

## AGENDA



**REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, DECEMBER 7, 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) November 16, 2005 – Regular Session
- 2) November 9, 2005 – Work Session

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

- 1) Joint Work Session w/ P&Z Commission – December 14, 2005 at 6:30 p.m.
- 2) Regular Session – December 21, 2005 at 6: 30 p.m.
- 3) Council Hears P&Z – December 28, 2005 at 6:30 p.m.. – **CANCELLED**
- 4) Regular Session – January 4, 2006 at 6:30 p.m.
- 5) Work Session – January 11, 2006 at 6:30 p.m.
- 6) Regular Session – January 18, 2006 at 6:30 p.m.
- 7) Council Hears P&Z – January 25, 2006 at 6:30 p.m.

c) **Possible approval of Resolution 2005-672, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing the week of 12/12/05 as *Business Appreciation Week*.**

d) **Possible recommendation of approval of Special Event Liquor Licenses for the purposes of Fund Raising for American Legion Post #93 for the following dates: January 7, 2006, February 4, 2006, March 4, 2006, April 1, 2006, May 6, 2006, June 3, 2006, and July 1, 2006.**

e) **Possible approval to confirm Judge Bluff and Assistant Magistrate Harry Cipriano as Juvenile Hearing Officers, per ARS §8-323A and Administrative Order number 2005-13.**

f) **Possible approval of Election Services Agreement utilizing Yavapai County Election Services for all municipal elections.**

g) **Possible approval of the Chamber of Commerce quarterly drawdown in the amount of \$11,250. This is a budgeted item in the General Fund.**

h) **Possible acceptance of the following streets: North Via Linda, West Calle Panorama, North Via Silverado, and West Calle Salida of the Las Estancias Subdivision Unit II (Final Plat approved by Resolution 2004-612) and Unit III (Final Plat approved by Resolution 2005-632).**

i) **Possible approval of Resolution 2005-671, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting amended final plat 2005-09 for Las Estancias Unit 2 subdivision removing parcels 403-20-169, 403-20-170, and 403-20-171 from the subdivision consisting of lots 27, 28, 29. These lots are located on the east side of the Mondale Extension.**

5. **Call to the Public for Items not on the Agenda.**
6. **Discussion, consideration, and possible acceptance of Council Member Chet Teague's resignation, with appreciation for his dedication and service to the community.**
7. **Discussion, consideration, and possible direction to staff concerning the appointment of a member to fill Council Member Teague's term that expires in June 2007.**
8. **Discussion, consideration, and possible adoption of Resolution 2005-670, finding the existence of a slum and blight area in the community and further that redevelopment of the area is necessary in the interest of the public health, safety, morals, or welfare of the residents of the municipality, and further, directing staff to prepare a Redevelopment Plan.**
9. **Discussion, consideration, and possible approval of requested funding by the Verde Valley Veterans for transportation to medical care facilities.** The amount to be determined is unbudgeted. LTAF monies are an eligible funding source.
10. **Discussion, consideration, and possible approval of sale of alcohol at special events and authorization to purchase liquor liability insurance for five (5) major special events under one policy for \$6,224.94.** This is a budgeted item in the General Fund.
11. **Discussion, consideration, and possible authorization to continue/discontinue the partnership with the Discovery Program for the after school program.**
12. **Discussion, consideration, and possible approval of a \$3,000 annual increase or a reduction of hours for the Transcriptionist position.** This is an unbudgeted item from the General Fund.
13. **Discussion, consideration, and possible reclassification of the Clerk's Office Receptionist position to Administrative Assistant position. This change will not extend the employee's probationary period.** This is an unbudgeted item. However, the estimated \$4,734 increase, which includes all related benefits, is available in other Town Clerk line items.
14. **Discussion, consideration, and possible direction to staff to mail the "20 Points to Know about Impact Fees" flyer provided by Paul Tischler.** The anticipated cost of \$3,000 is a budgeted item in the General Fund non-departmental Community Survey line item.
15. **Discussion, consideration, and possible approval of the TischlerBise, Inc. contract in the amount of \$18,300 to complete the impact fee study related to water system capacity.** This is an unbudgeted amount from General Fund Contingency.
16. **Discussion, consideration, and possible authorization to staff to obtain an appraisal of the 223 acres of Forest Service Land that is planned to be purchased for the Community Park.** This is an unbudgeted item from the Park Contingency Fund.
17. **Call to the Public for Items not on the Agenda.**

**There will be no Public Input on the following items:**

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

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, NOVEMBER 16, 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 Gioia, Vice-Mayor Baker, Councilors Hauser, Smith, Kovacovich, Parrish and Teague were present.

**Also Present:** Community Development Director Will Wright, Town Attorney Bill Sims, Sr. Planner Buckel, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper; Town Manager Bill Lee arrived at 8:30 after attending the ADOT Hwy 260 meeting.

3. **Pledge of Allegiance**

The Pledge was led by Gioia.

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

a) **Approval of the Minutes:**

- 1) November 2, 2005 – Regular Session
- 2) October 27, 2005 – Special Session
- 3) October 26, 2005 – Council Hears P&Z

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

- 1) Council Hears P&Z – November 23, 2005 at 6:30 p.m. – **CANCELLED**
- 2) Regular Session – December 7, 2005 at 6:30 p.m.
- 3) Joint Work Session w/ P&Z Commission – December 14, 2005 at 6:30 p.m.
- 4) Regular Session – December 21, 2005 at 6:30 p.m.
- 5) Council Hears P&Z – December 28, 2005 at 6:30 p.m.. – **CANCELLED**

c) **Possible acceptance of the resignation of Toni Harris from the Parks & Recreation Commission with appreciation for her service.**

d) **Possible approval of a letter of support for Dr. Wilbert Odem's request for a sabbatical to assist the Town with activities related to the Verde Lakes Drive/Clear Creek Crossing project.**

e) **Possible acceptance of the road, Summit Point Court, that is located in the Verde Valley Business Park.**

f) **Possible approval of Resolution 2005-669, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona declaring and adopting the results of the Special Election held on November 8, 2005.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the Consent Agenda as presented, with the addition of a date in January for the Retreat, to be set by staff.

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

There was no public input.

6. **Possible authorization to enter into a contract and for the Mayor to execute a contract for a biological evaluation, cultural resources investigation, and Section 404 Clean Water Act Permit application submittal in an amount not to exceed \$20,000 for the Verde Lakes Drive/Clear Creek Crossing project.**

On a motion by Smith, seconded by Gioia, the Council unanimously authorized a contract for a biological evaluation, cultural resource investigation, and Section 404 Clean Water Act Permit application submittal in an amount not to exceed \$20,000 for the Verde Lakes Drive/Clear Creek Crossing project.

Mayor Gioia reviewed preliminary steps for the Verde Lakes Project, to identify funding, complete a 404 application, and have an environmental study done; the requested amount will allow the project to get started.

**PUBLIC INPUT**

**Jim Burke** commented that the neighborhood and the Town will be benefited by the project, and offered his volunteer help as an operating engineer.

**Clive Jordan** expressed support, but also his concern about the project causing a possible decrease in water flow further down the Creek.

**Sandy Cronin** thanked the Council for giving the flooding problem serious consideration.

**Bob Johnson** agreed that the project is very badly needed and thanked the Council.

**Ted Showers** also pointed out the safety and emergency concerns, and wanted to thank the Council and the Mayor.

There was no further public input.

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

There was no action taken.

**STAFF PRESENTATION**

Town Clerk Barber presented a comprehensive overview and history of the CDBG program benefits and requirements, including the mandate for public hearings for input, followed by a Power Point presentation of projects requested by staff, plus two requests from the public for Council consideration.

**PUBLIC HEARING OPEN**

**Arlene Cronis**, Secretary of the Camp Verde Senior Center, reviewed the list of the Center's needs for consideration for proposed CDBG projects.

**Rick Carling**, Pastor of the Methodist Church, identified proposed missions and objectives of the church, including food distribution, establishing a low-cost or free medical clinic, possibly day care, and the estimated costs, for consideration for the CDBG program. **Margaret Keener, NACOG Representative**, explained that the church could be eligible as long as there is no proselytizing and does not require church membership.

**Clint Teague** requested confirmation that Overlook Acres and Rainbow Acres would also be included in the Middle Verde flooding issues.

There was no further public input.

**PUBLIC HEARING CLOSED**

**Council Discussion**

Following the presentation and public input, and with only a brief discussion, the Council agreed to hear Item 11 next.

**On a motion by Baker, seconded by Teague, the Council voted to go into Executive Session for discussion on legal advice on Item 11; with a 'no' vote by Hauser.**

**The meeting was adjourned at 7:19 p.m. to go into Executive Session; the meeting was called back to order at 8:10 p.m., after relocating to the Gym.**

**Item 11 was then addressed prior to Item 8.**

8. **Presentation by Chamber of Commerce Executive Director Roy Gugliotta and request for \$2,000 to join the Northern Arizona Marketing Coalition followed by discussion and possible approval of the request.**

On a motion by Hauser, seconded by Teague, the Council unanimously approved the request for \$2,000 to join the Northern Arizona Marketing Coalition.

Roy Gugliotta reported on his research into the Northern Arizona Marketing Coalition, and reviewed all of the ways that tourism could be increased and resulting benefit to the Town of Camp Verde by the Chamber having a seat at the table and a voice as to how money is spent by the Arizona Office of Tourism.

There was no Council discussion or public input.

9. **Discussion, consideration, and possible approval of Ordinance 2005-A316, an ordinance of the Town of Camp Verde, Yavapai County, Arizona adopting an amendment to Exhibit C of Ordinance 2005-A313 that includes exceptions to the street standards for five parcels 403-23-008V, 403-23-008Z, 403-23-010K, 403-23-010Z, and 404-19-152L. This amendment changes the sidewalk width in "Section D" to 6 feet and the asphalt walkway in "Section E" to 6 feet on one side of the street only.**

On a motion by Hauser, seconded by Smith, the Council unanimously approved Ordinance 2005-A316, an ordinance of the Town of Camp Verde, Yavapai County, Arizona adopting an amendment to Exhibit C of Ordinance 2005-A313 that includes exceptions to the street standards for five parcels 403-23-008V, 403-23-008Z, 403-23-010K, 403-23-010Z, and 404-19-152L. This amendment changes the sidewalk width in "Section D" to 6 feet and the asphalt walkway in "Section E" to 6 feet on one side of the street, for Homestead at Simonton Ranch only.

Director Wright explained that the amendment proposed by the subject ordinance would permit for a change in the exceptions to the street standards to allow revisions to the sidewalk width and the asphalt walkway and would apply to the Homestead at Simonton Ranch only.

There was only brief Council discussion and no public input.

10. **Discussion, consideration, and possible approval of Resolution 2005-666, a resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2005-01 for the purpose of placing an Off-Premise sign on parcel 403-22-035H for a period of three (3) years. The location of the sign is adjacent to the I-17 northbound off ramp.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2005-666, a resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2005-01 for the purpose of placing an Off-Premise sign on parcel 403-22-035H for a period of three (3) years. The location of the sign is adjacent to the I-17 northbound off ramp.

#### **STAFF PRESENTATION**

Director Wright reviewed the request for the off premise sign, the purpose of which is to help direct travelers on northbound I-17 to the applicant's businesses; ADOT has no space available at this time; the property owner, Henry Shill, has agreed to the placement of the sign on his

property. The P&Z Commission approved the request, with the recommendation that the proposed sign be professionally designed.

**PUBLIC HEARING OPEN**

**Applicant's Statement**

Charles Malone distributed copies of a revised proposed sign, and made a presentation on the history of his faith in Camp Verde, his significant investment in the Travel Center, replacing an existing Chevron Station, and subsequent problems with attracting traffic to the business because of a lack of ADOT signage and visibility for northbound travelers on the I-17 freeway.

**COMMENT FROM OTHER PERSONS**

There was no comment from other persons.

**APPLICANT'S REBUTTAL**

There was no rebuttal necessary.

**PUBLIC HEARING CLOSED**

**Council Discussion**

The Council was assured by Mr. Shill that he has received confirmation from the County Assessor's office that the sign would not affect the tax status of his property, which had been one concern of the P&Z Commission. The discussion also included some concern about an issue raised by a competing business about the applicability of a use permit on the off-premise property; Town Attorney Sims advised the Council that there was no problem. In response to a question, Mr. Malone said that he had personally contacted ADOT and was told there was no space for a new sign at this time.

11. **Discussion, consideration, and possible approval of Resolution 2005-668, a resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2005-04 for the purpose of developing Millwood Subdivision on parcels 404-04-021 and 404-05-085 consisting of approximately 50.36 acres and 31 lots with the minimum lot size being one acre.**

A motion by Gioia, seconded by Hauser, that Council table this item, give the developer the opportunity to work with the neighbors further, perhaps discuss the density a little further, changing lot sizes, answer some of the questions raised regarding the septic, traffic, water supplies, volume and quality giving a little more confidence to the needs of surrounding neighbors, and further the contact with the Verde Valley Land Preservation Institute to see if the property owners would monetarily be kept whole, to keep it in farmland, **failed by a 2-5 vote**, with Kovacovich, Smith, Baker, Parrish and Teague opposing.

On a motion by Smith, seconded by Baker, the Council voted 4-3 to approve Resolution 2005-668, a resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2005-04 for the purpose of developing Millwood Subdivision on parcels 404-04-021 and 404-05-085 consisting of approximately 50.36 acres and 31 lots with the minimum lot size being one acre, adding a stipulation acknowledging public concern regarding traffic, septic, groundwater issues, and Diamond S Ditch; with 'no' votes by Parrish, Gioia and Hauser.

**STAFF PRESENTATION**

Community Development Director Wright reviewed the subject project adding that the P&Z Commission had met earlier this month and denied the request after hearing considerable input from the public expressing concern over several areas including desire to retain the open space, flood control, the tapping into water for wells as well as the Diamond S Ditch for irrigation, the proposed septic systems, and impact on traffic. Wright said that the developer would need to meet the various agency requirements. In addition to addressing the agency regulations, the applicant is trying to meet those concerns of the public. The zoning on the property would allow the proposed development.

**PUBLIC HEARING OPEN**

**Applicant's Statement**

Jeremy Bach reviewed the zoning and the fewer number of lots proposed as a compromise, reminding everyone that the request is only for preliminary plat approval; the State and County agencies all have to approve a final plan. Mr. Bach added that his accompanying staff included the project engineer, a waste water management specialist, and ground water specialists to answer questions and concerns. The owner of the property approves of the down-zoned development; she had also offered the property for purchase for farmland, which did not work out.

**COMMENT FROM OTHER PERSONS**

**Lois Knutsen** expressed her major concerns regarding traffic, septic systems and water pollution.

**Bob Womack** went on record to say he is in favor of the project, that concerns can be resolved, progress is inevitable, and property rights should be respected.

**Therese Tobish** protested the suggestion to widen Quarterhorse Lane, and is concerned about the water table and septic systems.

**Bob Johnson** questioned how the zoning was originally granted, that it does not fit the surrounding area.

**Rick Mabery** expressed the concern over the development creating safety and public welfare issues for the Diamond S Ditch, appreciates the willingness of AZNorth to work with them to resolve any problems, and does not take a position for or against the development.

**Kevin Hauser** protested the loss of farmland, questioned the zoning and reviewed the history of the property to support his strong opposition of the development.

**Frank Geminden** said it is time to call a stop to this development and to preserve farmland.

**Dick Timlin** spoke as a retired hydro-geologist, will be interested in input from the developer's specialists regarding wastewater treatment systems and water run-off; and is opposed.

**Ben Pemberton** is concerned about the proposed wells, septic tanks, water contamination, and is opposed.

**Mike Parry**, a member of the P&Z Commission, said the situation is not workable and the Council must do what is right for the Town.

**Nancy Jenner** read from an additional petition protesting the impact on traffic, safety and lifestyle.

**Jerry Tobish** would like to see the project denied; development brings traffic and crime.

**Deborah Moody** urged the Council not to sell out Camp Verde "for the buck."

**Jim Norris** is concerned about pollution, does not want any change, and threatened a lawsuit if his well and water supply are polluted.

**Warren Gilbert** said property owners have rights; those who do not want growth should leave; he is in favor of the project.

**Bob Meacham** pointed out that decisions made now will affect the future; farmland is a valuable resource; Council should respect the wishes of the citizens; he is opposed.

**APPLICANT'S REBUTTAL**

Jeremy Bach responded to the various concerns of the citizens, with input from Luke Sefton, the project engineer, and the wastewater and ground water specialists, setting forth in detail the plans to mitigate any problems for the surrounding areas. Bach also assured the Council regarding the plans to work with the Diamond S Ditch Company to address that company's concerns. During the lengthy rebuttal and input, there was also discussion between the Council and the applicant and his staff, with debate on some issues by members of the public.

**PUBLIC HEARING CLOSED**

**A recess was called at 9:55 p.m.; the meeting was called back to order at 10:10 p.m.**

**Council Discussion**

The Council discussion posed questions for the applicant and his staff requesting further clarification of technical aspects regarding the effect of the development on the water table and existing wells and quality of water and management of the septic systems. The discussion included the proposal to explore development rights for agricultural properties and acknowledgement of the need to respect private property rights, and a suggestion that without management of the subdivision process, continual wildcat lot splits could occur. There was also comment that the public input had contained more negatives than positives. After further debate, the Council proceeded to take action on the request for approval.

12. **Discussion, consideration, and possible approval of Resolution 2005-667, a resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2005-10 for the purpose of developing River's View Estates Subdivision within Simonton Ranch Master Planned Community on a portion of parcel 403-23-010Z consisting of approximately 16.91 acres and 15 lots with the minimum lot size being one acre. The location of this site is off of Finnie Flat Road behind Outpost Mall and accessed by a new roadway.**

On a motion by Teague, seconded by Parrish, the Council unanimously approved Resolution 2005-667, a resolution of the Common Council of the Town of Camp Verde, Arizona approving the Preliminary Plat 2005-10 for the purpose of developing River's View Estates Subdivision within Simonton Ranch Master Planned Community on a portion of parcel 403-23-010Z consisting of approximately 16.91 acres and 15 lots with the minimum lot size being one acre.

**STAFF PRESENTATION**

Director Wright said that the proposed River's View Estates Subdivision was another phase of the Simonton Ranch development, with 15 lots with a minimum size of one acre each. The P&Z Commission has recommended approval. The roadway and other off-site amenities will comply completely with what had previously been approved by Council.

**PUBLIC HEARING OPEN**

**Applicant's Statement**

Rob Witt pointed out that the proposed subdivision is the least dense of all the Simonton Ranch projects; he reviewed all the features that included two entrances in and out, walkways on both sides of the road, trails, and plans for sewer service or septic.

**COMMENT FROM OTHER PERSONS**

There was no comment from other persons.

**APPLICANT'S REBUTTAL**

There was no rebuttal necessary.

**PUBLIC HEARING CLOSED**

**Council Discussion**

The Council confirmed that future sewer service, or alternative systems, had been addressed, and also briefly discussed walkways, the Woods Ditch, the expansive soils and drainage issues; Wright said that no concerns or opposition had been expressed by the Sanitary District.

13. **Discussion, consideration, and possible authorization to retain Indstone Appraisal Service, LLC for the appraisal of parcels 404-19-166, 404-19-018A, and 404-19-018C for the Black Bridge River Front Park in an amount not to exceed \$1,150.**

On a motion by Hauser, seconded by Teague, the Council unanimously authorized the allocation of \$1,150 for the appraisal of parcels 404-19-166, 404-19-018A, and 404-19-018C for the Black Bridge River Front Park.

Staff reviewed the need for the subject appraisal, confirming that the amount is included in the budget and is part of the SLIF grant.

There was comment from the Council regarding the need to move forward on the project as soon as possible.

There was no public input.

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

On a motion by Hauser, seconded by Baker, the Council voted unanimously to table Item 14.

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

There was no public input.

16. **Advanced Approvals of Town Expenditures**

On a motion by Teague, seconded by Baker, the Council unanimously approved the expenditure not to exceed \$29,500 to remove the asbestos for public safety as discussed.

Town Manager Lee reported that in connection with the renovation of the property for the Marshal's Office a content of more than 2% asbestos had been found in the block walls; based on one proposal received and two more expected, the amount of not more than \$29,500 is being requested to remove the hazard before the project can continue. During a brief Council discussion of this new problem, Attorney Sims confirmed that immediate steps must be taken because of the threat to the public health and safety.

17. **Manager/Staff Report**

There was no Manager/Staff report.

18. **Council Informational Reports**

Smith reported that he and Gioia had enjoyed participating in the Toy Ride Saturday, the weather was perfect.

19. **Adjournment**

On a motion by Baker, seconded by Hauser the meeting was adjourned at 11:50 p.m.

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Tony Gioia, Mayor

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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 16th of November, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

**MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. MAIN STREET, ROOM #106  
WEDNESDAY, NOVEMBER 9, 2005  
6:30 PM**

1. **Call to Order**

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

2. **Roll Call**

Mayor Gioia, Chet Teague, Howard Parrish, Bob Kovacovich, Ron Smith, and Brenda Hauser were present. Jackie Baker was absent.

**Also Present**

Bill Lee, Deborah Barber, Dane Bullard and Jenna Paulsen

3. **Presentation by Arizona Elks Association State New Lodge Chairman Don Zelechowski and Chairman of the North District New Lodge Glenn Smith and discussion of a proposal to establish an Elks Lodge in Camp Verde to assist with community projects and events.**

Glenn Smith, Chairman of the North District New Lodge, spoke about the activities and contributions that Elks Lodges make to the community. He explained that 100 applications are needed to establish an Elks Lodge in the Town of Camp Verde. Glenn Smith's phone number is 928-284-4273 and the Sedona Lodge number is 928-282-7571 for interested parties. Council expressed appreciation for Mr. Smith's presentation and said that they supported his efforts.

4. **Discussion and update on the Verde Lakes Drive/Clear Creek Crossing project.**

Deborah Barber discussed potential CDBG funding for this project. She advised that a public hearing for CDBG funding cycle is set for next Wednesday, the 16<sup>th</sup>. She explained the three national objects and advised that staff feels the project might be eligible on the low-mod income benefit.

Dan Burg and Caleb Lansing from Arizona Engineering provided conceptual drawings and explained the costs and timeline for the project. The project would consist of four 4/12 box culverts with re-channeling mostly on the up stream and very little down stream. The box culverts would handle 900 CFS. Lansing stressed that this would not solve the flooding, but would keep the road open more often that it is now. They explained the 404 permitting process and working with the Army Corps of Engineers. Lansing noted that should any endangered species be located in the area, it would slow the project down considerably. He pointed out that the project would take about one year if there were no endangered species to consider.

4. **Discussion and monthly update by the Finance Director concerning financial and personnel matters.**

Finance Director Dane Bullard presented a monthly update on the Town's financial status. A copy of the financial report is attached and becomes a permanent part of this record.

5. **Adjournment**

On a motion by Hauser, seconded by Teague, the meeting was adjourned at 8:27 p.m.

\_\_\_\_\_  
Tony Gioia, Mayor

\_\_\_\_\_  
Jenna Paulsen, Recording Secretary

**CERTIFICATION**

I HEREBY CERTIFY THAT THE FORGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 9<sup>th</sup> day of November 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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



**Resolution 2005-672**

**A Resolution of the Mayor and Common Council  
of the Town of Camp Verde, Yavapai County, Arizona,  
establishing the week of 12/12/05 as**

*Business Appreciation Week*

**in the Town of Camp Verde**

**Whereas**, the people of our Town recognize that the small businesses in our community are vital to our Town's economic viability; and

**Whereas**, we desire to build upon our heritage and make our Town a place where families are strong and business is productive; and

**Whereas**, we recognize that individual business owners have invested thousands of dollars to make their buildings more attractive to visitors and customers alike; and

**Where as**, these business owners have voluntarily contributed their own time and personal monies to the rural, western atmosphere mandated by the vote of the people through the General Plan; and

**Whereas**, the emphasis of positive appeal can only occur as business owners commit themselves to exemplifying character in their businesses and inspiring others to do the same;

**Now therefore, be it resolved** that the Mayor and Common Council of the Town of Camp Verde do hereby declare the week of 12/12/05 as *Business Appreciation Week* in the Town of Camp Verde and encourage all citizens to patronize our local businesses and express your appreciation for their commitment to our community.

