

AGENDA



**REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 21, 2005
at 6:30 P.M.**

1. **Call to Order**

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

2. **Roll Call**

3. **Pledge of Allegiance**

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

a) **Approval of the Minutes:**

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

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

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

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

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

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

6. **Discussion, consideration, and possible appointment of six (6) members to the Housing Commission and one (1) appointment to the Parks & Recreation Commission. The Parks & Rec position is to fill the term that expires in September 2006.**

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

- a. **Hire a Code Enforcement Official** (This is a budgeted position.)
- b. **Hire a Planner or Planning Assistant** (This is an unbudgeted position. However, funds are available to fund the position in other line items within the departmental budget.)

- c. **Remodeling: create a second public entrance at the 'Employee Only' entrance point; reduce conference room space to create additional office space.** (This work is unbudgeted and will be done by Town Maintenance staff.)
 - d. **Purchase jeep for \$4,500, leaving \$8,500 to purchase an administrative staff vehicle.** (This is a budgeted item.)
8. **Public Hearing #2 regarding use of FY 2006 CDBG funds and possible selection of potential project(s) for the FY 2006 CDBG application:**
 - **Call for STAFF PRESENTATION**
 - **Estimated amount of CDBG funds available from both the FY 2006 Regional Account and State Special Projects accounts.**
 - **Types of activities that may be funded with CDBG funds and the three National Objectives.**
 - **Previously funded CDBG programs and projects and the status of each.**
 - **Complaint and Grievance Procedures.**
 - **Projects or programs proposed by Council and staff for CDBG funding from both the Regional and State Special Projects accounts.**
 - **Declare PUBLIC HEARING OPEN**
 - **Opportunity for any person, including those who have requested technical assistance to present potential CDBG projects for funding consideration.**
 - **Request for other written or verbal comments relating to the Town's housing and community needs, priorities, or projects.**
 - **Declare PUBLIC HEARING CLOSED**
 - **Call for COUNCIL DISCUSSION and possible selection of project(s) for the FY 2006 CDBG application.**
9. **Discussion, consideration, and possible approval for the Court to use \$12,000 from the CIP fund and \$6,000 from Local Court Enhancement monies for remodeling the Court offices to prepare space for the new filing system, built-in workstations, storage area, install solid core doors in chambers, recarpeting, and paint. The Court Enhancement funds will be used for bulletproofing, pass through windows, and a portion of the used filing system that was purchased through State Surplus. This is a budgeted item in the CIP.**
10. **Discussion, consideration, and possible direction to staff concerning terms and lease amounts for the six (6) lessees at Rio Verde Plaza.**
11. **Discussion, consideration, and possible award of contract to Baker Engineering in the amount of \$17,397 for additional design services for the property located at 348 S. Main Street in connection with the Main Street Beautification Project. This is an unbudgeted item from HURF.**
12. **Discussion, consideration, and possible direction to staff concerning the abandonment of a portion of right-of-way on Old Highway 279.**
13. **Discussion, consideration, and possible selection criteria for liaison committee members to work with TishlerBise on development fees.**
14. **Discussion, consideration, and possible direction to staff to enter into escrow for the purchase of the property (APN 404-19-018C) for the Black Bridge Riverside Park. This is a budgeted item from Park Contingency. Note: Council may vote to go into Executive Session pursuant to ARS §431.03.A7 for discussions or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.**

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

There will be no Public Input on the following items:

16. **Advanced Approvals of Town Expenditures**

17. **Manager/Staff Report**

18. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

19. **Adjournment**

Posted by: 

Date/Time: 12-16-05 11:55 a.m.

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

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

**MINUTES
JOINT WORK SESSION
with the
MAYOR and COMMON COUNCIL
and Planning & Zoning Commission
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 14, 2005
6:30 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 6:32 P.M.

2. **Roll Call**

Mayor Gioia, Vice Mayor Jackie Baker, Howard Parrish, Brenda Hauser, Ron Smith and Bob Kovacovich.

P&Z Commissioners Robert Foreman and Mike Parry

Also Present

Town Manager Bill Lee, Community Development Director Will Wright, Sr. Planner Nancy Buckle, and Receptionist Jenna Paulsen

3. **Review of the planning process to be used in developing a Design Review ordinance and to define the direction of the draft Historic Overview and Purpose and Vision Statements.**

Mike Garner and Matt Morris of Casa Verde Consulting Planning and Design made a presentation. They advised that the time line for drafting the Ordinance would be approximately 6 months with five work sessions. Council discussed what they would like to see for our town. Commissioner Foreman stated that he saw no need for a design review ordinance or using consultants. Commissioner Parry favored a design review ordinance.

Public Comment:

Robert Johnson said that he would like to see Limestone and Sandstone used.

Norma Garrison asked why we were in such a hurry to initiate this program. Mayor Gioia explained to here that we are growing quickly and that we to have something in place.

4. **Adjournment**

On a motion my Brenda Hauser, seconded by Bob Kovacovich, the meeting was adjourned at 8:05.

Tony Gioia, Mayor

Jenna Paulsen, Recording Secretary

CERTIFICATION

I HEREBY CERTIFY THAT THE FORGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Joint Work Session of the Town Council and Planning & Zoning Commission of Camp Verde, Arizona held on the 14th day of December 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2005

Deborah Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
73 S. Main Street, Room #106
WEDNESDAY, DECEMBER 7, 2005
at 6:30 P.M.**

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

1. **Call to Order**
The meeting was called to order at 6:27 p.m.

2. **Roll Call**
Mayor Gioia, Vice-Mayor Baker, Councilors Hauser, Smith, Kovacovich, and Parrish were present.

Also Present: Town Manager Bill Lee, Town Attorney Brad Woodford, Finance Director Dane Bullard, P&Z Chairperson Robert Foreman, Town Clerk Debbie Barber, Deputy Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Councilor Parrish, followed by a moment of silence in remembrance of December 7, 1941.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) November 16, 2005 – Regular Session
 - 2) November 9, 2005 – Work Session
 - b) **Set Next Meeting, Date and Time:**
 - 1) Joint Work Session w/ P&Z Commission – December 14, 2005 at 6:30 p.m.
 - 2) Regular Session – December 21, 2005 at 6: 30 p.m.
 - 3) Council Hears P&Z – December 28, 2005 at 6:30 p.m.. – **CANCELLED**
 - 4) Regular Session – January 4, 2006 at 6:30 p.m.
 - 5) Work Session – January 11, 2006 at 6:30 p.m.
 - 6) Regular Session – January 18, 2006 at 6:30 p.m.
 - 7) Council Hears P&Z – January 25, 2006 at 6:30 p.m.
 - c) **Possible approval of Resolution 2005-672, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing the week of 12/12/05 as *Business Appreciation Week*.**
 - d) **Possible recommendation of approval of Special Event Liquor Licenses for the purposes of Fund Raising for American Legion Post #93 for the following dates: January 7, 2006, February 4, 2006, March 4, 2006, April 1, 2006, May 6, 2006, June 3, 2006, and July 1, 2006.**
 - e) **Possible approval to confirm Judge Bluff and Assistant Magistrate Harry Cipriano as Juvenile Hearing Officers, per ARS §8-323A and Administrative Order number 2005-13.**
 - f) **Possible approval of Election Services Agreement utilizing Yavapai County Election Services for all municipal elections.**
 - g) **Possible approval of the Chamber of Commerce quarterly drawdown in the amount of \$11,250. This is a budgeted item in the General Fund.**
 - h) **Possible acceptance of the following streets: North Via Linda, West Calle Panorama, North Via Silverado, and West Calle Salida of the Las Estancias Subdivision Unit II (Final Plat approved by Resolution 2004-612) and Unit III (Final Plat approved by Resolution 2005-632).**

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

On a motion by Gioia, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, deferring Items (c), (h) and (i) for discussion.

On a motion by Gioia, seconded by Hauser, the Council unanimously adopted Resolution 2005-672, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing the week of 12/12/05 as *Business Appreciation Week*.

On a motion by Baker, seconded by Hauser, the Council voted unanimously to remove Item (e) from the Consent Agenda for further consideration.

On a motion by Gioia, seconded by Kovacovich, the Council voted unanimously to amend Item (e) to approve and confirm Judge Bluff as the Juvenile Hearing Officer.

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to return Items (h) and (i) to the Planning & Zoning Commission for review and appropriate action.

Mayor Gioia requested that Item 4(c) be pulled; Councilor Hauser also requested that Items 4(h) and (i) be pulled for discussion. The discussion of Item (c) drew special attention to and extended appreciation for the participation of the Main Street property owners in the beautification process.

Attorney Woodford requested that Item 4 (e) be revisited in order to correct the erroneous inclusion of the Assistant Magistrate who had not been appointed by the County as required; only Magistrate Bluff had been assigned by the Presiding Judge as the Juvenile Hearing Officer.

Items (h) and (i) were addressed during the discussion that questioned accepting the subject streets prior to completing the chip and seal repairs, and amending a Final Plat by removing certain parcels that had apparently been included in error. The discussion included an explanation that streets are usually given conditional approval to assist the developer in obtaining funding; it was decided that the proposed resolution should be amended to specify that approval is provisional based on the completion of the chip and seal repairs. There was no staff available to explain the reason for requesting the removal of parcels and amending the Final Plat for the Las Estancias Subdivision 2, although it was pointed out that work had already been completed on some of the streets in those parcels. The Council moved to return both Items (h) and (i) to the Planning & Zoning Commission in order for staff to correct the discrepancies as noted and prepare the appropriate documentation to submit to Council.

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

There was no public input.

6. **Discussion, consideration, and possible acceptance of Council Member Chet Teague's resignation, with appreciation for his dedication and service to the community.**

On a motion by Hauser, seconded by Gioia, the Council unanimously accepted the resignation of Council Member Chet Teague, with regret.

It was acknowledged that the role of a Council member is a difficult one to fill for the community, and that the choice made by Councilor Teague to resign was also difficult, but arrived at because of increasing work and family pressures and frustration at not being able to spend the time he

felt was necessary. Teague was commended for his efforts to serve the community, and it was agreed he had been an asset to the Council and he would be sadly missed.

There was no public input.

7. Discussion, consideration, and possible direction to staff concerning the appointment of a member to fill Council Member Teague's term that expires in June 2007.

Staff was directed to schedule the meeting of January 18th for review and selection of the person that the Council feels would be best qualified; the public was advised that anyone interested in appointment to the Council should write a letter and/or contact Council members to express their desire.

The Council reviewed the qualities that are important in serving as Council members, primarily retaining individuality, acting as a dedicated community representative, and being willing to work hard and share knowledge in order to help provide effective leadership. It was acknowledged that time and community input was needed in order to arrive at the best decision for a replacement. Any interested members of the community were urged to submit letters of intent, with a special invitation for younger individuals to become involved in civic participation. Those persons interested were also encouraged to speak with Council members on an individual basis.

There was no public input.

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

Staff was directed to continue working with the committee with the objectives remaining the same, adding new members, and charged with looking at all avenues for improvement of the delineated Townsite, without the redevelopment designation, and working from the same map in reviewing and inputting updates.

BACKGROUND

After introduction by Lee, the consultant Dave Fackler presented an update on the work done on the Redevelopment Plan for approximately one and a half years. He explained the need for the proposed Resolution of Necessity containing certain terminology in order to meet the gist of State law, acknowledging the inflammatory nature of the words, "slum and blight." Mr. Fackler reviewed the criteria used in establishing the proposed redevelopment area, stressing the benefits to be gained by going forward and establishing the district and drafting a redevelopment plan with public participation through a series of meetings with property owners and with the P&Z Commission and ultimately presenting the plan to Town Council for adoption. He also acknowledged the public's concern about the use of the power of eminent domain, and pointed out that the Resolution specifically prohibits use of that power.

The Council discussed with Mr. Fackler alternate options for improvements to the properties, including use of CDBG funding, which he explained would be possible but considerably more restrictive than the activities allowed under a Redevelopment Area Plan, citing examples. Mr. Fackler explained that the economic development tools available through declaring a property "deficient" would help the owner bring the property up to code, again reviewing the strict requirement of the law to specify the existence of "slum and blight," however objectionable that terminology might be. There was also discussion about the apparent lack of notification to the property owners or miscommunication regarding the steps being taken. The community concern over the power of eminent domain, its uses, and its restriction included in the proposed Resolution were also discussed in detail.

