

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, JANUARY 4, 2006
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) December 21, 2005 – Executive Session
- 2) December 21, 2005 – Regular Session

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

- 1) Work Session – January 11, 2006 at 6:30 p.m.
- 2) Regular Session – January 18, 2006 at 6:30 p.m.
- 3) Joint Work Session with P&Z Commission – January 17, 2006 at 6:30 p.m.
- 4) Council Hears P&Z – January 25, 2006 at 6:30 p.m.

c) **Possible removal of Jeff Newberry from the Parks & Recreation Commission due to the lack of his attendance at scheduled meetings, pursuant to Town Code, Article 4-1.D.**

d) **Possible acceptance of Coury Drive as a public street**

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

6. **Verde Valley Land Preservation and Trust presentation and discussion regarding their activities.**

7. **Discussion, consideration, and possible appointment of a 7th member to the newly established Housing Commission.**

8. **Discussion, consideration, and possible approval of Resolution 2006-670, 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 authorization to purchase equipment for the new Marshal's Office facility in the amount of \$175,100.** This is a budgeted item.

10. **Discussion, consideration, and possible approval of a request for \$9,500 from the General Fund to fund Contract Labor to cover the cost of referees, scorekeepers, and umpires for the remainder of the year.** This amount will exceed the budgeted item.

11. **Discussion, consideration, and possible approval of the Town of Camp Verde American Flag procedures.**

12. **Discussion, consideration, and possible approval to go to bid for an 80' X 120' special event tent.** The estimated cost of \$28,500 plus shipping charges is a budgeted item in the CIP.
13. **Discussion, consideration, and possible direction to staff to purchase the street lights and enter into an annual maintenance agreement with APS on the Camp Verde Share-the-Light program.** The amount of this purchase and maintenance agreement are unbudgeted. This may also be an eligible CDBG activity.
14. **Discussion, consideration, and possible determination of the selection criteria for committee members that will work with TischlerBise.**
15. **Discussion, consideration, and possible approval of a job description for a Public Works Project Manager and/or an Engineer and possible direction to staff to advertise for the position.** This is a budgeted item.
16. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

17. **Advanced Approvals of Town Expenditures**
18. **Manager/Staff Report**
19. **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.
20. **Adjournment**

Posted by:



Date/Time:

12-30-05

10:15 am

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

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

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, DECEMBER 21, 2005
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public 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 Gioia, Councilors Smith, Kovacovich and Parrish were present; Vice Mayor Baker and Councilor Hauser were absent.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Street Superintendent Wally Dickinson, Town Clerk Debbie Barber and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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) December 14, 2005 – Joint Work Session
- 2) December 14, 2005 – Special Session
- 3) December 7, 2005 – Regular Session
- 4) December 2, 2005 – Special Session

b) Set Next Meeting, Date and Time:

- 1) Council Hears P&Z – December 28, 2005 at 6:30 p.m.. – **CANCELLED**
- 2) Regular Session – January 4, 2006 at 6:30 p.m.
- 3) Work Session – January 11, 2006 at 6:30 p.m.
- 4) Regular Session – January 18, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – January 25, 2006 at 6:30 p.m.

c) Possible approval of a Participation Agreement with the Arizona Supreme Court for the 2006 Dept Set Off Program. This agreement permits the Municipal Court to intercept defendants' state tax returns to pay outstanding fines. This is an annual agreement.

On a motion by Kovacovich, seconded by Gioia, the Consent Agenda was approved as presented, with the addition of a Work Session on Tuesday, January 17, 2006 at 6:30 p.m.

The Council discussed scheduling an additional Work Session to address the Casa Verde project for design review, and agreed upon Tuesday, January 17, 2006, at 6:30 p.m. Attorney Sims also advised the Council that during the proposed Executive Session he would be addressing a comment made by a Commissioner regarding the issue of design review.

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

There was no public input.

Prior to hearing the next item, the Council agreed to address Item 11 at this time.

6. **Discussion, consideration, and possible appointment of six (6) members to the Housing Commission and one (1) appointment to the Parks & Recreation**

Commission. The Parks & Rec. position is to fill the term that expires in September 2006.

On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to appoint **Lee Wilson** to the Parks & Rec. Commission.

On a motion by Gioia, seconded by Parrish, the Council voted unanimously to appoint **Ann Everett, John McReynolds, Bill Carter, Virginia Jones, Jeremy Bach, and Dave Freeman** to the Housing Commission.

Lee said that two applicants had submitted letters of interest to fill the one vacancy on the Parks & Recreation Commission, and the applicants were invited to address the Council.

Lee Wilson told the Council that he would be honored to fill the position, and that he enjoys a good relationship with the Department.

Seven applicants had volunteered for appointment to the Housing Commission, including a late applicant, Dave Freeman, who had previously addressed the Council; anyone interested in serving on the Housing Commission was invited to address the Council.

Ann Everett said that she had served on the Redevelopment Committee for two years and has seen a real need for low-income housing for the Town; she would like to contribute as well as receive direction in that regard, and believes the Commission would therefore be something she would enjoy serving on.

Bill Carter, a realtor, said this would be his first move into public service; being a realtor he has seen how there are definitely some housing challenges for the community. He wants to participate and help as much as he can.

Kathryn Fuller-Brown announced that she was withdrawing her application; that other things have come up.

There was no further public input.

7. **Discussion, consideration, and possible approval of the following proposed expenditures and/or organizational changes to the Community Development department:**

- a. **Hire a Code Enforcement Official** (This is a budgeted position.)
- b. **Hire a Planner or Planning Assistant** (This is an unbudgeted position. However, funds are available to fund the position in other line items within the departmental budget.)
- c. **Remodeling: create a second public entrance at the 'Employee Only' entrance point; reduce conference room space to create additional office space.** (This work is unbudgeted and will be done by Town Maintenance staff.)
- d. **Purchase jeep for \$4,500, leaving \$8,500 to purchase an administrative staff vehicle.** (This is a budgeted item.)

This item was removed by the Amended Agenda.

8. **Public Hearing #2 regarding use of FY 2006 CDBG funds and possible selection of potential project(s) for the FY 2006 CDBG application:**

Staff was directed to put together a matrix of all the requests, the options, the costs, enough information for evaluation on the particular projects discussed, have the information available within two weeks, in order for Council to review the information and be able to make a final decision on January 18th. Staff confirmed the understanding that the requested information would include the Senior Center, possibly housing rehabilitation, Hollamon Street and other

streets in the Downtown Area, and a report on the Verde Lakes Drive and tying it into other future funds in order to keep the project moving.

