

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, JANUARY 19, 2005
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

1) Regular Session – January 5, 2005

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

1) Council Hears Planning & Zoning – January 26, 2005 at 6:30 p.m.

2) Regular Session – February 2, 2005 at 6:30 p.m.

3) Regular Session – February 16, 2005 at 6:30 p.m.

4) Council Hears Planning & Zoning – February 23, 2005 at 6:30 p.m.

c) **Possible approval of a letter indicating Council support of the League of Women Voters declaration of April 2005 as Water Awareness Month.**

Public Participation:

Public Input is encouraged on matters that are not administrative in nature. If you wish to address the Council during this meeting, you **MUST** complete a **Speaker Request Form** in its entirety, and submit it to the Clerk as soon as possible. Your name will be called when it is your turn to speak. Forms are available at the door and on the podium.

Public participation enables the public to address the Council about an item that is NOT listed on the agenda. However, state law prevents the Council from taking any action on items that are not listed on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be included on a future agenda.

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

6. **Discussion, consideration, and possible approval to fund a rate study for the Camp Verde Sanitary District. The rate study is expected to cost \$19,000 plus out of pocket expenses that are not expected to exceed \$2,000.** This is an unbudgeted item from the General Fund.

7. **Presentation and discussion of the Conceptual Drawings for the new Marshal's facility.**

8. **Discussion, consideration, and possible approval of Resolution 2005-625, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services.**
9. **Discussion, consideration, and possible approval of the Grants Administration Department's budget for the remaining FY 04/05 Budget Cycle.** This is an unbudgeted item. However, these items will be reimbursed from grant funding as it becomes available.
10. **Discussion, consideration, and possible direction to staff concerning the \$500 donation that the Town received to assist with flood damage in Verde Lakes.**
11. **Call to the Public for Items not on the Agenda**

There will be no Public Input on the following items:

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

Posted by:

D. Barber

Date/Time: *1-14-05 - 9:30 a.m.*

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

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

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 5, 2005
at 6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Dickinson, Vice Mayor Reddell, Councilors Gioia, Baker, Kovacovich, Parrish and Teague were present.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dane Bullard, Library Director Gerard Laurito, Town Marshal Dave Smith; Council candidates Helen Zimmerli and Robert Johnson; and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

Councilor Kovacovich led the pledge of allegiance.

4. **Consent Agenda** — All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) Special Session – December 21, 2004
- 2) Regular/Council Hears P&Z – December 15, 2004

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

- 1) Regular Session – January 19, 2005 at 6:30 p.m.
- 2) Council Hears Planning & Zoning – January 26, 2005 at 6:30 p.m.
- 3) Regular Session – February 2, 2005 at 6:30 p.m.
- 4) Regular Session – February 16, 2005 at 6:30 p.m.
- 5) Council Hears Planning & Zoning – February 23, 2005 at 6:30 p.m.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Consent Agenda as presented.

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

Deborah Moody, a resident of Verde Lakes, requested the Council to consider making available the NAU study about Clear Creek at a cost less than the \$1.00 a page quoted to her by the Town; Mayor Dickinson offered her his copy of the study, and Town Manager Lee said that a copy would also be available in the Library for anyone to review.

6. **Discussion, consideration, and possible appointment of a Council representative to serve on the Selection Committee for architectural services for the new library.**

Council took no action on this item.

Library Director Laurito explained that he planned to put together a committee consisting of a representative from the Council, the Library Commission, Library staff, and the Endowment Group in order to review possible architectural candidates for the new library. Laurito received 11 responses from approximately 16 Request for Qualifications sent out. Having a member of the Council on the committee could save time in that the Council would be involved in the process from the start. The members felt that it was a good idea; Councilor Reddell volunteered to represent the Council, and it was agreed that he would do so.

7. **Discussion, consideration, and possible approval of Resolution 2005-622, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing application to the Arizona Criminal Justice Commission 2005 Local Law Enforcement Block Grant.**

On a motion by Gioia, seconded by Teague, the Council unanimously approved Resolution 2005-622, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing application to the Arizona Criminal Justice Commission 2005 Local Law Enforcement Block Grant.

Marshal Smith explained that the item is a direct grant requiring a 10% match, which would be \$383, an amount well within the budget. The funds are used to purchase equipment. During a brief discussion the Council confirmed their understanding that the matching funds for grants had been included in the budget, and could be used for not only equipment, but overtime pay as well.

8. **Discussion, consideration, and possible authorization to transfer title of the PANT vehicle to the City of Sedona.**

On a motion by Reddell, seconded by Kovacovich, the Council unanimously authorized the Marshal to transfer title of the P.A.N.T. vehicle to the City of Sedona.

Marshal Smith requested transfer of the vehicle to the City of Sedona since Camp Verde no longer had an officer assigned to PANT. He explained that PANT gave the vehicle to the Town of Camp Verde.

9. **Discussion, consideration, and possible approval of Resolution 2005-624, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving the form and authorizing the execution and delivery of a Loan Repayment Agreement, a Financial Guaranty Agreement (if necessary), and a Continuing Disclosure Undertaking; accepting a loan from the Greater Arizona Development Authority pursuant to such Loan Repayment Agreement in the amount of not to exceed \$2,150,000.00; authorizing the approval of the portions of an Official Statement describing the Town and the distribution and use thereof; delegating to the Town Manager of the Town the authority to designate the final interest rate, maturity date, principal amount, prepayment provisions, and other matters with respect to such Loan Repayment Agreement; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this Resolution and Declaring an Emergency.**

On a motion by Dickinson, seconded by Baker, the Council unanimously approved Resolution 2005-624, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving the form and authorizing the execution and delivery of a Loan Repayment Agreement, a Financial Guaranty Agreement (if necessary), and a Continuing Disclosure Undertaking; accepting a loan from the Greater Arizona Development Authority pursuant to such Loan Repayment Agreement in the amount of not to exceed \$2,150,000.00; authorizing the approval of the portions of an Official Statement describing the Town and the distribution and use thereof; delegating to the Town Manager of the Town the authority to designate the final interest rate, maturity date, principal amount, prepayment provisions, and other matters with respect to such Loan Repayment Agreement; authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this Resolution and Declaring an Emergency, with the following revisions: **that the Resolution and the adjoining contracting paperwork as well reflect the inclusion of the Townsite Master Plan Study, and that the interest amount be not in excess of five percent (5%).**

Mayor Dickinson said that the proposed Resolution would authorize the Town get a loan in order to purchase and remodel the Baptist Church into the Marshal's facility.

Finance Director Bullard explained that the Town is simply trying to follow through and complete the application process that was begun last fall with the Greater Arizona Development Authority for not only the purchase and remodel of the Camp Verde Marshal's Office, but perhaps to expend some of the funds on the Town site. Although it is a draft resolution, bond counsel has recommended that language be added noting not only the Marshal's Office but the Town Hall Master Plan as well in order to not be tied to just the one project. Sale of the bonds is anticipated to occur sometime mid-January; the interest rate, depending upon market conditions, is going to be approximately 4.5 to 4.75 percent. After sale, the first draw down from GADA should be as early as 1 February. Staff recommended approval of the resolution at this meeting; a phone conference on due diligence is scheduled with Bullard, Lee, and the bond counsel for tomorrow and Council members were invited to listen in. Work on the Marshal's Office should begin in earnest following the February 1 drawdown.

During the ensuing detailed discussion it was confirmed that, pursuant to bond counsel's recommendation, the first paragraph of the Resolution should have language added following, "...finance or refinance the costs of relocation of the offices of the Town Marshal for the Town (collectively, the "Project")..." to include: **"...and the Town Site Master Plan Study; and..."** During later discussion, Sims pointed out that the suggested change also must be included in the actual Loan Repayment Agreement in the first "Whereas."

Bullard said that the initial draw down will be a check remitted to the Town in the entire amount; those funds will be deposited in a separate CIP account earmarked specifically for those projects, for record keeping as well as keeping those separate from the general funds. There was a question from Council regarding the phrase in the Resolution, "declaring an emergency." Town Attorney Sims advised the Council that most governments routinely include the phrase in order to avoid the risk of referendum; in addition, in light of existing circumstances the phrase would seem to be appropriate. There was some objection regarding the authority given to the Town Manager, as listed on Page 2, Paragraph (B) of the resolution, with further objection to the stated interest rate cap of 7 percent. It was generally agreed that the Town Manager would be acting on behalf of the Council and at its direction, keeping the Council involved in the ongoing negotiations, which Attorney Sims pointed out is simply a matter of the Council delegating authority in the process of discharging its duties to its constituents. The cap of 7 percent was of particular concern; it was decided that a ceiling of no more than 5 percent would be requested, and Bullard confirmed that he will consult with the bond counsel regarding that change. It was also agreed that in any event the Town would not consider negotiating the loan at more than 5 percent.

10. **Discussion, consideration, and possible approval of Resolution 2005-623, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled 'The 2002 Amendments to the Tax Code of the Town of Camp Verde'.** On a motion by Reddell, seconded by Parrish, the Council unanimously approved Resolution 2005-623, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled 'The 2002 Amendments to the Tax Code of the Town of Camp Verde'.

Finance Director Bullard said that both this item and Item 11 deal with the same issue, with 10 being the Resolution declaring the amendments to be public record, and 11 adopting the Ordinance adopting the amendments. In order to keep the Town's tax code current, every few years the Town must adopt amendments that have been made by the State; those changes generally do not materially affect the Town's tax code. The current amendments, or upgrades, do not appear to impact the Town, and adopting the amendments will bring the Town into compliance with the Model City Tax Code. There was a brief discussion regarding the language regarding timing on construction contracts, and it was confirmed that the change would have no effect on existing contracts.

