

Support your local merchants.

**AGENDA
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 11, 2013 at 5:30 p.m.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Community Development Block Grant (CDBG) Public Hearing followed by discussion, consideration, and possible direction to staff relative to prioritizing projects to submit in the 2014 NACOG Regional Account application for CDBG funds. Staff Resource: Debbie Barber/Ron Long**
5. **Summary presentation of the Planning Assistance for Rural Areas (PARA) – Final Report of the Business Corridor Study. The summary will cover the study's purpose, study area, study process, the two selected concepts for improving the tri-intersection and a concept for the Finnie Flat business corridor. Staff Resource: Ron Long**
6. **PowerPoint presentation, explanation, and discussion of the requirements of the Arizona Department of Environmental Quality (ADEQ) and the need for a complete Stormwater Program that includes a comprehensive drainage plan. Staff Resource: Ron Long**
7. **Adjournment**

Posted by:

Date/Time:

12-05-2013 9:45 AM

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

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



Agenda Item Submission Form – Section I

Meeting Date: December 11, 2013 – Work Session

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Debbie Barber

Agenda Title (be exact): Community Development Block Grant (CDBG) Public Hearing followed by discussion, consideration, and possible direction to staff relative to prioritizing projects to submit in application for the 2014 NACOG Regional Funding Cycle.

List Attached Documents: Requests for funding, ABCs of CDBG, ADOH FY 2013 Priority 5-year Goals

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by:

Department Head: Debbie Barber

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None. CDBG will be budgeted in the appropriate funding years.

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: CDBG funding must be used for at least one of 3 National Objectives. These objectives are 1) at least 51% of the beneficiaries of the project must be low-to-moderate income persons (a family of 4 can make up to \$43,900); 2) the project must aid in the prevention of elimination of slums or blight; or 3) the project must solve an urgent need health hazard. Further, the Arizona Department of Housing requires that a project must also meet the medium to high standard of goals as defined in their 2013 Action Plan.

Congress has defined certain populations as automatically low-to-moderate income. These are the elderly, adults with severe disabilities, homeless persons, abused children, battered spouses, persons who are illiterate, persons with AIDS, and migrant farm workers.

In summary, an eligible project would be one that serves the elderly or an area that is predominantly low-to-moderate income (LM). Proving income status can be difficult since the census data no longer includes income data. This means that staff must undertake a Special Survey to prove that the service area serves the LM requirement.

Since 1987, the Town has received \$2,186,711 in CDBG monies that were used to fund planning, street improvements, flood control, drainage improvements, removal of barriers, Head Start playground, domestic violence outreach, owner-occupied revolving loan fund, Townsite improvements & lighting, and Senior Center improvements.

Every 4 years, the Town is eligible to receive a proportionate share of CDBG funding from the NACOG Regional Account. Our estimated share for the 2014 cycle is \$264,219. As required by HUD, staff conducted a public hearing on November 19 to take public input as to how CDBG funds should be or could be used. We had two requests from the public. One from the Verde Valley Senior Center for \$28,000 to purchase a vehicle for the Meals on Wheels program that serves 60+ Camp Verde residents, and to replace outdated kitchen equipment. This is an eligible project in that it serves the elderly in our community.

The other request came from an individual who wanted funding to purchase a van to help young people just released from the Camp Verde Jail and to set up an after-school program. This project was ineligible because the individual was not a non-profit agency and could not establish the ability to repay the funds should the proposed programs fail to continue for at least one year.

Staff suggested projects included completing Phase III of the Townsite Improvement project, consisting of 3rd, 4th, and 5th Streets, Arnold Terrace, and Arnold Street. This area has already been pre-qualified by a Windshield Survey that was approved in 2010. This Special Survey took one year and an immense amount of staff time to complete. Phases I & II consisted of all the streets from Head to Hollamon. The cost of Phase III is estimated to be around \$415,000, which includes the NACOG portion of our award.

Staff also suggested improving 7th Street with a sidewalk from General Crook Trail to Finnie Flat, which would serve the Senior Apartments. The costs for this project exceed \$700,000. This area has not been pre-qualified and judging from the homes located in the service area, it is questionable as to whether it would meet the LM objective.

Staff suggested using funds to improve the Camp Verde Senior Citizens Center kitchen and appliances. A flyer was mailed to the Center announcing the public hearing. However, no one from the Center came to the meeting. If the Center would like to request the funding, they must show the financial capacity to keep the Center open for at least one year following project close-out and if not, the capacity to repay the funding in its entirety.

The purpose of the Public Hearing is to solicit public input and requests for funding eligible projects. We advertised that we might also apply for State Special Projects (SSP) funding in the event that we decide to proceed with a 'shovel-ready' project when the Notice of Funding Availability (NOFA) is released. If we have a project, our citizens' participation requirement has already been completed, thus shortening the time for preparing the application. For a project to be eligible for SSP funding, it must have been mentioned in the public hearing.

Finally, staff needs direction from Council as to which project(s) you would like to have in our application for funding. At the second meeting in January, staff will bring the final application with required resolutions for your official approval.

Recommended Action (Motion): Prioritize the projects and direct staff to prepare the 2014 CDBG application based on your priority.

Instructions to the Clerk: Prepare application as directed.

FY 2013 ACTION PLAN

APPENDIX B – PRIORITY FOR FIVE-YEAR GOALS

Activity	Priority	Five-Year Goal
Public Facilities and Improvements		
Water system improvements	High	7 projects
Wastewater system improvements	High	7 projects
Solid waste disposal facilities and equipment	Low	-
Road/street improvements	High	10 projects
Flood and drainage improvements	High	5 projects
Other Public or Privately owned utilities	Medium	1 project
Fire and Police Protection Facilities		
Fire/police station construction	Medium	1 project
Fire trucks	Medium	2 projects
Firefighting equipment	Medium	2 projects
ADA/ROB Accessibility Improvements for Fire/Police station facilities	medium	1 project
Community/Supportive Housing Facilities		
DA/ROB improvements as a standalone activity for any community/supportive housing facility (including parks, playgrounds etc. and libraries, youth centers, community centers etc.)	High	5 projects
Parks, Playgrounds and other Recreational Facilities (for use by local residents)	Low	-
Libraries	Low	-
Community Facilities (e.g. Community Center, Sr. Center,)	Medium	7 projects
Other Neighborhood facility (e.g. youth center, Library)	Low	-
Senior centers	High	6 projects
Social service centers	Low	-
Food banks	Medium	1 project
Physical or psychological disabilities facilities	Medium	1 project
Homeless facilities	High	1 project
Supportive housing facilities (DV shelters, halfway houses, housing for disaster victims, hospitals, etc.)	Medium	1 project

FY 2013 ACTION PLAN

Activity	Priority	Five-Year Goal
Public Services		
Child care	Low	-
Health care	Medium	2 projects
Public safety services	Medium	2 projects
Fair housing activities	High	3 projects
Services for seniors	High	3 projects
Services for homeless persons	High	3 projects
Equipment used in the provision of any of the above services	High	3 projects
Emergency assistance (utility, rent, mortgage) not to exceed a single 3 month period	High	3 project
Large-print books, tapes, and audio visual for adults with severe disabilities	Low	-
Lead hazard screening	High	3 projects
Housing		
Owner-occupied housing rehabilitation	High	25 projects
Rental housing rehabilitation	High	2 project
New Rental Housing	Medium	3 projects
Public housing rehabilitation and modernization	Low	3 projects
Homeownership assistance (DPA, closings costs, counseling, interest rate write downs, etc.)	Low	-
Construction of new housing by a CBDO	Low	-
Lead-based paint evaluation or reduction (as part of OCHR)	High	10 projects
Rapid Re-housing	Medium	1000 persons
Economic Development (tied to job creation or retention)		
Direct assistance to for-profits (businesses)	Medium	1 project
Economic development services	Medium	1 project
Micro-enterprise assistance (businesses)	Medium	1 project
Neighborhood Revitalization and Redevelopment		
Historic preservation	Medium	2 projects
Acquisition, disposition, clearance, or demolition of real property (specific criteria apply)	Medium	1 project
Commercial/industrial rehabilitation	Medium	2 projects