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 7 day of December 2005.

Approved as to form:

\_\_\_\_\_  
Tony Gioia, Mayor

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

**ATTEST:**

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

\_\_\_\_\_  
Date



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 1 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.**

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
AMERICAN Legion Post 93	PO Box 1570 CAMP VERDE AZ 86322	100

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

\_\_\_ # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN Legion Post Officers

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
**(ATTACH COPY OF AGREEMENT)**

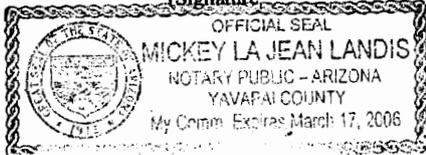
AMERICAN LEGION #93 (928) 567-6154  
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

**THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1**

18. I, KEITH TUCKER, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

x Keith A. Tucker NOVICE COMMANDER 11-22-05 928-567-6154  
(Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Yavapai  
The foregoing instrument was acknowledged before me, this

22 November 2005  
Day Month Year

My Commission expires on: 03/17/2006  
(Date)

Mickey La Jean Landis  
(Signature of NOTARY PUBLIC)

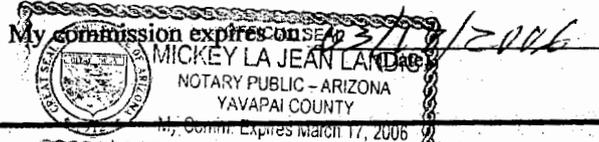
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x Keith A. Tucker  
(Signature)

State of Ariz. 2006 County of Yavapai  
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22 November 2005  
Day Month Year



Mickey La Jean Landis  
(Signature of NOTARY PUBLIC)

**You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, \_\_\_\_\_ hereby recommend this special event application  
(Government Official) (Title)  
on behalf of \_\_\_\_\_  
(City, Town or County) (Signature of OFFICIAL) (Date)

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:

\_\_\_\_\_  
(Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
(Title) (Date)



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 2 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of  
Alcoholic Beverage Sales.**

Name	Address	Percentage
AMERICAN LEGION POST 93	PO BOX 1570 CAMP VERDE AZ 86322	100%

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

\_\_\_ # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN LEGION POST OFFICERS

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time  
period, and in the area in which the special event license will be in use?  YES  NO  
(ATTACH COPY OF AGREEMENT)

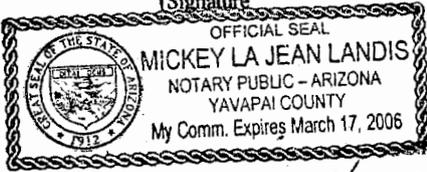
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Name of Business Phone Number

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(Print full name)  
applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event  
Liquor License.

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(Signature) (Title/Position) (Date) (Phone #)



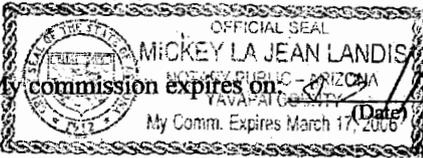
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22 November 2005  
Day Month Year

My Commission expires on: 03/17/2006 Mickey La Jean Landis  
(Date) (Signature of NOTARY PUBLIC)

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(Print full name)  
listed in Question 6. I have read the application and the contents and all statements are true, correct and  
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(Signature) The foregoing instrument was acknowledged before me this



22 November 2005  
Day Month Year  
Mickey La Jean Landis  
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on behalf of \_\_\_\_\_  
(City, Town or County) (Signature of OFFICIAL) (Date)

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:

\_\_\_\_\_  
(Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
(Title) (Date)



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 3 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.**

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
AMERICAN LEGION POST 93	PO BOX 1570 CAMP VERDE AZ 86322	100

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

     # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN LEGION POST OFFICERS

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
(ATTACH COPY OF AGREEMENT)

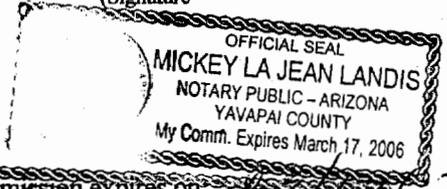
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Name of Business Phone Number

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 (Signature) (Title/Position) (Date) (Phone #)



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Mickey La Jean Landis  
 (Signature of NOTARY PUBLIC)

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 (City, Town or County) (Signature of OFFICIAL) (Date)

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:

\_\_\_\_\_  
 (Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
 (Title) (Date)

# ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor  
Phoenix AZ 85007-2934  
(602) 542-5141



400 W Congress #521  
Tucson AZ 85701-1352  
(520) 628-6595

## APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day, for 1-10 day events only  
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**PLEASE NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.**

**DEPT USE ONLY**  
LIC#

**\*\*APPLICATION MUST BE APPROVED BY LOCAL GOVERNMENT**

1. Name of Organization: AMERICAN LEGION #93

2. Non-Profit/I.R.S. Tax Exempt Number: [REDACTED]

3. The organization is a: (check one box only)

- Charitable       Fraternal (must have regular membership and in existence for over 5 years)  
 Civic               Political Party, Ballot Measure, or Campaign Committee  
 Religious

4. What is the purpose of this event? FUND RAISING

5. Location of the event: 286 S. THIRD ST. CAMP VERDE YAVAPAI 86322  
Address of physical location (Not P.O. Box)      City      County      Zip

**Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)**

6. Applicant: TUCKER KEITH ARNOLD [REDACTED]  
Last                      First                      Middle                      Date of Birth

7. Applicant's Mailing Address: PO BOX 1570 CAMP VERDE AZ 86322  
Street                      City                      State                      Zip

8. Phone Numbers: (928) 567-6154 (928) 301-8398 (928) 567-6154  
Site Owner #                      Applicant's Business #                      Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M. (P.M.)	To A.M. (P.M.)
Day 1:	<u>04-01-06</u>	<u>SAT</u>	<u>5:00</u>	<u>11:30</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 4 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of  
Alcoholic Beverage Sales.**

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
American Legion Post 93	PO Box 1606 Camp Verde AZ	76/100

(Attach additional sheet if necessary)

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NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

\_\_\_ # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN LEGION POST 93 OFFICERS

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
**(ATTACH COPY OF AGREEMENT)**

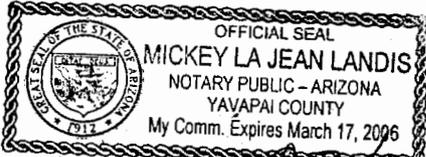
AMERICAN LEGION #93 (928) 567-6154  
Name of Business Phone Number

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x Keith Tucker 2ND VICE COMMANDER 11-22-05 928-567-6154  
(Signature) (Title/Position) (Date) (Phone #)



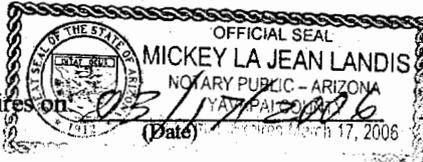
State of AZ County of Yavapai  
The foregoing instrument was acknowledged before me this 22 November 2005  
Day Month Year

My Commission expires on: 03/17/2006 Mickey La Jean Landis  
(Date) (Signature of NOTARY PUBLIC)

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22 November 2005  
Day Month Year  
Mickey La Jean Landis  
(Signature of NOTARY PUBLIC)

My commission expires on 03/17/2006  
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**You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, \_\_\_\_\_ hereby recommend this special event application  
(Government Official) (Title)  
on behalf of \_\_\_\_\_  
(City, Town or County) (Signature of OFFICIAL) (Date)

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:

\_\_\_\_\_  
(Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
(Title) (Date)



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 5 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.**

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
AMERICAN LEGION POST 93	PO BOX 1570 CAMP VERDE AZ 86322	100

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
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15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

\_\_\_ # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN LEGION POST OFFICERS

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
(ATTACH COPY OF AGREEMENT)

AMERICAN LEGION #93  
Name of Business

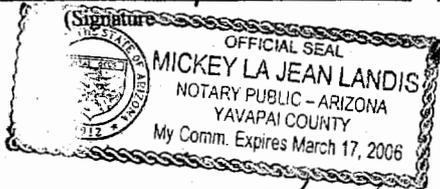
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Phone Number

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\_\_\_\_\_  
 (Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
 (Title) (Date)



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 6 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.**

Name	Address	Percentage
AMERICAN LEGION POST 93	PO BOX 1570 CAMP VERDE AZ 86322	100

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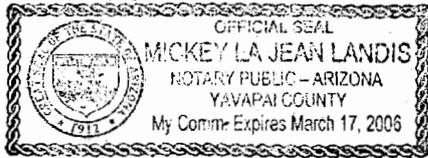
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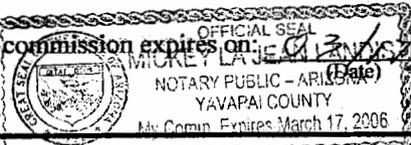
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\_\_\_\_\_  
 (Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
 (Title) (Date)



10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 7 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of  
Alcoholic Beverage Sales.**

Name	Address	Percentage
AMERICAN LEGION POST 93	PO BOX 1570 CAMP VERDE AZ 86322	100

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

     # Police  Fencing  
2 # Security personnel  Barriers

AMERICAN LEGION POST OFFICERS

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
**(ATTACH COPY OF AGREEMENT)**

AMERICAN LEGION #93  
Name of Business

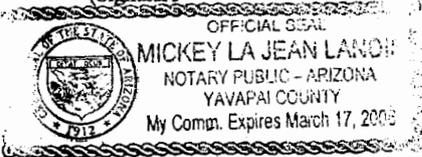
(928) 567-6154  
Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

**THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1**

18. I, KEITH TUCKER, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Keith A. Tucker 2ND VICE COMMANDER 11-22-05 928-567-6154  
 (Signature) (Title/Position) (Date) (Phone #)



State of AZ County of Yavapai  
 The foregoing instrument was acknowledged before me this

22 November 2005  
 Day Month Year

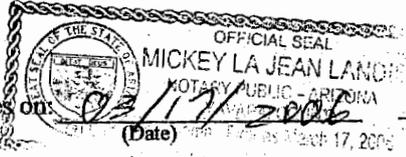
My Commission expires on: 03/17/06  
 (Date)

Mickey La Jean Landi  
 (Signature of NOTARY PUBLIC)

**THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6**

19. I, KEITH TUCKER, declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Keith A. Tucker State of AZ County of Yavapai  
 (Signature) The foregoing instrument was acknowledged before me this



22 November 2005  
 Day Month Year

My commission expires on: 03/17/2006  
 (Date)

Mickey La Jean Landi  
 (Signature of NOTARY PUBLIC)

**You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, \_\_\_\_\_ hereby recommend this special event application  
 (Government Official) (Title)  
 on behalf of \_\_\_\_\_  
 (City, Town or County) (Signature of OFFICIAL) (Date)

**FOR DLLC DEPARTMENT USE ONLY**

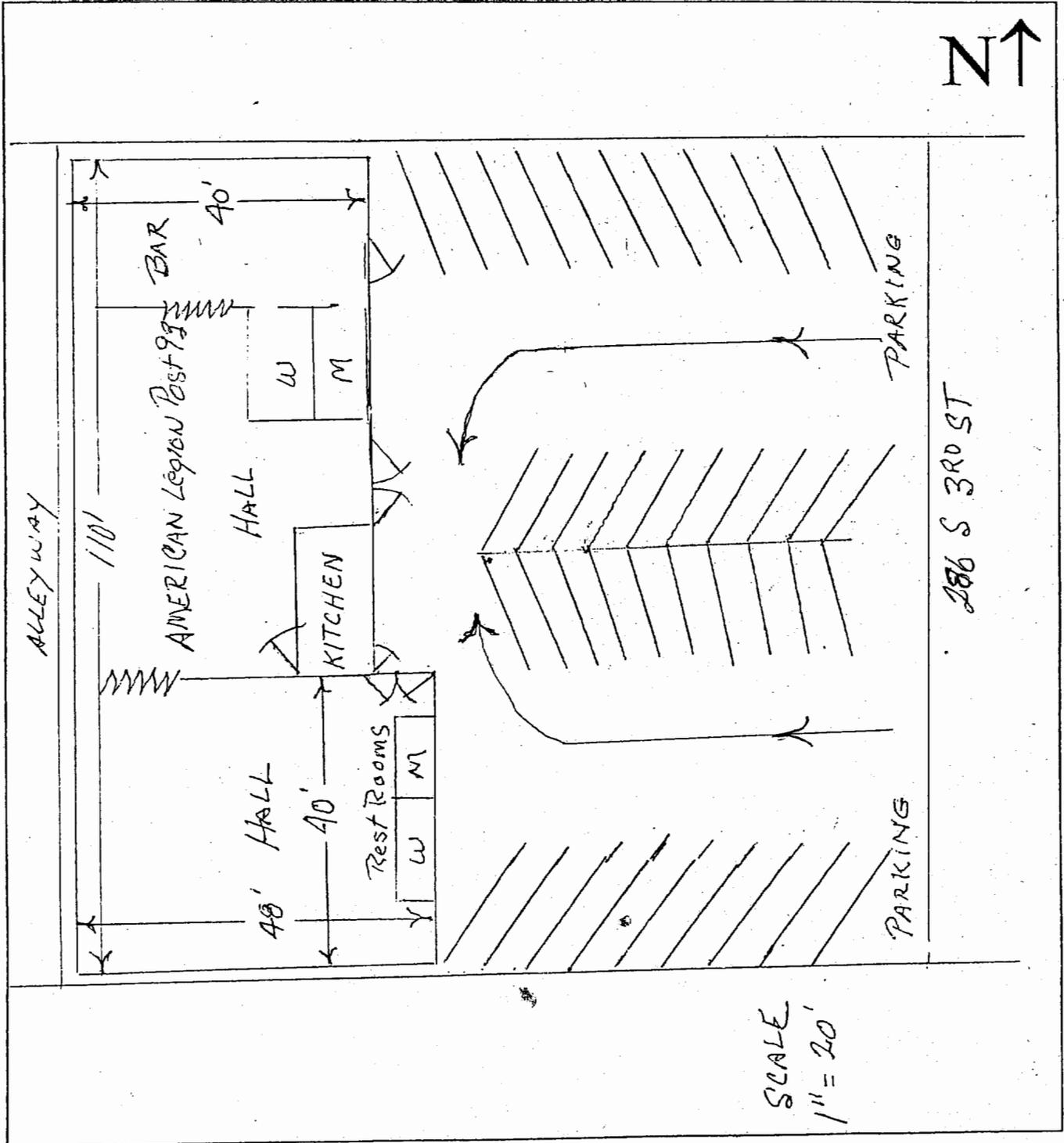
Department Comment Section:

\_\_\_\_\_  
 (Employee) (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
 (Title) (Date)

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



**STAFF REPORT**

November 28, 2005

**Council meeting of: December 7, 2005**

(Please state exactly as it should appear on the agenda, what type of action you anticipate)

**Title: Possible approval to confirm Judge Bluff and Asst. Magistrate Harry Cipriano as a Juvenile Hearing Officers as per ARS8-323A and Administrative Order No. 2005-13.**

Is this a budgeted item: \_\_\_\_\_ YES \_\_\_\_\_ NO *N/A*

**Description of Item:**

**On September 19, 2005, Judge Robert Brutinel, Presiding Judge of the Yavapai County Juvenile Court, appointed Michael Bluff as a Juvenile Hearing Officer for Yavapai County. ARS8-323A requires the Local Government body to approve the appointment of Municipal Judges as Juvenile Hearing Officers.**

**Consideration and possible approval of Council to confirm the appointment of Judge Michael Bluff and Judge Harry Cipriano as Juvenile Hearing Officers as per the attached Administrative Order No. 2005-13 and ARS8-323A.**

**Staff Recommendation: Approve the appointment to confirm Yavapai County Presiding Judge Robert Brutinel Administrative Order.**

Comments:

Attachments: \_\_\_\_\_ X \_\_\_\_\_ YES \_\_\_\_\_ NO

Prepared by: Hon. Michael Bluff



8-323. Juvenile hearing officer; appointment; term; compensation; hearings; required attendance; contempt

A. The judge of the juvenile court, or in counties having more than one judge of the juvenile court, the presiding judge of the juvenile court, may appoint one or more persons of suitable experience who may be magistrates or justices of the peace to serve as juvenile hearing officers on a full-time or part-time basis. The county board of supervisors shall approve the appointment of justices of the peace as juvenile hearing officers. The local governing body shall approve the appointment of municipal judges as juvenile hearing officers. The juvenile hearing officer serves at the pleasure of the appointing judge. The appointing judge, with the approval of the board of supervisors, shall determine whether any compensation shall be paid to a juvenile hearing officer who is not otherwise employed by a public agency or holding another public office and shall establish the amounts and rates of the compensation.

B. Subject to the orders of the juvenile court a juvenile hearing officer may hear and determine juvenile pretrial detention hearings and may process, adjudicate and dispose of all cases that are not classified as felonies and in which a juvenile who is under eighteen years of age on the date of the alleged offense is charged with violating any law relating to the following:

1. Any provision of title 28 not declared to be a felony.
2. The purchase, possession or consumption of spirituous liquor by a juvenile.
3. Boating or game and fish.
4. Curfew.
5. Truancy.
6. The damage or disfigurement of property by graffiti or the purchase or possession of materials with the intent to use the materials for graffiti.
7. The purchase or possession of tobacco.
8. Any city, town or political subdivision ordinance.
9. Interference with judicial proceedings involving disobeying or resisting the lawful order, process or other mandate of a juvenile hearing officer or failure to appear related to any offense in this section.

C. A hearing before the juvenile hearing officer or a hearing before a commissioner or a judge of the juvenile court in which the juvenile is charged with any offense set forth in this section may be conducted on an exact legible copy of a written notice to appear, including a uniform Arizona traffic ticket and complaint form, that states, at a minimum, the name and address of the juvenile, the offense charged and the time and place the juvenile shall appear in court.

D. The juvenile hearing officer, commissioner or judge of the superior court shall not dispose of a petition or citation for any offense under this section unless the parent, guardian or custodian of the juvenile appears in court with the juvenile at the time of disposition of the charge. On a showing of good cause that the parent, guardian or custodian cannot appear on the date and time set by the court, the court may waive the requirement that the parent, guardian or custodian appear. The court shall state on the record the reasons for waiving the requirement that the parent, guardian or custodian appear. At the time the court issues an order to appear or other order pursuant to this section, the court shall inform the juvenile that failure to appear or failure to comply with an order will result in suspension of the juvenile's driver license or privilege to drive. If the juvenile fails to appear pursuant to a citation or an order to appear properly issued under this section or if on disposition fails to comply with any court order, the juvenile hearing officer shall order the department of transportation to suspend the juvenile's driver license or privilege to drive or shall direct the department of transportation to refuse to issue, renew or restore the juvenile's driver license or privilege to drive until the juvenile reaches eighteen years of age or appears in court as directed or complies with the court's order.

E. If a parent, guardian or custodian fails to appear with the juvenile, and good cause for the failure to appear is not found as provided in subsection D of this section, the court shall issue an order to show cause to the parent, guardian or custodian as to why that person shall not be held in contempt.

F. Except as otherwise provided by law, on an admission by the juvenile of a violation charged pursuant to this section, or after a hearing, on the finding that the juvenile committed the violation, the juvenile hearing officer, commissioner or judge of the superior court may do one or more of the following:

1. Place the juvenile on probation, except that a city magistrate or justice of the peace may only place the juvenile on unsupervised probation.
2. Transfer the citation to the juvenile court for all further proceedings.
3. Suspend the driving privileges of the juvenile, or restrict the juvenile's driving privileges for a period of not to exceed one hundred eighty days.
4. Order the juvenile to attend a traffic school or a counseling or education program approved by the presiding judge of the juvenile court or the supreme court.
5. Order the juvenile to pay the monetary assessment or penalty that is applicable to the offense. The monetary assessment or penalty shall not exceed five hundred dollars plus lawful surcharges and assessments payable to the public agency processing the violation. If no monetary assessment or penalty is specified for the offense, the juvenile hearing officer, commissioner or judge of the superior court may order the juvenile to pay not more than one hundred fifty dollars plus lawful surcharges and assessments payable to the public agency processing the violation.
6. In lieu of or in addition to a monetary assessment or penalty, order the juvenile to perform a program of work that does not conflict with the juvenile's regular schooling and employment, to repair the victim's property or to provide community restitution.
7. If the juvenile hearing officer, commissioner or judge of the superior court determines that the person charged is eighteen or more years of age, transfer the matter to the appropriate criminal court having jurisdiction.
8. If the juvenile violated any truancy laws, require the juvenile and the juvenile's parents or guardians to participate in a specialized program consisting of counseling, supervision and education under the terms and conditions the juvenile hearing officer, commissioner or judge of the superior court orders.
9. Order the juvenile and one or both of the juvenile's custodial parents to pay restitution to any person who suffered an economic loss as the result of the juvenile's conduct. The juvenile hearing officer, commissioner or judge of the superior court shall not consider the ability of the juvenile's parents to pay restitution before making a restitution order. If the juvenile hearing officer, commissioner or judge of the superior court orders one or both of the juvenile's custodial parents to pay restitution, the amount of the order shall not exceed the liability limit established pursuant to section 12-661.
10. Impose sanctions authorized by section 8-343.
11. Reprimand the juvenile and take no further action.

G. A record of the proceedings before a juvenile hearing officer may be made by a court reporter, videotape or audiotape or any other method approved by the supreme court that accurately reproduces what occurred at the proceeding.

H. Within five days after receiving the citation, the juvenile hearing officer shall notify the juvenile court that the juvenile has been charged with an offense by citation and shall indicate the listed charges. The juvenile hearing officer shall retain jurisdiction of the case until all orders made under this section have been fully complied with. Within five days after disposition, the juvenile hearing officer shall transmit a copy of the citation with the findings and disposition of the court noted on the copy to the juvenile court for record keeping purposes. If appropriate, the juvenile hearing officer shall transmit a copy of the citation to the department of transportation. If on disposition the juvenile fails to comply with any court order, the juvenile hearing officer, in the manner provided by subsection D of this section, may impose any of the sanctions prescribed in subsection F of this section.

## STAFF AGENDA ITEM REPORT

**Council meeting of:** December 7, 2005 - Consent

**Title:** Possible approval of Election Services Agreement utilizing Yavapai County Election Services.

**Budgeted item:** N/A

**Description of Item:** Yavapai County Board of Supervisors recently approved a proposal to limit its contractual jurisdictional elections services to vote-by-mail elections only. This agreement replaces the previous requirement that agreements be approved for every election.

**Staff Recommendation:** Approve the agreement.

**Comments:** This agreement will be in effect until either party provides a 90-day written notice to terminate.

**Attachments:** Yes

**Prepared by:** Debbie Barber

## VOTE-BY-MAIL ELECTION SERVICES AGREEMENT

**THIS AGREEMENT**, by and between the YAVAPAI COUNTY BOARD OF SUPERVISORS and the YAVAPAI COUNTY RECORDER (collectively the "COUNTY") and \_\_\_\_\_, (the "JURISDICTION")

**WHEREAS**, pursuant to A.R.S. §16-408 (D) The governing body of any election district authorized to conduct an election may enter into an agreement with a county Board of Supervisors and county Recorder for election services with the contracted cost of such special elections to be a charge against the election district; and

**WHEREAS**, The COUNTY is willing to provide election services to election districts wishing to conduct "vote-by-mail" elections, but, with the exception of biennial primary and general elections, will not provide election services to districts wishing to conduct polling-place elections unless a polling-place election is expressly required by state or federal statute; and

**WHEREAS**, the JURISDICTION wishes to enter into an agreement with the COUNTY for the provision of elections services subject to the terms and conditions set forth herein.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Provision of Election Services.** The COUNTY hereby agrees to provide election services to the JURISDICTION for all consolidated election dates during the effective term of this Agreement. The Agreement shall apply to all categories of elections including, but not limited to primaries, general elections, special elections, bond elections and override elections. Services to be provided by the COUNTY, and those that remain the responsibility of the JURISDICTION, are set forth in the Elections Task Schedule attached to this Agreement as Exhibit 1.