11. **Discussion, consideration, and possible approval of Ordinance 2005-A296, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, relating to the Privilege License Tax; Adopting 'The 2002 Amendments to the Tax Code of the Town of Camp Verde' by reference; establishing an effective date; providing for severability; and providing penalties for violations.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Ordinance 2005-A296, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, relating to the Privilege License Tax; adopting 'The 2002 Amendments to the Tax Code of the Town of Camp Verde' by reference; establishing an effective date; providing for severability; and providing penalties for violations.

As discussed in the previous agenda item, Bullard said that this ordinance will provide staff the authority to incorporate those changes into the Town's own Tax Code; there was no further discussion.

12. **Discussion, consideration, and possible approval of payment of \$23,636.72 to Lewis and Roca for legal services related to the Wischmeyer termination hearing.**

On a motion by Baker, seconded by Reddell, the Council unanimously approved payment of \$23,636.72 to Lewis and Roca for legal services related to the Wischmeyer termination hearing.

Finance Director Bullard said that the Council is simply being asked to approve an expenditure item that had not been anticipated and therefore was not budgeted; funds to pay the invoice would come from the General Fund Contingency.

There was a brief discussion regarding the amount of the invoice and the number of days spent on the hearing; it was agreed that it was in line with attorneys' fees in general.

13. **Discussion, consideration, and possible award of bid proposal for the installation of a new heating and cooling system at the Camp Verde Historical Society.**

On a motion by Teague, seconded by Kovacovich, the Council unanimously approved the award of the bid proposal for the installation of a new heating and cooling system at the Camp Verde Historical Society for approximately \$7,834.00, to come out of the General Fund.

Town Manager Lee said that the staff had gone out for bids on the item, as directed by Council a few weeks ago. Maintenance Foreman Mike Dumas explained the bids received. The amount came in higher than anticipated because the construction of the building would not allow installation of the system as planned. Council discussed other options. Dumas said he had considered other possibilities, and pointed out that the planned installation appeared to be the best fix, while maintaining the historical integrity of the structure. Future options based on changes to the existing structures will be kept in mind when installing the unit.

14. **Possible approval of Resolution 2004-620, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the application for State Land Improvement Funds.**

On a motion by Reddell, seconded by Parrish, the Council unanimously approved Resolution 2004-620, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the application for State Land Improvement Funds.

Manager Lee said that the Resolution allows the Town to submit a grant application to State Parks to be able to acquire four acres next to the Black Bridge to develop a park with river access. Now, there is only one legal public access point to the river operated by the National Forest Service. The application includes development of a road, parking lot, restroom and a handicap ramp down to the river. Explaining the point system used in SLIF grants, Lee said that instead of acquiring the land, including the property to be donated by the Babbitts, at no expense to the Town as had been expected, it now will cost approximately \$86,000 for acquiring the

property and developing the park. Lee added that amount could be paid out of the Park Contingency Funds, with the possibility that CDBG funds would be available next year for the handicap portions. There was considerable discussion regarding what had been represented to the Council in the past, and the unexpected \$86,000 now being requested, as well as how that expenditure will impact the main Community Park development. It was also pointed out in the discussion that even though the \$86,000 was unanticipated, being able to acquire the property and develop the 10-acre park for that amount, basically is an excellent move; there is \$650,000 in the Park Contingency Fund as well as close to \$1 million in the General Contingency Fund. The \$86,000 will benefit the community and the Town can afford it. Lee said that there has not been time yet to work on donations, and it is anticipated that the cost will actually be less from getting a lot of support from local business people on the project. There was also a brief discussion on the Town acquiring the Community Park property and not being required to purchase the entire 223 acres, and related grant considerations. There was general agreement that the subject river-front park would be a great asset to the Town.

PUBLIC INPUT

Bea Richmond said she is a member of the Dead Horse Ranch State Trails Committee and serves as liaison between that group and the Camp Verde Trails Committee. She said that when the Marshal's Office is moved away, as well as the Library, the Town will have the property from the beginning of Black Bridge Road clear to the river all along frontage of Montezuma Castle Highway, a natural location for a park, and even extends across the river to the other side, a great asset and a great opportunity.

There was no further public input.

15. Discussion, consideration, and possible direction to staff concerning Section 118 of the Planning & Zoning Ordinance regarding temporary signs.

On a motion by Teague, seconded by Baker, the Council voted unanimously to direct staff to impose the State Statute during this election for the 260 corridor from Finney Flat Junction on the north and 260/Main Street on the east, which is now also known as Main Street, as discussed, and also to come back to Council with an ordinance in the future to do the same when it is turned back to the Town of Camp Verde and called "Main Street."

Town Manager Lee explained that with the election season coming up the department heads have met and discussed their concerns about Main Street and the prospect of all the signs that appear during election time and the possible damage to all the new planters. Although Main Street is still under State control and the State has guidelines allowing removal of those signs, there has been little enforcement in the past. Lee said that staff is asking for direction or some kind of commitment from Council that candidates would agree to not put their signs out, at least in the Main Street area, pending drafting a new ordinance that would enable the Town to regulate the signs. Attorney Sims confirmed that such an ordinance would have to cover all types of signs, not just political, which would be a constraint of free speech. During the discussion, Lee said that staff was asking the Council at this time for direction to enforce the State law and collect any signs that might be set out since they would still be on the State right-of-way. Lee added that any signs picked up would be available at the Street Yard for retrieval. There was general agreement among the Council members to respect staff's request to not place signs on Main Street in the interim.

PUBLIC INPUT

Helen Zimmerli said that as a candidate she would side with Mr. Reddell, and hopefully with all the other candidates not to clutter up Main Street at all; she personally will not put out any signs.

There was no further public input.

16. **Discussion, consideration, and possible ratification of the additional costs related to the Eagle Scout Ramada project and possible approval of additional funding to complete the base.**

On a motion by Dickinson, seconded by Baker, the Council voted 6-1 to approve the request for \$5,000 additional funds for the rock work on the piers, and ratify the \$14,426.04 for the additional expenses for the project, with a 'no' vote by Gioia.

Town Manager Lee said that the two parts of the agenda item consisted of a request for \$5,000 from the Park Contingency Fund to install a river rock look on the concrete block bases around the ramada, similar to what is in front of the gymnasium, and ratification of funds already spent to assist in the building of the ramada. The Town has spent \$21,564, above the already approved \$4,000, for the retention blocks. Donations have been received from the Friends of Camp Verde in the amount of \$6,637.96, as well as a \$500 donation from Wal-Mart, leaving a balance of \$14,426.04 for final ratification. In order to keep the project moving forward in a timely manner, Lee said that the funds were approved administratively as they were expended. Lee also reviewed the donations of the engineering for the project, welding, rebar, some of the concrete, concrete blocks, and the various labor and material donations. The estimated value of the project is \$90-to-\$100,000, and the Town's costs come to \$14,426.04. Citizens have already used the project extensively for various events, and it is hoped the project will attract more tourism to the State parks.

There was considerable discussion and some displeasure and concern expressed by the Council regarding the fact that funds were expended in the amount requested to be ratified without coming to Council for approval, even though it was apparent that the Council supported the project from the start. The discussion also addressed the benefit of the ultimate value of the building versus the money invested, suggesting that in the end the right thing was done. There was a suggestion that Lee had improperly violated the spending limit imposed on the Town Manager. Lee explained that trying to bring the expense items back to Council for approval on an ongoing basis presented a problem because of the pressure of needing to get the ramada finished in a timely manner since there was a risk of liability for the Town by leaving the project half finished while trying to ask for additional funds, putting the community at risk, with open footings and rebar sticking out. It was felt administratively that the best decision was made. Attorney Bill Sims advised the Council that he believes the Town Code was drafted such that it would accommodate the project. In effect, by authorizing the initial expenditure, the amount could be viewed as a cost overrun, and the expenditure was therefore legitimate. Proceeding as Lee did, based on common law and the initial authorization, and, in order to avoid potential liability deciding to authorize the various expenditures, was entirely appropriate. There was also some discussion addressing the provisions in the Town Code limiting the cap on spending by the Town Manager without prior approval. Attorney Sims suggested that the Code needed to be reviewed and clarified, and an appropriate number arrived at. Attorney Sims also pointed out that the amount requested consisted of a number of individual line items, and Lee had verified that the appropriate procurement procedures were followed for each. The Council discussed further the fact that even though there was the perception that everything was not done absolutely appropriately, it is easy to look at the numbers involved and the value given for those numbers, and realize that nobody benefited personally or profited from the project in any way; lessons were learned, and it should be moved forward. Attorney Sims reiterated for the benefit of the Council that the ratification of the expenditure was for an overrun of a previously approved item, and in light of the exposed rebar to address public safety issues.

PUBLIC INPUT

Cheri Wischmeyer said she had become aware of over expenditures in the Eagle Scout project a couple of months ago when it was brought to her attention by other citizens of Camp Verde. She reported on research she had done, expressing her desire to see that tax money is spent appropriately. In summary, Ms. Wischmeyer expressed her strong objection and dismay, shock and anger, suggesting that by approving the expenditure the Town Council would be violating the public trust if they condone blatant violations of the Town Code by the management team,

consisting of illegal and inappropriate behavior of Town staff who expect the Council to correct their actions retroactively only when they are caught, which in essence Ms. Wischmeyer believes is because of her investigation. Ms. Wischmeyer talked at length regarding what she considered as issues where the Town Manager acted independently and in conflict with what the Council was given to understand. Ms. Wischmeyer requested a full investigation of the ramada incident by an outside agency, such as the Attorney General or County Attorney; appropriate discipline up to and including termination of those knowingly violating sections of the Town Code or other ordinances, and in the meantime those individuals be placed on administrative leave pending the investigation to prevent tampering of records involved. Ms. Wischmeyer requested that the Council not approve the request for the expenditures after the fact, but rather punish the employees who chose to disregard the Council's ultimate authority to approve or deny unbudgeted expenditures.