FY 2013 ACTION PLAN

Activity	Priority	Five-Year Goal
Planning and Capacity Building		
Comprehensive Plans	Med	1 projects
Community development plans	Medium	2 projects
Housing plans and other such functional plans in certain areas (land use, transportation, historic preservation etc.)	High	5 projects
Neighborhood revitalization strategy	Med	1 project
Policy, planning, management, and capacity building activities	Medium	1 project

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Elaine Bremner, Executive Director		Date: November 19, 2013	
Representing: Verde Valley Senior Center		Phone: (928) 634-5450	
The project is: Replacement of kitchen equipment			
How will the CDBG funds be used? To replace old worn out kitchen equipment and to be in compliance with the Arizona Department of Health standards with regard to preparing food and holding food at the right temperatures. We are requesting a refrigerated salad bar with sneeze guard to meet the new requirements of the Az. Dept. of Health and Yavapai County Health Dept. standards for maintaining salad temperatures; a drop-in hot food well unit; a 6 burner stove with 2 ovens and a flat top grill, for replacement of current equipment.			
Location and mailing address for the project: 500 E. Cherry Street, Cottonwood, AZ 86326 (physical) P.O. Box 681, Cottonwood, AZ 86326 (mailing)			
What is the problem that will be solved with the project? Due to the age of our current kitchen equipment, we anticipate the need for replacement within the near future to ensure the uninterrupted continuation of our vital nutrition program.			
Describe the persons who will benefit. Low to moderate income persons with disabilities and senior citizens aged 60+ as mandated by congress. Qualified persons residing in the Verde Valley region. Our service delivery area includes Clarkdale, Cottonwood, Verde Village, Cornville, Lake Montezuma, Rimrock, Middle Verde, Camp Verde and Verde Lakes.			
At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income? (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.) As mandated by the U.S. Congress, at least 51% of our clients are low to moderate income. The latest census statistics indicate that 5 out of 8 seniors over age 62 live below poverty level. Completed Registration forms indicating date of birth and income levels are on file.			
Total number of persons who will benefit 2,500		Number of low-moderate income persons who will benefit: 2,500	
Estimated cost is at least \$ 18,000 and \$ 18,000 in CDBG funds is needed.			
How were the cost estimates derived? Online estimates.			
If other funds are needed for the project, what is their source? N/A			
Are the other funds legally committed to the project? If they are not legally committed by December 31, 2013, the project is not eligible. (You will need proof for the application.) N/A			

Contact Person for this project: Elaine Bremner, Executive Director	
Address: 500 E. Cherry Street, Cottonwood, AZ Community: servng the Verde Valley Zip: 86326	Phone: (928) 634-5450
E-mail (if available): senlorcenter@verdenet.com	Fax: (928) 649-0520

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

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

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

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

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

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



 Authorized Signature

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

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Elaine Bremner, Executive Director	Date: November 19, 2013
Representing: Verde Valley Senior Center	Phone: (928) 634-5450
The project is: Transportation for Home Delivered Meals	
<p>How will the CDBG funds be used? Funds will be used to purchase a new vehicle (mini-van) to continue established home delivered meal routes in Camp Verde region (Middle Verde and Verde Lakes included) and possible scheduled transportation services from Camp Verde to Cottonwood.</p> <p>Location and mailing address for the project: 500 E. Cherry Street, Cottonwood, AZ 86326 (physical) P.O. Box 681, Cottonwood, AZ 86326 (mailing)</p>	
<p>What is the problem that will be solved with the project? Due to the distances travelled, mileage accrual and ongoing maintenance and repair expenses, a dependable vehicle is required at all times to provide reliable nutrition services to the home-bound elderly. A new vehicle is an anticipated need for a current vehicle by the time funding is granted.</p>	
<p>Describe the persons who will benefit. Low to moderate income persons with disabilities and senior citizens aged 60+ as mandated by congress. Qualified persons receiving meals-on-wheels will benefit from good nutrition, a friendly smile and timely delivery. The Verde Valley Senior Center is a lifeline to the meal recipients.</p>	
<p>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income? (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.) As mandated by the U.S. Congress, at least 51% of our clients are low to moderate income. The latest census statistics indicate that 5 out of 8 seniors over age 62 live below poverty level. Completed registration forms are maintained and on file for all clients.</p>	
Total number of persons who will benefit Up to 100	Number of low-moderate income persons who will benefit: All
<p>Estimated cost is at least \$ 27,000.00 and \$ 27,000.00 in CDBG funds is needed.</p>	
<p>How were the cost estimates derived?</p> <p>On-line estimate and based on last vehicle purchased for transportation.</p>	
<p>If other funds are needed for the project, what is their source? N/A</p>	
<p>Are the other funds legally committed to the project? If they are not legally committed by December 31, 2013, the project is not eligible. (You will need proof for the application.) N/A</p>	

Contact Person for this project: Elaine Bremner, Executive Director	
Address: 500 E. Cherry Street, Cottonwood, AZ Community: servicing the Verde Valley Zip: 86326	Phone: (928) 634-5450
E-mail (if available): seniorcenter@verdenet.com	Fax: (928) 649-0520

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

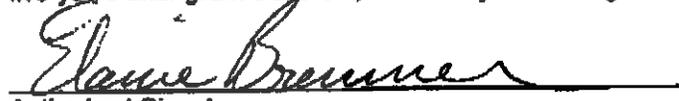
I/we have submitted, as appropriate (please check each that applies),

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

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

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

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


 Authorized Signature

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

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Elaine Bremner, Executive Director	Date: November 18, 2013
Representing: Verde Valley Senior Center	Phone: (528) 834-5450
The project is: Replacement vehicle for 9 passenger plus driver Bus with a wheel-chair lift.	
How will the CDBG funds be used? Funds would be used to replace an existing 9 passenger plus driver El Dorado bus with a wheel chair lift. Existing bus is a 2003 model.	
Location and mailing address for the project: 500 E. Cherry Street, Cottonwood, AZ 86326 (physical) P.O. Box 681, Cottonwood, AZ 86328 (mailing)	
What is the problem that will be solved with the project? In anticipation of normal wear and tear on an older vehicle, replacement in 12 to 18 months would be advisable. This vehicle would assist in bringing qualified residents living in low to moderate income housing in Camp Verde to certain services that they would benefit from. Such services would include scheduled trips to the Verde Valley Senior Center for a social outing, health and wellness programs, and good hot nutritious meals.	
Describe the persons who will benefit Low to moderate income persons with disabilities and senior citizens aged 60+ as mandated by congress. Qualified individuals residing in the Camp Verde region would benefit from the outings and social interaction with other seniors as well as experiencing interaction with younger people at various events offered by the Verde Valley Senior Center.	
At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income? (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.) As mandated by the U.S. Congress, at least 51% of our clients are low to moderate income. The latest census statistics indicate that 5 out of 8 seniors over age 62 live below poverty level. The Verde Valley Senior Center maintains logs that qualify individuals according to age, need and income.	
Total number of persons who will benefit Estimate: 60	Number of low-moderate income persons who will benefit: All
Estimated cost is at least \$ 25,000.00 and \$ 55,000.00 in CDBG funds is needed.	
How were the cost estimates derived? On-line estimate.	
If other funds are needed for the project, what is their source? N/A	
Are the other funds legally committed to the project? If they are not legally committed by December 31, 2013, the project is not eligible. (You will need proof for the application) N/A	

Contact Person for this project: Elaine Bremner, Executive Director	
Address: 500 E. Cherry Street, Cottonwood, AZ Community: serving the Verde Valley	Phone: (928) 634-5450
Zip: 86326	
E-mail (if available): seniorcenter@verdenet.com	Fax: (928) 649-0520

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

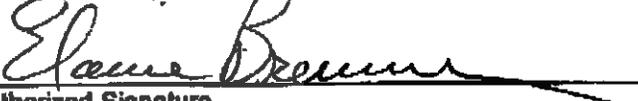
I/we have submitted, as appropriate (please check each that applies).