STAFF PRESENTATION

Town Clerk Barber's second presentation regarding selection of potential projects for the FY 2006 CDBG application again reviewed the outline of the available funds, types of qualifying activities, previous projects, grievance procedures, and the programs or projects proposed by the Council and staff, as well as projects that had been requested by the public. Ms. Barber pointed out that the CDBG applications to NACOG are due March 17, 2006, and that Council must select projects for funding no later than January 18, 2006. One more public hearing will be scheduled. Ms. Barber explained that completion of the Hollamon Street project has been identified as a need, as well as street improvement in the Townsite Redevelopment Area; and she listed other projects that had been included for consideration, including public requests. Ms. Barber also introduced Isabel Rollins, of NACOG, who was present to answer questions.

PUBLIC HEARING OPEN

Henry Shill spoke regarding the efforts to get improvements on Forest Service Road 503 and the need for the improvements in connection with fire and medical services access. He explained that gravel has been offered at no cost, and the residents would welcome help from the Town.

Arlene Cronis, representing the Senior Center, listed legal and tax and other services provided by the Center in addition to those she had reviewed at a prior meeting.

Jody Kahn reiterated what Mr. Shill had said, adding that help is desperately needed on the road, even if it were just material to work with.

Gwen Gunnell said she has been trying to help on the Downtown redevelopment project in order to come up with ways that affordable, safe housing could be provided in the Downtown area, and she would like to see support for that through some of the CDBG funds, for loans or land, in conjunction with other available grants; it could make a great difference for many people and families for years to come.

There was no further public input.

There were no other written or verbal comments relating to the Town's housing and community needs, priorities or projects.

PUBLIC HEARING CLOSED

Council Discussion

The Council discussed the fact that utilizing small increments of funds for many projects would not do any one of them justice. It was suggested that staff should be given an opportunity to review projects and determine the most useful and directly beneficial portions of the projects. Although it had been included in the requests for funding, Isabel Rollins, NACOG, confirmed that the Marshal's Office would not be eligible, identifying other projects that would qualify, such as the Senior Center, streets that would serve a qualifying area, and ADA projects.

Continuing the Council discussion, it was suggested that the top priorities for staff to evaluate would include the Senior Center, outlining the funding needed and what would be accomplished, and also to address the Verde Lakes project, the housing rehabilitation program, and what is necessary to finish the Hollamon Street project, and some other issues that had been identified in the Redevelopment Area. Ms. Rollins advised that it would not be a good idea to include the Verde Lakes Project because of difficulty with completing the Verde Lakes Project in the period required by NACOG funding as well as complications and added costs

arising from receiving other funds as well, and staff was requested to include that information in the evaluation of the projects.

Town Clerk Barber introduced the new Grants Administrator, Mike Casebier, who will be working on grants to fund these projects in the future. Mr. Casebier expressed his appreciation for the opportunity, and he was welcomed by the Council.

9. **Discussion, consideration, and possible approval for the Court to use \$12,000 from the CIP fund and \$6,000 from Local Court Enhancement monies for remodeling the Court offices to prepare space for the new filing system, built-in workstations, storage area, install solid core doors in chambers, recarpeting, and paint. The Court Enhancement funds will be used for bulletproofing, pass through windows, and a portion of the used filing system that was purchased through State Surplus.**

On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to approve for the Court to use \$12,000 from the CIP fund and \$6,000 from Local Court Enhancement monies for remodeling the Court offices to prepare space for the new filing system, built-in workstations, storage area, install solid core doors in chambers, recarpeting, and paint. The Court Enhancement funds will be used for bulletproofing, pass through windows, and a portion of the used filing system that was purchased through State Surplus.

Town Magistrate Michael Bluff spoke, saying that he was present to answer any questions the Council might have relative to the specifics of the subject request. He was asked if there had been any consideration given to electronic records storage. Judge Bluff said the issue had been discussed, but his understanding is that the statutes require that the original hard copy file be retained for a specific number of years. After further discussion including the issue of the legal aspects of electronic data storage and retrieval, it was suggested that Judge Bluff look into the requirement of retaining the files; the subject will be discussed further at a future meeting.

There was no public input.

10. **Discussion, consideration, and possible award of contract to Baker Engineering in the amount of \$17,397 for additional design services for the property located at 348 S. Main Street in connection with the Main Street Beautification Project.**
- On a motion by Smith, seconded by Parrish, the Council voted unanimously to award a contract to Michael Baker, Jr., Inc., Baker Engineering in the amount of \$17,937 for additional design services on the Main Street Enhancement Project for the property located at 348 S. Main Street.

Manager Lee said that only one small section remains to be completed as part of the Main Street beautification project. The property has now been acquired, but because of the delay in acquiring it some changes in the overall plans had to be made. Baker Engineering has made the necessary modifications to the plans and has put the bid specs together. February 27th is the deadline from ADOT to complete the project and be able to use the funds that had been set aside by ADOT, approximately \$58,000; ADOT will be requested to extend the completion date. There was some discussion regarding the possibility of using the original plans that had been prepared by Baker at the beginning of the project, and question regarding the need for additional surveying and mapping as well as landscaping plans, and apparent duplication of some of the services. Lee explained that the main reason the additional design services are needed is because of work that had been done independently on the subject site by the owner since the original design and prior to the acquisition by the Town. It was determined that the project should not be held up longer; however, staff was requested to get answers to the questions about duplication of some of the design processes, in writing, and advise Council of what the answers are.

There was no public input.

11. **Discussion, consideration, and possible direction to staff concerning the abandonment of a portion of right-of-way on Old Highway 279.**

On a motion by Gioia, seconded by Smith, the Council voted unanimously to direct staff to pursue abandonment, with the proviso that Forest Service concerns are addressed and statutes are adhered to.

Lee explained that the Town had been contacted by ADOT regarding a portion of Old Highway 270 that had been abandoned years ago. The buyer and seller of property that is divided by the subject road have requested that it be abandoned by the Town. A letter has been received from the Forest Service requesting that it not be abandoned, and Lee is attempting to contact the Forest Service for more information.

Attorney Sims advised the Council on the legal steps necessary to effect such abandonment, including publication of a notice of the intent and a requirement to obtain the market price for the property. The Council discussed the creation and history of the subject road, including input from the buyer and seller.

PUBLIC INPUT

Henry Shill, the seller of the property, explained that the subject road had apparently been deeded to the previous owner of the property, and he had assumed that the Town could just execute a quitclaim deed. Also, he believes there would be no problem for the Forest Service.

Andy Groseta, the buyer, provided a map and copies of the recording documents when the property had been abandoned by ADOT in 1968, identifying the parcel in question and reviewing the background of the road that had been the old road to Cottonwood and then abandoned when the existing Hwy 260 was constructed. Mr. Groseta said that escrow is due to close at the end of the month, and is subject to the abandonment issue being resolved. He also pointed out that there should be no access problem for the Forest Service by such action.

The Council further discussed the problem of the Forest Service objecting at this point, together with the history of the road with the buyer and seller. Attorney Sims explained the statutory process that would allow the Council to proceed with the abandonment through sale, or giving the property owner a quitclaim deed. The Forest Service issue could be resolved during the required 60-day notice period.

