



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

**AMENDED AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL**

**COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
WEDNESDAY, DECEMBER 16, 2009  
at 6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Regular Session – December 2, 2009
  - b) **Set Next Meeting, Date and Time:**
    - 1) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
    - 2) January 6, 2010 at 6:30 p.m. – Regular Session
    - 3) January 20, 2010 at 6:30 p.m. – Regular Session
    - 4) January 27, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
  - c) **Possible authorization for the Town Manager to freeze all Capital Improvement Project (CIP Fund) purchases through the remainder of the fiscal year.**
5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
  - ~~Mayor Burnside will acknowledge the award issued by the U.S. Commerce Association to Arizona Central Land and Home as 2009 Best of Camp Verde.~~
6. **Call to the Public for Items not on the Agenda**
7. **Discussion, consideration, and possible approval of the renewal of appointment for Gene Neil, Esq. as an assistant magistrate for Camp Verde Municipal Court for a two (2) year tem, effective January 1, 2010, and setting an hourly rate of \$38.00 on an as-needed basis, with a two-hour minimum pay rate. This is a budget item in the General Fund. Staff Resource: Judge Overholser**
8. **Discussion, consideration, and possible direction to staff concerning submitting an application for the Hollamon Street Improvement Project to the Arizona Department of Housing for consideration in the State Special Projects funding cycle. Staff Resource: Debbie Barber**
9. **Discussion, consideration, and possible prioritization of projects to be considered in the 2010 Community Development Block Grant funding cycle. Camp Verde's anticipated appropriation from the NACOG Regional Account is approximately \$379,294. Staff Resource: Debbie Barber.**
10. **Discussion, consideration and possible approval of Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates. Staff Resource: Matt Morris**
11. **Discussion, consideration, and possible authorization for the Manager to obtain an appraisal of a triangular piece of land (Assessor Parcel Number 404-02-172), located on McCracken Lane, which was included in the purchase of the Community Park property. The amount of the appraisal is not to exceed \$3,000. This is an unbudgeted item from the Contingency Fund. Staff Resource: Michael Scannell**
12. **Discussion, consideration, and possible authorization to proceed with a General Plan Amendment and Zoning Map Change from the current land use designation of Public Facilities to Commercial and from the current zoning of R1L-70 to C2 (Commercial General Sales and Services) for the Town-owned property located on Oasis Road at SR-260, Assessor's Parcel Number 403-23-152A, Staff Resource: Michael Scannell**

13. Discussion, consideration, and possible approval of Resolution 2009-787, A Resolution of the Mayor and Common Council, of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the amendment to the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to provide an additional funding of \$18,000 for Fort Verde State Historic Park (Park) in order to support the operation of the Park through June 30, 2010. This is an unbudgeted item from the Contingency Fund. Staff Resource: Michael Scannell
14. Discussion, consideration, and possible authorization for the Manager to begin discussions with the Managers of Clarkdale and Cottonwood relative to assessing the merits, financial and operational, associated with consolidating the Camp Verde Magistrate Court with another Magistrate Court in the Verde Valley. Staff Resource: Michael Scannell
15. Discussion, consideration, and possible authorization for the Manager to transition the employee workforce, less and except for those employees who are assigned to 24-hour operations (law enforcement officers and dispatchers) to a 4-day work week (generally, 10 hour days Monday through Thursday) on day one of the pay period which begins closest to January 1, 2010. Staff Resource: Michael Scannell
16. Call to the Public for Items not on the Agenda.

There will be no public input on the following items:

17. **Advanced Approvals of Town Expenditures when there are no advanced approvals.**
  - a. There are no advanced approvals.
18. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
19. **Adjournment**

Posted by: \_\_\_\_\_

*V Jones*

Date/Time: \_\_\_\_\_

*12-15-09*

*3:59 p.m.*

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

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19. **Adjournment**

Posted by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

12-10-09

10:30 a.m.

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

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4

**MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, December 2, 2009  
6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette were present; Councilor German arrived at 6:33 p.m..

**Also Present:** Town Manager Michael Scannell, Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Permit Tech Becky Oium, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Roulette.

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

a) **Approval of the Minutes:**

- 1) Regular Session – November 18, 2009
- 2) Mayor and Council Retreat – November 12, 2009

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

- 1) December 9, 2009 at 6:30 p.m. – Work Session – Design Review
- 2) December 16, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
- 3) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 4) January 6, 2010 at 6:30 p.m. – Regular Session
- 5) January 20, 2010 at 6:30 p.m. – Regular Session
- 6) January 27, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of the re-appropriation of the PANT Grant expenditure appropriations from the State Grants Fund (fund 06) to the Federal Grants Fund (fund 08).**

On a motion by Baker, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the corrections and changes as noted.

Baker requested a correction to the November 12<sup>th</sup> Retreat Minutes; on Page 5, Item b, she did not state that her vision was to purchase the property and open a restaurant; Garrison noted that on Page 6, Item 6, first paragraph, line 2, "prepared" should be "repaired."

Burnside announced that the meeting scheduled for December 9, 2009 is canceled; a Work Session will be scheduled for January 13<sup>th</sup> at 6:30 p.m. concerning Design Review.

5. **Council Informational Reports.**

**Whatley** thanked the staff for promptly putting up the signs directing traffic to the Senior Center from both locations as requested; she also reported on attending the grand opening of the new Courts building. Whatley attended the CCCVL meeting; they are attempting to qualify to receive a grant by holding a required public meeting.

**Kovacovich** thanked the Maintenance staff for the Christmas decorations on Main Street.

**Garrison** said that last week she attended the Intergovernmental meeting held in Clarkdale; the main topic was the new industrial park that Clarkdale is working on to get started.

**German** reported on her attendance at the Chamber of Commerce meeting on November 19<sup>th</sup>; they are planning a Board

Retreat for December 8<sup>th</sup> for strategic planning. The Chamber Mixer will be hosted by The Lodge at Cliff Castle Conference Center on December 15<sup>th</sup>. German reminded everyone about the Angel Tree at the Chamber office for the seniors; gifts are due by December 15<sup>th</sup>. Fort Verde State Park is planning a Victorian Christmas event, starting on December 12<sup>th</sup>; the community is invited to attend.

**Burnside** announced that December 12<sup>th</sup> is the Chamber Christmas Day, with the Parade of Lights in the evening; Saturday is Cottonwood's Parade. Burnside thanked staff and maintenance crew for reactivating the water fountain. Burnside said he was planning to attend a third Natural Resource Committee meeting, with the agreement of the other Council members, and he will plan to bring back resource information for the Council. Burnside said that on January 1<sup>st</sup> he will be putting together a team to participate in an antique baseball event.

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

(Comments from the following individuals are summarized.)

**Pat Kaminsky** spoke to request the Council's help regarding the Adopt-A-Family program that she had originated that has now grown to 114 families that have been adopted, and over 60 families that still need to be adopted. Because of the current economy some of the donors who helped in the past are unable to help this year; in fact, some of them are asking to be adopted this year. (*Councilor Whatley responded to the speaker's request to let her know the Council will be able to adopt a family, and presented an envelope with the funds collected.*) Ms. Kaminsky also described for the community how the amount of \$120 would provide a Christmas for a family of four.

**Howard Parrish** thanked the Council for helping to make the Colonel's Daughter contest a big success, and announced that the Camp Verde Cavalry will be the Color Guard for the Cottonwood Christmas Parade.

There was no further public input.

7. **Discussion, consideration, and possible direction to obtain an appraisal and survey for procurement of land for the establishment of a Public Works Equipment Yard.** *This is an un-budgeted item from contingency fund. Staff Resource: Ron Long*

On a motion by German, seconded by Roulette, the Council voted 6-1 to (1) authorize the Public Works Director to obtain the services of a licensed professional real estate appraiser for the appraisal of 18.4 acres located on Industrial Drive, to be used for the Public Works Yard; and (2), authorize the Public Works Director to award a contract for the above-referenced appraisal to the lowest responsible bidder, not to exceed Five Thousand Dollars (\$5,000); in the event all bids received exceed the cap referenced above, the Public Works Director is instructed to return to the Council for further guidance; **with a 'no' vote by Baker.**

Public Works Director Ron Long referred to the maps that had been provided to identify the location of the subject 18.4 acres and adjacent parcels. As he had discussed with Council previously, Long reiterated the proposed use for the property as a Public Works Yard; the Yard is currently being rented and has been for over ten years, at the rate of approximately \$3,000 per month. The boundaries for the proposed land under consideration have been negotiated with George Reeves, the broker for the property. The appraisal has not yet been obtained, as previously directed by Council, since the portion to be considered for purchase had not been determined until now. Long said he is now seeking approval to move ahead with obtaining an appraisal, estimated to not exceed \$5,000.

**PUBLIC INPUT**

There was no public input.

Town Manager Scannell outlined the estimated required financial commitment on the part of the Town to purchase the property, once the appraisal is obtained and the purchase price is successfully negotiated, which would have to be through a long-term debt arrangement. Scannell suggested that the Council could consider an adjustment to the sales tax as well. The Council discussed the possibility of leasing a portion of the property, if purchased, which could help offset the debt service. There was concern expressed regarding the possibility of the Town's ownership of the property resulting in transferring the burden of the sewer assessment to all the others along that line, a major consideration that perhaps should be researched. During the discussion, the benefit of having the Yard in the center of the service area was stressed, as well as the expense of grading and preparing the land for and then relocating the Yard in the more remote area of the Sanitary District facility, as had been considered in the past.

8. **Discussion, consideration, and possible acceptance of the update on the financial status of the Town of Camp Verde for the first quarter of the 2009-2010 fiscal year.** *Staff Resource: Michael K. Scannell.*

On a motion by Whatley, seconded by Baker, the Council unanimously accepted the update on the financial status of the Town of Camp Verde for the first quarter of the 2009-2010 fiscal year.

Scannell referred to his written December 2, 2009 Financial Update Report that also detailed the activity resulting in the current General Fund Contingency Balance, copies of which were distributed to the Council for this meeting. Scannell then reviewed and further explained his report in detail. Considering a possible further downturn in the economy and an anticipated further reduction in sales tax revenues next year, Scannell indicated that he will be recommending budget reductions in this fiscal year as well as the 2010-11 fiscal year, including other financial maneuvers, and is discussing possible reductions with department heads and employees. Scannell said he would request a Work Session, perhaps in February, for the purpose of updating his financial forecast based on the January quarterly report.

9. **Discussion, consideration, and possible approval of the re-appropriation of expenditures to fund the Four-D, LLC contract amendment.** *Staff Resource: Michael K. Scannell.*

On a motion by Kovacovich, seconded by Garrison, the Council unanimously approved the re-appropriation of expenditures to fund the Four-D, LLC contract amendment.

As a follow-up to the request to monitor and report anticipated charges for the project that is the subject of the Four-D LLC contract, the cost of which he had originally estimated, Scannell presented an accounting of how monies will be moved around and used to fund the project, and the savings that have been realized. Scannell said he is requesting approval to re-appropriate the expenditures to fund the project; he will continue to monitor the expenditures and keep the Council advised.

10. **Discussion, consideration and possible approval of a ground lease agreement between the Town of Camp Verde and the Camp Verde Sanitary District for land owned by the Sanitary District, more particularly described in the survey (Exhibit A) and topographical map (Exhibit B) attached hereto and incorporated herein by reference.** *Staff Resource: Michael K. Scannell*

On a motion by German, seconded by Baker, the Council approved the ground lease agreement between the Town of Camp Verde and the Camp Verde Sanitary District for land owned by the Sanitary District, more particularly described in the survey (Exhibit A) and topographical map (Exhibit B) attached hereto and incorporated herein by reference.

Scannell referred to the original and the amended Intergovernmental Agreements between the Camp Verde Sanitary District and the Town of Camp Verde, which provided in part the opportunity for the Town to lease a 15-acre parcel of land in close proximity to the District facility. The annual cost to the Town for the ground lease would be \$100, and Council had instructed staff to pursue the lease. Scannell outlined the terms of a proposed lease that has been included in the agenda packet, together with the survey and topographical map identified as Exhibits A and B, respectively. Scannell recommended entering into the lease for the stated term of 23 years. By doing so the Town would have control of the 15 acres at the minimal cost of \$100 per year, and a future use may present itself during that period. In addition, pursuant to the terms of the lease, the Town could also consider a sublease of the parcel, resulting in possible significant revenue.

The members discussed the proposed lease with Long and Scannell, including the possible expense to make the land accessible for use or subleasing by the Town, as well as possible access to the new Park.

**PUBLIC INPUT**

(Comments from the following individual are summarized.)

**George Young** advised the Council that when he was on the Sanitary District the subject road that had been widened up to the gate, with underlay, to accommodate considerable construction. When the project was finished the Forest Service made the District bring the road back to the original width.

There was no further public input.

11. **Discussion, consideration, and possible approval of Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2009-776, Adopting Fees for Town Services.** *Staff Resource: Deborah Barber*

On a motion by Baker, seconded by Roulette, the Council unanimously approved resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2009-776, Adopting Fees for Town Services.

Deputy Town Clerk Jones explained that the schedule of fees presented to the Town in October has been revised and corrected pursuant to the questions raised by Council at that time; the proposed Resolution 2009-776 is now presented for Council

approval. Staff was commended for the well-prepared document provided for review; there was only brief further discussion.

A recess was called at 7:52 p.m.; the meeting was called back to order at 8:05 p.m.

12. **Discussion, consideration, and possible direction to staff regarding smoke created by fireplaces and wood stoves.** *Staff Resource: Michael Jenkins.*

Staff was directed to look into the possibility of starting a campaign to educate the public on wood-burning stoves and fireplaces, seeking help through the newspapers, television, and Prescott National Forest, and research possible funding for replacement of out-dated stoves; and report back to Council.

Following the recent direction from Council in response to a citizen complaint about excessive wood smoke, Acting Community Development Director Jenkins reviewed his research through ADEQ regarding information on what may or may not be required in connection with adverse effects on air quality, as well as the type of help that would be available from ADEQ. The Council discussed with Jenkins the information he had provided. In addition, Mayor Burnside outlined in detail a document he had obtained through the Internet entitled, "Strategies for Reducing Residential Wood Smoke." The focus of the document is to help the communities reduce wood smoke from residential heating through education, outreach tools, information on regulatory approaches, voluntary programs and various funding resources. Following a brief Council discussion, Burnside suggested action for staff to take before considering enacting any type of regulation measures.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Howard Parrish** said he has been allergic to wood smoke all of his life, but he has a wood stove and has had it for 50 years. There are a lot of people whose heat source is burning wood because of their economic situation; barometric pressure has a lot to do with smoke coming into the area. The community is burning less wood and he believes the problem will take care of itself.

There was no further public input.

Mayor Burnside requested the following item(s)

13. **Discussion, re-consideration, and possible direction to staff relative to the action the Council took at the November 18, 2009 meeting with respect to the operation of the Town's weight room**

On a motion by Burnside, seconded by Baker, the Council unanimously directed staff to close the Weight Room immediately, and prorate the refund of any membership monies.

Burnside reported on the answer that the Arizona Municipal Risk Retention Pool had submitted to the questions posed by Scannell relative to the operation of the Town's weight room, pursuant to the Council's request at the November 18, 2009 meeting. In response to a request from the members, Burnside read aloud the opinion received from the Municipal Risk Retention Pool regarding risks associated with the Town operating a weight room, as follows, in part, "...*would not even consider it unless you planned on having someone there the entire time the weight room is open. No one should ever be allowed to do weights alone. Any time someone gets injured you run the risk of having a claim that the facility wasn't properly supervised or maintained, or that there was something wrong with the equipment, etc. If you do decide to do it, I'd get waivers, but as you know they are not foolproof. It is up to you, of course, there is no coverage issue, it just has the potential of being a high risk for claims.*"

During the ensuing discussion, there was regret expressed that although the weight room would not be accessible to employees and volunteers, which was the original intent, there was unanimous agreement that, based on the advice received, the weight room should be closed as soon as possible.

There was no public input.

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

There was no public input.

15. **Advanced Approvals of Town Expenditures when there are no advanced approvals.**

a. **There are no advanced approvals.**

There were no advanced approvals.

16. **Manager/Staff Report**

There was no Manager/staff report.

17. **Adjournment**

On a motion by Garrison, seconded by Baker, the meeting was adjourned at 8:42 p.m.

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

\_\_\_\_\_  
Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 2<sup>nd</sup> day of December 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Debbie Barber, Town Clerk



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Reference Document:** FY2009-2010 Budget

**Agenda Title (be exact):**

Possible approval of authorization for the Town Manager to freeze all Capital Improvement Project (CIP Fund) purchases through the remainder of the fiscal year.

**Purpose and Background Information:**

In an attempt to conserve financial resources, Staff is requesting that Council authorize the Town Manager to freeze all Capital Improvement Project (CIP Fund) purchases through the remainder of the fiscal year. This will allow for funds to be retained in the CIP Fund for future fiscal year necessities as well as the availability for funds to be redirected to other funds should the need arise.

Staff understands that the possibility exists for the need to purchase capital assets in the current fiscal year. Should a true necessity arise, the Town Manager will evaluate the degree of necessity and bring the request to Council for approval.