**2. Limitation on Eligible Elections.** It is understood and agreed that the services to be provided pursuant to this Agreement shall be provided exclusively for "vote-by-mail" elections with the exception of biennial primary and general elections and elections expressly required by state or federal statute to be conducted at polling places. It shall be the responsibility of the JURISDICTION to establish the legal basis for a requirement that an election is required by state statute to be conducted at polling places. The COUNTY may in its sole discretion, decline to provide services for any election that it concludes is not required to be conducted at polling places.

**3. Compensation.** The JURISDICTION shall compensate the COUNTY for election services provided pursuant to this Agreement in accordance with the fees set forth in the Election Fee Schedule attached to this Agreement as Exhibit 2. The COUNTY reserves the right to adjust election-service fees at any time during the effective term of this Agreement upon written notice to the JURISDICTION.

**4. Conduct of Elections; Indemnification.** While the COUNTY will use its best efforts to provide election services pursuant to this Agreement in a capable and competent manner, it shall ultimately be the responsibility of the JURISDICTION to confirm that all legal requirements have been met and that all other activities related to a given election are carried out as required. The COUNTY will provide to the JURISDICTION in advance all forms, schedules, documents and other information pertaining to each election conducted pursuant to this Agreement for the JURISDICTION's review and approval. The JURISDICTION shall provide to the COUNTY all informational materials or other election-related documents generated by the JURISDICTION for review and approval by the COUNTY prior to the distribution of such materials or documents. The JURISDICTION hereby agrees to save, hold harmless and indemnify the COUNTY, its officers, employees and agents from any and all claims, lawsuits, judgments or other costs arising out of either Party's performance pursuant to this Agreement.

5. **Term of Agreement** . This Agreement shall be effective as of \_\_\_\_\_ and shall continue in full force and effect until terminated as provided herein.

6. **Termination**

- a. **Unilateral Termination.** This Agreement may be terminated by either Party upon 30 days written notice to the other Party of intent to terminated, provided, however, that the Agreement may not be unilaterally terminated by either party within 90 days of the date of an election for which the COUNTY would otherwise be providing services pursuant to this Agreement.
- b. **Termination by Mutual Agreement.** This Agreement may be terminated at any time by mutual agreement of the Parties.
- c. **Termination for Breach.** In the event of a breach of any term or condition of this agreement, the Party claiming breach shall provide written notice to the other Party specifying the factual basis for the claim that a breach has occurred. If the breach is not remedied within fifteen (15) days of receipt of notice by the Breaching Party, the Non-breaching Party may terminate this Agreement without further notice.

5. **Contact Information.** Communications regarding services provided pursuant to this Agreement shall be directed to the Following:

**COUNTY:**  
Lynn Constabile  
Yavapai County Elections Director  
1015 Fair Street, Room 228  
Prescott, AZ 86305  
Phone: (928) 771-3250 Fax  
E-mail: [lynn.constabile@co.yavapai,az.us](mailto:lynn.constabile@co.yavapai,az.us)

**JURISDICTION:**  
Contact \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPROVALS**

**COUNTY:**  
\_\_\_\_\_  
Ana Wayman-Trujillo  
Yavapai County Recorder  
\_\_\_\_\_  
Lynn A. Constabile  
Elections Director

**JURISDICTION**  
Name \_\_\_\_\_  
Date \_\_\_\_\_  
Title \_\_\_\_\_

**VOTE BY MAIL ELECTION SERVICES AGREEMENT  
ELECTIONS TASK SCHEDULE**

Responsibilities for the conduct of elections pursuant to the Yavapai County Vote-by-Mail Services Agreement are allocated as follows:

TASK		TO BE PERFORMED BY:	
		COUNTY	JURISDICTION
Pre-clearance with DOJ, if applicable (Copy of submission to be forwarded to Election's office)			X *
Call of Election (Should be forwarded to Election's office for review)			X *
Legal Advertising, Notices, etc. (also, non-resident voters)			X *
Contact Printer; Order ballots or labels (bills will be forwarded to jurisdiction)		X	
Final Approval on ballot proof (County needs copy of approval)			X **
If applicable, obtain polling places and poll workers (bills will be forwarded to jurisdiction)		X	
L & A Test notice to the newspaper (Jurisdiction will be notified in writing)		X	
Perform L & A testing (Representative of Jurisdiction will be present)		X	
Mailing of Ballots or Early Ballots (Vote by Mail ballots will be mailed to all qualified electors beginning three weeks prior to election day)		X	
Processing of ballots		X	
Signature Verification -	Ballot affidavit signature comparison	X	
Signature Verification -	Provisional ballots	X	

\* For a countywide election, the County is responsible for this task.

\*\* For a countywide election, jurisdiction is only responsible for proofing their portion of the ballot.

PERFORMANCE OF TASKS AS OUTLINED ABOVE MAY HAVE SIGNIFICANT IMPACTS ON THE CONDUCT OF AN ELECTION AND MAY HAVE SIGNIFICANT LEGAL CONSEQUENCES AS WELL. PARTICIPATING JURISDICTIONS ARE ADVISED TO:

1. CAREFULLY REVIEW THE ALLOCATION OF TASKS AND TO DIRECT ANY QUESTIONS TO THE YAVAPAI COUNTY ELECTIONS DEPARTMENT.
2. MAINTAIN CLOSE CONTACT WITH THE YAVAPAI COUNTY ELECTIONS DEPARTMENT PRIOR TO, DURING AND AFTER ELECTIONS.
3. REFER ANY QUESTIONS REGARDING ELECTION-RELATED LEGAL ISSUES TO THE JURISDICTION'S LEGAL COUNSEL.

**VOTE BY MAIL ELECTION SERVICES AGREEMENT  
ELECTIONS FEE SCHEDULE**

Effective for Fiscal Year 2005/2006 the following fees will apply to elections conducted by the Yavapai County.

**Fiscal Year 2005 / 2006**

PURSUANT TO ARS 11-251.06 AND 48-819 THE FOLLOWING IS THE FEE SCHEDULE FOR SERVICES PROVIDED TO THE FIRE DISTRICTS AND OTHER SPECIAL DISTRICTS BY YAVAPAI COUNTY.

	Fees	Per
<b>Elections:</b>		
Director	\$41.00	HR
Records Technician	\$20.00	HR
Records Clerk	\$19.00	HR
Troubleshooters, delivery personnel & any additional personnel required to complete election duties	\$12.00	HR
Computer time/programming reports	\$45.00	HR
Ballot box/supplies & preparation	\$35.00	EACH
Counting system	\$50.00	DAY
Supplies, rental of polling places, poll workers, mileage, delivery truck rental	ACTUAL COST	
Voting booth	\$ 2.00	EACH
Fees for jurisdictions included on the state/county ballot is \$0.25 per registered voter. Jurisdictions whose elections are on other consolidated election dates will be charged on an hourly rate.		
<b>Voter Registration:</b>		
Early mail ballot packet	\$ .60	EACH
Signature verification	\$ .50	NAME
Registrar of Voters	\$31.00	HR
Records Clerk	\$19.00	HR

**Fees are subject to change upon approval by Yavapai County. Revised schedules will supersede prior schedules and be incorporated into Election Services Agreements in effect at the time of revision. Upon approval, Yavapai County will provide a copy of the revised schedule to each Participating Jurisdiction.**



## Yavapai County Recorder

1015 Fair Street – Room 228  
Prescott, AZ 86305

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### County Recorder

#### Ana Wayman-Trujillo

ana.wayman-trujillo@co.yavapai.az.us  
928-771-3244  
928-771-3258 (Fax)

### Chief Deputy Recorder

#### Pete Bersell

pete.bersell@co.yavapai.az.us  
928-771-3244  
928-771-3258 (Fax)

### Elections Director

#### Lynn A. Constabile

lynn.constabile@co.yavapai.az.us  
928-771-3250  
928-771-3446 (Fax)

### Registrar of Voters

#### Ruth E. Robinson

ruth.robinson@co.yavapai.az.us  
928-771-3248  
928-771-3446 (Fax)

TO: Yavapai County Election Jurisdictions  
FROM: Ana Wayman-Trujillo, County Recorder  
Lynn Constabile, Elections Director  
DATE: November 29, 2005  
SUBJECT: Election Services Contract

On October 3, 2005, the Yavapai County Board of Supervisors approved a proposal by the County Elections Department to limit its contractual jurisdictional election services to vote-by-mail elections only unless specifically required otherwise by state statute. In the absence of a statutory requirement, any jurisdiction wishing to conduct polling place elections will need to utilize in-house staff or contract with an election services vendor. A Vote-By-Mail informational pamphlet is enclosed and should answer many of your questions regarding vote-by-mail procedures.

The Elections Office has prepared an Election Services Agreement to be executed by each jurisdiction utilizing County election services (copy enclosed). Once signed, these agreements will remain in effect until terminated. There will be no need to execute a separate agreement for each election.

The countywide Primary and General Elections held in September and November of even numbered years respectively will still be held by polling place and all jurisdictions are invited to be a part of our General election ballot.

If you do not wish to conduct your election by mail, please contact the Elections Department and we will provide you with a list of vendors who provide polling place election services.

If you have any questions regarding these new procedures, please contact the Elections Department at (928) 771-3250 or e-mail [web.elections@co.yavapai.az.us](mailto:web.elections@co.yavapai.az.us).

Enclosures

cc: Bev Staddon, Clerk of the Board  
Tim Carter, Superintendent of Schools

FOR ELECTION RESULTS VISIT OUR WEB

PAGE: [WWW.CO.YAVAPAI.AZ.US](http://WWW.CO.YAVAPAI.AZ.US)

#### Toll Free Numbers:

Ashfork 637-2390  
Bagdad 633-2169  
Black Canyon City 602-495-8800  
Cottonwood Area 639-8100  
Seligman 422-3426  
Yarnell 427-3895

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## Vote-By-Mail in Yavapai County

### Yavapai County Statistics - Voter Turnout

Below are statistics from elections that the county conducted for the jurisdictions listed. If the jurisdiction contracted with another entity, the county has no turnout percentages.

#### City/Town Voter Turnout

Town of Camp Verde—1st Vote-by-Mail March 2001

Average Turnout—Polling Place = 31%

Average Turnout—Vote-by-Mail = 52%

Town of Chino Valley—1st Vote-by-Mail March 2001

Average Turnout—Polling Place = 27%

Average Turnout—Vote-by-Mail = 37%

Town of Clarkdale—1st Vote-by-Mail March 2002

Average Turnout—Polling Place = 38%

Average Turnout—Vote-by-Mail = 58%

City of Cottonwood—all elections at polling place

Average Turnout = 13%

Town of Jerome—1st Vote-by-Mail March 2002

Average Turnout—Polling Place = 52%

Average Turnout—Vote-by-Mail = 48%

City of Prescott—1st Vote-By-Mail September 2001

Average Turnout—Polling Place = 30%

Average Turnout—Vote-by-Mail = 59%

Town of Prescott Valley—1st Vote-by-Mail May 2000

Average Turnout—Polling Place = 15%

Average Turnout—Vote-by-Mail = 41%

City of Sedona—all elections Vote-by-Mail

Average Turnout = 57%



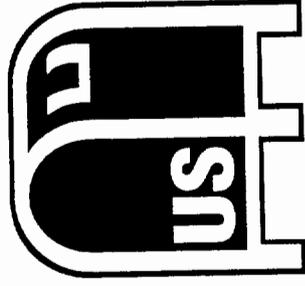
## Vote-By-Mail in Other States

### State of Oregon

- 1981 - First tested Vote-By-Mail in local contests
- 1987 - Majority of counties began conducting all-mail elections
- 1995 - First Federal Election to be conducted as Vote-By-Mail
- 1998 - Successful petition drive by League of Women Voters to put vote by mail question on General Ballot
- 1998 - Ballot measure passed with a 67% margin

Since that time, all elections in Oregon have been conducted by mail.

In a 2003 survey, Oregon voters preferred vote-by-mail 80.9% to 19.1% over polling place voting.



Yavapai County  
Voter Registration  
& Elections

VOTE BY MAIL  
INFORMATION

### Yavapai County Voter Registration & Elections

#### Prescott Office:

1015 Fair St. Room 228, Prescott, AZ 86305  
(928) 771-3248—Voter Registration  
(928) 771-3250—Elections

#### Cottonwood Office:

10 South 6th St., Cottonwood, AZ 86326  
(928) 639-8100  
X.3248—Voter Registration  
X.3250—Elections

ANA WAYMAN-TRUJILLO ..... Recorder  
RUTH ROBINSON ..... Registrar of Voters  
LYNN CONSTABLE ..... Elections Director

# Vote-by-Mail Elections

## What is Vote-by-Mail?

Vote-by-Mail is a method of conducting elections using the U.S. Mail. It helps to eliminate the need for polling places and pollworkers. Essentially, every mailbox is transformed into your own personal ballot box. When voting is as easy as mailing a letter, more people are likely to cast their ballots.

## Why choose Vote-by-Mail?

**Improves voter turnout** - Conducting elections through the mail eliminates many of the obstacles which traditionally keep voters away from the ballot box. Voters can cast their ballot when it's convenient. They no longer have to worry about fitting it into their hectic schedules and bad weather is never a deterrent. Some seniors and people with disabilities will find it much easier to cast their ballots from home. Receiving their ballot at home allows people to vote in complete privacy.



**Costs can be controlled** - through elimination of rental charges for polling places, payroll for pollworkers, training, delivery of supplies and overtime.

**Reduced costs** for printing signature rosters and precinct registers.

**Saves time** - coordinating many activities associated with traditional elections, including securing, staffing and equipping polling locations and training poll workers.

**Security** - signature verification of all returned ballots protects against voter fraud.

**Supports the democratic process** by making it easier for those who are entitled to vote to cast their ballots.

How does the voter turnout compare with a traditional polling place election?



See "Yavapai County Statistics" on the other side of this pamphlet.

## How does Vote-by-Mail work?

A vote-by-mail election officially begins when ballots are mailed to all qualified electors in the district approximately three weeks prior to Election Day. Election materials cannot be sent to a forwarding address, so remember to re-register if your address has changed. The voter marks his/her ballot, puts it in an affidavit envelope which must be signed on the outside. The voter then has three weeks to mail in (or drop off at a designated site) the signed envelope containing the official ballot. The ballot in the signed affidavit envelope must be received (Not Postmarked) by the County Recorder by 7:00 pm on Election Day.

Does the voter have to mail back the ballot by U.S. Mail?



The voter has the choice of either mailing back the ballot (postage paid) or dropping off the ballot in one of our convenient drop boxes:

- Camp Verde - Town Hall, 473 South Main St
- Camp Verde - Yavapai-Apache Nation, Community Ctr
- Chino Valley - Town Hall, 1020 West Palomino Road
- Cottonwood - County Administration Bldg., 10 S 6<sup>th</sup> St
- Sedona - City Hall, 102 Roadrunner Dr
- Prescott - County Administration Bldg, 1015 Fair St
- Prescott Valley - Town Hall, 7501 Civic Cir

What about voters who misplace or miss mark their ballot?

The voter can receive a replacement ballot either from the Voter Registration department or from the jurisdiction holding the election.

## How are the ballots counted?

First, the voter's signature on the outside envelope is compared with the signature on file in the Voter Registration office. Once the signature is verified to be the voter's, the sealed envelopes are sent to a processing board (made up of equal numbers Democrats and Republicans). The envelopes are opened and separated from the ballots. The ballot is then inserted into a feeder and run through an optical scan unit which counts all races on the ballot.

## Are all Vote-By-Mail ballots counted?

All ballots received by 7:00 pm on Election Night that the signature is verified to be authentic are counted and included in the canvass.



## When do you start counting ballots?

Due to the high turnout at vote-by-mail elections it is necessary to begin counting ballots before Election Day, however, no results are released until after 7:00 pm on Election Night.

Does Vote-By-Mail make it convenient for someone to commit voter fraud by voting twice?

Vote-By-Mail is the most secure of any type of voting because every signature on every envelope is matched to the signature in the voter file and the file is then marked that the voter has cast a ballot. People can't vote twice since all returns are tracked in the Voter Registration database.



# *Camp Verde Chamber of Commerce*

Thursday, December 01, 2005

To: Bill Lee  
Subject: Request for Draw

Dear Bill,

This is a request for the Camp Verde Chamber of Commerce's draw of \$11,250 for the 3rd quarter based on a total draw of \$45,000 for the Fiscal Year of 2005.

A handwritten signature in cursive script that reads "Roy Gugliotta". The signature is written in black ink and is positioned above the printed name and title.

Roy Gugliotta  
Executive Director  
Camp Verde Chamber of Commerce

## STAFF REPORT

**Council  
Meeting of:**

December 7, 2005

**Title:**

Acceptance of the following streets, namely: North Via Linda; West Calle Panorama; North Via Silverado; and West Calle Salida of the Las Estancias Subdivision Unit II (approved October 2004) and Unit III (approved March 2005).

**Description  
Of Item:**

The developer for the Las Estancias Units II and III subdivision has completed the construction of the above listed streets in the residential subdivision approved by Council. Both the Town Engineer and streets supervisor have reviewed the construction of North Via Linda, West Calle Panorama, North Via Silverado, and West Calle Salida streets and found they met the Town's Uniform Standards Specification as approved by Council.

**Recommended  
Council Action:**

Staff recommends that Council accept the following streets, namely: North Via Linda, West Calle Panorama, North Via Silverado and West Calle Salida as they meet the construction standards approved by Council and shown of the Final Plats for the Las Estancias Subdivision Unit II and III.

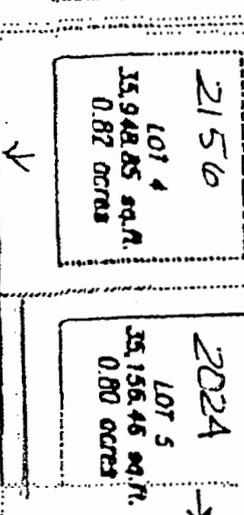
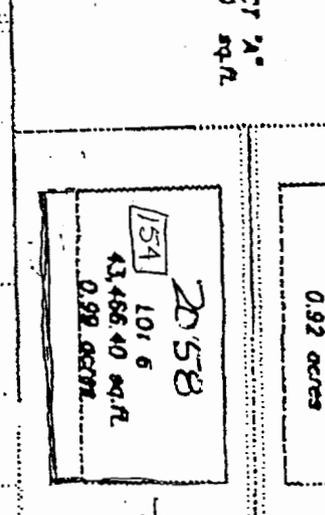
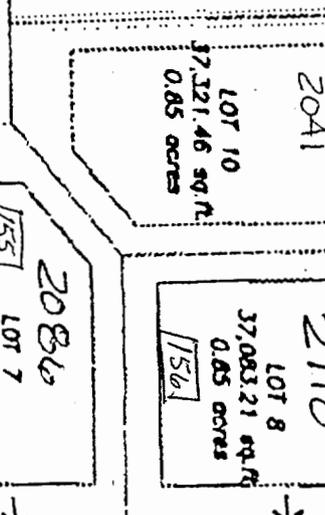
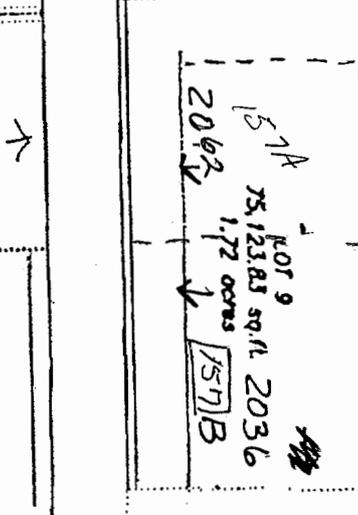
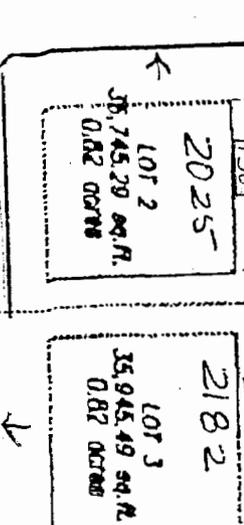
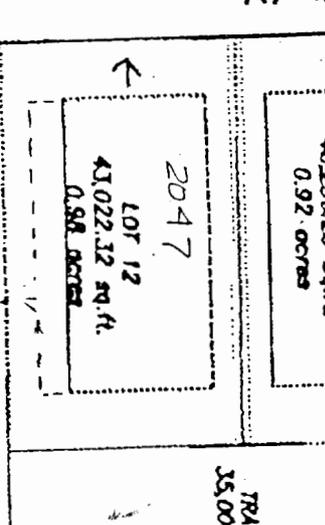
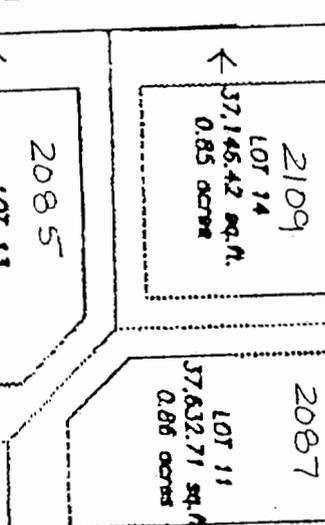
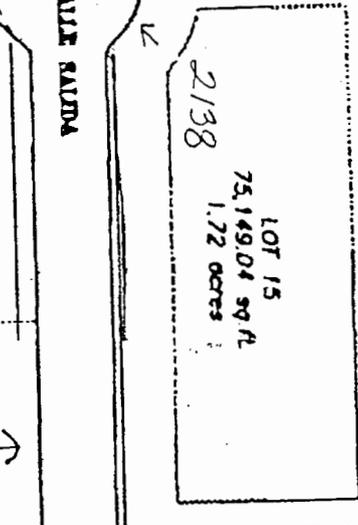
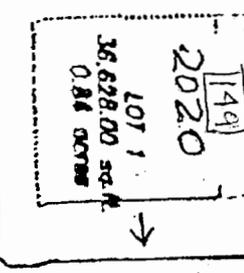
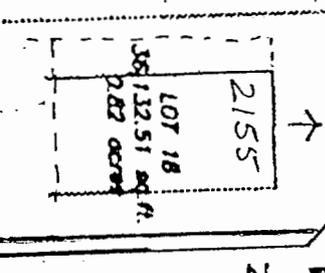
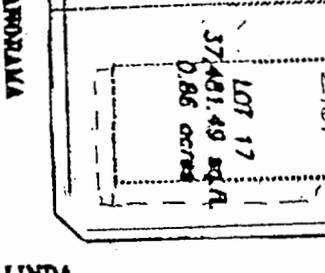
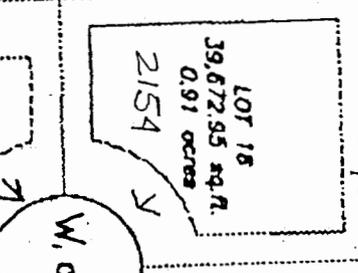
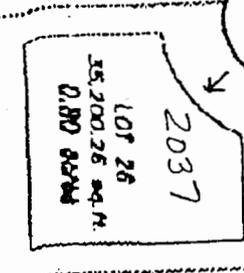
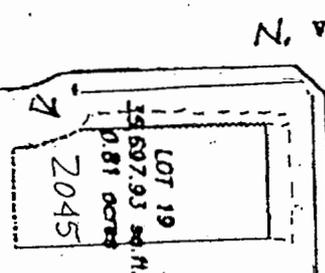
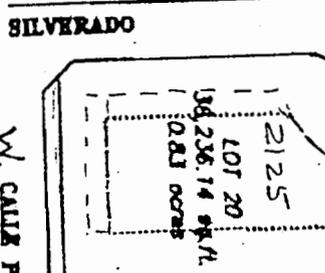
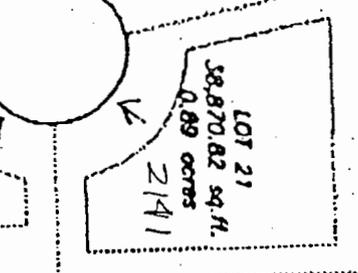
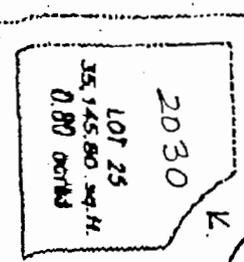
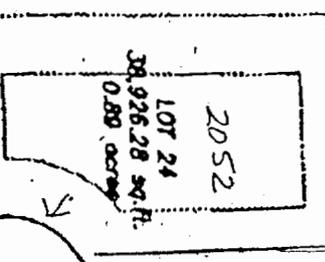
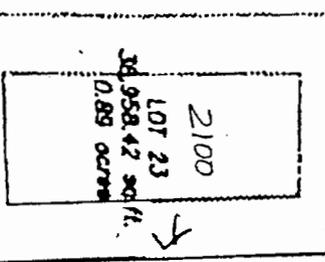
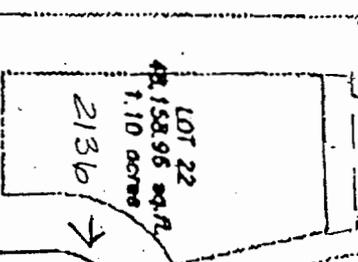
**Attachments:**

Yes

**Prepared by:**

Will Wright

LHS ESTADICIAS



VIA SILVERADO

W. CALLE PARANANA

VIA LINDA

W. CALLE RAUDA

TRACT 2A  
35,000 sq. ft.

