized. Appropriation shall include, but shall not necessarily be limited to: inclusion of a Public Facility in the adopted Town budget or capital improvements program; execution of a contract or other legal encumbrance for construction of a Public Facility using development fee funds in whole or in part; and/or actual expenditure of development fee funds through payments made from a development fee account.
- C. **"Development Fee"** means a fee adopted pursuant to A.R.S. § 9-463.05 which is imposed on New Development on a pro rata basis in connection with and as a condition of the issuance of a building permit and which is calculated to defray all or a portion of the costs of the Public Facilities required to accommodate New Development.
- D. **"General Government Development Fee"** means a fee imposed on all New Development to fund the proportionate share of the costs of providing general governmental services, including but not limited to municipal office space and major capital equipment.
- E. **"Library Development Fee"** means a fee imposed only on new residential development to fund the proportionate share of the costs of library buildings, collections and facilities.
- F. **"Multiple Uses"** means a New Development consisting of both residential and non-residential uses, or one (1) or more different types of non-residential uses, on the same site or part of the same New Development.
- G. **"Municipal Planning Area"** means an area outside of the present Camp Verde Town limits, but in which the Town may provide Public Facilities or Services.
- H. **"New Development"** shall not include (i) any reconstruction, redevelopment, rehabilitation, structural alteration, structural enlargement, structural extension, or new use undertaken pursuant to a building permit issued prior to the effective date of the Development Fee Code, (ii) any new residential development which does not add a new Dwelling Unit, (iii) any new non-residential development which does not add square footage, unless the new non-residential development increases the demand for Public Facilities or (iv) any use, development, project, building, fence, sign or other activity which does not result in an increase in the demand for Public Facilities. The term "New Development" shall include any new construction as well as any reconstruction, redevelopment, rehabilitation, structural alteration, structural enlargement, structural extension, new use or development not excluded above, all as described more fully in Section 7-10-3.C.2 of this Development Fee Code.
- I. **"Parks and Recreation Development Fee"** means a fee imposed only on new residential development to fund its proportionate share of the costs of parkland, park improvements, recreation facilities and support buildings and vehicles.
- J. **"Police Development Fee"** means a fee imposed on all New Development to fund its proportionate share of the costs of public safety buildings and facilities, communication systems, vehicles and major capital equipment.
- K. **"Public Facility or Service"** means public improvements, facilities or services, including police facilities, municipal facilities, open space, parks and library facilities necessitated by New Development.
- L. **"Public Facility Expenditures"** means an appropriation or expenditure of public funds incurred in connection with the provision of a Public Facility or Service, including but not limited to:

Revised 3-2009

1. amounts appropriated in connection with the planning, design, engineering and construction of Public Facilities, which expenditures including, but are not limited to:

- a. planning, legal, appraisal, financing, development, and other costs related to the acquisition of, or use rights on, land;
- b. the costs of compliance with bidding procedures and applicable administrative and legal requirements; and
- c. all other costs necessarily incident to provision of the Public Facility.

\* **Section 7-10-2 Purpose and Intent**

The purposes and intent of the Town's Development Fee Code and procedures are:

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of any development fees imposed on New Development;
- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that New Development contributes its fair share towards the costs of providing Public Facilities or Services reasonably necessitated by such New Development;
- C. To ensure that New Development obtains a reasonable benefit by the Public Facilities or Services provided with the proceeds of Development Fees;
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of Development Fees are properly incorporated into the Town Code; and
- E. To ensure that all applicable procedural requirements of A.R.S. § 9-463.05 have been met.

\* **Section 7-10-3 General Provisions; Applicability**

A. **Term.** The Development Fee Code and the procedures established herein shall remain in effect unless and until repealed, amended, or modified by the Mayor and Council in accordance with applicable State law, Town Code or Town ordinances.

B. **Annual Review.**

1. At least once every year, and not later than January 1 of each year, beginning January 1, 2007, the Town Manager or his designee shall coordinate the preparation and submission of an Annual Report to the Mayor and Council on the subject of Development Fees enacted pursuant to this Article.
2. The Annual Report may include any or all of the following as appropriate:
  - a. recommendations for amendments, if appropriate, to this Development Fee Code or to specific ordinances or Town Code sections;
  - b. proposed changes to the Town of Camp Verde General Plan, as amended from time to time, or plan elements and/or an applicable capital improvements project, including the identification of additional Public Facility projects anticipated to be funded wholly or partially with Development Fees;
  - c. proposed changes to Development Fee schedules as set forth in this Development Fee Code imposing and setting Development Fees for particular Public Facilities;

- d. proposed changes to level of service standards for particular Public Facilities;
- e. proposed changes to any Development Fee calculation methodology;
- f. proposed changes to the population, housing, land use, persons per household or non-residential development projections included in the Annual Fee Report and upon which the Development Fee amounts have been determined; and
- g. other data, analysis or recommendations as the Town Manager or appropriate designee may deem appropriate, or as may be requested by the Mayor and Council.

3. In addition to the matters set forth in Paragraph B.2 of this Section, the Annual Report shall also set forth:

- a. the number of building permits issued by type of residential or non-residential development;
- b. the square footage (gross floor area) of non-residential development, by type;
- c. the total amount of Development Fees collected by Public Facility and by land use type;
- d. the amount of expenditures made from the Development Fee account or sub-accounts and the purpose for which the expenditure was made, i.e., the description, type and location of the Public Facility project;
- e. when each Public Facility project was initiated and when it was (or will be) completed;
- f. whether additional Development Fee funds will be appropriated for the same project(s) in the future;
- g. whether supplemental non-Development Fee funds have been used for the project(s) and, if so, how much;
- h. the total estimated cost of the project(s) and the portion funded with Development Fees;
- i. whether each Public Facility project is in the Town's current annual budget or capital improvements program;
- j. the estimated useful life of each project;
- k. the extent to which each Public Facility project is needed to serve new/projected growth; and
- l. such other facts as may be requested or deemed relevant by the Mayor and Council.

4. **Submission of Development Fee Annual Report and Council Action.** The Town Manager or appropriate designee shall submit the Development Fee Annual Report to the Mayor and Council, which shall receive the Annual Report and which may take such actions as it deems appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings.

C. **New Development Affected.** This Development Fee Code shall apply to all New Developments.

1. **Municipal Planning Areas.** Development Fees imposed by the Town may, if necessary and appropriate, be collected by other municipalities or by Yavapai County on New Development within the Town's Municipal Planning Area, but outside of the Town of Camp Verde limits, pursuant to an intergovernmental agreement which provides that the Development Fees collected be transferred to the appropriate Town fund for expenditure in accordance with the terms of this Development Fee Code.

2) **Exceptions to the application of Development Fees to New Development.** Unless otherwise expressly noted, the fees imposed by this Article shall not apply in the following circumstances:

a. **Previously-Issued Building Permits.** No Development Fee shall be imposed on New Development for which a building permit has been issued prior to the effective date of this Development Fee Code.

b. **No Net Increase in Dwelling Units.** No Development Fee shall be imposed on any new residential development which does not add a new Dwelling Unit.

c. **No Net Increase in Non-Residential Square Footage.** No Development Fee shall be imposed on any new non-residential development which does not add square footage to a currently existing facility, unless the new non-residential development will increase the demand for Public Facilities for which Development Fees are being imposed.

d. **Other Uses.** No Development Fee shall be imposed on a use, development, project, structure, building, fence, sign or other activity, whether or not a building permit is required, which does not result in an increase in the demand for Public Facilities.

e. **Other Development Exempted by State Law.** No Development Fee shall be imposed on New Development which is exempted by Arizona State laws, however, the Town may seek to negotiate the construction of Public Facilities or the provision of services, or to negotiate the payment of Development Fees with such entities. See A.R.S. § 9-500(18).

3. **Effect of Payment of Development Fees on Other Applicable Town Land Use, Zoning, Platting, Subdivision or Development Regulations.** The payment of Development Fees shall not entitle the Applicant to a building permit, which shall only be issued if all other applicable land use, zoning, planning, platting, subdivision or other related requirements, standards and conditions have been met. Such other requirements, standards and conditions are independent of the requirement for payment of a Development Fee.

4. **Amendments.** This Development Fee Code may be amended from time to time by the Mayor and Council; provided, however, that no such amendment shall be adopted without a written report detailing the reasons and need for the increase or establishment of a new Development Fee without proper notice and public hearing as set forth in A.R.S. § 9-463.05(C).

5. **Effect of Imposition of Development Fees in a Community Facilities District.** In calculating and imposing a Development Fee applicable to land in a community facilities district established under Arizona Revised Statutes, Title 48, Chapter 4, Article 6, the Town shall take into account all public infrastructure provided by the district and capital costs paid by the district for necessary public services and facilities and shall not assess a portion of the Development Fee otherwise calculated to be due that would duplicate the infrastructure provided by the district or the costs imposed by the district on New Development.

#### **Section 7-10-4 Procedures for Imposition, Calculation and Collection of Development Fees**

A. **In General.** The Town shall calculate the Development Fees due and owing for any Applicant at the time of the issuance of a building permit. The Applicant shall pay the Development Fees prior to and as a condition of the issuance of a building permit.

#### **B. Calculation.**

1. Upon receipt of an application for a building permit, the Town shall determine (a) whether the permit is for a residential or non-residential use, (b) the specific category (type) of residential or non-residential development, if applicable, (c) if residential, whether the use is single-family, multifamily or mobile home, and (d) if non-residential, the number of new or additional square feet of gross floor area (rounded up to the nearest square foot) and the proposed use of the facility.

2. Upon receipt of an application for a building permit relating to an existing facility, the Town shall determine whether the permit will result in a change in use. In such cases, the Development Fee due shall be based only on the incremental increase in the Development Fee(s) for the additional Public Facilities needed to accommodate the change in use.

3. After making the determinations in the Paragraph B of this Section 7-10-4, the Town shall calculate the Development Fee pursuant to Table One of Section 7-10-5 of this Development Fee Code by incorporating any applicable offset.

4. If the type of land use proposed for New Development is not expressly listed in the particular Development Fee schedule, the Town shall, at its option and in its discretion, determine the basis used to calculate the Development Fee(s) by:

a. identifying the most similar land use type listed and calculate the Development Fee based on the Development Fee for that land use; or

b. identifying the broader land use category within which the specified land use would apply and calculate the Development Fee based on the Development Fee for that land use category; or

c. reference to an independent impact analysis for Development Fee calculation. If this option is chosen, the following shall apply:

(i) The Applicant shall be responsible, at its sole expense, for preparing the independent impact analysis, which shall be reviewed for approval by the Town Engineer and the Town Manager prior to the Town's notification pursuant to paragraph (iii) of this subparagraph.

(ii) The independent impact analysis shall measure the impact that the proposed New Development will have on the particular Public Facility at issue, and shall be based on the same methodologies used in the Development Fee calculation methodology report, and shall be supported by professionally acceptable data and assumptions.

(iii) After review of the independent analysis submitted by the Applicant, the Town shall accept or reject the analysis and provide written notice to the Applicant of its decision on a form provided for such purpose within thirty (30) days of the submission of the completed independent impact analysis. If the independent impact analysis is rejected, the written notice shall provide an explanation of the insufficiencies of the analysis.

(iv) The final decision of the Town Engineer may be appealed pursuant to this Article.

5. An Applicant may request a *non-binding* estimate of Development Fees due for a particular New Development at any time by filing a request on a form provided for such purpose by the Town. The Applicant must acknowledge that the estimate may be subject to change when a formal application for a building permit for New Development is made. Such non-binding estimate is solely for the benefit and convenience of the prospective Applicant and shall in no way bind the Town nor preclude it from making amendments or revisions to any provisions of this Development Fee Code, the specific Development Fees or the Development Fee schedules.

6. The calculation of Development Fees due from a Multiple-Use New Development shall be based upon the aggregated demand for each Public Facility generated by each land use type in the New Development.

7. The calculation of Development Fees due from a phased New Development shall be based upon the demand generated by each specific land use within the phase of development for which a separate building permit is requested.

8. Development Fees shall be calculated based on the Development Fee amount in effect at the time of application for a building permit.

**C. Offsets.** The Town Manager, or his designee, shall perform the actions of the Town in accordance with this Paragraph C unless specifically stated otherwise.

1. Offsets against the amount of a Development Fee due from a New Development shall be provided for, among other things, contributions made in cash, or by dedication of land (if accepted or required by the Town) or by actual construction of all or part of a Public Facility acceptable to the Town by the affected property owner meeting or exceeding the demand generated by the New Development, and the contribution is determined by the Town to be a reasonable substitute for the cost of Public Facilities which are included in the particular Development Fee calculation methodology.

2. The amount of the excess contribution shall be determined by the Town upon its receipt of a written application requesting an offset; provided, however, that (a) the Town will make no reimbursement for excess contributions unless and until the particular Public Facility fund has sufficient revenue to make the reimbursement without jeopardizing the continuity of the Town's capital improvements program and (b) the excess contribution may not be transferred or credited to any other type of Development Fees calculated to be due from that development for other types of Public Facilities. The determination of the eligibility for and the amount of the credit shall be made by the Town on a form provided for such purposes. If the Applicant contends that any aspect of the Town's decision constitutes an abuse of discretion, the Applicant shall be entitled to appeal pursuant to this Article.

3. No offset shall be allowed unless the Town has approved the contribution or expenditure before it is or was made.

4. Offsets for dedication of land or provision of Public Facilities shall be applicable only as to Development Fees imposed for the same types of Public Facilities which are proposed to be dedicated or provided. Even if the value of the dedication of land or provision of a Public Facility exceeds the Development Fee due for the type of Public Facility, the excess value may not be transferred to Development Fees calculated to be due from the Applicant for other types of Public Facilities for which Development Fees may be imposed. Offsets may, however, be transferred to the same Applicant or to other Applicants for New Development which are proposed within the final approved platted area of the same development and for the same type of Public Facility.

**D. Collection.** The Town shall collect all applicable Development Fees at the time of issuance of a building permit and shall issue a receipt to the Applicant for such payment unless:

1. The Applicant is determined to be entitled to a full offset; or

2. The Applicant has been determined to be not subject to the payment of a Development Fee; or

3. The Applicant has filed an appeal protesting the imposition or calculation of the Development Fee and has posted with the Town a bond or other surety in the amount of the Development Fee, as calculated by the Town and approved by Town Attorney and Finance Director.