PUBLIC INPUT

Harold Vanguilder, Pastor of First Southern Baptist Church, expressed his belief that the Redevelopment Plan is a good idea, and although his church would not be eligible for redevelopment funding he volunteered to be a participant in the redevelopment efforts, which ultimately would also benefit the church.

Norma Garrison voiced her strenuous objection to the entire apparently "underhanded" process that had been followed, based on documents and facts she had compiled through investigation and research and personal contacts with staff, the consultant, and door-to-door canvassing of individual property owners. She demanded that decisions should be made through Camp Verde public and neighborhood input, not by a committee that obviously is guided by an outside consultant. Ms. Garrison challenged the Council to form a committee that will work hard to accumulate information and submit a program that will work.

Bob Womack echoed the sentiments expressed by Ms. Garrison, adding that there does not seem to be enough respect for personal property rights in Camp Verde. There has to be an effort to balance growth sensibly while protecting personal property rights.

Betty Zellner confirmed that Ms. Garrison had been instrumental in informing people about what is happening, knocking on doors, and participating in the recent meeting. She believes that the process has been pushed through too quickly, with too little information, and not enough involvement by the residents.

Don Jensen requested a list of what is wrong with his property; he would like to cooperate and start working on it.

Dave Freeman said he had chosen to live in Camp Verde approximately a year ago, having moved from California, where he said he had seen communities mismanaged into a place no longer desirable to live in. By guiding growth, Camp Verde can remain the vital community it is; the community should define the community.

There was no further public input.

Following their statements in opposition to the redevelopment plan each of those speakers was invited to participate in the Committee, and agreed to do so. The Council further discussed the proposed Resolution, expressed strong opposition to approving it, and issued an appeal to the community to remain involved. Lee requested clarification of the function of the committee that has existed and the process it would continue to be working on. Mr. Fackler acknowledged the failure of the proposed resolution, and also questioned what the committee would now be charged with. He then recommended that the redevelopment effort be terminated and suggested that the committee be reassigned as a Neighborhood Improvement Committee to explore all options for improvement of the designated area.

A recess was called at 8:17 p.m.; the meeting was called back to order at 8:31 p.m.

9. **Discussion, consideration, and possible approval of requested funding by the Verde Valley Veterans for transportation to medical care facilities.**

On a motion by Gioia, seconded by Baker, the Council voted unanimously to approve \$2500 for support of the Verde Valley Veterans transportation expenses.

On a motion by Baker, seconded by Parrish, the Council voted unanimously to amend the original motion, to approve the amount of \$3000 for support of the Verde Valley Veterans transportation expenses.

Manager Lee referred to the letter received from the Verde Valley Veterans organization requesting funding, adding that there is about \$36,000 in LTAF funds that could be used for transportation; the group helps transport veterans to and from hospitals and medical appointments. The Council confirmed that last year and probably in other years an amount has been donated to the group, and their service to the veterans is important.

There was no public input.

10. **Discussion, consideration, and possible approval of sale of alcohol at special events and authorization to purchase liquor liability insurance for five (5) major special events under one policy for \$6,224.94.**

On a motion by Smith, seconded by Baker, the Council unanimously approved the sale of alcohol at special events and authorized the purchase of liquor liability insurance for five (5) major special events under one policy for the amount of \$6,224.94.

Parks & Recreation Director Moore reported that pursuant to directions from Council the staff has obtained a quote for one policy to cover the five major special events. During the Council discussion it was pointed out that the quote had been provided by one of the risk carrier administrator's markets, and probably would not be improved by shopping around. Purchasing the one policy at this time will save staff time in getting insurance for each event as they come up.

There was no public input.

11. **Discussion, consideration, and possible authorization to continue/discontinue the partnership with the Discovery Program for the after school program.**

On a motion by Hauser, seconded by Gioia, the Council unanimously authorized the requested amount of up to \$1400 to retain two employees in the Discovery Program through the end of school in August.

Lee explained that the program is funded by a grant that Parks & Recreation has worked through for the last three years. Director Moore said that the grant had ended in September, and in order to continue the program it is necessary to fund the continued employment of the two youth staff workers until the end of the school year, in the amount of \$1320 to \$1400. There was a brief discussion and agreement that the Town of Camp Verde would focus back on what the town provides for the children in its own summer program, after finishing out the activities with the Discovery Program for the school year.

There was no public input.

12. **Discussion, consideration, and possible approval of a \$3,000 annual increase or a reduction of hours for the Transcriptionist position.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved a \$3,000 annual increase for the Transcriptionist position.

Town Clerk Barber explained that the increase in hours spent in meetings in the past months has in effect substantially lowered the average hourly rate based on the Transcriptionist's current annual contract amount. A brief discussion with Ms. Harper confirmed that a reduction in hours would only shift a burden to other members of the Clerk's team, and it was decided that the equitable solution would be to increase the contract amount.

There was no public input.

13. **Discussion, consideration, and possible reclassification of the Clerk's Office Receptionist position to Administrative Assistant position. This change will not extend the employee's probationary period.**

On a motion by Baker, seconded by Parrish, the Council voted unanimously to reclassify the Clerk's Office Receptionist position to Administrative Assistant position and grade level, with a salary increase of \$4,734 including all related benefits.

On a motion by Gioia, seconded by Parrish, the Council voted unanimously to amend the original motion to retain the title of Receptionist.

Town Clerk Barber described the actual duties that the Receptionist position involves, plus the willingness and proven ability of the Receptionist to perform all that is asked of her while learning and assuming even more responsibilities. Barber said that her skills, duties and responsibilities are equal to those handled by other departments' Administrative Assistants, and the position should be reclassified from Receptionist to Administrative Assistant at the higher grade level. Manager Lee expressed full support for the Clerk's request for the change. Barber explained that the pay increase would be covered by funds available in other line items in the Clerk's budget. During the discussion there was a request to not change the job title, but agreement that the salary grade should be raised.

There was no public input.

14. **Discussion, consideration, and possible direction to staff to mail the "20 Points to Know about Impact Fees" flyer provided by Paul Tischler.**

Staff was directed to proceed to put the mailing program together as discussed, bring it back to Council, and if approved a decision regarding a possible dollar amount can be made.

Lee explained that the intent of staff was to create an informational packet to be mailed to the community in an effort to give the community a better understanding about impact fees in anticipation of the Town possibly adopting impact fees in the future. The Council discussed the flyer provided by Paul Tischler, and agreed that such a flyer should be made easier for the public to understand, and that the final version should come back to Council for review and approval to go forward with it.

PUBLIC INPUT

Suzy Burnside said she is not a proponent of impact fees; however, she complimented the Council on the recently published article in the Bugle, that it was interesting and very readable, and a very effective way to communicate. Ms. Burnside suggested that the requested funding for the mailing would be better used for the committee that will be working on the neighborhood improvement issue to conduct surveys.

Bob Womack questioned the consistency of the Council in asking for public comments; he suggested that using public money in effect to politicize an issue such as impact fees is wrong.

The Council offered the defense that not all education is political, and using public funds to educate the community is important wherever and in which form the opportunity exists. Lee suggested that any funding for the mailing could be considered when the program is put together and brought back to Council for approval.

There was no further public input.

15. **Discussion, consideration, and possible approval of the TischlerBise, Inc. contract in the amount of \$18,300 to complete the impact fee study related to water system capacity.**

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to continue Item 15.

STAFF REPORT

December 5, 2005

Council meeting of: December 21, 2005

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

Title: Consideration and possible Council approval of a Participation Agreement between the Municipal Court and the Supreme Court for the Dept Set Off Program for 2006.

Is this a budgeted item: _____ YES _____ NO Not applicable

Description of Item:

Possible approval of a participation agreement between the Camp Verde Municipal Court and the Supreme Court for the Dept Set Off Program. This is a program wherein the court can collect outstanding monies due by intercepting defendant's State Tax refunds. We have entered into this agreement since 2003. A new agreement is required for each new year.

Staff Recommendation: Approve agreement so we can continue to collect old monies due.

Comments: As of this date, this year, we have intercepted \$4,660.87 thru this process.

Attachments: 2 YES _____ NO

Prepared by: Hon. Michael Bluff

**Debt Setoff Program
Participation Agreement
Year 2006 Claims Submission**

Participants in the Administrative Office of the Courts (AOC) Debt Setoff Program (DSO) agree to the following:

- A. The DSO staff **will not** manually enter, delete, reduce or increase (modify) claim amounts or a Social Security number (SSN) on behalf of the participant. It is agreed the only time the DSO staff will modify a claim amount is when it is necessary to apply payment or clear a negative claim amount.
- B. 1. The DSO staff **is not** liable for any fee if an interception occurs erroneously on a debtor or because of an incorrect SSN. All claims forwarded to the DOR from the DSO staff are submitted and/or provided to the DSO staff by the participant. The participant will be responsible for any applicable fee(s).
2. If, for some unforeseeable reason, the participant is unable to submit or provide the DSO staff with an update to an existing claim and the DSO staff is requested to manually update the claim, the DSO staff **will not** be liable for any fee or error if an interception occurs. Updates to claims are the responsibility of the participant, not the DSO staff.
- C. Participants who do not use the Tax Intercept Program (TIP) software will submit new claims and updates (deletions, reductions and increases) to the DSO staff in a readable file format via FTP. If the DSO staff is unable to read or update their files from the data submitted and an intercept occurs the participant will be responsible for the applicable fee(s). If the DSO staff determines a file is not in a readable file format, it will be returned and the participant is responsible for its correction.
- D. 1. Participants using the TIP software who are on the Arizona Judicial Information Network (AJIN) and whose claim information is **not** being extracted from the courts AZTEC database are responsible for keeping their claims updated daily in TIP.
2. Participants using the TIP software who are on the AJIN network and whose claim information is being extracted from the courts AZTEC database are responsible for keeping their AZTEC case information updated daily for cases where data for a TIP claim has been extracted from the case.
3. Participants using the TIP software who are not on the AJIN network will submit new claims and updates (deletions, reductions and increases) to existing claims via FTP or e-mail.
- E. Participants will submit new claims and updates (deletions, reductions and increases) throughout the year. The DSO staff **will not** delete and/or modify any claim from previous years' submissions without updates received from participant and all claims will remain from year to year unless participant is notified of a change by the DSO staff.
- F. 1. The DSO staff requires a two-week (14-day) time period from the date updates are received to process internally and forward to the DOR. If an interception occurs within 14 days of reducing a claim to zero, the participant will still be responsible for the applicable fee(s). If an interception has occurred after the two-week time period, the participant may dispute the fee, but the dispute must be in writing and substantial documentation must be provided to the DSO staff.
2. When the DSO staff invoices the participant for payment of the DOR intercept fee(s), it is the responsibility of the participant to remit payment to the DSO staff **within 30 days**. Upon receipt of an invoice for DOR intercept fee(s), a participant may dispute a fee, but the dispute must be in writing and substantial documentation must be provided to the DSO staff.

If a dispute cannot be resolved between the DSO staff and the participant, the DSO staff and the participant will each be responsible for paying an equal portion of the fee(s).

- G. As a courtesy to the participant, the DSO staff will e-mail a confirmation report to all participants who have submitted DB, CL or PN files for accuracy. The participant is obligated to report any discrepancies upon receipt of the report, or if no report is received, to the DSO staff.
- H. In the event there is a delay in the DOR sending the DSO staff interceptions to be finalized (45 - calendar days from the intercept create date) and the debtor pays off the balance of their claim upon receipt of the DOR notification letter, it is the participants' responsibility to charge the debtor the applicable fee(s) when payment is rendered or certify the interception for the applicable fee(s).
- I. Interceptions should be processed upon receipt. If the interception is not finalized by the participant by the 30th day, the TIP software will auto finalize the interception and the full available refund will be released to the debtor. Any fee(s) incurred because an interception auto finalized is the responsibility of the participant.
- J. It is the responsibility of the participant to follow the DSO/DOR weekly transmission schedule. The participant understands this schedule is a seasonal¹ schedule and is subject to change without prior notification. The participant is obligated to contact the DSO staff if the participant does not receive a pendout file (interceptions) according to the scheduled day.
- K. The DSO staff reserves the right to change time-lines on an as needed basis, but will give as much notice as possible to the participant prior to any change.
- L. Lottery participation is automatic. All claims in the DSO program will be flagged for Lottery interception. If a participant chooses not to participate in the Lottery, a request must be submitted in writing and attached to the annual participation agreement forms.