MONDALE Mondalet

HORSESHOE BEND

# Memo

**To:** Nancy Buckel, Senior Planner  
**From:** Marvin Buckel, Public Works Inspector  
**Date:** November 30, 2005  
**Re:** Acceptance of roads within Las Estancias II & III

---

The roads within these two projects have been completed to plan, and the deficiencies noted 10/11/2005 by Town Engineer, Caleb Lanting and myself have been taken care of, except for the chip seal repairs on Mondale, these are weather dependent.

Compaction results are on file at Western Technologies and are being assembled in the Town project file at this time. All results meet specification, sub grade, ABC, Asphalt and concrete breaks.

I recommend that these roads be accepted into the Town of Camp Verde road system.

I also recommend the contractor be reminded of his obligation to complete the Mondale chip seal repair this spring.



Marvin Buckel

Street Inspector

**STAFF REPORT:**

**Council  
Meeting of:**

December 7, 2005

**Title:**

**RESOLUTION 2005-671: A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AMENDED FINAL PLAT 2005-09 FOR LAS ESTANCIAS UNIT 2 SUBDIVISION LOCATED OFF OF HORSESHOE BEND DRIVE REMOVING PARCELS 403-20-169, 403-20-170 & 403-20-171 THAT INCLUDES LOTS 27, 28, AND 29.**

**Description  
Of Item:**

This amended final plat for Las Estancias Unit II eliminates about three acres from the prior approved final plat. This is being requested by the developer because of a technical error committed by the engineer during the platting process.

The original preliminary plat was approved on May 24, 2000. After the approval was granted, the developer applied to ADWR for a water adequacy report and received it based on 26 lots. On June 26, 2002 an amended preliminary plat was approved by Council that included 3 more acres and created 3 additional lots. The platting process progressed and, after the final plats for phases II & III were recorded, it was noted by the Department of Real Estate, that the water adequacy report was only for 26 lots. Therefore, the engineer recorded an error on his part and the developer is removing the three acres from the subdivision.

This amended plat will be granting approval to what was shown on the original preliminary plat that was reviewed and approved by Council on May 24, 2000 and granted water adequacy by ADWR. No other changes were made. The complete width of Mondale will be dedicated to the town on the plat.

**Attachments:**

Yes

**Prepared by:**

Will Wright



## RESOLUTION 2005-671

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AMENDED FINAL PLAT 2005-09 FOR LAS ESTANCIAS UNIT 2 SUBDIVISION REMOVING PARCELS 403-20-169, 403-20-170 AND 403-20-171 FROM THE SUBDIVISION CONSISTING OF LOTS 27, 28 & 29. THESE LOTS ARE LOCATED ON THE EAST SIDE OF THE MONDALE EXTENSION.**

***WHEREAS***, a request for an amended final plat (2005-09) approval was filed by Mr. Tom Pender, agent, for Las Estancias at Camp Verde LLC, owner of tax parcels **403-20-169, 403-20-170 AND 403-20-171** in Las Estancias Unit 2, and

***WHEREAS***, a preliminary plat was heard by the Planning Commission on May 4, 2000 and by the Common Council on May 24, 2000 in public hearings that were advertised and posted according to state law; the final plat was approved by the Common Council on October 6, 2004 with Resolution 2004-612; and recorded by Yavapai County Recorder on February 2, 2005 in Book 52/ Page 50 of Maps & Plats and

***WHEREAS***, the purpose of the amended Final Plat is to remove three acres from the Final Plat of Las Estancias Unit 2 containing parcels **403-20-169, 403-20-170 AND 403-20-171** and

***WHEREAS***, the construction of the infrastructure has been completed by the developer and approved by the town engineer, Arizona Engineering and

***WHEREAS***, the proposed subdivision will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved;

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE, TO ADOPT THE AMENDED FINAL PLAT 2005-09 FOR LAS ESTANCIAS UNIT 2.**

**PASSED AND APPROVED** by a majority vote of the Town Council of Camp Verde, Arizona, this 7<sup>TH</sup> day of December 2005.

\_\_\_\_\_  
Tony Gioia, Mayor

Date: \_\_\_\_\_

Approved as to Form:

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

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

# LAS ESTANCIAS UNIT TWO AMENDED FINAL PLAT

In the Southwest Quarter of Section 13, & in the Southeast Quarter of the Southeast Quarter of Section 14, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, Yavapai County Assessor's Parcel Numbers: 403-20-159, 403-19-216H & 401-19-216I

Book 12 of Maps, Pages 39

PLAT LEGEND

- PART OF THE SUBDIVISION
- PART OF AN AMENDED PLAT
- PART OF THE PREVIOUS PLAT
- PART OF THE SUBDIVISION

DATE	BY	REVISION
10-14-03	DR	AS SHOWN

**AMENDED FINAL PLAT**

In the Southwest Quarter of Section 13, & in the Southeast Quarter of the Southeast Quarter of Section 14, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona

**R** Pender Engineering

Tom L. Pender, P.E.-28621  
 Stan Dickey, R.L.S.-32224

P.O. Box 1245  
 Coolidge, AZ 85128

JOB NO. 10400281 & 10208301 - CS / 981201 - PB

CLIENT	SHEET	SECTION	TOWNSHIP	RANGE
U.S. ESTANCIAS	2 of 2	13 & 14	14	4

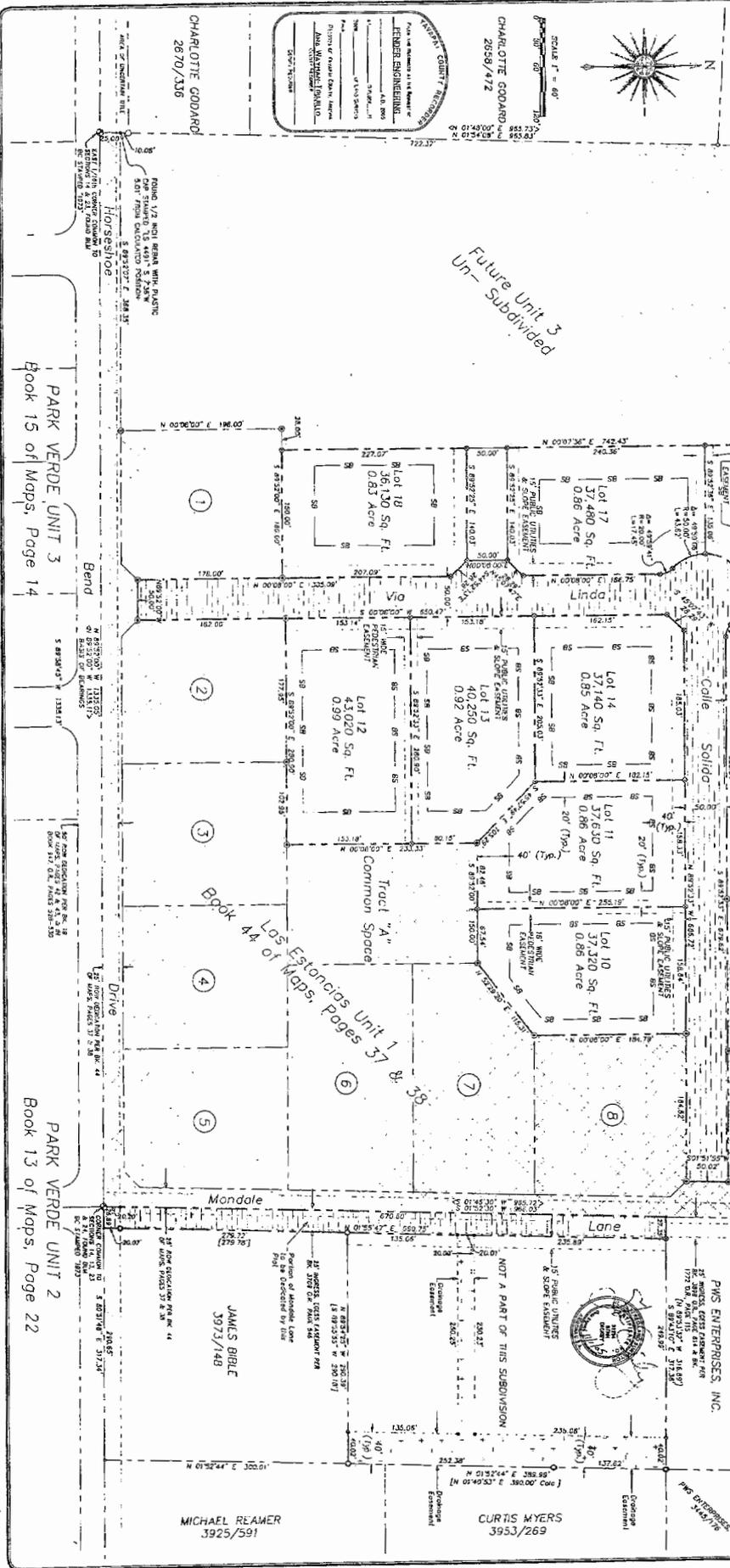
DATE	BY	REVISION
10-14-03	DR	AS SHOWN

Scale 1" = 60'

CHARLOTTE GODARD  
 2670/117

JAMES SAUNDERS  
 1233/95

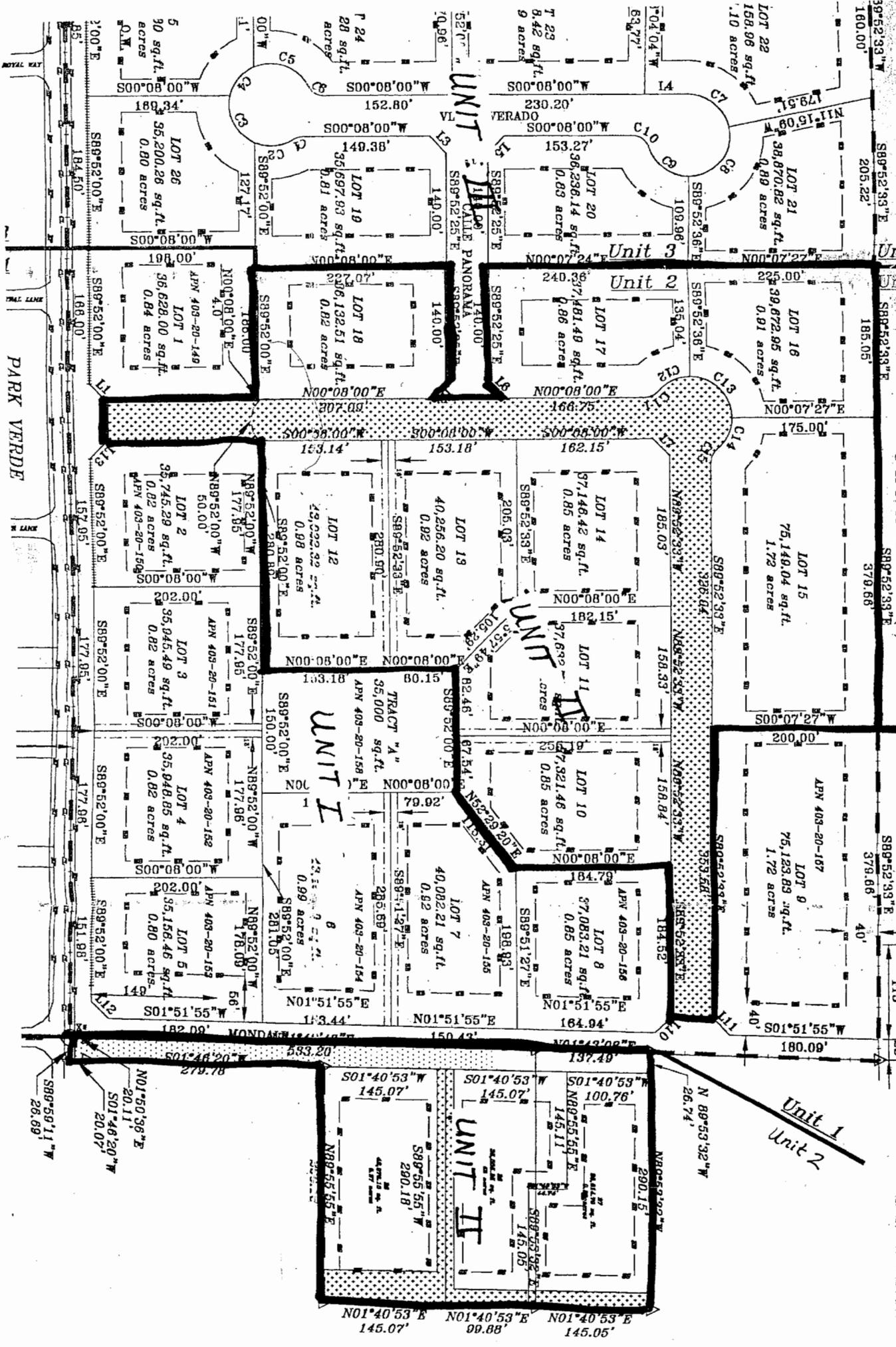
Future Unit 3  
 Not Subdivided



Proposed Amended Final Plat Unit II

MICHAEL REAMER  
 3925/591

CURTIS MYERS  
 3953/269



AMENDED Preliminary Plat  
 APPROVED 6-26-2002

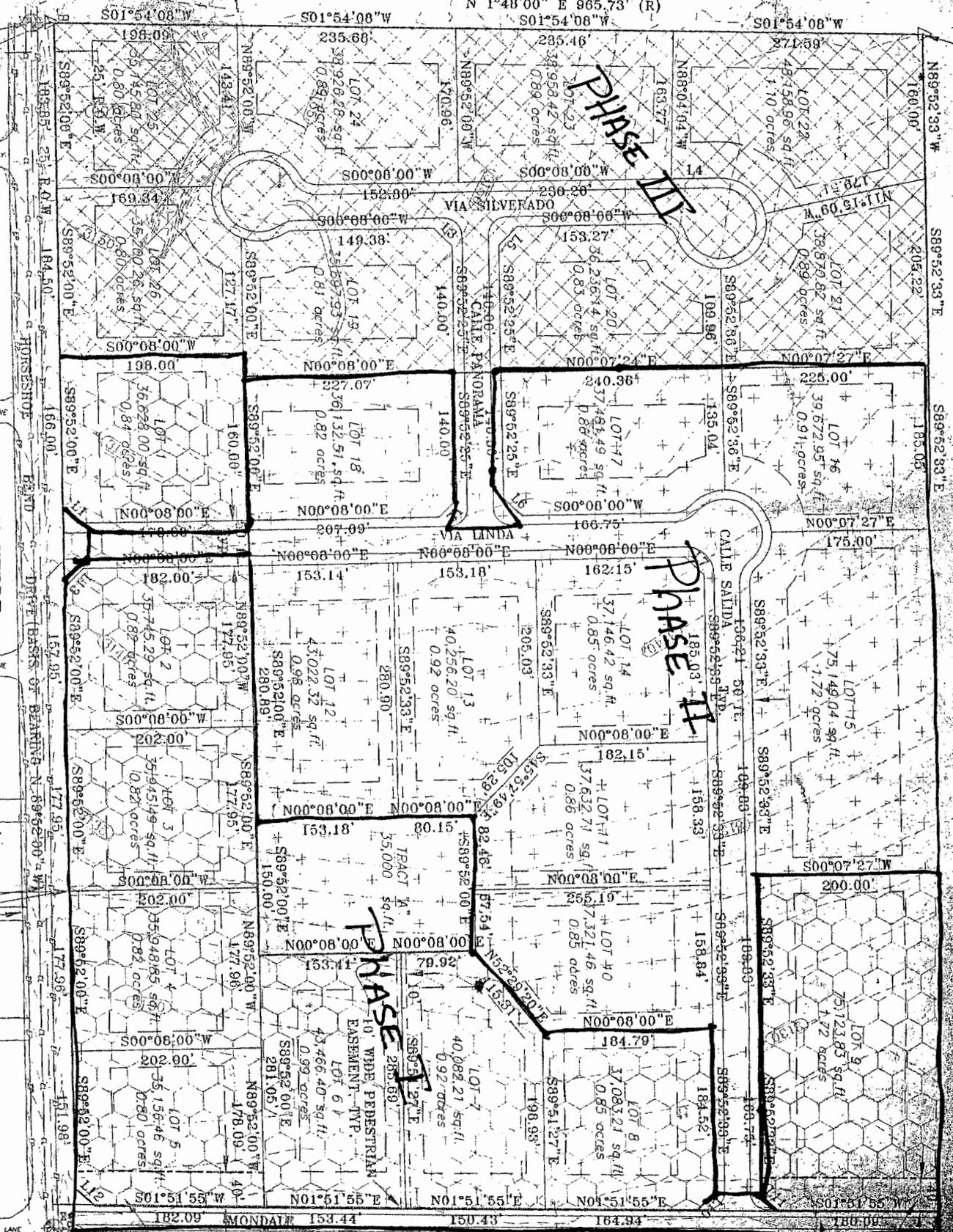
FOUND 1/2" REBAR W/  
OBLITERATED CAP

S 89°52'33" E 100.00'  
S 89°57'00" E 1394.69' (R)

FOUND 1/2" REBAR W/  
OBLITERATED CAP

FOUND 1/2" REBAR W/  
OBLITERATED CAP

N 1°54'08" E 965.83' (M)  
N 1°48'00" E 965.73' (R)  
S 01°54'08" W



Original Preliminary Plat  
Approved 5-24-2000

S 1°52'30" W 966.03' (M)  
S 1°44'30" W 965.72' (R)

FOUND  
STAMP  
20.20'

DRAINAGE  
FOUND  
STAMP  
20.20'

A.P.  
(BK)

(BK)

(BK)

(BK)

(BK)

# ARIZONA TITLE AGENCY

101 E. Gurley Street  
Prescott, Arizona 86301  
Tel (928) 541-7600 ~ Fax (928) 708-4325

11-17-05A11:04 RCVD

November 15, 2005

**ATTN: Nancy Buckel, Senior Planner  
Town of Camp Verde  
Camp Verde, Arizona**

**RE: Las Estancias Unit 2**

**Dear Ms. Buckel:**

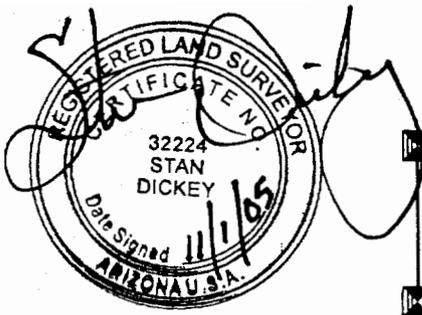
**At the request of Mr. Tom Pender of Pender Engineering, this letter is to inform you that we are aware of the technical error made by Mr. Pender on the original plat in erroneously including Lots 27-29, and the subsequent Affidavit recorded in Book 4293, page 475 was made to correct said error. We are prepared to issue title insurance on this property, as unsubdivided lands, which have been deleted from the plat by the affidavit upon your acceptance of said Affidavit.**

**Please let me know if I can be of any further assistance in this matter.**

**Sincerely,**

  
**Mark F. Cheney, VP  
Chief Title Officer**

**MFC/pc**



**Land Description**  
**Lots 27-29 Las Estancias II**  
**Page 1 of 1**

**Client: Gradjian**  
**Date: 1-Nov.-2005**  
**Section 13, T14N, R4E**

A parcel of land located in the Southwest Quarter of Section 13, Township 14 North, Range 4 East, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, more particularly described as follows:

**COMMENCING** at the Southeast corner of said Section 14, being a found BLM brass cap in a hand-hole stamped "1973", from which a found BLM brass cap in a hand-hole stamped "1973" at the East sixteenth between Sections 14 and 23 bears North 89 degrees 52 minutes 00 seconds West, a distance of 1335.05 feet (North 89 degrees 52 minutes 00 seconds West, a distance of 1335.11 feet record per Book 3615 of Official Records, Page 311);

thence North 1 degrees 52 minutes 30 seconds East, a distance of 690.80 feet;

thence South 89 degrees 43 minutes 10 seconds East, a distance of 27.35 feet to a set 1/2 rebar with aluminum tag stamped "LS 32224" and the **POINT OF BEGINNING**;

thence South 89 degrees 43 minutes 10 seconds East, a distance of 290.01 feet to a found 1/2 inch rebar with plastic cap stamped "LS 16116";

thence South 1 degrees 52 minutes 44 seconds West, a distance of 137.62 feet to a found 5/8 inch rebar with plastic cap stamped "LS 26925";

thence South 1 degrees 52 minutes 44 seconds West, a distance of 252.38 feet to a found 5/8 inch rebar with plastic cap stamped "LS 26925";

thence North 89 degrees 54 minutes 25 seconds West, a distance of 290.39 feet to a found 5/8 inch rebar with plastic cap stamped "LS 26925";

thence North 1 degrees 52 minutes 30 seconds East, a distance of 390.96 feet to the **POINT OF BEGINNING**.

Containing 2.60 acres, more or less.

**END OF DESCRIPTION**

11-21-05

Copied Council and Staff

11-21-05

DH  
Council  
BL  
WB

JP

To: Bill Lee Town Manager  
Camp Verde Town Council

RE: Town Council Term

I regrettably for health, business and personal reasons find it necessary to turn in my resignation. This resignation is effective December 1<sup>st</sup>. 2005.

Sincerely;



Chet Teague

## STAFF REPORT

**Council meeting of:** December 7, 2005

**Title:** **Discussion, consideration, and possible adoption of Resolution 2005-670, finding the existence of a slum and blight area in the community and further that redevelopment of the area is necessary in the interest of the public health, safety, morals or welfare of the residents of the municipality and directing staff to prepare a redevelopment plan.**

**Budgeted Item:** Not applicable.

**Description of Item:**

As previously directed by council, a survey of the town site area has been completed. The survey consisted of an evaluation of buildings and properties in the area. Each property has a rating for the structure and a rating for the parcel. The structure rating considers the condition of the structure and whether or not improvements are necessary. The rating for the parcel considers current zoning codes and whether the property meets codes for use and outside storage.

The results of the survey show 32% of the properties are standard and 67% are deficient. Looking at the area by acreage, 28% of the area is standard and 72% of the area is deficient. Specific definitions and the survey methodologies are included in the packet.

The next step in the process is for the Council to adopt the resolution finding it necessary in the interest of the public health, safety, morals or welfare of the residents of the town for town staff to prepare a redevelopment plan for the town site area.

**Committee Recommendation:**

The Town Site Redevelopment Project Area Committee considered this resolution at its September and November meetings. In September, the Committee initially recommended against forming a plan for this area in favor of recommending to the Council a more aggressive, proactive code and ordinance enforcement by the Town. In November, with additional committee members present, the committee discussed the resolution in length with consultant Dave Fackler. Mr. Fackler explained to the committee that the proposed redevelopment district would not be about enforcement, but rather about the creation of economic development strategies and tools to assist the Town and property owners with reinvestment in the area. The Committee unanimously recommends Council approve Resolution 2005-670.