There was no further public input.

12. **Discussion, consideration, and possible selection criteria for liaison committee members to work with TishlerBise on development fees.**

(NOTE: This Item 12 had been removed pursuant to the Amended Agenda.)

Prior to a vote to go into Executive Session on Item 13, Town Manager Lee requested that Items 13, 14 and 15 all be addressed in one Executive Session. Attorney Sims also reminded the Council to include a discussion to deal with the comment by a P&Z Commissioner that design review was not necessary.

The Council then agreed to address Item 16 prior to proceeding further, in order to accommodate the public.

13. **Discussion, consideration, and possible direction to staff concerning terms and lease amounts for the six (6) lessees at Rio Verde Plaza.** Note: Council may vote to go into Executive Session pursuant to ARS §431.03.A7 for discussions or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to go into Executive Session on Items 13, 14 and 15, as discussed.

A recess was called at 7:59 p.m.; the meeting was called back to order at 9:23 p.m.

There was no action taken.

14. **Discussion, consideration, and possible direction to staff to enter into escrow for the purchase of the property (APN 404-19-018C) for the Black Bridge Riverside Park.** This is a budgeted item from Park Contingency. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03.A7 for discussions or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

There was no action taken.

15. **Discussion, consideration and possible direction to staff on the lease of the Camp Verde Water System Company.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03.A7 for discussion or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

There was no action taken.

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

There was no public input.

17. **Advanced Approvals of Town Expenditures**

There were no advanced approvals.

18. **Manager/Staff Report**

There was no Manager/Staff Report.

19. **Council Informational Reports**

There were no Council informational reports.

20. **Adjournment**

On a motion by Gioia, seconded by Parrish, the meeting was adjourned at 9:25 p.m.

Tony Gioia, 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 21st of December 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006

Deborah Barber, Town Clerk

STAFF REPORT

Council meeting of: *Jan 4, 2006*
~~December 21, 2005~~ – Regular Session – Consent Agenda

Title: Possible removal of Commissioner Jeff Newberry for lack of attendance per Town Code.

Budgeted item: Yes

Description of Item: Commissioner Jeff Newberry has missed six Parks & Recreation meetings in the past year. The Commission is in need of a committed volunteer to be active and to participate in meetings and volunteer opportunities.

Staff Recommendation: Remove Jeff Newberry from Parks & Recreation Commission.

Comments: NA

Attachments: No

Prepared by: L. Moore

Article 4-1**MEMBERSHIP**

A. Membership and Organization. Each board and commission shall be made up of seven members appointed by the Council in accordance with the procedures contained in subsection B of this article. The organization of boards and commissions shall include a chairperson, and vice-chairperson who are elected from the membership in accordance with Article 4-2.

B. Selection of New Members. Prior to the expiration of terms for board and commission members, the Council shall call for letters of interest from the general public. Such letters shall be filed with the Town in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause, except for appointments to the Planning and Zoning Commission, Board of Appeals, Board of Adjustments, and Housing Committee. If a member holding a position relocates outside of the Town limits, other than within 90 days from the end of the appointed term, he or she shall resign from the board or commission. (Rev. 2004 by Ord 2003-A261)

Citizens who reside outside the Town limits, who are full-time residents (365 days per year) with an 86322 Camp Verde address are encouraged and permitted to serve on the Camp Verde Trails and Pathways Committee only.

C. Terms of Members. All members appointed to boards and commissions are limited to a three year term which begins on October 1 of the year such appointment is made. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year. Such terms shall overrule and do hereby repeal any existing terms which were previously established by the Council.

D. Removal. Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year or improper conduct as determined by the mayor and Council.



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 567-0535 ♦ Community Development 567-8513 ♦ www.cvaz.org

DATE: December 30, 2005
TO: Members of the Camp Verde Town Council
THROUGH: Bill Lee, Town Manager
FROM: Will Wright, ^{1/1/06} Community Development Director
SUBJECT: Town Acceptance of Coury Drive

Mr. Steve Coury negotiated an extensive Annexation and Development Agreement with the town earlier this year providing the town with the opportunity to annex his car dealership. Mr. Coury owns about 25 acres in two separate parcels, which Coury Drive bisects and is a part of that annexation. Coury Drive exists as a fifty (50) foot easement for public utilities, including ingress/egress purposes on parcel #407-09-043.

The agreement in Section 1.3 describes the property involved in this negotiation and makes reference to "rights-of-way and streets appurtenant thereto". Further, Article VI talks about public improvements but seems to provide for future improvements with no mention of existing roadways. This section further provides for Mr. Coury to become a part of an improvement district to make these public improvements.

Mr. Coury discussed during the negotiation that he had built Coury Drive with the intent that Yavapai County would accept it as a public street and for whatever reason never happened. He expressed on several occasions during these negotiations that the town be willing to accept this roadway. Staff has not as yet been able to find any documentation on how this roadway was constructed either with Mr. Coury or the county. However, town staff did perform a brief inspection of this roadway and found it to be about 2" of asphaltic concrete (AC) built on an unknown depth of subbase. The improved roadway runs for about 1,120 feet providing access points to both Griffith Enterprises and Genesis.

Staff further noted that the existing roadway would need immediate maintenance (chip seal) to assure its ongoing safe use and integrity, especially if it were accepted as a public street. As Council is aware, access points along State Route 260 have become a salient issue in the negotiations with ADOT as well as the upper Verde Valley communities. Mr. Coury feels strongly that his and the town's interest are best served with this roadway being a public street in these ongoing negotiations with ADOT. Further, ADOT has indicated a willingness to assist with improving the intersection access with public streets, however, they are less likely to assist with upgrading access for private drives. Additionally, Mr. Coury's future plans to move another car dealership to this area are dependent on having full access to this property which would be enhanced by the town taking on Coury Drive as a public street.



**STAFF
AGENDA ITEM REPORT**

Council meeting of: January 4, 2006

Title: Discussion, consideration, and possible appointment of a 7th member to the newly formed Housing Commission.

Budgeted item: N/A

Description of Item: Council appointment six members to the Housing Commission at the December 21 meeting. We have received an application for the 7th position.

Staff Recommendation: None

Comments: The Housing Commission will address Camp Verde's housing needs.

Attachments: Yes

Prepared by: D. Barber

From: Michael Garrison
Date: 12/21/05 20:42:00
To: dbarber@cvaz.org
Subject: Housing Committee

December 21, 2005

To Him It May Concern,

I would like to be considered for the Housing Committee.