The Town shall collect a Development Fee at the time of issuance of a building permit even if Development Fees were paid by the Applicant at an earlier time in the development permit or approval process if the amount of the Development Fees have increased since such prior approval. In such case, the Applicant shall only be liable for the difference between the Development Fees paid earlier and those in effect at the time of issuance of the subsequent building permit.

**E. Establishment of Development Fee Accounts; Appropriation of Development Fee Funds; and Refunds.**

1. **Development Fee Accounts.** A Development Fee account shall be established by the Town for each category of Public Facilities for which Development Fees are imposed. Such account shall clearly identify the category,

account, or fund for which the Development Fees are imposed. All Development Fees collected by the Town shall be deposited into the appropriate Development Fee account or sub-account, which shall be interest bearing. All interest earned on monies deposited to such account shall be credited to and shall be considered funds of the account. The funds of each such account shall be capable of being accounted for separately from all other Town funds, over time. The Town shall establish and implement necessary accounting controls to ensure that the Development Fee funds are properly deposited, accounted for and appropriated in accordance with this Development Fee Code, A.R.S. § 9-463.05 and any other applicable legal requirements.

## **2. Appropriation of Development Fee Funds.**

a. In General. Development Fee funds may be appropriated for Public Facilities, for Public Facility expenditures as defined herein and for the payment of principal, interest and other financing costs on contracts, bonds, notes, or other obligations issued by or on behalf of the Town.

b. Restrictions on Appropriations. Development Fees shall be appropriated only for the particular Public Facility for which they were imposed, calculated and collected.

## **3. Refunds.**

### **a. Eligibility for Refund.**

(i) Expiration or Revocation of Building Permit. An Applicant who has paid a Development Fee for a New Development for which the necessary building permit has expired or for which the building permit has been revoked prior to construction shall be eligible to apply for a refund of Development Fees paid on a form provided by the Town for such purposes.

(ii) Abandonment of Development After Initiation of Construction. An Applicant who has paid a Development Fee for a New Development for which a building permit has been issued and pursuant to which construction has been initiated, but which construction is abandoned prior to completion and issuance of a certificate of occupancy, shall be eligible for a refund if, and only if, the uncompleted building is completely demolished pursuant to a proper demolition permit.

(iii) Administrative Fee. A five percent (5%) administrative fee, but not to exceed two hundred dollars (\$200), shall be deducted from the amount of any refund granted and shall be retained by the Town in the appropriate Development Fee account to help defray the administrative expenses associated with the processing of a refund application.

(iv) Refunds shall be made only to the current owner of property on which the New Development was proposed or occurred. If more than one owner owns property which paid the Development Fees, the request for refunds shall contain a copy of the conveyance documents wherein the proportionate ownership shares are set forth and the refunds shall be issued in accordance with the ownership shares of the conveyance documents. Any party obtaining a refund from the Town shall confirm current ownership and entitlement to this refund under oath and shall defend and indemnify the Town from any claims by any other party claiming a right to the refund for the same New Development.

b. Processing of Applications for a Refund. Applications for a refund shall be made on a form provided by the Town for such purposes and shall include all information required herein, as appropriate. Upon receipt of a complete application for a refund, the Town shall review the application and documentary evidence submitted by the Applicant as well as such other information and evidence as may be deemed relevant, and make a determination as to whether a refund is due. Refunds by direct payment shall be made following an affirmative determination by the Town.

c. Applications for refunds due to abandonment of a New Development prior to completion shall be made in or on forms provided by the Town and shall be made no later than sixty (60) days following expiration or revocation of the building permit. The Applicant shall submit (1) evidence that the Applicant is the property owner or the duly designated agent of the property owner, (2) the amount of the Development Fees paid by Public Facilities category and receipts evidencing such payments, and (3) documentation evidencing the expiration or revocation of the building permit or approval of demolition of the structure pursuant to a valid Town-issued demolition permit. Failure to apply for a refund within sixty (60) days following expiration or revocation of the building permit or demolition of the structure shall constitute a waiver of entitlement to a refund. No interest shall be paid by the Town in calculating the amount of any refunds.

d. The Town may, at its option, make refunds of Development Fees by direct payment, by offsetting such refunds against other Development Fees due for the same category of Public Facilities for New Development on the same property, or by other means subject to agreement with the property owner.

**F. Appeals.**

1. An appeal from any decision of a Town official pursuant to this Development Fee Code shall be made to the Mayor and Council by filing a written appeal pursuant to the appropriate Town form, if any, with the Town Clerk within thirty (30) days following the decision which is being appealed; provided, however, that if the notice of appeal is accompanied by a cash bond or letter of credit in a form satisfactory to the Town Attorney and the Finance Director in an amount equal to the Development Fee calculated to be due, a building permit may be issued to the New Development. The filing of an appeal shall not stay the imposition or collection of the Development Fee as calculated by the Town unless a cash bond or other sufficient surety has been provided.

2. The burden of proof shall be on the appellant to demonstrate that the decision of the Town is erroneous pursuant to the applicable legal standard.

3. All appeals shall detail the specific grounds therefore and other relevant information and shall be filed in such form as requested by the Town for such purposes.

**Section 7-10-5 Development Fees**

A. All new residential and non-residential development in the Town of Camp Verde shall be subject to the payment of a Municipal Development Fee payable at the time of building permit issuance by the Town, pursuant to this Ordinance as follows:

**TABLE ONE  
DEVELOPMENT FEES**

	Police	General Government	Library	Parks and Recreation	TOTAL
<b>Residential</b>					
<b>Per Housing Unit</b>					
Single Family	\$275	\$578	\$549	\$1,225	\$2,627
Multifamily	\$300	\$630	\$599	\$1,336	\$2,865
Mobile Home	\$249	\$523	\$497	\$1,109	\$2,379
<b>Nonresidential</b>					
<b>Per 1,000 Square Feet</b>					
820 Com/Shop Ctr 25,000 SF or less	\$1,336	\$312			\$1,648
820 Com/Shop Ctr 25,001-50,000 SF	\$1,048	\$268			\$1,316
820 Com/Shop Ctr 50,001-100,000 SF	\$917	\$234			\$1,151
820 Com/Shop Ctr 100,001-200,000 SF	\$794	\$208			\$1,002
820 Com/Shop Ctr over 200,000 SF	\$681	\$187			\$868

Revised 3-2009

	Police	General Government	Library	Parks and Recreation	TOTAL
710 Office/Inst 10,000 SF or less	\$527	\$420			\$947
710 Office/Inst 10,001-25,000 SF	\$427	\$388			\$815
710 Office/Inst 25,001-50,000 SF	\$364	\$367			\$731
710 Office/Inst 50,001-100,000 SF	\$310	\$347			\$657
720 Medical-Dental Office	\$841	\$380			\$1,221
610 Hospital	\$409	\$317			\$726
770 Business Park	\$297	\$296			\$593
110 Light Industrial	\$162	\$217			\$379
140 Manufacturing	\$88	\$168			\$256
150 Warehousing	\$115	\$120			\$235
<b>Other Nonresidential</b>					
320 Lodging (per room)	\$131	\$67			\$198
565 Day Care (per student)	\$104	\$15			\$119
620 Nursing Home (per bed)	\$55	\$34			\$89

**Section 3. Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 4. Effective Date.**

This Ordinance shall be effective at 12:01 a.m. on December 20, 2006 (the ninety-first (91<sup>st</sup>) day ) following its adoption by the governing body of the Town of Camp Verde.

(Referred to a vote of the Citizens, March 2007 Primary Election. Effective March 22, 2007).

**CHAPTER 8  
TRANSACTION PRIVILEGE TAX  
Article 8-1  
ADOPTION OF TAX CODE**

That certain document known as "The Tax Code of the Town of Camp Verde, Arizona," three copies of which are on file in the office of the town clerk of the Town of Camp Verde, Arizona, which document was made a public record by Resolution No. 88-45 of the Town of Camp Verde, Arizona, and any amendments thereto is hereby referred to, adopted and made a part hereof as if fully set out in this chapter.

**CHAPTER 9  
BUSINESS REGULATIONS  
Article 9-1  
CASUAL BUSINESS LICENSE**

- 9-1-1 Definitions
  - 9-1-2 License Required
  - 9-1-3 Applications
  - 9-1-4 Fees
  - 9-1-5 Fees for Charitable, Religious or Civic Organizations
- Revised 3-2009

ARS TITLE PAGE	NEXT DOCUMENT	PREVIOUS DOCUMENT
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9-463.05. Development fees; imposition by cities and towns; infrastructure improvements plan; annual report; limitation on actions; definitions

- \* A. A municipality may assess development fees to offset costs to the municipality associated with providing necessary public services to a development, including the costs of infrastructure, improvements, real property, engineering and architectural services, financing, other capital costs and associated appurtenances, equipment, vehicles, furnishings and other personalty.
- B. Development fees assessed by a municipality under this section are subject to the following requirements:
- \* 1. Development fees shall result in a beneficial use to the development.
2. Monies received from development fees assessed pursuant to this section shall be placed in a separate fund and accounted for separately and may only be used for the purposes authorized by this section. Monies received from a development fee identified in an infrastructure improvements plan adopted or amended pursuant to subsection D of this section shall be used to provide the same category of necessary public service for which the development fee was assessed for the benefit of the same area, as defined in the infrastructure improvements plan, within which the development fee was assessed. Interest earned on monies in the separate fund shall be credited to the fund.
3. The schedule for payment of fees shall be provided by the municipality. Based on the cost identified in the infrastructure improvements plan, the municipality shall provide a credit toward the payment of a development fee for the required or agreed to dedication of public sites, improvements and other necessary public services included in the infrastructure improvements plan and for which a development fee is assessed, to the extent the public sites, improvements and necessary public services are provided by the developer. The developer of residential dwelling units shall be required to pay development fees when construction permits for the dwelling units are issued, or at a later time if specified in a development agreement pursuant to section 9-500.05. If a development agreement provides for fees to be paid at a time later than the issuance of construction permits, the deferred fees shall be paid no later than fifteen days after the issuance of a certificate of occupancy. The development agreement shall provide for the value of any deferred fees to be supported by appropriate security, including a surety bond, letter of credit or cash bond.
- \* 4. The amount of any development fees assessed pursuant to this section must bear a reasonable relationship to the burden imposed on the municipality to provide additional necessary public services to the development. The municipality shall forecast the contribution to be made in the future in cash or by taxes, fees, assessments or other sources of revenue derived from the property owner towards the capital costs of the necessary public service covered by the development fee and shall include these contributions in determining the extent of the burden imposed by the development.
5. If development fees are assessed by a municipality, such fees shall be assessed in a nondiscriminatory manner.
6. In determining and assessing a development fee applying to land in a community facilities district established under title 48, chapter 4, article 6, the municipality shall take into account all public infrastructure provided by the district and capital costs paid by the district for necessary public services and shall not assess a portion of the development fee based on the infrastructure or costs.
- C. A municipality shall give at least sixty days' advance notice of intention to assess a new or modified development fee and shall release to the public a written report that identifies the methodology for calculating the amount of the development fee, explains the relationship between the development fee and the infrastructure improvements plan, includes documentation that supports the assessment of a new or modified development fee and identifies any index or indices to be used for automatic adjustment of the development fee pursuant to subsection G of this section and the timing of those adjustments. The municipality shall conduct a public hearing on the proposed new or modified development fee at any time after the expiration of the sixty day notice of intention to assess a new or modified development fee and at least thirty days prior to the scheduled date of adoption of the new or modified fee by the governing body. A development fee assessed pursuant to this section shall not be effective until seventy-five days after its formal adoption by the governing body of the municipality. Nothing in this subsection shall affect any development fee adopted prior to July 24, 1982.

#10



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Business**

**Reference Document:** Ordinance

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of Ordinance 2010-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Amending Town Code Chapter 9 – 'Business Regulations', Section 9-1-5 Fees for Charitable, Religious or Civic Organizations and Chapter 13 – "Parks and Recreation, Library", Section 13-1-2 Fees.

**Purpose and Background Information:**

At the March 3, 2010 Regular Session, Council requested an Ordinance be brought back to Council as soon as possible, giving the Town Clerk the authority to waive fees in connection with special events, based on Council policy.

**Recommendation (Suggested Motion):**

Approve Ordinance 2010-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Amending Town Code Chapter 9 – 'Business Regulations', Section 9-1-5 Fees for Charitable, Religious or Civic Organizations and Chapter 13 – "Parks and Recreation, Library", Section 13-1-2 Fees.

OR

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

**Finance Director Comments/Fund:** N/A

**Attorney Review:**      Yes      No      N/A

**Attorney Comments:** N/A

**Submitting Department:** N/A

**Contact Person:** Deborah Barber  
**Action Report prepared by:** V. Jones



**ORDINANCE 2010-A373  
AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE,  
YAVAPAI COUNTY, ARIZONA  
Amending Town Code**

**Chapter 9 – “Business Regulations”, Section 9-1-5 Fees for Charitable, Religious or Civic Organizations  
and Chapter 13 – “Parks and Recreation, Library”, Section 13-1-2 Fees**

**WHEREAS**, the Mayor and Common Council of the Town of Camp Verde are desirous of promoting the Town as a tourist destination and to facilitate economic opportunities for local businesses; and

**WHEREAS**, the Mayor and Common Council of the Town of Camp Verde are desirous of facilitating recreational and educational opportunities for youth, seniors, and citizens alike; and

**WHEREAS**, the Mayor and Common Council of the Town of Camp Verde acknowledge the responsibility to protect and preserve the Town's parks, facilities, and equipment while striving to meet community needs;

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde hereby adopt and approve changes to the Town Code of the Town of Camp Verde as follows:

**Section 9-1-5 Fees for Charitable, Religious or Civic Organizations (2004-A280) (2008-A355)**

There shall be no fees ASSESSED FOR THE USE OF TOWN-OWNED FACILITIES, GROUNDS, OR EQUIPMENT BY for charitable, religious, or civic organizations. It shall be the duty of the Clerk to determine if the organization making the application is a charitable, religious, or civic organization and that the individual making the application is a member of the organization. THE TOWN CLERK IS AUTHORIZED TO WAIVE USER FEES ONLY FOR THESE ORGANIZATIONS BASED ON COUNCIL POLICY. FEES ARE DETERMINED BY COUNCIL RESOLUTION ON AN ANNUAL BASIS. The determination by the Clerk may be appealed to the Town Manager, which may at his discretion decide such appeal or refer it to the Council.