**Attachments:** Yes

**Prepared by:**

## Resolution 2005-670

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FINDING THE EXISTENCE OF A SLUM AND BLIGHT AREA IN THE COMMUNITY AND FURTHER THAT REDEVELOPMENT OF THE AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY, MORALS OR WELFARE OF THE RESIDENTS OF THE MUNICIPALITY AND FURTHER, DIRECTING STAFF TO PREPARE A REDEVELOPMENT PLAN.**

**WHEREAS**, Title 36 of the Arizona Revised Statutes provides for the establishment of slum and blight redevelopment areas within municipalities; and,

**WHEREAS**, such statutes require that certain findings be made by the governing body of a municipality prior to the exercise of powers granted thereby; and,

**WHEREAS**, the predominance of structures and properties that exist within the boundaries of the area shown on the map in the attached Exhibit A are deficient by reason of building or improvement dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, open spaces, street improvements, improper or obsolete platting, diversity of ownership, unsanitary or unsafe conditions, poor general site appearance, the presence of an attractive nuisance, or the existence of conditions that endanger life or property by fire and other causes; and,

**WHEREAS**, Town staff has researched town and county records and collected field data indicating that the area within the boundaries of the map in Exhibit A meets the criteria for redevelopment as stated in Arizona Revised Statutes §36-1471; and,

**WHEREAS**, Town staff have given proper notice to the owners of real property within the proposed redevelopment area as prescribed in Arizona Revised Statutes §36-1473, and

**NOW, THEREFORE**, let it be resolved by the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, as follows:

Section 1: That there exists in the Town of Camp Verde a slum and blight area which constitutes a serious and growing menace, injurious and inimical to the public health, safety, morals and welfare of the residents of the Town of Camp Verde. Such area is delineated on the map in Exhibit A, attached hereto and made part of hereof by reference.

- Section 2. That the redevelopment of the area which is delineated on the map in Exhibit A, attached hereto and made part hereof by reference is necessary in the interest of the public health, safety, morals or welfare of the residents of the Town of Camp Verde.
- Section 3. That the slum and blight conditions within this area are beyond remedy and control solely by regulatory process in the exercise of the police power and cannot be dealt with effectively by the ordinary operations of private enterprise without the aids provided by Title 36 in Arizona Revised Statute.
- Section 4. That the improvement and/or elimination of the slum and blight conditions that qualify an area as a redevelopment area or preventing the recurrence of these conditions in the area, the removal of structures and improvement of sites, and any assistance which may be given by the Town of Camp Verde in connection with these activities are public uses and purposes for which public money may be expended.
- Section 5. That the necessity in the public interest for the provision of this redevelopment area for the Camp Verde Town Site is declared as a matter of legislative determination by the Camp Verde Town Council and that staff is hereby directed to develop a redevelopment plan for the area described in Exhibit A.
- Section 6. That it is determined to be in the public interest that within this redevelopment area for the Camp Verde Town Site that the use of the Town's power of eminent domain for economic development purposes is expressly prohibited.

**PASSED AND ADOPTED** by the Council of the Town of Camp Verde, Yavapai County, Arizona this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Mayor

ATTEST:

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

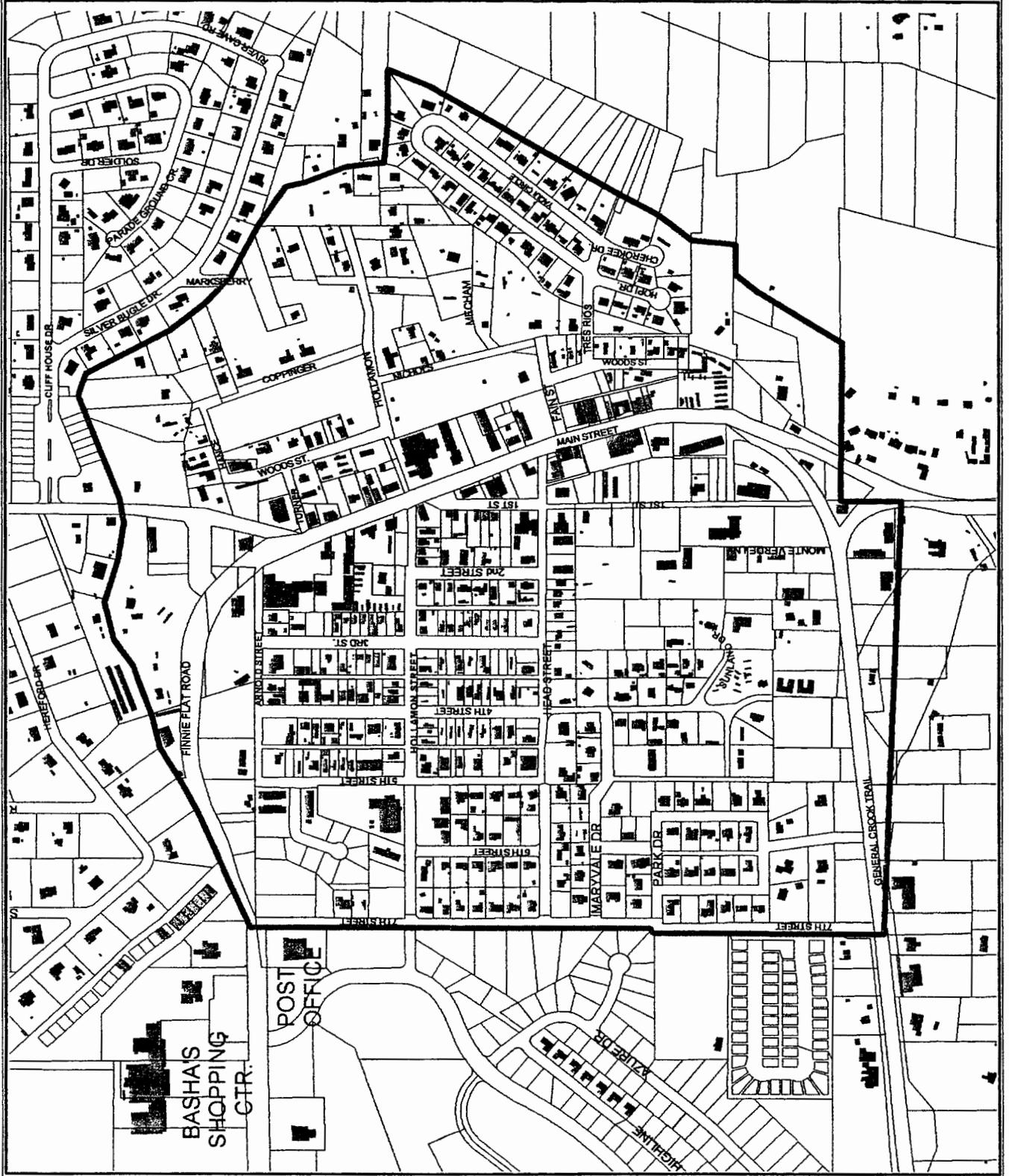
\_\_\_\_\_  
Town Attorney

# TOWNSITE REDEVELOPMENT AREA

Exhibit A



Re-development area.shp  
8-04 parcels clipped.shp  
Buildings.shp



0.1 Miles

## **Building Conditions and Property Survey**

The Town of Camp Verde Building Conditions and Property Survey was conducted in May/June 2005 for the proposed Town Site Redevelopment Area, strategic planning area, to identify rehabilitation opportunities and determine if existing conditions warranted the establishment of a Redevelopment Area. Planners in the field completed survey forms for each structure on a property as part of the determination and evaluation methodology. Analysis of field observations resulted in a building condition assessment in one of four categories; Standard, Rehabilitation Feasible, Rehabilitation Questionable, or Substandard. These results were mapped to indicate areas of apparent and incipient disinvestment, which when compared to ownership patterns, reveal redevelopment program opportunities.

### **General Definitions:**

#### **Standard Condition:**

Property and all structures located on the property are in a condition that meets current codes and ordinances of the Town of Camp Verde. The property is well landscaped and maintained, free of uncontained storage, refuse, etc. Property is fully utilized for its General Plan designated land use.

**Deficient – Rehabilitation Feasible:** (Residential rehabilitation costs should not exceed \$30,000)

Property and structures located on the property do not fully meet current codes and ordinances and have minor to major deferred maintenance problems, i.e. deteriorated roofing, peeling paint, dead or missing landscaping, inadequate or unsurfaced parking areas, etc. All structures are structurally sound. Property that is vacant or under-utilized for its General Plan designated purposes would also be placed in this category.

**Deficient – Rehabilitation Questionable:** (Residential rehabilitation cost may exceed \$30,000)

Property and structures located on the property do not fully meet current codes and ordinances and have multiple and major deferred maintenance problems, i.e. deteriorated roofing, peeling paint, dead or missing landscaping, inadequate or unsurfaced parking areas, etc. Rehabilitation of the property and structure may approach or exceed 50% of its replacement cost. Property contains non-conforming land uses, which may not be economically feasible to rehabilitate.

**Substandard Condition:** (Residential rehabilitation would exceed 50% of replacement cost)

Property and structure located on the property do not fully meet current codes and ordinances and have multiple and major deferred maintenance problems, i.e. deteriorated roofing, peeling paint, dead or missing landscaping, inadequate or unsurfaced parking areas, excessive accumulation of uncontained storage and refuse, etc. Structure displays evidence of structural problems, i.e. sagging or slopping roofs, missing or deteriorated foundation, excessive wall cracking, etc. Property contains non-conforming land uses which would not be economically feasible to rehabilitate.

### **Methodology**

The Building Conditions and Property Survey process records and analyzes field observations of exterior building systems and property conditions on a data entry form. The data entry form lists 80 observable conditions in 8 building system categories. Penalty points accumulate for observed deficiencies within each of the following systems categories; foundations, wall/trim, stair/porch, window, egress, roofing, electrical and mechanical conditions. A rating of Standard, Deficient - Rehabilitation Feasible, Deficient - Rehabilitation Questionable, or Substandard is determined for each parcel or structure.

The rating assigned to each parcel or structure is based on the extent of deficiencies and the probable cost of corrections. For this reason, the maximum possible penalty accumulated in any single building systems category is capped. This way, even a gross deficiency in a single category would be mitigated by passing scores in other categories and would not result in a substandard rating.

All values and calculations are concealed from the observer in the field and automated within the database application to ensure process objectivity. Unimproved or under-utilized parcels are tracked separately. A photo record is made of each parcel or structure. Field staff note observations of building conditions by checking a box on a form. This data is later entered into a database where fixed value penalty points accrue by category up to fixed categorical limits. Points values, calculation of limits, and scoring are automated, allowing field work to be carried out objectively.

The Building Conditions Survey identifies structural and non-structural deficiencies and provides a method for assessing the feasibility of building rehabilitation.

The Foundations category is automatically limited to a maximum penalty of 22.5% of total project remediation. The fields on the Foundations database form record existing conditions as defined below.

Observed Foundation Conditions	
System: None	
<input type="checkbox"/>	1. No Defects
<input type="checkbox"/>	2. Low Sections (height above grade)
<input type="checkbox"/>	3. Shrinkage Cracks
<input type="checkbox"/>	4. Minor Settlement
<input type="checkbox"/>	5. Shallow Surface Wear
<input type="checkbox"/>	6. Minor Breaks
<input type="checkbox"/>	7. Deep Wear In Joints Or Surface
<input type="checkbox"/>	8. Top Below Grade (< 1/4 inch)
<input type="checkbox"/>	9. Top Below Grade (> 1/4 inch)
<input type="checkbox"/>	10. Missing (less than 25%)
<input type="checkbox"/>	11. Missing (more than 25%)
<input type="checkbox"/>	12. Major Structural Defects
<input type="checkbox"/>	13. Makeshift Construction (< 25%)
<input type="checkbox"/>	14. Makeshift Construction (> 25%)

Observed foundation type is selected from a drop-down list.

Observed foundation conditions are defined as follows:

1. Good condition and meeting current code requirements.
2. Height less than as required by code (6" above adjacent grade)
3. Minor hairline cracks, not a structural deficiency.
4. Limited irregularity, not a structural deficiency.
5. Finish deteriorated or weathered, not a structural deficiency.
6. Shrinkage cracks or minor non-structural discontinuities.
7. Mortar joints weathered back 1/4 inch over 25% of total area.
8. Structure vulnerable to moisture deterioration or infestation.
9. Above condition more extensive remediation required.
10. Absence of continuous foundation.
11. Above condition more extensive remediation required.
12. Hazardous condition necessitating foundation replacement.
13. Work installed in a haphazard or dangerous manner.
14. Above condition more extensive remediation required.

The Exterior Wall and Trim category is automatically limited to a maximum penalty of 15% of total project remediation. The fields on the Exterior Wall and Trim database form record existing conditions as defined below.

Exterior Wall/Trim Conditions	
System: None	
<input type="checkbox"/>	1. Recently Painted
<input type="checkbox"/>	2. Deterioration Not Visible
<input type="checkbox"/>	3. Painting or Minor Repairs Needed
<input type="checkbox"/>	4. Minor Replacement Needed
<input type="checkbox"/>	5. Weathering (less than 25%)
<input type="checkbox"/>	6. Weathering (more than 25%)
<input type="checkbox"/>	7. Minor Breaks In Masonry
<input type="checkbox"/>	8. Extensive Breaks In Masonry
<input type="checkbox"/>	9. Minor Loose Masonry Surface
<input type="checkbox"/>	10. Extensive Loose Masonry Surface
<input type="checkbox"/>	11. Extreme Deterioration (< 25%)
<input type="checkbox"/>	12. Extreme Deterioration (> 25%)
<input type="checkbox"/>	13. Serious Settlement
<input type="checkbox"/>	14. Buckling (less than 25%)
<input type="checkbox"/>	15. Buckling (more than 25%)
<input type="checkbox"/>	16. Structural Members Missing
<input type="checkbox"/>	17. Structural Members Hazardous
<input type="checkbox"/>	18. Single Wall Construction (> 25%)
<input type="checkbox"/>	19. Single Wall Construction (< 25%)
<input type="checkbox"/>	20. Makeshift Repairs (< 25%)
<input type="checkbox"/>	21. Makeshift Repairs (> 25%)

Observed wall and trim type is selected from a drop-down list.

Observed Exterior Wall and Trim are defined as follows:

1. Good condition without discoloration or chalking.
2. Coatings or finished surfaces intact.
3. Re-coating or repairs not requiring replacement.
4. Re-coating and repairs such as re-nailing or patching less than 1 sf.
5. Restoration requiring extensive preparation prior to re-coating.
6. Above condition more extensive remediation required.
7. Visible separation between masonry units.
8. Above condition more extensive remediation required.
9. Stability of masonry units impaired, missing or displaced units.
10. Above condition more extensive remediation required.
11. Surface materials deteriorated and replacement required.
12. Above condition more extensive remediation required.
13. Imminent structural danger.
14. Surface sags or bulges from normal plane, boards warped.
15. Above condition more extensive remediation required.
16. Supports such as columns, posts or beams absent.
17. Above condition more extensive remediation required.
18. One thickness of material fastened to top and bottom plates.
19. Above condition more extensive remediation required.
20. Installed in a haphazard or dangerous manner.
21. Above condition more extensive remediation required.

The Window category is automatically limited to a maximum penalty of 10% of total project remediation. The fields on the Windows database form record existing conditions as defined below.

Observed window type is selected from drop-down list of systems.

<b>Observed Window Conditions</b>	
System: None <input type="button" value="v"/>	
<input type="checkbox"/>	1. Sash New Throughout
<input type="checkbox"/>	2. Deterioration Not Evident
<input type="checkbox"/>	3. Deterioration Minor
<input type="checkbox"/>	4. Extensive Weathering/Deterioration
<input type="checkbox"/>	5. Sash Broken (less than 25%)
<input type="checkbox"/>	6. Sash Broken (more than 25%)
<input type="checkbox"/>	7. Panes Broken (more than 25%)

Observed window conditions are defined as follows:

1. Recently installed and without defects.
2. No visible defects.
3. Minor repair in place.
4. Replacement required, sash or frame shows significant rot or wear.
5. Conspicuous breakage or looseness, joints opened beyond repair.
6. Same condition, magnitude suggests more extensive remediation.
7. Glass cracked, broken or missing.

The Egress (door and windows) category is automatically limited to a maximum penalty of 12.5% of total project remediation. The fields on the Egress database form record existing conditions as defined below.

<b>Observed Egress Conditions</b>	
System: None <input type="button" value="v"/>	
<input type="checkbox"/>	1. Satisfactory Condition
<input type="checkbox"/>	2. Painting Or Minor Repair Required
<input type="checkbox"/>	3. Extensive Weathering/Deterioration
<input type="checkbox"/>	4. Doors Broken Or Makeshift Repairs
<input type="checkbox"/>	5. Doors Missing
<input type="checkbox"/>	6. Number Of Exits Inadequate

Observed egress type is selected from drop-down list of systems.

Observed egress conditions are defined as follows:

1. No visible defects.
2. Minor repair in place.
3. Replacement required, door or jamb shows significant rot or wear.
4. Materials warped, broken, or repaired in an unsatisfactory manner.
5. Where required for privacy, security, or separation.
6. Code deficiency.

The Stair and Porch category is automatically limited to a maximum penalty of 10% of total project remediation. The fields on the Stair and Porch database form record existing conditions as defined below.

<b>Observed Stair And Porch Conditions</b>	
System: None <input type="button" value="v"/>	
<input type="checkbox"/>	1. Satisfactory Condition
<input type="checkbox"/>	2. Painting Or Minor Repair Required
<input type="checkbox"/>	3. Deep Wear (less than 25%)
<input type="checkbox"/>	4. Deep Wear (more than 25%)
<input type="checkbox"/>	5. Incidental Breaks (less than 25%)
<input type="checkbox"/>	6. Incidental Breaks (more than 25%)
<input type="checkbox"/>	7. Loose/Missing Memebers (< 25%)
<input type="checkbox"/>	8. Loose/Missing Members (> 25%)
<input type="checkbox"/>	9. Treads/Risers/Floor Missing (< 25%)
<input type="checkbox"/>	10. Treads/Risers/Floor Missing (> 25%)
<input type="checkbox"/>	11. Balustrade or Railing Missing (< 25%)
<input type="checkbox"/>	12. Balustrade or Railing Missing (> 25%)
<input type="checkbox"/>	13. Extreme Deterioration/Settlement
<input type="checkbox"/>	14. Makeshift Repairs
<input type="checkbox"/>	15. Steep Or Hazardous

Observed stair/porch type is selected from drop-down list of systems.

Observed stair and porch conditions are defined as follows:

1. No visible defects.
2. Minor repair in place.
3. Significant wear over a conspicuous area.
4. Above condition more extensive remediation required.
5. Breaks without continuous separation 1/2 length or width.
6. Above condition more extensive remediation required.
7. Hazardous walking or grasping.
8. Above condition more extensive remediation required.
9. Elements missing through deterioration or misuse.
10. Above condition more extensive remediation required.
11. Elements missing through deterioration or misuse.
12. Above condition more extensive remediation required.
13. Imminent danger of collapse.
14. Installed in a haphazard or dangerous manner.
15. Code deficiency.

The Chimney and Vent category is automatically limited to a maximum penalty of 10% of total project remediation. The fields on the Chimney and Vent database form record existing conditions as defined below.

<b>Observed Chimney/Vent Conditions</b>	
System:	None <input type="button" value="v"/>
<input type="checkbox"/>	1. No Visible Defects
<input type="checkbox"/>	2. Minor Settlement
<input type="checkbox"/>	3. Shallow Surface Wear In Joints
<input type="checkbox"/>	4. Deep Wear In Joints Or Surface
<input type="checkbox"/>	5. Major Settlement Or Deflection
<input type="checkbox"/>	6. Parts Missing Or Loose
<input type="checkbox"/>	7. Holes In Sheet Metal

Observed chimney and vent type is selected from a drop-down list.

Observed chimney and vent conditions are defined as follows:

1. No visible defects.
2. Repair not necessary.
3. Depth of wear less than ¼ inch.
4. Wear in joints greater than ¼ inch, surfaces deteriorated.
5. Structural or fire hazard requiring reconstruction.
6. Elements absent from assembly.
7. Any unintentional openings.

The Roof category is automatically limited to a maximum penalty of 10% of total project remediation. The fields on the roof database form record existing conditions as defined below.

<b>Observed Roofing Conditions</b>	
System:	None <input type="button" value="v"/>
<input type="checkbox"/>	1. New Or Recently Repaired
<input type="checkbox"/>	2. Minor Deterioration
<input type="checkbox"/>	3. Re-Roofing Required
<input type="checkbox"/>	4. Roof Construction Sagging

Observed roof type is selected from drop-down list where visible.

Observed roof conditions are defined as follows:

1. Good condition with no visible defects.
2. Patching required for less than ¼ of total area.
3. Deterioration of more than ¼ of total area.
4. Apparent deflection from straight line or original construction.

The Electrical category is automatically limited to a maximum penalty of 10% of total project remediation. The fields on the electrical database form record existing conditions as defined below.

<b>Observed Electrical Conditions</b>	
System:	None <input type="button" value="v"/>
<input type="checkbox"/>	1. Main Service Adequate
<input type="checkbox"/>	2. Main Service Inadequate
<input type="checkbox"/>	3. Apparent Hazardous Conditions
<input type="checkbox"/>	4. Total Replacement Wiring Necessary

Observed electrical service type is selected from list where visible.

Observed electrical conditions are defined as follows:

1. Good condition with no visible defects.
2. Not conforming to current code.
3. Conspicuous unsafe conditions.
4. Apparently inadequate based on use or occupancy.

The Building Conditions Survey project record consists of completed field survey forms, photographs or digital images, and analysis. Data from the field survey forms is entered into a Microsoft Access relational database application and geocoded on a graphic platform for mapping purposes. Existing structural conditions can be easily calculated and mapped. Project records are organized by parcel number. The data can be evaluated and retrieved by address, ownership, land use, or by any included criteria.

The Building Conditions Survey evaluates improved parcels to one of four ratings; Standard, Deficient - Rehabilitation Possible, Deficient - Rehabilitation Questionable, or Substandard. Rehabilitation becomes questionable when the cost of remediation activities would significantly exceed 50% of the cost of replacing the dwelling or structure. Unimproved vacant and under-utilized properties are counted separately and are rated Deficient – Rehabilitation Feasible and are considered a blighting influence until developed in conformance with the General Plan land use designation for the property. Patterns of disinvestment are correlated with ownership conditions to reveal program opportunities for redevelopment.