Thank You,
Norma Garrison
P.O. Box 1753
Camp Verde, Az.
86322

567-3761

**STAFF
AGENDA ITEM REPORT**

Council meeting of: January 4, 2006

Title: Discussion, consideration, and possible approval of Resolution 2005-670, 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:

Administration

- **Business License List** (for commercial purposes)
- \$200.00 + the cost of reproduction

Parks & Rec Fees

- **No Charge** for ball field and soccer field preparation.
- **\$100 - \$200 - \$300** set up fee for the Community Center (gym)
- **\$25 - \$45 - \$75** set up of tables and chairs in meeting rooms

Attachments: Yes

Prepared by: D. Barber



RESOLUTION 2006-670

**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, 2006.
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 4, 2006:

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

**Administrative Services
2006 Fee Schedule**

Notary Services:

- **\$2.00 per signature for acknowledgements**
- **\$2.00 per signature for jurat's**
- **\$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:

- **\$10.00 per day, maximum for 3 days (waived if vendor purchases booth for Community event sponsored by the Town)**

Commercial Public Record Requests

- **\$200.00 for Business License list, plus the cost of reproduction**

STREET DEPARTMENT

Road Cut Permits:

- **\$50.00 except of utility companies**

Camp Verde Community Library
Fee Schedule
January ~~2005~~ 2006

- 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.

**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



TOWN OF CAMP VERDE

P.O. Box 710 ♦ 473 S. Main Street ♦ Camp Verde, Arizona 86322 ♦ (928) 567-6631 FAX 567-9061
Marshal 567-6621 ♦ Parks & Recreation 567-0535 ♦ Community Development 567-8513 ♦ www.campverde-az.gov

DATE: January 4, 2006

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 2006. Exhibit 1 shows the fee schedule proposed for Council consideration. The Council agreed to a tentative fee for commercial design review last year of \$350, however, it did not include anything for residential and was probably a little preliminary since there were no standards adopted at that time. This fee should probably be reviewed as the consultants near completion of these new standards, which will be about mid year.

Another area to consider for fees is what the town charges for building permits. The new ICC regulations provided a 2003 fee schedule (see attached) that is adjusted for Arizona, which percentage is provided in the Building Safety Journal for adjusting fees for the Town of Camp Verde. These fees are compiled on information from throughout the nation and provide each state with an adjustment factor. Arizona's adjustment factor is currently 87.5% of the fee schedule. These fees are occasionally updated 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 for the Community Development Department, 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 providing those services, since the change would be so dramatic when brought into line with actual costs. It is, in my opinion, a better approach is to make fee changes on an incremental basis. These monies naturally offset the costs of doing business, including all costs associated with staffing needs.



**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	Same as PAD/PUD fees
To Mixed Use/High Density	Same as PAD/PUD fees
Minor Land Division	\$150
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
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.

BUILDING PERMIT FEE STRUCTURE

Building permit plan review:

All Residential Buildings including Accessory... 65% of the Building Fee
 Residential Dwelling (Tract Home already reviewed)..... \$100.00
 Commercial..... 65% of the Building Fee

Zoning Clearance fees:

Zoning Clearance Residential.....\$ 75.00
 Residential Remodel/Accessory Structures.....\$ 25.00
 Zoning Clearance Commercial.....\$.01/sq.ft or
 \$100 minimum
 Commercial Remodel.....\$100.00

Basic Cost per sq. ft for Building Value:

Dwelling (Stick Built).....\$82.17/sq. ft
 Dwelling (Masonry).....\$87.78/sq. ft
 Garage, Barn, Shed, etc (Stick Built).....\$31.94/sq. ft
 Garage, Barn, Shed, etc (Masonry).....\$33.40/sq. ft
 Patio, Porches, Carports, etc.....\$15.00/sq. ft
 Commercial Depends on class of Bldg

SAMPLE TO FIGURE A BUILDING PERMIT FEE

1000 SQ FT. Wood Framed House with a 500 sq. ft wood Garage.

1. From the Building Valuation Data Sheet type VB Wood Frame \$84.71. At the bottom of sheet under Arizona you take 97% of \$84.71 and get \$82.17. For the Garage you go to Group U Type VB Wood Frame and take 97% of \$32.93 and get \$31.94.
 2. Dwelling take 1000 sq ft x \$82.17 = \$82,170.00
 3. Garage 500 sq ft x \$31.94 = \$15,970.00
 4. Total Value \$98,140.00
 5. Go To Table "Building Permit Fees" and Under Total Value \$50,001 to \$100,000.00 Take 48 x \$7.00= \$336.00 then add the base fee \$643.75
- Total Building Permit Fee= \$979.75

Building Permit Fee will be	\$ 979.75
Plan Review Fee	\$ 636.84
Zoning Clearance Fee	\$ 75.00
Total Fees.....	\$1,691.59

VALUATION DATA

The land does not affect the cost of related code enforcement fees and is not included in the Square Foot Construction Cost.

ICC PLAN REVIEW FEE SCHEDULE

The Plan Review fee is based on the estimated construction value calculated in accordance with the Square Foot Construction Costs in the Table (gross area x Square Foot Construction Costs). For buildings with an estimated construction value up to \$3,000,000, the Building Plan Review fee is 0.0012 of the estimated value (\$250 minimum). For buildings with an estimated construction value over \$3,000,000 up to \$6,000,000, the fee is \$3,600 plus 0.0005 of the estimated value over \$3,000,000. For buildings over \$6,000,000, the fee is \$5,100 plus 0.00035 of the valuation over \$6,000,000.

Special consideration may be given in computing Plan Review fees for buildings such as large warehouses or indoor recreational facilities due to their plan review simplicity. Such considerations may also be given to buildings with repetitive floor plans such as high-rise buildings.

Structural reviews in areas of high seismic or wind risk will have an additional surcharge. Please contact your local ICC district office for more details.

The plan review fee for Mechanical, Plumbing and Electrical Reviews is computed at 25 percent of the Building Plan Review fee for each discipline (\$250 minimum).

The plan review fee for Accessibility and Energy Reviews is also computed at 25 percent of the Building Plan Review fee for each discipline (\$250 minimum).

The Sprinkler Review fee is simply based on the number of sprinkler heads: 1-100, \$275; 101-200, \$325; 201-300, \$350; 301-400, \$375; 401-500, \$425; over 500, \$500 plus \$0.33 per sprinkler over 500. For hydraulically-designed systems, multiply the fee by two.