Camp Verde Municipal Court

Participant Name (Court/Agency Name)

Primary Contact Signature

Jennie Ray

12-5-05
Date

Supervising Authority Signature

[Signature]

12/5/05
Date

¹Seasonal transmission schedule is as follows: "Tax season" Jan. 1-June 30, "Off-tax season" July 1-Dec. 31 and is available at <http://supreme22/ctserv/caunit/dso.htm> or upon request.

Arizona Debt Setoff Program
Notification of Claimant Participation
Year 2006 Claims Submission

Participant Name: CAMP VERDE MUNICIPAL
(Court/Agency Name)

Data Transmission (Non-AJIN and/or Non-TIP participants only need to answer):
Claims submitted to the DSO by way of: () E-Mail () FTP

Street Address: 473 S. Main St, Camp Verde Az Zip Code: 86322
Mailing Address: P.O. Box 4078 Camp Verde Az Zip Code: 86322

Primary Contact: (Main person processing claims)
Name: Jennie Chavez
Title: Court Clerk
Phone # (928) 567-6635 Fax # (928) 567-9049
E-Mail Address: (Claim files and correspondence for program will be sent to this e-mail address)
JChavez@Courts.sp.state.az.us

Backup Contact: (Processes claims if primary contact is unavailable)
Name: Sharon McCormick
Title: Court Clerk
Phone # (928) 567-6635 Fax # (928) 567-9049
E-Mail Address: (Processes claims if primary contact is unavailable)
SMcCormic@Courts.sp.state.az.us

Program Coordinator/Director: (Supervises primary and backup contacts and is able to approve invoices for payment)
Name: _____
Title: _____
Phone # (____) _____ Fax # (____) _____

Does agency collect for Adult Probation? Yes () No Juvenile Probation? Yes () No

The Court/Agency name and phone number below will be printed on the interception notification letter the debtor receives from the DOR. Please provide the phone number you wish to have the debtor contact.

Camp Verde Municipal Court (928) 567-6635
Court/Agency Name Telephone Number the taxpayers can call if an interceptions occurs.

Please return both forms to:
Administrative Office of the Courts
Court Services Division
Attn Debt Setoff Program
1501 W Washington, Suite 103
Phoenix AZ 85007

9/13/2005

Net Off Statement

Example

1354 Camp Verde MN
 473 So. Main St.
 PO Box 4078
 Camp Verde AZ 86322

Pending Id	SSN	Name	Tracking Number	Amount Intercepted	Amount to Send to Court	Fee
Intercepted						
238214	600038735	VALLES, ANGELA A		\$25.00	\$16.00	\$9.00
241072	550972479	BROWN, RANDI R		\$100.00	\$91.00	\$9.00
244756	527670477	TAHY, ART AG		\$108.00	\$99.00	\$9.00
246295	600243497	CHAVEZ, RAMONA R		\$49.00	\$40.00	\$9.00
249984	557597170	ATCHISON, MICHAEL M		\$48.50	\$44.00	\$4.50
250345	585823163	NUTUMYA, ROSELLA RA		\$33.34	\$30.34	\$3.00
251122	601101378	KIRKWOOD, EDWARD EA		\$549.00	\$540.00	\$9.00
251774	055621859	ALLEN, FLOYD F		\$30.50	\$26.00	\$4.50
252832	526908563	NEZ, ROBERT R		\$65.50	\$61.00	\$4.50
253547	530336460	PETERSON, ERIC EJ		\$33.33	\$30.33	\$3.00
254909	601666699	EREAS, ARTURO AE		\$133.00	\$124.00	\$9.00
256314	527430578	COOPS, MARVIN MG		\$51.50	\$47.00	\$4.50
256589	527870599	KESOLI, LELIS L		\$206.00	\$197.00	\$9.00
256603	527877172	KELLY, KEVIN KR		\$13.50	\$9.00	\$4.50
257200	585823163	NUTUMYA, ROSELLA RA		\$33.34	\$30.34	\$3.00
257201	585823163	NUTUMYA, ROSELLA RA		\$33.66	\$30.66	\$3.00
258931	527737044	HAZELWOOD, IDA I		\$100.00	\$91.00	\$9.00
264388	585903450	BAKER, ALITA A		\$48.50	\$44.00	\$4.50
264795	601101378	KIRKWOOD, EDWARD EA		\$103.70	\$94.70	\$9.00
265066	601787038	HICKS, AMANDA A		\$116.00	\$107.00	\$9.00
266643	600424792	SANDOVAL, DANIEL DR		\$887.00	\$878.00	\$9.00
268585	533649720	OSTERT, CINDY CL		\$142.00	\$133.00	\$9.00
268599	538745697	FRIDAY, BRENDA B		\$59.00	\$50.00	\$9.00
269479	601035637	VARLANDOS, NICOLE ND		\$39.00	\$34.50	\$4.50
270532	527277712	NORMAN, DARRELL DD		\$137.00	\$128.00	\$9.00
272492	601011025	FUNKHOUSER JR, REUBEN RI		\$178.00	\$169.00	\$9.00
274507	526672848	BAILEY, MICHELLE ML		\$5.80	\$4.00	\$1.80
274838	545394932	HEGNA, DANIEL DR		\$64.00	\$55.00	\$9.00
277362	600165748	FLICK, DANIEL DP		\$157.00	\$148.00	\$9.00
278268	526197097	GROSS, JOYCE JD		\$196.00	\$187.00	\$9.00
279653	600057001	ALLEN, HOPKINS MA		\$214.00	\$205.00	\$9.00
279914	526659108	PISTOL, TAMMY TS		\$54.00	\$45.00	\$9.00
281649	569716661	SMITH, DON DL		\$103.00	\$94.00	\$9.00
282489	600071277	GIORGIANNI, MICHAEL MR		\$49.00	\$40.00	\$9.00
283921	526955740	ESQUIVEL, JOSEPH J		\$82.50	\$78.00	\$4.50

9/13/2005

Set Off Statement

1354 Camp Verde MN
473 So. Main St.
PO Box 4078
Camp Verde AZ 86322

Pending Id	SSN	Name	Tracking Number	Amount Intercepted	Amount to Send to Court	Fee
Intercepted						
286681	564781585	STOKES, KAREN K		\$64.00	\$55.00	\$9.00
289616	600660750	PARKS, NATHAN N		\$46.00	\$37.00	\$9.00
290918	365949776	RODGERS, DUANE DR		\$56.00	\$47.00	\$9.00
291674	558891712	FREEMAN, HAMILTON HL		\$30.00	\$21.00	\$9.00
296924	526545101	OLIVIER, RONALD R		\$100.00	\$91.00	\$9.00
304317	554558877	GOODRICH, TODD TK		\$329.00	\$320.00	\$9.00
309903	600099752	HANCOCK, SHONTEL DS		\$98.00	\$89.00	\$9.00
Total Intercepted Amount				\$4,971.67	\$4,660.87	\$310.80

STAFF REPORT

Council Meeting of: December 21, 2005

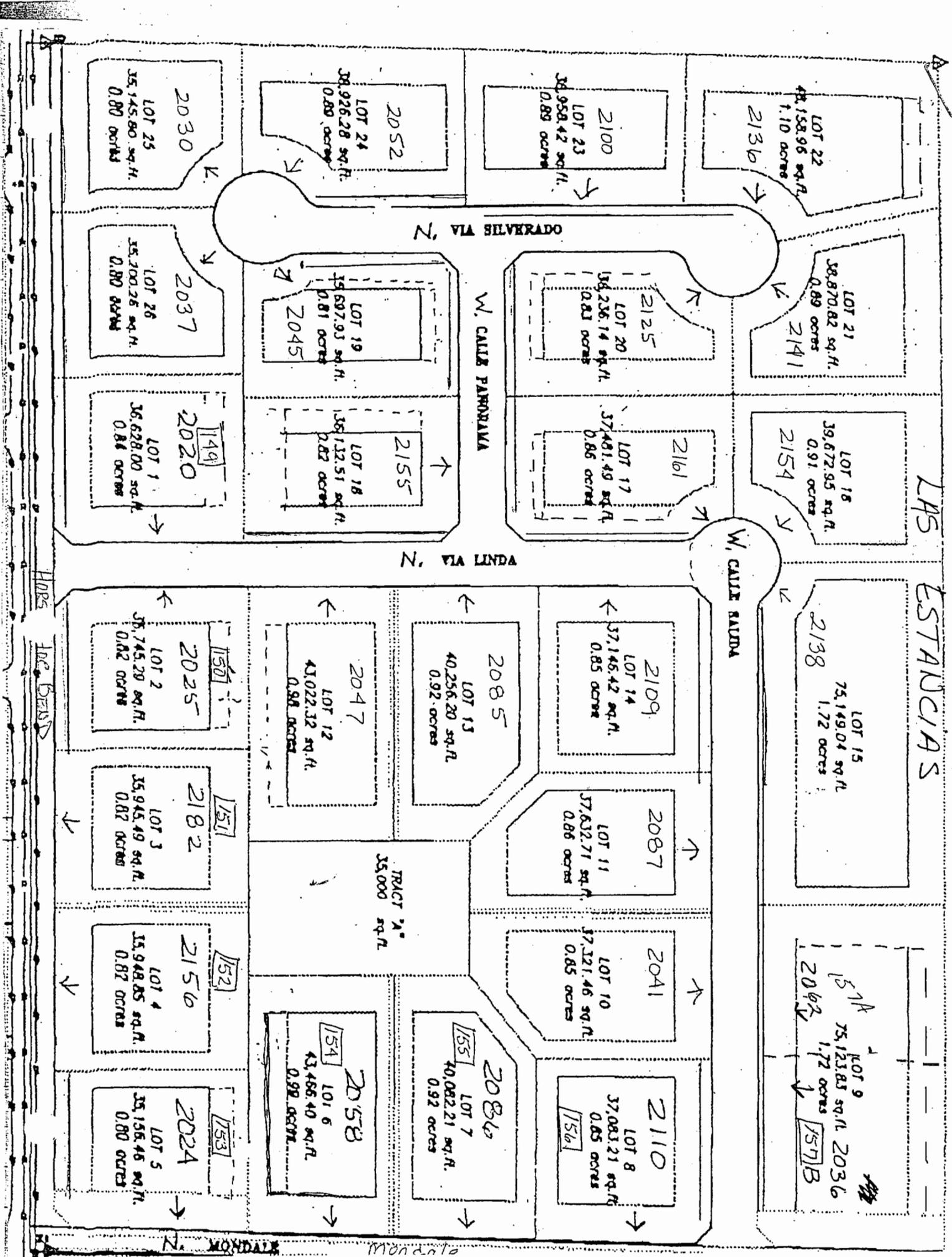
Title: Acceptance of the following streets, namely: North Via Linda; West Calle Panorama; North Via Silverado; and West Calle Salida of the Las Estancias Subdivision Unit II (approved October 2004) and Unit III (approved March 2005).

Description Of Item: The developer for the Las Estancias Units II and III subdivision has completed the construction of the above listed streets in the residential subdivision approved by Council. Both the Town Engineer and streets supervisor have reviewed the construction of North Via Linda, West Calle Panorama, North Via Silverado, and West Calle Salida streets and found they meet the Town's Uniform Standards Specification as approved by Council. However, Mondale, which has already been accepted, needs to be chip sealed due to the Council's direction at the time these final plats were considered by the Council earlier this year. It is also important to note, that the amended Final Plat for Unit II, which will be taken to the P&Z Commission and brought before the Council in January, 2006, will not have any effect on these streets.

Recommended Council Action: Staff recommends (see Street Supervisor's memo) that Council accept the following streets, namely: North Via Linda, West Calle Panorama, North Via Silverado and West Calle Salida as they meet the construction standards approved by Council and shown on the Final Plats for the Las Estancias Subdivision Unit II and III with the understanding that Mondale will be chip sealed when weather permits.