**Recommendation (Suggested Motion):**

Approve authorizing the Town Manager to freeze all Capital Improvement Project (CIP Fund) purchases through the remainder of the fiscal year.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:**

**Submitting Department:** Finance Department

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

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

45  
PRESS RELEASE FOR IMMEDIATE RELEASE

# Arizona Central Land and Home Receives 2009 Best of Camp Verde Award

U.S. Commerce Association's Award Honors the Achievement

WASHINGTON D.C., October 8, 2009 -- Arizona Central Land and Home has been selected for the 2009 Best of Camp Verde Award in the Real Estate Brokerage category by the U.S. Commerce Association (USCA).

The USCA "Best of Local Business" Award Program recognizes outstanding local businesses throughout the country. Each year, the USCA identifies companies that they believe have achieved exceptional marketing success in their local community and business category. These are local companies that enhance the positive image of small business through service to their customers and community.

**"I have been blessed through the experience of working on the homes and investments of my clients, friends and family. I truly love what I do, and would consider it my privilege in working with you and in helping you discover your own special piece of Verde Valley Paradise. I am energetic and organized. My passion is to make your dreams a reality." Thank you, Gary Thompson**

About U.S. Commerce Association (USCA)

U.S. Commerce Association (USCA) is a Washington D.C. based organization. The purpose of USCA is to promote local business through public relations, marketing and advertising. The USCA was established to recognize the best of local businesses in their community. Our organization works exclusively with local business owners, trade groups, professional associations, chambers of commerce and other business advertising and marketing groups. Our mission is to be an advocate for small and medium size businesses and business entrepreneurs across America.

SOURCE: U.S. Commerce Association

CONTACT:

U.S. Commerce Association

Email: [PublicRelations@us-ca.org](mailto:PublicRelations@us-ca.org)

#7



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009  
Session

**Meeting Type:** Regular

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

**Reference Document:** Town Code Chapter 5-2-4

**Agenda Title** (be exact):

Discussion, consideration, and possible approval of the following:  
Renewal appointment for Gene Neil, Esq. as an Assistant magistrate for Camp Verde Municipal Court for a two (2) year term, effective January 1, 2010, and setting an hourly pay rate of \$38.00 per hour on an as need basis with a two hour minimum.

**Purpose and Background Information:**

Town Code Chapter 5-2-4 states the Town Magistrate may recommend to the Council the names of individuals qualified to serve as assistant magistrates, subject to the assignment and direction of the Town Magistrate, once appointed.

On January 2, 2008 Council approved the Presiding Judge's recommendation to appoint Gene Neil, Esq. as an Assistant Magistrate for a two year term. Judge Neil's services are needed to cover Court hearings when the Presiding Magistrate is not available due to illness, vacation, training, etc.

**Recommendation** (Suggested Motion):

1. Move to reappoint Judge Gene Neil as an Assistant Magistrate for a two (2) year term, starting January 1, 2009, to serve under the direction of the Town Magistrate, at the rate of \$38.00 per hour on an as need basis, with a two hour minimum.
2. Move to NOT reappoint Judge Gene Neil as an Assistant Magistrate for a two (2) year term, starting January 1, 2009, to serve under the direction of the Town Magistrate, at the rate of \$38.00 per hour on an as need basis, with a two hour minimum.

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

**Finance Director Comments/Fund:**

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

**Attorney Comments:**

**Submitting Department:** Camp Verde Magistrate Court

**Contact Person:** Presiding Magistrate, Rodger E. Overholser  
**Action Report prepared by:** J. Daughety

**CHAPTER 5  
MUNICIPAL COURT  
Article 5-1**

**MUNICIPAL COURT ESTABLISHED; JURISDICTION**

There is hereby established in the Town a municipal court that shall have jurisdiction of all violations of this code and jurisdiction concurrently with justices of the peace of precincts in which the Town is located of violations of laws of the state committed within the limits of the Town.

**Article 5-2  
PRESIDING OFFICER  
(2001-A183) (2002-A243)**

**Section 5-2-1 Town Magistrate (2001-A183) (2002-A243)**

The presiding officer of the magistrate court and such other magistrates as deemed necessary by the Council shall be appointed by the Council. A magistrate shall serve for a term of either two or four years. During such term, a magistrate may be removed only for cause. 10-09 3 8

**Section 5-2-2 Powers and Duties of Town Magistrate (2001-A183) (2008-A355)**

The powers and duties of the Magistrate shall include:

- A. The powers and duties set forth and conferred upon him under the provisions of the state constitution and statutes, this code, and the ordinances and resolutions of the Town.
- B. The keeping of a docket in which shall be entered each action and the proceedings of the court therein.
- C. The responsibility for fixing and receiving all bonds and bails and for fixing and receiving all fines, penalties, fees and other monies as provided by law.
- D. Payment of all fees, fines, penalties, and other monies collected by the court at least once each month to the treasurer or other officer as designated by the Council.
- E. Submitting a monthly report to the Council summarizing court activities for that month.
- F. Preparation of a schedule of traffic violations not involving the death of a person, listing specific bail for each violation.
- G. Designation of a deputy other than a law enforcement officer and a specific location, at which the deputy shall, during hours when court is not open, set the amount of bail in accordance with the foregoing schedule and collect such bail, or accept proper bail bonds in lieu thereof, for and on behalf of the court.
- H. Preparation of a schedule of civil traffic violations listing a specific deposit for each violation. The Magistrate shall designate a person, a specific location and the hours during which such person will be at the location to accept proper deposits for civil traffic violations for and on behalf of the court.
- I. Prepare an annual departmental budget as required by the Town manager.
- J. Supervise and administer, including hiring, promotion and termination of court employees consistent with the requirements of the Town Code, Personnel Rules and adopted budget.
- K. Purchase, acquire, or retain goods and services consistent with the requirements of the Town Code and adopted budget.
- L. Provide coordination, input, and advice on court administrative matters to the Town Council and staff.

**Section 5-2-3 Hearing Officers**

The Council may appoint one or more hearing officers to preside over civil traffic violation cases when, in their opinion, the appointment of such hearing officers is necessary to assure prompt disposition of civil traffic violation cases. Hearing officers may hear and dispose of civil traffic violation cases under supervision of the presiding officer of the Magistrate court that are appealable to the superior court pursuant to Title 22, Chapter 2, Article 4, Arizona Revised Statutes.

**Section 5-2-4 Assistant Magistrate (2008-A355)**

The Town Magistrate may recommend to the Council the names of individuals qualified to serve as assistant magistrate, subject to the assignment and direction of the Town Magistrate, once appointed. All assistant magistrates shall serve for a specified term, subject to removal by the Council. All duly appointed assistant magistrate shall be compensated per a fee established by the Council, and subject to the reimbursement of those travel expenses and other out-of-pocket allowances permitted for Town employees.. All assistant magistrates are deemed to be part-time Town employees subject to contributing to the Arizona State Retirement under certain conditions and paying payroll taxes, but are not eligible for benefits such as health insurance and paid time off.

#8



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible direction to staff concerning submitting an application for the Hollamon Street Improvement Project to the Arizona Department of Housing (ADOH) for consideration in the State Special Projects (SSP) funding cycle.

**Purpose and Background Information:**

The Hollamon Street Improvement Project was partially funded in the Town's 2005 Community Development Block Grant (CDBG) cycle. The majority of the funds for the project were deobligated due to the cost to complete the project. Approximately \$131,000 was allocated for the project that is estimated to cost approximately \$380,000 to complete.

ADOH offers a SSP Funding Cycle once per year for projects that are ready to proceed. SSP funds are derived from deobligated and recaptured CDBG funding. Thus, this is a CDBG project, subject to all the federal requirements. This is a statewide competitive cycle so there is no guarantee of funding. Staff further recommends that should the Town receive the award, that NACOG be retained to administer the project. NACOG administered the Town Site Improvement and Lighting Project. Town Engineer Ron Long reported that in his years of experience, he never had a project run as smoothly as this under NACOG management.

Staff will come back to Council with a contract for NACOG's services in the event that we receive the award. NACOG will not charge for the application if we do not receive the award.

If Council elects to proceed with this special application, it will be combined with the resolutions that you will approve for our regular cycle. These will be coming to you for consideration in early January.

**Recommendation (Suggested Motion):**

Discuss this item and direct staff to notify NACOG to proceed with the SSP application for the Hollamon Street project.

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Clerk's Office (CDBG Administration)

**Contact Person:** Debbie Barber

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

Town of Camp Verde  
Hollammon Street Improvements Project  
AEC# 08TOCV04  
Date: October 17, 2008  
Engineer's Estimate of Construction Cost

Main St to 6th St

Number/Item	Detail	Quantity	Unit	Unit Price	Total
<b>ADMINISTRATION</b>					
1	Mobilization	1	LS	\$ 13,516	\$ 13,516
2	SWPPP	1	LS	\$ 2,253	\$ 2,253
3	Construction Staking	1	LS	\$ 6,758	\$ 6,758
4	Quality Control	1	LS	\$ 2,253	\$ 2,253
5	Traffic Control	1	LS	\$ 4,505	\$ 4,505
				<b>SUBTOTAL</b>	<b>\$ 29,284</b>
<b>REMOVALS</b>					
6	Remove and Dispose of existing AC	2453	SY	\$ 12	\$ 29,436
7	Remove and Dispose of existing culvert	60	LF	\$ 20	\$ 1,200
8	Remove and Dispose of PCC Curb	8	LF	\$ 10	\$ 80
9	Remove and Dispose of PCC Valley Gutter	100	SF	\$ 10	\$ 1,000
<b>RELOCATIONS AND ADJUSTMENTS</b>					
10	Adjust existing water valve to finished grade	9	EA	\$ 400	\$ 3,600
11	Relocate existing water meter (Contingency)	4	EA	\$ 2,000	\$ 8,000
12	Adjust existing manhole to finished grade	4	EA	\$ 600	\$ 2,400
13	Relocate Existing Sign	1	EA	\$ 150	\$ 150
<b>ROADWAY CONSTRUCTION</b>					
14	3" AC/6" ABC pavement section	1809	SY	\$ 25	\$ 45,225
15	5' wide 6" thick sidewalk with fiber	5938	SF	\$ 8	\$ 47,504
16	Type A Vertical Curb and Gutter	21	LF	\$ 20	\$ 420
17	Type B Ribbon Curb	1949	LF	\$ 15	\$ 29,235
18	Type C Roll Curb and Gutter	1086	LF	\$ 18	\$ 19,548
19	Straight Type Sidewalk Ramp	5	EA	\$ 2,500	\$ 12,500
20	Type C Sidewalk Ramp	1	EA	\$ 3,000	\$ 3,000
21	Sidewalk Ramp with narrow ROW	2	EA	\$ 3,500	\$ 7,000
22	6" wide 6" thick colored concrete sidewalk	91	SF	\$ 15	\$ 1,365
23	6" thick Fiber Reinforced Driveway	650	SF	\$ 15	\$ 9,750
24	Curb Termination/Transition (roll curb to ribbon curb)	6	EA	\$ 350	\$ 2,100
25	Curb Termination/Transition (vertical curb to ribbon curb)	5	EA	\$ 350	\$ 1,750
26	Curb and Gutter Transition	4	EA	\$ 350	\$ 1,400
				<b>SUBTOTAL</b>	<b>\$ 225,263</b>
27	Contract Allowance	1	LS	\$ 25,000.00	\$ 25,000
				<b>TOTAL</b>	<b>\$ 279,547</b>



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Reference Document:** N/A

**Agenda Title (be exact):**

Discussion, consideration, and possible prioritization of projects to be considered in the 2010 Community Development Block Grant (CDBG) funding cycle. Camp Verde's anticipated appropriation from the NACOG Regional Account is approximately \$379,294.

**Purpose and Background Information:**

The Town receives CDBG funding from the NACOG Regional Account on a 4-year rotating cycle. We expect to receive approximately \$379,724 in FY 2010. The actual amount will not be available until January 2010. All projects must meet CDBG guidelines and requirements. The projects must meet one of three National Objectives. These are 1) At least 51% of the persons who benefit must be low-to-moderate income; 2) The project must aid in the prevention of slums or blight; and 3) The project must solve an urgent need health hazard.

Staff conducted a Public Hearing on November 2, 2009 to discuss the CDBG program, guidelines, and to accept requests for funding. A proposal had to be discussed during this meeting to be eligible for 2010 funding. We received three requests from the public at this meeting. They are as follows:

1. \$90,000 for playground landscaping and equipment for Camp Verde Head Start located on Apache Trail.
2. \$300,000 to remodel the Camp Verde Senior Center on Maryvale Road. This amount will include an addition to the existing building, relocation of the kitchen, renovation of the stairwell, electrical, mechanical, and kitchen appliances.
3. Undisclosed amount to purchase freezers for the Seventh Day Adventist Food Bank.

Other projects mentioned during the meeting include

1. Economic development activities,
2. Hollamon Street improvements,
3. Library and
4. Redevelopment/revitalization activities including housing rehabilitation services.

The Town is permitted to retain up to 18% of the total funding to cover administration costs. This is approximately \$68,273 that can be used to reimburse staff salaries and other related costs in the General Fund in fiscal years 2010/11 and 2011/12. Staff can easily administer one contract. If Council selects more than one project in this funding cycle, it will be necessary to hire NACOG to administer at least one of the projects, as each project requires a separate application, contract, and administrative duties.

**Recommendation (Suggested Motion):**

Discuss this item; prioritize the projects, and direct staff to prepare a resolution and application(s) for the FY 2010 CDBG funding cycle based on the prioritization list.

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Clerk's Office (CDBG Administration)

**Contact Person:** Debbie Barber

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

## REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Jesse Rodriguez	Date: 11/10/09
Representing: NACOG Head Start	Phone: 928-774-9504
The project is: Camp Verde Head Start Playground Renovation	
<p><u>How will the CDBG funds be used?</u></p> <p>Funds will be used to improve a playground used by about 120 NACOG Head Start and Early Head Start children twice daily per school year. Improvements will enhance playground ADA compliance requirements, improve safety and health conditions, and assist teaching staff to focus on group-based learning and play in order to improve the socialization skills and enhance the physical development of children.</p> <p><u>Location and mailing address for the project:</u></p> <p>Camp Verde Head Start, 353 West Apache Trail, Camp Verde, AZ, 86322</p>	
<p><u>What is the problem that will be solved with the project?</u></p> <p>The NACOG Head Start/Early Head Start playground was created 14 years ago with the help of CDBG funds. Since that time, NACOG has invested additional funds to improve and expand certain elements of the playground. However, after 14 years of constant use and exposure to the elements, improvements through a more comprehensive approach of replacing landscaping and major play equipment is necessary to address ADA, health, safety, and educational needs. If awarded, the 2009 CDBG funds will help improve major aspects of the playground and ensure the original investment 14 years ago by Camp Verde and NACOG, along with our ongoing maintenance, will continue to benefit children for many years to come.</p> <p>In particular, the groundcover needs to be removed and replaced with a multi-surface combination of rubberized surfacing, woodchips, and sand. Updated landscaping and retention walls are needed to prevent erosion, ensure proper drainage, and reduce unwanted movement of groundcover material. Play equipment also needs to be replaced. The current climber is deteriorating, and a replacement climber is better designed to meet current safety and accessibility requirements. Additional learning-based equipment will be installed to give the children a group and social play/learning environment. The infant and toddler section of the playground will be expanded to accommodate an increased enrollment of younger children. A sun shade for this part of the playground will be purchased and installed to provide cover for children during sunny days.</p>	
<p><u>Describe the persons who will benefit.</u></p> <p>The playground is used twice daily by about 120 Head Start children each school year. By updating the playground to meet safety, health, ADA accessibility, and group learning-based play, all these children will benefit into their adulthood by improving their social and learning skills.</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income? What is the proof that they are low to moderate income?</u></p> <p>Federal funding sources require that 90% of enrolled Head Start children come from families that are at or below the federal poverty level. One hundred percent (100%) of the children at this site have traditionally met this requirement.</p>	
Total number persons who will benefit: 121/school year	# of low-moderate income persons who will benefit: 121

Estimated cost is at least \$ 90,000 and \$ 90,000 in CDBG funds is needed.
<p><u>How were the cost estimates derived?</u></p> <p>Cost estimates are based on quotes from vendors licensed to provide and install playground equipment and upgrades.</p>
<p><u>If other funds are needed for the project, what is their source?</u></p> <p>No other funds are expected to be used for this project.</p>
<p><u>Are the other funds legally committed to the project?</u></p> <p>No other funds are expected to be used for this project.</p>

Contact Person for this project: Michael Watkins	
Address: 121 East Aspen Avenue Community: Flagstaff, AZ	Zip: 86001
E-mail (if available): mwatkins@nacog.org	Phone: 928-774-9504 Fax: 928-779-0514

I/we understand that the Council / Board of Supervisors may not prioritize my project at the top of the list for CDBG funding and I/we may not receive a CDBG allocation.

I/we have submitted, as appropriate (please check each that applies),

- Agency Operations Budget
- Project Operations Budget
- Firm Commitment of Financing
- Donation/Volunteer Pledge

I/we will submit all required back-up information at the request of the community. I/we understand that if the requested items are not received by the stated deadline, our request for funds will move to the bottom of the priority list and may not be funded.

If allocated CDBG funds, I/we certify that I/we will not engage in partisan politics or conduct religious proselytizing in the CDBG funded program or facility.

If allocated CDBG funds, I/we certify that I/we will continue the program for which CDBG funds are allocated for at least five years after grant close-out, which may be as long as eight years from now.