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

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

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

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


 Authorized Signature

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

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Deborah Barber	Date: 12-2-13
Representing: Town of Camp Verde	Phone: 928-554-0021
The project is: Townsite Improvement Project – Phase III (Arnold Street)	
<p><u>How will the CDBG funds be used?</u> CDBG funds will be used to remove and dispose of existing asphalt on 3rd, 4th, 5th, Streets, and Arnold Street and Arnold Terrace and rebuild the streets for a total cost of \$415,748.45.</p>	
<p><u>Location and mailing address for the project:</u> (See attached.)</p>	
<p><u>What is the problem that will be solved with the project?</u></p> <p>Town officials have identified street improvements as a critical need in the Town. The Camp Verde Townsite Redevelopment Planning Area Committee identified an area in the Townsite area beginning from Head Street continuing to Arnold Street and from 7th Street to Main Street. This area was identified as predominantly L/M using the 2000 Census and Windshield survey. The Town used CDBG monies in our last two cycles to complete Head Street, Hollamon Street, and the eastern sides of 1st, 2nd, 3rd, 4th, 5th & 6th Streets. These streets are in a state of disrepair with large potholes and cracks throughout the neighborhood. This project will complete the remaining streets of Arnold, Arnold Terrace, and the west side of 3rd, 4th, and 5th streets that are located within the Townsite area. Based on the housing in this area, this section appears to consist of predominantly low income persons.</p> <p>This project fulfills the Community Development Objective of the <i>Arizona Department of Housing FY 2013 Action Plan, Priority for Five-Year Goals, Road/Street Improvements</i>, which has a high priority. Based on the 2010 Windshield Survey, the project also meets the National Objective for serving at least 51% Low to moderate-income persons.</p>	
<p><u>Describe the persons who will benefit.</u></p> <p>Based on the 2010 Census household population of 2.97 persons per household, it is estimated that approximately 315 persons will benefit from this project.</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p> <p>Based on information contained in the 2010 Windshield survey, it is estimated that 55.62% or 176 LM persons will benefit from this project. However, based on the type of housing located in this area, it is likely that a much higher percentage of persons would meet the requirements of LM.</p>	
Total number of persons who will benefit 315	Number of low-moderate income persons who will benefit: 176
Estimated cost is at least \$ 415,748.45 and \$ 264, 219 in CDBG funds is needed.	
How were the cost estimates derived? Staff engineer's estimates	

If other funds are needed for the project, what is their source? Town of Camp Verde HURF monies

Are the other funds legally committed to the project? If they are not legally committed by December 31, 2013, the project is not eligible. (You will need proof for the application.)

All street projects are funded through the budget with HURF monies. Resolutions that will be approved in January 2014 as required by this application will show further proof of the Town's commitment to this project.

Contact Person for this project: Deborah Barber

Address: 473 S. Main St., Ste. 102
Community: Camp Verde, AZ

Zip: 86322

Phone: 928-554-0021

E-mail (if available): debbie.barber@campverde.az.gov

Fax: 928-567-9061

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

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

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

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

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

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



Authorized Signature

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

PROJECT BUDGET

ORGANIZATION BUDGET

REVENUES			REVENUES	
CDBG	\$264,219.00		CDBG	\$
Town of Camp Verde HURF	\$146,549.45		_____	\$
_____	\$		_____	\$
_____	\$		_____	\$
TOTAL REVENUES	\$410,748.45		TOTAL REVENUES	\$
EXPENSES			EXPENSES	
Salaries	\$ n/a		Salaries	\$
Fringes	\$ n/a		Fringes	\$
Professional & Outside (NACOG TA)	\$ 5,000.00		Professional & Outside	\$
Travel	\$ n/a		Travel	\$
Space	\$ n/a		Space	\$
Materials & Supplies	\$ n/a		Materials & Supplies	\$
Operating Expenses	\$ n/a		Operating Expenses	\$
Other Construction Admin (LS)	\$ 32,178.45		Other (name)	\$
Other Project Construction	\$ 286,600.00		Other (name)	\$
Other	\$ n/a		Other (name)	\$
Other	\$ n/a		Other (name)	\$
TOTAL EXPENSES	\$ 415,748.45		TOTAL EXPENSES	\$

This is the budget for the project only, if appropriate.
If it is a construction project, attach a breakdown of major elements.

This is the budget for the organization as a whole.
If you have your own format, attach that.

Engineer's Estimate

Townsite Street Improvements Phase II
3rd, 4th, & 5th Streets, Arnold Street, and Arnold Terrace
Date: November 18, 2013

Project Administration

Item #	Description	Units	Qty	Unit Cost	Sub Total
1	Mobilization	LS	1	\$5,678.55	\$5,678.55
2	Administration	LS	1	\$3,785.70	\$3,785.70
3	Quality Control/Testing	LS	1	\$7,571.40	\$7,571.40
4	Construction Staking	LS	1	\$3,785.70	\$3,785.70
5	Traffic Control	LS	1	\$11,357.10	\$11,357.10
TOTAL					\$32,178.45

Project Construction

Item #	Description	Units	Qty	Unit Cost	Sub Total
1	Remove and Dispose Existing Asphalt	SY	9,620	\$8.50	\$81,770.00
2	Adjust Water Valve to Finished Grade	EA	5	\$450.00	\$2,250.00
3	Adjust Man Hole to Finished Grade	EA	8	\$650.00	\$5,200.00
4	Adjust Survey Monument to Finish Grade	EA	3	\$250.00	\$750.00
5	3" AC/6" AB Pavement Section	SY	9,620	\$30.00	\$288,600.00
TOTAL					\$378,570.00

Total Construction Cost	\$410,748.45
--------------------------------	---------------------

Engineer's Estimate

7th Street Improvements

Date: November 19, 2013

Project Administration

Item #	Description	Units	Qty	Unit Cost	Sub Total
1	Mobilization	LS	1	\$9,720.50	\$9,720.50
2	Administration	LS	1	\$6,480.33	\$6,480.33
3	Quality Control/Testing	LS	1	\$12,960.66	\$12,960.66
4	Construction Staking	LS	1	\$6,480.33	\$6,480.33
5	Traffic Control	LS	1	\$19,440.99	\$19,440.99
				TOTAL	\$55,082.81

Project Construction

Item #	Description	Units	Qty	Unit Cost	Sub Total
1	Remove and Dispose Existing Asphalt	SY	950	\$8.50	\$8,075.00
2	Adjust Water Valve to Finished Grade	EA	5	\$450.00	\$2,250.00
3	Adjust Man Hole to Finished Grade	EA	8	\$650.00	\$5,200.00
4	3" AC/6" AB Match-up Pavement Section	SY	4,117	\$30.00	\$123,510.00
5	Curb & Gutter	LF	6,500	\$15.00	\$97,500.00
6	CMP/ABS Storm Drain	LF	1,970	\$60.00	\$118,200.00
7	6' Sidewalk	SY	17,100	\$8.00	\$136,800.00
8	Sidewalk Ramps	EA	14	\$2,000.00	\$28,000.00
9	3 - Foot Retaining Walls	SF	4,500	\$14.60	\$65,700.00
10	Curb Inlet	EA	16	\$750.00	\$12,000.00
11	Street/Pedestrian Lighting	EA	20	\$2,500.00	\$50,000.00
12	Street Stripping (Bike Lanes)	LF	5,700	\$0.14	\$798.00
				TOTAL	\$648,033.00

Total Construction Cost	\$703,115.81
--------------------------------	---------------------

MINUTES
PUBLIC HEARING #1
Parks & Rec Conference Room
395 S. Main Street
Monday, November 19, 2013
2:00 P.M.