Helen Zimmerli said that she has heard all the discussions on the ramada project, and described seeing how hard everyone worked to get it off the ground. Ms. Zimmerli stated her opinion that if there was an Eagle Scout who was doing the project, he was doing something positive for the Town as opposed to a lot of negative youth actions in this Town. Ms. Zimmerli feels that no matter what it costs, no matter how hard you have to dig, even send people out on the streets and ask for money to fulfill this aim of completing the ramada, it is honoring that youth and his friends and people who wanted to really do something positive.

There was no further public input.

A recess was called at 8:20 p.m.; the meeting was called back to order at 8:24 p.m.

- 16.a **Discussion, consideration, and possible direction to staff to contact the Army Corps of Engineers to determine the process and feasibility of channelizing West Clear Creek at Verde Lakes Drive to mitigate flooding and property damage to streets and homes.** The staff was directed to contact the Army Corps of Engineers requesting that they come to Town and assess the situation, as discussed.

Mayor Dickinson explained that some months ago, during the West Nile Virus problem and the low water level, the Army Corps of Engineers had been requested to perhaps assist the Town from the Federal level and do some channelization to keep the water better contained and moving forward. At that time only lip service was offered. However, since the occasional flooding over the years with no channelization and no deep water, flood conditions now cause the water to spread. Verde Lakes and Verde Lakes Drive are of particular concern at this time. Town Manager Lee has contacted Mr. Nixon, of the Army Corps of Engineers, and they are now interested in coming to Camp Verde to do some assessment of the ongoing issues. Past Verde Lakes engineering studies will be helpful to the Corps. Dickinson understands that they would also be willing to study the channelization of Black Bridge to White Bridge, and perhaps the confluence of Beaver Creek where flooding along Pecan also occurs. Mr. Nixon has advised that the next step is to direct a letter to them requesting that they come to Town to assess the situation.

A lengthy discussion followed regarding the urgent need to address the flooding problems and channelize the waterways, which, if the Corps decides on such action, would be done with Federal funds. The discussion covered the background of the development of Verde Lakes, past attempts to get help from the Army Corps of Engineers, past research and engineering studies done, different possibilities for involving the Army Corps of Engineers, and possible funding, including CDBG funds.

PUBLIC INPUT

Joan Wilson said she was at the meeting to plead with the Council to consider the project; their home and property received extensive damage last Wednesday night, and they had to be evacuated. She said she had looked up things that had been done in the past in connection with

Verde Lakes Drive and Clear Creek, and described how the flooding was caused. She thanked the staff for their help in warning the residents during the flooding. Ms. Wilson feels the Verde Lakes Drive issue would be the answer to not only her problem but all the neighbors down the street..

Bea Richmond said the problem has been a recurrent one ever since the Town incorporated in 1986, naming the subsequent years where there were serious floods. She feels that maybe there is now a breakthrough with the Army Corps of Engineers. They appeared somewhat intransigent in the past, and now it looks as though they might be willing to coordinate with the Town in resolving the problem. Ms. Richmond reviewed the past efforts spearheaded by Tony Gioia to organize the Verde Lakes Mobilization Committee to look into their chief concerns, Verde Lakes Drive being the main concern and the public safety hazards there from flooding. The Town lost out on some significant funding because residents were unwilling to divulge their financial status, which was a prerequisite. Perhaps this current new possibility will be the answer to the needs and prayers of all the residents.

Robert Johnson said he thought the subject was a good idea six months ago when he brought it before the Council and was voted down. Mr. Johnson said he spoke in favor at that time because he thought it was a question of lives being saved. He commented that it is interesting that it is being brought up again at this Council at this time, this close to elections.

Helen Zimmerli made a brief statement, urging everyone to get off their duffs and get something going down there in Verde Lakes. She has worked with the Red Cross, and worked since last September on floods and water, and she added that it is no fun and Verde Lakes needs to be taken care of.

There was no further public input.

The Council discussed the long-standing problem, sharing some personal memories of the original development of Verde Lakes, and commented in agreement with some of the remarks made by the public speakers.

(The staff was directed to contact the Army Corps of Engineers requesting that they come to Town and assess the situation, as discussed.)

17. **Discussion, consideration, and possible direction to staff concerning the FY2005 CDBG funding cycle.**

On a motion by Reddell, seconded by Baker, the Council voted 6-1 to direct staff to apply the CDBG Grant for the recommended items, including the restrooms, handicap accessibility to the ramada and the Town property, and street improvements in the Downtown Redevelopment area; Gioia abstained.

Town Grants Administrator Carole Keefer explained for the public what Community Development Block Grants are, adding that the Town of Camp Verde is eligible this year and next year because Camp Verde had previously lent its grant money to the County for their Senior Center. The Town would be eligible for \$410,000, due in April, and Town Clerk Barber and Keefer are working on the grant application. Ms. Keefer reviewed projects that the staff is recommending for using the grant funds on, emphasizing the need for the remodeling and improvements that would amount to approximately \$377,000. The difference in the amounts would be used for making the ramada ADA-compliant, and some street improvements in the Town Hall area. Ms. Keefer also cited the criteria that the Town is required to meet in order to qualify for the CDBG funds.

The Council discussed the recommended projects, generally agreeing on their need, as well as the approximately \$500,000 that the Town would be eligible to receive next year, in addition to the \$410,000 this year. There was also some discussion that the funds could and should be used for the Verde Lakes Drive problem, with opinion expressed that channelizing the creek as

discussed is paramount, and the criteria required in order to qualify for the CDBG funds were reviewed and apparently would fit the Verde Lakes area issue. Ms. Keefer agreed to pursue the matter further, and anticipated reviewing the research that has been done on the project. She expressed her hope that there would be ways found to pay for it. The discussion appeared to suggest that the project could be broken down into segments, and Lee confirmed that CDBG funding would not allow that multi-faceted approach. Because of that, Lee said he believes that the Corps of Engineers may be the route to getting the project accomplished. Although that may be disappointing for those Verde Lakes residents, the Town must follow the guidelines that CDBG imposes. The research already done was also discussed, and it was generally agreed that those studies would be of value to the Corps of Engineers in coming up with a solution to the problem in Verde Lakes. Even if they CDBG funds could be used, there are not sufficient funds to complete the project. It was agreed that the Town would explore ways to fund the project, but the prudent first step is to wait for the review and assessment by the Corps of Engineers, which may bring Federal funds to the table. The discussion ended with a review of the projects recommended by staff to be completed through the CDBG funding. There was also discussion regarding the necessity of acquiring 11 lots, according to the engineering done by Arizona Engineering, in order to complete the channelization project that would need to go through those 11 lots.

PUBLIC INPUT

Robert Johnson commented on the thinking in Washington where the congressional representatives lose perspective on a situation and just see the other senators, congressional representatives, money people, lobbyists, and forget about the rest of the country. He suspects the Council has the same problem, and that everything is inside the little clique around here. Those out in the hinterlands are never thought of.

Deborah Moody, a resident in Verde Lakes, said she spoke with 12 neighbors who asked her to talk for them. She said that when Verde Lakes is mentioned one thinks of a blighted neighborhood. Very few consider the residents fortunate to live out by the creek. She and those she spoke for wanted to encourage the Council to consider using money in Verde Lakes somehow. In order to get Verde Lakes to want to be part of the Town, the Town has to reach out to them. Ms. Moody also thanked the Mayor for visiting the community meeting the other night. The residents feel they were brought in to the Town in order for the Town to show them as part of their statistics, and they question what the Town has ever done for them. She also thanked Tony Gioia for all of his footwork.

Winogene Harris wanted to thank the Council for all that has been done out in Verde Lakes, disagreeing with what was said, and said that the Town does come out and does a lot. She asked a question regarding what happened to the property acquired through FEMA in 1978, 1993, the last big flood. What happened to "Do not build in this area anymore"? Ms. Harris said she sees house after house after house being built there, and wondered who is in charge of monitoring that. She described several expensive homes being built and described a type of retaining wall.

Town Manager Lee addressed that question, saying that the County Flood Control issued a permit: The dwelling had to be built to a certain level, which was done. In addition, a permit was issued.

There was further discussion with Ms. Harris regarding one flooding incident in 1993 threatening the lives of one family; she was also informed that the Town has acquired a little over 230 properties of those FEMA lands in the Verde Lakes area. Ms. Harris was then invited to come in to discuss all the issues with the Town Manager.

There was no further public input.

18. **Discussion, consideration, and possible direction to staff concerning the purchase of the Rio Verde Plaza located at 497 S. Main Street as the first step in the Town**

Facilities Master Plan. Note: Council may vote to go into Executive Session pursuant to ARS 38-431.03(A)(7) for discussions or consultations with designated representatives in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property in the Town of Camp Verde.

On a motion by Reddell, seconded by Kovacovich, the Council voted unanimously to go into Executive Session.

A recess was called at 9:29 p.m.; the meeting was called back to order at 9:52 p.m.

Mayor Dickinson announced that pursuant to the discussion by Council, Manager Lee was given direction regarding the subject purchase and will be carrying out that direction in the days to come.