  
Authorized Signature

**THIS FORM MUST BE COMPLETE  
UNSIGNED REQUESTS WILL NOT BE CONSIDERED  
BY THE COUNCIL / BOARD**

## REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: <b>Marion Savage</b>	Date: <b>11/6/09</b>
Representing: <b>Camp Verde Senior Center</b>	Phone: <b>928-567-6356</b>
The project is: <b>Senior Center Improvements</b>	
<p><u>How will the CDBG funds be used?</u> <b>Construct addition to allow room to relocate and renovate the kitchen, increase size of the dining room, and to allow office space to accommodate Senior Services, such as tax assistance, and AARP, medical, and financial services. Funds will also be used to purchase commercial appliances for the kitchen and handicapped accessible furniture; renovate the staircase, and if funds permit, add central air and heating to the building.</b></p>	
<p><u>Location and mailing address for the project:</u> <b>263 W. Maryvale/ P.O. Box 1793, Camp Verde, AZ 86322</b></p>	
<p><u>What is the problem that will be solved with the project?</u> <b>The Center currently serves an average of 20+ meals per day, five days per week The kitchen and appliances are outdated and inadequate to serve the Center's growing needs. In addition, the Center provides services such as food boxes, legal aid, tax assistance, medical services and AARP driving classes. Currently, there is no private area to provide these services. Office space would allow for privacy and thus, the preservation of dignity for our elderly population.</b></p>	
<p><u>Describe the persons who will benefit.</u> <b>Senior population of Camp Verde and our surrounding communities.</b></p>	
<p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p> <p style="text-align: center;"><b>N/A</b></p>	
Total number of persons who will benefit <b>1,936</b>	Number of low-moderate income persons who will benefit: <b>1,936</b>
<p>Estimated cost is at least \$ <u>315,000</u> and \$ <u>315,000</u> in CDBG funds is needed.</p>	
<p>How were the cost estimates derived? <b>Ron Long, Town Engineer</b></p>	
<p>If other funds are needed for the project, what is their source? <b>None</b></p>	
<p>Are the other funds legally committed to the project? If they are not legally committed by December 31, 2009, the project is not eligible. (You will need proof for the application.) <b>N/A</b></p>	

Contact Person for this project: <b>Marion Savage, Board President</b>		
Address: <b>P.O. Box 1793</b> Community: <b>Camp Verde</b>	Zip: <b>86322</b>	Phone: <b>928-567-6356</b>
E-mail (if available): <b>n/a</b>		Fax: <b>n/a</b>

I/we understand that the Council / Board of Supervisors may not prioritize my project at the top of the list for CDBG funding and I/we may not receive a CDBG allocation.

I/we have submitted, as appropriate (please check each that applies),

- Agency Operations Budget
- Project Operations Budget
- Firm Commitment of Financing
- Donation/Volunteer Pledge

I/we will submit all required back-up information at the request of the community. I/we understand that if the requested items are not received by the stated deadline, our request for funds will move to the bottom of the priority list and may not be funded.

If allocated CDBG funds, I/we certify that I/we will not engage in partisan politics or conduct religious proselytizing in the CDBG funded program or facility.

If allocated CDBG funds, I/we certify that I/we will continue the program for which CDBG funds are allocated for at least five years after grant close-out, which may be as long as eight years from now.

\_\_\_\_\_  
Authorized Signature

**THIS FORM MUST BE COMPLETE  
UNSIGNED REQUESTS WILL NOT BE CONSIDERED  
BY THE COUNCIL / BOARD**

**TOWN OF CAMP VERDE  
MINUTES  
PUBLIC HEARING #1  
November 2, 2009 at 2:00 P.M.**

Town Clerk Deborah Barber called the meeting to order and introduced Isabell Rollins of NACOG. Rollins explained the CDBG program history, process, national objectives, and then discussed types of eligible activities. Rollins allowed questions from the audience during her presentation.

Rollins explained that Camp Verde has used approximately 1.8 million dollars in CDBG funds since 1987 for planning, street improvements, flood and drainage projects, Head Start Playground, ADA activities on Town facilities, domestic violence outreach project, housing rehabilitation, and seed money to develop a revolving loan fund for housing rehab. Rollins also explained the grievance procedures and processes and the CDBG application process and timeline.

The following potential projects were discussed:

- Head Start Playground
- Senior Citizens' Facilities improvements to include kitchen, appliances, stairway, and Thrift Store
- Domestic violence center and outreach activities
- Funding to replace freezers at the local food bank
- Economic Development activities to include, but not limited to acquisition of land/buildings and assistance for sewer hookups, and business retention/expansion
- Hollamon Street improvements
- Town Site street improvements to the east of Hollamon Street
- Redevelopment/revitalization activities including housing rehab
- Library

Barber closed the meeting by explaining her staff availability to provide technical assistance to those who wished to present projects for consideration. She advised that the forms distributed by Rollins would need to be completed. She thanked everyone for coming and for his or her participation.

The meeting was adjourned at 3:05 p.m.



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Deborah Barber, Town Clerk

**TOWN OF CAMP VERDE  
PUBLIC HEARING #1  
November 2, 2009**

**BACKGROUND**

CDBG, or Community Development Block Grants, is a U.S. Housing and Urban Development (HUD) Small Cities and Towns Program that provides funds for housing and community development activities in rural Arizona. The Arizona Department of Housing (DOH) is the state agency that administers the funds. Northern Arizona Council of Governments (NACOG) administers the planning of annual allocations and provides technical assistance for application preparation to communities in its region.

CDBG can fund a diverse assortment of projects. However, eligibility is based on meeting at least one of the three following national objectives:

- ❖ At least 51% of the persons who benefit from the project must be low-to-moderate income.
- ❖ The project must aid in the prevention or elimination of slums or blight.
- ❖ The project must solve an urgent need health hazard.

**FUNDS AVAILABLE**

The DOH allocates funds to the four rural COGs using a poverty/population formula. Then NACOG employs an 'entitlement' process for distribution of these funds to the four NACOG counties of Apache, Coconino, Navajo, and Yavapai. First, funds are allocated to each county based on a poverty/population formula. Second, the entities in the counties establish a rotation schedule that determines the year in which each city, town, or county will apply for funding. For FY 2009, the funding allocations are estimated to be:

NACOG Regional Account	\$2,243,092
Town of Camp Verde	\$ 379,294

**ELIGIBLE TYPES OF CDBG-FUNDED ACTIVITIES**

As mentioned, CDBG can fund a variety of projects, as long as one of the three National Objectives is met. Examples are listed below:

Public Works and Safety

- Water system and waste water system improvements
- Road and street improvements, parking facilities
- Flood and drainage improvements
- Fire protection facilities and equipment

Community and Supportive Housing Facilities and Removal of Architectural Barriers

- Parks, playgrounds, and recreational facilities
- Libraries
- Neighborhood facilities (youth center, senior center, social services center)
- Supportive Housing (shelters, halfway houses, group homes, hospitals, nursing homes)

#### Public Services

- Child care, health care
- Education programs, job training programs
- Services for senior citizens, homeless, counseling
- Labor, supplies, materials, operations, and maintenance (in some cases)

#### Housing

- Housing rehabilitation
- Housing development support
- Home-ownership assistance
- Housing development by eligible sub-recipient

#### Economic Development

- Assistance to businesses for retention or expansion
- Infrastructure improvements, acquisition of land or buildings, construction of buildings to create permanent, full-time jobs (speculative projects are not eligible)

#### Neighborhood Revitalization and Redevelopment

- Pedestrian malls or walkways
- Historic preservation
- Clearance or demolition
- Commercial or industrial rehabilitation

#### Planning and Capacity Building

- Comprehensive plans
- Community development plans
- Policy, planning, and management capacity building

#### Administration

- General CDBG administration activities

### **PREVIOUSLY FUNDED CAMP VERDE PROJECTS**

1987	\$190,000	Planning, street improvements
1991	173,200	Flood Control, drainage improvements, streets, housing rehabilitation
1994	312,584	Flood and drainage improvements, removal of barriers, Head Start Playground, ADA activities
1998	347,578	Domestic violence outreach project, Owner-occupied housing rehabilitation revolving loan fund
2004	410,068	Removal of barriers (ramada), ADA activities (Town Hall & modular restrooms)
2006	323,033	Town Site Street Improvements & Lighting
2006	58,775	Senior Center Improvements
<b>TOTAL:</b>	<b>\$1,815,238</b>	

### **GRIEVANCE PROCEDURE**

The Town of Camp Verde has adopted a grievance procedure for the CDBG program and its implementation. The grievance procedure is on file with the Town Clerk. Please contact Deborah Barber at 567-6631, ext. 107 for further information.

The telephone number for filing a grievance or complaint is the same (567-6631, ext. 107). The Town uses the relay for disability phone assistance. The address for filing a complaint by mail is P.O. Box 710, Camp Verde, AZ 86322. Complaints may be filed in person at 473 S. Main, Room 102.

### **BACK-UP APPLICATIONS**

Back-up applications are not allowed.

### **TIMELINE FOR THE PROCESS**

CDBG applications are due March 19, 2009. Council will select projects for funding no later than February 17, 2009.

## **CALL TO THE PUBLIC (IDENTIFICATION OF HOUSING AND COMMUNITY DEVELOPMENT NEEDS)**

At this time, the public, Council, and staff have the opportunity to identify housing and development needs, and to present potential projects for funding. The Council may not apply for a project that has not been discussed at a public hearing. Therefore, it is a good idea to discuss all potential projects whether or not funding is available.

The Council has the final authority and responsibility to select projects that have been identified as best suited to fit the community's housing and community development needs.

### **Staff Concerns:**

- Hollamon Street Improvements
- Street improvements to the east side of Hollamon in the Town Site area
- Housing rehabilitation
- Economic development activities to include, but not limited to the acquisition of land/buildings and assistance for sewer hookups for economic development purposes
- Redevelopment activities
- Street improvements
- Library

### **Public Requests:**

- Head Start Playground
- Senior Center building improvements, to include kitchen and appliances
- Domestic Violence Shelters and activities
- Funding to replace freezers at the local food bank (7<sup>th</sup> Day Adventist Church)

ARIZONA INCOME LIMITS

ARIZONA COUNTIES  
2009

State of Arizona -- State Housing Fund Program  
HOME and Housing Trust Fund Program Income Limits

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON	9 PERSON
<b>Graham County</b>									
MEDIAN HOUSEHOLD INCOME: 44,900	9400	10750	12100	13450	14550	15600	16700	17750	18850
30% (Very Low Income)	15700	17950	20200	22450	24250	26050	27850	29650	31450
60% (Low Income)	18840	21540	24240	26940	29100	31260	33420	35580	37740
80% (Low Income)	25150	28700	32300	35900	38750	41650	44500	47400	50300
<b>Greenlee County</b>									
MEDIAN HOUSEHOLD INCOME: 56,300	11850	13500	15200	16900	18250	19600	20950	22300	23650
30% (Very Low Income)	19700	22500	25350	28150	30400	32650	34900	37150	39400
60% (Low Income)	23640	27000	30420	33780	36480	39180	41880	44580	47280
80% (Low Income)	31550	36050	40550	45050	48650	52250	55850	59450	63050
<b>La Paz County</b>									
MEDIAN HOUSEHOLD INCOME: 37,700	9150	10500	11800	13100	14150	15200	16250	17300	18350
30% (Very Low Income)	15300	17500	19650	21850	23600	25350	27100	28850	30600
60% (Low Income)	18360	21000	23580	26220	28320	30420	32520	34620	36720
80% (Low Income)	24450	27950	31450	34950	37750	40550	43350	46150	48950
<b>Navajo County</b>									
MEDIAN HOUSEHOLD INCOME: 43,100	9150	10500	11800	13100	14150	15200	16250	17300	18350
30% (Very Low Income)	15300	17500	19650	21850	23600	25350	27100	28850	30600
60% (Low Income)	18360	21000	23580	26220	28320	30420	32520	34620	36720
80% (Low Income)	24450	27950	31450	34950	37750	40550	43350	46150	48950
<b>Santa Cruz County</b>									
MEDIAN HOUSEHOLD INCOME: 41,400	9250	10550	11900	13200	14250	15300	16350	17400	18450
30% (Very Low Income)	15400	17600	19800	22000	23750	25500	27300	29050	30800
60% (Low Income)	18480	21120	23760	26400	28500	30600	32760	34860	36960
80% (Low Income)	24650	28150	31700	35200	38000	40850	43650	46450	49250
<b>Prescott, AZ : Yavapai County</b>									
MEDIAN HOUSEHOLD INCOME: 53,800	11300	12900	14550	16150	17450	18750	20050	21300	22550
30% (Very Low Income)	18850	21500	24200	26900	29050	31200	33350	35500	37650
60% (Low Income)	22620	25800	29040	32280	34860	37440	40020	42600	45180
80% (Low Income)	30150	34450	38750	43050	46500	49950	53400	56850	60300



**TOWN OF CAMP VERDE  
Agenda Action Form**

Meeting Date: December 16, 2009

Meeting Type: Regular/P&Z

Consent Agenda     Regular Business

**Reference Document:** Final Draft Development Guidance System Diagnostic Report

**Agenda Title (be exact):** Discussion, consideration, and possible approval of Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates.

**Purpose and Background Information:**

The first major step in revising the Town's development and zoning regulations includes a comprehensive review of the Town's current regulations. Having completed initial interviews with the Zoning Ordinance Rewrite Committee (ZORC) and the Zoning Technical Advisory Committee (ZTAC), and having also completed the first series of neighborhood meetings, the consulting team prepared a draft diagnostic report which was presented to the Town Council and ZORC at the October 21<sup>st</sup> work session. Comments received at the work session were utilized in preparing the final report.

Included with the final report is a list of revisions completed since the draft document was advanced for review in October. In addition to text revisions, the report includes new material in the report appendices including two new tables, Zoning Matrix and Subdivision Matrix. The two tables identify challenges within the existing regulations as well as list possible modifications, relating General Plan goals, and priority rankings. Also included in the appendices are notes detailing comments received at the October 21<sup>st</sup> work session.

While public comment and analysis will continue throughout the project process, the diagnostic report shall serve as a foundation for the update process. Approval of the final report will conclude the first phase of the project. The next phase will build upon the work completed in the diagnostic report by integrating General Plan goals and objectives into the update process.

**Recommendation (Suggested Motion):**

Move to approve Final Draft Development Guidance System Diagnostic Report as prepared by consulting firm Dava and Associates.

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

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

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

**Attorney Comments:** N/A

**Submitting Department:** Administration

**Contact Person:** Matt Morris

**Action Report prepared by:** Matt Morris

## **MINOR WORD REVISIONS TO THE FINAL DIAGNOSTIC REPORT**

The following minor revisions were made to correct or clarify wording:

The term "Design Review Board" was replaced with "Design Review Ordinance" on pages 2, 6 and 14.

The phrase "Camp Verde Fire District regulations" was replaced with "the Town of Camp Verde fire code as adopted" on pages 8 and 12.

## REVISED SECTIONS OF FINAL DIAGNOSTIC REPORT FROM OCTOBER 21, 2009 JOINT WORK SESSION

Note: where new paragraphs were added, they are shown in their entirety; where phrases or words have been added or modified, they are underlined.

Pg 1, inserted new paragraph, second from bottom:

These steering groups, together with interested members of the public, met in a Joint Work Session to review the Draft Diagnostic Report with consultants. Directions and suggestions from that meeting were incorporated in this final Diagnostic Report. A listing of comments received at the Joint Work Session can be found in the Appendix.

Pg 2, rephrased words (underlined) in paragraph below the list of concerns:

Recent interviews conducted with Town staff and others well-versed in Camp Verde's development codes yielded additional suggestions for investigation. Mentions included: more effective zoning enforcement; a record of code interpretations to reduce inconsistencies; eliminating the Design Review Board to be replaced by a less cumbersome process; providing illustrations and graphics as visual examples in the ordinance; and addressing issues pertaining to parking, lighting and sign standards.

Multiple factors contribute to potential ordinance revisions.

Pg 3, inserted new paragraph above the "existing General Plan....":

Encouraging modular homes constructed to high standards would respond to affordable housing goals. Likewise, incentives for developments that emphasize water conservation and/or provide pathway connections would help implement the General Plan.

Pg 5, added phrase in top listing:

A few recurring themes for Zoning Ordinance improvements were:

- need for clear regulatory intent
- concerns about the local economy
- codes should be simple, allow flexibility and be administered equally for all

Pg 5, added sentence at end of first paragraph of first bullet, "Conflict Elimination":

Additional terms should be explained in understandable language.

Pg 6, added sentence at end of second bullet, "Community Appearance":

A "do-it-yourself" design review portfolio to clarify what is acceptable or not acceptable was suggested at the Joint Work Session.

Pg 12, added phrase at end of last sentence of first, top paragraph:

Regulations for flexibility of roadway design that may be approved administratively by the Town Engineer, (e.g. allowing slightly higher street grades and/or allowing narrower street sections and right-of-way widths in some areas to reduce scarring and to avoid creating "heat islands").

Pg 14, added phrase for more clarification to "Appearance Standards":

- Appearance Standards

Written criteria will be recommended to promote appropriate visual aspects and site design for compatibility with surrounding structures and with the Town's western character. Suggesting a simple, straightforward checklist of appearance expectations (with photographic and other graphics cataloguing acceptable or unacceptable appearances) with review by Staff and appropriate appeal procedures follows Town Council's recent direction to address procedural difficulties relating to the Design Review Board.