SAMPLE PLAN REVIEW CALCULATION

Type of Construction: IIIB	Use Group : B
Height: 3 stories, 35 feet	Area/Floor: 15,000 sq. ft.
Solution:	
1. Gross square footage: 3 stories x 15,000 square feet	= 45,000 sq. ft.
2. Compute estimated construction value:	
Square Foot Construction Costs	= \$106.00/sq. ft.
Estimated Construction Value : 45,000 sq. ft. x \$106.00/sq. ft.	= \$4,770,000
3. Compute Plan Review fee:	
Building: \$3,000,000 x 0.0012	= \$3,600
\$4,777,000 - \$3,000,000	= \$1,770,000
\$1,770,000 x .0005	= \$885
Total Building Review Fee	= \$4,485
Mechanical, Plumbing, Electrical: (.25)(\$4,485)	= \$1,121 each
Accessibility and Energy: (.25)(\$4,485)	= \$1,121 each

Questions concerning the service should be directed to:

Christopher R. Reeves, P.E.
 Manager, Plan Review Services
 1-888-ICC-SAFE Extension 4309

Square Foot Construction Costs^{a, b, c}

Group	(2003 International Building Code)	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	175.32	169.68	165.73	158.91	147.77	146.99	153.89	136.91	131.98
	Assembly, theaters, without stage	161.71	156.07	152.12	145.30	134.16	133.38	140.28	123.30	118.37
A-2	Assembly, nightclubs	132.76	128.65	125.40	120.51	111.89	111.60	116.32	102.86	99.40
A-2	Assembly, restaurants, bars, banquet halls	131.76	127.65	123.40	119.51	109.89	110.60	115.32	100.86	98.40
A-3	Assembly, churches	162.43	156.79	152.84	146.02	134.85	134.08	141.00	124.00	119.07
A-3	Assembly, general, community halls, libraries, museums	134.48	128.84	123.89	118.07	105.89	106.12	113.05	95.04	91.11
A-4	Assembly, arenas	131.76	127.65	123.40	119.51	109.89	110.60	115.32	100.86	98.40
B	Business	133.93	129.08	124.97	119.12	106.63	106.00	114.57	95.23	91.59
E	Educational	140.45	135.71	131.83	125.99	116.21	113.47	121.83	103.83	99.95
F-1	Factory and industrial, moderate hazard	81.27	77.54	72.95	70.70	61.13	62.13	67.81	52.13	49.47
F-2	Factory and industrial, low hazard	80.27	76.54	72.95	69.70	61.13	61.13	66.81	52.13	48.47
H-1	High Hazard, explosives	76.28	72.55	68.96	65.71	57.30	57.30	62.82	48.30	N.P.
H234	High Hazard	76.28	72.55	68.96	65.71	57.30	57.30	62.82	48.30	44.64
H-5	HPM	133.93	129.08	124.97	119.12	106.63	106.00	114.57	95.23	91.59
I-1	Institutional, supervised environment	132.08	127.54	124.11	119.07	109.24	109.18	115.46	100.39	96.42
I-2	Institutional, incapacitated	222.91	218.06	213.95	208.11	195.19	N.P.	203.55	183.79	N.P.
I-3	Institutional, restrained	152.14	147.29	143.18	137.34	126.08	124.44	132.78	114.68	109.03
I-4	Institutional, day care facilities	132.08	127.54	124.11	119.07	109.24	109.18	115.46	100.39	96.42
M	Mercantile	98.85	94.74	90.49	86.61	77.50	78.21	82.42	68.47	66.01
R-1	Residential, hotels	133.46	128.92	125.49	120.45	110.67	110.61	116.90	101.82	97.85
R-2	Residential, multiple family	111.15	106.61	103.18	98.14	88.52	88.47	94.75	79.68	75.70
R-3	Residential, one- and two-family	107.30	104.37	101.80	98.99	94.44	94.22	97.31	89.97	84.71
R-4	Residential, care/assisted living facilities	132.08	127.54	124.11	119.07	109.24	109.18	115.46	100.39	96.42
S-1	Storage, moderate hazard	75.28	71.55	66.96	64.71	55.30	56.30	61.82	46.30	43.64
S-2	Storage, low hazard	74.28	70.55	66.96	63.71	55.30	55.30	60.82	46.30	42.64
U	Utility, miscellaneous	57.40	54.28	51.05	48.50	42.07	42.07	45.77	34.59	32.93

a. Private Garages use Utility, miscellaneous
 b. Unfinished basements (all use group) = \$15.00 per sq. ft.
 c. N.P. = not permitted

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	DESCRIPTION	BASE FEE
CLASS		
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."

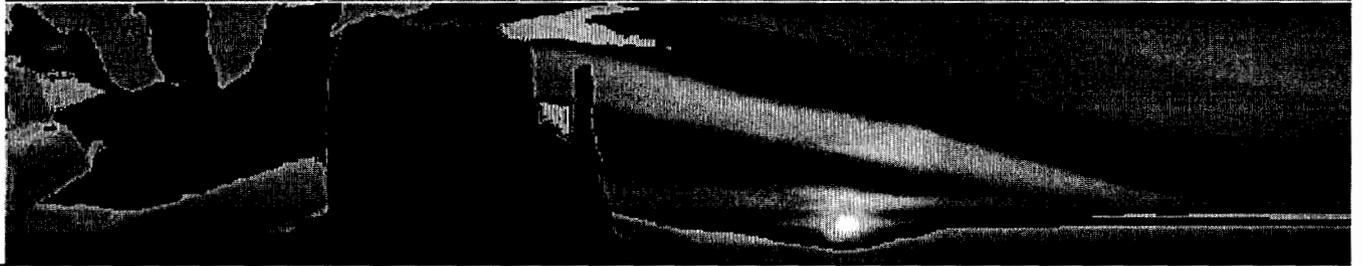
Arizona State Legislature

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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 the salaries of its 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 follows:

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 monthly transmit all monies that are collected pursuant to subsection B of this section to the city or town treasurer or town treasurer shall distribute or deposit all of the monies received pursuant to this subsection as follows:
1. 19.18 per cent to the state treasurer for deposit in the judicial collection enhancement fund established by s 113.
 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 12-101 subsection B.
- E. A city or town may establish and assess fees for court programs and services.

STAFF REPORT

Council Meeting of: December 21, 2005

TITLE: Discussion, consideration, and possible approval of non-construction related equipment for the new Marshal's Office facility.

Description of item;

To complete and make the new Marshal's Office facility functional, we need to order/purchase certain merchandize/equipment that is not part of the construction bid. The items need to be ordered soon to be ready for installation on or before the completion of the construction project.

These items include furniture, data/voice cabling, security system, transfer of E911 system, telephone system, and dispatch equipment. We have received **state contract** pricing on all bids received.

<u>Item</u>	<u>Company</u>	<u>Cost</u>
Furniture	Arizona Correctional Industries	\$75,599.85
Data/voice cabling	Compel	\$11,771.41
Security system	Compel	\$36,639.11
Transfer E911 system	Qwest	\$10,591.92
Telephone system	Qwest	\$ 7,750.00
Dispatch equipment	Creative Communications	<u>\$32,747.38</u>
	Total	\$175,099.67

Staff Recommendations:

Staff recommends approval of funds for necessary equipment for the new Marshal's Office

Comments:

None

Attachments: Yes No

Prepared by: David R. Smith

STAFF REPORT

Council meeting of: January 4, 2006 – Regular Session

Title: Discussion, consideration and possible approval of a request for \$9,500 from the General Fund to fund Contract Labor to cover the cost of referees, scorekeepers and umpires for the remainder of the year.