Public Hearing #1 was held in the Parks & Rec Conference Room located at 395 S. Main Street, Camp Verde, AZ. Town Clerk Deborah Barber called the meeting to order at 2:02 p.m. Isabel Rollins and Tracy Bouvier were present, as was Town staff members Deborah Barber, Deborah Ranney, and Barbara Bridge. Council member Bruce George was also present. There were two members from the public present, Elaine Bremner of the Verde Valley Senior Center and Dr. Wendy Davis of Rising Star Academy.

Rollins distributed copies the ABCs of CDBG and funding request forms and explained that the purpose of this hearing was to take public input and requests for funding. She explained that all projects must meet one of three national objectives. She advised that there would be another meeting on December 11, 2013, where the Council will allow for additional input and will instruct staff as to their priorities. In January, the final project would be chosen to include in the application.

Rollins covered previous CDBG-funded Town projects that included planning, street improvements, flood and drainage improvements, architectural barrier removal, Town site street improvements, Head Start playground, all of which has exceeded \$2 million since 1987.

Rollins opened the floor for discussion.

Dr. Wendy E. Davis of Rising Star Academy requested \$4,500 for a van to help kids when they got out of the Camp Verde jail and \$28,000 to cover her after-school program, therapy dogs, hospitality-hotel-time share for the homeless project.

Elaine Bremner, Director of the Verde Valley Senior Citizens Center requested \$50,000 for a vehicle for the Meals on Wheels program and \$18,000 for new kitchen equipment that included stoves, ovens, grill, steam table, refrigerated salad bar, and a refrigerator. She advised that the Center is delivering about 60 meals daily to Camp Verde and the costs keep rising, while their funding continues to be cut.

Public Works Analyst Deborah Ranney presented requests for Phase III of the Townsite Improvement project, explaining that Arnold Terrace, Arnold Street, 3rd, 4th, & 5th streets improvements would complete the Townsite projects. The project will consist of rebuilding the roads and cost approximately \$410,748.45. Barber noted that the area met the LM National Objective based on a windshield survey completed about three years ago.

Deborah Ranney also presented a request for repaving, sidewalk, and lighting of 7th Street for \$703,115.81. She noted that this area is heavily traveled by senior pedestrian traffic coming from the Senior Citizen apartments.

Other projects discussed included the Camp Verde Senior Citizens Center, the Adult Literacy Program, housing rehabilitation, temporary housing assistance and facilities, weatherization programs, transportation system to include a bus, van, or cars, therapy dogs for the disabled, musical instruments, homeless programs, Teen Center.

Bouvier explained that the funding requests must be submitted on the forms provided and offered assistance in preparing the forms. Barber also offered assistance.

The meeting ended at 3:30 p.m.

**THE ABC'S
of
CDBG**

*A Primer for Nonprofit
Organizations*

Northern Arizona Council of Governments
Updated September 2013

A

WHAT IS CDBG?

Did you hear the term CDBG and think it meant Country Dumplings or Barnacle Gravy, or something more interesting? The meaning is actually less exotic. CDBG, or Community Development Block Grant, is a U.S. Housing and Urban Development (HUD) Small Cities Program that provides funds for housing and community development activities in rural Arizona. The Arizona Department of Housing (ADOH) is the state agency which administers the funds. Northern Arizona Council of Governments (NACOG) administers the planning of annual allocations and provides technical assistance for application and project success.

The Department of Housing allocates funds to the four rural Councils of Government (COGs) based on a poverty/population formula. NACOG, in turn, allocates funds among the four counties of Apache, Coconino, Navajo, and Yavapai with the same formula. Within each county a rotation schedule has been established which determines the year each city, town and county will apply for funding. The current schedule is in the Appendix.

CDBG can fund a diverse assortment of projects. However, to be eligible for funding, projects must meet at least one of three national objectives as authorized by Title I of the Housing and Community Development Act of 1974:

- ◆ 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; or
- ◆ the project must solve an urgent need health hazard.

B

HOW TO MEET A NATIONAL OBJECTIVE

A project design must meet at least one of the three national objectives to be eligible for funding.

- ◆ At least 51% of the persons who benefit from the project must be low to moderate income.
 - * This is the national objective under which you will probably request funding. At least 51% of the beneficiaries must earn 80% or less of the county median income, adjusted by household size. Current rates are in the Appendix. You must be able to substantiate your claim by **hard data**.
- ◆ The project must aid in the prevention or elimination of slums or blight.
 - * The community will designate a target neighborhood or area per Arizona laws that has multiple infrastructure or housing needs and is dilapidated or becoming blighted.
- ◆ The project must solve an urgent need health hazard.
 - * The health safety problem must be life threatening and an emergency.

Low Moderate Income Benefit

Congress has defined certain populations as automatically low to moderate income, evidence to the contrary.

If your program is **specifically** for:

- Persons who are elderly
- Adults with severe disabilities
- Persons who are homeless
- Abused children
- Battered spouses
- Persons who are illiterate
- Persons living with AIDS
- Migrant farm workers

... you will normally not have to prove the 51% benefit to low to moderate income persons. However, if persons in these groups are

some of your participants, but the program is not for them only, you will still need to prove the 51% low-moderate income.

If your program income qualifies persons for service and the income schedule is 80% of the county median income or less...

... your project can be considered low-mod income benefit based on your income schedule.

If you feel that at least 51% of your participants are low-mod income or less but have no information to prove it...

... you can do an income survey, but you must follow Arizona Department of Housing's prescribed format.

If at least 51% of your participants do not meet the low-mod income criteria...

... your program may not be eligible for CDBG funding... you may wish to advocate for other services or programs that benefit your participants who are low-mod income, such as housing rehabilitation or replacing deteriorated water lines in a low income neighborhood.

C

WHAT CAN CDBG DO FOR YOU?

Do you get frustrated because there are not enough resources to truly meet the needs of your participants? Are you peeved because your funding source says, O. K., you can do this, but you can't do that, and you know that the participant really needs that? Are you tired of playing catch-up and never being able to really meet all of your program priorities? Is your facility outgrown, with a leaky roof and no disability accessibility?

The CDBG program has its limitations also, but, if you can prove that the participants meet the low moderate income criteria, CDBG may be the funding source for you to consider for activities and projects like:

Fire Protection: fire stations, fire trucks, equipment and apparatus.

Infrastructure: water or wastewater system improvements, flood and drainage improvements, road/street improvements.

Homeless Facilities: land/building acquisition, construction, reconstruction.

Food Bank, Senior Center, Center for Persons with Disabilities: acquisition of land or building, construction, reconstruction, expansion, parking lot, landscaping, permanently affixed equipment.