Pg 14, added phrases to last paragraph:

- Street and Alternative Transportation Requirements

A Master Street Classification System based on the Circulation Map of the General Plan should be prepared to illustrate roadway types intended to serve different transportation purposes and traffic levels. Design specifications illustrate required dimensions and construction improvements. Flexible criteria may be identified to adapt facility design to unusual physical conditions. Master Trails and Bikeway Plans, including proposed routes emphasizing connections to neighborhoods, shopping and recreation areas, and engineering standards, would provide for a multi-modal circulation system, as called for in the adopted General Plan.

*Town of Camp Verde*

**DEVELOPMENT GUIDANCE SYSTEM**

**Final**

**Diagnostic Report**

**With Input from October 21, 2009 Joint Work Session**

# Camp Verde Development Guidance System

## Diagnostic Report

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### INTRODUCTION

The Town of Camp Verde recognizes the need to have an effective process for achieving quality development. Zoning, together with related codes and guidelines, should reflect citizens' community values. State law (ARS § 9-462.01-F) requires that these regulatory tools are consistent with the adopted General Plan's goals.

A critical first step toward creating a development guidance system that is expressly tailored to the Town's unique conditions is a thorough, diagnostic evaluation. Town officials, staff, advisory committees, stakeholders and study consultants are determining what works and what doesn't work with the present codes.

The ordinances that are in place today were derived from Yavapai County regulations. Over the years since the Town's incorporation, they have been amended, adapted or expanded to fit local circumstances. There are numerous inconsistencies or conflicts resulting from adjustments to those general land use control criteria that were designed for unincorporated areas in a very diverse County.

It is very important that rules governing land use -- from the types of activities that are permitted in certain locations to the standards for construction or other property improvements -- respect the community's character. Rural, historic, scenic and other attributes need to be treated differently here than in other places. Engineering standards are based on safety, but they must also aim for lasting quality without being so costly as to frustrate reasonable use of private lands.

The analyses undertaken for this diagnostic reporting have been founded on community input. Three public meetings were held in September. Residents' comments constitute a major emphasis in determining ways to streamline, clarify or otherwise improve the codes. Town personnel who deal with planning, zoning and building administration on a regular basis provided their insights, as well.

In addition to Town Council and the Planning and Zoning Commission, two advisory committees are in place to review study progress. The Zoning Ordinance Revision Committee (ZORC) includes community representatives with interests ranging from home owners' groups to residential builders. There is, also, a Zoning Technical Advisory Committee (ZTAC) comprised of representatives from utilities, fire district and municipal development service departments.

These steering groups, together with interested members of the public, met in a Joint Work Session to review the Draft Diagnostic Report with consultants. Directions and suggestions from that meeting were incorporated in this final Diagnostic Report. A listing of comments received at the Joint Work Session can be found in the Appendix.

The diagnosis for Development Guidance System updating follows in three parts. First, matters dealing with the Zoning Ordinance regulations and procedures are addressed. Second, a section on related codes and guidelines (e.g., subdivision code, engineering

## Camp Verde Development Guidance System

# Diagnostic Report

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standards) has been prepared in a similar format. These related subjects will be cross-referenced and coordinated throughout the code updating project. To conclude the diagnostic assessment, some general suggestions are offered for responding to the key problems that have been identified thus far.

### **ZONING ORDINANCE EVALUATION**

The Camp Verde Zoning Ordinance represents the key tool for General Plan implementation. It is the legal basis for maintaining orderly development in the Town. The following steps outline the methods, findings and preliminary conclusions for revising the Ordinance.

#### **Identified Problems**

From the very beginning of the code update study, consultants, with Town Staff help, have been exploring numerous information sources. Field observations, document reviews, staff and stakeholder interviews, and, especially input from the public and Town leadership have resulted in recognition of many challenges or opportunities that require attention. Observations from all these various sources were pursued to create this general assessment.

Areas of concerns that were immediately brought to researchers' attention included:

- design review procedure
- time-consuming processes
- residential density
- non-conforming uses
- A-frame signs
- open space protection
- historic preservation
- animal raising
- code enforcement
- guest houses, granny flats
- infrastructure
- economic development

Recent interviews conducted with Town staff and others well-versed in Camp Verde's development codes yielded additional suggestions for investigation. Mentions included: more effective zoning enforcement; a record of code interpretations to reduce inconsistencies; eliminating the Design Review Ordinance to be replaced by a less cumbersome process; providing illustrations and graphics as visual examples in the ordinance; and addressing issues pertaining to parking, lighting and sign standards.

Multiple factors contribute to potential ordinance revisions. One, for example, is devising practical, equitable standards covering both the older and more recently-developed parts of Town. Addressing growth potential under different conditions (e.g., vacant lands, infill, redevelopment) is another. Land Use compatibility assurances among different development types and intensities -- and, especially, considering activities in the incorporated municipality adjacent to tribal lands -- must be carefully weighed. Infrastructure availability, also, can affect zoning policy.

Solutions need to be practical, easy to understand and administer. For several reasons, there is no intention to throw out the current codes and "start over from scratch". First, many of the familiar practices and standards are still sound. Change for the sake of change alone is not desirable. Second, the updating goal is to simplify and coordinate

## Camp Verde Development Guidance System

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rather than devising complicated ordinance provisions. Third, creating more non-conforming conditions among existing, developed land uses should be avoided.

### **General Plan Conformance**

Arizona's Statutes, as noted, require that municipal zoning is consistent with the adopted General Plan. During the Development Guidance System diagnostic exercise, likely zoning techniques were identified for possible Plan goals or objectives implementation. At a later stage in the study process (Task Three, General Plan Coordination), more detailed coordinating between code recommendations and broader community planning principles will be suggested; however, general references to specific Elements' (e.g., Land Use, Growth Area, Environmental) emphasis on implementation are recorded in this initial reporting stage.

The purpose of a preliminary listing of implementation opportunities is to create an early awareness among all process participants of our need to tie implementation tools closely together with the Camp Verde General Plan future vision. Plan goals are directly related to implementation actions.

In some instances, code-strengthening has already been suggested in the General Plan document. Also, current issues may require new solutions not addressed previously. There are numerous existing conditions with distinct pros and cons regarding how they might be resolved. For example, farm animal raising (See Land Use Goal A-6, below) fits well with the desired rural community image; however, excesses can cause conflicts with other community values such as residential privacy or adjacent uses' compatibility.

Encouraging modular homes constructed to high standards would respond to affordable housing goals. Likewise, incentives for developments that emphasize water conservation and/or provide pathway connections would help implement the General Plan.

Existing General Plan implementation principles that may be supported through Zoning Ordinance improvements include:

#### Chapter 3. Land Use

- Vision Statement... remain a community with a rural setting...
- Goal A2 Encourage compatible land use in areas adjacent to public lands and existing uses.
- Goal A3 Update and consistently apply the Town's development regulations.
- Goal A6 Review animal privilege ordinances to ensure compatibility with the Camp Verde lifestyle.
- Goal B1 Future commercial expansion will be encouraged in designated growth areas.
- Goal B2 Update and consistently apply the Town's development regulations.
- Goal B3 Develop guidelines for Town staff for review of new commercial development proposals.

## Camp Verde Development Guidance System

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- Goal B4 Use criteria for commercial development plans to incorporate techniques whereby the rural nature of Camp Verde will not be compromised.

#### Chapter 5. Growth Area

- Goal A1 Direct commercial development to areas currently located on major collector roads and served by water, sewer and electric.
- Goal A2 Support infill on existing commercial and industrial zoned property.
- Goal A3 Encourage growth on areas where utilities currently exist, are planned or can be included in service areas.
- Goal B2 Develop comprehensive landscape and open space guidelines for development bordering Hwy. 260.
- Goal C2 Institute design guidelines for all commercial development.
- Goal F2 Maintain and implement building height guidelines.
- Goal F4 Develop and implement open space buffer guidelines for all development.

#### Chapter 10. Environmental Planning

- Goal A3 Develop and implement dust prevention ordinances for commercial and industrial operations...
- Goal B2 Discourage high-density growth in areas where water and sewer infrastructure is not available or planned.
- Goal C1 Maintain lighting ordinances that promote not only dark skies but property owners' needs as well.
- Goal D1 Regulate commercial and industrial hours of operation to prevent noise pollution.
- Goal E4 Actively enforce outside storage ordinances.
- Goal F2 Maintain and enforce building height guidelines.
- Goal F3 Require new high-density development to provide an open space plan.

The preceding sampling is not exhaustive. Several other General Plan Elements mention a need for positive action through the Town's land use policies. Specific additional implementation references are anticipated as proposed Zoning Ordinance revisions go through the review and drafting phases.

#### Citizen Issues

Zoning-related concerns raised by members of the community provide a significant diagnostic resource -- derived from persons most affected by the Ordinance. The three recently-held neighborhood meetings obtained a wealth of citizen input. Sessions were publicized in a variety of ways, from newspaper and radio announcements to posted flyers and mailings. Group discussions, together with about 50\* participant survey responses (48 received at meetings;\*1 returned between meetings) highlighted numerous concerns or strongly-held opinions among Camp Verde residents.

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A few recurring themes for Zoning Ordinance improvements were:

- need for clear regulatory intent
- concerns about the local economy
- codes should be simple, allow flexibility and be administered equally for all
- procedures that are too time-consuming and expensive discourage investment in the community
- workforce housing for families of persons employed in Town
- protect open space, scenic views and Verde River riparian areas
- junk cars, eyesores
- balanced growth : business and homes

Survey responses are summarized in the attached Diagnostic Report appendix.

#### **Code Revisions**

Major topics are noted that require thorough investigation leading to proposed alternatives for Zoning Ordinance changes. The aim is to make provisions more understandable and applicable to the variety of different conditions that occur Town-wide.

- **Conflict Elimination**  
Conflicting, sometimes contradictory, language should be replaced with clear directions to establish and/or maintain the various types of land use. The Definitions section needs revision. Additional terms should be explained in understandable language.

Regulations pertaining to non-conforming uses and granting of variances, for example, should not be open to conflicting interpretation. Rather, these and other terms must be tightened to conform with state statutes. Staff and consultants reviewed decisions rendered by the Board of Adjustments over the past several years (2002-09). These evaluations suggest that: 1) some common development problems (e.g., building setbacks) might be resolved through ordinance text revisions; 2) criteria for Board decisions could be clarified; 3) effective notice to interested persons might be improved (for other hearings -- P&Z, Council, as well); and 4) greater attention, for purposes of recording precedent, should be given to preparing written findings for all decisions.

- **Performance-Based Use/Density Criteria**  
More flexible utilization of private property may be considered through the introduction of voluntary developer impact mitigation for adjacent properties or offering public-serving amenities as trade-offs. This approach could be promoted to encourage investment in planned developments: residential, commercial and mixed use.

## Camp Verde Development Guidance System

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- **Distinctions: Older, Platted Areas; Non-complying Utility Capacities**  
Code requirements might be adapted better to recognize varying physical, construction, site improvement and neighborhood character differences throughout the community. For example, substandard lots of record, pre-incorporation properties lacking water/sewer service, properties in flood plains or containing steep terrain could be held to different standards to allow reasonable development on those sites. Overlay district designations might identify specific areas -- such as historic downtown or pre-incorporation subdivisions -- where adjusted regulations should apply.
  
- **Community Appearance**  
Camp Verde takes pride in its frontier, rural character. Revisions pertaining to Town image should range from restriction/elimination of unsightly storage or property maintenance to encouraging compatible western theme colors, building materials and site improvements. Special design standards or overlays to aid in retaining the Town's character may be appropriate for new development or major remodeling of buildings within or near the historic core. The Town Council has directed less cumbersome, time-consuming guidelines for community appearance to alter or replace former Design Review Ordinance procedures. A "do-it-yourself" design review portfolio to clarify what is acceptable or not acceptable was suggested at the Joint Work Session.

### **Streamlining Prospects**

User-friendly codes combine understandable instructions for development compliance (e.g., checklists, charts, graphics) with time-sensitive application processing.

- **Tabular formats, Checklists, Cross-referencing**  
For the convenience of property owners and staff, regulatory information could be more effectively coordinated. The code should call interrelated requirements and their joint purposes to users' attention to avoid expensive, time-consuming surprises.
  
- **Clear Pre-App, Plan of Development Requirements**  
Examples of typical information required from applicants should be provided. Improved turn-around time can be achieved through informative, pre-application work sessions.
  
- **Decision Points**  
Step-by-step instructions and flow charts should be highlighted for each type of action: rezoning, site plans, variances. Staging typical time frames for each stage of the process helps applicants to schedule their project realistically.
  
- **Coordinate with other Departments, Agencies and "Presumed Approvals"**  
"One stop" reviews could improve on the currently successful joint meetings among special districts, neighboring jurisdictions, utility providers and Town

## Camp Verde Development Guidance System

### Diagnostic Report

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departments. To expedite applications, some communities allow applicants to move on to the next step if preliminary processing has not been completed within a stipulated time.

- **Zoning Enforcement**  
Methods for more consistent, timely response on violations and citizen complaints need to be proposed. Town leadership may wish to direct personnel to conduct uniform community-wide inspections to address certain problem areas rather than operate solely on a "complaint only" basis.

### **SUBDIVISION REGULATIONS/ENGINEERING STANDARDS EVALUATION**

The Town of Camp Verde's Development Guidance System consists of the Zoning Ordinance, which primarily regulates land uses in zoning districts; the Subdivision Regulations, which designate procedures for the development of land proposed for multiple divisions; and Engineering Standards, which prescribe engineering design and construction specifications for drainage, streets, bicycle and pedestrian pathways and utilities. These three bodies of regulations must be integrated for complete development guidance. The following summarizes the methods, issues and preliminary conclusions for code revisions.

#### **Identified Problems**

Information was gathered continuously during August and September from meetings with Town staff and Council; at three neighborhood meetings with community residents and business people; and at the Zoning Ordinance Revision Committee and the Zoning Technical Advisory Committee; and from interviews with Town staff and contractors closely involved with development and the use of existing codes. Field research was conducted to review existing, older subdivisions, street construction and other conditions. Observations were noted and generally divided into broad categories as follows.

#### **Major Areas of Concern**

- **Integration of Codes and Standards**
  - Lack of consistency and cross-referencing among General Plan policies, land use/zoning code, site plan review, subdivision regulations, engineering design standards and other regulations
  - Comprehensive Site Plan Review needs to consider design of site grading, drainage and retention areas, street access, parking/loading areas, lighting, screening, landscaping and other zoning requirements
- **Streets**
  - Need for Street Classification System to be established for Arterials; Collectors, both industrial and residential; and Local Residential
  - Need for Master Trails and Bikeways Plans
  - Need for uniform street section design standards with flexibility for varying land use areas and types of streets:
    - Main Street commercial/mixed use, pedestrian-oriented area
    - Highway commercial areas

## Camp Verde Development Guidance System

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- Industrial areas
- High density residential
- Low density residential
- Very low density residential and rural areas
- Conversion of dirt roads to pavement
- Street section design considerations:
  - Traffic lane numbers and widths
  - Types of stormwater transmission (curbs, ditches, culverts)
  - Sidewalks and trails
  - Bicycle lanes
- Standard Construction Details needed for
  - Signalization of non-state highways/arterials and collectors
  - Roadway construction using MAG (or, alternatively, ADOT) Standard Construction Details and Specifications
  - Ramps for American Disabilities Act (ADA)
  - Cul-de-sac, hammer-head or other street terminations need to be designed in compliance with the Camp Verde fire code as adopted
- Drainage
  - Criteria needed to guide design for comprehensive solutions
  - Storm drain system needed for commercial and higher density residential areas
  - Storm drain systems preferable in industrial areas to optimize buildable sites
  - Minimum design solutions such as roadside channels and driveway culverts needed for low density/rural areas
  - Standards for low-water roadway crossings
  - roadway elevations
  - Flood irrigation practices to mitigate roadway maintenance issues
  - When appropriate, reference applicable State and Federal regulations (e.g. NPDES - National Pollution Discharge Elimination System)
- Utilities
  - Utilities installed in public rights-of-way need to follow construction standards even though utilities are not municipal facilities
    - Proper trenching and compaction for underground utilities at initial installation and during repairs/maintenance
    - Manholes and valves need adjustment to match existing driving surfaces
    - Vaults and boxes need proper weight load design and construction
    - Fire hydrants need to be spaced in compliance with the Camp Verde fire code as adopted

### **General Plan Conformance**

Although state statutes require that zoning conforms to municipal General Plan objectives and doesn't mention other codes such as subdivision regulations or engineering design standards, their conformity is implied by extension. The type of roadways, for example, may range from low traffic carrying, two-lane narrow roadways with drainage ditches to complete, high-traffic parkways with multiple lanes, left- and right-turn bays, medians, bike lanes, sidewalks and landscaping. The decision as to types and styles of roadways is

## Camp Verde Development Guidance System

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determined not only by traffic demand, but also by goals and objectives of the General Plan. Similarly, whether residents' expectations include bicycle routes and trail systems is expressed in the General Plan.

Other expectations by municipal leaders and residents may include protection of views and natural resources. This may result in requirements for underground construction of utility lines and structures in new developments to eliminate disruptions of view sheds. Additionally, ordinances may be updated to require connections to water companies and sewer districts rather than using on-site wells and septic tanks to protect ground water quality.