Budgeted item: Yes, Request for additional funds

Description of Item: We are currently out of money in the contract labor line item. Additional funds in the amount of \$9,500 will be needed to complete the cost of contract labor for programs for the remainder of the budget year.

Staff Recommendation: Approve transfer of funds.

Comments: This line item is typically used to cover the costs of referees, scorekeepers and umpires. To date we have spent \$9,270 on contract labor that we did not plan for. This money covered the wages for additional help that we hired to assist with the Marshal's Office re-model. The additional funds requested would cover the cost of referees, scorekeepers, and umpires for the remainder of the budget year.

Attachments: No

Prepared by: Lynda Moore

STAFF REPORT

Council meeting of: January 4, 2006 – Regular Session

Title: Discussion, consideration, and possible approval of Town of Camp Verde American Flag Policies & Procedures.

Budgeted item: N/A

Description of Item: Proposed policies and procedures for Town of Camp Verde flag poles and streetlights.

Staff Recommendation: Approve the American Flag Policies and Procedures.

Comments: At the present time lighting still needs to be installed on the flagpole at Butler Park.

Attachments: Yes.

Prepared by: L. Moore

Town of Camp Verde
American Flag Procedures

1. All Flag poles to have proper lighting.
2. Flags to be all-weather Flags.
3. The proper size Flag shall be flown according to the size of flagpole.
4. The Camp Verde Maintenance Department will do routine bi-monthly check of all lights. .
5. If Deputies notice that poles are not properly lit, they will report light outage to the Maintenance Department the following workday. Maintenance will take the flag down until lights are repaired.
6. Maintenance is to repair lighting and restore flag to its proper place within 2 working days.
7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. Contact local VFW or Boy Scout Troop to assist with proper disposal of flag.

Street Lights

1. The streetlights will be considered proper lighting to fly the flag.
2. During nightly patrol, if Deputies notice any streetlights outages, they will notify the Maintenance Department the following workday.
3. Lights will be repaired in a timely manner.
4. Flags are to be flown on the days stated below.
5. Flags may be flown on other occasions when a patriotic effect is desired.
6. Flags on streetlights will be flown for three days over three day holiday weekends with streetlights being checked nightly. (examples: Independence Day, Memorial Day).

Streetlight Flags are to be displayed on the following days:

President's Day
Armed Forces Day
Peace Officers Memorial Day – half staff
Memorial Day – half/full
Flag Day
Independence Day
Patriot Day – half staff
Labor Day
Veteran's Day
Pearl Harbor Remembrance Day – half staff

Rules for Flying Flag at Half Staff

1. The flag when flown at half-staff should be first hoisted to the peak for an instant and then lowered to the half- staff position. The flag should again be raised to the peak before it is lowered for the day.
2. On Memorial Day the flag should be displayed at half-staff until noon and then raised to the top of the staff.
3. By order of the President, the flag may be flown at half-staff upon the death of principle figures of the United States Government, and Governor of a State as a mark of respect to their memory.
4. The flag shall be flown at half-staff 30 days from the death of the President or former President, 10 days from the day of death of the Vice President, Chief Justice or retired Chief Justice of the United States or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court. Secretary of an executive or military department, a Vice President or Governor of a State, and on the day of death and the following day for a Member of Congress.

STAFF REPORT

Council meeting of: January 4, 2006 – Regular Session

Title: Discussion, consideration, and possible approval to go to bid for an 80 x 120 special event tent or air dome tent.

Budgeted item: Yes - CIP

Description of Item: An additional special event tent is needed to meet the needs of our continuously growing special events.

Staff Recommendation: Approve going to bid for tent.

Comments: I have recently inquired about an 80' x 120' (9,600 sq. ft.) air dome tent. The cost is approx. \$28,500 plus shipping charges and includes the vinyl, cable, anchors, doors, lighting plus a nice 20' van trailer with the blowers mounted inside. This would be ideal for our special events.

Attachments: No

Prepared by: L. Moore

STAFF REPORT

Council meeting of: January 4, 2006

Title: Discussion, consideration, and possible direction to staff to purchase the street lights and enter into an annual maintenance agreement with Arizona Public Service (APS) on the "Camp Verde Share the Light". The amount to be determined is unbudgeted. CDBG may be an eligible funding source or the amount could come from the General Fund.

Budgeted item: No

Description of Item: APS has provided street lighting in unincorporated towns and communities where a single entity has not been able to take responsibility for payment. Residential, commercial and industrial customers were charged a pro-rata share of the street lighting bill. APS is requesting that the Town (an incorporated entity) consider the purchase of the lights in the area known as "Camp Verde Share the Light".

Staff Recommendation: Staff recommends approval of scenario #1 in the attached APS letter, which is for the purchase cost of the streetlights at \$11,600 and an annual maintenance agreement with APS in the amount of \$3,820 (operating costs).

Comments: None

Attachments: Yes

Prepared by: Bill Lee



A subsidiary of Pinnacle West Capital Corporation

Kristi Lyzwa
Customer Service Planner Sr.
Outdoor Lighting Department

Tel. 602-371-6134
Fax 602-371-7473
e-mail kristi.lyzwa@aps.com

Mail Station 3532
PO Box 52034
Phoenix, Arizona 85072-2034

Mr. Bill Lee, Town Manager
Town of Camp Verde
473 South Main Street
Camp Verde, Arizona 86322

RE: Proposed Camp Verde Share the Light Streetlight Sale

Bill,

It was a pleasure meeting you. As promised I am providing cost information that is necessary to the Town in consideration of the purchase of the lights in the area known as "Camp Verde Share the Light".

Scenario 1

Town purchases (44) lights, (10) poles and contracts w/ APS to do maintenance

The town would enter in to the following agreements with APS:

- Sales
- Construction & Maintenance (optional)
- Pole License
- Energy

Purchase Price: \$11,600.00 or \$18,779.00*

Annual Operating Costs

Estimated annual energy bill per APS E-59 tariff (all HPS).....	\$2500.00
Estimated annual maintenance bill per APS agreement	\$1200.00**
Estimated annual joint use attachment fee per APS agreement.....	\$ 120.00
Total Annual Operating Costs.....	\$3820.00

Estimated annual operating costs on current Share the Light.....\$4800.00

*Cost option includes the upgrade of (19) Mercury Vapor lights to High Pressure Sodium \$7,179.00

**Town's option to contract w/ own maintenance provider

Note: Town has cost responsibility for any emergency work i.e. knockdowns per Construction & Maintenance agreement.

Scenario 2

Town enters in to a streetlight agreement with APS for (44) lights, (10) poles

APS would own and maintain the streetlights. There is no up front costs to the Town.

Estimated annual bill per E-58 tariff.....\$4800.00
Estimated annual bill per E-58 tariff (including 19 MV upgrades to HPS).....\$5400.00

Scenario 3

Town works with Yavapai County to establish SLID to pay for the lights

APS would own and maintain the streetlights.