Shelters, Halfway Houses, Group Homes: for substance abusers, parolees, group homes for persons with disabilities, emergency and transitional shelters, hospitals, nursing homes.

Removal of Architectural Barriers: remove architectural barriers which restrict the accessibility of persons with disabilities or the elderly to publicly or privately owned buildings; e.g., elevators, ramps, rest rooms, curb and gutter cuts (also known as American's with Disabilities (ADA) improvements).

Privately Owned Housing Rehabilitation: may be grants or loans, to perform a variety of housing rehabilitation measures.

Historic Preservation: rehabilitation, preservation or restoration of historic properties. Must be listed on or eligible to be listed in the National Register of Historic Places, listed in a state or local inventory of historic places, or designated as a state or local landmark or historic district by law or

ordinance.

Economic Development: funding to provide technical assistance to promote economic development; job creation, retention, or job training.

Public Services: for a new service or measurable increase in the level of existing service; includes labor, supplies and materials, facility operations and maintenance. Sample services B health care, job training, education programs, public safety services, fair housing activities, senior citizen, handicapped, homeless services, emergency assistance.

Special Activities: lead-based paint evaluation or reduction, neighborhood revitalization, community economic development, energy conservation carried out by Neighborhood Based Non-Profit Organizations, Section 301(d) Small Business Investment Companies, or Local Development Corporations that meet the required definitions.

Home ownership Assistance: this has been annually authorized; you need to see if it is available in a particular year. Subsidize interest rate and mortgage principal, finance acquisition, acquire guarantees for mortgage financing, pay up to 50% of the down payment, pay reasonable closing costs. (FUNDING IS NOT CURRENTLY AVAILABLE FOR THIS ACTIVITY)

Housing Development Support: acquisition, on-site and off-site improvements, clearance or demolition. Community may not turn over the title to the property to a nonprofit for housing construction until the measures are completed. (FUNDING IS NOT CURRENTLY AVAILABLE FOR THIS ACTIVITY)

Planning: comprehensive plans, housing plans, homeless studies, fair housing, or neighborhood revitalization strategy. Data gathering, analysis, review of alternatives, identification of actions to implement plans.

INELIGIBLE ACTIVITIES

A general rule of thumb is that CDBG may NOT fund activities for 1) the conduct of government or general government expenses; 2) political or religious purposes; 3) construction of new permanent residential structures EXCEPT as allowed by a CBDO.

TECHNICAL ASSISTANCE

Discuss any project that you are considering with your community's CDBG staff person, or contact Isabel Rollins, CDBG Program Director, NACOG, P.O. Box 2451, Prescott, AZ 86302; 928-778-2692, irollins@nacog.org.

D

LIMITATIONS OF CDBG

O.K., so you now know that CDBG can be a wonderful resource. What are the CDBG limitations you need to understand before you get too excited?

♦ **You May NOT Apply for Funds Directly.** Only incorporated entities (cities, towns and counties) may apply for CDBG funds; you must request your community to apply for funds for you.

♦ **Federal Overlay Statutes apply to CDBG which can drive up the cost of your project.** The major ones for you to consider in project planning are:

* **Your agency must be a legal entity, which can enter a contract.** There will be an agreement with the community that will outline your responsibilities. The agreement will also include items that are non-negotiable. If you cannot live with these, there is probably no need to apply for CDBG.

- Nondiscrimination in program operations and provision of services, employment, procurement;
- Nondiscrimination in facility use policies;
- Fees impact on low income families/persons must be negligible;
- Insurance, usually \$1,000,000, will need to be carried;
- Workers Compensation will be required, should be paid on volunteers;
- No assignment or subletting without the community's permission;
- Hold the community harmless for any event arising from the agreement (you will pay, not the community);
- Records will have to be kept for at least five years;
- Records will have to be available, upon request, to the community, Department of Housing, and HUD;
- Anti-lobbying provisions will need to be met.

* **An Environmental Review** is required on all projects. There can be a time delay if a special study is required. If the Environmental Review uncovers a negative effect on the environment, mitigation may be required which can increase the cost of the project, or the project may be found to be non-fundable with federal funds at the selected location.

- * **Competitive Procurement** policies must be followed. If you have a favorite contractor or vendor, he/she may not get the bid. This may sound like an unusual statement, but sometimes a nonprofit has been working with a very helpful and supportive contractor or vendor to develop the project and there have already been discussions of a price or terms that are agreeable to both parties. The project will nevertheless have to go out to bid.
- * **Labor Standards** include Davis Bacon wages (established construction employee minimum wage rates: example - \$21.22 per hour for a carpenter), which will make the cost of construction more expensive. A safe estimate of increased cost is to add 20% to 30% to the cost of labor. If your project cost can be covered entirely with the grant, this should not be a problem. If however, you are planning a large project and putting your own dollars into it, the wages will apply to the total project, not just the CDBG portion, so the total cost of the project may increase and, possibly, your contribution to it will increase. Sometimes the Davis Bacon wage requirement makes the grant money "cost" more than the benefit.
- **You will be required to make a minimum five-year commitment to the project.** If you do not fulfill this obligation, the community could be asked to return funds, and it will in turn ask you for the money.
- **There can be a long time between grant application and actual release of funds.** This sample timeline reflects a construction project:

March	Applications submitted to NACOG
June	Applications submitted to Arizona Department of Housing
October	Grant signed
January	Completion of Environmental Review
February	Procure Design
May	Procure Construction
June	Begin Construction

E

HOW DO YOU GET CDBG FUNDS?

The community is required to hold at least two public hearings: the first to receive public input and to discuss potential CDBG projects and the second to prioritize the projects. The hearings will be announced by ads in your local paper. The community may not apply for a project that is not discussed at the hearings. **This is your opportunity.** Attend those hearings and make your case known.

HINT 1

Bring written materials to the hearing that will make it easy for the community to understand the grant request. Bring at least two copies: one for the City/Town/County or minutes, and one for the staff who has to write the grant. Be clear and concise; each statement should be no longer than one brief paragraph. Your community might also have it's own pre-application form they would like you to use. You can elaborate in your verbal presentation.

- Describe the project you want
- Describe the need for the project
- Describe who the beneficiaries are; state the number of persons who will benefit and the number who are low to moderate income. (All persons served are low moderate income if the beneficiaries are one of the target populations.)
- Describe how the project will benefit low moderate income persons
- Estimate a cost range for the project, keeping in mind Davis Bacon wage rates
- Provide a contact person, address, and phone number

HINT 2

If your request is looked upon favorably, be prepared to provide your community a copy of at least:

- Operations budget
- Articles of Incorporation
- List of your board members
- Name and title and phone number of intake or eligibility worker
- Proof that at least 51% of your participants have low to moderate income (not needed if you are serving one of the target population groups)
- Fee schedules and proof that the fees are affordable to low to moderate income persons
- Deeds, leases, agreements, if appropriate
- Any other item requested by the community, NACOG, or Department of Housing

HINT 3

You cannot expect that a Council or Board of Supervisors will wish to put funding into a project that they are unfamiliar with, or expect that they can understand what you are trying to do to help the residents and voters of their community from information given at a couple of Public Hearings. If you truly see CDBG as the solution to your dilemma, inform the Council/Board of your program and your plans before the hearings. Invite them to see your operations.

For a CDBG project between the community and a nonprofit to be successful, there will need to be a partnership. The community will need a clear understanding of the nonprofit's program and needs and the nonprofit will need a clear understanding of the timelines and limits of CDBG.

HINT 4

The City or Town Council or Board of Supervisors has the right and the responsibility to select the project which best fits the community's housing and community development needs. Although you may think that a homeless shelter, for example, is the best use of the funds, the Town Council may think that replacing deteriorated water lines that are causing a health hazard a greater priority.