The following Town of Camp Verde General Plan implementation principles are reviewed for the revisions to subdivision regulations and engineering design standards as part of the comprehensive Development Guidance System.

#### Chapter 3. Land Use

- Goal A4 Identify and develop walkways and trails, which link neighborhoods and preserve a "sense of community" and the ability to interact with neighbors.
- Goal C4 Follow County Flood Control guidelines for development within the floodplain to ensure the safety of townspeople, and to avoid economic loss caused by floods.
- Goal C5 Review commercial projects for adequate open space, waste disposal methods and possible impact on surface or ground water or soil.

#### Chapter 5. Growth Area

- Goal B1 Develop a comprehensive circulation and access plan for property bordering Hwy. 260 that would include ADOT approved access points.
- Goal B3 Develop and implement trails guidelines to connect development within designated growth areas to National Forest Land and other recreational areas.
- Goal D1 Direct high-density residential development to areas where water and sewer utilities are available, planned or can be extended conveniently and economically.
- Goal D2 Negotiate development agreements with property owners who extend existing infrastructure to their development location.
- Goal D3 Require new residential development in densities of 35,000 square feet and less to be hooked up to sewer service or provide alternate means of sewage disposal other than individual septic systems.
- Goal E3 Require developers to provide financial assurance that all curbs, gutters, pathways, fire hydrants, and street are installed to Town's specifications.
- Goal E4 Encourage property adjacent and contiguous to the Sanitary District to annex into the District.

## Camp Verde Development Guidance System

# Diagnostic Report

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- Goal G1      Develop intergovernmental agreements to fund infrastructure expansion and improvements such as roads, water, and sewage disposal for adjacent growth areas.

### Chapter 8. Transportation and Circulation

- Goal A2      Provide for bike paths and lanes within road easements linking neighborhoods and commercial areas, when road widening and resurfacing projects are considered.
- Goal A7      Develop natural, low maintenance, non-motorized trails in keeping with Camp Verde's western rural atmosphere.
- Goal A9      Adopt standards within Town ordinances, including recommendations and coordination between Parks and Recreation Department, Trails and Pathways Committee, Street Department and Community Development Department to ensure inclusion of trails.
- Goal A12     Develop a system to formally encourage private property owners to allow access through easements when property is sold or changes hands.
- Goal E1      Ensure that road projects provide solutions to drainage problems, alternate transportation accesses, as well as improving road conditions.

### Chapter 10. Environmental Planning

- Goal B1      Encourage growth in areas where water and sewer utilities exist or are planned.
- Goal B3      Implement Best Management Practices (BMPs) as outlined in the Town of Camp Verde Storm Water Management Plan.
- Goal F1      Develop and implement slope, ridge, natural drainage, vegetation, and wildlife corridor protection guidelines

### Chapter 11. Water Resources

- Goal A2      Require new residential subdivisions and commercial developments to provide centralized water service, whenever feasible.
- Goal B2      Coordinate with ADEQ and various ditch companies to create a drainage system to regulate water runoff to the ditches and river.

### Citizen Issues

At the several neighborhood meetings, ZORC and ZTAC meetings, consultants received input and concerns on zoning and development issues. Some concerns about development impacts and infrastructure were noted in neighborhood meeting comments and surveys. These are listed below.

- stormwater runoff
- safe, clean environment
- define urban/rural standards

## Camp Verde Development Guidance System

### Diagnostic Report

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- not enough infrastructure for economic development; sewer, available water tied to growth
- desert and open space lands need protection
- possible public access to forest and river; horse/hiking trails; greenway/wildlife corridors
- protect areas adjacent to river preserve; protect Verde River, waterways, wetlands, public lands and wildlife
- wide, slow-speed streets, even with speed bumps to protect children; Main St needs more plants; lighting
- utilities and ditch companies should meet Town standards, for engineering and permit review.

For a complete summary of survey responses, see the attached Diagnostic Report appendix.

#### **Code Revisions**

The primary areas of the existing Subdivision Regulations and Uniform Standard Specifications that need revision and/or additions are suggested below. The intent is to create a development code which is comprehensive and coordinated with the Zoning Ordinance through references and supportive regulation, and, together, provide for implementation of General Plan goals and objectives.

- **Master Street Classification System**  
Based on the Circulation Map of the General Plan, a street classification system will designate existing and proposed streets that fall into different categories based on several features including traffic demands, access, terrain, planned intersections and connections. General categories are: arterial (major and minor) streets, collector streets and local streets. Collectors and local streets are usually further delineated for serving residential, commercial or industrial development. Design and construction requirements for streets vary according to the classification system category.
- **Street Design Standards**  
The Subdivision Regulations should include individual sections for each Master Street Classification System category. Each type would specify minimum design standards for number and width of traffic lanes, and other requirements including bicycle lanes, curb and gutter, sidewalks, medians, where appropriate. Additionally, design standards need to be added for construction of trails for hiking, equestrian use and off-highway vehicles, in support of a Master Trail Plan. The new sections are to be accompanied by graphics of typical street cross-sections and charts to enable clarification.
- **Special Engineering Design Considerations**  
Flexibility for topographic conditions and/or for the protection of natural features is critical for the preservation of the western character of Camp Verde. The Town contains many types of terrain from relatively flat areas to rolling hillsides. One-

## Camp Verde Development Guidance System

# Diagnostic Report

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size-fits-all street design requirements will not accommodate all conditions without possible negative impacts. Criteria need to be added to the Subdivision Regulations for flexibility of roadway design that may be approved administratively by the Town Engineer, (e.g. allowing slightly higher street grades and/or allowing narrower street sections and right-of-way widths in some areas to reduce scarring and to avoid creating “heat islands”).

- **Updates: Definitions, Procedures, Organization**  
To simplify and coordinate the various parts of the Development Guidance System, an overall review may lead to revisions including updates to:
  - Definitions: terms such as, subdivision, street, lot split, etc. in accordance with statutes for cities and towns; review for duplicated terms leading to confusion.
  - Plat design requirements and procedures may need clarification/ simplification through reorganization of sections and the addition of charts and graphic illustrations .
  
- **General Plan Goals-Oriented Provisions**
  - New incentives (e.g. smaller lot size bonus) may be added for developers to extend water and sewer mains, where appropriate, in support of General Plan goals and for the protection of ground water supplies.
  - A section may be added to encourage developers (e.g. allow area in proposed trails to be counted in area calculations for lots) to add or extend trails, and/or to provide access to public lands and the Verde River in support of General Plan goals.
  
- **Stipulations of Regulatory Documents**  
The authority of the Town Engineer to require new development compliance with other regulatory agencies' requirements will be added to the Subdivision Regulations. These include: Yavapai County Flood Control Department on floodplains and drainage; Arizona Department of Transportation on access management; the American Disabilities Act regulations, Arizona Department of Environmental Quality for water and sewer systems; MAG Uniform Standard Specifications for Public Works Construction, and addenda; and the Camp Verde fire code as adopted.

### **Streamlining Prospects**

The subdivision of land is a complex and intensive process. A series of steps is needed for the assurance of sound design and construction practices. The regulations should be clear and concise to encourage good development.

- **Delineated Procedures**  
Creating simplified flow charts for the various steps involved with subdivision phases will aid developers in quickly understanding procedures. Estimates of time for completion of each step could be added for further edification and project scheduling.

## Camp Verde Development Guidance System

### Diagnostic Report

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- **Consolidation of Requirements**  
Charts, matrices or other graphics that consolidate the required data necessary for each of the three levels of subdivision platting: Conceptual Plan, Preliminary Plat and Final Plat, can reduce extensive page-turning and possibly reduce accidentally missed components.
  
- **Graphic Standards**  
Illustrations with dimensions of typical street sections by classification added to the Subdivision Regulations will provide a needed resource for engineers designing new streets. Similar illustrations of construction details or references to those existing in other regulatory documents also expedite understanding of the required standards.
  
- **Coordination and Cross-Referencing**  
Coordination with Town departments, utilities, fire and school districts, State and Federal agencies, and adjacent jurisdictions (municipalities, Tribe, County) can streamline the subdivision process. By combining this coordination with the pre-application meeting with the developer, important considerations can be discussed prior to drawing plans. Cross-referencing to other codes and regulatory documents should be provided at the same time.
  
- **Review/Streamline Platting Process**  
Consolidation of agency reviews during the developer's pre-application meeting is a first step in streamlining the subdivision process. Additionally, in some instances (e.g. an experienced subdivider with consecutive or nearby subdivision proposals) it may be expedient to combine these with the review of the Conceptual Plan in one step. In many jurisdictions, the approval of a Preliminary Plat is by both the Planning Commission and Council, with the Final Plat by Council only. Final Plats are often included on the Council consent agenda.

### **PRELIMINARY RECOMMENDATIONS/ALTERNATIVES**

Initial responses are proposed, below, for a number of the problems identified to date. Where optional solution approaches are evident, they have been noted. As more detailed investigations are made on individual topics, researchers will try to offer further alternatives for discussion.

- **Administrative Review**  
Staff-level approvals for construction of otherwise permitted uses should be expanded to facilitate and expedite developments. Means and venues for appealing staff decisions -- to Council, Planning and Zoning Commission, or Board of Adjustments, will be evaluated.
  
- **Permitted Use on Lots of Record**  
Owners of legally-recorded lots should be allowed to develop the land use or uses permitted in the applicable zoning district. Adjustments to constraining standards

## Camp Verde Development Guidance System

### Diagnostic Report

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(e.g., minimum area, setbacks) will be specified and approved administratively to facilitate construction of useable buildings. In the alternative, circumstances requiring greater deviation from current zoning standards might be evaluated at public hearings.

- **Expanded Use District Flexibility**  
Use and building arrangement mixtures may open creative economic development possibilities. Clustering, shared parking, density bonuses and common open space in both residential and commercial development may increase investment attraction on numerous skipped-over infill properties or underutilized sites, and encourage preservation of open space in new developments.
  
- **Appearance Standards**  
Written criteria will be recommended to promote appropriate visual aspects and site design for compatibility with surrounding structures and with the Town's western character. Suggesting a simple, straightforward checklist of appearance expectations (with photographic and other graphics cataloguing acceptable or unacceptable appearances) with review by Staff and appropriate appeal procedures follows Town Council's recent direction to address procedural difficulties relating to the Design Review Ordinance.

Building appearance elements include construction materials, color palette, dimensional relationships (e.g., height, bulk), building proportions (i.e. ratio of door/window areas and recesses to solid surfaces) and the like, without dictating "look alike" design. Where pedestrian traffic is promoted, placement of human scaled amenities and attractions (e.g. display windows, murals, awnings, wide sidewalks) will be specified. Undesirable features (e.g., garish colors, highly-reflective glass) may be prohibited.

Site design, as critical as building design, will include elements such as building-site arrangements, placement of impervious or other materials for parking and loading, street-site vehicular access, grading and drainage; foundation plantings, landscaping or other structures for parking and screening. Good site design provides protection to adjacent properties as well as enhancing appearance.

- **Street and Alternative Transportation Requirements**  
A Master Street Classification System based on the Circulation Map of the General Plan should be prepared to illustrate roadway types intended to serve different transportation purposes and traffic levels. Design specifications illustrate required dimensions and construction improvements. Flexible criteria may be identified to adapt facility design to unusual physical conditions. Master Trails and Bikeway Plans, including proposed routes emphasizing connections to neighborhoods, shopping and recreation areas, and engineering standards, would provide for a multi-modal circulation system, as called for in the adopted General Plan.

## Camp Verde Development Guidance System

### Diagnostic Report

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- **Engineering Design**  
Specifications in engineering design should be tailored to cover a variety of development situations. A variety of drainage solutions, for example, could be incorporated for treating stormwater runoff in locations with more urban development differently from solutions acceptable in more rural areas.  
  
Coordination among municipal requirements and necessary standards for utility service providers is essential. Reasonable standards for joint access provisions, common trenching and similar practices should be established to meet multiple agencies' needs.
- **General Plan Implementation**  
Trade-offs allowing more efficient lot layouts (i.e., yielding more parcels) are recommended to encourage developer-provided utility extensions, trails, open space or other public amenities.
- **User-Friendly Regulations**  
Providing graphic illustrations, charts detailing submittal requirements and review steps for obtaining Town development approvals, examples of acceptable development plans and lists of resource documents or agencies all help to simplify the development process for applicants. Supplementary, instructional pamphlets are also recommended to encourage comprehensive submittals. Expedited review timetables may be offered to developers who prepare adequately for "express" processing of their plans.

# **DEVELOPMENT GUIDANCE SYSTEM**

## **Diagnostic Report Appendices**

- A. Combined Tally Responses**
- B-1. Zoning Matrix**
- B-2. Subdivision Matrix**
- C. Joint Session Notes**



**COMBINED RESPONSES**

*Color codes:* combined  
 09/16/09 meeting  
 09/23/09 meeting 3 pm  
 09/23/09 meeting 6pm  
 \* added response

**Town of Camp Verde**

**DEVELOPMENT GUIDANCE SYSTEM  
 Neighborhood Meeting Participant Survey**

Meeting Date: 09/16/09; Yavapai College–CV School Complex Campus; 16 respondents  
 09/23/09; 3pm; Verde Lakes Property Owners Assoc. Clubhouse;  
 19 respondents  
 09/23/09; 6pm; Camp Verde United Methodist Church; 13 respondents  
 \* 1 additional response returned between meetings

**I. FUTURE DEVELOPMENT**

A. Which objectives are high or lower priority?  
 Rank: 1 (most important) to 6 (least important):

4	affordable housing	2	economic development
1	preserve property values	5	community appearance
6	small town atmosphere	3	quality growth

B. Some suggest that to implement the Camp Verde General Plan vision, regulations should be streamlined, less time-consuming and more flexible to promote creativity. Do you agree or disagree?

- 22 Yes. We should encourage development.
- 29 Depends on what, where projects are proposed.
- 3 Town is growing too fast, NO

**II. CURRENT ISSUES / PROBLEMS**

A. Please circle topics from the following list that need to be addressed:

- |                                    |                        |                      |
|------------------------------------|------------------------|----------------------|
| 18 commercial/industrial locations | 14 street standards    | 14 stormwater runoff |
| 16 allowable signs                 | 15 keeping animals     | 20 housing density   |
| 13 residential variety             | 6 home business        | 6 parking            |
| 12 outside storage                 | 12 business appearance |                      |
- other: administrative processes; guest houses; duplex/triplex.  
 get rid of rundown housing; stored cars.  
 lighting, brush.

B. Any concerns you'd like to explain or add?

Country, historic preservation; stormwater runoff -- some places really bad; more housing variety; preserve rural atmosphere (2); duplex/triplex -- let these be residential (2); too many commercial/industrial buildings where shouldn't be, ugly storage too large; Main

Street needs more plants; non-conforming residential areas' blight; "downtown atmosphere"; enforcement!; appearance should be regulated as far as abandoned buildings and vehicles (2), encourage real "rural western" style on Main but relax elsewhere; cookie cutter housing shouldn't have been allowed -- common sense has to prevail; different colors would liven up downtown; enforce littler control/clean alleys; gazebo looks great in Verde (green) Valley.

Property appearance; cluster for density (O/S); code enforcement (2); available water tied to growth; safe, clean environment; limit chickens, no roosters; filling in streets in Verde Lakes; Verde Valley Business Park lot owners -- don't allow billboards; cut weeds; grandfather changes made to older homes; building codes and impact fees; extra cars stored on property/current license; keep rules and regulations simple.

Clear, concise regulation, define urban/rural standards; homes young and old can afford; can't rezone business district without General Plan changes; protectionism, nepotism, public safety, sewer; guest house usage; R1L zoning; concerned about quality of life if more high density is allowed -- affects rural appearance.

\*Parking should always be allowed on residential streets.

### III. MANAGING LAND USE IN CAMP VERDE

A. Is preservation just as important as growth?

12 Yes, even more

7 No, need new growth

31 Both are vital

Please give an example of two areas or types of land use that, perhaps, should be protected.

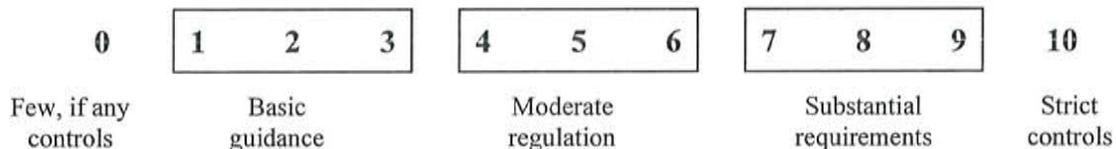
Any large residential acreage; desert and open space need protection; protect old airport (2); agricultural; historic buildings; too many ATVs, motorcycles; protect adjacent to river preserve (2); what's possibility for public access?; historic and open space = a must; trail/greenway/wildlife corridors.

Existing Federal Land; farm land (2); we have a lot of government land; open space in Town and other areas (2), riparian areas; parks, schools; animal privileges, rehab older residential properties; growth needs to happen; protect our beautiful Verde River (2) -- especially from overbuilding; maintain agricultural base, farms; protect Town treasures; waterways; public land protected.

Open spaces, parks, ball fields, low density properties; density, wetlands, historic buildings or residences; wildlife preservation; recreation; Town is gasping for sales tax dollars, not enough infrastructure and scaring off economic development; River; agricultural use, ranching, natural open space.

\*River areas, mountains for all to enjoy.

B. Show where you believe the Town is on this sliding scale. Put an **X** where you believe we are now, put an **O** where we should be.