Attachments: Yes

Prepared by: Will Wright



2030
LOT 25
35,145.80 sq. ft.
0.80 acres

2037
LOT 26
35,200.25 sq. ft.
0.80 acres

2020
LOT 1
36,628.00 sq. ft.
0.84 acres

2025
LOT 2
35,745.20 sq. ft.
0.82 acres

2182
LOT 3
35,945.49 sq. ft.
0.82 acres

2156
LOT 4
35,948.85 sq. ft.
0.82 acres

2024
LOT 5
35,156.46 sq. ft.
0.80 acres

2052
LOT 24
38,926.28 sq. ft.
0.89 acres

2045
LOT 19
35,697.93 sq. ft.
0.81 acres

2155
LOT 18
36,132.51 sq. ft.
0.82 acres

2047
LOT 12
43,022.32 sq. ft.
0.98 acres

2058
LOT 6
43,466.40 sq. ft.
0.99 acres

2100
LOT 23
36,958.42 sq. ft.
0.85 acres

2125
LOT 20
36,236.14 sq. ft.
0.83 acres

2161
LOT 17
37,481.49 sq. ft.
0.86 acres

2109
LOT 14
37,146.42 sq. ft.
0.85 acres

2087
LOT 11
37,632.71 sq. ft.
0.86 acres

2041
LOT 10
37,321.46 sq. ft.
0.85 acres

2110
LOT 8
37,083.21 sq. ft.
0.85 acres

2136
LOT 22
41,158.96 sq. ft.
1.10 acres

2141
LOT 21
38,870.82 sq. ft.
0.89 acres

2154
LOT 18
39,672.95 sq. ft.
0.91 acres

2138
LOT 15
75,149.04 sq. ft.
1.72 acres

2036
LOT 9
75,123.83 sq. ft.
1.72 acres

VIA SILVERADO

VIA LINDA

W. CALLE PARORAMA

W. CALLE SAUDA

TRACT A
35,000 sq. ft.

LPS ESTADOCIAS

MONDALE

Mondate

Memo

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

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

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

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

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



Marvin Buckel

Street Inspector

RESOLUTION 2004-612

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING FINAL PLAT 2004-04 FOR LAS ESTANCIAS UNIT 2 SUBDIVISION LOCATED ON 13.58 ACRES CONSISTING OF PARCELS 403-19-216H, 403-19-216J, AND 403-20-159. THIS PROJECT IS LOCATED NORTH OF HORSESHOE BEND AND WEST OF THE MONDALE EXTENSION.

WHEREAS, a request for a final plat (2004-04) approval was filed by Mr. Tom Pender, agent, for Las Estancias at Camp Verde LLC, owner of the 13.58 acres consisting of tax parcels 403-19-216H, 403-19-216J, AND 403-20-159, for Las Estancias Unit 2, and

WHEREAS, a revised preliminary plat was heard by the Planning Commission on June 6, 2002 and by the Common Council on June 26, 2002 in public hearings that were advertised and posted according to state law, and

WHEREAS, the purpose of the Final Plat is to allow for the development of a residential subdivision and to subdivide 13.58 acres consisting of parcels 403-19-216H, 403-19-216J, AND 403-20-159 into 12 lots and

WHEREAS, the construction plans have been reviewed and approved by the town engineer, Arizona Engineering and

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

NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE, TO ADOPT FINAL PLAT 2004-04 FOR LAS ESTANCIAS UNIT 2 WITH THE FOLLOWING STIPULATIONS AS AGREED UPON BY THE DEVELOPER:

1. Requirements for curb, gutter and sidewalks have been waived and the developer will install rolled curbs and an earthen path.
- * 2. The existing Mondale Lane within Unit 1 of the subdivision be patched, cracked sealed, oiled, and re-chip sealed.
3. Manhole in Mondale brought to level of roadway.

PASSED AND APPROVED by a majority vote of the Town Council of Camp Verde, Arizona, this 6TH day of October 2004.

Mitch Dickinson
Mitch Dickinson, Mayor

Date: Oct. 20, 2004

Approved as to Form:

C. Brad Woodford
Town Attorney

Attest: Deborah Barber-10-25-04
Deborah Barber, Town Clerk

4e)

Possible approval of Resolution 2004-612, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2004-04 for Las Estancias Unit 2 Subdivision located on 13.58 acres consisting of parcels 403-19-216H, 403-19-216J, and 403-20-159. This project is located north of Horseshoe Bend and west of the Mondale Extension.

On a motion by Reddell, seconded by Parrish, the Council approved Resolution 2004-612, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Final Plat 2004-04 for Las Estancias Unit 2, located off Horseshoe Bend on parcels 403-19-216H, 403-19-216J, and portions of 403-20-159, consisting of 13.58 acres, with the changing of the curbs as noted to the rolled curbs, and patching the Mondale Lane chip seal, oil and crack seal it, and fix the water valve, by a 5-1 vote, with a 'no' vote by Gioia.

*

Community Development Director Wright opened the discussion regarding **Item e)** commenting that the project had been approved before he came to the Town, and is basically an extension of what had been put down there, although he understood there have been some exceptions requested. **Tom Pender** explained the exceptions involving a change in the curbing as well as the walkway since experience has shown that the original ribbon curb and decomposed granite walkway have not held up well; the request for Phase 2 is to have a rolled curb and a dirt path, both of which modifications the staff has expressed preference for because of easier maintenance access. During the lengthy discussion regarding the proposed changes, it was pointed out that there was a water problem on Mondale Lane and the pavement appeared to need some repairs, although Mr. Pender confirmed that the original specifications for the paving were acceptable at the time it was done, in accordance with the existing ordinance and agreement with the Town, adding that asphalt paving is planned for Phase 2. Mr. Pender confirmed that he and his developer would agree to crack-seal the existing Mondale Lane and chip seal other spots and address proper grading regarding a water problem, improving it to an acceptable standard upon approval of the final plat.

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

There was no public input.

6. Public Hearing, and discussion, consideration, and possible recommendation to approve a liquor license for Salt Mine Cellars located at 212 W. Finnie Flats Road.

On a motion by Gioia, seconded by Teague, the Council unanimously recommended approval of a liquor license for Salt Mine Cellars located at 212 W. Finnie Flats Road.

Jim Redinger promised that the business would be a fun place, between the very best and the very worst, explaining that it will be a quiet place, with one of the members being a jazz pianist with friends who play violins and harps; and he would appreciate approval of the request.

7. Public Hearing, and discussion, consideration, and possible recommendation to approve a special event liquor license for the American Legion #93 for Saturday, October 16, 2004 from 9:00 a.m. to 9:00 p.m.

On a motion by Parrish, seconded by Kovacovich, the Council unanimously recommended approval of a special event liquor license for the American Legion Post 93 for Saturday, October 16, 2004 from 9:00 a.m. to 9:00 p.m.

Town Clerk Barber explained that the request was for a one-day fund-raising event to be held on October 16, 2004, and it was not required to be posted; the discussion was brief.

8.

Discussion, consideration, and possible appointment to Board of Adjustments.

On a motion by Gioia, seconded by Teague, the Council unanimously recommended appointment of Robert Johnson to the Board of Adjustments.

Town Clerk Barber advised the Council that it was found that there was still one position on the Board of Adjustments and Appeals that needed to be filled. Attempts had been made

STAFF REPORT

Council meeting of:	12-21-05 Regular Session
Title:	Discussion, consideration, and possible appointment of six (6) members to the Housing Commission and one (1) appointment to the Parks and Recreation Commission to fill the term that expires September 2006
Budgeted item:	N/A
Description of Item:	Staff has been advertising in the local newspapers to fill all commission seats. We have only received 6 applications for the Housing Commission and two applications for the Parks & Recreation Commission.
Staff Recommendation:	Appoint all six (6) applicants to the Housing Commission
Comments:	
Attachments:	yes- letters of interest from applicants for both the Housing Committee and the Parks & Recreation Commission
Prepared by:	Virginia Jones

PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (928) 567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: John McReynolds

PHYSICAL ADDRESS: 4925 N. Western Drive

MAILING ADDRESS: Same

PHONE (HOME): 567-9528 (WORK): 567-6969 e-mail _____

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- ADOT ADVISORY COMMITTEE
- BOARD OF ADJUSTMENTS
- BOARD OF APPEALS
- TRAILS & PATHWAYS COMMITTEE
- HOUSING COMMITTEE

- EQUESTRIAN FACILITY COMMITTEE
- LIBRARY ADVISORY COMMISSION
- PARKS AND RECREATION COMMISSION
- PLANNING AND ZONING COMMISSION
- TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? _____

I see the increasing need for affordable housing

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community.
Any general information you believe pertinent. _____

I served on the first appointed Council when the Town incorporated and have always been active

In the community

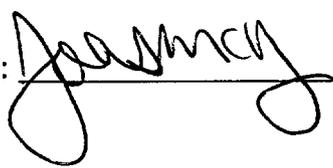
3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?
My years as a business owner and the number of years in the community

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? Plan for future, become familiar with the current housing strategy and work on affordable

Housing for our community

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____



DATE: 13 DEC 05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

10-28-05P04:48 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Ann E. Everett

PHYSICAL ADDRESS: 2065 S. Hillcrest Dr.

MAILING ADDRESS: Same

PHONE (HOME): 1-928-567-3664 (WORK): 1-928-567-9626

WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)

T-S: 10:00-4:00 AM

- | | |
|---|---|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS | <input type="checkbox"/> PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> BOARD OF APPEALS | <input type="checkbox"/> PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> TRAILS COMMITTEE | <input type="checkbox"/> TOWN COUNCIL (vacancy in middle of term) |
| <input checked="" type="checkbox"/> HOUSING COMMITTEE | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? As a member of the town Redevelopment Comm. I have seen the increasing need for affordable housing for lower income families. The projected program that the town is involved with is a program that both private & political means can work together and upgrade our downtown area.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I have lived here for 35 years and have worked in both private and public sectors. This has resulted in personal experience in renovation, building and budgeting for growth of business. My hope is to be part of long term improvement of Camp Verde housing.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? Basic success in home design and renovation. Primary concern for budget issues. My interest in the new ideas of self-help to achieve results.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? *The sphere of this committee is wide. We should encourage people to better inform themselves, plan for their future homes & provide education & economic help as it is available. If chosen for this committee, I will make time for the study involved and meeting time scheduled.*

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

n/a

SIGNATURE: *Ann E. Everett* DATE: *10/25/05*

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

10000

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

10-12-05 ATT: 05 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Bill Carter
PHYSICAL ADDRESS: 2070 S. Hillcrest Dr.
MAILING ADDRESS: SAME
PHONE (HOME): 567-0079 (WORK): 567-6474 e-mail: billcarter@az.com

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|-------------------------------------|-----------------------------|--------------------------|--|
| <input type="checkbox"/> | ADOT ADVISORY COMMITTEE | <input type="checkbox"/> | EQUESTRIAN ARENA FACILITY COMMITTEE |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input checked="" type="checkbox"/> | HOUSING COMMITTEE | <input type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? Because I live in Camp Verde and would like to participate in some town activities. Also I am concerned about housing availability for young and elderly people.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I have lived here just over 6 years although I have been visiting relatives here regularly for 35 years. I am the broker and owner of Camp Verde Realty and am very interested in the future of Camp Verde.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?
I was a production manager for Cavco Homes, also I was NATIONAL Customer Service Manager for Kaufman & Broad Homes Inc. I have a good knowledge of how homes are built and know the difference between good & bad quality.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? _____

I believe the duties are to be aware of what new housing projects are in the future and participate w/ other commission members in all necessary projects.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____

File Coch

DATE: _____

10/18/05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Virginia Jones
PHYSICAL ADDRESS: 2250 Squaw Peak
MAILING ADDRESS: PO Box 506-Camp Verde, AZ 86322
PHONE (HOME): 928-567-4223 (WORK): 928-567-6631