F

APPENDIX

ROTATION SCHEDULE

Apache County	2014	Town of Eagar
	2015	Town of Springerville
	2016	Apache County
	2017	City of St. Johns
Coconino County	2014	Coconino County
	2015	City of Williams
	2016	Town of Fredonia
	2017	City of Page
	2018	Town of Tusayan
Navajo County	2014	Town of Taylor and Town of Pinetop-Lakeside
	2015	Navajo County
	2016	Town of Snowflake and City of Winslow
	2017	City of Holbrook and City of Show Low
Yavapai County	2014	Town of Camp Verde, Town of Chino Valley, Town of Clarkdale
	2015	City of Cottonwood, City of Sedona, Town of Dewey-Humboldt
	2016	Town of Prescott Valley and Town of Jerome
	2017	Yavapai County

2013 LOW TO MODERATE INCOME LIMITS

County	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Apache	27,550	31,500	35,450	39,350	42,500	45,650	48,800	51,950
Coconino	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650
Navajo	27,550	31,500	35,450	39,350	42,500	45,650	48,800	51,950
Yavapai	30,750	35,150	39,550	43,900	47,450	50,950	54,450	57,950

Northern Arizona Council of Governments

Community Development Block Grants

119 East Aspen Avenue

Flagstaff, Arizona 86001

928-774-1895

FAX 928-773-1135

Disability Relay: TDD 800-367-8939; Voice 800-842-4681

Chris Fetzer, Executive Director

Isabel Rollins, CDBG Program Director

Ray Baum, Housing Rehab Services Specialist II

Tracy Bouvier, Program Specialist II

The work that provided the basis for this publication was supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the government.

5



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 11, 2013

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Public Works – Streets Division

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): Summary presentation of the Planning Assistance for Rural Areas (PARA) – Final Report of the Business Corridor Study. The summary will cover the study’s purpose, study area, study process, the two selected concepts for improving the Tri-intersection, and a concept for the Finnie Flat business corridor.

List Attached Documents: Power Point

Estimated Presentation Time: 30 Minutes

Estimated Discussion Time: 20 Minutes

Reviews Completed by:

- Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: In October 2011, ADOT selected the Town's application for funding of a PARA grant. The Town chose to study the business corridor from SR-260 at Finnie Flat Rd. and the Tri-intersection of Main St., Finnie Flat and Montezuma Castle Hwy. (a recommendation of the Small Area Transportation Study completed in 2009). The Presentation will provide a brief summary the findings and recommendations of the Final Report completed by Jacobs in October, 2013. A Resolution for the acceptance of the report as a public document will be included on the Dec. 18, 2013, Council agenda.

Recommended Action (Motion): N/A

Instructions to the Clerk:



Town of Camp Verde Business Corridor Study

Finnie Flat Road: SR-260 to Mairr Street (Tri-Intersection and Finnie Flat Road)

Study Purpose and Need

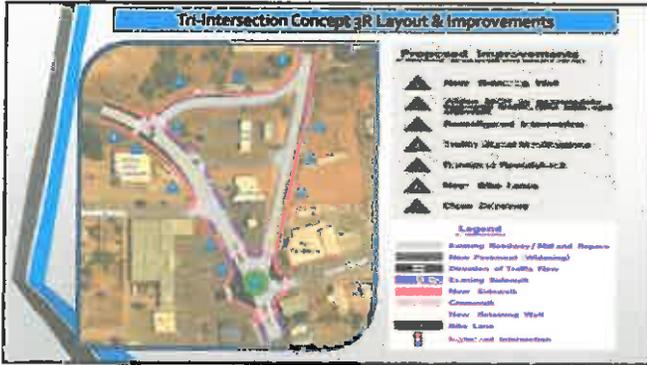
The need for this study is to identify, plan, design, and improve the corridor to enhance commercial viability and long-term sustainability of the corridor. The study objectives are to:

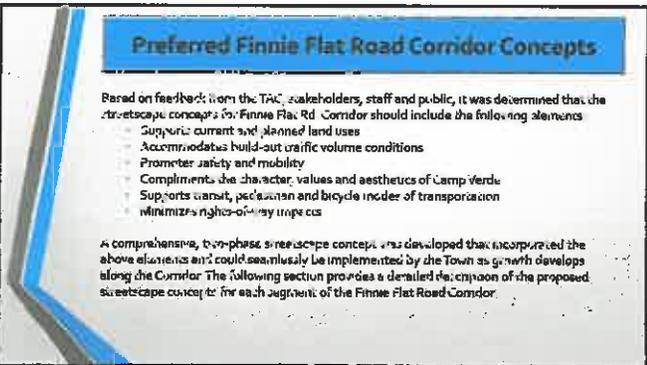
- Address the Immediate Differences and Needs at the Tri-Intersection. Evaluate the current configuration of the Tri-Intersection, identify the need for future improvements to increase the number of goods and services, and enhance the overall appearance of the intersection. Key areas of the intersection that will be studied in this section include:
 - Current lane configurations and their ability to accommodate parallel lanes
 - Median and/or curb along Mairr Street from SR-260 Road and Montezuma Castle Highway from SR-260 Road, the right of way, etc.
 - Traffic control and signage, including the intersection, southbound on SR-260 from the Mairr Street, and the right of way, etc.
 - Land use patterns and building setbacks for other streets, including the intersection of Mairr Street
 - Other signage, such as directional signs, etc., on the intersection
- Address the Need for a Greenway. Provide a greenway along the corridor, which will be a multi-use trail, and will be used for walking, jogging, and other recreational activities.
- Address the Need for a Greenway. Provide a greenway along the corridor, which will be a multi-use trail, and will be used for walking, jogging, and other recreational activities.
- Provide a greenway along the corridor, which will be a multi-use trail, and will be used for walking, jogging, and other recreational activities.

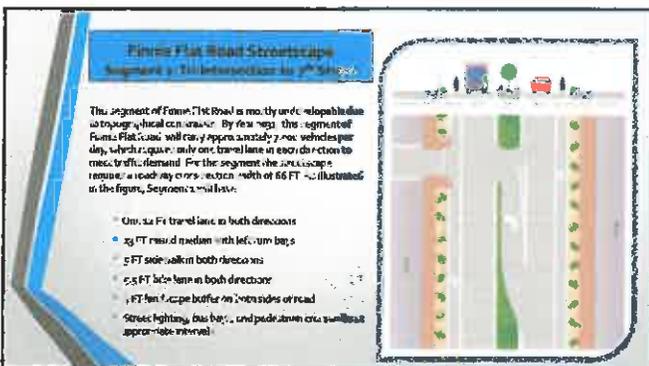
Study Area from SR-260 to Main Street



The considerations made in this study will enable the Town to establish a clear and more efficient infrastructure for the traveling public and guide the development of the Finnie Flat Road Corridor.







What's Next?

San Jose will be in a position to get to the next phase of the project in the next few months. The study will be completed and design of the project will begin.

The study findings will be used to inform the City's transportation planning process. The study findings will be used to inform the City's transportation planning process. The study findings will be used to inform the City's transportation planning process.

City staff will continue to work with the community and stakeholders to address concerns and provide input on the project. City staff will continue to work with the community and stakeholders to address concerns and provide input on the project.

- detailed Design Concept Report of the Tri-Intersection in order to refine planning level concepts
- additional public outreach
- Consideration of roadway improvement District to fund the construction, operation and maintenance of the needed infrastructure
- Pursue developer stipulations along the Corridor in order to construct the infrastructure
- Renew and update street design standards, develop comprehensive access management standards, and detailed traffic impact guidelines and procedures.
- Collaborate with local property owners, real estate professionals, and developers to identify economic development goals and to formulate an outreach plan to promote development along the corridor.