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

Jeanne Grossmayer commented that she had considered buying property in Verde Lakes back in 1976, and remembered seeing pieces of mobile homes in the trees from flooding. She thanked Councilor Gioia for his efforts in working on the Verde Lakes problem, and then described the flooding issue that she feels is a very major one on Salt Mine Road from a severe, high cut in the road. Ms. Grossmayer said the problem of large chunks of rocks coming down onto the road needs to be looked at by the Town before a possible serious collapse causing major damage or injury, and the Council might need to consider some kind of a major fix. There was no further public input.

20. **Advanced Approvals of Town Expenditures**

There were no advanced approvals.

21. **Manager/Staff Report**

There was no Manager/Staff report.

22. **Council Informational Reports**

Councilor Gioia said that he had been called for jury duty and would not be able to attend the meeting Friday.

Councilor Baker commented on the article in the recent Bugle regarding praises given for the proper handling of records at Town Hall, and thanked the staff for earning that recognition.

Councilor Teague thanked all those individuals in the Marshal's Office for a job well done during the flooding emergency.

23. **Adjournment**

On a motion by Baker, seconded by Parrish, the meeting was adjourned at 9:56 p.m.

Mitch Dickinson, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION:

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the regular meeting of the Town Council of Camp Verde, Arizona, held on the 5th day of January, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2005



**THE LEAGUE OF WOMEN VOTERS SEDONA—
VERDE VALLEY
POB 966, Sedona, AZ 86339**

August 16, 2004

Dear Mayor Dickinson,

You may recall that the League of Women Voters coordinated a very successful Water Awareness Program in March, 2004. The events and the press coverage helped expand the reach of our community message that water is a precious resource that must be carefully managed to ensure the quantity, quality and sustainability of our supply for the present and the future.

There is still more to be done. The League has voted to declare April 2005 as Water Awareness Month. This letter is a request that elected officials and city councils of the towns in the Verde Valley join us in proclaiming April 2005 Water Awareness Month.

We are in the planning stages for the activities and invite your support and participation. A short letter stating that you and your council support the declaration of Water Awareness Month would suffice. My address is below.

I look forward to hearing from you and will keep you posted of our plans.

Sincerely,

A handwritten signature in black ink that reads "Barbara Litrell". The signature is fluid and cursive, with the first name "Barbara" being more prominent than the last name "Litrell".

**Barbara Litrell
LWV Water Committee Chair
5465 East Whisper Ridge
Cornville, AZ 86325
928-649-0135
blitrell@aol.com**

Draft

January 20, 2005

Barbara Litrell,
LWV Water Committee Chair
5465 East Whisper Ridge
Cornville, AZ 86325

Dear Ms. Litrell:

At the January 19, 2005 Regular Session the Camp Verde Town Council voted to support the League of Women Voters in their declaration of April 2005 as Water Awareness Month. The League of Women Voters Water Awareness Functions will be announced at a later date. I encourage individuals to attend these April 2005 functions the following reasons:

1. Wise management and effective use of water is vital in our arid region.
2. Water is a limited resource and its meaningful management and harvesting is critical to Arizona for future planning, development and sustainability.
3. Insufficient water resources could easily put Arizonians in a serious 'state' economically and socially.
4. We all must guard and promote efficient use of water as it could adversely affect our local and national security.
5. There must be a collaborative effort between the counties, cities, towns, Native American Nations and the state to use water wisely.

I endorse the League of Women Voters sponsoring Water Awareness Month, as I believe your concern for our vital resources will provide a positive impact on water conservation.

Sincerely,

Mitch Dickinson,
Mayor

MD: cjb

STAFF REPORT

Council meeting of: January 19, 2005

Title: Discussion, consideration, and possible approval to fund a rate study for the Camp Verde Sanitary District. The rate study is expected to cost \$19,000 plus out of pocket expenses that are not expected to exceed \$2,000.

The attached proposal details the expected outcome of the study. The study will assist the current District Board, as well as the Town if we acquire the District.

Budgeted item: No

Description of Item: Council and staff recently attended a presentation by Economists.com on a rate study for the Sanitary District.

Staff Recommendation: Approve funding for the study.

Comments: Since acquisition of the Sanitary District is planned for the November election, it would be beneficial to have a clear understanding of the rates. This study will provide much needed assistance as we begin to set policy if the voters approve the acquisition of the District's assets.

Attachments: Yes

Prepared by: Bill Lee/db

Portland

Dallas

Phoenix

Tampa

economists.com

Economic and Financial Consulting

December 15 2004

Mr. Bill Lee
Town Manager
Town of Camp Verde
473 S. Main St. Ste. 102
Camp Verde AZ 86322

Dear Mr. Lee:

Thank you for allowing **Economists.com** the opportunity to present this proposal to provide a wastewater rate study and long term financial plan for the Town of Camp Verde, Arizona ("The Town"). We are an economic and financial consulting firm with offices in Phoenix; Dallas, Texas; Portland, Oregon; and Tampa, Florida. Our principal clients are national, state and local governments. Our firm contains professionals with decades of experience in water and wastewater utility operations and economic/financial management. Our specific water and wastewater services include:

- **Water and Wastewater Rate Studies**
- Solid Waste/Sanitation Cost of Service and Rate Studies
- Impact Fee Studies
- Economic evaluation of water resources
- Water Planning and Management
- Connection and Impact Fee Studies
- Privatization Analysis
- Expert Witness Testimony on Reasonableness of Rate Structure
- Resource Allocation Studies
- Economic Impact and Development Studies

More information is available on our firm and professionals at our web site, www.economists.com.

It is our understanding that the Town is seeking to develop a long-term rate and financial plan related to the potential acquisition of the local sanitary sewer district. The purpose of this engagement will be for our project team to analyze the district's wastewater-related financial, debt and operating obligations, and to develop and forecast operating and capital expenses for a ten year period after acquisition by the Town. This will enable the Town to implement a rate plan that will enable it to meet all forecast operating and capital obligations, as well as to understand the impact of the Town's acquisition of the system on the ratepayers' monthly charges.

We will provide the following specific assistance:

5500 Democracy Drive, Suite 130, Plano, Texas 75024

Office: (972) 378-6588 • Fax: (972) 378-6988

Email: djackson@economists.com • Web Site: www.economists.com

A Limited Liability Company

- 1) A detailed analysis and comparison of the District's current and the Town's proposed wastewater rates to the state average as well as other surrounding communities.
- 2) A determination of the revenues and expenses associated with the operation of the wastewater system should the Town acquire the system. The forecast will be for revenues and expenses over a ten year period. Significantly, the forecast will incorporate reasonable assumptions (agreed to by the project team and the Town staff) related to the extension of the system into new and currently undeveloped territories.
- 3) Construct a comprehensive wastewater cost of service and rate model to use in forecasting future rates under the Town's management of the system. After populating the rate model with assumed budget and volume data based on information provided to us by the Town and the sanitary sewer district, we will provide a set of recommended wastewater rates that will enable the Town to generate sufficient revenues to meet all forecast expenses.
- 4) Alternative sets of recommended rates for residential, commercial and municipal customer classes that will enable the Town to recover its wastewater cost of service for each class. The ultimate choice as to the most appropriate rate structure will be left up to the Town Council.
- 5) A comprehensive rate study report summarizing the results of the analysis and the project team's recommendations.
- 6) Should the Town Council so desire, the project team will conduct a public hearing to explain the rationale for the acquisition and its rate impact on the ratepayers of Camp Verde.

Attached to this letter is a request for the information we will require to complete this analysis and develop our recommendations. Assuming that the project team receives this required information by January 7, 2005, the project team will present a draft report containing its findings and recommendations to the Town Council by the end of February 2005. The formal briefings will take place at times to be set by the Town Council. It must be emphasized that any delay in the receipt of requested information will result in a delay in the issuance of the draft and final reports.

I will serve as Project Manager for this engagement and will have sole responsibility for its successful outcome. The professional fees for this engagement are not to exceed **\$19,000**. Out of pocket expenses will be incurred at cost, but are not expected to exceed \$2,000 during the course of this engagement.

If this proposal is acceptable to you, please execute one copy of this letter and return it to our Dallas office. Thank you for this opportunity. We look forward to working with you on this engagement.