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|-------------------------------------|-------------------------|--------------------------|--|
| <input type="checkbox"/> | ADOT ADVISORY COMMITTEE | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> | TRAILS COMMITTEE | <input type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |
| <input checked="" type="checkbox"/> | HOUSING COMMITTEE | | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I believe the development of adequate, affordable housing is vital to Camp Verde.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I have lived in Camp Verde for 25 years, worked for the Town of Camp Verde for 9 years, Lived in the Verde Valley my entire life. As Administrative Assistant, Deputy Clerk it is my duty to become involved with the Community.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? I am a property owner, interested in the needs of the entire community and want to be involved.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? _____

The duties of the commission will be to become familiar with the current
Housing Strategy and work on affordable housing.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____

Virginia Jones

DATE: _____

9-27-05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____

STAFF CONTACTING INDIVIDUAL _____

DATE APPEARED BEFORE COUNCIL _____

DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

09-16-05A10:08 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Jeremy Beach AZNORTH Development Inc.
PHYSICAL ADDRESS: 725 Howards Rd St B
MAILING ADDRESS: Camp Verde AZ 86322
PHONE (HOME): 928.567.8808 (WORK): 928.300.4440

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- ADOT ADVISORY COMMITTEE
- BOARD OF ADJUSTMENTS
- BOARD OF APPEALS
- TRAILS COMMITTEE
- HOUSING COMMITTEE

- LIBRARY ADVISORY COMMISSION
- PARKS AND RECREATION COMMISSION
- PLANNING AND ZONING COMMISSION
- TOWN COUNCIL (vacancy in middle of term)

PLEASE ANSWER THE FOLLOWING QUESTIONS

(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? To be able address the
concerns of work force housing

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community.
Any general information you feel pertinent. We moved to C.U. in 1999. My experience includes
being a developer in Flagstaff + C.U since
1996. Having the ability for our children
to be able to work + live in C.U.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this
commission? My Company currently serves as a board
member for the affordable housing task force
for Flagstaff

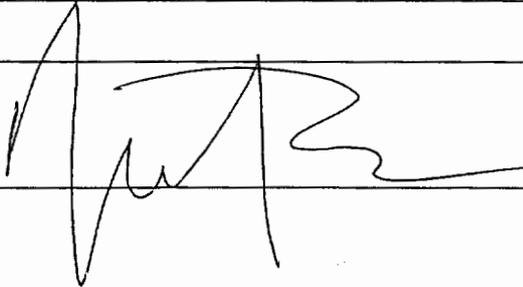
4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? _____

The duties are not yet determined. Time is a relevant term. It needs to occur before we have a much larger problem as is occurring in flagstaff.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

N/A

SIGNATURE: _____



DATE: _____

9.16.05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____

STAFF CONTACTING INDIVIDUAL _____

DATE APPEARED BEFORE COUNCIL _____

DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

CUAZ.ORG

09-02-05A11:37 RCVD

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Kathryn L. Fuller - Brown
PHYSICAL ADDRESS: Temp: 1931 S Rancho Manana, Cottonwood 86326
MAILING ADDRESS: 704 S. ^{ELK} Ridge Dr. Camp Verde Az 86322 Nov 28, 2005
PHONE (HOME): Temp 928)634-7145 (WORK): _____ e-mail KATHRYNBROWN928@aol.com

567-2111
and 11-30-05

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|-------------------------------------|-----------------------------|--------------------------|--|
| <input type="checkbox"/> | ADOT ADVISORY COMMITTEE | <input type="checkbox"/> | EQUESTRIAN ARENA FACILITY COMMITTEE |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input checked="" type="checkbox"/> | HOUSING COMMITTEE | <input type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I too, as the residents of Camp Verde expressed, there is the need for reasonably priced homes and neighborhood upkeep. I also believe in this saying. If we talk the talk, then we must walk the walk. In addition I have the knowledge of the HUD and NAACOG Programs and the financial support of ~~such~~ other programs

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent. I moved back to this area last year from Idaho because I missed Az. I have always been interested in seeing area's grow. And it's been a desire to help make that difference in some way. And I have always leaned towards the political side of life but in a small way

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?
Background in Real Estate, 11 years with Maricopa County Sheriff's Dept in Phoenix and 2 years in Idaho with Felony Probation Dept. And I have always been active in elections and involved with my party groups -

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? Under Housing Committee duties would be

establishing 1. Housing Rehabilitation 2. Homebuyer Assistance
3. Community Development, 4. Better Community Services, and
5. Affordable Housing. All of which can be time consuming and
a little difficult to put a time line to. However we can get pointers
from Az. Council of Govt (NACOG) Housing Division

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: Walter L Fuller Brown DATE: _____

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DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: BECK HUBBELL
PHYSICAL ADDRESS: 2335 GLEN ROSE DR. CAMP VERDE, AZ
MAILING ADDRESS: Same
PHONE (HOME): (928) 567-0392 (WORK):

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | |
|--|---|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS | <input checked="" type="checkbox"/> PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> BOARD OF APPEALS | <input type="checkbox"/> PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> TRAILS COMMITTEE | <input type="checkbox"/> TOWN COUNCIL (vacancy in middle of term) |
| <input type="checkbox"/> HOUSING COMMITTEE | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? HAVE VOLUNTEERED FOR A
NUMBER OF YEARS - HAVE GREAT RESPECT
FOR THE STAFF AND THEIR EFFORTS

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community.
Any general information you feel pertinent.

RETIRED VETERINARIAN - RESIDENT 10 YEARS -
MEMBER OF FRIENDS OF CAMP VERDE.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

RAISED 4 BOYS AND A GIRL - REALIZE THE
NEED FOR YOUTH ACTIVITIES -

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? _____

COMMISSIONERS OFFER ADVICE AND SUPPORT
TO STAFF. PHYSICALLY HELP WITH ACTIVITIES
IF ASKED AND ARE ABLE TO DO SO.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: _____

Boch Hubbell

DATE: _____

12/12/05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____

STAFF CONTACTING INDIVIDUAL _____

DATE APPEARED BEFORE COUNCIL _____

DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

TOWN OF CAMP VERDE
PO BOX 710
CAMP VERDE, AZ 86322
PHONE: (520)567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: Lee Wilson
PHYSICAL ADDRESS: 1487 W. Horseshoe Bend #57
MAILING ADDRESS: P.O. Box 2043
PHONE (HOME): 567-6598 (WORK): _____

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- | | | | |
|--------------------------|-------------------------|-------------------------------------|--|
| <input type="checkbox"/> | ADOT ADVISORY COMMITTEE | <input type="checkbox"/> | LIBRARY ADVISORY COMMISSION |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS | <input checked="" type="checkbox"/> | PARKS AND RECREATION COMMISSION |
| <input type="checkbox"/> | BOARD OF APPEALS | <input type="checkbox"/> | PLANNING AND ZONING COMMISSION |
| <input type="checkbox"/> | TRAILS COMMITTEE | <input type="checkbox"/> | TOWN COUNCIL (vacancy in middle of term) |
| <input type="checkbox"/> | HOUSING COMMITTEE | | |

PLEASE ANSWER THE FOLLOWING QUESTIONS
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? I have been a volunteer at Parks + Recreation for many years now, and I want to continue to serve my community thru Parks + Rec.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you feel pertinent.

I have been a Kiwanis + Friends of the Fort member and I am currently very active as a member of Friends of Camp Verde. I have volunteered to help tear down the old Mattress shop, built the new ramada + sit on all Special Event Committees.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

I have been a volunteer for so long + have spent so much time at Parks + Rec that I am familiar with all of the projects, rather it is building a park, events, programs or anything else. I also have the time to serve in whatever capacity is needed.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? I think this commission is an Advisory Board to the Dept. I would like to be part of the building of the new Park & plan to continue helping Parks & rec everyday. I am retired & I can give as many hours as what is needed.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? _____

SIGNATURE: *L. E. Wilson* DATE: 12-13-05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

DATE: November 18, 2005

TO: Members of the Camp Verde Town Council

THROUGH: Bill Lee, Town Manager

FROM: Will Wright, Community Development Director

SUBJECT: Request for Changes to the Office and Organization

This memo reviews concerns regarding the workload of the Community Development Department, which is essentially performing three basic functions, namely: 1) Building Services; 2) Planning & Zoning; and 3) Economic Development. The amount of work in each of these areas has significantly increased over the past couple of years. For example, the number of building permits with all the associated work of receiving the applications and performing a preliminary review, distributing and filing the paperwork and building plans, performing plan review, doing the inspections with culmination of the issuance of a Certificate of Occupancy continues to grow at an increasing rate.

Historically, the town received 490 permits in FY2000-2001 which had been the highest number of permits taken in until last year when the town had 529 permits. Already during the first quarter of FY2005-2006 the town has taken in 179 permits, which if this rate continues extrapolates to over 700 permits for this fiscal year. This represents about a 40% increase in the workload over last year.

It is worth noting that this increased workload is occurring with essentially the same number of personnel to perform this work, while we are making every effort to maintain a high level of service to the citizens, who are our customers. However after discussing this matter with staff, it is clear with the number of new subdivisions and the general growth occurring in our community that it will become increasing difficult to maintain service levels without additional personnel to assist.

The Council understood the growth trends and last year approved a building inspector position and we now have two building inspectors performing the plan review and inspection duties. However, the administrative workload is being handled essentially by one Administrative Assistant with the P&Z Administrative Assistant helping out when able. This is only a temporary fix that cannot last as the duties in the P&Z area are also increasing making it more difficult for the person in that position to be able to help in the building services area. Additionally, the Code Enforcement Official retired this year and we have had one of the building inspectors, who Bruce was able to train, doing those duties on an interim basis along with building inspection tasks for the last few months.

**TOWN OF CAMP VERDE
PUBLIC HEARING #2
December 21, 2005**

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 2006, the funding allocations are estimated to be:

NACOG Regional Account	\$2,553,000
State Special Projects Account	\$1,900,000
Town of Camp Verde	\$ 433,066

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	Street improvements (Hollamon Str), removal of barriers (ramada), ADA activities (restrooms)
TOTAL:	\$1,433,430	

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 no longer allowed.

TIMELINE FOR THE PROCESS

CDBG applications are due March 17, 2006. Council will select projects for funding no later than January 18, 2006.

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:

- Street improvements to complete the Hollamon Street project
- Street improvements in the Townsite Redevelopment area
- Acquisition of land for affordable housing purposes
- Housing rehabilitation
- Flood & drainage improvements
- ADA compliant entrance to Community Development offices
- Acquisition of land/buildings for economic development purposes
- Redevelopment activities
- Economic development activities
- Accessible water fountains
- Pool enclosure
- Library
- Marshal's Office

Public Requests:

- Medical Center located at the Jewell House to provide free and/or low cost medical and dental care to qualified persons.
- Senior Center building and parking improvements
- Henry Shill/Jody Kahn – road improvements to Forest Service Rd. 503 – the primitive road serves a primarily L/M neighborhood

STAFF REPORT

December 14, 2005

Council meeting of: DECEMBER 21, 2005

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

Title: Consideration and Possible Council approval for the Court to use \$12,000 of the pre-approved CIP monies to complete the remodel of the staff work area, to include security and space issues.

Is this a budgeted item: YES NO

Description of Item:

Possible approval to spend up to \$12,000 of CIP monies to relocate walls, relocate front counter, prepare space for new filing system, built-in work stations, storage area, install solid core door in chambers, re-carpeting and paint.

The Court will also spend approximately \$6,000.00 additional Local Court Enhancement monies for security issues, such as bullet proofing and pass thru windows and a portion of the used filing system purchased thru State Surplus.

Maintenance staff will remove and rebuild new walls, install used counter and new pass thru windows, repair drop ceiling and install shelving and used closet door to storage area and new or used door to chambers. Work stations and carpet will be installed by suppliers.

Staff Recommendation: Approve request to secure and make best use of existing space.

Comments:

Attachments: YES NO

Prepared by: Hon. Michael Bluff

STAFF REPORT

Council meeting of: **December 21, 2005**

Title: **Discussion, consideration and possible direction to staff regarding terms and lease amounts for the six lessees at Rio Verde Plaza.**

Budgeted item: N/A

Description of Item: In February 2005 Council directed the Town Manager to approve lease agreements through January 31, 2006 and report back to council prior to leases expiring.

Commercial square footage space rents along Main Street are between .65 and \$1.15. Currently the Rio Verde Plaza space rents for an average of .56 a square foot.