Confused responses: most saw current regulation as basic to moderate; and, in the future, should increase somewhat, to moderate to substantial.

Although there were single responses to each of the numbers on the scale, highest concentration of ratings were as follows: 7 responses rated the "now" levels between the upper end of basic and the lower end of moderate; and 7 responses indicated that future controls should be high moderate to low substantial.

Again, there were single responses in most of the numbers on the above scale. However, most responses pertaining to current levels of regulation centered on the upper "basic guidance" level; and a majority of responses noted that, in the future, regulation should be "moderate", slightly more than at present.

\*10 now; should be 2.

Feel free to explain your ratings:

X is all over the scale -- need consistency for fun town to live in.

Government guidance inconsistent/zoning ordinance vague; too much control on some sense; no control on others; too much regulation can destroy growth; Existing regulations are moderate and appropriate but are so disjointed, inconsistently enforced.

Complaint too problematic; problems between neighbors; many were not in effect proper to incorporation; too long for building permits to be approved; need enforcement for fast resolution; some violations not grandfathered; zoning regulations too slow to get anything done; doesn't seem to be consistency; too much restriction from design review for commercial; "tired of people tattling on each other" if he doesn't see it when it happens, it's too late; more uniform enforcement, maintain individualists; enforce -- no special deals.

Codes too specific and detailed, need thorough checklist; inadequate codes and little enforcement, wording not easy to interpret; lack of experienced leaders, inspectors' enforcement of existing regulations; Town departments don't interact enough, separated themselves from the business community; code enforcers slow; should be consistent with other jurisdictions; this is not Scottsdale or Sedona -- making contractors/developers jump through hoops causes them to take business elsewhere; very difficult and expensive to get things done, too hard for commercial growth.

\*Building ordinances should address health and safety not aesthetics.

#### **PLEASE ADD ANY FURTHER COMMENTS BELOW.**

Moderate regulation is desired -- oppose gaudy colors and too much individuality; residential areas allowed to trash their lots with cars, junk; guest house regulation; get rid of design review; need to define Historic District -- DRB served a purpose, negative if no guidelines; delighted that the Town has will and foresight to proceed -- high quality development; forest land access; horse/hiking trails.

Enforcement; define Historic Downtown; encouraged by progress our Town Manager has led; Council working together, forward in all directions; A-frame signs -- hazard; more is on the books than is being enforced; need affordable housing -- planned, appropriately placed.

Totally against high density housing -- becomes slum in 20 years; keep in mind that overprotection of land will not allow for proper planned growth of balanced residential/commercial sustainability; need sufficiently wide, slow speed streets, even speed bumps to protect children.

\*Utilities and ditch companies should be controlled and required to go through both building permit process and engineering.

See meeting updates on Camp Verde Website at <http://www.cvaz.org/pzupdate.htm>

*Thanks for your input!*

## ZONING CODE ANALYSIS MATRIX

STUDY UNIT	MAJOR TOPICS	CURRENT SECTIONS	REARRANGE	CHALLENGES	PLAN GOALS	Priority
I. ZONING OVERVIEW	REGULATORY SCOPE	100-02, 104?	Add General Plan in §102? Statutory references	Cross-reference Town Code Hearing Procedures Appeals	LU/A3-5; B1; H/B1	1-3 2
	DEFINITIONS	103		Board of Adjustment(s) Add terms (e.g., Zoning Administrator)		1
	DISTRICTS	106, 109		New Districts?	LU/B3-4; C5; OS/K-1	2
II. ZONING REGULATIONS	MAP	107				3
	GENERAL PROVISIONS	108	Move some to Additional Requirements	Off-street parking	LU/A-6; B2; GA/A1-3; H/C1; EP/A3-4	1 1 1
III. ADDITIONAL REQUIREMENTS	NON-CONFORMING	105				1
	SIGNS	118		Sign types		3
	OUTDOOR LIGHTING	120	Clarify permitted uses		EP/C1	3
	STREET NAMING	121	(move elsewhere?)			3
	WIRELESS COMMUNICATIONS	122				3
IV. ADMINISTRATION AND PROCEDURES	APPEARANCE STANDARDS	124		Replace DRB	GA/B2; EP/E4 GA/B9, F3-4; H/A1; T/A12	1 2?
	OVERLAY DISTRICTS?		(e.g., historic, riparian; also add incentives?)			
	P&Z/BofA	112			CD/A3	2
IV. ADMINISTRATION AND PROCEDURES	ACTION/AMENDMENTS	113	Reverse with 112?			2
	FEEES & CHARGES	114				2
	VIOLATIONS & PENALTIES	115		Code enforcement		1
	SEVERABILITY, REPEAL	116, 117				3

## SUBDIVISION AND RELATED CODES ANALYSIS MATRIX

CODE/GUIDELINE SOURCE	MAJOR TOPICS	CURRENT SECTIONS	REARRANGE	CHALLENGES	PLAN GOALS	Priority 1-3
CODE INTEGRATION	SUBDIVISION	III-II	Requires section organization	Formatting		1
	DESIGN STANDARDS	VI	Engineering criteria			1
	DEFINITIONS	II	Cross reference			1
	ADMINISTRATION	I, V, VII, VIII				GA/E3
STREETS	CLASSIFICATION SYSTEM	III, IV	Engineering design guidelines	Rural/Urban	GA/B1	1
	MASTER TRAILS, BIKEWAYS					2
	STREET STANDARDS		Construction, details, cross-sections		LU/A4; GA/B3; T/A2, 3, 9, 12	1
UTILITIES (also ditch companies)	INSTALLATION	III, IV	Interagency cross-reference	Responsible for engineering, review	GA/D1, 2, 3; G1, WR/B2	2
	COMPONENT DESIGN SEWER, SEPTIC		Manholes, Vaults, Hydrants	Rural/Urban standards Sanitary District, County, ADEQ coordination		2 1
DRAINAGE	STORMWATER	III, IV		Roadways, low water crossings	LU/C4-5, CD/B1, B3; GA/E4; T/E1	1
	FLOOD IRRIGATION			Road maintenance		3

## Appendix C

### DEVELOPMENT GUIDANCE SYSTEM DIAGNOSTIC REPORT REVIEW Joint Work Session: Council, ZORC & ZTAC, October 21, 2009

Mayor Burnside convened the meeting at 4:00 p.m. Following brief presentations by Dava Hoffman and Rick Counts, comments from participants were entertained.

Greg Blue suggested that consultants should expand the definitions section. He ascertained that the Diagnostic Report had included staff input as well. Matt Morris explained that some definitions were previously moved to other parts of the Town Code.

Al Rodman stated the need for waste water/sewer district standards. He also commented that buildings should reflect the community's vision, not whether they are stick-built, modular or manufactured homes.

Dave Freeman raised several points that should be addressed: 1) need incentives for water conservation such as gray water and rain harvesting systems; 2) include paths between neighborhoods and to shopping areas; 3) consider a "do-it-yourself" type Design Review with photos, graphics showing what is encouraged or discouraged (e.g., include fencing, roofs, colors), should be very comprehensive but simple to use; 4) encourage new modular homes (built in parts off-site and assembled on-site – not mobile homes) in order to keep costs down for well-built, affordable housing.

Suzy Burnside observed that the sanitary district and water companies have existing construction standards that need to be coordinated. Also, she recommended using "rural" engineering standards for streets to prevent creating "heat sink"; the study should consider the existing Trails Map and Land Use-Transportation Report (BRW, circa 1995) and the General Plan circulation map.

Jackie Baker observed that she believes there is an updated trails map.

Mayor Burnside asked for clarification of the differences between "Stakeholders" and "Public", if any. Consultants and staff responded regarding the importance of a highly-participatory, inclusive process. The Mayor also called for: 1) improved methods for code interpretations as well as the need for staff training; 2) fair and equally enforced regulations; and 3) specifying that mayor and council members follow procedures and requirements with no granting of special favors.

Chip Norton asked about including a density bonus into the code. Dava Hoffman responded that this will definitely be an option.

Carol German commented on a number of code enforcement issues that were raised at neighborhood meetings. Discussion of enforcement practice ensued, including participants, staff and consultants.

Randy McDonald observed that the name of the person who complains should be public.

Pete Roulette stated that we should remind all residents that this is their Town; input is needed from all.

Mayor Burnside adjourned the meeting at 5:20p.m.



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Agenda Title:** Discussion, consideration and possible authorization for the Manager to obtain an appraisal of a triangular piece of land [Assessor Parcel Number (APN) 404-02-172] which was included in the purchase of the Community Park property and is described in the attached legal description. The amount of the appraisal is not to exceed \$3,000. Staff Resource: Michael K. Scannell

**Purpose and Background Information:**

The Community Park property was purchased in March 2008. Located within this property is a triangular piece of land that was purchased as part of the property. However, the triangular piece of land is located across McCracken Lane, is not part of the park and does not appear to have value for the park. This triangular piece of land is considered as a parcel of its own and is identified as Assessor Parcel Number (APN) 404-02-172.

Due to difficult financial conditions the Town is currently experiencing it is important that we evaluate any potential sale of assets or land which the Town is holding in inventory that are under utilized or unproductive. The size of the triangular piece of property is 3.587 acres and could accommodate 3 to 4 homes. The current zoning of the subject property is RIL-35. This zoning district requires 35,000 square feet for each residence.

Securing the sale of this asset could be of material benefit to the Town. The sale of this property could fund future Capital projects that the Town may have an interest in pursuing.

The attached map depicts the triangular piece of property across McCracken Lane that was attached to the original parcel of land that was purchased for the community park.

**Recommendation:**

Authorize the Manager to obtain an appraisal of a triangular piece of land [Assessor Parcel Number (APN) 404-02-172] which was included in the purchase of the Community Park property and is described in the attached legal description. The amount of the appraisal is not to exceed \$3,000. Upon the receipt of appraisal the Manager will be seeking guidance as to Council's possible interest in selling this asset/land via a public bid process.

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

Although, this is an unbudgeted item, an amount of \$3,000 would be appropriated from the contingency fund in order to pay for expense associated with the appraisal.

**Finance Director Comments:**

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

**Attorney Comments:** N/A

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

**Contact Person:**  Michael K. Scannell

**Legal Description  
(Town Owned Triangle Portion)**

A Portion of land located in the Northeast  $\frac{1}{4}$  of Section 5, Township 13 North, Range 5 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, more particularly described as follows:

**Beginning** at the North  $\frac{1}{4}$  corner of said Section 5 which is marked by a BLM Brass Cap dated 1966;

Thence South  $89^{\circ} 57' 21''$  East along the North line of said Section 5 a distance of 532.26 feet to a  $\frac{1}{2}$ " diameter rebar with a plastic cap stamped LS 26925 and said point being situated on the northwesterly Right of Way line of McCracken Lane;

Thence South  $42^{\circ} 11' 20''$  West along the northwesterly Right of Way line of McCracken Lane a distance of 791.87 feet to a  $\frac{1}{2}$ " diameter rebar with a plastic cap stamped LS 26925;

Thence North  $00^{\circ} 02' 42''$  West a distance of 587.13 feet to the **Point of Beginning**;

Thence terminus.

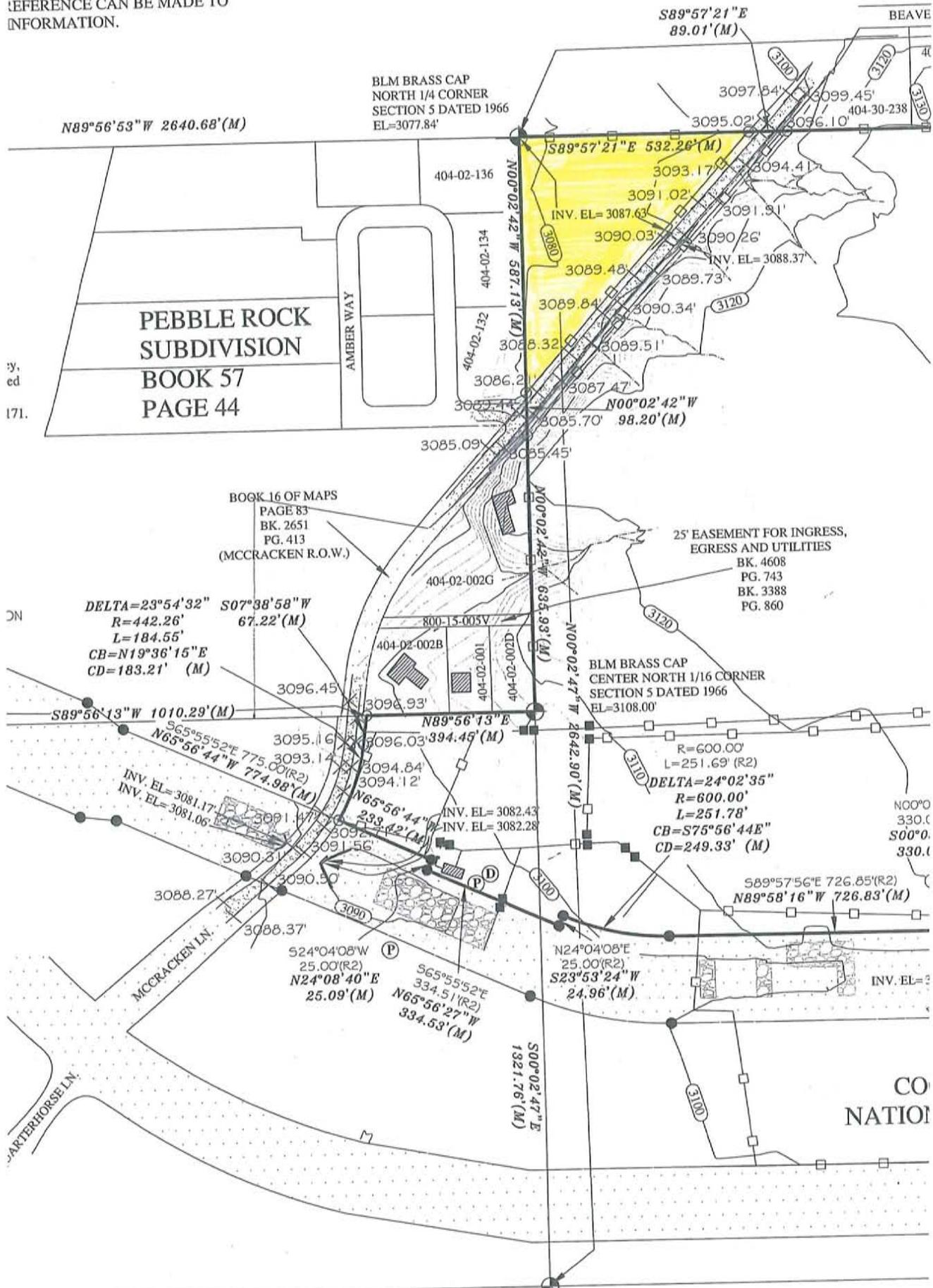
Described parcel containing 3.587 Acres

REFERENCED PARCEL.

ON REPORT THE CONDITION  
VARIOUS MONUMENTS WERE

RE USED IN THE  
REFERENCE CAN BE MADE TO  
INFORMATION.

- P INDICATES PULL BOX
- INDICATES ADOT ALUMINUM C
- INDICATES SET 1/2" REBAR W/  
PLASTIC CAP STAMPED "L5 26"
- (M) INDICATES MEASURED FIELD I



y.  
ed  
171.

DN

ARTERHORSE LN.

CO  
NATIO



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Agenda Title:** Discussion, consideration and possible authorization to proceed with a general plan amendment and zoning map change from the current land use designation of Public Facilities to Commercial and from the current zoning of R1L-70 to C2 (Commercial: general sales and services) for the Town-owned Oasis Property, Assessors Parcel Number (APN) 403-23-152A, located at the corner of the Hwy 260 bypass and Oasis Road.  
Staff resource: Michael K. Scannell

**Purpose and Background Information:**

The subject parcel 403-23-152A is located at the corner of the Hwy. 260 bypass and Oasis Road and is a property currently being under utilized. A portion of the original parcel was dedicated to ADOT in September of 2002 for the widening of Hwy. 260. The current Land Use designation is Public Facilities and the current zoning is R1L-70.

Due to difficult financial conditions the Town is currently experiencing it is important that we evaluate any potential sale of assets/land which the Town is holding in inventory and that are under utilized or unproductive. Securing the sale of the Oasis property could be of material benefit to the Town. The sale of this property could fund future Capital projects that the Town may have an interest in pursuing.

As discussed, the subject property being located at the intersection of Oasis Road and Highway 260 provides for an ideal commercial site. A general plan amendment and zoning map change will both need to be initiated and approved for the district change. The process is as follows:

**General Plan Amendment:**

As can be seen above, the current Land Use Designation is PUBLIC FACILITIES. Per the current adopted General Plan for the Town, chapter 1 (CRITERIA), there are two types of General Plan Amendments, a major or a minor. This amendment would be a minor amendment.

Attached, is a copy of the Land Use Map showing the current land use designations of the subject and surrounding properties. There is low density to the east and open space to the west.

**Zoning Map Change:**

As can be seen above, the current zoning for the subject property is R1L-70. Attached is a Map showing the current zoning surrounding the subject parcel.

**General Plan Amendment and Zone Change** would take approximately 10 weeks to complete, putting aside any difficulties. A C2 zoning district would be recommended since there is that same type of zoning further up Hwy. 260 to the east.