Very Truly Yours,

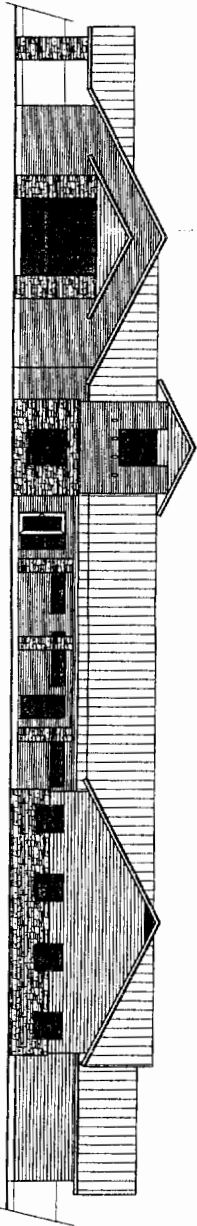


Dan V. Jackson
Managing Director

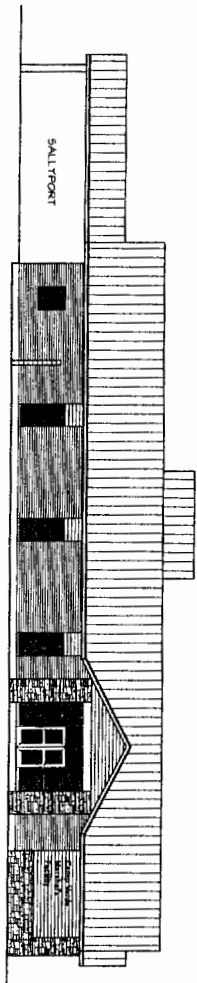
ACCEPTED BY:

Date

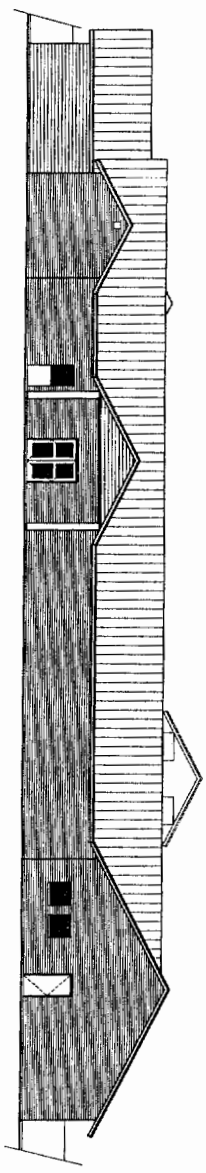
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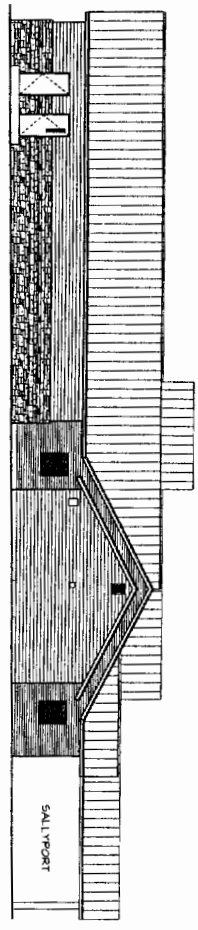
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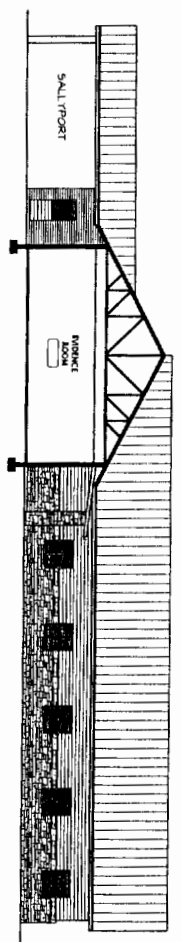
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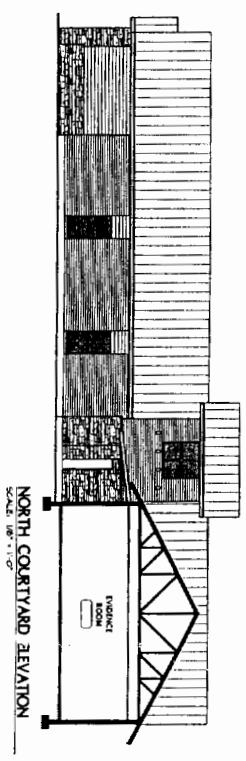
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NORTH ELEVATION
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SOUTH COURTYARD ELEVATION
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NORTH COURTYARD ELEVATION
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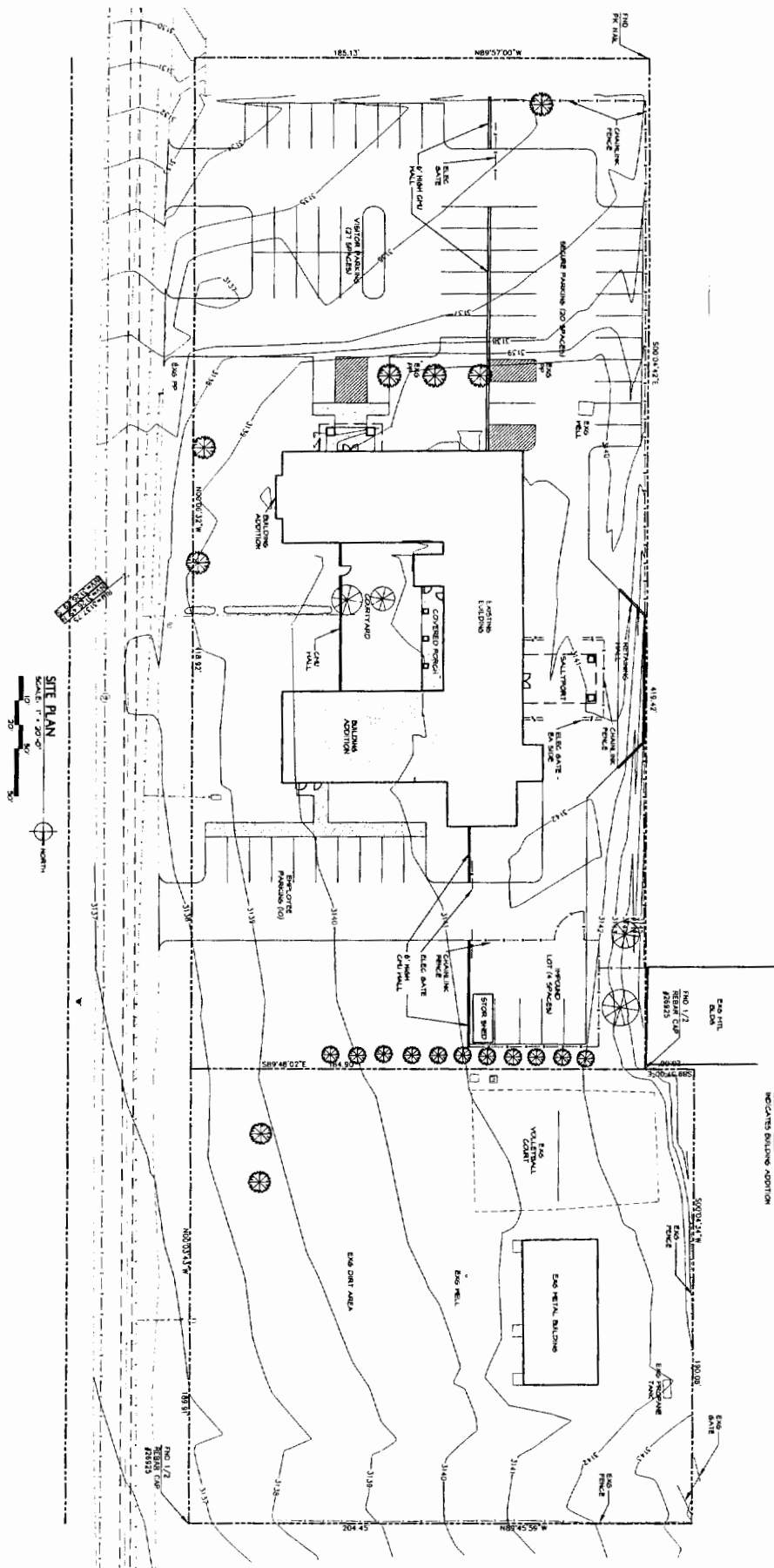
SCHEMATIC DESIGN

DATE: 10/10/00
BY: J. ROGERS
CHECKED: J. ROGERS
SCALE: 1/8" = 1'-0"

Marshal's Facility
646 South 1st Street Camp Verde, AZ 86322
Owner: Town of Camp Verde
473 South Main Street
Camp Verde, AZ 86322

STROH ROGERS ARCHITECTS, INC.
132 S. Montezuma Street
Prescott, AZ 86303
928-771-0548





SQUARE FOOTAGE CALC.

BUILDING AREA	10,200 SF
PARKING AREA	8,000 SF
CONCRETE AREA	1,000 SF
LANDSCAPE AREA	3,400 SF
INTERLOCKED ASPHALT BUILDING	1,000 SF
TOTAL SITE AREA	23,600 SF

LEGEND

[Pattern]	INDICATED CONCRETE
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[Pattern]	INDICATED BUILDING ADDITION

DATE:	07/20/2010
BY:	ARCHITECT
CHECKED:	ARCHITECT
DESIGNED:	ARCHITECT
PROJECT TITLE:	MARSHAL'S FACILITY
PROJECT NUMBER:	07/20/2010

Marshal's Facility
 646 South 1st Street Camp Verde, AZ 86322
 Owner: Town of Camp Verde
 473 South Main Street
 Camp Verde, AZ 86322

STROH ROGERS ARCHITECTS, INC.
 132 S. Montezuma Street
 Prescott, AZ 86303
 928-771-0548



STAFF REPORT

Council meeting of: January 19, 2005

Title: Discussion, consideration, and possible approval of Resolution 2005-625, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town Services.

Budgeted item: N/A

Description of Item: Council addresses fees for services each year in January. This resolution establishes fees charged by various departments for services provided.

Staff Recommendation: Approve the resolution.

Comments: Staff suggests the following new and/or increased fees:

Administrative Services

- **Notary Services** – Staff spends a great amount of time providing notary services to the public at no charge. Staff recommends that fees be instated as permitted by statute to offset some of the related expenses.

Currently, fees are set at \$2.00 per signature for acknowledgements and jurats, \$2.00 per page for certifications, and \$2.00 for oaths or affirmations without a signature.
- **Copying Rates** – Minutes are reduced to 25 cents per page, all other public documents are \$1.00 per page.
- **Casual Business License Fee** – \$10.00 per day, waived if vendor rents booth for community event.