Staff Recommendation: We would recommend that rates remain the same for one more year.

Comments: All units in Rio Verde Plaza are currently leased.

Attachments: Yes – Chart with current lease agreement information

Prepared by: Bill Lee

LEASE AGREEMENTS
RIO VERDE PLAZA

Lessee Sq. Feet Monthly \$ Effective Date Expiration Date Security Deposit

Unit	Lessee	Sq. Feet	Monthly \$	Effective Date	Expiration Date	Security Deposit
Unit 1	The Artisans Guild of Camp Verde PO Box 2785 Camp Verde, AZ 86322		\$ 600.00	9/1/2004	8/31/2005	\$ 300.00
Unit 2	M. Grace O'Toole Mobilation 3655 W. Anthem Way, Suite A-109 171 Anthem, Arizona 85086		\$ 600.00	7/14/2005	7/15/2006	\$ 300.00
Unit 3	Cecilia Barreda dba Bere & Gaby's Dulceria PO Box 34 Camp Verde, AZ 86322		\$ 500.00	1/1/2005	12/31/2005	\$ 300.00
Unit 4	Christ Knight dba Knight's Royal Ballz PO Box 165 Camp Verde, AZ 86322		\$ 550.00	1/1/2005	12/31/2005	\$ 300.00
Unit 5	Outlaw Pizza	920 Sq. Feet	\$ 600.00			
Unit 6	Claudia Ward & 390 Pheasant Run Circle Camp Verde, AZ 86322		\$ 300.00 beginning May 05	2/1/2005 1st 3 months free Feb-free March-free April-fee	1/31/2006	N/A

MONTHLY TOTAL \$ 3,150.00

STAFF REPORT

Council meeting of: December 21, 2005

Title: Discussion, consideration, and possible award of contract to Michael Baker, Jr. Inc. (Baker Engineering) in the amount of \$17,937 for additional design services on the Main Street Enhancement Project for property located at 348 S. Main Street. This is an unbudgeted item from HURF Contingency.

Budgeted item: No

Description of Item: There is \$717,000 in HURF Contingency.

Staff Recommendation: Staff recommends awarding the contract to Michael Baker, Jr. Inc. (Baker Engineering).

Comments: None

Attachments: Yes

Prepared by: Bill Lee

Baker

Michael Baker Jr., Inc.
2929 North Central Avenue
Suite 800
Phoenix, Arizona 85012

December 14, 2005

602-279-1234
FAX 602-279-1411

Mr. Bill Lee
Town of Camp Verde
473 South Main St, Suite 102
Camp Verde, AZ 86322

Project: Camp Verde Main Street Enhancement

Subject: **Cost Proposal**

Dear Mr. Lee:

Attached for your consideration is our contract modification to perform additional design services for the Camp Verde Enhancement Project in accordance with the attached scope of work in the amount of \$ 17,937.

We hope that you will find this complete. Please call me directly at 602-279-1234 should you have any questions or require additional information.

Sincerely,

MICHAEL BAKER JR., INC.



Christopher P. Riviere, P.E.
Project Manager

Enclosures

ChallengeUs.

SCOPE OF SERVICES

The Consultant shall be responsible for the design work outlined in this section. The work shall conform to the standards, criteria, and requirements of this Scope of Work.

Description of Project

The project is located on Main Street in Camp Verde. The project limits are along the west side of Main Street from the intersection with Hollamon Street to the north approximately 300 feet. All work is to be done within the existing Right-of-Way and TCE owned by the Town of Camp Verde.

Design Work to Be Performed By Consultant

Project will include street parking curb and gutter, sidewalk, lighting, landscape, and the crosswalk of Hollamon St.

Design is to match the project recently completed by ADOT along Main St.

No benches or bike racks are required in the project.

Asbuilts to be provided by the Town of Camp Verde.

Federal funding through ADOT.

Town has four light poles in stock.

The light pole placed near the street at the Marcy Chiropractic office will be relocated to the back of the new sidewalk.

The cover sheet will be ADOT standard with references to ADOT removed. The border sheet to be used is ADOT standard with references to ADOT removed.

Driveways need high early concrete with fiber reinforcing.

Landscaping will be added at Marcy Chiropractor between the building and the street parking.

Other Design Work to Be Performed By Consultant

A Location Survey will be provided.

No signing, striping or traffic control plans.

Erosion Control will be covered by special provision.

Town of Camp Verde will

Provide a special provision for the rock used on the ADOT project.

Provide a special provision for the Light Pole and luminaire.

Provide a special provision for high early strength concrete to be used in driveways.

Handle all Environmental permitting.

Verify all existing utilities.

Apply for NPDES (National Pollution Discharge Elimination System) permit.

Provide the consultant all necessary geotechnical information and materials report.

MICHAEL BAKER JR., INC.
Town of Camp Verde
Downtown Enhancement
December 14, 2005

Contract No.: N/A
 Project No.: N/A
 TRACS No.: N/A
 Task No.: N/A

DERIVATION OF COST PROPOSAL
SUMMARY

(Round Figures to the nearest \$1)

ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Hours</u>	<u>Average Hourly Rate</u>	<u>Labor Costs</u>
Project Principal	1	\$59.75	\$60
Project Manager	9	\$42.69	\$384
Project Engineer	36	\$32.93	\$1,185
Technician / Drafter	32	\$22.00	\$704
Secretary / Admin.	12	\$15.75	\$189
Total Hours:	<u>90</u>		<u>2,522</u>

Total Estimated Labor:	\$2,522	EC10
Negotiated Provisional OVERHEAD @ 162.21%	<u>\$4,091</u>	EC20
Sub-Total:	\$6,613	

OTHER DIRECT COSTS

(Listed by Item at Estimated Actual Cost - NO MARKUP)

Travel	\$175	
Reproduction	\$93	
Other	\$98	
Total Estimated Other Direct Costs:	\$366	EC30

ESTIMATED OUTSIDE SERVICES AND CONSULTANTS

(Listed by Firm or Name at Estimated Cost to you - NO MARKUP)

<u>Firm</u>	<u>Cost</u>	<u>Method of Compensation</u> <u>(Baker=Spec.Rate; L.S.byTO)</u>
Heritage Land Survey & Mapping, Inc.	\$2,110	LS
Corral Dybas Group, Inc.	\$3,562	LS
Southwest Traffic Engineering	\$4,625	LS
Total Estimated Outside Services:	<u>\$10,297</u>	EC40

Total Estimated Cost to Consultant:	\$17,276	
Fee (Direct Labor + Overhead x Multiplier) @ 10.0%	\$661	EC50
TOTAL ESTIMATED COST:	<u><u>\$17,937</u></u>	


 Garry W. Rice, R.E.
 Vice President

12/14/05
 Date

MICHAEL BAKER JR., INC.
Town of Camp Verde
Downtown Enhancement
December 14, 2005

Contract No.: N/A
 Project No.: N/A
 TRACS No.: N/A
 Task No.: N/A

ESTIMATED HOURS

TASK DESCRIPTION	Project Principal	Project Manager	Project Engineer	Technican / Drafter	Secretary / Admin.	TOTAL
	\$59.75	\$42.69	\$32.93	\$22.00	\$15.75	
1. Management & Coordination	1		-	-	8	9
2. Meetings and Field Reviews	-	4	8	-	-	12
3. Final Engineering Design	-	-	20	32	-	52
4. Specifications and Estimate	-	-	8	-	4	12
6. QA/QC		5	-	-	-	5
	-				-	-
	-	-		-	-	-
	-	-		-	-	-
	-	-		-	-	-
TOTAL	1	9	36	32	12	90

MICHAEL BAKER JR., INC.
 Town of Camp Verde
 Downtown Enhancement
 December 14, 2005

Contract No.: N/A
 Project No.: N/A
 TRACS No.: N/A
 Task No.: N/A

OTHER DIRECT COSTS BREAKDOWN

Travel

Miles to Site	1	trips/month x	2	months x	180	miles/trip		
		=	360	total miles @	\$0.485	per mile =		\$175
Miles to ADOT	0	trips/month x	10	months x	14	miles/trip		
		=	0	total miles @	\$0.485	per mile =		\$0
Auto Rental (Van)	0	days @	\$100.00	per day =				\$0
Auto Rental (Fuel)	0	miles @	12	mpg @	\$1.40	per gal. =		\$0
Lodging	0	people/ @	\$55.00	per day for	0	days =		\$0
Meals	0	people/ @	\$29.50	per day for	1	days =		\$0
Airfare (Phoenix to ?)	0	people/ @	\$425.00	per person for	0	trip =		\$0
							Sub-total Travel:	\$175

Reproduction

Copies, 8.5"x11"	50	copies/month x	2	months =				
			100	copies @	\$0.05	per copy =		\$5
Copies, 11"x17"	50	copies/month x	2	months =				
			100	copies @	\$0.30	per copy =		\$30
Plots - Bond	0	sheets x	1	copy per submittal x				
	0	submittal @	6	s.f./sheet @	\$0.34	per s.f. =		\$0
Plots - Vellum	20	sheets x	1	copy per submittal x				
	1	submittal @	6	s.f./sheet @	\$0.43	per s.f. =		\$52
Plots - Mylar	0	sheets x	1	copy per submittal x				
	0	submittal @	6	s.f./sheet @	\$0.78	per s.f. =		\$0
Outside Repro.	1	submittals @ cost	1	copies per submittal x 20 sheets each				
			20	s.f./sheet @	\$0.30	per copy =		\$6
							Sub-total Reproduction:	\$93

Other

Film and Processing	0	rolls @	\$20.00	per 36 exposure roll =				\$0
Local Delivery Service	0	trips/month @	\$8.00	per trip x	4	months		\$0
Express Mail Service	1	packages/month @	\$12.00	per package x	4	months		\$48
Long Distance Phone Calls	10	calls @	\$5.00	per call =				\$50
Special Supplies		@ cost		estimate =				\$0
							Sub-total Other:	\$98

TOTAL OTHER DIRECT COSTS

\$366



December 12, 2005

Mr. Ronald Ring
Michael Baker Jr. Inc.,
2929 North Central Avenue, Suite 800
Phoenix, Arizona 85012

Subject: Landscape & Irrigation Design (Hollamon & Main Street)
Town of Camp Verde
Cost Proposal

Dear Mr. Ring:

Enclosed herewith is our cost proposal to perform Landscape Architectural Design Services for the above referenced project. Our Scope of Services are shown on the attachment.

Enclosed with this letter are the following:

Derivation of Cost Proposal
Estimated Hours
Other Direct Costs Breakdown

We hope that you will find this information complete. Please call me directly at 602-222-9822 should you have any questions or require additional information.

Sincerely,

CORRAL DYBAS GROUP, INC.

A handwritten signature in black ink, appearing to read 'Edward C. Corral', is written over a horizontal line.

Edward C. Corral, R.L.A.
Project Manager
ECC/RAD

Fee Proposal
Landscape & Irrigation Design (Hollamon & Main Street)
Scope of Services
December 12, 2005

Following is our Scope of Work, as proposed by Corral Dybas Group, Inc. (CDG) for preparing our Fee Proposal.

CDG will prepare landscape and irrigation design documents for the construction of Town of Camp Verde right-of-way at the northwest corner of Hollamon Street and Main Street. CDG will base the landscape and irrigation design on the construction documents included in the ADOT Camp Verde Main Street Project (TEA 260A (001)A) dated July 2002. CDG will prepare the design information in a format that is compatible with Town of Camp Verde standards.

Michael Baker Jr., Inc will provide all project base files and supplemental survey information for the project.

Design Work to Be Performed By Consultant:

Coordination/Progress Meetings:

CDG does not anticipate the need to attend any project coordination and or progress meetings for this design task.

Landscape Design:

CDG will prepare new landscape plans, specifications and details that will be based on the original design concept and plant palette included in the ADOT Camp Verde Main Street Project (TEA 260A (001)A) dated July 2002.

Irrigation Design:

CDG will prepare new irrigation plans, specifications and details that will be based on the original design included in the ADOT Camp Verde Main Street Project (TEA 260A (001)A) dated July 2002. CDG will utilize available As-Built plans and conduct a field review to determine irrigation needs for the project.