**Section 13-1-2 Fees**

The Council ~~may, from time to time,~~ SHALL establish and set by resolution, the amount of charges for all activities sponsored by the parks and recreation department or for use of park property or facilities of the Town. THERE SHALL BE NO FEES ASSESSED FOR THE USE OF TOWN-OWNED FACILITIES, GROUNDS, OR EQUIPMENT WHEN USED BY A CHARITABLE, RELIGIOUS, OR CIVIC ORGANIZATION. SECTION 9-1-5 ESTABLISHES THE AUTHORITY WITH THE TOWN CLERK TO WAIVE FEES FOR THESE ORGANIZATIONS BASED ON COUNCIL POLICY. FEES ARE DETERMINED BY COUNCIL RESOLUTION ON AN ANNUAL BASIS.

**PASSED AND ADOPTED** in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on March 17, 2010.

Approved as to form:

\_\_\_\_\_  
Bob Burnside, Mayor

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

Attest:

\_\_\_\_\_  
Deborah Barber, Town Clerk



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

Meeting Date: March 17, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: Resolution 2010-807

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of Resolution 2010-807, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2009-781 Adopting Fees for Town Services.

**Purpose and Background Information:**

On March 3, 2010, Council reviewed and approved the Special Event Permitting Process and Handbook. During the discussion, Council requested an Ordinance be brought back to Council giving the Town Clerk the authority to waive fees. Council sets all fees by Resolution; therefore, staff has prepared an amended fee schedule for Council to approve that will clarify the fees Council would like to charge when working with Non-profit groups, churches, schools and civic groups identified in the fee schedule as 'Class B'. Staff would like approval and clarification on the following:

- Line 21 - Added Special Event Vendor (Non-Profit), No Charge for business license
- Lines 152-160 – Will be removed. Council previously directed the Weight Room to be closed.
- Line 185 – Ball Fields – remove the \$20.00 fee and the verbiage 'or by agreement.'
- Line 188 – Ball Field Preparation – remove verbiage 'or by agreement.'
- Line 193 – Soccer Fields – remove the \$20.00 fee and the verbiage 'or by agreement'.
- Line 201 – Lights (24 hour cancellation notice required) - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 210 – Meeting Rooms - \$50.00 fee, direct staff if Council wishes to waive or charge this fee.
- Line 214 – Community Center (Gym) - delete 'per class', add the verbiage 'No Charge and deleted the \$75.00 fee.
- Line 223 – Meeting Rooms – remove 'per class' and add verbiage 'No Charge', remove \$25.00 fee
- Line 231 – Park or Ramada Reservation – direct staff if Council wishes to waive or charge the fee.
- Line 235 – Sno-Cone Machine – direct staff if Council wishes to waive or charge the fee.
- Line 239 – Jolly Jump – direct staff if Council wishes to waive or charge the fee.
- Line 241 – Electric at Park/Gazebo/Ramada-all classes – direct staff if Council wishes to waive or charge the fee.
- Line 248 – Fencing – direct staff if Council wishes to waive or charge the fee.
- Line 251 – Tent Lighting – direct staff if Council wishes to waive or charge the fee.
- Line 254 – Stage – direct staff if Council wishes to waive or charge the fee.
- Line 257 – Ramada/Vendor Electric – direct staff if Council wishes to waive or charge the fee.
- Line 260 – Use of Water – direct staff if Council wishes to waive or charge the fee.
- Line 263 – Kitchen – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 266 – Room 206-207 – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 268 – Room 204 – add the verbiage 'No Charge' and remove the \$25.00 fee.
- Line 272 - Added verbiage 'Non-profit' includes all charitable, religious, and civic organizations as defined in the Special Events Permitting Handbook.'

**Recommendation (Suggested Motion):**

Approve Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, and Superseding Resolution 2009-776 Adopting Fees for Town Services.

OR: Take no action with regard to the Resolution and direct staff to make additional changes.

Finance Review:  Budgeted  Unbudgeted  N/A

Finance Director Comments/Fund: N/A

Attorney Review:  Yes  No  N/A

Attorney Comments: This Resolution was not sent to the Attorney, it is the same format that is used each year.

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: V. Jones



RESOLUTION 2010-807

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
SUPERSEDING RESOLUTION 2009-781 ADOPTING FEES FOR TOWN SERVICES**

WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public as set forth in Exhibit A are hereby adopted, effective January 1, 2010.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of March 17, 2010:

**PASSED AND ADOPTED:**

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

Attest:

Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
William Sims, Town Attorney

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
5	<b>Clerk's Office</b>				
6	<b>Duplication Rates</b>				
7	Current Agenda Packets (per page)	\$ 0.10	\$ 4.77	\$ 0.10	9/28/2009
8	Minutes	\$ 0.25	\$ 5.10	\$ 0.25	9/28/2009
9	Recordings (per CD)	\$ 2.00	\$ 5.10	\$ 5.00	9/28/2009
10	Public Records (per page)	\$ 0.25	\$ 14.04	\$ 0.25	9/28/2009
11	Business License List (Commercial request)	\$ 200.00	\$ 200.00	\$ 200.00	9/28/2009
12	<b>Notary Fees</b>				
13	No Charge	\$ -	No Rec	\$ -	9/28/2009
14	<b>Publicity Pamphlet</b>				
15	Argument	\$ 200.00	\$ 200.00	\$ 200.00	9/28/2009
16	<b>Business License Fees</b>				
17	<b>New or Change in Ownership or Location</b>				
18	Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
19	Business License Fee	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
20	Casual Business License	\$50.00 per day	no recommendation	\$25.00 Per day	9/28/2009
21	<b>SPECIAL EVENT VENDOR (NON PROFIT)</b>				
22	Special Event Vendor	N/A	N/A	NO CHARGE	9/28/2009
23	<b>Renewal</b>				
24	Business License Fee (annual)	\$ 30.00	\$ 14.45	\$ 15.00	9/28/2009
25	Name Change in Addition to Annual Fee	\$ 10.00	\$ 7.15	\$ 10.00	9/28/2009
26	<b>Rental Unit Fees</b>				
27	<b>Residential (3 or more):</b>				
28	Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
29	Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
30	<b>Commercial (1 or more):</b>				
31	Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
32	Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
33	<b>Storage Unit Rental:</b>				
34	Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	9/28/2009
35	Business License (Annual)	\$ 30.00	\$ 24.25	\$ 25.00	9/28/2009
36	<b>Liquor License Permits</b>				
37	Application/Posting/Inspection Fee	\$ 150.00	\$ 247.23	\$ 250.00	9/28/2009
38	<b>Business License (annually) + the following:</b>				
39	Series 01 through 14 and Series 16 & 17	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
40	Series 15 Special Event (Temporary License - Annually)	\$ 100.00	\$ 100.00	\$ 100.00	9/28/2009
41	One-time Special Event Permit	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
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2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
47						
48						
49		<b>Public Works</b>				
50		Site Plan Review	N/A	\$ 355.55	\$225.00 per sheet (1st & 2nd Reviews)	9/28/2009
51		Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	N/A	\$ 694.47	\$250.00 per report; (Includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
52		Construction Plans and Grading Plans (Civil grading and drainage,	N/A	\$ 1,990.75	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	9/28/2009
53		As Built Plan Review	N/A	\$ 93.05	\$93.05 per sheet	9/28/2009
54		Plat Review (Preliminary & Final plat reviews)	N/A	\$ 508.52	\$250 per sheet (Includes first 2 reviews; \$150 for each subsequent review)	9/28/2009
55		<b>Right of Way:</b>				
56		Encroachment permit	N/A	\$ 291.00	\$ 291.00	9/28/2009
57		<b>Miscellaneous Plan Review:</b>				
58		Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal)Plan revision reviews	N/A	\$ 125.51	\$100.00 per sheet	9/28/2009
59		Any Additional Inspections	N/A	N/A	\$50.00 per inspection	9/28/2009
60		Public Improvement Construction Inspection	N/A	N/A	\$ 225.00	9/28/2009
61		Road Cut Permits (excluding utility companies)	\$ 50.00	N/A	\$ 50.00	9/28/2009
62		New Private Road Street Signs (per sign)	\$ 75.00	\$ 76.34	\$ 75.00	9/28/2009
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2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
79	<b>Municipal Court</b>					
80	<b>ARS §22-404</b>					
81		Minimum Clerk Fee	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
82		Research in Locating a Document	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
83		Record Duplication	\$ 17.00	\$ 17.00	\$ 17.00	9/28/2009
84		Per Page Fee	\$ 0.50	\$ 0.50	\$ 0.50	9/28/2009
85	<b>Special Fees</b>					
86		Injunction Against Harassment	\$ -	\$ -	\$ -	9/28/2009
87		Domestic Violence Order of Protection	\$ -	\$ -	\$ -	9/28/2009
88	<b>ARS §12-284</b>					
89	<b>Special Fees</b>					
90		Marriage License (includes covenant marriages)	\$ 50.00	\$ 50.00	\$ 50.00	9/28/2009
91		Civil Traffic Default Fee	\$ 50.00	\$ 53.36	\$ 50.00	9/28/2009
92		Warrant Fee	\$ 100.00	\$ 167.47	\$ 150.00	9/28/2009
93		Municipal Court Enhancement	\$ 20.00	\$ 20.00	\$ 20.00	9/28/2009
94		Court Appointed Counsel Fee	\$ 25.00	\$ 25.00	\$ 25.00	9/28/2009
95		Collection fee( \$35 per charge + 19%)	varies	varies	varies	9/28/2009
96		Deferral fee (\$1.00 - \$500.00)	varies	varies	varies	9/28/2009
97						
98	<b>Library</b>					
99		Photocopies	\$ 0.10	\$ 0.05	\$ 0.10	9/28/2009
100		Printouts from Public Access Computers	\$ 0.10	\$ 0.05	\$ 0.10	9/28/2009
101		Temporary Library Card for Seasonal Residents	\$ 25.00	\$ 25.00	\$ 25.00	9/28/2009
102		Card Replacement	\$ 3.00	\$ 4.39	\$ 3.00	9/28/2009
103		Overdue items (our Library) (per day)	\$ 0.10	\$ 0.10	\$ 0.10	9/28/2009
104		Overdue videos (our Library) (per day-per item)	\$ 0.50	\$ 0.50	\$ 0.50	9/28/2009
105		Overdue items (inside county)	varies	varies	varies	9/28/2009
106		Overdue items (outside county) (per item)	\$ 1.00	varies	\$ 1.00	9/28/2009
107		Items placed on hold & not picked up w/in 8 days	\$ 1.00	\$ 12.44	\$ 1.00	9/28/2009
108		Lost items - replacement cost + \$5.00 processing fee + overdue fines	varies	\$ 12.44	varies	9/28/2009
109		Items put in Book Drop that are marked "Do not put in Book Drop"	\$ 0.25	\$ 0.50	\$ 0.25	9/28/2009
110						
111						
112						

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Exhibit A Fees  
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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
113						
114		<b>Marshal's Office</b>				
115		Reports (up to 20 pages)	\$ 5.00	\$ 5.28	\$ 5.00	9/28/2009
116		Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25	9/28/2009
117		911 Tape	\$ 10.00	\$ 8.29	\$ 10.00	9/28/2009
118		Photographs	\$ 10.00	\$ 5.48	\$ 10.00	9/28/2009
119						
120		<b>Animal Shelter</b>				
121		Impound Fee	\$ 25.00	\$ 20.63	\$ 25.00	9/28/2009
122		Additional Fee per night	\$ 10.00	\$ 12.00	\$ 10.00	9/28/2009
123						9/28/2009
124		Animal License Fees		*\$10.32		9/28/2009
125		Altered Dog (purchased before March 1)	\$ 6.00	*\$10.32	\$ 10.00	9/28/2009
126		Unaltered Dog (purchased before March 1)	\$ 8.00	*\$10.32	\$ 12.00	9/28/2009
127		Altered Dog (purchased after March 1)	\$ 10.00	*\$10.32	\$ 12.00	9/28/2009
128		Unaltered Dog (purchased after March 1)	\$ 12.00	*\$10.32	\$ 15.00	9/28/2009
129		No license will be issued without proof of Rabies vaccination.		*		
130		<b>Adoption Fees</b>				
131		Altered Animals	\$ 25.00	*	\$ 35.00	9/28/2009
132		Female Dogs	\$ 80.00	\$ 41.27	\$ 131.50	9/28/2009
133		Male Dogs	\$ 50.00	*	\$ 101.50	9/28/2009
134		Female Cats	\$ 50.00	*	\$ 101.50	9/28/2009
135		Male Cats	\$ 25.00	*	\$ 71.50	9/28/2009
		* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats surgically spayed or neutered before being released for adoption. The increased adoption fees includes the Veterinarian fee for spay and neutering.				
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Exhibit A Fees  
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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
149						
150						
151		<b>Parks &amp; Recreation</b>				
152		<b>Weight Room Sun-Mon 8:00 a.m. to 8:00 p.m.</b>				
153		Membership				
154		Daily	\$3.00	\$7.22	\$7.00	9/28/2009
155		Monthly	\$15.00	\$121.60	\$30.00	9/28/2009
156		3-Months	\$30.00	\$365.40	\$60.00	9/28/2009
157		Annual	\$100.00	\$1,481.90	\$200.00	9/28/2009
158		Key Cards	\$5.00		\$0.00	9/28/2009
159		Replacement Key Cards	\$10.00		\$0.00	9/28/2009
160		Family Key Cards w/ Family Members	\$25.00		\$0.00	9/28/2009
161		<b>Specialty Classes:</b>				
162		20% of fees to Town/80% to Instructor (adult)			Change to 25/75	9/28/2009
163		15% of fees to Town/85% to Instructor (youth)			Change to 20/80	9/28/2009
164		<b>Pool Fees</b>				
165		<b>Adults (18 &amp; over):</b>				9/28/2009
166		Per Visit	\$2.00	\$5.40	\$2.00	9/28/2009
167		10 Visits	\$15.00	\$40.52	\$15.00	9/28/2009
168		Season Pass	\$60.00	\$162.08	\$60.00	9/28/2009
169		<b>Children:</b>				9/28/2009
170		Per Visit	\$1.50	\$4.05	\$1.50	9/28/2009
171		10 Visits	\$12.50	\$30.39	\$12.50	9/28/2009
172		Season	\$50.00	\$121.56	\$50.00	9/28/2009
173		<b>Family Pass (Immediate Family Only)</b>				
174		10 Visits	\$25.00	\$70.91	\$25.00	9/28/2009
175		Season	\$100.00	\$283.64	\$100.00	9/28/2009
176		<b>Swim Lessons (30 minutes) two week session 4 days a week</b>	\$21.50	\$59.10	\$21.50	9/28/2009
177		Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.				
178		Season passes for open swim & Family nights only. Lap swimmers & aerobics my purchase 10 visit passes or pay by visit.				
179		Private Use - Sundays Only (per hour) plus staff wages and \$100 cleaning deposit	\$25.00	\$25.00	\$25.00	9/28/2009
180		<b>Class A- Town co-sponsored Organizational Groups or other Government agencies, Little League, AYSO &amp; Youth Football</b>				
181		<b>Class B-Non-profit, churches, school and civic groups</b>				
182		<b>Class C-Profit Making individuals, groups or organizations</b>				
183		<b>Ball Fields</b>				
184		Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	9/28/2009
185		Class B (no charge or by agmt) per hour	\$0.00	\$18.67	\$20.00	9/28/2009
186		Class C (per hour)	\$10.00	\$18.67	\$40.00	9/28/2009
187		<b>Ball Field Preparation</b>				
188		Class A (no charge or by agmt)	Remove from Schedule			9/28/2009
189		Class B (per day)	Remove from Schedule			9/28/2009
190		Class C (per day)	Remove from Schedule			9/28/2009
191		<b>Soccer Fields</b>				