Town would need to hire an attorney to draw up a SLID resolution. This process requires petitioning the residents within the proposed SLID area with a 51% response. Council adopts the resolution and the Town files the SLID resolution with the County in order to collect taxes from the residents to pay for the lights. APS would bill the Town and the Town would be reimbursed by the County via collection of property taxes. County bills residents using a calculation based on owners property valuation and APS bill. Bills are usually close to what they were on Share the Light.

Estimated annual bill per E-58 tariff.....\$4800.00
Estimated annual bill per E-58 tariff (including 19 MV upgrades to HPS).....\$5400.00

I hope this information is helpful to you. Please let me know if you need any further information.

Sincerely,

Kristi Lyzwa
Customer Service Planner Sr.

Cc: Randy Edwards/APS
Wayne Ferguson/APS
Steve Skaggs/APS

**STAFF
AGENDA ITEM REPORT**

Council meeting of: January 4, 2006

Title: Discussion, consideration, and possible selection criteria for liaison committee members to work TischlerBise on development fees.

Budgeted item: N/A

Description of Item: Staff requests input from Council on who they would like to see invited to these meetings. The first meeting of the Development Fees Liaison Committee will be held in January 2006.

Staff Recommendation: Staff recommends at least 2 Council members, department heads, one member from each Board/Commission, and up to seven citizens-at-large. We may suggest that someone from the real estate, development, and contractor professions be considered.

Comments: None

Attachments: No

Prepared by: Bill Lee

STAFF REPORT

Council Meeting of: **January 4, 2006**

Title: **Discussion, consideration and possible approval of the attached Public Works Project Manager and/or Engineer's job description and direction to staff to advertise for one or the other position.**

Description of Item: In consideration of the our anticipated growth and development and the possibility of the Town acquiring some utilities we will need to have a Public Works Director or Engineer on staff.

Comments: I believe it will be necessary to have this position filled as soon as possible. Included in the packet are local municipal government job descriptions, one each, for a Public Works Director and an Engineer.

Staff Recommendation: We have funds already set up for this position to start in January.

Attachments: Yes No

Is This a Budgeted Item: N/A YES NO

Prepared by: Bill Lee

Town of Camp Verde
Job Description

Position: **PUBLIC WORKS PROJECT MANAGER**

EXEMPT:	<u>NO</u>	HIRING SALARY RANGE:	<u> </u>
DEPARTMENT:	<u>PUBLIC WORKS</u>	LOCATION:	<u>PUBLIC WORKS</u>
REPORTS TO:	<u>TOWN MANAGER</u>		
PREPARED BY:	<u> </u>	DATE:	<u> </u>
APPROVED BY HR DIR:	<u> </u>	DATE:	<u> </u>

SUMMARY OF JOB DESCRIPTION: Under general supervision of the Town Manager, performs a wide variety of technical and professional PROJECT MANAGEMENT services for the Public Works Department, directs all projects of the Public Works Department including the inspection, preparation and review of plans and contracts for various construction and development projects. Provides professional and technical assistance to the Town Council and other Town departments and committees. Responsible for reviewing filed surveys, design and specifications. Acts as program administrator and liaison for Town contract with professional engineering consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following:

- Administers public works projects and directs public works planning.
- Prepares a departmental budget and controls expenditures.
- Gives technical advice to the Town Council, Department Heads and Town Manager.
- Confers with and advises inspectors of construction projects and interprets construction plans and specifications.
- Assists the Community Development Department with review and inspection of development plans for drainage, streets, water and other public improvements to assure compliance with applicable ordinances and sound engineering practices.
- Confers with representatives of Federal, State and County agencies on varied public works problems and engineering activities. Prepares memoranda and correspondence relevant to activities of the department.
- Works closely with Town contracted engineering consultants and other specialized consultants.

MANAGERIAL RESPONSIBILITIES (IF APPLICABLE): May exercise direct supervision over supervisory, professional and clerical staff.

REQUIRED SKILLS, KNOWLEDGES AND ABILITIES:

Knowledge of:

- The principles, methods and practices of project management and capital improvement construction, budgeting and planning.
- Codes, regulations, ordinances and laws affecting Town public works activities.
- The modern principles and practices of administration as applied to the design, construction and maintenance of streets, parks and other public works facilities.

Ability to:

- Develop long-term plans and programs and to make decisions/recommendations on matters of major policy involving public works.
- Establish and maintain effective working relationships with Town officials, employees and the general public.
- Express ideas on technical subjects clearly and concisely by both oral and written communication.

Additional Requirements: Valid Arizona Drivers License and ability to drive.

EDUCATION AND/OR EXPERIENCE: Extensive administrative and professional experience with varied municipal public works programs. Graduation from a four-year college or university with a degree in civil engineering, construction management, public administration or a closely related field. 3 years experience in project management with at least one year with government agency.

TOOLS AND EQUIPMENT USED: Requires frequent use of a personal computer, calculator, telephone, copy machine, fax machine and other equipment.

PHYSICAL DEMANDS: Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity and ability to lift 40 lbs.

WORK ENVIRONMENT: Field and office.

Town of Camp Verde
Job Description

Position: **TOWN ENGINEER**

EXEMPT:	<u>NO</u>	HIRING SALARY RANGE:	_____
DEPARTMENT:	<u>PUBLIC WORKS</u>	LOCATION:	<u>PUBLIC WORKS</u>
REPORTS TO:	<u>TOWN MANAGER</u>		
PREPARED BY:	_____	DATE:	_____
APPROVED BY HR DIR:	_____	DATE:	_____

SUMMARY OF JOB DESCRIPTION: Under general supervision of the Town Manager, performs a wide variety of technical and professional engineering work, directs all activities of the Public Works Department including the inspection, preparation and review of plans and contracts for various construction and development projects. Provides professional and technical assistance to the Town Council and other Town departments and committees. Responsible for performing and supervising field surveys, design and specification preparation.

ESSENTIAL DUTIES AND REPSONSIBILITIES: Duties include, but not limited to the following:

- Administers public works projects and directs public works planning.
- Prepares a departmental budget and controls expenditures.
- Gives technical engineering advice to the Town Council, Department Heads and Town Manager.
- Confers with and advises inspectors of construction projects and interprets construction plans and specifications.
- Assists the Community Development Department with the review and Inspection of development plans for drainage, streets, water and other public improvements to assure compliance with applicable ordinances and sound engineering practices.
- Confers with representatives of Federal, State and County agencies on varied public works problems and engineering activities. Prepares memoranda and correspondence relevant to activities of the department.

MANAGERIAL RESPONSIBILITIES (IF APPLICABLE): May exercise direct supervision over supervisory, professional and clerical staff.