Post Design Services

CDG has not included hours for necessary post design services. These services will be added by separate contract modification.

Field Review/Analysis

CDG has included hours to analyze and inventory the existing irrigation system components in the field to determine irrigation needs for the project.

Corral Dybas Group, Inc
 Camp Verde Main Street
 Landscape & Irrigation Design (Hollamon & Main Street)
 December 12, 2005

DERIVATION OF COST PROPOSAL
SUMMARY

(Round Figures to the nearest \$1)

ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Hours</u>	<u>Average Hourly Rate</u>	<u>Labor Costs</u>
Project Principal	2	\$49.54	\$99
Project Landscape Architect	7	\$37.22	\$261
Irrigation Designer	18	\$33.22	\$598
Landscape Designer	9	\$27.05	\$243
Technician / Drafter	10	\$19.57	\$196
Secretary / Admin.	0	\$15.00	\$0
Total Hours:	<u>46</u>		<u>1,397</u>

Total Estimated Labor:		\$1,397	
Negotiated OVERHEAD @	118.00%	<u>\$1,648</u>	EC10 EC20
Sub-Total:			\$3,045

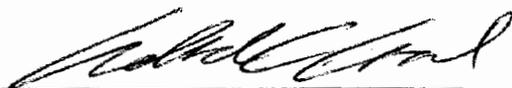
OTHER DIRECT COSTS

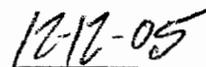
(Listed by Item at Estimated Actual Cost - NO MARKUP)

Travel	\$66
Reproduction	\$57
Other	\$89
Total Estimated Other Direct Costs:	\$212

EC30

Total Estimated Cost to Consultant:	\$3,257
Fee (Direct Labor + Overhead	\$305
x Multiplier) @ 10.0%	EC50
TOTAL ESTIMATED COST:	<u>\$3,562</u>


 Edward C. Corral, R.L.A.
 Principal


 Date

Corral Dybas Group, Inc
 Camp Verde Main Street
 Landscape & Irrigation Design (Hollamon & Main Street)
 December 12, 2005

ESTIMATED HOURS

TASK DESCRIPTION	Project Principal	Project Landscape Architect	Irrigation Designer	Landscape Designer	Technician / Drafter	Secretary / Admin	TOTAL	Base Labor
	\$49.54	\$37.22	\$33.22	\$27.05	\$19.57	\$15.00		
1. Management & Coordination	1	-	-	-	-	-	1	50
2. Landscape/Hardscape Design (5 Sheets)	-	3	-	8	4	-	15	406
3. Irrigation Design (7 Sheets)	-	-	8	-	6	-	14	383
4. Field Review/Analysis	-	-	6	-	-	-	6	
5. Specifications and Estimate	-	3	3	-	-	-	6	211
6. QA/QC	1	1	1	1	-	-	4	147
TOTAL	2	7	18	9	10	-	46	1,197



December 12, 2005

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Michael Baker Jr. Inc.,
2929 North Central Avenue, Suite 800
Phoenix, Arizona 85012

Subject: Landscape & Irrigation Design (Hollamon & Main Street)
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Sincerely,

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Edward C. Corral, R.L.A.
Project Manager

ECC/RAD

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Landscape & Irrigation Design (Hollamon & Main Street)
Scope of Services
December 12, 2005

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Corral Dybas Group, Inc
 Camp Verde Main Street
 Landscape & Irrigation Design (Hollamon & Main Street)
 December 12, 2005

DERIVATION OF COST PROPOSAL
SUMMARY

(Round Figures to the nearest \$1)

ESTIMATED DIRECT LABOR

<u>Classification</u>	<u>Estimated Hours</u>	<u>Average Hourly Rate</u>	<u>Labor Costs</u>
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Secretary / Admin.	0	\$15.00	\$0
Total Hours:	<u>46</u>		<u>1,397</u>

Total Estimated Labor:	\$1,397	EC10
Negotiated OVERHEAD @ 118.00%	<u>\$1,648</u>	EC20
Sub-Total:	\$3,045	

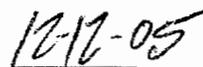
OTHER DIRECT COSTS

(Listed by Item at Estimated Actual Cost - NO MARKUP)

Travel	\$66	
Reproduction	\$57	
Other	\$89	
Total Estimated Other Direct Costs:	\$212	EC30

Total Estimated Cost to Consultant:	\$3,257	
Fee (Direct Labor + Overhead	\$305	EC50
x Multiplier) @ 10.0%		
TOTAL ESTIMATED COST:	<u>\$3,562</u>	


 Edward C. Corral, R.L.A.
 Principal


 Date

Corral Dybas Group, Inc
 Camp Verde Main Street
 Landscape & Irrigation Design (Hollamon & Main Street)
 December 12, 2005

ESTIMATED HOURS

TASK DESCRIPTION	Project Principal	Project Landscape Architect	Irrigation Designer	Landscape Designer	Technician / Drafter	Secretary / Admin	TOTAL	Base Labor
	\$49.54	\$37.22	\$33.22	\$27.05	\$19.57	\$15.00		
1. Management & Coordination	1	-	-	-	-	-	1	50
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5. Specifications and Estimate	-	3	3	-	-	-	6	211
6. QA/QC	1	1	1	1	-	-	4	147
TOTAL	2	7	18	9	10	-	46	1,197

Corral Dybas Group, Inc
 Camp Verde Main Street
 Landscape & Irrigation Design (Hollamon & Main Street)
 December 12, 2005

OTHER DIRECT COSTS BREAKDOWN

Travel

Miles to Site	1	trips/month x	1	months x	190	miles/trip		
			190	total miles @	\$0.345	per mile =		\$66
Sub-total Travel:								\$66

Reproduction

Copies, 8.5"x11"	50	copies/month x	1	months =				
			50	copies @	\$0.05	per copy =		\$3
Copies, 11"x17"	75	copies/month x	1	months =				
			75	copies @	\$0.30	per copy =		\$23
Plots - Bond	0	sheets x	1	copy per submittal x				
	0	submittal @	6	s.f./sheet @	\$0.34	per s.f. =		\$0
Plots - Vellum	12	sheets x	1	copy per submittal x				
	1	submittal @	6	s.f./sheet @	\$0.43	per s.f. =		\$31
Plots - Mylar	0	sheets x	1	copy per submittal x				
	0	submittal @	6	s.f./sheet @	\$0.78	per s.f. =		\$0
Outside Repro.	0	submittals @ cost	25	copies per submittal x 50 sheets each				
			0	s.f./sheet @	\$0.30	per copy =		\$0
Sub-total Reproduction:								\$57

Other

Local Delivery Service	2	trips/month @	\$8.00	per trip x	1	months		\$16
Express Mail Service	1	packages/month @	\$12.00	per package x	4	months		\$48
Long Distance Phone Calls	5	calls @	\$5.00	per call =				\$25
Special Supplies		@ cost		estimate =				\$0
Sub-total Other:								\$89

TOTAL OTHER DIRECT COSTS \$212



TOWN OF CAMP VERDE

**ASSUMPTIONS FOR TRAFFIC ELEMENTS
FOR MAIN STREET IMPROVEMENTS**

DECEMBER 2005

SUMMARY OF TASKS:

- Prepare pedestrian lighting plans for 300' of roadway along Main Street. Prepare design in English units, based on Town of Camp Verde standards.
- Prepare final bid documents including construction special provisions, quantity summaries, and opinions of probable cost. Also prepare voltage drop calculation sheets and draft service request letter.

1.0 BACKGROUND:

The Town of Camp Verde (TCV) intends to complete the improvements planned for in the Main Street Enhancement Project by the Arizona Department of Transportation. The approximate limits of the project are as follows:

- Main Street – West side, north from Hollamon Street to match previous improvements (~300 feet)

2.0 TASKS:

Obtain Survey/Gather Data

SouthWest Traffic Engineering (SWTE) will perform a site visit to gather preliminary data and verify as-built information.

Michael Baker Inc. will provide an electronic base file of the proposed improvements for the roadway. The electronic files will contain the proposed and existing utility locations as well as right-of-way limits. Michael Baker Inc. will also provide any applicable as-builts in the area.

SWTE will design the plans in accordance with applicable TCV standards. The design shall be in English units.

Pedestrian Lighting Design

The pedestrian lighting plans will consist of the following plan sheet:

- Plan View Sheet – The roadway lighting plan view will be developed at a scale of 1"=20'. This sheet will show the roadway improvements, light pole locations, conduit, and pull box locations. There will also be a pole schedule and conductor schedule included on the sheet.

An electrical service request letter will be developed for the pedestrian lighting and provided to the TCV for submittal to APS.

The plans will follow ADOT CAD standards. The construction documents will be developed in accordance with the project schedule and will be available for each submittal.



General Items

The necessary construction special provisions, quantities summary, and opinions of probable cost will be developed along with the pedestrian lighting design.

SWTE will attend up to two (2) project meetings, if required, with representatives of Camp Verde and the project team to discuss the design of the traffic plans.

Post Design Services

SWTE will make their services available to Michael Baker Inc. and the Town of Camp Verde, for advice and consultation, and interpretation of the plans and specifications. During the bidding process, SWTE will assist Michael Baker Inc. and the TCV by reviewing and responding to contractor or supplier questions, preparing addenda, as required, and reviewing bids.

3.0 MICHAEL BAKER INC. TO PROVIDE:

This fee estimate is based upon Michael Baker Inc. providing the following to SWTE:

- Electronic files of proposed roadway improvements, existing/proposed utilities, and right-of-way information
- Draft Construction Special Provisions
- TCV Bid item descriptions and numbers
- Survey information
- As-built information of existing improvements

4.0 DELIVERABLES:

SWTE will deliver the following items:

- Construction Documents (half-size plans (11"x17"), special provisions, quantity summary, and opinion of probable cost) for review at each submittal
- Voltage Drop Calculation Sheets
- Service Request Letter
- Final Sealed Design Plans (Velum), special provisions, quantity summary and opinion of probable cost
- CD containing electronic files of Plans, Construction Special Provisions and Quantity Summary/Opinion of Probable Cost



**Town of Camp Verde Roadway Improvements
Pedestrian Lighting**

LABOR COSTS

Task	Description	Senior Traffic Engineer	Traffic Engineer	Traffic Designer	Project Assistant	Total
1.0	Data Collection	0	6	6	0	12
	Site Visit	0	2	2	0	4
2.0	Pedestrian Lighting					
	Plan Sheet	2	6	12	0	20
3.0	General Items					
	Special Provisions	1	2	1	1	5
	Quantities/Opinion of Probable Cost	1	2	1	0	4
	Project Meetings (2 @ 2 hours each)	0	4	0	0	4
	Subtotal	4	22	22	1	49

Average Labor Cost Per Plan Sheet \$ 4,450.00
Labor Costs \$ 4,450.00

EXPENSES

Mileage (site visit @ 200 miles)	Quantity	Rate	Fee
Deliveries/Postage	200	\$ 0.60	\$ 120.00
Photo Development	2	\$ 20.00	\$ 40.00
Printing (8.5x11, \$0.10/page)	0	\$ 15.00	\$ -
Printing (11x17, \$0.15/page)	0	\$ 0.10	\$ -
Printing (24x36, \$15/sheet, 1 sheet)	0	\$ 0.15	\$ -
Total Expenses	1	\$ 15.00	\$ 15.00

Expenses Total \$ 175.00

Total Proposed Fee \$ 4,625.00

Project Total \$ 4,625.00



HERITAGE

Land Survey & Mapping Inc.

LAND SURVEY SERVICES CONTRACT

RE: TOPOGRAPHIC SURVEY FOR DESIGN PURPOSES
MAIN STREET, CAMP VERDE AZ

OCTOBER 26, 2005

MR. CHRISTOPHER P. RIVIERE, P.E.
BAKER ENGINEERING INC.
2929 NORTH CENTRAL AVENUE, SUITE 800, PHOENIX AZ.
[PHONE 602-279-1234, FAX 602-279-1411]

HERITAGE LAND SURVEY IS PLEASED TO PROVIDE THE PROFESSIONAL LAND SURVEY SERVICES OUTLINED AS FOLLOWS:

TOPOGRAPHIC SURVEY:

1. CONDUCTED A TOPOGRAPHIC SURVEY ALONG MAIN STREET FOR DESIGN PURPOSES WITHIN THAT UNIMPROVED AREA LOCATED IN FRONT OF THE FORT VERDE CAFE. ALL CONTROL WORK SHALL BE TIED TO THE ORIGINAL PROJECT DESIGN FEATURES "EXISTING CURB AND GUTTER PUT IN PLACE DURING THE EARLY CONSTRUCTION IMPROVEMENT PHASE OF MAIN STREET PROJECT".