Parks & Rec Fees

- **Added Community Center Set-up Fee** to Fee Schedule. Clarified language in the Rules and Regulations.

Community Development

- **Site or Design Review - \$350.00**
- **Minor Land Division –**
 1. Existing Right-of-Way - \$100.00
 2. Private Drives or Easements - \$200.00
 3. Purchase/Installation of Signs - \$75.00
- **Building Permit Fees to be based on ICC**

Attachments: Yes

Prepared by: Bill Lee/db



RESOLUTION 2005-625

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, 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 March 1, 2005.
2. *Copying.* Current agenda packets for the Council or a commission are \$.10 per page (first 3 pages free). All other copies of a public record are \$.25 per page, unless the request is for documents or records greater than 60 days old, which will be charged at \$1.00 per page. Library copy fees are \$.10 per page.
3. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
4. *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 January 19, 2005:

Mitch Dickinson, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

Administrative Services

2005 Fee Schedule

Notary Services:

\$2.00 per signature for acknowledgements

\$2.00 per signature for jurats

\$2.00 for oaths or affirmations without signature

\$2.00 per page for certifications

Duplication Rates:

Agenda: 10 cents per page after three pages

Minutes: 25 cents per page

All other public documents: \$1.00 per page

Recordings: \$2.00 per CD

\$1.00 per tape

Casual Business Permits:

One-day Permit \$10.00 (waived if vendor purchases booth for community events.)

ARTICLE 10. CAMPAIGN CONTRIBUTIONS AND EXPENSES; STANDING POLITICAL COMMITTEES SECTION**R2-12-1001. Filing Fees**

- A. A fee of \$250.00 shall accompany the filing of a Statement of Organization that declares the status of a Standing Political Committee. Regardless of the date of filing of a Statement of Organization, the annual registration of all Standing Political Committees shall expire midnight on December 31.
- B. A fee of \$250.00 shall be submitted to the Secretary of State for the annual renewal of a Standing Political Committee's status. Annual renewal fees are due and payable on or before January 1.
- C. All fees shall be made payable to the Office of the Secretary of State. Fees paid to the Secretary of State for Standing Political Committee status are non-returnable and non-transferable.

Historical Note

New Section adopted by final rulemaking at 6 A.A.R. 3567, effective August 23, 2000 (Supp. 00-3).

ARTICLE 11. NOTARY PUBLIC BONDS AND FEES**R2-12-1101. Definitions**

The following definitions shall apply in this Article unless the context otherwise requires:

"Acknowledgment" means the same as defined in A.R.S. § 41-311(1).

"Bond" means a surety bond to the state, with sureties approved by the clerk of the superior court in the county in which the individual is being commissioned as a notary public.

"Copy certification" means the same as defined in A.R.S. § 41-311(3).

"Credible person" means a person used to identify a signer when the signer does not have other satisfactory evidence of identity as specified in A.R.S. § 41-311(11).

"Jurat" means the same as defined in A.R.S. § 41-311(6).

"Oath" or "affirmation" means the same as defined in A.R.S. § 41-311(10).

"Satisfactory evidence of identity" means the same as defined in A.R.S. § 41-311(11).

Historical Note

New Section adopted by emergency rulemaking at 6 A.A.R. 2956, effective July 18, 2000 (Supp. 00-3). Emergency rulemaking renewed at 7 A.A.R. 672, effective January 13, 2001 (Supp. 01-1). Section made by final rulemaking at 7 A.A.R. 2141, effective May 1, 2001 (Supp. 01-2).

**R2-12-1102. Notary Public Fees**

Notaries public may charge the following fees:

1. For acknowledgments, \$2 per signature;
2. For jurats, \$2 per signature;
3. For copy certifications, \$2 per page certified;
4. For oaths or affirmations without a signature, \$2.

Historical Note

New Section adopted by emergency rulemaking at 6 A.A.R. 2956, effective July 18, 2000 (Supp. 00-3). Emergency rulemaking renewed at 7 A.A.R. 672, effective January 13, 2001 (Supp. 01-1). Section made by final rulemaking at 7 A.A.R. 2141, effective May 1, 2001 (Supp. 01-2).

R2-12-1103. Notary Public Bonds

- A. Notaries public shall purchase a bond in the amount of \$5,000 before being commissioned as a notary public. The original bond shall be filed with the clerk of the superior court in the applicant's county of residence. A copy of the bond shall be filed with the applicant's application form submitted to the Secretary of State's Office.
- B. The bond shall contain, on its face, the oath of office for the notary public as specified in A.R.S. § 38-233(B). This oath shall be as specified in A.R.S. § 38-231. The notary shall endorse the oath on the face of the bond, immediately below the oath, by signing the notary's name under which the person has applied to be commissioned as a notary and exactly as the name appears on the notary application form filed with the Secretary of State's Office.

Historical Note

New Section adopted by emergency rulemaking at 6 A.A.R. 2956, effective July 18, 2000 (Supp. 00-3). Emergency rulemaking renewed at 7 A.A.R. 672, effective January 13, 2001 (Supp. 01-1). Section made by final rulemaking at 7 A.A.R. 2141, effective May 1, 2001 (Supp. 01-2).

ARTICLE 12. ELECTRONIC NOTARY

Article 12, consisting of Sections R2-12-1201 through R2-12-1209, made by final rulemaking at 9 A.A.R. 2085, effective August 1, 2003 (Supp. 03-2).

R2-12-1201. Application and Renewal

Each applicant for an electronic notary commission or a renewal of an electronic notary commission shall:

1. Submit to the Secretary of State a verified application on a form furnished by the Secretary of State that provides the following information about the applicant:
 - a. Full name and any former names used by the applicant;
 - b. Physical address and telephone number;
 - c. Mailing address and telephone number;
 - d. Business address, telephone number, fax number and email address, if applicable;
 - e. County of residence;
 - f. Gender;
 - g. Date of birth;
 - h. The previous commission number of the applicant if previously an electronic notary or notary public appointed under A.R.S. §

TOWN OF CAMP VERDE

To: Bill Lee

From: Virginia Jones

Date: January 12, 2005

Re: Casual Business License Fee

The fee for a Casual Business License is currently \$1.00 per day for a maximum of three days. This amount has not been increased since 1992. The following is a review of the surrounding communities' regarding Casual Business License or Peddler Fee.

- Clarkdale – does not have any provisions for Peddler or Casual Business License.
- Sedona – does not require any type of Business license.
- Jerome – No peddlers allowed.
- Cottonwood - \$10.00 per day per person.

I spoke with Lynda Moore and Dane Bullard for their opinion on the increase. It is agreed the fee should be increased and suggested \$10.00 per day, however if a person is participating in a Town event, such as Fort Verde Days, Crawdad Festival, etc. the fee be waived, or considered a part of the booth fee. Currently we have peddlers who know when are large events are, but do not wish to participate so they stop at Town Hall, get a casual business license for up to three days, pay the \$3.00 and compete against our vendors and local businesses.

Municipal Court
2005 Fee Schedule

MUNICIPAL COURT FILING FEES

Effective August 25, 2004

HB 2128, Chapter 3

The filing fee schedules offered through this web page reflect the state fees established by statute.
Please check with the court for additional local fees.

A.R.S. § 22-404		
CLASS	DESCRIPTION	BASE FEE
E	MINIMUM CLERK FEE	\$17.00
	RESEARCH IN LOCATING A DOCUMENT	17.00
	RECORD DUPLICATION	17.00
F	PER PAGE FEE	\$0.50
G	SPECIAL FEES	
	INJUNCTION AGAINST HARASSMENT	N/C
	DOMESTIC VIOLENCE, ORDER OF PROTECTION PURSUANT TO SECTION §13-3602	N/C
A.R.S. § 12-284		
CLASS	DESCRIPTION	BASE FEE
G	SPECIAL FEES	
	MARRIAGE LICENSE (Includes covenant marriages) (1)	\$50.00

(1) Pursuant to A.R.S. § 25-127, if a city or town is more than 4 miles from the county seat, the clerk of the superior court may allow a city or town clerk within the county to issue marriage licenses.

NOTE: Fee to convert an existing marriage to a covenant marriage - courts are advised to charge the superior court's \$18 minimum clerk fee "Demand for notice, filing paper, or performing any act for which a specific fee is not provided by statute."



Bill # Search

Forty-sixth Legislature - Second Regular Session

[ARS TITLE PAGE](#) [NEXT DOCUMENT](#) [PREVIOUS DOCUMENT](#)

22-404. Disposition of fines and forfeitures

A. All fines and forfeitures that are collected in a municipal court maintained by a city or town that pays of the municipal court officers shall be paid to the treasurer of the city or town in which the court is located.

B. Except as otherwise provided by law, fees for the municipal court shall be established and classified as:

Class	Description	Fee
E	Minimum clerk fee	\$ 17.00
	Research in locating a document	17.00
	Record duplication	17.00
F	Per page fee	
	Copies of any documents per page	\$ 0.50

C. Excluding the monies that are kept by the court pursuant to subsection D of this section, the municipal court shall monthly transmit all monies that are collected pursuant to subsection B of this section to the city or town. The city or town treasurer shall distribute or deposit all of the monies received pursuant to this subsection:

1. 19.18 per cent to the state treasurer for deposit in the judicial collection enhancement fund established in 1992.

2. 72.51 per cent to the city or town general fund.

D. 8.31 per cent of the monies transmitted pursuant to subsection C of this section shall be kept and used by the court in collecting the fees in the same manner as the seven dollars of the time payment fee prescribed by section 22-403.