# Camp Verde Town Site Redevelopment Area Building & Property Conditions Survey SUMMARY

## Conditions By Parcel

100%	446	Total Number of Properties Evaluated			
32%	144	Total Number of Standard Properties			
52%	233	Number of Deficient Properties			
15%	66	Number of Substandard Properties			
67%	299	Total Properties Deficient by Parcel			

## Conditions By Acreage

100%	162.43	Total Acreage of Properties Evaluated			
28%	45.098	Total Acreage of Standard Properties			
56%	91.514	Acreage of Deficient Properties			
16%	25.813	Acreage of Substandard Properties			
72%	117.33	Total Acreage of Deficient Properties			

### STANDARD PROPERTIES

### STANDARD PROPERTIES

Parcel #	Split	Parcel Area	Acres	Parcel #	Split	Parcel Area	Acres
404-22 011		7,367	0.1691	404-23 036		18,620	0.427
016		4,749	0.109	037		36,828	0.845
022		10,444	0.2398	404-24 001		12,338	0.283
023		4,719	0.1083	005	A	11,459	0.263
030	A	12,469	0.2862	006		46,077	1.058
035	A	6,035	0.1385	007	A	11,948	0.274
036	A	20,274	0.4654	008		11,648	0.267
039	A	10,800	0.248	010		11,600	0.266
044	E	15,595	0.358	014		11,528	0.265
048		13,258	0.3044	015		11,588	0.266
049		10,360	0.2378	016		11,762	0.270
050		10,606	0.2435	017		11,581	0.266
051	C	3,096	0.0711	019		11,761	0.270
055	E	6,855	0.1574	021		12,026	0.276
055	F	4,959	0.1138	022		11,905	0.273
059		4,025	0.0924	023		11,910	0.273
080		33,211	0.7624	024		12,144	0.279
087		5,176	0.1188	025		12,888	0.296
088		5,131	0.1178	027	A	9,422	0.216
089		10,043	0.2306	028		8,173	0.188
092	B	4,823	0.1107	030	A	22,480	0.516
092	C	5,000	0.115	032		11,810	0.271
093	C	4,000	0.092	033		11,810	0.271
096	A	5,024	0.1153	034		11,810	0.271
100	A	7,442	0.1708	039		7,469	0.171
110		4,954	0.1137	040		8,652	0.199
114	A	7,442	0.1708	041		8,539	0.196
114	E	5,014	0.1151	404-26 001		11,727	0.269
118	A	5,227	0.120	002		11,727	0.269
404-23 015		9,982	0.2292	003		11,727	0.269
017	B	16,000	0.367	010		12,020	0.276
018	A	8,638	0.1983	011		12,020	0.276
019	C	7,699	0.1767	012		12,020	0.276
027	C	9,148	0.210	013		12,020	0.276
032	C	893	0.0205	014		12,020	0.276
033		15,304	0.3513	018		11,994	0.275
404-23 034	C	43,560	1.000	404-26 019		11,994	0.275



DEFICIENT PROPERTIES				DEFICIENT PROPERTIES				
Parcel #	Split	Parcel Area	Acres	Parcel #	Split	Parcel Area	Acres	
404-22		001	75,794	1.740	404-22	074	5,203	0.119
		004	50,530	1.160		075	6,293	0.144
		006	14,531	0.3336		076	9,409	0.216
	B	006	38,308	0.8794		077	10,935	0.251
		007	8,814	0.2023		077	6,546	0.150
	A	007	6,306	0.1448		079	8,781	0.202
		008	6,328	0.1453		091	10,565	0.243
	A	012	4,306	0.0989		094	4,500	0.103
	B	012	9,490	0.2179		096	5,035	0.116
	C	012	8,757	0.201		097	5,222	0.120
		013	4,766	0.1094		100	7,437	0.171
		015	4,880	0.112		101	10,217	0.235
		017	4,410	0.1012		103	12,938	0.297
		021	18,000	0.4132		106	4,059	0.093
		026	5,178	0.1189		107	9,916	0.228
		027	5,102	0.1171		108	7,146	0.164
		028	4,703	0.108		109	3,860	0.089
		029	5,040	0.1157		111	9,882	0.227
	A	032	4,046	0.0929		112	5,055	0.116
	B	032	3,892	0.0893		114	7,705	0.177
	C	032	4,477	0.1028		114	8,069	0.185
		033	4,988	0.1145		115	11,761	0.270
		034	10,056	0.2309	404-23	006	30,107	0.691
		035	6,407	0.1471		007	12,144	0.279
		040	5,047	0.1159		008	1,978	0.045
	D	041	5,836	0.134		009	4,453	0.102
	E	041	3,920	0.090		012	11,224	0.258
	A	044	9,867	0.2265		013	14,196	0.326
	D	044	5,165	0.1186		013	6,133	0.141
	F	044	6,883	0.158		019	10,477	0.241
	G	044	5,441	0.1249		019	6,789	0.156
	H	044	5,273	0.1211		020	10,477	0.241
		045	12,404	0.2848		020	6,789	0.156
	A	946	12,500	0.287		021	20,055	0.460
	A	047	7,572	0.1738		022	4,668	0.107
	A	051	5,181	0.1189		023	3,668	0.084
		061	5,008	0.115		026	3,768	0.087
	A	061	5,116	0.1174		027	15,541	0.357
	B	061	5,024	0.1153		28	2,614	0.060
		064	5,630	0.1292		029	4,792	0.110
		065	9,906	0.2274		030	5,663	0.130
		066	4,996	0.1147		031	10,890	0.250
		067	9,903	0.2273		032	6037	0.139
		069	4,818	0.1106		033	1140	0.026
	A	070	4,935	0.1133		038	7,520	0.173
	A	073	5,763	0.1323		039	7,520	0.173
404-22	B	073	12,246	0.2811	404-23	040	9,900	0.227

DEFICIENT PROPERTIES				DEFICIENT PROPERTIES					
Parcel #	Split	Parcel Area	Acres	Parcel #	Split	Parcel Area	Acres		
404-23	041		7101	0.163	404-26	039		10845	0.249
	041	A	17001	0.390		041		10507	0.241
	041	C	19824	0.455		043	A	11837	0.272
	041	G	6534	0.150		043	B	11837	0.272
	041	K	16988	0.390		044		34979	0.803
	042	A	4800	0.110		045		34979	0.803
	043	A	9148	0.210		046		13703	0.315
	044		8276	0.190	404-28	005	B	8712	0.200
404-24	002		11587	0.266		007	A	11326	0.260
	003		11391	0.262		011		17183	0.394
	004		11229	0.258		011	B	24231	0.556
	009		11755	0.270		013		19732	0.453
	011		10275	0.236		058		8276	0.190
	012		12264	0.282		060	B	73616	1.690
	013		11708	0.269		062	C	18295	0.420
	018		11716	0.269		063	H	14810	0.340
	020		11785	0.271		064	D	39204	0.900
	026		8182	0.188		064	G	20908	0.480
	036	A	23607	0.542		064	H	20473	0.470
	042	D	9604	0.220		066	A	36590	0.840
	042	E	14850	0.341		066	B	13504	0.310
	044		8346	0.192		067		45471	1.044
	045	A	9356	0.215		072		16988	0.390
	046	A	13842	0.318		132	D	19166	0.440
	047	B	36940	0.848		134		26572	0.610
404-26	004		11305	0.260		134	B	19166	0.440
	005		10460	0.240		134	C	14810	0.340
	006		11782	0.270		161	B	19166	0.440
	007		12056	0.277	404-30	007		87120	2.000
	008		12330	0.283		009	G	23087	0.530
	009		12330	0.283		012		473497	10.870
	015		12330	0.283		014	A	21780	0.500
	016		12330	0.283		023		15682	0.360
	017		11168	0.256		023	B	20473	0.470
	020		12330	0.283		025	A	22358	0.513
	021		12330	0.283		029		2445	0.056
	023		11600	0.266		029	C	15856	0.364
	026		17040	0.391		029	D	104978	2.410
	027		26730	0.614		035		22651	0.520
	029		26245	0.603		036	A	51401	1.180
	031		45067	1.035		036	D	17424	0.400
	032		61980	1.423		036	E	85813	1.970
	033		9250	0.212		039		14810	0.340
	033	A	11867	0.272		042		30492	0.700
	034		31845	0.731		043	B	45302	1.040
	038	G	8370	0.192		045		15592	0.358
404-26	038	H	9576	0.220	404-30	046		12587	0.289

DEFICIENT PROPERTIES				DEFICIENT PROPERTIES			
Parcel #	Split	Parcel Area	Acres	Parcel #	Split	Parcel Area	Acres
404-30	047	10919	0.251	404-30	089	8487	0.195
	050	10200	0.234		091	8624	0.198
	052	10255	0.235		242	3920	0.090
	053	9508	0.218		244	11761	0.270
	054	9303	0.214		245	21780	0.500
	055	8832	0.203		245	22216	0.510
	057	11387	0.261		247	3485	0.080
	061	16662	0.383		247	11761	0.270
	063	13163	0.302		248	20473	0.470
	064	14286	0.328		250	42689	0.980
	065	12968	0.298		252	11761	0.270
	066	15170	0.348		253	2614	0.060
	068	16519	0.379		257	24829	0.570
	069	17622	0.405		262	14400	0.331
	072	35872	0.824		263	37897	0.870
	074	13394	0.307		265	74488	1.710
	075	15035	0.345		268	10454	0.240
	076	13228	0.304		270	22216	0.510
	077	9952	0.228		272		0.000
	078	9270	0.213		275	30492	0.700
	079	10075	0.231	404-30	278	34848	0.800
	082	9859	0.226				
404-30	086	8405	0.193				
						<b>Parcel Area</b>	<b>Acres</b>
<b>DEFICIENT PROPERTIES TOTALS</b>						<b>3,986,363</b>	<b>91.514</b>

SUBSTANDARD PROPERTIES				SUBSTANDARD PROPERTIES					
Parcel #	Split	Parcel Area	Acres	Parcel #	Split	Parcel Area	Acres		
404-22	005	A	31,853	0.731	404-22	085	B	11,069	0.254
	014		4,446	0.102		092	D	5,320	0.122
	024		10,104	0.232		093	B	4,500	0.103
	025		5,024	0.115		097	C	5,650	0.130
	043		5,024	0.115		099		10,020	0.230
	044		10,677	0.245		099	A	4,759	0.109
	044	B	6,116	0.140		112	A	5,119	0.118
	044	C	10,282	0.236		112	B	5,000	0.115
	044	J	5,024	0.115		113	113	4,159	0.095
	047		7,652	0.176	404-23	013	C	3,296	0.076
	052		13,185	0.303		025		17,507	0.402
	053	B	4,532	0.104		045		38,333	0.880
	053	C	4,687	0.108		049		13,036	0.299
	053	E	5,024	0.115	404-24	029		8,188	0.188
	053	F	5,024	0.115	404-26	035	A	20,648	0.474
	054		7,497	0.172		036	A	41,554	0.954
	054	A	7,496	0.172		042		11,305	0.260
	055	B	6,059	0.139	404-28	004	B	267,458	6.140
	055	H	4,910	0.113		062	B	45,738	1.050
	055	J	4,938	0.113		063	J	18,295	0.420
	060		8,500	0.195	404-30	009		27,878	0.640
	062		9,804	0.225		011		34,412	0.790
	063		6,050	0.139		014	B	65,340	1.500
	068		6,704	0.154		029	D	104,980	2.410
	068	A	6,029	0.138		049	A	1,526	0.035
	069	A	5,024	0.115		080		9,532	0.219
	069	B	5,039	0.116		084		7,329	0.168
	070		4,653	0.107		088		7,433	0.171
	071	A	12,105	0.278		093		12,844	0.295
	078		8,715	0.200		244	A	16,117	0.370
	083		4,672	0.107		246		9,583	0.220
	084		15,222	0.349		261	A	10,454	0.240
404-22	085	N/A			404-30	275	A	23,958	0.550
						<b>Parcel Area</b>	<b>Acres</b>		
<b>SUBSTANDARD PROPERTIES TOTALS</b>						<b>1,124,411</b>	<b>25.813</b>		

**STAFF REPORT**

**Council meeting of:**           **December 7, 2005**

**Title:**                           **Discussion, consideration, and possible approval of requested funding by the Verde Valley Veterans for transportation to medical care facilities.** This is an unbudgeted item with funds possibly being diverted from the LTAF funding.

**Budgeted item:**               No

**Description of Item:**       None

**Staff Recommendation:**   Staff recommends approval of a portion of the LTAF funds on the condition we are able to get NACOG's approval. The Town of Camp Verde currently has \$36,000 in LTAF funding.

**Comments:**                   None

**Attachments:**               None

**Prepared by:**                Bill Lee



**VERDE VALLEY VETERANS VAN/LLC**  
480 Calvary Way  
Cottonwood, Arizona 86326  
(928) 639-9518

November 7, 2005

City of Camp Verde  
Mayor Tony Gioia

The Verde Valley Veterans Van was founded to ensure that veterans in our community have adequate transportation to and from medically scheduled appointments. We have the capability to transport the most handicapped patients (wheel chair capability, oxygen tanks); the DAV Transportation Service does not provide this in our area. We also provide our service to elderly, disabled and youth programs in our community.

In January 2004 we lost the use of our DAV van service in our area due to mechanical problems that began in October 2003 calling on the Verde Valley Veterans Van, LLC, we handled all the responsibility for transportation at that time.

Attachment #1 is the transportation record for 2004 we had 281 runs clocking 31,220.1 miles on the two Verde Valley Veterans Vans. Attachment #2 shows that for the year-to-date in 2005 we have had 197 runs at 23,336.2 miles. With four months to go we feel that we will most likely be seeing numbers pretty close to the 2004 records even though we have the DAV van running. With gas at a premium now our cost for this program is sky rocketing. Attachment #3 is the actual expenses for 2004 and the year-to-date for 2005 with projections for 2006. Attachment #4 Organizational Information.

Our patient list is exceeding 650 veterans who are using our vans for transportation to the hospital, doctor's offices and dialysis centers in

Cottonwood, Prescott and the Phoenix Metropolitan areas.

Serving all of these areas requires the use of all three vans to be up and running at all times, as we have patients needing to be at different locations on the same days. Our service has become an important part of the community and our veterans. We are grateful to have the capability to ensure that the veterans and elderly in our community can make their scheduled appointments.

This organization is operated by 15 volunteers. Our volunteer base is smaller as our drivers move out of the area or become too old themselves to continue this rigorous schedule. We are looking for more volunteers at this time.

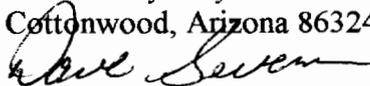
If there is any funding available to assist this transportation system it would be greatly appreciated.

Sincerely,



Camile Severson, Coordinator

Cc: Verde Valley Veterans Van, L.L.C.  
Dave Severson, Sr. Manager  
480 Calvary Way  
Cottonwood, Arizona 86324



VETERANS SERVING VETERANS

Verde Valley Veterans Van LLC  
Records Of Transportation 2004

Month	LLC Van	DAV VAN	PHX	Prescott	Cwtd	Tucson	LLC Miles	DAV Miles
JAN	23	0	6	11	6	0	2363.1	0
FEB	23	0	7	10	6	0	2603.2	0
MAR	32	0	5	15	12	0	3604.6	0
APRIL	31	0	6	10	15	0	3202.5	0
MAY	32	0	8	10	13	0	3706.9	0
JUNE	21	13	10	11	16	0	2560.9	1533
JULY	21	13	8	13	15	0	1744.1	2504.6
AUG	19	14	8	13	13	0	2097.8	1557.6
SEPT	14	14	8	12	7	0	1912.7	1928.5
OCT	20	11	6	11	14	0	2151.7	1454.3
NOV	20	12	8	9	14	0	2595.3	1345.6
DEC	21	10	7	10	14	0	2677.3	1116.8
TTL	277	87	87	135	145	0	31220.1	11440.4

# Verde Valley Veterans Van LLC Records of Transportation 2005

Month	LLC Van	DAV Van	Phx	Prescott	Ctwd	LLC Miles	DAV Miles
JAN	17	12	5	10	14	1888.0	1436.9
FEB	17	10	5	8	14	1596.6	1503.0
MAR	22	10	8	10	14	2456.7	1195.6
APR	21	9	7	11	12	2903.6	1169.3
MAY	20	9	7	8	14	2978.6	1021.0
JUNE	22	11	7	12	14	1949.5	658.77
JULY	12	13	4	10	11	1467.1	1360.3
AUG	22	14	7	15	14	2909.1	2365.7
SEPT	23	10	7	10	16	2582.6	1367.0
OCT	21	9	6	10	14	2604.4	1140.4
NOV							
DEC							
TTL	197	107	63	104	137	23,336.2	19,146.9
YTD							

VERDE VALLEY VETERANS VAN LLC						
PROJECTED EXPENSE						
Year ending May 31						
	PROJECTED	ACTUAL	PROJECTED	YTD	PROJECTED	NOTES
EXPENSES	2004	2004	2005	2005	Avg. Est. Exp	
					2006	
INSURANCE	\$5,963.00	\$5,963.00	\$6,619.00	\$4,442.00	\$4,442.00	
TELEPHONE	\$838.00	\$447.52	\$1,041.00	\$758.84	\$1,050.00	
OFFICE/SUPPLIES	\$65.00	\$65.00	\$61.00	\$75.00	\$131.87	
GAS	\$2,085.00	\$1,121.10	\$2,325.00	\$1,488.75	\$5,812.00	
POSTAGE	\$26.00	\$37.00	\$29.00	\$37.00	\$37.00	
LICENSE AND PERMITS	\$33.00	\$33.00	\$37.00	\$37.00	\$37.00	
VEHICLE REGISTRATION	\$24.00	\$741.52	\$26.00	\$741.52	\$741.52	
VAN SIGNS	\$467.00	\$467.00	\$518.00	0	0	
DRIVER AWARDS DINNER	\$218.00	\$218.00	\$242.00	\$500.00	\$500.00	
VAN MAINTENANCE	0	\$21.56	\$98.00	\$1,032.00	\$2,500.00	
TOTAL	\$9,818.00	\$9,104.70	\$18,984.00	\$8,188.91	\$15,251.19	
NOTE:						
						MAINTENANCE COST ON VEHICLE IS UP AS BOTH VEHICLES ARE BEYOND WARRENTY
						GASOLINE IS UP DUE TO THE HIGH COST OF FUEL
						INSURANCE COST IS DOWN DUE TO GOOD DRIVER DEDUCTIONS AND NO ACCIDENTS

# VERDE VALLEY VETERANS VANS, L.L.C.

**TO WHOM IT MAY CONCERN:**

The Verde Valley Veterans Vans, L.L.C. (hereafter called "VVVV") is a non-profit organization which operates out of the American Legion Post #25 located in Cottonwood, Arizona under the Federal tax exempt #0977454-0 [NOTE: the IRS classifies all Veterans Organization as 501(c) (19) organizations.] VVVV's Arizona Corporation Commission number is L-0938022-8.

The mission and main purpose of the VVVV is to provide transportation to veterans located anywhere within the Verde Valley to and from medical facilities free of cost to the veteran. When a vehicle is not scheduled to perform this main mission the vehicles are authorized to be utilized to provide transportation for any organization within the Verde Valley which qualifies as an IRS 501(c)(3) organization.

Everyone, all vehicle drivers, dispatchers, Board of Directors and operational personal are volunteers. No one is paid a salary or any type of employment pay. Everyone who works for or on the behalf of the VVVV is a volunteer and one hundred percent (100%) of all donations go to the operation of the vehicles. No one is paid a fund raising fee. The VVVV has a Senior and Vice Senior Manager which must be on the Board of Directors because the VVVV has no outside management. These two positions are drawn from its Board of Directors which consists of eight (8) members.

The name, address and telephone number of each member of the VVVV is:

- |   |  |
|---|--|
| <p>Dave M. Severson (Post 25) <u>Sr. Mngr.</u><br/>1870 Jawk Hollow Way<br/>Clarkdale, AZ 86324<br/>928-821-0526</p>      | <p>Walt Brown (Post 25)<br/>3060 N. Shady Lane<br/>Camp Verde, AZ 86322<br/>928-567-2237</p>       |
| <p>Joe Duggan (Post 93)<br/>P. O. Box 872<br/>Rimrock, AZ 86335<br/>928-567-5540</p>                                      | <p>Dave Stuart (Post 93)<br/>P.O. Box 887<br/>Camp Verde, AZ 86322<br/>928-274-2156</p>            |
| <p>Bill Eckenrod (Post 6739) <u>Vice Sr. Mngr.</u><br/>419 Lampliter Village<br/>Clarkdale, AZ 86324<br/>928-634-5779</p> | <p>R. J. Carlson (Post 6739)<br/>1790 Stagecoach Dr.<br/>Camp Verde, AZ 86322<br/>928-567-4280</p> |
| <p>Robert Powell (Post 7400)<br/>4813 E. Brigade Cr.<br/>Cottowood, AZ 86326<br/>928-646-6492</p>                         | <p>Phillip O'Neil (Post 25)<br/>P.O. Box 71<br/>Cornville, AZ 86325<br/>928-634-5669</p>           |

Verde Valley Veterans Vans, L.L.C.

#4

## STAFF REPORT

<b>Council meeting of:</b>	November 16, 2005 – Regular Session
<b>Title:</b>	Discussion, consideration, and possible approval of sale of alcohol at special events and to purchase liquor liability insurance for five major special events under one policy in the amount of \$6,224.94.
<b>Budgeted item:</b>	Yes
<b>Description of Item:</b>	It was discussed at a previous Council meeting that we cut back on the amount of events that we served alcohol at and looked into purchasing liquor liability insurance for these events under one policy.
<b>Staff Recommendation:</b>	Approve purchasing one blanket policy to cover five events.
<b>Comments:</b>	Covering five events under on blanket policy would save us \$195.42 per year. It would also be easier for staff to handle the coverage in this manner. There are still two events that would be questionable each year and would need to be brought back to Council for approval if we wanted to include alcohol. Those two events would be the Bachelor Auction and Camp Verde Highland Games.
<b>Attachments:</b>	Yes.
<b>Prepared by:</b>	L. Moore

Purchasing all insurance under one blanket policy for the Pecan Festival, Main Street Stampede, Crawdad Festival, Block Party and Fort Verde Days would cost \$6,224.94. This would save the Town \$195.42 from what we spent last year.

Costs for 2005 Events

Pecan Festival – 3 day event	\$1400.00
Main Street Stampede – 2 day event	\$1109.94
Crawdad Festival – 2 day event	\$1,458.92
Block Party – 1 day event	\$1006.00
Fort Verde Days – 3 day event	\$1445.50
Total Cost	\$6,420.36

## **STAFF REPORT**

<b>Council meeting of:</b>	November 16, 2005 – Regular Session
<b>Title:</b>	Discussion, consideration, and possible direction to staff regarding the Discovery Program.
<b>Budgeted item:</b>	No
<b>Description of Item:</b>	The Title V Grant that funded the Discovery Program ended September 30, 2005. Parks & Recreation still has one employee who works the after school program. That employee was not budgeted for. The Camp Verde Site Director has made several requests on ways that the Town of Camp Verde can continue to assist with this program.
<b>Staff Recommendation:</b>	Staff recommends continuing to assist in helping to find a new site for the program, but would like to ask that we no longer partner on the program itself.
<b>Comments:</b>	We have been asked to assist by possibly keeping one adult (18 yrs. or older) at the after school program, assisting with one large special event that would raise approx. \$12,000 - \$14,000 for the Discovery Program and by entering into another grant. Staff would prefer to end the partnership, step out of the after school program altogether and go back to doing our own summer program. It takes a lot of our staff time just to keep one employee at the after school program and we feel like we have more than we can handle now. We feel that we can provide an affordable, fun summer program, but will not be able to do so if we continue working with the Discovery Program, which is used much in the same manner as a day care service. Our job is to provide recreation, programs and family events for our community.
<b>Attachments:</b>	No
<b>Prepared by:</b>	L. Moore

## STAFF REPORT

**Council meeting of:** 12-7-05 Regular Session

**Title:** Discussion, consideration, possible approval of \$3,000 yearly increase or reduction of hours for the Recording Secretary position.

**Budgeted item:** This is an unbudgeted item from the General Fund.

**Description of Item:** The Town of Camp Verde currently has an agreement for contract services. This position was established as a part-time position, less than 80 hours per month. The length of the meetings have increased substantially, reflecting a decrease in the average hourly wage.

**Staff Recommendation:** Approve the increase in the contract amount.

**Comments:**

**Attachments:** Yes

**Prepared by:** Virginia

To: Bill Lee, Town Manager                      Date: November 16, 2005  
From: Margaret Harper, Recording Secretary  
Subject: Summary of hours and rate of pay

I understood that the position of Recording Secretary, when it was created in the fiscal year 2002-03, was based on an average of a half-time salary, or 86 hours per month. I pretty consistently have kept a log each month of my actual time spent on attending meetings and preparing the Minutes and Actions Taken for Council and Planning & Zoning, and the Minutes for Trails, Parks & Rec and Library, plus the occasional special sessions, and although the totals varied, the average did reflect between 76 and 90 hours a month, or 83 hours. At the then yearly contract amount of \$10,500, the average 83 hours a month amounted to approximately \$10.54 per hour.

After almost two years the contract amount was raised to \$12,500, which I believed would average around \$12.55 per hour. However, during the year 2003-04, I logged an average of 88 hours per month, which kept the pay at approximately \$11.84 per hour.

Beginning last June, and appearing to be continuing, my log reflects an average of 96 to 100 hours per month, bringing the rate back down to Square One, approximately \$10.63 per hour.