Town of Camp Verde

Agenda Item Submission Form – Section 1

Meeting Date: December 11, 2013

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Public Works/ Stormwater and Sewer Utility Division

Staff Resource/Contact Person: Troy Odell

Agenda Title (be exact): A Power Point Presentation, explanation and discussion of the requirements of Arizona Department of Environmental Quality (ADEQ) and the need for a complete Stormwater Program that includes a comprehensive drainage plan.

List Attached Documents: Power Point Presentation - 16 Pages

Estimated Presentation Time: 30 Minuets

Estimated Discussion Time: 30 Minutes

Reviews Completed by:

Department Head: Ron Long **Town Attorney Comments:** **Finance Department**

Fiscal Impact:

Budget Code: Amount Remaining:

Comments:

Background Information: Under the Arizona Department of Environmental Quality the Town is required to establish and monitor Stormwater and pollutant runoff from construction, industrial, commercial and residential sites as well as the storm water from rain and snow melt. In addition to the requirements of ADEQ, the Town is faced with developing, maintaining and improving a comprehensive drainage plan to protect private and public property and the impacts of stormwater on the Verde River. With this presentation we hope to explain our needs, invite input and appeal for critical municipal commitment in order to prepare a complete and sustainable Stormwater program.

Recommended Action (Motion): Instructions to the Clerk: N/A

The background of the slide is a light gray gradient with several water droplets and bubbles of various sizes scattered across it. Some are in the top left, some in the bottom right, and others in the middle. The droplets have highlights and shadows, giving them a three-dimensional appearance.

STORM WATER MANAGEMENT

PUBLIC WORKS DIVISION

WHAT IS STORM WATER

Storm water is rainwater and melted snow that runs off streets, lawns, and other sites. When storm water is absorbed into the ground, it is filtered and ultimately replenishes aquifers or flows into streams and rivers. In developed areas, however, impervious surfaces such as pavement and roofs prevent precipitation from naturally soaking into the ground. Instead, the water runs rapidly into storm drains, sewer systems, and drainage ditches. This runoff may overtop storm drains or drainage ditches and cause sheet flooding. The runoff may contain high levels of contaminants such as sediment, suspended solids, heavy metals, pathogens, toxins, nutrients such as phosphorus and nitrogen, and organic material. The stormwater runoff modified by human activities can cause:

- Localized and downstream flooding
- Stream bank erosion
- Increased turbidity (muddiness created by stirred up sediment) from erosion
- Habitat destruction
- Changes in the stream flow hydrograph (a graph that displays the flow rate of a stream over a period of time)
- Sewer Overflows
- Infrastructure and damage
- Contaminated streams, rivers, and coastal water

Individually and combined these pollutants impair water quality, threaten personal property and can cause habitat alteration and destruction.

STORM WATER REGULATIONS

- **FEDERAL:** The U.S Environmental Protection Agency issued regulations for the control of storm-water discharges into local surface waters (e.g.: streams, rivers, lakes) through implementation of the Clean Water Act and the Water Pollution Control Act using the National Pollutant Discharge Elimination System (NPDES) program. The EPA later expanded the program to include all operators of Municipal Separate Storm Sewer Systems (MS4's). The NPDES program is the administrative mechanism for stormwater permitting and covers the following stormwater discharges:
 - Municipal Separate Storm Sewer Systems (MS4). An MS4 is defined as a conveyance or system of conveyances, including roads and road side drainage ditches, catch basins, curbs/gutters, man made channels and storm drains that are owned by a public entity that discharges to waters of the United States that are designed or used to collect and/or convey storm-water and are not combined with a sewer or a publicly owned sewage treatment plant.
 - Construction activities of one or more acres may be required to obtain a NPDES
 - Industrial Activities
- **STATE:** Arizona (ADEQ) is authorized via a permit with the EPA to implement or administer the NPDES program for our state. Arizona calls the program Arizona Pollutant Discharge Elimination System (AZPDES). An AZPDES permit is required for any point source discharge of pollutants to a water of the United States or any MS4 within Arizona.
- **LOCAL:** Operators of regulated MS4s (Such as the Town of Camp Verde) are **required** to develop a Storm Water Management Plan (SWMP) that includes measurable goals and how to implement needed Best Management Practices (BMPs). The process of developing a plan, implementing the plan, and evaluating the plan is a dynamic, iterative process that helps move communities toward achievement of their goals. Cost of a Storm Water Management Plan must include technical expertise, staff time, inspections, records keeping, mapping and enforcement.

CAMP VERDE – STORM WATER MANAGEMENT PLAN & MS4 RESPONSIBILITIES

THE SIX MS4 PROGRAM ELEMENTS OR “MINIMUM CONTROL MEASURES”

- **PUBLIC EDUCATION AND OUTREACH** -Distribution of educational materials and outreach to inform citizens about the impacts of polluted stormwater runoff on water quality and pollution prevention and remediation.
- **PUBLIC PARTICIPATION /INVOLVEMENT**- Opportunities for citizens to assist in program development and implementation. Volunteer clean-up projects can make up for unavailable staff time.
- **ILLICIT DISCHARGE DETECTION AND ELIMINATION**- develop a entire storm water system (outfall) map and implement a program to detect and eliminate illicit discharges from the storm water system.
- **CONSTRUCTION SITE CONTROL** – develop, implement and enforce an erosion, sediment and pollution control program for construction activities that disturb any land within the MS4.
- **POST-CONSTRUCTION SITE CONTROL** – develop, implement and enforce a program to address discharges of post-construction runoff from new and redeveloped areas.
- **POLLUTION PREVENTION/GOOD HOUSEKEEPING**- develop and implement a program to prevent or reduce pollutant runoff from municipal operations that incudes staff training on pollution prevention measures (e.g. street sweeping, reduction of pesticide use, catch basin cleaning, good equipment and grounds maintenance,...)
- **ANNUAL REPORTING** - submitted to ADEQ, the MS4 report is required as an annual evaluation of the progress with the Minimum Control Measures under our Storm Water Management Plan. This report provides the opportunity to assess if the current Storm Water Management Plan is effective: Are the minimum control measures being met? , Are there historic trends?, What is working?, What changes are required?

CAMP VERDE STORM WATER MANAGEMENT ACTIVITIES

- "AFTER THE STORM" CLEAN-UP INCLUDING INSPECTION AND REPAIR OF EXISTING MUNICIPAL INFRASTRUCTURE DAMAGED BY STORM EVENTS THAT HAVE OVERWHELMED INADEQUATE EXISTING DRAINAGE FACILITIES.
- MAINTENANCE OF MAJOR AND MINOR DRAINAGE CHANNELS, ROADSIDE DITCHES, CULVERT CROSSINGS, DETENTION AND RETENTION FACILITIES, LOW WATER CROSSINGS, ETC.
- DEVELOPMENT OF NEW DRAINAGE IMPROVEMENTS AND IMPROVEMENT OF INADEQUATE EXISTING FACILITIES.
- REVIEW /CORRECTION/ APPROVAL OF PROPOSED DEVELOPMENT DRAINAGE FACILITIES.
- OVERSEEING THE CONSTRUCTION OF NEW DRAINAGE FACILITIES.
- STREET SWEEPING TO PREVENT CONTAMINANTS FROM THE STREETS FROM ENTERING DRAINAGEWAYS.
- INSPECTION OF STORM SYSTEMS AND OUTFALLS FOR POLLUTION, ILLICIT DISCHARGES, EROSION,
- INSPECTION OF CONSTRUCTION SITES FOR COMPLIANCE BY USE OF AN ONGOING STORM WATER POLLUTION PREVENTION PLAN (SWPPP).
- PREPARING AND REVISING TOWN DRAINAGE ORDINANCES AND MANUALS. ENFORCEMENT OF THOSE ORDINANCES.
- ENFORCEMENT ACTIVITIES REGARDING ILLICIT DISCHARGES, CONSTRUCTION WITHOUT PERMITS, LACK OF STORM WATER POLLUTION PREVENTION ON CONSTRUCTION SITES, DRAINAGE ORDINANCE VIOLATIONS,
- PUBLIC OUTREACH AND EDUCATION.
- POLLUTION PREVENTION ON MUNICIPAL GROUNDS.