REQUIRED SKILLS, KNOWLEDGES and ABILITIES:

Knowledge of:

- The principles, methods and practices of civil engineering.
- Codes, regulations, ordinances and laws affecting Town public works activities.
- Modern principles and practices of administration as applied to the design, construction and maintenance of streets, parks and other public works facilities.

JOB DESCRIPTION
Job Title: Town Engineer

Ability to:

- Develop long-term plans and programs and to make decisions/recommendations on matters of major policy involving public works.
- To establish and maintain satisfactory relationships with Town officials, employees and the general public.

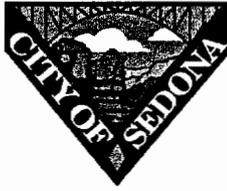
Additional Requirements: Valid Arizona Drivers License and ability to drive.

EDUCATION and/or EXPERIENCE: Extensive administrative and professional engineering experience with varied municipal public works programs. Graduation from a four-year college or university with a degree in civil engineering and be registered in the State of Arizona as a professional engineer. Minimum 3 years experience, prefer one year with government agency.

TOOLS AND EQUIPMENT USED: Requires frequent use of a personal computer, calculator, telephone, copy machine, fax machine and other equipment.

PHYSICAL DEMANDS: Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity and ability to lift 40 lbs.

WORK ENVIRONMENT: Field and office



Range: M -6
Exempt
Date: May 9, 2002

CITY ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage, supervise and coordinate the programs and activities of the Public Works Department including engineering, construction, repair, and maintenance; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Assistant City Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for services and activities of the Public Works Department including engineering, surveying, streets, drainage, traffic, development review, wastewater engineering, and right of way permitting services and activities; recommend and administer policies and procedures.
2. Manage the development and implementation of goals, objectives, policies and procedures related to the Engineering Department; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal

reporting

Essential Functions (continued):

relationships; identify opportunities for improvement; direct the implementation of changes.

4. Represent the Engineering Department to other City departments, elected officials and outside agencies; explain, justify and defend Engineering Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
5. Select, train, motivate and evaluate Engineering Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Plan, direct and coordinate the Engineering Departments work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
7. Manage and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
8. Coordinate Engineering Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
9. Administer and direct Capital Improvement Program studies; oversee engineering contracts for design, inspection contract administration, construction and testing.
10. Determine scope of potential engineering projects; prepare requests for proposals and contracts for contracting service; review proposals and agreements for consultant services; oversee and supervise the development of project plans; review and approve specifications, plans and estimates.
11. Review parcel maps and subdivision maps; approve maps for recording.
12. Oversee the City Maintenance Program including street and general maintenance contracts; plan and schedule maintenance activities for assignment to appropriate City staff and contractors; evaluate effectiveness of contract maintenance activities.
13. May oversee the development of the wastewater collection, treatment and disposal system.
14. Supervise and investigate traffic control deficiencies involving signage, striping, signalization and other traffic control devices; supervise/design traffic improvement projects.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

CITY OF SEDONA
City Engineer

Essential Functions (continued):

17. Participate and implement the City strategies plan as it relates to Public Works.
18. Be sensitive to the needs of the community and be innovative in addressing the needs and concerns of the citizens of Sedona.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive engineering and maintenance program.

Organizational and management practices as applied to the analysis and evaluation of public works engineering and maintenance programs.

Modern and complex principles and practices of public works engineering and maintenance program development and administration.

Advances principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Civil engineering and project administration theory, principles and practices and their application to a wide variety of services including planning, design, inspection, testing and construction.

Methods, materials, equipment, procedures, and practices utilized in the construction, repair, and operation of public works facilities, systems, projects and functions.

Recent developments, current literature and sources of information regarding engineering as applied to municipal public works.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Provide customer service oriented thinking to Public Works staff.

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

CITY OF SEDONA

City Engineer

Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Engineering Department.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works engineering and maintenance services.

Prepare and administer large and complex budgets.

Allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise administrative and technical reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Make engineering computations and check, design, prepare and review engineering plans and specifications.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including city and other government officials, community groups, the general public, and media representatives.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional public works engineering experience, including three years of administrative and supervisory responsibility. Additional experience in administering a public works maintenance program is highly desirable.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

CITY OF SEDONA
City Engineer

License or Certificate

Possession of, or ability to obtain, an appropriate valid State of Arizona driver's license.

Possession of, or ability to obtain, a Certificate of Registration as a professional civil engineer in the State of Arizona.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity.



To: Carol Brown

567-6631 x 106

11-8-05

(F) 567-8291

Fun Dave coc/HN

Job Description
Job Code: 171

PUBLIC WORKS DIRECTOR

DEFINITION: Under executive direction, manages the City's Public Works Department including the three functional areas of wastewater, streets, and engineering; provides technological advancement of expertise for subordinates in the department; provides leadership, guidance, and direction; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.)

TASKS:

Serves as project manager for the department's capital improvement projects; ensures the wastewater facility is in compliance with state permits; provides staff with necessary tools to perform their functions (including expertise through training and staff development efforts); performs strategic planning to insure the City has the capacity to support community growth; designs projects from inception to completion stages; gives technical assistance and training.

Functions as the City's project manager for the design and construction of large complex public works projects which may involve consultants; interacts with constituents and assists in the resolution of issues brought by the residents; discusses issues with citizens to follow up and assure their concerns are properly and fully addressed; assists in the engineering requirements of private development.

Mentors subordinate staff providing training, guidance, and direction as well as performance evaluations; meets with department management to delegate assignments, check work periodically and answer questions/concerns; interviews and selects prospective new employees; attends meetings on behalf of the City and to represent the City and its leadership with outside agencies; prepares, defends and administers the department budget.

Provides fiscal tracking mechanisms to assure the department is working within its budget; directs the establishment and maintenance of records, files, and other legally required documents (e.g. plans, reviews, permits, etc.); ensures all actions are taken within the parameters of the administrative code, City Code, and Arizona Revised Statutes; develops and disseminates department mission, goals and objectives for all employees to follow.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of applicable Federal, State and local laws, ordinances, statutes, rules, regulations, policies, and procedures.

Knowledge of the principles and practices of public works.

Knowledge of technical resource documents for public works activities.

Knowledge of uniform building codes in the City of Cottonwood.

Skill in developing and maintaining effective interpersonal relations.

Skill in the operation of various types of equipment used in the planning and drafting trade.

Skill in analyzing data and drawing valid conclusions.

Skill in conducting research and providing meaningful results.

Skill in the effective use of human and material resources.

Public Works Director – (Continued)

PHYSICAL REQUIREMENTS: This classification involves work that requires the ability to traverse uneven ground and climb ladders.

MINIMUM QUALIFICATIONS: The equivalent of an Arizona Driver's license and registration as a Professional Engineer (Civil); and a bachelor's degree from an accredited college or university with a major in Civil engineering and seven (7) years public works engineering experience.

Prepared by: _____ RJC _____

Reviewed by: _____