I am not sure what the answer is, but I hope there is some equitable resolution, either by reducing the hours or increasing the base contract amount. I don't think that expecting at least \$12.50 per hour is out of line considering my status as an independent contractor, with no benefits.

Thanks for giving this your attention.



Margaret Harper

## STAFF REPORT

**Council meeting of:** 12-7-05 Regular Session

**Title:** Discussion, consideration, possible reclassification of the Clerk's Office Receptionist position to an Administrative Assistant position.

**Budgeted item:** This is an unbudgeted item; however, funds are available in other Town Clerk line items to cover the salary increase

**Description of Item:** Approval would change this position from a Grade 10, Step 1 (\$9.84 per hour) to a Grade 12, Step 2 (\$12.70 per hour) bringing the position in line with other recently hired Administrative Assistants with comparable duties. The \$4,734 increase includes all benefit increases and is unbudgeted. There are funds available in other line items to cover the increase. This amount reflects the total amount from the end of the employee's probationary period, November 12, 2005 until the end of the budget year.

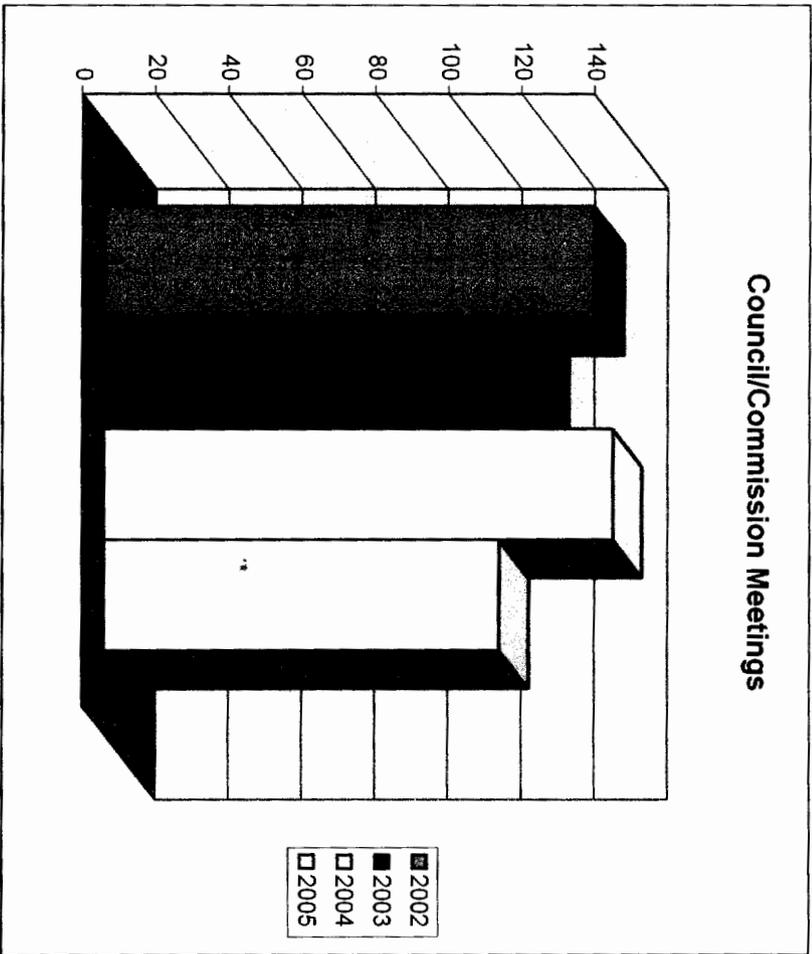
**Staff Recommendation:** Approve the reclassification.

**Comments:** This position is comparable to other Administrative Assistants.

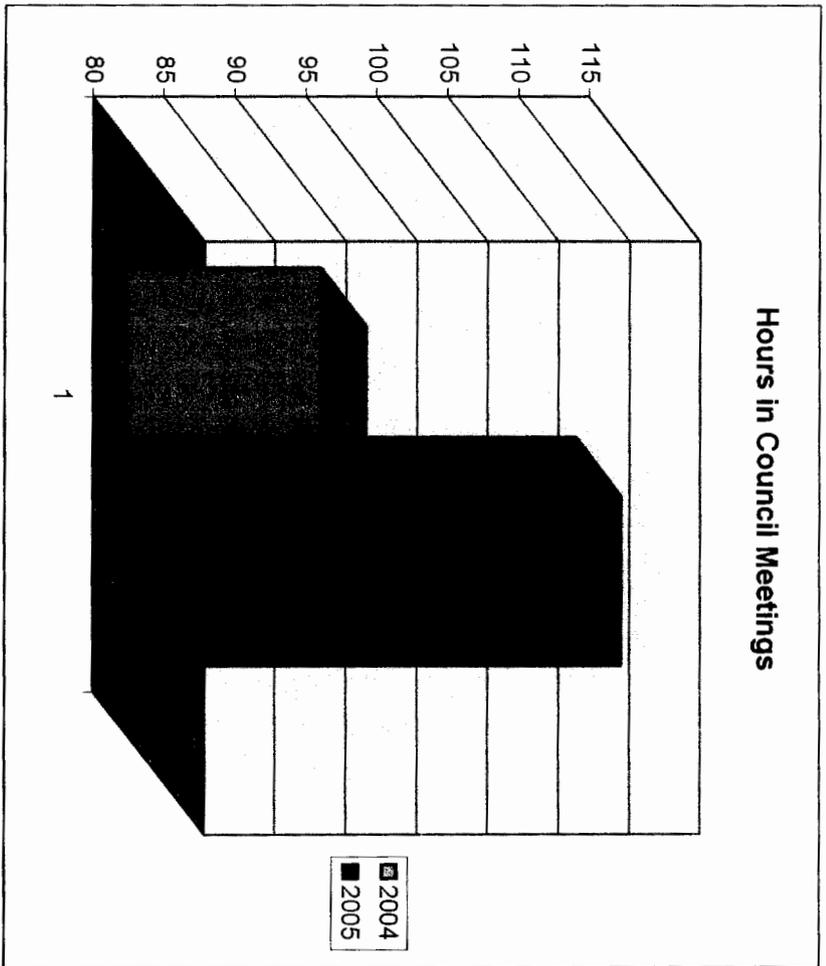
**Attachments:** Yes

**Prepared by:** Virginia

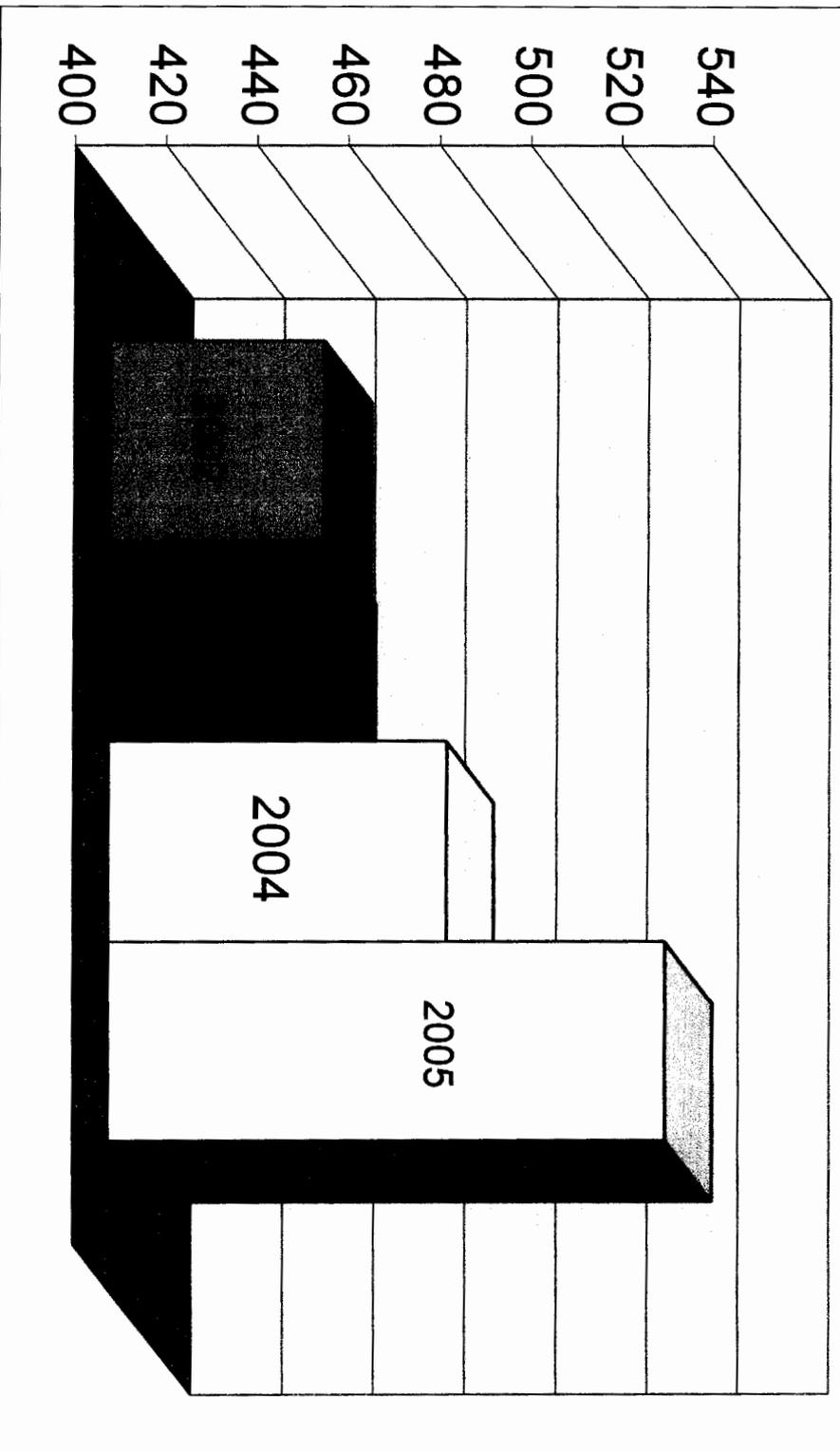
	2002	2003	2004	2005
January	15	10	13	8
Feb	12	10	10	10
Mar	11	9	9	10
Apr	14	10	10	10
May	13	9	14	10
Jun	13	12	12	10
Jul	13	12	12	9
Aug	12	10	15	8
Sep	7	13	11	13
Oct	9	8	10	12
Nov	9	8	11	8
Dec	6	8	12	0
	134	119	139	108



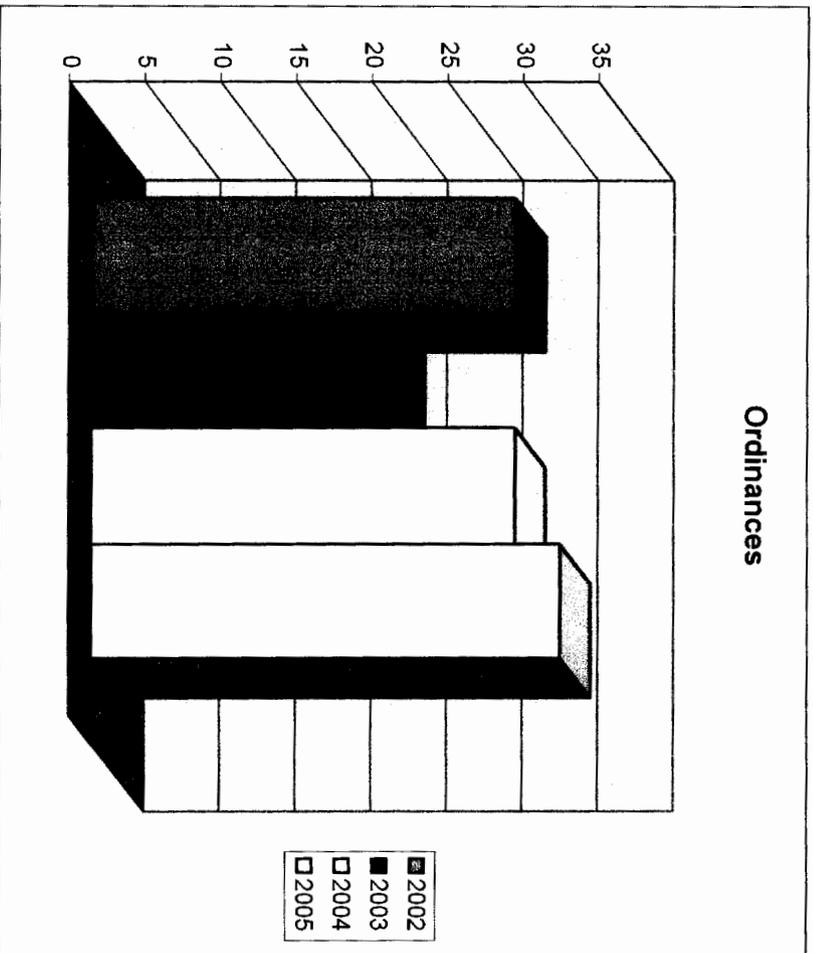
	2004	2005
January	13	7
Feb	8	9
March	3	7.5
April	9	7.5
May	8	12.5
June	8.5	9.5
July.	4.75	12.5
August	8	15.75
September	7	11.25
October	9	19.25
November	7	0
December	8.5	0
	93.75	111.75



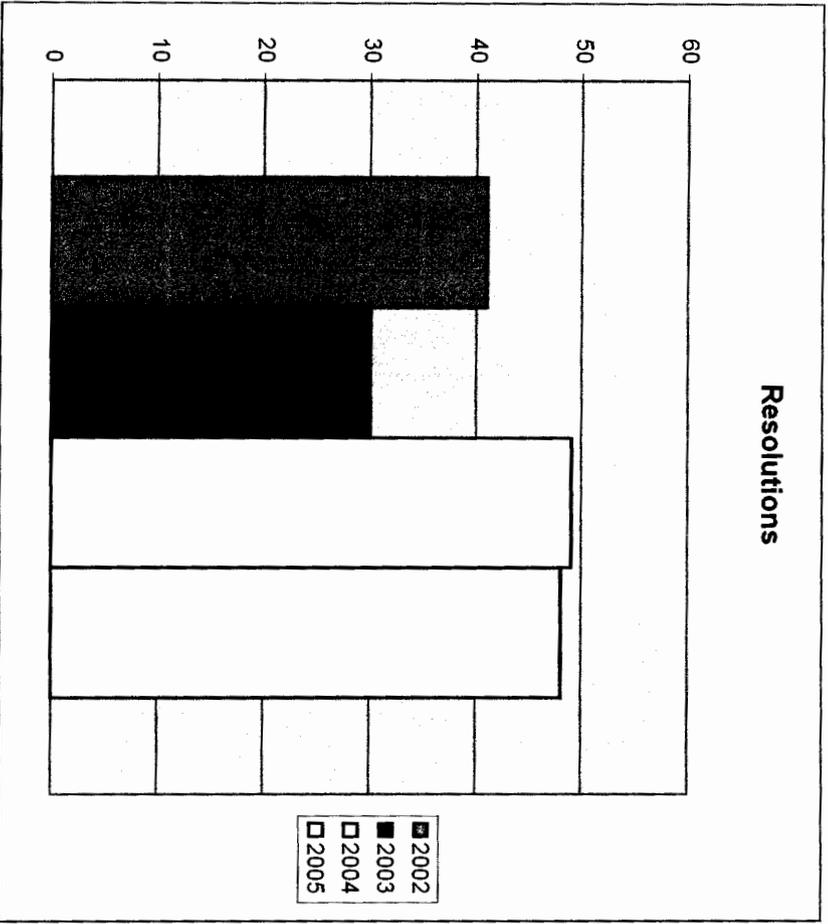
# Business Licenses



Jan	0	2	4	6
Feb	2	2	2	5
Mar	0	1	1	5
Apr	1	1	1	3
May	0	0	3	1
Jun	10	3	2	0
Jul	10	3	2	2
Aug	3	0	3	2
Sep	2	1	1	2
Oct	0	0	6	2
Nov	0	3	2	3
Dec	0	4	1	0
	28	20	28	31



Jan	2	2	4	6
Feb	4	7	5	3
Mar	5	3	0	4
Apr	6	2	6	6
May	3	1	5	8
Jun	6	3	6	2
Jul	6	3	6	5
Aug	2	1	5	1
Sep	2	0	3	2
Oct	3	6	7	7
Nov	1	1	0	4
Dec	1	1	2	0
	41	30	49	48



**STAFF REPORT**

**Council meeting of:**            **November 16, 2005**

**Title:**                            **Discussion, consideration, and possible direction to staff to mail a 5 page informational flyer including the "20 Points To Know About Impact Fees" provided by Paul Tischler. The mailing will include a Town cover letter.** The anticipated cost is approximately \$3,000 and is a budgeted item from non-departmental community survey.

**Budgeted item:**                Yes

**Description of Item:**        The mass mailing would provide an opportunity to inform Camp Verde citizens on the benefits of impact fees and why the community would want to support them.

**Staff Recommendation:**    Recommend approval

**Comments:**                    **Below is the cost estimate for a full saturation to all Camp Verde post office boxes and addresses:**

<b>Based on 6000 Pieces of Mail</b>	<b>Cost</b>	
Postage and bulk rate permit at a weight per piece of less than 3.3 oz	\$1,000	
<b>Vendor(s)</b>		
Pre-printed envelope w/bulk mail information	\$ 371	
Copying at 5 single sheets per flyer	\$ 927	
Stuffing & sealing of envelopes	\$ 322	
5 sheets folded	\$ 380	
<b>Total Est. for Survey Compilation</b>		<b>\$3,000</b>

**Attachments:**                None

**Prepared by:**                 Bill Lee

## APA PLANNING

Dear Reader

We are pleased to present this article, which was in *Planning* magazine. Tischler & Associates, Inc. (TA) is a fiscal, economic and planning consulting firm specializing in:

- Fiscal Impact Analyses
- Impact Fees (including feasibility analysis)
- Capital Improvement Programs
- Revenue Strategies
- Growth Policy Studies
- Market and Economic Analyses
- Economic Development Strategies
- Fiscal and Economic Software

The "20 Points to Know About Impact Fees" cover the advantages and disadvantages of impact fees to both the public and private sectors. TA has conducted over 500 impact fee and development exaction studies for jurisdictions and school districts throughout the country. TA's impact fees have never been challenged. TA has also critiqued impact fees on behalf of private sector clients. In all cases the impact fees were eliminated or reduced. The services for which TA has analyzed impact fees include the following:

- roads
- water
- sewer
- libraries
- schools
- parks and recreation
- police
- fire
- general government
- transit

The states in which TA has conducted impact fee studies include the following:

- Arizona
- Arkansas
- California
- Colorado
- Delaware
- Florida
- Georgia
- Idaho
- Iowa
- Maryland
- Mississippi
- Montana
- New Mexico
- North Carolina
- Ohio
- Oklahoma
- Pennsylvania
- Rhode Island
- South Carolina
- Texas
- Utah
- Virginia
- West Virginia
- Wisconsin

Please call TA at 800-424-4318, visit [www.tischlerassociates.com](http://www.tischlerassociates.com) or e-mail us at [TAFiscal@tischlerassociates.com](mailto:TAFiscal@tischlerassociates.com) to obtain further information, receive the reprint, "*Impact Fees — Understand Them or Be Sorry*," our TA Fiscal & Economic Newsletters, or to discuss TA's impact fee and other consulting services.

# 20 Points to Know About Impact Fees

by Paul S. Tischler

Impact fees are an increasingly popular new revenue source to local governments. While there are a number of advantages to impact fees and related exactions, there are limitations. As communities and development groups become more sophisticated about what should be expected from a thorough impact fee study, they will become more critical and their level of expectation will increase. This article briefly notes 20 nontechnical points of which one should be aware.

**1.** *Impact fees are viewed as a free revenue source without any constituency requirement.*

Impact fees may be voted in without an election, usually apply only to new development (which does not yet exist) and are perceived to exclude current taxpayers. Therefore, impact fees are a fairly painless and free revenue source since there is no obvious increase in cost to current voters.

**2.** *Impact fees pertain only to new capital facilities which directly benefit the payer.*

Many people still believe that impact fees can be utilized for capital facilities which benefit existing residents. However, expenditures utilizing impact fees must show a direct benefit to those paying. Under some statutes, an existing facility can generate impact fees if it was oversized to serve the new development.

**3.** *The impact fees collected must be spent within a reasonable time period.*

A mandated or general rule-of-thumb is about six years, although ten years may suffice. In most cases the jurisdiction must have a good idea that the

(continued on next page)

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money will be spent within the reasonable time period for a specific facility. This encourages capital improvement programs to be prepared.

**4.** *The electorate may think that impact fees will pay for all new capital facilities, therefore negating the need for higher taxes.*

This expectation by the electorate could lead to long term negative political consequences. Even if impact fees are eligible to pay for all capital facilities, which is highly unlikely, they will not negate the need for higher taxes due to operating costs.

**■ Educate the electorate on what impact fees do and do not accomplish.**

**5.** *Educate the electorate on what impact fees do and do not accomplish.*

Impact fees relate solely to capital facilities for new development. They do not pertain to rehabilitation, retrofitting, or replacement of existing capital facilities. Also, the greater cash cow of operating expenses must be explained to the electorate. Otherwise, their expectations will be artificially high.

**6.** *The amount of impact fees must be politically acceptable.*

The amount that is politically acceptable will vary by state and jurisdiction. If an impact fee of \$1,500 is the politically acceptable amount, while the maximum justifiable is \$8,000, it may not make sense to pursue some impact fees. This depends on how much revenue can be obtained by impact fees and/or other sources.

**7.** *The community should be growing.*

A 3-5% growth rate may allow the community to raise a reasonable amount of revenues and also show the need for additional capital facilities due to growth. A very low growth rate will generate minimal revenues and new capital facilities may not be needed in the foreseeable future for most services.

**8.** *Planning departments are probably the most appropriate center for managing impact fee activity.*

The calculation of impact fees is closely related to land use and rational nexus. Planning departments are generally the most appropriate center for managing activity. Impact fee calculations are not primarily an accounting or engineering exercise. Because rational nexus requires one to show a direct benefit of the impact fee to the capital facility or the particular service, land use issues are very important. Also, projections, usually provided by planning departments are very important. In jurisdictions where there is an active planning department, this department will probably be the most appropriate center for managing activity. This does not preclude other departments, such as finance and budget, from playing an integral part.

**■ Current levels of service must be met.**

**9.** *Current levels of service must be met unless there is a plan to address existing deficiencies.*

There is a tendency for communities and their consultants to assume the adopted level of service for the impact fee study. You can not extract a higher level of service and commensurate fee solely from new development unless there is an existing plan to address deficiencies generated by the current population.

**■ Do not rely solely on departmental assumptions.**

**10.** *Do not rely solely on departmental assumptions; instead, obtain your own background information.*

Because departments are not familiar with the requirements of impact fees, they are unlikely to clearly understand the difference between adopted and existing levels of service, service delivery areas and their relationship to existing and new capital facilities and several other issues. If the right questions are asked, they should be able to provide

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the information. The most fail-safe way to ensure this is to obtain your own information from the departments.

**11.** *Analyze the capital improvement budget.*

The potential impact fee revenues will need to be related to the capital improvement budget or capital improvement element. It is important for the analyst to be familiar with this budget and its validity, both short and long term.

**12.** *Be familiar with the possible geographic service areas in order to comply with rational nexus.*

As the development community becomes more concerned about pass-throughs due to tighter markets and fiscal constraints, they are more likely to look at the geographic service areas and their relationships to their project. There is a tendency for jurisdictions to have larger service areas than may be appropriate. The service areas will vary by type of activity.

**13.** *Can a jurisdiction provide the needed capital facilities?*

The recommended impact fees should have some relationship to what the jurisdiction can actually provide. Whether it is due to time lag, backlog of existing facilities, debt ratios or political constraints, the impact fee work will be diminished if the jurisdiction cannot provide the needed capital facilities (assuming that impact fees do not pay 100% of the new cost).

**14.** *Beware of granting credits.*

In some state statutes, the future tax payments of a house or nonresidential property which are utilized for debt service of a particular capital facility will need to be credited on a discounted basis against the impact fee amount. Even in states where this is not required, the "spirit" of impact fees is to avoid any double payments. Therefore, credits will be granted in most cases.