E. A city or town may establish and assess fees for court programs and services.

Camp Verde Community Library

Fee Schedule

January 2005

- Photocopies \$.10 per copy
- Printouts from Public access computers \$.10 per page
- Temporary library card for seasonal residents \$25.00
- Replacement of lost cards \$3.00
- Overdue items (from our library) \$.05 per item per day
- Overdue videotapes (from our library) \$.50 per tape per day
- Overdue items (from other libraries) Varies from library to library
- Items placed on hold and not picked up after 8 days \$1.00 Per item
- Lost book, magazine, or other library item Replacement cost of the item plus \$5.00 processing fee and any overdue fines.

Community Development
2005 Fee Schedule



TOWN OF CAMP VERDE

Arizona's Territorial Town

P.O. Box 710 ♦ 473 S. Main Street ♦ Camp Verde, Arizona 86322 ♦ (928) 567-6631 FAX 567-9061

Marshal 567-6621 ♦ Parks & Recreation 567-0534 ♦ Community Development 567-8513 ♦ www.cvaz.org

DATE: January 10, 2005

TO: Members of the P&Z Commission and Camp Verde Town Council

THROUGH: Bill Lee, Town Manager

FROM: Will Wright, Community Development Director

SUBJECT: Annual Review of Fees for the Community Development Department

Staff is not proposing any increases to the planning and zoning fees for 2005. All adjustments are meant to clarify what the town is doing or what staff has been asked to do by the Commission and/or the Council in our duties regarding assigned tasks. For example, the current General Plan indicates that a site plan review will occur in areas with the mixed use designation and several amendments to the General Plan have been approved this year with the stipulation that staff would perform site or design review when a project is brought for town consideration. Since our Design Review regulations have not been put into place, staff thought it wise to assign a fee before someone actually comes in to request this task and the fee proposed is \$350.

The Commission and Council have been working with staff on a minor land division permitting process that is also being considered at this time. Staff would propose a fee of \$100 for any parcels divided or split on an existing street right-of-way (ROW), while any splits occurring on private drives or easements will entail more work and, therefore, the fee of \$200 for that permit is recommended. In addition, we are requiring with certain criteria that these newly created private drives or easements be named and would propose a fee of \$75 for the town to make up, install and maintain a sign for these access ways. Exhibit 1 shows the fee schedule proposed for Commission and Council consideration including those noted in this memo for consideration for the 2005.

Another area to consider for fees is what the town charges for building permits. These new ICC regulations did not provide a formula for figuring these building fees and therefore, the town uses the Building Safety Journal for calculating fees. These fees are compiled on information from throughout the nation and provide each state with an adjustment factor. Additionally, these fees are updated annually to include minor increases for building industry costs. At this time the Building area will continue to simply apply this annual factor to adjust the building fee schedule as a standard operating procedure, unless Council has any concern or issues with this approach and brings those to staff so we can adequately address them.

Further, it has been my experience that the longer an entity keeps its fees the same, the more difficult it is to bring those fees up to the costs actually being incurred for the work involved with those services, since the change would be so dramatic to bring them into line with actual costs. It is, in my opinion, a better approach to make fee changes on an incremental basis. These monies naturally offset the costs of doing business, including meeting staff training requirements as well as keeping staff apprised of any new code changes.



EXHIBIT 1
TOWN OF CAMP VERDE
2005 PLANNING AND ZONING FEES

SERVICE/APPLICATION	FEE*
BOA Appeals	\$100
Variance Fees:	\$200
Additional Variance/Same Application	\$50
Non-conforming Use Hearing	\$200
Copies for Maps (plotted or color)	
Large	\$25
11" x 17"	\$10
8" x 11"	\$5
General Plan Amendment	
Minor	\$ 500
Major	\$1,000
Map Change for Zoning (ZMC):	
To Agriculture zone	\$350
Residential to Residential	\$350/50 acres + \$50 /acre additional
Residential to Commercial or Commercial to Industrial	\$500/ 5 acres + \$75/acre additional
PAD and PUD	\$350/1 acre + \$50/acre up to 10 acres + \$2/acre over 10 acres
Major Amendment	\$350/1 acre + \$50/acre up to 10 acres + \$2/acre over 10 acres
To Mixed Use/Low Density	-0-
Minor Land Division	
Parcels Fronting ROW (right-of-way)	\$100
Parcels not Fronting on ROW	\$250
Subdivision Plats:	
Preliminary Plat	\$500 for 10 lots + \$10/lot over 10 lots
Final Plat	\$350 for 10 lots + plus \$10/lot over 10 lots, \$3,500 maximum fee
Amended Plat	\$350 for 10 lots + plus \$10/lot over 10 lots, \$3,500 maximum fee
Final Site Plan PAD Review	\$500
Time Extensions	\$100
Commercial Site/Design Review	\$350
Golf Course w/out Subdivision	-0-
Community Facilities District	\$50,000
Development Agreement:	
Revision to amend	Hourly wage of employees and cost of materials for project.
Reconsideration	Hourly wage of employees and cost of materials for project.

Use Permits:	
Open Space Uses	\$200
Residential Uses	\$200
Commercial (RCD, RS, C1 & C2)	\$500
Heavy Commercial/Industrial Uses	\$500
Heavy Industrial	\$500
Mobile Home Parks	\$500/10 spaces +\$15/space up to 100 spaces + \$10 for each additional space
RV Parks	\$500/10 spaces +\$15/space up to 150 spaces + \$5 for each additional space
Mini Storage	\$500/20,000 sq. ft of enclosed storage + \$10/1,000 sq. ft. addition
RV Storage	\$500/50 storage or parking spaces + \$5 for each additional space
Mining	\$500/ 5 acres + \$50/acre up to 50 acres + \$10 for each additional acre
Continuance of Hearing	
Before advertising	\$50
After advertising	\$100
Sign	
Non-illuminated	\$1/sq. foot -- minimum \$10 fee
Illuminated	\$1/sq. foot -- minimum \$10 fee
Mural	\$25
Off Premise Sign	\$300
Street Abandonment	\$100
Street Sign (private drive/easement)	\$75
Underground Utilities Exemption	\$25
Wireless Communication	\$200
Administrative Review	
Administrative Review w/comment	\$500
Applications Requiring Special UP	
Towers Less than 99'	\$1,000
Towers 100' to 199'	\$1,500
Towers 200' and above	\$2,000
Zoning clearance for building permits	
Accessory buildings-residential remodel	\$25
Commercial remodel	\$100
Commercial	\$0.10 per square foot
Fence	\$0.05 per linear ft./minimum \$10
Houses	\$75
Manufactured Home	\$50

- In addition to the standard fee associated with an application, the applicant will bear any charges encumbered by the Town for any plans sent out for technical or professional review, which the Town is subsequently charged.
- Further, any service or application provided in the Town of Camp Verde Zoning Ordinances that requires public notification and is not mentioned within this fee structure will be charged a flat \$200 fee.

Parks and Recreation
2005 Fee Schedule & Policies

**Charges for use of Town of Camp Verde
Parks and Recreation Facilities and Special Event Permits
Rules, Regulations and Rental Charges**

I. APPLICATION - PRIORITIES

- (a) The primary use of municipal public recreation building and facilities is for activities of a constructive recreational nature, organized and conducted by the Parks and Recreation Division.
- (b) Town activities, Town sponsored groups and Town agencies will have priority use of the facilities over other applications for the facility space. When conflict occurs, facility use permits held by non-sponsored groups may be cancelled as authorized by the Director of Parks and Recreation.
- (c) The application for use of Parks and Recreation facilities or special event vendor permits will be made at least one week before the anticipated use. If a deposit is required, the facility will not be considered reserved until deposit is made.
- (d) Any request for exception to rules or service charges for use of buildings or facilities must be presented in writing to the Parks and Recreation Division no later than one (1) month prior to the date requested. Request will be presented to Camp Verde Town Council for review and determination of request.
- (e) The use of the building or facility shall not be granted when, as determined by the Director of Parks and Recreation, such use of the building or facility is not in the best interest of the Town. Anyone refused use of building may appeal the decision of the Parks and Recreation Director. Appeal must be presented before Town Council. Council Meetings are the First and Third Wednesday of each month. Item must be on the agenda to be discussed. Forms for putting items on the Agenda can be picked up at Town Hall.
- (f) Application shall be issued to responsible adults (over 21 years of age) only, who shall be in attendance when application is made.

II. APPROVAL / REVOCATION - RULES OF CONDUCT FOR ACTIVITIES

At the discretion of the Director of Parks and Recreation, all activities may be required to be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. If a Parks and Recreation Division employee is on duty, he/she shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it shall be the responsibility of the recreation leader on duty to report same to the Parks and Recreation Director. Cleanup of the contracted area will be the responsibility of the user. The permit holder shall be charged on an hourly basis to pay for cleanup if it is necessary for the Town to provide additional cleanup services.