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	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
192		Class A (no charge or by agmt)	\$0.00	no recommendation	no fee	9/28/2009
193		Class B (no charge or by agmt)	\$0.00	\$18.67	<del>\$20.00</del>	9/28/2009
194		Class C (per hour)	\$10.00	\$18.67	\$40.00	9/28/2009
195		<b>Soccer Field Preparation</b>				
196		Class A (no charge or by agmt)	Remove from Schedule			9/28/2009
197		Class B (each time)	Remove from Schedule			9/28/2009
198		Class C (each time)	Remove from Schedule			9/28/2009
199		<b>Lights (24-hour cancellation notice required)</b>				
200		Class A (no charge or by agmt)	\$0.00	no recommendation	\$0.00	9/28/2009
201		Class B (per hour)	\$40.00	no recommendation	\$50.00	9/28/2009
202		Class C (per hour)	\$50.00	no recommendation	\$65.00	9/28/2009
203		<b>Miscellaneous Deposits &amp; Fees:</b>				
204		<b>Key Deposit</b>				
205		Class A	\$50.00	\$108.18	\$110.00	9/28/2009
206		Class B	\$50.00	\$108.18	\$110.00	9/28/2009
207		Class C	\$50.00	\$108.18	\$110.00	9/28/2009
208		<b>Banner Pole Deposit</b>				
209		Class A	New	no recommendation	\$0.00	9/28/2009
210		Class B	New	no recommendation	\$50.00	9/28/2009
211		Class C	New	no recommendation	\$50.00	9/28/2009
212		<b>Community Center (Gym)</b>				
213		Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	9/28/2009
214		Class B (per hour)	\$50.00	\$137.11	<del>\$75.00</del>	9/28/2009
215		Class C (per hour)	\$100.00	\$137.11	\$140.00	9/28/2009
216		Cleaning Deposit (Class A, B, & C)	\$500.00	\$500.00	\$500.00	9/28/2009
217		<b>Floor Preparation</b>				
218		Class A	\$0.00	\$0.00	\$0.00	9/28/2009
219		Class B	\$50.00	\$62.65	\$65.00	9/28/2009
220		Class C	\$75.00	\$62.65	\$65.00	9/28/2009
221		<b>Meeting Rooms</b>				
222		Class A (no charge)	\$0.00	\$0.00	\$0.00	9/28/2009
223		Class B (per class) NO CHARGE	\$20.00	\$25.48	<del>\$25.00</del>	9/28/2009
224		Class C (per class)	\$40.00	\$25.48	\$50.00	9/28/2009
225		<b>Setup Fee:</b>				
226		Class A (per event)	Remove from Scheule			9/28/2009
227		Class B (per event)	Remove from Scheule			9/28/2009
228		Class C (per event)	Remove from Scheule			9/28/2009
229		<b>Park or Ramada Reservation</b>				
230		Class A	\$0.00	\$0.00	\$0.00	9/28/2009
231		Class B	\$10.00	\$3.16	\$5.00	9/28/2009
232		Class C	\$20.00	\$3.16	\$5.00	9/28/2009
233		<b>Sno-Cone Machine Available to non-profits only</b>				
234		Class A (by agreement)	\$0.00	\$0.00	\$0.00	9/28/2009
235		Class B (per day)	\$20.00	\$20.00	\$20.00	9/28/2009
236		Class C	Not Available to Profit making organizations			9/28/2009
237		<b>Jolly Jump Available to non-profits only</b>				
238		Class A (by agreement)	\$0.00	\$0.00	\$0.00	9/28/2009
239		Class B (per day)	\$40.00	\$40.00	\$40.00	9/28/2009

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A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
240	Class C	Not Available to Profit making organizations			9/28/2009
241	Electric at Park/Gazebo/Ramada - all classes	\$20.00		\$20.00	9/28/2009
242					
243	<b>Equipment/Facility Fees &amp; Deposits for Non-Sponsored Special Events - New</b>				
244	<b>Cleaning/Security/Damage Deposit</b>				
245	Class B	\$500.00	\$500.00	\$500.00	9/28/2009
246	Class C	\$500.00	\$500.00	\$500.00	9/28/2009
247	<b>Fencing</b>				
248	Class B (per panel)	\$5.00	\$5.00	\$5.00	9/28/2009
249	Class C (per panel)	\$10.00	\$5.00	\$10.00	9/28/2009
250	<b>Tent Lighting</b>				
251	Class B	\$20.00	\$108.72	\$50.00	9/28/2009
252	Class C	\$30.00	\$108.72	\$50.00	9/28/2009
253	<b>Stage</b>				
254	Class B	\$150.00	\$3.16	\$150.00	9/28/2009
255	Class C	\$200.00	\$3.16	\$200.00	9/28/2009
256	<b>Ramada/Vendor Electric</b>				
257	Class B	\$100.00	No Recommendation	\$100.00	9/28/2009
258	Class C	\$150.00	No Recommendation	\$150.00	9/28/2009
259	<b>Use of Water</b>				
260	Class B	\$20.00	\$20.00	\$20.00	9/28/2009
261	Class C	\$40.00	\$20.00	\$40.00	9/28/2009
262	<b>Kitchen</b>				
263	Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
264	Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
265	<b>Room 206 &amp; 207</b>				
266	Class B (per day) NO CHARGE	\$75.00	\$25.48	\$25.00	9/28/2009
267	Class C (per day)	\$100.00	\$25.48	\$50.00	9/28/2009
268	<b>Room 204</b>				
269	Class B (per day) NO CHARGE	\$50.00	\$25.48	\$25.00	9/28/2009
270	Class C (per day)	\$75.00	\$25.48	\$50.00	9/28/2009
271					
272					
273	NOTE: "NON-PROFIT" INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK. PA Systems, extension cords, water hoses, cash registers, tables & chairs not available.				
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A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
285					
286					
287	<b>Community Development</b>				
288	Board of Adjustment & Appeals				
289	Appeal	\$110.00	\$552.00	\$500.00	
290	Variance	\$620.00	\$1,164.30	\$800.00	
291	Additional Variance/Same Application	\$55.00	\$55.00	\$55.00	
292	Non-Conforming Use Hearing	\$220.00	\$1,492.12	\$1,500.00	
293	<b>Copies of Maps (plotted or color)</b>				
294	Large	\$30.00	\$20.71	\$30.00	9/28/2009
295	11 X 17	\$10.00	\$4.86	\$5.00	9/28/2009
296	8 X 11	\$5.00	\$4.86	\$5.00	9/28/2009
297	<b>General Plan Amendment</b>				
298	Minor	\$1,000.00	\$1,795.85	\$1,800.00	9/28/2009
299	Major	\$1,500.00	\$2,165.36	\$2,200.00	9/28/2009
300	<b>Map Change for Zoning (ZMC)</b>				
301	To Agriculture zone	\$870.00	\$1,683.06	\$1,700.00	9/28/2009
302	Residential to Residential (50 acres)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
303	plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00	9/28/2009
304	Residential to Commercial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
305	plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
306	Commercial to Industrial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	9/28/2009
307	plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	9/28/2009
308	PAD and PUD (for one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
309	plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
310	plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
311	Major Amendment (one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
312	plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	9/28/2009
313	plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	9/28/2009
314	To Mixed Use/Low Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
315	To Mixed Use/High Density	\$835.00	\$1,683.06	\$1,700.00	9/28/2009
316	<b>Minor Land Division</b>	\$165.00	\$103.24	\$165.00	9/28/2009
317	<b>Subdivision Plats</b>				
318	Preliminary Plat (for 10 lots)	\$1,000.00	\$1,971.24	\$2,000.00	9/28/2009
319	plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
320	Final Plat (for 10 lots)	\$835.00	\$1,374.52	\$1,400.00	9/28/2009
321	plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
322	Amended Plat (for 10 lots)	\$835.00	\$73.16	\$835.00	9/28/2009
323	plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	9/28/2009
324	Final Site Plan PAD Review	\$550.00	\$140.00	\$550.00	9/28/2009
325	Time Extensions	\$110.00	\$300.15	\$300.00	9/28/2009
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329					
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2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
331	<b>Design Review</b>				
332	Board Review: Commercial Bldg, PUD/PAD	\$350.00	\$1,968.85	\$2,000.00	9/28/2009
333	Director Review: Commercial Bldg	\$100.00	\$89.33	\$100.00	9/28/2009
334	Director Review: Signs	\$50.00	\$48.75	\$50.00	9/28/2009
335					
336	<b>Community Facilities District</b>	\$55,000.00	No recommendation	As determined by the Town Manager	9/28/2009
337	<b>Development Agreement</b>				
338	Revision to Amend	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	9/28/2009
339	Reconsideration	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	9/28/2009
340	<b>Use Permits</b>				
341	Open Space Uses	\$370.00	\$1,821.17	\$1,800.00	9/28/2009
342	Residential Uses	\$670.00	\$1,821.17	\$1,800.00	9/28/2009
343	Commercial ( RCD, RS, C1 & C2)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
344	Heavy Commercial/Industrial Uses	\$1,000.00		\$1,800.00	9/28/2009
345	Mobile Home Parks (for 10 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
346	plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	9/28/2009
347	plus \$10 for each additional space	\$10.00	\$10.00	\$10.00	9/28/2009
348	RV Parks	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
349	plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	9/28/2009
350	plus \$5 for each additional space	\$10.00	\$10.00	\$10.00	9/28/2009
351	Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
352	plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	\$10.00	9/28/2009
353	RV Storage (per 50 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	9/28/2009
354	plus \$5 for each additional space	\$5.00	\$5.00	\$5.00	9/28/2009
355	Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00	9/28/2009
356	plus \$55 per acre up to 50 acres	\$455.00	\$455.00	\$455.00	9/28/2009
357	plus \$55 per acre up to 50 acres	\$55.00	\$55.00	\$55.00	
358	plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00	9/28/2009
359	<b>Continuance of Hearing</b>				
360	Before Advertising	\$55.00	\$38.42	\$100.00	9/28/2009
361	After Advertising	\$110.00	\$119.02	\$250.00	9/28/2009
362	<b>Signs</b>				
363	Non-Illuminated \$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 min	\$1 per sq ft - \$10 minimum	9/28/2009
364	Illuminated \$1 per sq ft - \$10 min	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	9/28/2009
365	Mural	\$25.00	\$25.00	\$25.00	9/28/2009
366	Off Premise	\$330.00	\$1,821.17	\$1,800.00	9/28/2009
367	<b>Street Abandonment</b>	\$110.00	\$1,890.22	\$1,800.00	9/28/2009
368	<b>Verification Letter</b>	\$110.00	\$165.31	\$170.00	9/28/2009
369	<b>Underground Utilities Exemption</b>	\$25.00	No Recommendation	\$170.00	9/28/2009
370	<b>Wireless Communication</b>				
371	Administrative Review	\$220.00	\$292.66	\$300.00	9/28/2009

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2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
372		Administrative Review w/comment	\$550.00	\$366.44	\$400.00	9/28/2009
373		Applications requiring Special UP towers less than 99'	\$1,550.00	No Recommendation	\$1,800.00	9/28/2009
374		Towers 100 to 199'	\$2,100.00	No Recommendation	\$2,100.00	9/28/2009
375		Towers 200' and above	\$2,650.00	No Recommendation	\$2,700.00	9/28/2009
376						
377		<b>Zoning Clearance for Building Permits</b>				
378		Accessory buildings/structures-residential remodel	\$25.00	\$10.63	\$25.00	9/28/2009
379		Residential remodel		\$10.63		9/28/2009
380		Commercial remodel	\$110.00	\$63.93	\$110.00	9/28/2009
381		Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.00	\$191.66	.01 sq ft-min \$100.00	9/28/2009
382		Fence .05 per linear ft - minimum \$10	Min. \$10 or .05/L.F	\$10.00	Min. \$10 or .05/L.F	9/28/2009
383		<b>Zoning Clearance for Building Permits (Continued)</b>				
384		Houses	\$85.00	\$21.31	\$85.00	9/28/2009
385		Manufactured Home	\$55.00	\$21.31	\$55.00	9/28/2009
386		THE TOWN COUNCIL DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THE TOWN LIMITS AS PROVIDED BY ARS 11-251.08				
387						
388		THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (bdv) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY AND AUGUST AND IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.				
389		<b>GRADING PERMIT FEES</b>				
390		50 Cubic Yds or less	\$23.50	None	\$23.50	9/28/2009
391		51 to 100 Cubic Yds	\$37.00	None	\$37.00	9/28/2009
392		101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds) plus \$17.50 for each additional 100 cubic yds	\$37.00	\$22.90	\$37.00	9/28/2009
393		1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yds	\$194.50	\$114.94	\$194.50	9/28/2009
394		10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yds	\$325.00	No Recommendation	\$325.00	9/28/2009
395		100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yds	\$919.00	No Recommendation	\$919.00	9/28/2009
396		<b>BUILDING PERMIT FEES</b>				
397		<b>TOTAL VALUATION</b>		<b>FEES</b>		
398		\$1.00 TO \$500.00		\$23.50		
399		\$501.00 TO \$2,000.00		\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		
400		\$2001.00 to \$25,000.00		\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00		