**What are the realities of charging nonresidential development?**

**15.** *What are the realities of charging nonresidential development?*

In many states the jurisdiction may not discriminate between different types of land use for the same service. In one county, a road impact fee was not implemented because the officials did not wish to add another fee to nonresidential development. This particular jurisdiction wanted to attract as much nonresidential development as possible. The question of charging nonresidential development should be raised and answered near the outset of the study in order to avoid extra work if the answer is no.

**16.** *Be aware that some new home buyers are already residents within the jurisdiction.*

In some jurisdictions 50-70% of new home buyers are trading up within the same jurisdiction. The reality is that these people have been paying for capital facility needs through their existing tax base from the time they were in the community and are now being asked to pay a second time. As a point of information, elected officials should understand this.

**17.** *Decision makers should be aware of the "intergenerational equity" issue, a negative aspect of impact fees.*

In many cases, impact fees mark the change from intergenerational equity to site-specific equity. Many of us and almost all of our parents lived in a community where the capital facilities were paid as part of the regular tax burden. The use of impact fees and other exactions means that those who move into the community are now buying into the capital facilities with a one time fee.

**Educate elected officials on impact fees.**

**18.** *Educate elected officials on impact fees.*

For many elected officials the term impact fee means a new revenue source that can be utilized in tight times. The only thing they may know

*(continued on next page)*

about impact fees is that existing taxpayers will not have to pay them. However, there are important pluses and minuses to the use of impact fees which have been noted above and which should be conveyed to elected officials.

**Including a public/private sector advisory group may ease the acceptance process.**

**19** *Including a public/private sector advisory group may ease the acceptance process.*

Using this type of group educates everyone on the openness of the process and reasonableness of the data as well as providing a means to reveal, before the end of the study, any major oversights which might have been made. Tischler & Associates, Inc. recommends this process to its clients and in over 90% of the cases it is accepted. By coming to closure with such a group prior to the final report, there are fewer acrimonious hearings and less chance of litigation.

**Garbage In -  
Garbage Out.**

**20** *Garbage In - Garbage Out.*

The above 19 points focus more on the non-technical issues; however, they allude to a number of technical issues, such as rational nexus. As noted, communities and development groups will become more sophisticated regarding the substantiation of impact fees. The relationship of level of service, geographic areas, capital improvement budgets, and comprehensive plans are all critical in devising a solid impact fee study. Perhaps most important is the need for the analyst to "get his feet dirty" by reviewing the local data to ensure that it is valid to be included in the study itself. An adopted recreation plan does not necessarily mean the data is valid for impact fee calculations. Overcrowded school conditions may need to be reflected in the level of service definitions. Garbage in will result in garbage out.

**T** Tischler & Associates, Inc.

***Providing Solutions for Growth***

4701 Sangamore Road • Suite N210 • Bethesda, MD 20816

Also: Pasadena, CA  
www.tischlerassociates.com

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A Reprint from: *Planning Magazine*

**20** **Points To Know About Impact Fees**

**STAFF REPORT**

**Council Meeting of:** **December 7, 2005**

**Title:** **Discussion, consideration and possible approval of a contract with TischlerBise, Inc. in the amount of \$18,300 to complete the impact fees study related to water system capacity.** This is an unbudgeted item expensed to the General Contingency Fund.

**Budgeted Item:** No

**Description of Item:** On October 19, 2005 Council in a 5-1 vote approved the impact fee preparation and related activities for the development fee. In addition, Council voted to delete at that time the water system capacity study until after the November election and public vote on this matter.

**Comments:** None

**Staff Recommendation:** Since this issue passed with voter acceptance staff recommends approval for the Town to enter into contract with TischlerBise on the water system capacity study.

**Attachments:**   X   Yes           No

**Prepared by:** Bill Lee

**CONSULTANT AGREEMENT  
BETWEEN TISCHLERBISE, INC. AND  
CAMP VERDE, ARIZONA**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by and between the Town of Camp Verde, Arizona, hereinafter called the "Town", and TischlerBise, Inc., hereinafter called the "Consultant".

**WHEREAS** the Town is in need of certain services; and

**WHEREAS** the Consultant has expertise in impact fee preparation and related activities.

**NOW, THEREFORE, IN CONSIDERATION OF THE COVENANTS HEREIN CONTAINED**, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party to the other, it is hereby agreed as follows:

1. The Consultant shall provide those services to the Town as more particularly identified in the attached Exhibit "A".
2. In performing the services identified in the attached Exhibit "A", the Consultant shall perform all steps necessary to the full and effective performance of the tasks specifically referenced in Exhibit "A".
3. Consultant shall provide sufficient qualified personnel to perform all services as required herein, including but not limited to inspections and preparation of reports, as reasonably requested by representatives of the Town.
4. The Consultant shall base the analysis on data and information available at the time of the study.
5. (A) The term of this agreement shall be from the date of execution of the Agreement, and shall terminate upon the completion of Tasks specified in Exhibit "A".  
  
(B) Notwithstanding the foregoing, this Agreement may be terminated by the Town upon ten (10) days written notice, with or without cause. If this Agreement is terminated, the Consultant shall be paid for services performed to the date of Consultant's receipt of such termination notice.
6. Any notices to be given by either party to the other must be in writing, and personally delivered or mailed by prepaid postage and certified mail, at the following address:

**Town:** Bill Lee, Town Manager, Town of Camp Verde, Arizona, 473 South Main St. P.O. Box 710, Camp Verde, AZ 86322 Telephone Number: (928) 567-6631 x 102 Facsimile Number (928) 567-9061 Email: [blee@cvaz.org](mailto:blee@cvaz.org)

**Consultant:** Paul S. Tischler, TischlerBise, Inc., 4701 Sangamore Road, Suite N210, Bethesda, MD 20817. Telephone Number (800) 424-4318. Facsimile Number (301) 320-4860. Email: [paul@tischlerbise.com](mailto:paul@tischlerbise.com)

7. This Agreement is non-assignable by the Consultant and its subcontractors.
8. The Town shall pay to Consultant the amounts indicated in Exhibit "B". Invoices will be issued by the Consultant to the Town on a percentage completion basis. Payment will be made by the Town within 30 days of receipt of invoice.
9. This Agreement shall be construed under the laws of Arizona.
10. This Agreement and Exhibits "A" and "B" represent the entire and integrated Agreement between the Town and the Consultant and supersede all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Consultant. Written and signed amendments shall automatically become part of the Agreement, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.
11. In the event any provision of the Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, terms, conditions, or covenant shall not be construed by the other party as a subsequent breach of the same by the other party.
12. The Consultant hereby agrees to indemnify and hold harmless the Town, its departments and divisions, its employees and agents, from any and all claims, liabilities, expenses or lawsuits caused by the Consultant's breach of contract or the negligent performance by Consultant (or by any person acting for the Consultant or for whom the Consultant is responsible).
13. The Consultant shall secure and maintain during the life of this Agreement, insurance coverage which shall include comprehensive general and automobile liability in the amount of at least \$1,000,000.00 coverage with an insurer acceptable to the Town. Consultant shall also maintain errors and omissions insurance in the amount of at least \$250,000.00 for the duration of the contract and a period of two years after completion of the contract. Consultant shall provide the Town with proof of such insurance in a form acceptable to Town upon request.
14. No oral orders, objection, claim, or notice by any party to the other shall affect or modify any of the terms or obligations contained in the Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing. No evidence of modification or waiver other than evidence of any such written notice, waiver, or modifications shall be introduced in any proceeding.
15. This agreement is subject to the provisions of ARS§ 38-511.

IN WITNESS WHEREOF, the parties have caused the Agreement to be signed by their duly authorized representatives as of the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

**TOWN: CAMP VERDE, ARIZONA**

WITNESS

\_\_\_\_\_  
BILL LEE  
ITS: TOWN MANAGER

CONSTANT: TISCHLERBISE, INC:

Jimmy Stein

WITNESS"

Paul S. Tischler

PAUL S. TISCHLER  
ITS: PRESIDENT

**EXHIBIT A —WORK SCOPE-**  
**WATER SYSTEM CAPACITY FEE**

**Components:**

Supply/Rights  
Distribution  
Storage  
Buildings/Vehicles

Although a separate report would be issued, the tasks would be similar to those of the development fees. If conducted at the same time as the development fees study, the water capacity fees could be included in the liaison activity discussion.

Task 1: Recommend Land Use Assumptions

TischlerBise will review and, if appropriate, update annual projections of population, employment, housing, commercial, industrial and other nonresidential square footage data for at least five years. This will be based on discussions with Town staff. We will prepare a memorandum discussing the recommended land use projections. This task will serve to establish forecasts reflecting population, housing, employment, nonresidential building area and other relevant data.

Task 2: Ascertain Demand Factors and Level of Service for Relevant Public Facilities

There are several important components to this task which are outlined below.

- a. *Ascertain Demand Factors* - The actual demand factors that generate the need for new capital facilities will be reviewed.
- b. *Evaluate Existing Levels of Service* -We will determine the existing level of service by conducting onsite interviews, evaluating the appropriate studies and analyzing relevant local data.
- c. *Determine Geographic Service Area* - The appropriate geographic service area for purposes of calculating the impact fees will be determined.

Task 3: Review Capital Needs and Costs and Allocate to Growth

This task will culminate in the relevant capital needs and costs due to growth.

- a. *Long Range Capital Need* - In this subtask, TischlerBise will further review the various studies and other data germane to the Town's water system capital facility activities. The discussions may include not only an understanding of the specific costs, but also include discussions pertaining to whether these capital facilities needs were due to normal replacement, catch-up, or new demand. The issue of catch-up will be discussed in the context of new development paying for higher levels of service than those which currently exist.
- b. *Review Cost Estimates* - In this subtask TischlerBise will review, as relevant, the various capital costs. As part of this subtask, we will ascertain whether the facilities are likely to be financed and, if so, the amortization schedule.

- c. *Evaluate Different Allocation Methodologies* - TischlerBise will consider different possible allocation methodologies to determine which is the most appropriate for each component of the particular impact fee.

As part of calculating the fee, the jurisdiction may include the construction contract price; the cost of acquiring land, improvements, materials and fixtures; the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction system improvement; and debt service charges, if the Town might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All of these components will be considered in developing an equitable allocation of costs.

#### Task 4: Determine Need for and Calculate "Credits" to be Applied Against Capital Costs

There are, in fact, two (2) types of "credits" each with specific, distinct characteristics, but both of which will be included in the development of impact fees. The first is a credit due to possible double payment situations. This could occur when future contributions are made by the property owner toward the capital costs of the public facility covered by the impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed.

#### Task 5: Complete Water System Capacity Fee Methodology and Calculation

The completion of the above task will enable the impact fee methodology and calculations to be finalized. The maximum justifiable fee that can be charged and conform to fee requirements will be calculated. (The Town will subsequently decide what percentage of the maximum justifiable fee it wants to charge.)

#### Task 6: Conduct Funding and Cash Flow Analysis

In order to prepare a meaningful capital improvement plan, it is important to evaluate the anticipated funding sources. In this task, TischlerBise will prepare a cash flow analysis that indicates the sources of funding, independent of different impact fee amounts. This calculation will allow the Town to better understand the various revenue sources possible and the amount, which would be needed if the impact fees were discounted. It will also provide a good understanding of the cash flow needed to cover the infrastructure costs both for the new development and resulting credible capital improvement program.

The initial cash flow analysis will indicate whether additional funds might be needed or whether the capital improvements plan might need to be altered. This could also affect the total credits calculated in the previous task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.

#### Task 7: Preparation of Capacity Fee Report

TischlerBise will prepare a draft report that summarizes the need for impact fees for the water facility category, the relevant methodologies employed and documents all assumptions and cost factors. The report will include at a minimum the following information:

- Executive Summary
- A detailed description of the methodologies used during the study

- A detailed description of all level of service standards and cost factors used and accompanying rationale
- A detailed schedule of all proposed fees listed by land use type and activity
- Other information which adequately explains and justifies the resulting recommended fee schedule

Following the Town's review of the draft report, we will make mutually agreed upon changes and issue five copies of the final report.

TischlerBise's fee report will have flow diagrams clearly indicating the methodology and approach, a series of tables for each activity showing all of the data assumptions and figures, and a narrative explaining all of the data assumptions, sources and the methodologies. The report will be a stand-alone document clearly understood by interested parties. Because of the firm's extensive experience in calculating impact fees and preparing such reports, we have developed a very succinct written product that leaves a well understood paper trail.

#### Task 8: Presentation/Meeting

TischlerBise will attend one meeting/public hearing to explain the analysis and conclusions.

#### Task 9. Liaison Committee

In our calculation of fees around the country, it has been very beneficial to have a liaison committee. The purpose of this committee is to allow interested parties, designated by the Town, to understand assumptions and raise any questions about the technical demographic, cost, revenue, credit and other data and supporting documentation that is being used in the calculation of development fees. This will not be a forum to discuss the political and/or philosophical use of fees. Rather it will be an opportunity for these interested parties to understand the soundness and the reasonableness of the technical development fee methodology. We anticipate two meetings with this group. The first would be to discuss the initial data assumptions, after "sign-off" by the client. The second would be to discuss the draft report. Utilizing this forum will enable the focus of the public hearings to be on the political and economic issues of implementing fees, not the technical approach.

—DELIVERABLES—

TASK	DELIVERABLE
Task 1. Recommend Land Use Assumptions	Memorandum Discussing Land Use Projections
Task 2. Ascertain Demand Factors and Level of Service for Relevant Public Facilities	See Below
Task 3. Review Capital Needs and Costs and Allocate to Growth	See Below
Task 4. Determine Need for and Calculate "Credits" to be Applied Against Capital Costs	See Below
Task 5. Complete Impact Fee Methodology and Calculation	See Impact Fee Report Below
Task 6. Conduct Funding and Cash Flow Analysis	Cash Flow Analyses Reflecting Capital Improvement Plan(s) and Applicable Impact Fees
Task 7. Preparation of Impact Fee Report	Impact Fee Report
Task 8. Presentation/Meeting	Appropriate Materials and Graphics
Task 9. Liaison Committee	Appropriate Presentation Material

—SCHEDULE—

The time estimated to complete the impact fee report is approximately four months from the start of Task 1. This assumes prompt receipt of requested materials and data from the Client, as well as allowing sufficient time for Town staff to review the appropriate products. The anticipated four-month schedule is indicated below.

TASK	MONTH 1	MONTH 2	MONTH 3	MONTH 4
Task 1. Recommend Land Use Assumptions				
Task 2. Ascertain Demand Factors and Level of Service for Relevant Public Facilities	■			
Task 3. Review Capital Needs and Costs and Allocate to Growth		■		
Task 4. Determine Need for and Calculate "Credits" to be Applied Against Capital Costs				
Task 5. Complete Impact Fee Methodology and Calculation			■	
Task 6. Conduct Funding and Cash Flow Analysis				■
Task 7. Preparation of Impact Fee Report				■
Task 9. Presentation/Meeting				■
Task 10. Liaison Committee			■	■

EXHIBIT B

—COSTS—

If conducted at the same time as the development fees study, the water capacity fees could be included in the liaison activity discussion.

WATER SYSTEM CAPACITY FEE

TOTAL \$18,300

**TischlerBise's consultant cost can be recaptured as part of the impact fee calculation.**

**STAFF REPORT**

**Council meeting of:** December 7, 2005

**Title:** Discussion, consideration, and possible direction to staff to hire an appraiser for the 223 Acres of Forest Service Land that the Town is purchasing for the Community Park. This is unbudgeted item expensed to the Park Contingency Fund.

**Budgeted item:** No

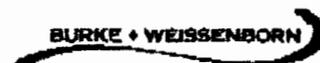
**Description of Item:** None

**Staff Recommendation:** Staff recommends Appraiser Burke Weissenborn, LLC due to their ability to complete the appraisals in a timely manner.

**Comments:** None

**Attachments:** Yes

**Prepared by:** Bill Lee



## Fax Cover Sheet

---

**Name:** Bill Lee  
**Organization:** Town of Camp Verde  
**Fax:** (928) 567-8291  
**Phone:**

**From:** Burke Weissenborn, LLC  
**Date:** November 17, 2005  
**Subject:** Appraisal Bid - 223 acres of Forest Service land  
**Pages:** 2

**Comments:**

Bill-

I was not able to get in touch with Tate Curtis, but thought I'd go ahead and complete the bid assuming compliance with their guidelines and review by Mr. Curtis. Please call if you have any questions.

Beverly Weissenborn, MAI

From the desk of...  
Beverly

Burke + Weissenborn  
110 S. Church Ave., Suite 8300  
Tucson, AZ 85701

Phone: 520-792-8200 FAX: 520-792-8204



November 17, 2005

Mr. Bill Lee  
Town Manager  
P.O. Box 710  
Camp Verde, AZ 86322

Ref: Fee proposal for an appraisal of 223 acres of Forest Service land in Camp Verde

Dear Mr. Lee:

At your request, I am submitting a fee proposal for a complete, self contained appraisal of 223 acres of Forest Service land located in Sections 4 and 9, Township 13 North, Range 5 East, in Camp Verde, Yavapai County, Arizona. I understand that the Town of Camp Verde is interested in acquiring this property from the Forest Service for development of a community park. This bid assumes the appraisal would have to comply with the Uniform Appraisal Standards for Federal Land Acquisitions and would be reviewed by the Forest Service Zone Appraiser.

The fee for the appraisal would be \$6,000 with a delivery date of January 31, 2006. Should you accept this proposal, please reconfirm the delivery date since I have several bids outstanding. Thank you for the opportunity to be of service.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Beverly Weissenborn".

Beverly Weissenborn, MAI  
Certified General Real  
Estate Appraiser #30125

**Carol Brown**

---

**From:** "Bill Lee" <blee@campverde-az.gov>  
**To:** "Carol Brown" <cjbrown@campverde-az.gov>  
**Sent:** Tuesday, November 22, 2005 2:01 PM  
**Subject:** Fw: Camp Verde

Carol, need to place this in our appraisal file for Community Park. Thanks Bill Lee

----- Original Message -----

**From:** poynterappraisal@cableone.net  
**To:** Bill Lee  
**Sent:** Monday, November 21, 2005 2:51 PM  
**Subject:** Re: Camp Verde

Bill,

I spoke with Tate today. The type of appraisal he needs plus the potential for ongoing scrutiny of the report are more than I want to deal with.

I trust that you'll find someone else. Thanks for considering me. Rich Poynter

----- Original Message -----

**From:** Bill Lee  
**To:** poynterappraisal@cableone.net  
**Sent:** Friday, November 18, 2005 4:38 PM  
**Subject:** Camp Verde

Hello Richard, thanks for calling and I will send you additional information in a second email. appraisal

Bill Lee

Town Manager

P.O. Box 710

Camp Verde, AZ 86322

PH: (928) 567-6631 x 102

Fax: (928) 567-8291

E-mail: blee@cvaz.org

**Carol Brown**

---

**From:** "Bill Lee" <blee@campverde-az.gov>  
**To:** "Carol Brown" <cjbrown@campverde-az.gov>  
**Sent:** Tuesday, November 29, 2005 8:54 AM  
**Subject:** Fw: Camp Verde Community Park

Carol, please include this as one of our bids for the appraisal of the community Park. Thanks Bill Lee

----- Original Message -----

**From:** Scott Halver  
**To:** Bill Lee  
**Cc:** scotthalver@msn.com  
**Sent:** Tuesday, November 29, 2005 8:42 AM  
**Subject:** Re: Camp Verde Community Park

Hello Bill,

I talked with Tate yesterday. I am willing to provide you with a "complete" appraisal in a "self-contained" format for \$6,000 to be delivered to Tate Curtis/Forest Service no later than say February 15, 2005 (223 acres in Camp Verde). As a practical matter I may be able to get the report done in early January. I require half (\$3,000) up-front as a retainer with the balance due upon review by the Forest Service. If the final review is waiting on something beyond my control the balance is due at that time (waiting for environmental study not related to the appraisal-sometimes reviewers want to include those or other results with the review). Three original copies will be provided of the appraisal.

FYI: You and the Forest Service are co-clients but the Forest Service is in control of the review. Based upon past experience, I will probably submit the report to the Forest Service first before giving you a final copy. However, I will visit with you about the sales that I have found and other issues as I work through the appraisal. At the conclusion of this assignment, I can meet with you or the Town of Camp Verde if needed to explain the results

Please let me know if this is acceptable.

Thanks, Scott Halver, ARA, MAI  
 480-513-0501 Office  
 480-513-0502 Fax

----- Original Message -----

**From:** Bill Lee  
**To:** Scott Halver  
**Sent:** Tuesday, November 22, 2005 2:47 PM  
**Subject:** Re: Camp Verde Community Park

Great! I want to take proposals to Council on Dec 7th so if I could get yours by next Wed. I can include it in council package do you think you could have it done by then? Bill Lee

----- Original Message -----

**From:** Scott Halver  
**To:** Bill Lee  
**Cc:** scotthalver@msn.com  
**Sent:** Tuesday, November 22, 2005 2:43 PM  
**Subject:** Re: Camp Verde Community Park

Hello Bill,  
Tate is out of the office this week (thought he would be back this week, on vacation/hunting). I had planned to visit with him yesterday and get you a bid by today. I really don't want to commit to a fee until I know roughly what he envisions for the appraisal instructions. I'm guessing on a fee range from \$4,000 to \$6,000.

I can complete the assignment by early February.....which should fit with your needs. You may want to visit with Tate too on timing.

Thanks, Scott

----- Original Message -----

**From:** Bill Lee  
**To:** Scott Halver  
**Sent:** Tuesday, November 22, 2005 2:14 PM  
**Subject:** Re: Camp Verde Community Park

Hello Scott, do you have an idea as to when you will have your proposal together for us for the 223 acres here in Camp Verde? Bill Lee

----- Original Message -----

**From:** Scott Halver  
**To:** Bill Lee  
**Sent:** Monday, November 07, 2005 5:11 PM  
**Subject:** Re: Camp Verde Community Park

Hello Bill,  
Let me see how the week develops and I'll let you know. Thanks, Scott

----- Original Message -----

**From:** Bill Lee  
**To:** Scott Halver  
**Sent:** Monday, November 07, 2005 4:59 PM  
**Subject:** Re: Camp Verde Community Park

Scott, I have a Pizza Place that I work at during the weekends, this is something the boss (my wife makes me do) but if you wanted to stop by! I will be at Salt Mine Cellars all day from about 10am till 10pm. It is on Finnie Flat road. If you need additional information Tate said you should just contact him for the instructions. Thanks Bill Lee

----- Original Message -----

**From:** Scott Halver  
**To:** Bill Lee  
**Cc:** scotthalver@msn.com  
**Sent:** Monday, November 07, 2005 4:24 PM  
**Subject:** Re: Camp Verde Community Park

Hello Bill,  
Are you working with Tate Curtis at Forest Service? Is he issuing appraisal instructions?

Tate can usually review a report within a couple of weeks. In thinking if he had the finished appraisal by early February you should be okay to meet the approvals and fund?

I'll pull your other e-mail up. I'm going through Camp Verde on Friday or Saturday and might stop to just look at the property. I have another assignment a couple of miles to the west. Thanks, Scott

----- Original Message -----

**From:** Bill Lee

**To:** scotthalver@msn.com

**Sent:** Monday, November 07, 2005 1:36 PM

**Subject:** Camp Verde Community Park

Hello Scott, I will send you under separate cover a copy of a map on the land we are trying to acquire through the Town Site act. As I mentioned it is 223 acres and it is adjacent to State Route Highway 260 as you are headed east just past the Verde River Bridge on you way to Payson. You mentioned that you could have this done by April, well we need to have everything completed and the purchase done by April. When you submit your proposal to us a big factor is going to be the time element. We stand to loose a half million dollar grant from the State if we do not acquire by April this park land. Thanks, for getting back to me and I will send you a map.

Bill Lee

Town Manager

P.O. Box 710

Camp Verde, AZ 86322

PH: (928) 567-6631 x 102

Fax: (928) 567-8291

E-mail: blee@cvaz.org