- (a) All permits shall be immediately revocable by the Director of Parks and Recreation upon his determination that a violation of any rules, this code, or other Town Ordinance or State Statute has occurred. If notice of cancellation of a request is not received at the office of Parks and Recreation at least forty-eight (48) hours prior to the date of the event, the permit holder may be held responsible for all charges at the discretion of the Director. Also, any person or persons guilty of violating any of the following provisions may be prohibited, at

- the discretion of the Director of Parks and Recreation, from future use of facilities.
- (b) No apparatus (scenery, etc.) furniture or equipment shall be moved into a Parks and Recreation Facility unless special permission is granted in advance and so stated in the permit. Such apparatus, furniture, or equipment (provided by the holder of the permit) shall be removed from the Parks and Recreation Facility promptly after use and before 8:30 a.m. the following morning so there shall not be any interference with normal Parks and Recreation programs. Failure to comply may prohibit such groups from using facilities at a later date.
 - (c) The organization using facilities shall indemnify the Town for any and all damage to the facility by any person or persons attending the activity, and all liability and damages to any person for injuries, including death. When the Director of Parks and Recreation requires insurance, the Organization shall furnish to the Town of Camp Verde a certificate of insurance naming the occurrence and \$100,000.00 property damage/each occurrence. Responsibility for loss, breakage, or need for repair of any piece of furniture, equipment or portion of the facility rest sole with the person in charge (the individual signing the agreement) who shall report same to the Director of Parks and Recreation.
 - (d) Building facilities and public park areas must be vacated by 10 p.m. unless permission is granted specifically in the permit. It is the responsibility of the permit holder to assure that this policy is administered. Programs shall be concluded on time to provide for cleanup and clearance of the facility as stated in the permit.
 - (e) The following specific rules shall be observed while using any facility, and the permit holder shall be held responsible for any loss or damage growing out of such violation.
 - (1) The use of tobacco in any facility in any form is prohibited.
 - (2) Functions shall be confined to the specific part of the facility assigned to the permit holder.
 - (f) Glass beverage containers are not permitted in any of the public parks or facilities.
 - (g) Alcohol consumption is by permit only, and may not be sold unless issued a State Special Liquor Permit.
 - (h) Amplified music without authorization is prohibited. The Camp Verde Noise Ordinance is strictly enforced.
 - (i) Overnight camping without authorization is prohibited.
 - (j) Ramada reservation is by permit only and is required for all Town Ramada's. The fee for Ramada reservation will be set forth in the attached fee schedule. All same day reservations need to be completed before 12 noon on the day of the event; all weekend reservations need to be completed before Friday noon before the event. Key for the bathrooms can be picked up with a \$20.00 Deposit.
 - (k) The total number of people admitted for any usage shall not exceed the seating capacity of the facility involved, as determined by the Town of Camp Verde Fire Department.
 - (l) All statutes and ordinances of the Federal, State, County and Town shall be obeyed.
 - (m) At the discretion of the Director of Parks and Recreation, a minimum of one Parks and Recreation Division employee shall be on duty at all times, and no organization using a Parks and Recreation facility shall make any payment to such employee unless contracted through the Town of Camp Verde. The Director of Parks and Recreation may require any person, group or organization to reimburse

the Town for any expense incurred as direct result from an activity sponsored by said person, group or organization within a recreational facility. The Director of Parks and Recreation may specify the number of required Parks and Recreation employees.

- (n) The use of Town owned special equipment shall be permitted only when operated by Parks and Recreation division employees, or other persons specifically authorized in the permit. When used by other than Parks and Recreation employees, and so stated in the permit, the special equipment must be returned in the condition it was found (with exception of normal wear) or the user shall be responsible for repair or replacement charges.
- (o) No material of any kind shall be attached to any part of the facility or area without express written approval from the Director of Parks and Recreation.
- (p) If control personnel, parking attendant etc. are necessary, the permit holder shall supply such personnel. The Director of Parks and Recreation, Town Marshal or others, as determined by the Town Manager, shall specify when control personnel are necessary.
- (q) Concession rights shall be reserved unless specifically stated otherwise in the permit.
- (r) No Parks and Recreation Division Kitchen Facility shall be used except as specifically outlined by the Parks and Recreation Division. The usual rental charge shall be consistent with actual cost incurred by the Town. Facilities must be cleaned after use and approval inspection given.
- (s) Continuous use of facilities by clubs or enterprises shall be permitted through signed agreements, which may be re-issued annually, by the Town Council. No permit shall exceed a one-year period of time. Permits may be re-issued each year with the approval of the Director of Parks and Recreation.
- (t) When an application for use of facilities has been approved by the Director of Parks and Recreation, the notification section shall contain the date, hours of usage, age of group, type of activity and anticipated number of participants.
- (u) No person shall make a false statement on any application as provided for in this Chapter.
- (v) Control of lights, keys, locks and locking of doors, gates etc. will be the responsibility of the permit holder, unless a Parks and Recreation Employee or Employees attend the facility.
- (w) Use of facility shall not include business or commercial activities, except by special agreement with the Department.
- (x) All admission fees and prices charged are subject to the approval of the Parks and Recreation Commission and Town Council.

III. CLASSIFICATIONS

Class A - Town co-sponsored organized groups or agencies. These organizations may be exempt from rental fees with the agreement of community service of some kind. (Discretion of Parks and Recreation Director)

Class B - Nonprofit, individuals, groups or organization using facilities whose purpose is clearly of a non-profit nature and benefits the Town in part or whole. These organizations may be exempt from rental fees with the agreement of community service of some kind. (Discretion of Parks and Recreation Director)

Class C - Profit making individuals, groups or organization using facilities for raising money or whose purpose is clearly of a profit making status.

V. SWIMMING POOL ADMISSION

	<u>Per Visit</u>	<u>Season</u>	<u>10 Visits</u>
Adults (18 & Over)	\$2.00	\$60.00	\$15.00
Children	\$1.50	\$50.00	\$12.50
Family Pass (immediate family only)		\$100.00	\$25.00
(Season passes can be paid in two payments: 1/2 on June 1 st and 1/2 on July 1 st)			

Season passes for open swim and Family Nights only. Lap swimmers and Aerobics may purchase 10 visit passes or pay by the visit.

Swim Lessons \$21.00 - 30 minutes

Private use: Sundays only. \$25.00 per hour plus staff wages. \$100.00 refundable cleaning deposit.

\$50.00 deposit on event due upon reservation - non-refundable. Applied towards rental fee only.

Weight Room Fees - Individual membership

Daily	\$ 3.00	Monday through Sunday
Monthly	\$ 15.00	8:00 a.m. to 8:00 p.m.
3 Months	\$ 30.00	
Annual	\$100.00	

Specialty classes: Town Sponsored:

20% of fees generated to Town and 80% to Instructor (adult programs)

15% of fees generated to Town and 85% to Instructor (youth programs)

RESERVATION PERMIT FEE AND DEPOSIT SCHEDULE

	Class A	Class B	Class C
Ball Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Field Preparation	\$15 per day	\$15 per day	\$25 per day
Soccer Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Field Preparation	\$25 each time	\$25 each time	\$50 each time
Lights (per hour)	No charge or by agreement	\$10 per hour	\$20 per hour

Cancellations of light reservations must be made 24 hours prior to reservation date or the hourly fee will be charged.

Key Deposit	\$20.00	\$20.00	\$20.00
Community Center	No Charge or by agreement	\$25 per hour	\$40 per hour
Cleaning Deposit Community Center	\$400.00	\$400.00	\$400.00
Set up Fee in Community Center	\$50.00	\$75.00	\$100.00
Meeting Room Rental	No Charge	\$10 per class	\$20 per class
Set up of Table and Chairs in Meeting Rooms	\$15 per event	\$25 per event	\$40 per event
Park or Town Parade Reservation	\$5.00	\$5.00	\$20.00
Table Rentals with 8 chairs	By agreement	\$5.00 per table	N/A
Chair Rentals	By agreement	\$.50 each	N/A
Dunk Tank and Castle Jump		\$100.00 Per Day	
Sno-Cone Machine	By Agreement	\$25.00 per day	N/A
Popcorn Machine	By Agreement	\$25.00 per day	N/A

STAFF REPORT

Council Meeting of: January 19, 2005

Title: Discussion, consideration and possible approval of the Grants Department Budget for the remaining FY 04/05 budget year.

Budgeted Item: No. However, these funds will be reimbursed from CDBG and other grant funding that becomes available.

Description of Item: This action establishes a line time budget for the Grants Department for the remaining 6 months of the FY 04/05 Budget.

Staff Recommendation: Approve the line item budget.

Comments: N/A

Attachments: Yes

Prepared by: Bill Lee/db

09-50-00 Grants Budget 05/06

Town Manager's Office

Estimate - 1st Draft

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>2005/2006 BUDGET</u>
	ADVERTISING	1,000
5000	TRAINING	1,100.00
5001	TRAVEL	500.00
5002	FUEL/OIL/LUBE	300.00
6000	SALARIES	16,600.00
6001	OVERTIME	600.00
6002	HEALTH INSURANCE	2,400.00
6003	DENTAL	175.00
6010	SUBSCRIPTIONS-MEMBERSHIPS	250.00
6020	OFFICE SUPPLIES	750.00
6030	COMPUTER SERVICES/SOFTWARE	1,080.00
7011	.E SUTA	25.00
7012	WORKMAN'S COMP	47.00
7013	FICA MEDICAL	250.00
7015	AZ STATE RETIREMENT	475.00
	<i>Total 2004/05</i>	25,552.00

Salaries Include:
Grants Administrator

STAFF REPORT

Council meeting of: January 19, 2005 – Regular Session

Title: Discussion, consideration, and possible direction to staff regarding a \$500 donation that the Town received to assist with the flooding in Verde Lakes.

Budgeted item: N/A

Description of Item: The person who made the donation specifically requested that this money be used toward making repairs caused by the recent flooding in Verde Lakes. Staff would like direction as to how Council would like to see this donation dispersed.

Some suggestions are to set it aside for the neediest and take applications to make this determination, or donate it to the Verde Lakes Property Owner's Association and they will make the determination.

Staff Recommendation: None

Comments: N/A

Attachments: No

Prepared by: Bill Lee/db