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
401	\$25,001 to \$50,000.00			\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	
402	\$50,001.00 to \$100,000.00			\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
403	\$100,001.00 to \$500,000.00			\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	
404	\$500,001.00 to \$1,000,000.00			\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	
405	\$1,000,001.00 and up			\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.	
406	<b>NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.</b>				
407	<b>Miscellaneous Fees</b>				
408	Penalty-Building without a permit	Equal to permit fee	No Recommendation	Equal to permit fee	9/28/2009
409	Inspection outside Normal Business Hrs (per hour - 1 hour min) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
410	Re-inspection Fees (per inspection) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	9/28/2009
411	Inspection fee for which no fee is specifically indicated	\$47.00*	No Recommendation	\$47.00*	9/28/2009
412	Plan Review Fees shall be 65% of the building fee	65 % of Bldg. Fee	No Recommendation	65 % of Bldg. Fee	9/28/2009
413	Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour) *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	\$47.00*	No Recommendation	\$47.00*	9/28/2009
414	For use of outside consultants for plan review and inspections, or both **Actual costs include administrative and overhead costs.	Actual Cost**	No Recommendation	Actual Cost**	9/28/2009
415	<b>Fees for All Over the Counter Permits</b>				
416	Electrical	\$50.00	No Recommendation	\$50.00	9/28/2009
417	Mechanical	\$50.00	No Recommendation	\$50.00	9/28/2009
418	Plumbing	\$50.00	No Recommendation	\$50.00	9/28/2009
419	Building	\$50.00	No Recommendation	\$50.00	9/28/2009
420	Combination permits will be charged at 50% of the original permit fee. <b>Example:</b> Electrical \$50 plus Mechanical \$25 equals \$75				
421	<b>ADDITIONAL SPECIFIC VALUATION DATA - **Plus Any Utilities Installed</b>				
422	<b>Residential Agricultural and Accessory Buildings</b>				
423	A. Barn (wood, metal, or masonry) (per sq ft)**	\$28.65	No Recommendation	\$28.65	9/28/2009

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
424	B. Shade/Mare Motel/Pole Barn (per sq ft)**	\$15.00	\$20.69	\$15.00	9/28/2009
425	C. Greenhouse (per sq ft)**	\$15.00	\$20.69	\$15.00	9/28/2009
426	D. Storage Building or Shed (over 200 sq ft) (per sq ft)	87% of BVD Fee	\$11.49	87% of BVD Fee	9/28/2009
427	D. Storage Building or Shed (over 200 sq ft) (per sq ft)	87% of BVD Fee	\$11.49	\$15.00	
428	<b>Carport (IF OVER 200 SQ. FT.)**</b>				
429	A. Wood (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
430	B. Metal (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
431	<b>Alteration to Existing Residential Structure where no additional floor are or roof coverage is created, such as the conversion of patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.</b>				
		87% of BVD Fee	Valuation	87% of BVD Fee	9/28/2009
432	<b>Single Alteration to an existing structure - Residential</b>				
433	A. Enclose Exterior Wall Opening (per sq ft)	\$5.00	\$6.90	\$5.00	9/28/2009
434	B. Add or Remove Interior Partition (includes utilities) (per sq ft)	\$30.00	\$41.38	\$30.00	9/28/2009
435	C. Install Window or Sliding Glass Door (per sq ft)	\$7.50	\$10.34	\$7.50	9/28/2009
436	D. Install Exterior Siding (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
437	E. Plastering:				9/28/2009
438	Interior (per sq ft)	\$2.00	\$2.87	\$2.00	9/28/2009
439	Exterior (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
440	F. Add Stone or Brick Veneer (per sq ft) (with no structural changes)	\$4.00	\$5.75	\$4.00	9/28/2009
441	<b>Awning or Canopy** (Supported by Building)</b>				
442	A. Canvas (per sq ft)	\$4.00	\$5.75	\$4.00	9/28/2009
443	B. Metal (per sq ft) (ENGINEERED)	\$8.00	\$11.21	\$8.00	9/28/2009
444	<b>Balcony (per sq ft)</b>	\$15.00	\$20.69	\$15.00	9/28/2009
445	<b>Carport (IF OVER 200 SQ. FT.)**</b>				
446	A. Wood (per sq ft)	\$15.00	\$20.69	\$15.00	
447	B. Metal (per sq ft)	\$15.00	\$20.69	\$15.00	
448	<b>Demolition of Existing Structure</b>				
449	A. Up to two structures on same Assessor Parcel Number	\$50.00	\$22.99	\$50.00	9/28/2009
450	B. After 2 structures on same Assessor Parcel # (per structure)	\$25.00	\$22.99	\$25.00	9/28/2009
451					
452					

2010-807  
Exhibit A Fees  
Supersedes 2009-781

A	B	C	D	E	F
2		2008/2009	2009/2010	2009/2010	2009/2010
3		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4		Budget	Recommendation	Recommendation	ADOPTION
453	<b>Fireplace/Free Standing Stove (other than new construction)</b>				
454	A. Concrete or Masonry (plans required)	Valuation	Valuation	Valuation	9/28/2009
455	B. Pre-Fabricated Metal (no plans required)	Valuation	Valuation	Valuation	9/28/2009
456	C. Exterior Fireplace/Barbeque (plans required)	Valuation	Valuation	Valuation	9/28/2009
457	<b>Manufactured Housing Foundation (per L.F.)</b>	\$5.00	\$6.90	\$5.00	9/28/2009
458	<b>Master Plan Fee</b>				
459	First Floor Plan (per plan - 65% of Building Fee)	65% of Building Fee	Varies	65% of Building Fee	9/28/2009
460	Each additional Floor Plan under same approved subdivision plat	\$100.00	\$137.93	\$100.00	9/28/2009
461	<b>Patio/Deck/Porch</b>				
462	Covered Patio at Grade Level (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
463	Covered Deck Elevated (per sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
464	Open Deck Elevated (per sq ft)	\$10.00	\$12.93	\$10.00	9/28/2009
465	Screened Porch under Existing Roof Cover (sq ft)	\$6.00	\$8.33	\$6.00	9/28/2009
466	Pre-Fab Metal Awning (ENGINEERED)	\$6.00	\$8.33	\$6.00	9/28/2009
467	Gazebo/Ramada (per sq ft)	\$12.50	\$17.24	\$12.50	9/28/2009
468	<b>Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)</b>	\$5.00	\$6.90	\$5.00	9/28/2009
469	<b>Retaining Wall (measured from bottom of footing to top of wall; Walls over 4' require engineered plans) (length X height = sq footage)</b>				
470	A. CMU, concrete (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
471	B. Brick reinforced (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
472	C. Un-reinforced Manufactured Unit (keystone, pavenstone, versalock, etc.) (sq ft)	\$15.00	\$20.69	\$15.00	9/28/2009
473	<b>Roof Structure Replacement (includes trusses, rafters, sheeting, and roofing materials)</b>				
474	A. Asphalt Shingles	Valuation	Valuation	Valuation	9/28/2009
475	B. Clay Tile	Valuation	Valuation	Valuation	9/28/2009
476	C. Wood Shake or Shingle	Valuation	Valuation	Valuation	9/28/2009
477	D. Rolled Roofing	Valuation	Valuation	Valuation	9/28/2009
478	E. Built Up or Hot Mop w/ Aggregate	Valuation	Valuation	Valuation	9/28/2009
479	<b>Shell Building (sq ft)</b>	\$50.00	\$69.54	\$50.00	9/28/2009
480	<p style="text-align: center;">Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</p>				
481					

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
482		<b>Swimming Pool (sq ft of water surface area based</b>				
483		on length X width) (per sq ft)**	\$25.00	\$20.69	\$25.00	9/28/2009
484		Spa or Whirlpool (includes utilities) (per sq ft)	\$25.00	\$20.69	\$25.00	9/28/2009
485		<b>Stairs (sq ft)</b>	\$7.00	\$8.05	\$7.00	9/28/2009
486		<b>Tenant Improvements</b>	Valuation	Valuation	Valuation	9/28/2009
487		<b>Above Ground Water Tank (over 5000 gallons)</b>				
488		A. Residential	\$100.00	\$114.94	\$100.00	9/28/2009
489		B. Commercial	\$400.00	\$459.77	\$400.00	9/28/2009
490		<b>UTILITIES</b>				
491		<b>Single Permit-New Construction (electrical, plumbing, or mechanical) Plans Required</b>				
492		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	9/28/2009
493		B. 6,001 or more (Bldg Permit Fee only per valuation)	Valuation		Valuation	9/28/2009
494						
495		<b>Combined Permit for single equipment installations only (i.e. electric &amp; mechanical for A/C equipment, building &amp; electric for wood stove, plumbing &amp; mechanical for heater, etc.</b>				
496		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	9/28/2009
497		A. Up to \$6,000	\$50.00	\$57.47	\$75.00	
498		B. 6,001 or more (Building Permit Fee only per valuation)	Valuation	No Recommendation	Valuation	9/28/2009
499		<b>For New Construction or Addition</b>				
500		A. Plumbing (sq ft)	\$3.50	\$4.02	\$3.50	
501		B. Electrical (sq ft)	\$2.50	\$2.87	\$2.50	
502		C. Mechanical (sq ft)	\$1.50	\$1.72	\$1.50	
503		<b>Equipment</b>				
504		Air Conditioning Commercial (plans required) (sq ft)	\$4.00	\$4.60	\$4.00	9/28/2009
505		<b>Fire Alarm</b>				
506		A. Commercial (sq ft)	\$0.50	\$0.57	\$0.50	9/28/2009
507		B. Residential (sq ft)	\$0.25	\$0.29	\$0.25	9/28/2009
508		<b>Kitchen Type I or II Hood System (plans req)</b>	Valuation	No Recommendation	Valuation	9/28/2009
509		<b>Solar Installation (plans required)</b>				
510		A. Up to \$6,000 (flat fee)	\$150.00	\$172.41	\$150.00	9/28/2009
511		B. \$6,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
512		<b>Sprinkler System</b>				
513		A. Commercial (sq ft) (Flat Fee)	\$2.60	\$2.99	\$150.00	9/28/2009
514		B. Residential (sq ft) (Flat Fee)	\$2.60	\$2.99	\$150.00	9/28/2009
515		<b>Tower (plans required) New Installation</b>				
516		A. Up to \$6,000 (Flat Fee)	\$185.00	\$212.64	\$185.00	9/28/2009
517		B. \$6,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
518		<b>Co-Locate Existing Tower (Plans Required)</b>				
519		A. Up to \$5,000 (Flat Fee)	\$165.00	\$189.66	\$165.00	9/28/2009
520		B. \$5,001 or more	Valuation	No Recommendation	Valuation	9/28/2009
521		<b>Deposits - paid at time of plans submission.</b>				
522		New Commercial Project	\$300.00	\$344.83	Plan Review Fee	9/28/2009
523		New Residence	\$150.00	\$172.41	\$150.00	9/28/2009
524						

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
525		Remodel/Addition - up to \$5,000	\$25.00	\$28.74	\$25.00	9/28/2009
526		\$5,000 to \$10,000	\$50.00	\$57.47	\$50.00	9/28/2009
527		\$10,000 to \$25,000	\$ 75.00	No Recommendation	\$ 75.00	9/28/2009
528		\$25,000 and up	\$100.00	\$114.94	\$100.00	9/28/2009
529		Grading - up to 1,000 cu yds	\$20.00	\$22.99	\$20.00	
530		-1,001 cu yds or more	\$100.00	\$114.94	\$100.00	
531		<b>Refunds</b>				
532		Plan Check Fees - once review begun	No refund	No Recommendation	No refund	9/28/2009
533		Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	No Recommendation	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	9/28/2009
534		Building Permit fees w/ no work started and no inspections called	Retain \$25 or 25%, Whichever is greater	No Recommendation	Retain \$25 or 25%, Whichever is greater	9/28/2009
535		Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called -	Retain \$10 or 25%, whichever is greater.	No Recommendation	Retain \$10 or 25%, whichever is greater.	9/28/2009
536		<b>Elevator Permit Fees (Table 3-E)</b>				
537		<b>New Installations:</b>				
538		<b>A. Passenger or Freight Elevator, Escalator, Moving Walk</b>				
539		Up to and including \$40,000.00 of valuation	\$89.00	No Recommendation	\$89.00	9/28/2009
540		Over \$40,000 of valuation \$89.00 plus \$1.65 for each \$1000.00 or fraction thereof over \$40,000.00		No Recommendation		9/28/2009
541		<b>B. Dumbwaiter or private residence elevator</b>				
542		Up to and including \$10,000.00 of valuation	\$25.00	No Recommendation	\$25.00	9/28/2009
543		Over \$10,000 of valuation \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00		No Recommendation		9/28/2009
544						
545		<b>Major Alterations:</b>				

2010-807  
Exhibit A Fees  
Supersedes 2009-781

	A	B	C	D	E	F
2			2008/2009	2009/2010	2009/2010	2009/2010
3			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
4			Budget	Recommendation	Recommendation	ADOPTION
546		Fees for major alterations shall be based on the value of the project, labor and materials. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	Valuation	No Recommendation	Valuation	9/28/2009
547	<b>Elevator Annual Certificates of Inspection Fees (Table 3-E)</b>					
548		Each Elevator	\$41.50	No Recommendation	\$41.50	9/28/2009
549		Each Escalator or Moving Walk	\$24.65	No Recommendation	\$24.65	9/28/2009
550		Each Commercial Dumbwaiter	\$16.75	No Recommendation	\$16.75	9/28/2009
551	<b>(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or moving walk)</b>					
552	<b>Manufactured Housing Permit Fees are established by the State Department of Fire, Building and Life Safety Office of</b>					
553	<b>Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement.</b>					
554		Manufactured Home	\$200.00	No Recommendation	\$200.00	9/28/2009
555		Factory Built/Modular Building	\$600.00 per story	No Recommendation	\$600.00 per story	9/28/2009
556		Mobile Home Rehabilitation	\$102.00	No Recommendation	\$102.00	9/28/2009
557						
558						
559						

#12



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** FY2009-2010 Budget

**Agenda Title (be exact):**

Discussion, consideration, and possible acceptance of the update on the financial status of the Town of Camp Verde for the period ending January 31, 2010.