**Recommendation:** Move to authorize the Manager to initiate a General Plan Amendment from Public Facilities to Commercial and to Rezone from R1L-70 to C2 for the Town-owned Oasis property, parcel 403-23-152A located at the corner of the Hwy 260 bypass and Oasis Road.

Finance Review:  Budgeted  Unbudgeted  N/A

Finance Director Comments:

Attorney Review:  Yes  No  N/A

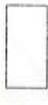
Attorney Comments: N/A

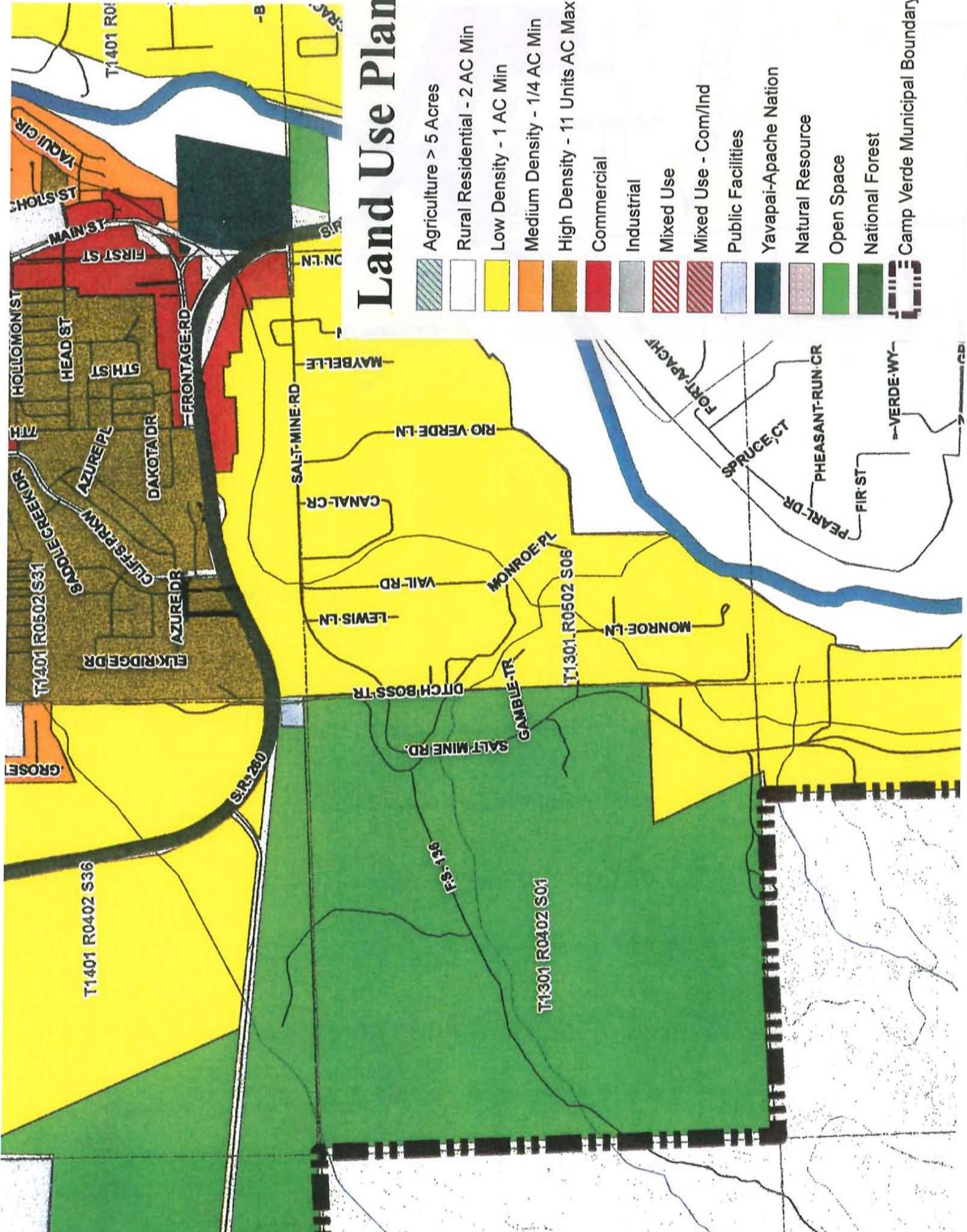
Submitting Department: Town Manager

Action Report prepared by: C. Brown

Contact Person: Michael K. Scannell *MKS*  
Mike Jenkins *by*  
*CJB*

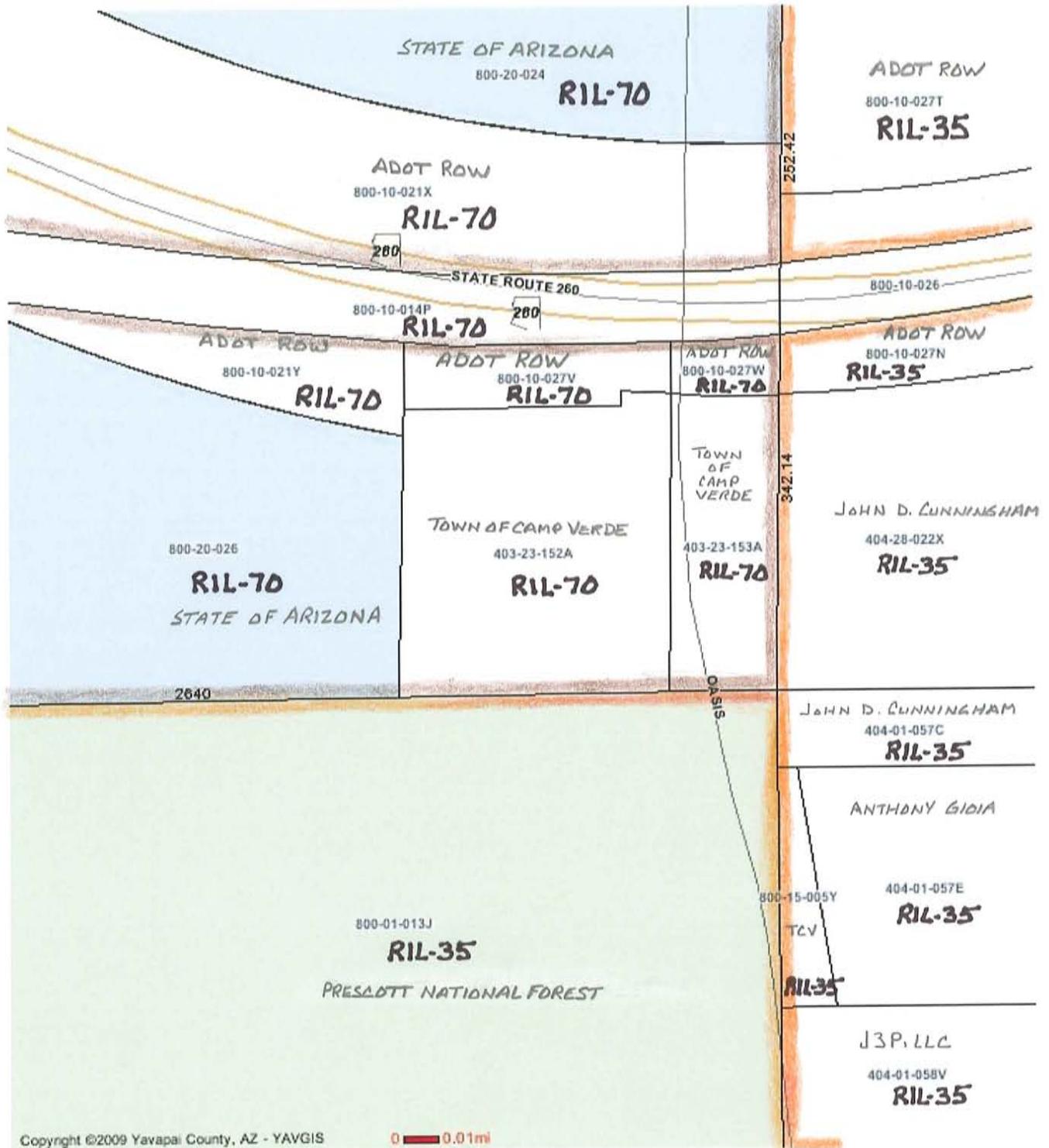
# Land Use Plan

-  Agriculture > 5 Acres
-  Rural Residential - 2 AC Min
-  Low Density - 1 AC Min
-  Medium Density - 1/4 AC Min
-  High Density - 11 Units AC Max
-  Commercial
-  Industrial
-  Mixed Use
-  Mixed Use - Com/Ind
-  Public Facilities
-  Yavapai-Apache Nation
-  Natural Resource
-  Open Space
-  National Forest
-  Camp Verde Municipal Boundary



Yavapai County, AZ

Printed: 11/30/2009



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0 0.01mi

Map scale = 1:1675

- RIL-35
- RIL-70

#13



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Subject:** IGA/Resolution relative to Fort Verde State Historic Park

**Agenda Title:** DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2009-787 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE ("TOWN") AND THE ARIZONA STATE PARKS BOARD ("BOARD") ALLOWING THE TOWN TO PROVIDE AN ADDITIONAL FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK ("PARK") IN ORDER TO SUPPORT THE STAFFING OF THE PARK THROUGH JUNE 30, 2010.

**Purpose and Background Information:**

Resolution 2009-787 supersedes Resolution 2009-791. Resolution 2009-791 was adopted October 21, 2009 via attached IGA Ref. No. PR 10-013 mf 11-4-09) and provided for a short term, stop-gap measure, to develop a funding agreement in an amount of \$16,000 with the State Parks Department for the period September 11, 2009 through December 31, 2009 to ensure that the operational status of Fort Verde Historic State Park continued unabated.

The \$16,000 previously contributed has been utilized to provide staffing for Fort Verde State Historic Park by Arizona State Parks, as contemplated. In order to extend the operations of the park through June 30, 2009, at current staffing levels, it requires additional funding in the amount of \$18,000 which is reflected in the amended IGA/Resolution 2009-787 .

If you approve the amended IGA, the grand total contributed to Arizona State Parks by the Town for FY 2010 will be \$34,000 (\$18,000 + \$16,000).

**Recommendation:** MOVE TO APPROVE RESOLUTION 2009-787 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE ("TOWN") AND THE ARIZONA STATE PARKS BOARD ("BOARD") ALLOWING THE TOWN TO PROVIDE AN ADDITIONAL FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK ("PARK") IN ORDER TO SUPPORT THE STAFFING OF THE PARK THROUGH JUNE 30, 2010.

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

Although, this is an unbudgeted item, an amount of \$18,000 (as per the amended IGA) would be appropriated from the contingency fund in order to help support staffing levels at the fort through June 30, 2010

**Finance Director Comments:**

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

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

**Contact Person:** Michael K. Scannell

## TOWN OF CAMP VERDE



### Resolution 2009-787

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE ("TOWN") AND THE ARIZONA STATE PARKS BOARD ("BOARD") ALLOWING THE TOWN TO PROVIDE ADDITIONAL FUNDING OF \$18,000 FOR FORT VERDE STATE HISTORIC PARK ("PARK") IN ORDER TO SUPPORT THE OPERATION OF THE PARK THROUGH JUNE 30, 2010.**

**WHEREAS**, the BOARD is the owner of, and has the authority to manage the PARK, and additionally has the responsibility pursuant to A.R.S. § 41-511.04 (A)(2) and (7) including the acquisition, planning, administration, management and development of state historic sites, and a historic preservation program; and

**WHEREAS**, the BOARD operates the PARK to provide a quality visitor experience while maintaining and protecting the artifacts, archives and integrity of this historic resource; and

**WHEREAS**, The TOWN and the BOARD recognize the importance of the PARK, both to the TOWN and to the citizens of the State of Arizona, and the need for a stable funding stream to operate the PARK; and

**WHEREAS**, on September 9, 2009 the Town Council unanimously directed the TOWN Manager to work with the BOARD to develop an agreement to help fund the operation of the PARK, and has previously authorized the expenditure in an amount of \$16,000 with the State Parks Department for the period September 11, 2009 through December 31, 2009 to ensure that the operational status of Fort Verde Historic State Park continues unabated. The \$16,000 previously contributed will be combined with an additional \$18,000 (total of \$34,000) which will be utilized by Arizona State Parks in order to support the staffing of the park through June 30, 2010.

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS:**

1. Pursuant to the terms of the amended IGA, the TOWN shall provide \$18,000 to the BOARD to fund two seasonal ranger positions at the PARK. Those two rangers will be stationed at the PARK from the date of the filing of the amended IGA with the Secretary of State through June 30, 2010.

**Resolution 2009- 791**

Page 1 of 2

2. Payment by the TOWN to the BOARD shall be made within 30 days of the full execution of the IGA.
3. The IGA is entered into and is effective as of the date filed with the Arizona Secretary of State and expires June 30, 2010.
4. The IGA may be extended for additional one-year period, upon written agreement executed by both parties therein 30-calendar days prior to expiration of the current term.

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 16th day of December, 2009 by a vote of \_\_\_ ayes and \_\_\_ nay.

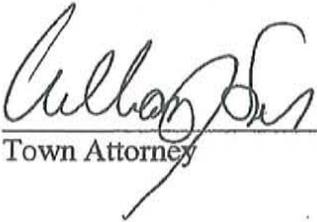
\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**Contract Amendment**

Contract Number: PR10-016  
Amendment No.: 1

Arizona State Parks  
1300 W Washington  
Phoenix, AZ 85007

Vendor Name: Town of Camp Verde  
Issue Date: December 3, 2009

Contract Officer: Margaret Fernandez  
Phone: (602) 542-6937  
Fax: (602) 542-6949

Amend the above-mentioned agreement as follows:

1. Replace the IGA number PR10-013 with PR10-016.
2. In Section D1, replaced December 31, 2009 with **June 30, 2010**, and increasing the original \$16,000 funding to State Parks by an **additional \$18,000** for total of \$34,000 to continue the operations of the PARK through June 30, 2010.
3. In Section E1, replaced *December 31, 2009* with **June 30, 2010**.
4. In Section F1, replaced *December 31, 2009* with **June 30, 2010**.
5. All other provisions of this contract shall remain the same.

Please review, sign and return this Contract Amendment to the Contract Officer.

ARIZONA STATE PARKS:			TOWN OF CAMP VERDE:		
Signature	Date		Signature	Date	
Renée E. Bahl, Executive Director			Bob Burnside, Mayor		
Arizona State Parks Board			Town of Camp Verde		
1300 W. Washington			473 S. Main Street, Ste. 102		
Phoenix, AZ 85007			Camp Verde, AZ 86322		
City	State	Zip	City	State	Zip

**RESERVED FOR THE ATTORNEY GENERAL**

**RESERVED FOR THE TOWN OF CAMP VERDE ATTORNEY**

Attorney General has been reviewed pursuant to A.R.S. 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General this

I have reviewed the Intergovernmental Agreement between Arizona State Parks Board and the Town of Camp Verde and declare this agreement to be in proper form and within the powers of authority granted to the TOWN under the laws of the State of Arizona this

\_\_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_ day of \_\_\_\_\_, 2009

*TERRY GODDARD*  
The Attorney General

Signature

Date

Assistant Attorney General

**RESERVED FOR THE SECRETARY OF STATE**

**RESERVED FOR THE TOWN CLERK**

I, \_\_\_\_\_, TOWN Clerk of the Town of Camp Verde, do hereby certify that the foregoing and attached Intergovernmental Agreement between the Arizona State Parks Board and the Town of Camp Verde, was passed and adopted by the Town Council of the Town of Camp Verde, at the regular meeting held this

\_\_\_\_\_ day of \_\_\_\_\_, 2009

Signature

Date

 MOYES SELLERS & SIMS

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WILLIAM J. SIMS III • 602-604-2120 • wjsims@lawms.com  
1850 N. Central Ave., #1100 • Phoenix, AZ 85004 • fax 602.274.9135

December 9, 2009

Carol Brown  
Town of Camp Verde  
473 South Main Street  
Camp Verde, Arizona 86322

Re: Arizona State Parks Contract Amendment

Dear Carol:

I have reviewed, approved and executed the State Parks Contract Amendment to fund the continued operations of the Fort Verde State Park through June 30, 2010.

I understand that State Parks will be submitting a revised IGA amendment to acknowledge the Town's payment of the additional \$18,000 and affirming the obligation of Arizona State Parks to continue operations of the Fort Verde State Park through June 30, 2010.

Sincerely,



William J. Sims III

## TOWN OF CAMP VERDE



### Resolution 2009-791

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT (“IGA”) BETWEEN THE TOWN OF CAMP VERDE (“TOWN”) AND THE ARIZONA STATE PARKS BOARD (“BOARD”) ALLOWING THE TOWN TO PROVIDE FUNDING FOR FORT VERDE STATE HISTORIC PARK (“PARK”) IN ORDER TO SUPPORT THE OPERATION OF THE PARK.**

**WHEREAS**, the BOARD is the owner of, and has the authority to manage the PARK, and additionally has the responsibility pursuant to A.R.S. § 41-511.04 (A)(2) and (7) including the acquisition, planning, administration, management and development of state historic sites, and a historic preservation program; and

**WHEREAS**, the BOARD operates the PARK to provide a quality visitor experience while maintaining and protecting the artifacts, archives and integrity of this historic resource; and

**WHEREAS**, The TOWN and the BOARD recognize the importance of the PARK, both to the TOWN and to the citizens of the State of Arizona, and the need for a stable funding stream to operate the PARK; and

**WHEREAS**, on September 9, 2009 the Town Council unanimously directed the TOWN Manager to work with the BOARD to develop an agreement to help fund the operation of the PARK, and has authorized the expenditure in an amount of \$16,000 with the State Parks Department for the period September 11, 2009 through December 31, 2009 to ensure that the operational status of Fort Verde Historic State Park continues unabated.