ESTIMATED FIELD CREW TIME TO COMPLETE FIELD WORK:
10 HOURS @ 120.00 PER HOUR1,200.00 DOLLARS

2. DRAW A RESULTS OF TOPOGRAPHIC SURVEY MAP SHOWING ALL FEATURES NECESSARY FOR THE DESIGN OF THE NEW IMPROVEMENTS TO BE PLACED ALONG MAIN STREET. "CURB, GUTTER AND SIDEWALK ECT"

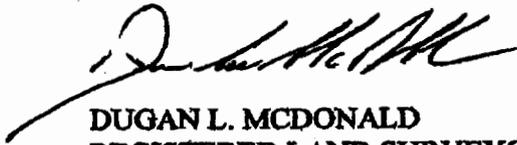
ESTIMATED CAD DRIFTING TIME TO COMPLETE PROJECT:
14 HOURS @ 65.00 PER HOUR910.00 DOLLARS

TOTAL COST ESTIMATE FOR SERVICES DESCRIBED ABOVE:

THIS TOPOGRAPHIC SURVEY WILL BE CONDUCTED AT A RATE OF 120.00 DOLLARS PER HOUR FOR FIELD CREW TIME AND 65.00 DOLLARS AN HOUR FOR COMPUTING, DRAFTING AND RESEARCH; TOTAL CHARGES FOR SAID WORK WILL NOT EXCEED THE AMOUNT OF 2,110.00 DOLLARS. ALL INVOICES BEING PAYABLE WITHIN 15 DAYS FOLLOWING THE DELIVERY OF SAID WORK..

PLEASE SIGN A COPY OF THIS LETTER AS YOUR WORK ORDER TO PROCEED AND RETURN IT TO THE UNDERSIGNED.

SINCERELY,



DUGAN L. MCDONALD
REGISTERED LAND SURVEYOR
AZ. L.S. 26925

ORDER TO PROCEED DATE
CHRISTOPHER P. RIVIERE

STAFF REPORT

Council meeting of: December 21, 2005

Title: Discussion, consideration and possible direction to staff concerning abandonment of a portion of right-of-way on Old Hwy 279.

Budgeted item: N/A

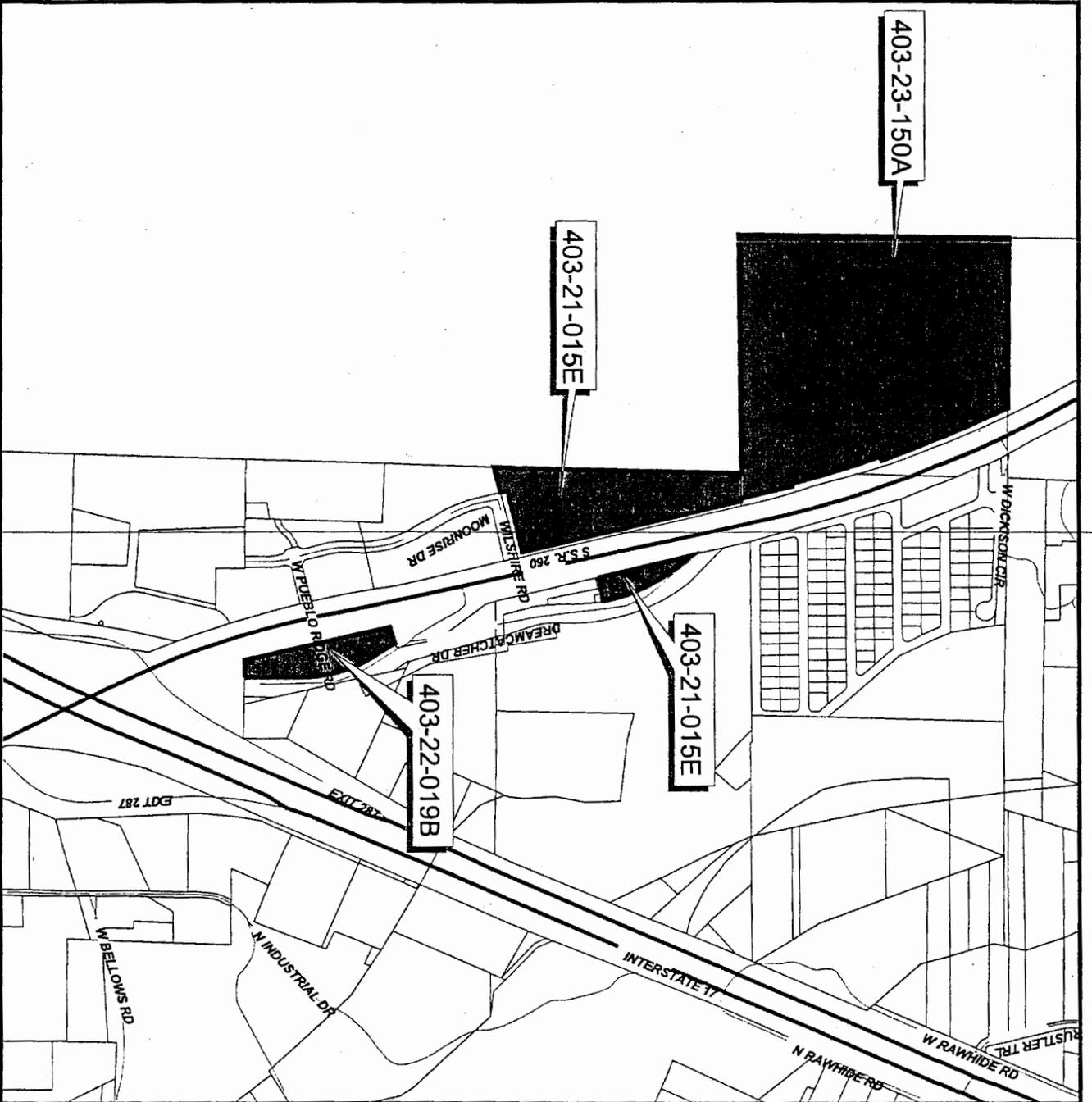
Description of Item: Andy Groseta and Henry Shill have recently made a request for the abandonment of a portion of this right-of-way.

Staff Recommendation: Direct staff to proceed with Town of Camp Verde right-of-way abandonment procedures.

Comments: None

Attachments: Yes

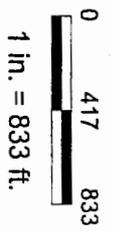
Prepared by: Bill Lee



SHILL PROPERTIES

LEGEND

- County Boundary
- Cities & Towns
- State Hwy
- Road Centerlines
- Parcels



Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.

August 15, 2005



27-91 4955 040691 1232000

1:1

STAFF REPORT

Council meeting of: **December 21, 2005**

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

Budgeted item: **N/A**

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

Staff Recommendation: **Staff recommends 2 Council Members, Department Heads, one member from each Town Board/Commission and up to 7 citizens at large.**

Comments: **None**

Attachments: **None**

Prepared by: **Bill Lee**

STAFF REPORT

Council meeting of: December 21, 2005

Title: **Discussion, consideration, and possible direction to staff to start escrow for the purchase of property (APN 404-19-018C) at the Black Bridge for a riverside park.** This is a budgeted item from park contingency.

Budgeted item: Yes

Description of Item: January 5, 2005 Council Approved Resolution 2004-620, authorizing the SLIF application for riverfront access park near the Black Bridge & CVMO. On October 5, 2005 Council directed staff to enter into a contract to hire an archaeological consulting firm to do research for the Black Bridge Front Park. The next step in this process is to acquire the property for this park.

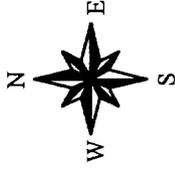
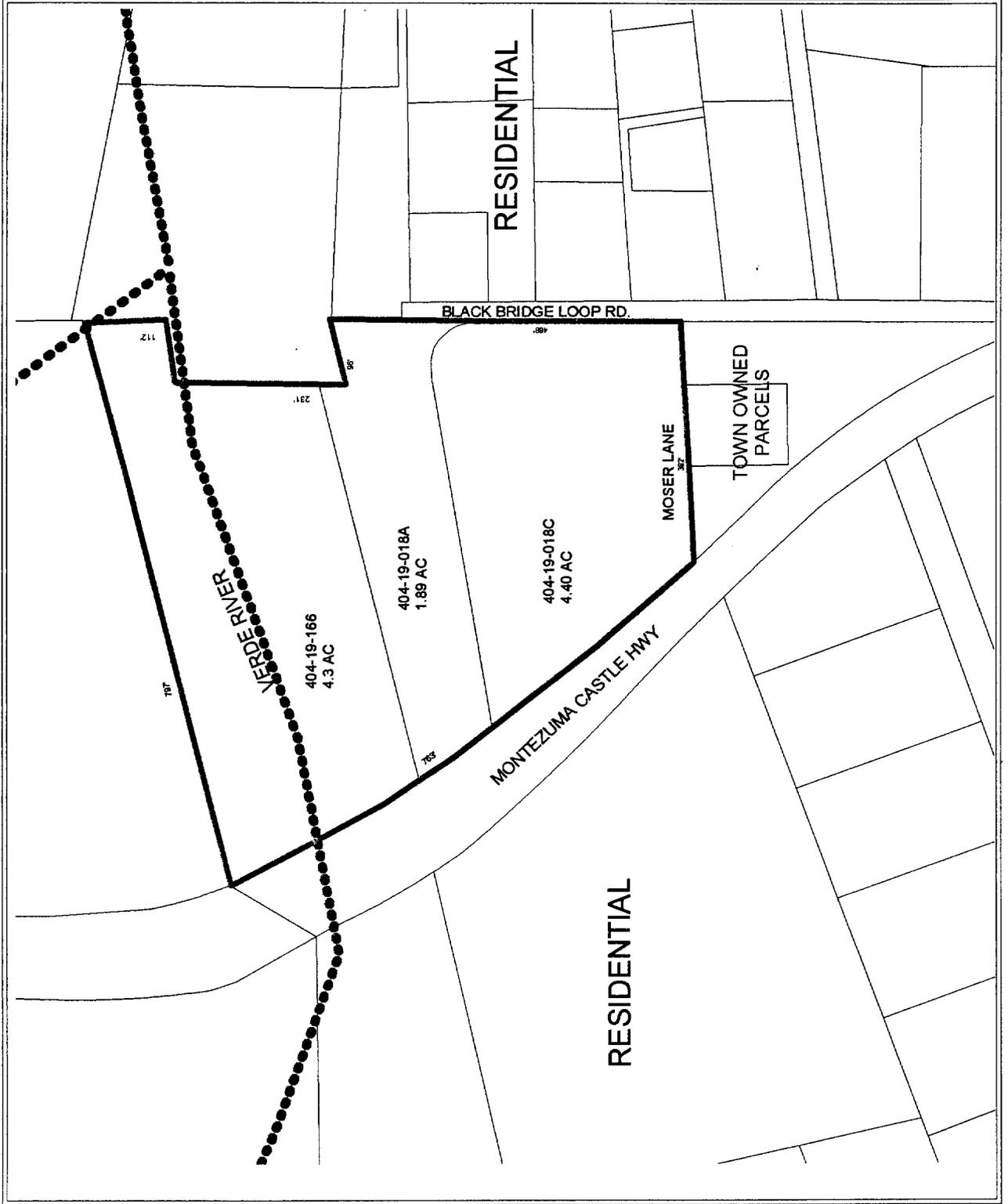
Staff Recommendation: None

Comments: None

Attachments: Yes

Prepared by: Bill Lee

BLACKBRIDGE RIVERSIDE PARK ACQUISITION MAP



-  PROPOSED PARK BOUNDARY
-  VERDE RIVER
-  PARCELS AS OF 11-04