**Purpose and Background Information:**

Staff desires to keep Council abreast of the financial status of the Town as it pertains to revenue and expenditure projections for the 2009-2010 fiscal year.

**Recommendation (Suggested Motion):**

Acceptance of the update on the financial status of the Town of Camp Verde for the period ending January 31, 2010.

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

**Finance Director Comments/Fund:**

**Attorney Review:**     Yes             No             N/A

**Attorney Comments:**

**Submitting Department:** Finance Department

**Contact Person:** Michael Scannell, Town Manager

**Action Report Prepared By:** Lisa Elliott, Senior Accountant

## March 17, 2010 Financial Update Report

Of the \$5,305,241 budgeted General Purpose Revenues, \$5,025,241 (or 95%) is derived from four (4) sources. These sources are Town Sales Tax, State Sales Tax, Urban Revenue Sharing (income tax), and Vehicle License Tax.

With having the first seven (7) months of data thus far, staff's forecast is as follows:

- Town Sales Tax – On February 17, 2010, Staff reported to Council a projected shortfall in Town Sales Tax of approximately \$200,000 at fiscal year end. Data received through March 10, 2010 indicates that this amount is holding fairly constant. As stated in previous reports, these projections are based on the straight-line method of projection, this figure does not factor for seasonal fluctuations or one-time influxes of revenues. Staff has identified two sources of one-time influxes of revenue that will help offset this decline in revenue; both of these sources are related to construction tax. The total of these two collections is \$103,140 leaving a remaining estimated shortfall of approximately \$96,860 in Town Sales Tax at year end. Seasonal fluctuations may absorb a portion of this shortfall; however at this juncture it is difficult to quantify.
- State Sales Tax – Due to seasonal fluctuations in sales tax collections, State Sales Tax shows a slight improvement in collections for the month of January (December sales). Because this is a seasonal fluctuation, staff does not feel it proper to adjust the shortfall estimate at this time. Should a trend appear showing improvements (or further declines) in collections, the projection will be adjusted accordingly. At this time, staff is continuing to estimate a shortfall in budgeted collections of approximately \$50,000 at fiscal year end.
- Urban Revenue Sharing – Urban Revenue Sharing is the Town of Camp Verde's percentage (based on population) of the State Income Tax revenues received by the State. The revenue that the Town is currently receiving is based on collections by the State Department of Revenue from calendar year 2007. Urban Revenue Sharing revenues are predictable based on amounts collected two years prior, thus staff does not anticipate any variance from the budgeted amount.
- Vehicle License Tax – Data received through the end of January 2010 indicates that the prior estimated shortfall of approximately \$20,000 in Vehicle License Tax revenues is holding fairly consistent. Vehicle License Tax is based on registration renewals. This revenue source does not have seasonal fluctuations as does sales tax revenues, however as vehicles age and values decline, the amount of registration fees also decline. Historically, this revenue source has held fairly constant, but with a decline in new car purchases, we will more than likely see a decline in the revenue collections.
- Highway User Revenue Fund – The HURF/Streets Fund is funded primarily by HURF (Highway User Revenue Fund) monies (gasoline tax). Based on the straight-line method of projection, staff is anticipating that the HURF revenues will hold constant with the budgeted amounts.
- Local Transportation Assistance Fund – LTAF revenues are derived from the State lottery; therefore any swing in collections is a direct result of the success or failure of the lottery system. Staff has received communications from the League of Arizona Cities and Towns stating that the Governor has asked the Lottery Director to hold all proceeds for LTAF I and LTAF II for the remainder of the 2009-2010 fiscal year. Staff does not know at this time whether that means that the Town will not receive any further distributions in the current fiscal year or whether funds received but not distributed prior to the date of instruction by the Governor will still be distributed. Should the Town receive no further distributions, the shortfall in budgeted revenues for LTAF I (in the HURF Fund) will be \$22,550. Staff will keep Council apprised of any further developments on this matter.
- Departmentally Generated Revenues - Two departments have indicated declines in their revenue collections. The Municipal Court has reported a potential decline of approximately \$93,500 in court fees/fines and attorney reimbursements. The Town Clerk's Department has reported a decline of approximately \$5,000 as a result of the decrease in business license fees.

The total General Fund revenue shortfall is anticipated at \$287,910. Budgeted expenditure reductions in the amount of \$102,227 were approved by Council on February 17, 2010. While these adjustments do not mitigate the entirety of the shortfall, other expenditure reductions not included in the appropriation adjustments (such as vacant employee positions and appropriations not fully expended) will help mitigate a portion of the shortfall as well.

Staff will continue to monitor the revenue collections as well as expenditure burn rates to keep the expenditures in line with projected revenues. Staff will keep Council apprised of the financial condition of the Town as more information becomes available and bring recommendations to Council to assist in maintaining a balanced budget.

# 13

**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**      **Regular Business**

**Reference Document:** FY09-10 Budget

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of the re-appropriation of salary related expenditures from the Municipal Court budget unit to the Finance Department budget unit to support the re-assignment of a Court Clerk to work twenty (20) hours per week in the Finance Department.

**Purpose and Background Information:**

The Finance Department has been understaffed for a number of years. The current level of staffing in the Finance Department creates difficulties in achieving proper segregation of duties for internal control purposes as well as accomplishing tasks in a timely manner.

The Municipal Court has acknowledged that at the current case load ratio, the Court is staffed in a way that allows for the work assignments to be shifted allowing one Court Clerk to be freed up for approximately twenty (20) hours per week. This would allow for said Court Clerk to be utilized to help alleviate the shortfall in the Finance Department. An important item to note is the need to monitor the staffing needs of the Municipal Court. Any increase in case load or additional change in staffing would alter the case load ratio that currently exists in the Municipal Court and potentially require that the Court Clerk spend more time in the Court. Staff will monitor these factors to assure that the Municipal Court operations are not harmed through this transaction.

The amount of salary related expenditures that are requested to be transferred from the Municipal Court budgetary unit to the Finance Department budgetary unit through a budget re-appropriation is \$5,491.98. This amount is comprised of the following:

Salary	\$4,047.30
FICA	250.94
Medicare	58.69
Retirement	380.45
Worker's Compensation	8.41
Health Insurance	746.19

**Recommendation (Suggested Motion):**

Approval of the re-appropriation of salary related expenditures from the Municipal Court budget unit to the Finance Department budget unit to support the re-assignment of a Court Clerk to work twenty (20) hours per week in the Finance Department.

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

**Finance Director Comments/Fund:** The funds are currently budgeted in the Municipal Court's budgetary unit. This action is requesting to move a portion of that budget allocation to the Finance Department.

**Attorney Review:**      **Yes**              **No**              **N/A**

**Attorney Comments:**

**Submitting Department:** Finance Department

**Contact Person:** Lisa Elliott, Senior Accountant

**Action Report Prepared By:** Lisa Elliott, Senior Accountant

#14  
**TOWN OF CAMP VERDE**  
**Council Agenda Action Form**

**Meeting Date: March 17, 2010**

**Meeting Type: Regular**

**Type of Presentation: Verbal**

**AGENDA TITLE: Discussion, consideration, and possible approval of the following:**

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
  - a) \$5,600 to augment the current contract until June 30, 2010; and**
  - b) \$19,400 for fiscal year 2010/11 budget.**

(Staff Resource: Michael K. Scannell)

**PURPOSE AND BACKGROUND INFORMATION:**

Staff is very pleased with Mr. Zelechowski's service. He has improved the compliance rate for sales tax and rental tax. In one compliance adjustment alone, he was able to identify a substantial mis-applied sales tax. Recently, the aforementioned, mis-applied sales tax was received by the Town of Camp Verde.

It would be financially beneficial for the Town to extend the agreement with Mr. Zelechowski and appropriate \$25,000 relative to the agreement for the following:

- a) \$5,600 to augment the current contract until June 30, 2010; and**
- b) \$19,400 for fiscal year 2010/11 budget.**

Approving the consultant's agreement for until June 30, 2011 and appropriating \$25,000 will allow Mr. Zelechowski to continue informing taxpayers of their requirements and the proper way to report income, as well as, to review records to ensure taxpayer compliance with the Town's sales tax requirements in order to enhance privilege tax collections. All of the processes captioned above would be at the direction of staff.

**STAFF RECOMMENDATION(S): Move to approve the following:**

- 1. To extend an agreement until June 30, 2011, between Donald E. Zelechowski, a Certified Public Accountant and the Town of Camp Verde, to continue a tax payer education program designed to increase compliance with our tax program, as well as, for sales tax audit services that would verify 'privilege' tax (Privilege Sales Tax) reporting and payments to the degree that said audits are required and waiving any requirement for the consultant to provide proof, to the Town, of general liability or professional insurance coverage.**
- 2. Appropriate an additional \$25,000 funding for the following:**
  - a) \$5,600 to augment the current contract until June 30, 2010; and**
  - b) \$19,400 for fiscal year 2010/11 budget.**

**Finance Director Review**

Budgeted/Amount Yes -see note below No N/A

As of the last invoice dated January 20, 2010, the Town has paid Mr. Zelechowski a total of \$8,399.25. The Total amount budgeted for his contract in the 2009/10 fiscal year was \$10,000 leaving a balance of \$1,600.75. The \$1,600.75 will only cover the approximate amount of Mr. Zelechowski's next invoice.

If you approve the agreement through June 30, 2011 the Town will need to appropriate \$25,000 relative to the following:  
a) \$5,600 to augment the current contract until June 30, 2010; and  
b) \$19,400 for fiscal year 2010/11 budget.

The \$5,600 will be drawn out of the Contingency Fund and appropriated into the Finance Department's Consulting Services to get us through the end of the fiscal year.

Finance Department's Consulting Services: **Fund:** 01-20-13 **Line Item:** 7100

**Comments:**

Attorney Review Yes X No N/A

**Submitting Department:** Town Manager  
**Action Report prepared by:** C. Brown

**Contact Person:** Michael K. Scannell *MS*  
*by*  
*C/B*

## Consultant Agreement

For Professional Services  
To  
Conduct Supplementary Local Audit  
Between the Town of Camp Verde  
Camp Verde, Arizona  
and  
Donald E. Zelechowski, CPA  
Specialist – Model Tax Code

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This CONSULTANT AGREEMENT (“Agreement”) is by and between Donald E. Zelechowski, a Certified Public Accountant specializing in tax payer education program and privilege tax audits (“Consultant”) and the Town of Camp Verde, a municipal corporation (“Town”) and is awarded pursuant to Procurement #2010-078.

This Agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, and is for professional services as outlined below. The parties agree as follows:

### Section I. Period of Service

The term of this Agreement shall be for approximately 16 months commencing on the date that the Town Council approves this Agreement and continuing until the 30 day of June, 2011 unless terminated sooner by the parties, pursuant to Section V. below. This agreement may be extended for one (1) additional year upon approval of the parties under the same terms and conditions.

### Section II. Compensation

For services rendered by consultant for the Town of Camp Verde to enhance the community’s compliance with the Town’s privilege sales tax and to conduct audits to the degree required. The Town and Consultant shall mutually agree upon the specific work product, scope of services and cost of any work performed. No work by Consultant shall be performed unless directed to do so in writing by the Town Manager/Acting Town Manager or the individual acting in the capacity to administer this agreement.- The rates the Consultant will be paid for professional services are set forth in Exhibit “A” attached herewith and incorporated herein by reference.

### Section III. Billing

Consultant shall provide Consultant services to the Town, based on the written needs of the Town as set forth in Exhibit “A” attached herewith and incorporated herein by reference, but only as directed pursuant to Section II. The Town shall pay Consultant, monthly, based upon work performed and completion to date and submission of invoices.

### Section IV. Scope of Services

Consultant is being retained to provide professional services to the Town for those services more particularly described in the Scope of Work as set forth in Exhibit “A” attached herewith and incorporated herein by reference. Consultant shall not commence any work at any time unless directed to do so in writing by the Town Manager.

### Section V. Termination

The Town reserves the right to cancel the whole or part of this Agreement due to failure by Consultant to perform under this Agreement. However, in the event that this Agreement is terminated, for any reason, the Town shall pay Consultant in full for all services already rendered, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. § 38-511.

Either party for any reason may cancel this contract by giving notice of cancellation in writing to the other party sixty (60) days prior to the effective date of cancellation.

#### **Section VI. Successors and Assigns**

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town.

#### **Section VII. Waiver and Severability**

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

#### **Section VIII. Whole Agreement**

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

#### **Section IX. Professional Liability Insurance**

The Consultant agrees to procure and maintain, at Consultant's sole expense, and to provide the following:

1. Certificate of Insurance for a General Liability Insurance Policy with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage and names the Town of Camp Verde, AZ as an additional insured in connection with the consulting services provided herein.

2. Certificate of Insurance showing workers' compensation coverage.

The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

All Certificates of Insurance captioned above and the fully executed Agreement shall be returned simultaneously to the Town. Upon the Town's receipt of all aforementioned documents, the Agreement will be considered fully executed.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

#### **Section XIX. Indemnity**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused

by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

**Section XI. Compliance with Federal and State Laws**

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant will comply with, and are contractually obligated to comply with, all Federal Immigrations laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or subcontracted employees who work under this Agreement to ensure that the Consultant and his staff are complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor his staff shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant establishes that he has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Pursuant to A.R.S. §§ 35-391.06 and 35.393.06, contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§ 35-391 and 35-393, in either Sudan or Iran.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this \_\_\_ day of \_\_\_\_\_, 2010.

APPROVED AS TO FORM:

Town of Camp Verde:

\_\_\_\_\_  
Bill Sims, Town Attorney

By: \_\_\_\_\_  
Bob Burnside , Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Donald E. Zelechowski, CPA, Consultant:  
Date: \_\_\_\_\_

ATTEST:

The Mayor and Council approved this contract for execution at the regular session of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Town Clerk

The contract was reviewed and delivered, as signed by the Town, to the Consultant on \_\_\_\_\_

\_\_\_\_\_ 2010 by \_\_\_\_\_

## **Exhibit A**

The services proposed include the development of an educational program and performance of privilege tax audits of taxpayers that conduct business within the community and for other services as may be required.

For all services rendered by Consultant in a professional manner will be charged at a rate of \$45.00 per hour of services provided. Charges for service include all activities related in the services enumerated below:

Either party for any reason may cancel this contract by giving notice of cancellation in writing to the other party sixty (60) days prior to the effective date of cancellation.