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS:**

1. Pursuant to the terms of the IGA, the TOWN shall provide \$16,000 to the BOARD to fund two seasonal ranger positions at the PARK. Those two rangers will be stationed at the PARK from the date of the filing of the IGA with the Secretary of State through December 31, 2009.

**Resolution 2009- 791**

Page 1 of 2

2. Payment by the TOWN to the BOARD shall be made within 30 days of the full execution of the IGA.
3. The IGA is entered into and is effective as of the date filed with the Arizona Secretary of State and expires December 31, 2009.
4. The IGA may be extended for two additional one-year periods, upon written agreement executed by both parties therein 30-calendar days prior to expiration of the current term.

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 21st day of October, 2009 by a vote of \_\_ ayes and \_\_ nay.

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

\_\_\_\_\_  
Date

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



## INTERGOVERNMENTAL AGREEMENT

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

ASP IGA Ref No. PR10-013 mf 11-4-09

TOWN Ref No.

RE: Fort Verde Supplementary Funding

Page 1 of 5

Issued: October 5, 2009

### A. PURPOSE:

This Intergovernmental Agreement ("AGREEMENT") is made between the TOWN OF CAMP VERDE (the "TOWN"), a municipal corporation of the State of Arizona and the ARIZONA STATE PARKS BOARD ("the BOARD"), an agency of the State of Arizona. This AGREEMENT is created to be a vehicle to allow the TOWN to provide funding for FORT VERDE STATE HISTORIC PARK (PARK) to support the operation of the PARK.

### B. AUTHORITIES:

#### 1. BOARD Authority:

- A. ARS § 11-951, et seq. authorizes public agencies to enter into Intergovernmental Agreements for the joint exercise of common powers.
- B. ARS § 41-511.04 (A)(6) authorizes agreements with other states or local governmental units, private societies or persons for the development and protection of state parks.
- C. ARS § 41-511.04 (A)(8) authorizes the BOARD to advise, assist and cooperate with federal and state agencies, political subdivisions of this state and other persons in identifying and preserving properties of historic or prehistoric significance.
- D. ARS § 41-511.04 (C) establishes the Partnership Fund which may receive monies from an intergovernmental agreement.
- E. ARS § 41-511.05 (2) authorizes the making of agreements reasonably necessary to perform the BOARD'S duties.
- F. ARS § 41-511.11 (C)(1) if a political subdivision provides at least one hundred fifty thousand dollars annually through an Intergovernmental Agreement for operating a state historic park within its boundaries, the BOARD shall separately account for the revenues collected at that park and shall spend those revenues and the monies provided by the political subdivision solely for operating, managing and developing that park.

#### 2. TOWN Authority:

- A. ARS § 9-494, a city or town may establish and maintain public parks, and acquire, hold and improve real property for that purpose.
- B. ARS § 11-951, et seq. authorizes public agencies to enter into Intergovernmental Agreements for the joint exercise of common powers.
- C. On September 9, 2009 the Town Council unanimously directed the TOWN's Manager to work with the BOARD to develop an agreement to help fund the operation of the PARK, and has authorized the expenditure of up to \$20,000 for this purpose.

### C. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

1. The BOARD operates the PARK to provide a quality visitor experience while maintaining and protecting the artifacts, archives and integrity of this historic resource.
2. The operation of the PARK provides positive economic stimulus to the TOWN. Demand for the TOWN'S goods and services is enhanced by PARK visitation.
3. The TOWN and the BOARD recognize the importance of the PARK, both to the TOWN and to the citizens of the State of Arizona, and the need for a stable funding stream to operate the PARK.



## INTERGOVERNMENTAL AGREEMENT

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

ASP IGA Ref No. PR10-013 mf 11-4-09

TOWN Ref No.

RE: Fort Verde Supplementary Funding

Page 2 of 5

Issued: October 5, 2009

4. On September 9, 2009 the Town Council unanimously directed the TOWN's Manager to work with the BOARD to develop an agreement to help fund the operation of the PARK, and has authorized the expenditure of up to \$20,000 for this purpose.
5. The provision of funds, by the TOWN, to operate the PARK and the acceptance of those funds by the BOARD, enhances the mutual objectives of the TOWN and the BOARD.

### D. THE TOWN SHALL:

1. Provide \$16,000 to the BOARD to fund two seasonal ranger positions at the PARK. Those two rangers will be stationed at the PARK from the date of the filing of this agreement with the Secretary of State through December 31, 2009.
2. Pursuant to Section E1 and 2 below, payment by the TOWN to the BOARD shall be made within 30 days of the full execution of this AGREEMENT.

### E. THE BOARD SHALL:

1. Accept the payment of \$16,000 from the TOWN to fund two seasonal ranger positions at the PARK, effective no later than 30 days after this agreement is in effect and shall continue through December 31, 2009.
2. The monies shall be placed in the PARTNERSHIP FUND ("the FUND") established by A.R.S. § 41-511.04(c) and used at the discretion of the BOARD for the purposes described in this AGREEMENT.
3. Operate, which includes but is not limited to, opening the PARK to the public from the hours of 9:00 a.m. – 5:00 p.m. five days per week, Thursday through Monday, for the remainder of the 2009 calendar year.

### F. EFFECTIVE DATE, DURATION, EXTENSION AND TERMINATION:

1. Effective Date and Duration: This AGREEMENT is entered into and is effective as of the date filed with the Arizona Secretary of State and expires December 31, 2009.
2. Extension: This AGREEMENT may be extended for two additional one-year periods, upon written agreement executed by both parties herein 30-calendar days prior to expiration of the current term.
3. Termination: This AGREEMENT may be terminated by either party upon 30-days written notice to the other party of its intention to terminate, and all funds deposited into the Fund, but not earned, shall be returned to the TOWN within ten (10) days after the termination date.



**INTERGOVERNMENTAL AGREEMENT**

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

ASP IGA Ref No. PR10-013 mf 11-4-09

TOWN Ref No.

RE: Fort Verde Supplementary Funding

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Issued: October 5, 2009

**G. PRINCIPAL CONTACTS.** The principal contacts for this AGREEMENT are:

**Program Administration:**

**TOWN**

Michael Scannell  
Town Manager  
473 S. Main St., Ste. 102  
Camp Verde, AZ 86322  
Phone: 928-567-6631  
Fax: 928-567-8291

**BOARD Contact**

Janet Hawks  
Chief of Operations  
Arizona State Parks  
1300 West Washington  
Phoenix, AZ 85007  
Phone: 602-542-7150  
FAX: 602-542-4180

**Contract Administration:**

**TOWN Contact**

Carol Brown  
Assistant to Town Manager  
473 S. Main St., Ste. 102  
Camp Verde, AZ 86322  
Phone: 928-567-6631, Ext. 106  
Email: [cjbrown@cvaz.org](mailto:cjbrown@cvaz.org)

**BOARD Contact**

Margaret Fernandez,  
Contract Officer  
1300 West Washington, Room 220  
Phoenix, AZ 85007  
Phone: 602-542-6937  
Email: [mjf2@azstateparks.gov](mailto:mjf2@azstateparks.gov)

Any notice, demand or request required or authorized by this AGREEMENT to be given or made to or upon the parties to this AGREEMENT shall be deemed properly given or made if delivered to or mailed postage prepaid to the above named persons. Notice is effective on the date of actual receipt or three (3) days after the date of mailing, whichever is earlier.

The designation of the person to or upon whom any notice, demand or request is to be given or made or the address of such person, may be changed at any time by notice given in the same manner as provided in this section for other notices.

**H. GENERAL TERMS AND CONDITIONS:**

- 1. Modifications:** Modifications within the scope of this AGREEMENT shall be made by mutual consent of the Parties, only by the issuance of a written modification, signed and dated by all Parties, prior to any changes being performed.
- 2. Equal Opportunity/Non-Discrimination:** The Parties shall comply with Executive Order 75-5 as modified by Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex national origin or disability.



## INTERGOVERNMENTAL AGREEMENT

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

ASP IGA Ref No. PR10-013 mf 11-4-09

TOWN Ref No.

RE: Fort Verde Supplementary Funding

Page 4 of 5

Issued: October 5, 2009

3. Non-Availability Of Funds: This AGREEMENT shall be subject to available funding, and nothing in this AGREEMENT shall bind either party to expenditures in excess of funds appropriated and allotted for the purposes outlined in this AGREEMENT.
4. Illegal Immigration: The parties agree to comply with Executive Order 2005-30, "Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors", the provisions of which are hereby incorporated by reference.
5. No Partnership or Joint Venture: Nothing contained in this AGREEMENT shall be deemed or construed to create a partnership or joint venture between either party, and neither party shall be responsible in any way for the activities, debts, contracts, obligations or acts, negligent or otherwise, of the other, it being expressly agreed that this AGREEMENT is an arrangement between two independent parties in which the identity of each party is maintained as it was prior to this AGREEMENT.
6. Prohibition of Assignment: The respective rights under this AGREEMENT may not be assigned without the prior written consent of the parties hereto and any purported assignment without such consent shall be void and of no effect.
7. Arizona Law: This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Arizona.
8. Records: Pursuant to A.R.S. § 35-214, all books, accounts, reports, files and other records relating to this AGREEMENT shall be subject at all reasonable times to inspection by the State of Arizona for five years after the completion of this AGREEMENT. Such records shall be reproduced as designated by the State of Arizona.
9. Arbitration: The parties agree to use arbitration to resolve disputes arising out of this AGREEMENT to the extent required by A.R.S. § 12-1518.
10. Conflict of Interest: This AGREEMENT is subject to cancellation by the State under A.R.S. 38-511 if any person significantly involved in the AGREEMENT on behalf of the State is an employee or consultant of the contractor at any time while the AGREEMENT or any extension of the agreement is in effect.
11. Indemnification: Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, BOARD, is self insured per A.R.S. § 41-621.



**INTERGOVERNMENTAL AGREEMENT**

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

ASP IGA Ref No. P<sup>R</sup>I<sup>O</sup>-013 mf 11-4-09

TOWN Ref No.

RE: Fort Verde Supplementary Funding

Page 5 of 5

Issued: October 5, 2009

**I. INTERGOVERNMENTAL AGREEMENT REQUIREMENTS:**

Attached is the authenticated copy of the TOWN's action authorizing participation to enter into this AGREEMENT.

**J. SIGNATURE AUTHORITY:**

1. This AGREEMENT is entered into and is effective as of the date filed with the Arizona Secretary of State.
2. By signing below, the signer certifies the authority to enter into this AGREEMENT and has read the foregoing and agrees to accept the provisions herein.

**ARIZONA STATE PARKS:**

**TOWN OF CAMP VERDE:**

*Renée E. Bahl* 4 Nov 09  
Signature Date

*Bob Burnside*  
Signature Date

Renée E. Bahl, Executive Director  
Typed Name and Title

Bob Burnside, Mayor  
Typed Name and Title

Arizona State Parks Board  
Entity Name

Town of Camp Verde  
Entity Name

1300 W. Washington  
Address

473 S. Main Street, Ste. 102  
Address

Phoenix, AZ 85007  
City State Zip

Camp Verde, AZ 86322  
City State Zip

**RESERVED FOR THE ATTORNEY GENERAL**

**RESERVED FOR THE TOWN OF CAMP VERDE ATTORNEY**

Attorney General No. KR09 \_\_\_\_\_ -LNR-  
PAR, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General this

I have reviewed the Intergovernmental Agreement between Arizona State Parks Board and the Town of Camp Verde and declare this agreement to be in proper form and within the powers of authority granted to the TOWN under the laws of the State of Arizona this

4<sup>th</sup> day of November, 2009

27 day of October, 2009

TERRY GODDARD  
The Attorney General

*(Signature)*  
Signature TOWN Attorney

*Terru Hachler*  
Signature Date  
Assistant Attorney General

**RESERVED FOR THE SECRETARY OF STATE**

**RESERVED FOR THE TOWN CLERK**

No. 31210  
Filed with the Secretary of State

Date Filed: 11/4/09

*Kim Benz*  
Secretary of State

I, DEBORAH BARBER, TOWN Clerk of the Town of Camp Verde, do hereby certify that the foregoing and attached Intergovernmental Agreement between the Arizona State Parks Board and the Town of Camp Verde, was passed and adopted by the Town Council of the Town of Camp Verde, at the regular meeting held this

\_\_\_\_\_ day of \_\_\_\_\_, 2009

By: *KBenz*

*Deborah Barber*  
Signature Date  
TOWN Clerk

# 14



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Subject:** Authorization for the Town Manager to begin a series of conversations with the Town Managers of Clarkdale and Cottonwood relative to assessing the relative merits, financial and operational, associated with consolidating the Camp Verde Magistrate Court with another Magistrate Court in the Verde Valley.

**Agenda Title:**

**Discussion, consideration and possible authorization for the Town Manager to meet with the Town Manager's of Clarkdale and Cottonwood for the purpose of exploring our options relative to consolidating the Camp Verde Magistrate Court with another Magistrate Court in the Verde Valley.** Staff Resource: Michael K. Scannell

**Purpose and Background Information:**

While staffing and delivering Magistrate Court services in the Town of Camp Verde has been of long standing, I submit that the fiscal constraints we are experiencing presently and which we will likely continue to experience for the foreseeable future dictates that we examine all of our options relative to alternative means of delivering Magistrate Court services. Consolidation of Magistrate Courts is an option which is set forth in the Arizona Revised Statutes. Toward that end, I am recommending that I be authorized to begin an analysis; the objective of which will be to assess our options relative to consolidating our Magistrate Court with another Magistrate Court in the Verde Valley. The primary objective of the analysis would be to determine whether doing so would be cost effective and in the best interests of the Town of Camp Verde.

**Recommendation:**

Move that the Town Manager be authorized to initiate an analysis of the relative merits, financial and otherwise, associated with consolidating our Magistrate Court with another Magistrate Court in the Verde Valley.

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

**Finance Director Comments:**

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

**Attorney Comments:** N/A

**Submitting Department:** Town Manager

**Action Report prepared by:** C. Brown

**Contact Person:** Michael K. Scannell

#15



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** December 16, 2009

**Meeting Type:** Regular Session

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

**Subject:** Implementation of a four-day workweek for the employee workforce

**Agenda Title:**

Discussion, consideration and possible authorization for the Manager to transition the employee workforce, less and except those employees who are assigned to twenty-four hour operations (law enforcement patrol officers and dispatchers), to a 4-day workweek, (generally, Monday through Thursday) on day one of the pay period which begins closest to January 1, 2010. (Staff Resource: Michael K. Scannell)

**Purpose and Background Information:**

The concept of a four day workweek is being advanced to you for your consideration solely because of my interest in reducing our expenditures in order to maintain a high degree of fiscal prudence while at the same time not adversely impacting the public whom we serve. The reduction in costs I would expect to achieve, should you approve the plan that I have advanced, is estimated to approximate fourteen thousand dollars (\$14,000) per annum. Expressed as a percentage of our overall energy costs, the savings we anticipate achieving approximates ten (10) to fifteen (15) percent of our overall energy expenses. The direct savings we will achieve is tied to the manner with which the four-day, ten hour per day, workweek schedule would be implemented. You have two options to consider relative to implementing the plan in terms of its applicability. Those options are enumerated below.

*Option 1:* Public Works/Parks, Finance, Administration, Magistrate Court, Community Development and the Camp Verde Community Library will yield an annualized energy cost savings of approximately \$15,000.

*Option 2:* – All of those activities enumerated in *Option 1* above, less and except the *Camp Verde Community Library* will yield an annualized energy cost savings of approximately \$14,000.

If you elected to implement option 1 as outlined above, the Towns hours of operations would be as follows:

For all offices other than the Library, our schedule of operations on days other than designated holidays would be Monday through Thursday 7:00 am to 6:00 pm (closed Fridays as the Town has markedly less calls and requests for customer service than on other days of the week)

In the case of the Library, Gerry Laurito, Camp Verde Library Director, recommends that the library be staffed and open for operation on Tuesday, Wednesday, Thursday between the hours of 8:00 a.m. and 7:00 p.m.; and Saturday between the hours of 8:00 a.m. and 4:00 p.m. The total hours of operation for the library will be 41 hours with employees working 40 hours (or less for the employees that work part-time).

**Recommendation:** Move to accept Option 1 which calls for the following schedule:

- 1) For all offices other than the Library, our schedule of operations, on days other than designated holidays, will be Monday through Thursday 7:00 am to 6:00 pm (closed Fridays as the Town has markedly less calls and requests for customer service than on other days of the week). In the case of the Library, the facility will be staffed and open for operation on Tuesday, Wednesday, Thursday between the hours of 8:00 a.m. and 7:00 p.m.; and Saturday between the hours of 8:00 a.m. and 4:00 p.m.

- 2) Direct the Town Manager to implement the four-day, ten-hour day work schedule on day one of the pay period which begins closest to January 1, 2010.

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

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

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

**Contact Person:**  Michael K. Scannell