CAMP VERDE DRAINAGE ORDINANCE

CAMP VERDE IS IN NEED OF A FULLY DEVELOPED DRAINAGE ORDINANCE THAT:

- GIVES THE TOWN THE ABILITY TO ASSURE MS4 REQUIREMENTS ARE BACKED BY THE ABILITY TO ENFORCE COMPLIANCE WHEN NECESSARY.
- MAKES PRIVATE PROPERTY OWNERS RESPONSIBLE FOR MAINTAINING THEIR OWN PORTION OF THE RIGHT OF WAY IN THE FRONT OR ON THE SIDE OF THEIR PROPERTIES INCLUDING ROADSIDE DITCHES, WEED CONTROL, AND DRIVEWAY CULVERT CLEANING.
- ADDRESSES THAT PRIVATE DEVELOPMENT MUST TAKE CARE OF THEIR OWN DRAINAGE MAINTENANCE DEMANDS SUCH AS DRAINAGE EASEMENT DITCHES AND CHANNELS, MOWING, REMOVAL OF SILT, EROSION CORRECTION, ETC. AND THAT THE TOWN SHALL NOT BE REQUIRED TO FINANCIALLY SHARE IN THAT RESPONSIBILITY.
- INSISTS THAT NEWLY DEVELOPED SITES AND SUBDIVISIONS MUST INCORPORATE DETENTION FACILITIES TO PREVENT INCREASES IN THE DRAINAGE RUN-OFF LEAVING THE PROPERTY.
- ADDRESSES THE NEED FOR PERIODIC INSPECTIONS OF COMMERCIAL AND INDUSTRIAL PROPERTY FOR ILLICIT DISCHARGES OR LACK OF REQUIRED DRAINAGE CONTROLS TO BE REQUIRED AS A PART OF THE LOCAL BUSINESS LICENSE.
- MAKES POLLUTION AND ILLICIT DISCHARGES ILLEGAL AND GIVES THE TOWN THE ABILITY TO PROSECUTE IN ORDER TO BRING THE RESPONSIBLE PARTIES AND SUBJECT PROPERTIES BACK INTO COMPLIANCE.
- ADDRESSES THE NEED FOR STORM WATER POLLUTION PREVENTION ON CURRENT CONSTRUCTION SITES AND GIVES THE TOWN THE ABILITY TO ENFORCE WHEN A CONSTRUCTION SITE IS OUT OF COMPLIANCE.



FLOOD PLAIN MANAGEMENT

- **YAVAPAI COUNTY CURRENTLY IS OUR FLOODPLAIN ADMINISTRATOR**
 - **YAVAPAI COUNTY FLOOD CONTROL DISTRICT WORKS WITH FEMA FLOODPLAIN MAPPING TO ASSURE PUBLIC SAFETY AND THAT CONSTRUCTION PERMITTING IS SAFELY DONE WITHIN THE FLOODPLAIN.**
 - **WE WORK WITH THE FLOOD CONTROL DISTRICT FOR REVIEW OF DEVELOPMENT WITHIN AND AROUND THE FLOODPLAIN AND ON DRAINAGE PROJECTS. WE ARE INVOLVED WITH THEM FOR HANDLING ILLICIT ACTIVITIES SUCH AS BUILDING OR GRADING WITHOUT PERMITS IN A FLOODPLAIN.**
- 

CAMP VERDE STORM WATER PROGRAM

CURRENT PROGRAM:

- NECESSARY TECHNICAL AND ADMIN STAFF ARE PRESENT – DOING STORM DAMAGE INSPECTIONS, OUTFALL INSPECTIONS, MS4 REPORTING AND RECORDS...NOT ENOUGH TIME FOR ADEQUATE COMMERCIAL PROPERTY AND ILLICIT DISCHARGE INSPECTION WORK.
- STREETS CREW – AFTER THE STORM DRAINAGE REPAIR BOTH IN AND OUT OF RIGHTS-OF-WAY...NOT ENOUGH TIME OR BUDGET FOR PREVENTATIVE MAINTENANCE OR ACTUAL IMPROVEMENT PROJECTS. NO CURRENT CONSTRUCTION OR MAINTENANCE STAFF DEDICATED TO STORMWATER AND DRAINAGE WORK ONLY AWAY FROM HURF FUNDING.
- CONSTRUCTION – LIMITED PROJECT BUDGETS...AT THIS STAGE USUALLY FLOOD CONTROL DISTRICT IGA FUNDING BASED ON FUNDS AVAILABLE FROM COUNTY FOR LOCAL PROJECTS. LARGE SCALE PROJECTS FEW AND FAR BETWEEN AND CAN BE BIG DEMAND ON LIMITED STAFF TO MANAGE.
- LIMITED TIME AND BUDGET FOR PUBLIC EDUCATION AND AWARENESS PROGRAMS. AT THIS TIME ONLY OLDER BROCHURES AND TOWN WEB-SITE.
- ENFORCEMENT – NO CURRENT DETAILED ORDINANCE IN EFFECT THAT ALLOWS US TO ADEQUATELY ENFORCE TO PREVENT STORMWATER POLLUTION AND MAINTAIN THE MS4.

FUTURE PROGRAM NEEDS:

- TECHNICAL/ADMIN. – MS4 RECORDS/REPORTING SOFTWARE IS NEEDED FOR GIS MAPPING OF OUTFALLS, DATA AND RECORDS KEEPING, AND REQUIRED ANNUAL REPORTING, ALL OF WHICH ARE REQUIREMENTS OF OUR PERMIT WITH ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY.
- STORMWATER CREW – BUDGETED INCREASE IN PERSONNEL TO INCLUDE AN EQUIPPED STORMWATER CREW TO MAINTAIN DRAINAGES, ROADSIDE DITCHES/CULVERTS. THIS CREW COULD ALSO BE DEDICATED TO DRAINAGE IMPROVEMENT PROJECTS AND PRE-STORM PREPARATION AND MAINTENANCE AND AFTER THE STORM REPAIRS.
- IMPLEMENTATION OF A NECESSARY 5-YEAR DRAINAGE IMPROVEMENT PLAN LISTING PROJECTS BY PRIORITY BASED ON NEED TO BECOME BUDGETED STORM WATER PROJECTS VIA GENERAL FUNDS, CIP, GRANTS, ETC.
- ANNUAL BUDGET FOR UPDATED WEB-SITE, PRINTING, MAILING, AND PUBLIC PRESENTATION COSTS AND SUPPLIES TO EDUCATE GENERAL PUBLIC, SCHOOLS, ETC.
- A NEWLY DRAFTED DRAINAGE ORDINANCE AS DETAILED EARLIER TO INCLUDE NECESSARY ITEMS THAT ALLOWS STAFF TO ENFORCE AND PREVENT STORMWATER POLLUTION AND MAINTAIN THE MS4

MAP OF CAMP VERDE FLOOD PLAIN