### **Scope of Work (Consultant's Responsibility)**

1. Develop tax payer education program designed to increase compliance with our tax program.
2. To perform all audits in a professional manner.
3. To be available to answer privilege tax questions and to provide information to staff and businesses.
4. To provide transportation to and from audit site within the state of Arizona.
5. To provide equipment and supplies necessary to complete the audits.
6. Audits must be performed within the legal boundaries of the state of Arizona and shall not include out of state trips. Taxpayers located out of state may be audited via records provided by the taxpayer through the mail. Out of state trips will be performed only if the records cannot be provided by the taxpayer through the mail. The Town of Camp Verde shall reimburse any reasonable travel expense incurred during out of state audits, but only with the prior written approval of the Town Manager. Such costs would include travel expenses and room and board for the duration of the audit fieldwork. The Town of Camp Verde must approve all out of state audits and related expenses before the audit is conducted.
7. All audits, taxpayer financial information, and other related information is confidential between the taxpayer, auditor, and those designated staff members of the Town of Camp Verde, as per the Tax Code.

### **Intent of Parties**

Both parties intend and agree that services provided shall be rendered as an independent contractor and not as an employee. Auditor shall not receive any employee related benefits and shall retain full professional and administrative discretion in the conduct of any audit, except that the Town of Camp Verde shall retain the right to approve what taxpayer is to be audited, prior to the commencement of any audit.

#15



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**       **Regular Business**

**Reference Document:** Staff Report

**Agenda Title (be exact):** Discussion, consideration and possible approval or denial to waive a Variance Application fee for Michael Thomsen owner of parcel 404-26-043B.

**Purpose and Background Information:** On May 19, 2009, Mr. Michael Thomsen applied with the Community Development Department for a building permit to add a bathroom to an existing laundry room that is part of an enclosed carport. When the application was forwarded to the Planning & Zoning Department for a zoning clearance, it was discovered that there was a long history for the existing structures and uses for the subject property and that the property was a non-conforming parcel. Mr. Thomson also included with his application a plot plan sketch that showed the existing carport enclosure as being used as a bedroom.

The department advised Mr. Thomsen that there were several zoning issues with his property and that a zoning clearance could not be issued. Mr. Thomsen was denied the building permit and given some options that he could pursue to try and remedy his situation. One of the options was to apply for a Variance with the Board of Adjustments. Mr. Thomson was advised that there would be no guarantee that the Board of Adjustments would grant the Variance and that the Variance Application Fee was non-refundable, no matter the outcome. Mr. Thomsen took objection to this.

Another option provided to Mr. Thomsen was to provide evidence, as required by the Planning & Zoning Ordinances, to conclude that the use of the covered carport as a dwelling, was in place prior to September 20, 1970. This date was when the detailed zoning for Yavapai County was adopted by the Board of Supervisors. Mr. Thomsen brought in several documents to the Community Development Department, none of which were conclusive.

Staff also assisted Mr. Thomsen with some research and discovered some additional information from old county files that uncovered an old Variance as approved by Yavapai County prior to the Town's incorporation. These old documents failed to provide the necessary evidence as well.

Mr. Thomsen returned to the department on multiple occasions trying to justify what he believed to be conclusive evidence. Also, Mr. Thomsen pointed out prior actions by the Town, such as the issuance of building permits for remodeling of the existing residence, that Mr. Thomsen implies, the Town accepted as existing structures and uses as pre-existing legal non-conforming uses. It was explained to Mr. Thomsen, by staff, that staff did not have the authority to overturn the Town Ordinances and that the Board of Adjustments was the only body from the Town that could make a formal determination and provide the Variance from the Ordinances.

On February 24, 2010, the department received a letter from Mr. Thomsen's attorney asking that the Acting Community Development Director reverse his finding and allow for the building permit to be issued.

The attorney's letter was forwarded to the Town attorney for an opinion. The Town Attorney reviewed the letter and after deliberation provided the opinion based on recent prior similar cases. It was advised that the Town waive the Variance Application fee of \$620.00. This is the issue before the Council at this time.

**Recommendation (Suggested Motion):** Move to approve the waiving of a Variance Application Fee for parcel 404-26-043B as owned by a Mr. Michael Thomsen.

Staff & the Town Attorney recommend approval.

**Attorney Review:**       **Yes**             **No**             **N/A**

**Attorney Comments:** N/A

**Submitting Department:** Community Development Department

**Contact Person:** Michael Jenkins, Acting Community Development Department  
**Action Report prepared by:** Michael Jenkins

#16



TOWN OF CAMP VERDE  
Agenda Action Form

Meeting Date: March 17, 2010

Meeting Type: Regular Session

Consent Agenda     Regular Business

Reference Document: None

**Agenda Title (be exact):**

Discussion, consideration, and possible approval of donating obsolete Town computer equipment to the Camp Verde Senior Center as the Town's computers are replaced.

**Purpose and Background Information:**

Currently when the Town replaces old computers, the obsolete computers are wiped clean and placed in a Town auction, and sold for very little money. If the Town donated the used computers to the Camp Verde Senior Center, it would assist our seniors, provide a greater benefit to the Town as a whole, compared to receiving a few dollars from an auction.

**Recommendation (Suggested Motion):**

Approve donating obsolete computer equipment to the Camp Verde Senior Center when Town computers are replaced.

OR

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund: N/A

Attorney Review:     Yes     No     N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Carol German

Action Report prepared by:

#17



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**     **Regular Business**

**Reference Document:**

**Agenda Title:**

Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns.

**Purpose and Background Information:**

Human Resources have consulted with Lloyd Harrell a retired city manager who coordinates the "Range Rider" program for the League of Cities and Towns. The Range Riders are retired managers who may be available to take on temporary assignments as Interim Managers.

Mr. Harrell has asked us to determine what the Town will be willing to provide as the manager's salary plus expenses before he seeks out managers that may be willing to serve in an Interim capacity. The expenses would include room, meals, and transportation costs while the Interim is working for the Town. This is necessary because there are no managers living in this area so he/she would need to commute from the metropolitan area. In addition, Mr. Harrell also stated that they would probably only be willing to work thirty hours a week.

Example of possible monthly costs for Interim Manager:

Salary:	\$54 hr X 30hrs a week X 4 weeks	=	\$6,480
Room:	\$70 a night X 12 nights a month	=	\$840
Meals:	\$37 a day per diem X 12 days	=	\$444
Travel:	.45 cents a mile X 800 miles a month	=	\$360
	<b>Total</b>	=	<b>\$8,124 a month</b>

This is only an example. The final costs would need to be negotiated with who the Council decides to appoint as Interim Manager.

**Recommendation:**

Council's pleasure

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

**Finance Director Comments/Fund:**

**Attorney Review:**     **Yes**     **No**     **N/A**

**Attorney Comments:**

**Submitting Department:** Human Resources

**Contact Person:** David R. Smith

**ADDITIONAL INFORMATION**

**REGULAR SESSION  
MARCH 17, 2010**

**ITEM #17**

**Town Manager  
Unexpended Budget Appropriations  
FY2009-2010**

	FY09-10 Budgeted	YTD Consumed	Balance Available
Salaries	112,000.20	102,464.09	9,536.11
FICA	6,944.01	6,352.77	591.24
Medicare	1,624.00	1,485.73	138.27
Retirement	10,528.02	8,098.48	2,429.54
Unemployment	68.60	68.60	-
Workman's Comp	244.94	212.88	32.06
Health Insurance	5,969.52	5,133.00	836.52

Total                    \$13,563.75

**Potential Interim Manager Costs**

	Monthly	3 Month (Apr - Jun)		
Salary	6,480.00	19,440.00	Interim Mgr Costs	\$25,859.16
FICA	401.76	1,205.28	Current Available	\$13,563.75
Medicare	93.96	281.88	Difference	\$12,295.41
Workman' Comp	0.00			
Room	840.00	2,520.00		
Meals	444.00	1,332.00		
Travel	360.00	1,080.00		
<b>Total</b>	<b>\$8,619.72</b>	<b>\$25,859.16</b>		

Note: The Total cost of the Interim position would depend on 1) negotiations with the individual appointed and 2) when the individual was appointed. If the individual was not appointed until May 2010 then the total cost would be approx. \$8620 less.

#18



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** March 17, 2010

**Meeting Type:** Regular Session

**Consent Agenda**     **Regular Business**

**Reference Document:**

**Agenda Title:**

Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to required Knowledge, Skills, and Abilities, compensation levels, expenses, reimbursements of expenses, etc. as they relate to hiring a new Town Manager.

**Purpose and Background Information:**

Human Resources will be working with the Leagues of Cities and Towns to recruit a new Town Manager. To properly assist in the recruitment, we will need to know the compensation level to advertise, whether the Town will reimburse for expenses incurred by the candidates, etc. We (H.R. and the League) would need to know if there is any special Knowledge, Skills, or Abilities you will looking for in a new Town Manager i.e. strong finance background.

Current annual compensation level for Town Manager:  
Min: \$103,864      Mid: \$130,953      Max: \$158,042

**Recommendation:**

Council's pleasure

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

**Finance Director Comments/Fund:**

**Attorney Review:**     **Yes**       **No**       **N/A**

**Attorney Comments:**

**Submitting Department:** Human Resources

**Contact Person:** David R. Smith

# EXECUTIVE RECRUITMENT PROPOSAL

## TOWN OF CAMP VERDE

Prepared by



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## **Background**

The League of Arizona Cities and Towns provides an important link among the 90 incorporated cities and towns in Arizona. The League is the only organization that connects each and every municipality regardless of size or geographic location. In these increasingly challenging times, the League continually strives to better assist Arizona's cities and towns with a variety of products and services. We represent the collective interests of cities and towns at the State Legislature, provide timely information on important municipal issues, create skill-sharpening workshops and develop networking opportunities - to name just a few of the services the League provides.

### Legislative Advocacy

During the legislative session and throughout the year, the League staff meets with legislators, the Governor, state agencies and other special interest groups to advance the interests of cities and towns. We carefully monitor and track each bill of municipal concern that is introduced during the session. We spend a great deal of time attending and testifying at committee hearings on bills of municipal interest.

### Technical Assistance

Technical assistance is provided to cities and towns through a variety of methods including responding to phone inquiries, providing legal advice, writing and editing technical publications and manuals, on-line services, archive collections and historical information.

### Information and Inquiry Service

The League is a resource and information service for every city and town. To help keep municipal government well informed in a constantly changing government landscape, the League provides reports on matters affecting cities and towns, as well as reminders on such items as budget and election deadlines and new Federal regulations.

### League Publications

The League provides a variety of publications pertaining to municipal government in Arizona. These include:

- ✦ Local Government Directory
- ✦ Municipal Policy Statement
- ✦ So You Got Elected...So Now What?
- ✦ You as a Public Official
- ✦ Salary & Benefit Survey
- ✦ Municipal Budget & Finance Manual
- ✦ Municipal Election Manual CD Rom
- ✦ Municipal Incorporation in Arizona

- ✿ Guide to Preparing and Adopting Local Laws / Municipal Publication Requirements
- ✿ Exploring Charter Government for Your City
- ✿ Charter Government Provisions in Arizona
- ✿ A Guide for Annexation
- ✿ Model City Tax Code
- ✿ Executive Recruitment Guide

### Training & Professional Development

The League sponsors at least one different training session each month of the year. These sessions cover a variety of topics and are designed to help participants sharpen skill sets, share ideas and gather current information pertinent to cities and towns.

### The Annual Conference

The Annual Conference is the League's showcase event and is held in a different city or town each year. This four-day meeting brings together more than 900 mayors, council members, appointed officials and guests. The Annual Conference allows members and other municipal officials to share experiences and discuss current local, regional, and national trends affecting municipal government in Arizona.

### Affiliate Groups

The League works hand in hand with affiliate organizations including the Arizona City/County Management Association, Arizona Finance Officers' Association, the Arizona Municipal Clerks' Association, and the Arizona Association of Chiefs' of Police, the City Attorneys' Association as well as many others.

### Communication and Outreach

The League creates communications tools, newsletters and events to assist cities and towns with getting the word out about the value and importance of city and town government.

### Strong Cities Make a Strong State

The purpose of the Strong Cities Make a Strong State program is to draw attention to municipal services, raise public awareness of the value they provide to the quality of life in our communities and heighten overall grassroots support. The program acts as a constituent communication vehicle, which cities and towns can use to send a message that is both targeted to their unique community and consistent with other communities statewide.

## **Scope of Service**

The League will provide the following range of recruiting services to the Town of Camp Verde. The fee covers costs to the League such as staff time, travel and telephone calls. Fees charged to cities are at a member rate, based on population. The direct costs related to ad placement, FedEx, and other similar charges are to be paid by the town. The League will:

1. Assist the council in developing a "manager profile." The profile is critical to securing the best candidate who meets the Town's needs.
2. Place advertisements in a number of national, regional and local publications.
3. Receive and screen applications (including drafting and sending acknowledgement letters); field inquiries from applicants.
4. Perform education and reference checks on candidates selected by the council (includes sending letters to those not selected for further consideration).
5. Recommend a list of semi – finalists that most closely match the Town's requirements.
6. Assist with candidate travel if requested by the Town of Camp Verde and will provide the Town Council with suggested interview questions. *(At this stage the town will have the responsibility of appointing interview panel members, finalizing interview questions, arranging tours of facilities, and sending the applicants additional information about the town, such as the budget, comprehensive plan, charter, etc.)*
7. Provide the town with a model employment agreement.

## **Steps in the League's Executive Recruitment Service Process**

The following explains each step in the League's selection process; an estimate of the time that each step may take is indicated below each step.

### **Step 1. Define Position and Develop Profile**

Time Required: up to 2 weeks

The Town Council will need to meet to review recruiting steps and adopt a schedule. A blank profile form is distributed to council members who complete the form at this or a subsequent meeting.

At this meeting, the Town Council should review any charter provisions or ordinances creating the manager/administrator position and the manager's job description to ensure they continue to accurately reflect the Town's expectations and job requirements.

Working with the League representative, the council should prepare a profile of the skills, training and qualities of the "ideal" candidate. This step is critical to several steps later in the recruiting and screening process.

## **Step 2. Prepare Advertisement and Review Salary Range**

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in preparing a draft of a complete job announcement. Words saved now will probably cost extra effort and money later in screening unqualified applicants. A closing date should be specified and should be set a minimum of four weeks after publication of the final announcement.

Furthermore, a review of the present salary range is useful in order to ensure the town remains competitive. The annual salary survey published by the League of Arizona Cities and Towns is a useful source on salaries for Arizona Managers and will be provided to the Town Council.

## **Step 3. Decide Where to Advertise**

Time Required: Can be completed within time identified for Step 1.

The League will assist the Town Council in selecting the publications that will elicit the greatest response. The most common publications in which Arizona cities advertise are the League Website, ICMA Newsletter, Jobs Available, Western Cities Online, other national publications, and bulletin boards. These publications will generally reach the vast majority of interested and qualified applicants. Most jurisdictions also choose to advertise in their local newspapers (Arizona Republic, The Tribune). Some choose to include major regional newspapers (Los Angeles, San Francisco, Portland, Las Vegas, Albuquerque, Denver, etc.) although they are more costly. Placing the ad on the Internet is also effective.

## **Step 4. Application Acknowledgements**

Time Required: Ongoing until closing date

A letter thanking the candidate for his or her interest should be sent on Town letterhead over the chief elected official's signature as soon as an application is received. This is a good opportunity to tell the candidate a little more about the town and the geographic area. Many cities and towns insert a brochure describing the community. Details of the selection process should also be provided to avoid numerous phone calls and personal inquires. The League will assist the Town Council in drafting this acknowledgement letter.

## **Step 5. Screening of Applicants**

Time Required: 2 weeks

Screening can begin following the closing date. Whether the full council or the League conducts the screening of the applicants, the primary documents used in the screening should be the job description and the profile developed earlier in the process by the town council. The League's executive screening process selects a maximum of 12 candidates, which closely fit the profile developed by the town council. However, all applications received are forwarded to the council.

The Town Council may further request the League to narrow down the number of applicants by asking for submission of a writing sample or a response to essay questions relative to the position. The Town Council can use the responses to evaluate the opinions, breadth of experience and expertise of the candidate. The written response is useful to evaluate timeliness, thoroughness, use of English language, etc. From these responses, a smaller number of candidates are selected for background checks or interviews. *Note: If his option is taken, generally allow three to four weeks additional time.*

Confidentiality is an important consideration in any recruitment. The Town Council should determine at the outset the extent to which the recruitment process will be public. Until the finalists are selected, the confidentiality of resumes should be maintained and should be consistent with applicable with state law and advice of local governments.

Regret letters will be prepared by the League and mailed throughout the process at each appropriate step along the way.

#### **Step 6. Background Checks**

Time Required: 3-4 weeks depending on the number of candidates and who performs the checks.

Generally, a list of four to seven finalists is a good beginning point for background checks. This should produce three to six suitable candidates for interviews. A larger starting list is necessary if the town wishes to interview more candidates. *However, transportation and other costs may limit the number of candidates that can be interviewed.*

Background checks will be conducted by the League, although some jurisdictions seek written references, phone calls are quicker and often more candid. Reference checking is a tedious, expensive, and time-consuming process even if it is done well. However, time and money spent during this step of the process will save in the long run by avoiding travel costs for interviewing unqualified candidates. A minimum of three weeks is normally necessary to complete background checks.

#### **Step 7. Interviews**

Time Required: 2 weeks

Prior to the interviews, the Town Council may wish to send the applicants additional information about the city, such as the budget, comprehensive plan, charter, etc. Occasionally, applicants will request information about housing costs, spousal employment opportunities, schools, etc. The local chamber of commerce can provide helpful information to respond to these requests.

Also prior to interviewing applicants, the Town Council needs to decide whether to pay travel expenses, whether to pay for spouse's expenses, and whether or not

to arrange tours, etc. It is common for a town to pay for transportation costs, meals and lodging for candidates being interviewed. Many cities and counties arrange for tours of the community and facilities for candidates prior to their interview.

The entire Town Council should interview the finalists; however, interviews may have to be conducted in small groups to order to comply with opening meeting laws. Consensus is important in selecting a manager. Consensus is not likely to be achieved if only one or two people are conducting the interviews and informing the rest of the council of the selected candidate.

If requested, the League will provide the Town Council with sample interview questions and suggest possible interviewing approaches, but the Town Council has the responsibility of appointing interview panel members, finalizing interview questions and selecting the approach for the interview process.

Interviews should be scheduled as close together as possible—preferably the same day - in order to assure equal treatment of the candidates. Job-related questions should be prepared in advance and asked of all candidates. The manager profile is useful in deciding which questions to ask and in evaluating responses.

If the Town Council is not able to select a new manager following the first set of interviews, a second interview with the top finalists may be necessary. At this stage, the town may want to pay expenses of the candidate's spouses to accompany them.

In recent years, employers have found that interviews alone may not provide all of the best information on how well a professional will perform on the job. An alternative approach is to use an assessment center in addition to the oral interview. The concept of an assessment center is to ask each candidate to perform a task he/she would have to perform on the job.

### **Step 8. Selection and Negotiations**

Time Required: 1-2 weeks

When the Town Council selects its preferred candidate, there will be several decisions to be made. A member of the Council may wish to visit the candidate's present community in order to speak personally with individuals about the manager's performance. Although this can add to the expense, it has proven very worthwhile.

Additional details also need to be discussed and finalized, including salary, moving expenses, fringe benefits, etc. The Town Council should also be prepared to discuss an employment contract with the new manager. The League will provide the town with a copy of a model employment agreement. **However, the League recommends that it is always best to seek professional legal advice if you wish to execute a formal written agreement.**

Other finalists should not be rejected until the Town Council has reached a final agreement with the successful candidate. Negotiations between the town and its top candidate occasionally break down, requiring the town to turn to another choice. Sometimes, there will be one finalist who meets the town's needs. If that person refuses the job, the city must either turn to the next qualified candidate or begin the recruitment process again. Remember, this is an extremely important selection. A decision based on expediency may turn sour later. The Council should not shy away from re-advertising if they are not satisfied with applicants the first time around.

Most managers will require a minimum of 30 days to give notice to present employers and relocate to a new community. Notice of 30 days is considered professional and should be honored.

As soon as the new manager has advised his/her former community that he/she has accepted a new position with your community, it is appropriate to issue a press release or public announcement. The League will assist the town in preparing and issuing a press release or public announcement.

#### **Step 9. The New Manager Arrives**

It is desirable to have an initial work session with the new manager to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of the issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship. Any information and introductions that the Town Council can provide to the new administrator will be most welcome and helpful in making the transition to the Town of Camp Verde smooth.

#### **Approximate total time required including relocation: 20-28 weeks**

Hiring a manager is making an investment in your community. Approach the task methodically, one step at a time. The time you spend now is likely to be reflected in the quality manager you eventually hire. Like anything else, you can reduce the risk of making a poor decision by doing a thorough job. Some Town Councils have found that the process of recruiting a new manager provides a unique opportunity to review and revise council goals. It can even make the council a stronger, closer team than before.

### **Schedule**

The League of Arizona Cities and Towns anticipates starting this project at the discretion of Camp Verde's Town Council. The approximate total time required to perform the following steps: 18-22 weeks

Develop Manager Profile & Place Advertisements (2 weeks)	March 29 2010
Application closing date (6 week placement)	May 10, 2010
Application acknowledgements	Ongoing until closing date
League screens applicants; makes recommendations To Town Council (2 weeks)	May 24, 2010
Town Council reviews applicants Identifies candidates for reference checks (2 weeks)	June 7, 2010
League sends regret letters to those Candidates no longer considered	June 14, 2010
Education & Reference checks complete Packets prepared and mailed to Council (2 weeks)	June 28, 2010
Town Council selects candidates Arranges for interviews (1 week)	July 5, 2010
Town Council interviews candidates (1 week)	July 12, 2010
Selection of new Town Manager (2 weeks)	July 26, 2010
Town Manager Arrives (4 weeks)	August 23, 2010

## Cost of Service

### League Recruitment Service

Base fee	\$6,500.00
Advertising expense (estimate)	\$1,000.00
Other expenses (estimate)	<u>\$ 500.00</u>
Total cost of service (estimate)	\$8,000.00

The base fee includes the following services such as:

- Assist Council in Developing Manager Profile
- Develop and Place Advertisements for Position
- Receive Applications and Mail Out Acknowledgements
- Screen Applications Using Manager Profile
- Perform Education and Reference Checks on Candidates
- Review List of Semi-Finalists prior to Interview
- Provide Sample Interview Questions
- Provide Sample ICMA Model Employment Agreement

Payment is due to the League of Arizona Cities and Towns upon the completion of service.

## Job Description



### TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under administrative direction from the Town Council, serves the community through the efficient administration of all the affairs of the Town; responsible for the achievement of tangible results through people; work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results; work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others; the work environment is relatively unpredictable and requires the ability to manage many projects at once; although governed by policies, the Manager must frequently act without precedent.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal advisor to the Mayor and Town Council; provides leadership, direction and guidance in all matters of the Town; evaluates and analyzes organizational issues and policies, and recommends and implements solutions; analyzes financial and human resource information on Town operations; evaluates Town's needs, and makes recommendations; reviews and monitors status reports, and recommends appropriate actions and plan modifications; oversees the financial status and accounting of all monies of the Town; makes regular reports to Town Council and assures effective communication of Town issues.
- Maintains the administrative organization of the Town to ensure efficiency of operation; annually prepares a proposed budget for the Town; appoints all department heads and supervises their performance on a day-to-day basis; identifies service and policy needs of Camp Verde and brings to the attention of the Town Council with recommendations for action; maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.
- Coordinates departmental activities, and set attainable goals for all municipal departments; act as purchasing agent for all municipal departments, and oversees the bid process on major purchases; maintains contact with public by handling suggestions, complaints and information requests; carries out the directives of the Town Council.
- Attends meetings of the Town Council, ensuring the preparation of agendas, supporting documents, and information pertinent to agenda items; attends various meetings on behalf of the Town; prepares federal and State grant requests and oversees grant programs; enforces municipal and State codes; interacts with numerous municipal committees as needed
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Department Heads and indirectly supervises all Town employees.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Master's Degree in Finance, Business or Public Administration, or a closely related field; AND ten year's progressively responsible experience in government, including extensive administrative and management experience clearly demonstrating the ability to direct the activities of a municipal government.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- ICMA and/or CPM certification desirable.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- Theory and practice of public personnel administration.
- Municipal management and community problems.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Conflict resolution skills.
- Legal, ethical and professional rules of conduct for municipal officers.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Listening to others.
- Organizing, using time effectively, and delegating.
- Analyzing and interpreting financial documents.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment, to act independently and without precedent in the face of problems
- Planning, organizing, and coordinating the work of Town staff.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with Council, employees, and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### FINANCE DIRECTOR

Department:	Finance	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under limited supervision, performs complex financial management duties as the Chief Fiscal Officer, with responsibility for maintaining fiscal stability and safeguarding the assets of the Town; assures compliance to state and Federal regulations, and Town policies and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal financial advisor to the Town Council and the Town Manager; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial issues and policies, and recommends and implements solutions; analyzes financial and resource information on City operations; evaluates Town's needs, and recommends financial resource requirements; reviews and monitors status reports, and recommends appropriate actions and plan modifications; prepares and presents financial status reports to Town Council, and assures effective communication of financial issues.
- Reviews Town operations and determines financial resource requirements and goals; identifies and coordinates resources required to achieve goals; interprets laws, rules, regulations and guidelines for financial procedures; establishes internal financial controls, and assures the financial activities and procedures are in compliance with all laws, policies and regulations; directs development of budget; monitors budget and financial variables, revenue cycle and expenditure trends; reviews and verifies journal entries and bank reconciliations; verifies the accuracy of financial records.
- Manages Finance Department operations; assures the quality of the financial activities, services and work products; oversees the Town's banking and investment activities; coordinates all external financial reporting and preparation of consolidated financial statements; manages the preparation and filing of all financial statements and reports; researches, organizes, compiles, summarizes and analyzes data and information for special projects and planning.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Manages Finance Department staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Finance, Accounting or Business Administration; AND five year's experience in government accounting and budgeting, including two year's supervisory experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Registration as a Certified Public Accountant with the State of Arizona is preferred and may be required.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and Town policies and procedures.
- Analyzing and interpreting financial documents, and preparing complex financial reports.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Planning, organizing, and coordinating the work of Finance Department staff.
- Operating a personal computer utilizing standard and specialized software.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.



*Administrative Offices  
Town of Camp Verde*

Notice to Employee of Executive Session

Pursuant to ARS 38-431.03.A.1, and §38-431.03.A.3, a public body may vote to go into an executive session for discussions concerning the employment, assignment, promotion, demotion, dismissal, salary, discipline, or resignation of an officer, appointee, or employee. After being given notice of the meeting, the employee may request that the discussion occur at a public (open) meeting rather than an executive session.

Since legal action cannot be taken at an executive session, the Town will typically schedule a special session that indicates your employment as part of the agenda, allow for a vote to go into an executive session, and then re-convene to take any legal action. Other than the Council members and yourself, only those persons "whose presence is reasonably necessary in order for the public body to carry out its executive session responsibilities may attend the executive session" (ARS 38-431.2). This normally is limited to a recording secretary for the Council (the meeting is usually taped), but you may also request your attorney to attend. All discussions at an executive session are to be kept confidential (ARS 38-431.03.B), but any discussion or actions taken at the special session are open to the public.

*A Special Session/Executive Session concerning your employment with the Town of Camp Verde is now set for **Wednesday, March 17, 2010, beginning at 6:30 at Room 106-Council Chambers, LOCATED AT 473 S. MAIN STREET.** Please sign and date this notice to acknowledge its receipt not less than twenty-four hours prior to the date and same set for the Council session, and initial one of the lines below to indicate if you want the session to be held in public.*

- I prefer the session remain an executive session*  
 *I request the executive session not be called, and the discussion occur at a public meeting.*

Employee Signature *Lisa Elliott* Date *3/10/10*



Administrative Offices  
Town of Camp Verde

Notice to Employee of Executive Session

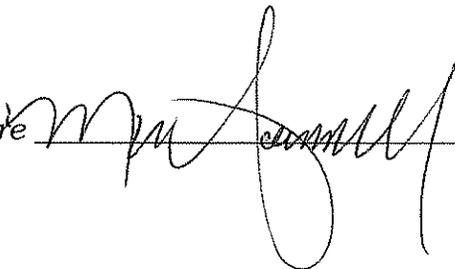
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Employee Signature



Date

