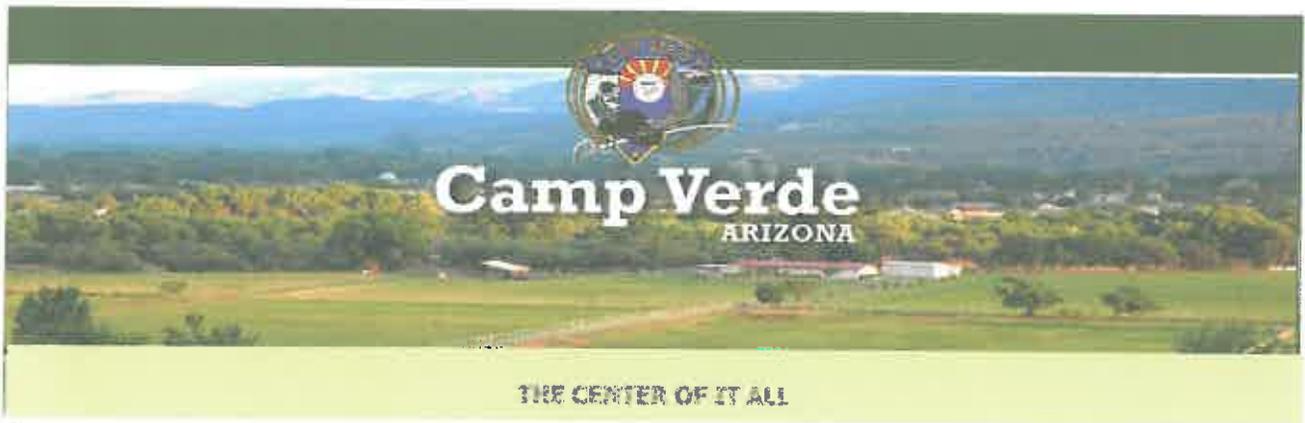


**AMENDED AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
SEPTEMBER 3, 2014 6:30 P.M.**

ADDING ITEM 9

**ADDITIONAL INFORMATION
ITEM 8 – FEE SCHEDULE**



Support your local merchants.

**AMENDED AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 3, 2014 at 6:30 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. **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) Special Session – August 18, 2014
 - 2) Work Session – August 13, 2014
 - 3) Regular Session – August 6, 2014
 - 4) Work Session – July 30, 2014
 - b) **Set Next Meeting, Date and Time:**
 - 1) September 10, 2014 at 5:30 p.m. – Work Session
 - 2) September 17, 2014 at 6:30 p.m. – Regular Session
 - 3) September 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Approval of Special Event Liquor License application for the Verde Valley Rangers, Mounted Sheriff's Posse fundraiser to be held during Fort Verde Days at 75 E Holloman Street. Staff Resource: Debbie Barber:**
 - d) **Approval of the appointment for Judge Harry E. Cipriano, as an Assistant Magistrate for the Camp Verde Municipal Court for a two (2) year term, effective September 1, 2014, and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three hour minimum. Staff Resource: Russ Martin**
 - e) **Approval to postpone discussion until September 17, 2014 regarding amending the Tax code by eliminating the exemption of food for home consumption under the Model City Tax Code thereby instituting a Food Tax for the Town of Camp Verde. Staff Resource: Russ Martin and Michael Showers**
5. **Special Announcements and presentations:**
 - **Commendation certificate to be presented to Rosalie Lienhart, Haddie Miller, Ryan Miller, Cory Miller, Tyler Brown for their bravery. Staff Resource Nancy Gardner**

- **Presentation of a plaque to the Town of Camp Verde from Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting.** Staff Resource: Russ Martin
 - **Approval of Proclamation designating September as National Recovery Month.** Staff Resource: Mayor Charles German
 - **Approval of Proclamation Declaring 9-11-2014 "A Day to Remember".** Staff Resource: Debbie Barber
6. **Call to the Public for Items not on the Agenda.**
 7. **Discussion, consideration & possible approval of Ordinance 2014-A399 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Use Tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the Use Tax Rate from two percent (2%) to three percent (3%).** Staff Resource: Mike Showers
 8. **Discussion, consideration & possible approval of Resolution 2014-924, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for town services for FY 2014-15 and superseding Resolution 2013-895.** Staff Resource: Mike Showers.
 9. **DISCUSSION, CONSIDERATION, AND POSSIBLE SELECTION OF AN INDEPENDENT ATTORNEY TO REVIEW EMPLOYEE COMPLAINTS AND COUNCIL CONDUCT AS IT RELATES TO TOWN COUNCIL POLICIES, RULES, AND PROCEDURES.** Staff Resource: Russ Martin/Bill Sims
 10. **Call to the Public for items not on the agenda.**
 11. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
 12. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
 13. **Adjournment**

Posted by: O. Jones Date/Time: 9-2-2014 3:50 p.m.
Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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.

#9



Town of Camp Verde

Meeting Date: September 3, 2014

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible selection of an independent attorney to review employees complaints and Council Conduct as it relates to Town Council Policies, Rules, and Procedures.

List Attached Documents:

1. Bios and statements from Attorneys

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head:** Russ Martin (comments included in report)
- Town Attorney Comments:** Attorney and Manager have discussed the individuals included and agree they provide highly qualified services.
- Finance Department:** N/A

Background Information:

Per Town Council direction the Manager and Attorney are supplying 3 names for consideration for the independent investigation requested.

Recommended Action (Motion):

Move to direct the Town Manager to enter into a Professional Services Contract with _____ for this independent investigation.

GAMMAGE & BURNHAM



Manjula M. Vaz

Two North Central Avenue, Fifteenth Floor, Phoenix, AZ 85004
(602) 256-4461
mvaz@gblaw.com

Areas of Practice

Business Organizations and Commercial Transactions
Elections, Government and Public Affairs
Real Estate
Zoning and Land Use

Education

J.D., Arizona State University, 1999
B.S., Arizona State University, 1989

Court Admissions and Other Interests

State Bar of Arizona
Maricopa County Bar Association
American Bar Association

Profile

Manjula is a member in the Zoning and Land Use Planning and Real Estate areas of the firm. Her practice focuses on zoning-related services, including master planned zoning approvals (specific plans, planned area developments, planned community developments), rezoning approvals, general plan amendments, variances, conditional and special use permits, zoning interpretations and violations, and zoning due diligence.

In addition, Manjula assists clients with the negotiation and implementation of development agreements, GPLETs and other development-related agreements. She frequently appears before planning commissions and city councils on behalf of clients regarding zoning and development projects.

Prior to attending law school, Manjula was a Legislative Assistant to U.S. Rep. John J. Rhodes III and chief of staff to Maricopa County Supervisor Tom Rawles (D-1). She is also a former member of the Tempe Planning Commission.



MEMORANDUM

GAMMAGE & BURNHAM, P.L.C.

September 2, 2014

TO: Russ Martin
Camp Verde Town Manager

FROM: Cameron C. Artigue

RE: Potential Engagement

The following information is in response to our telephone conversation of August 27, 2014. The law firm of Gammage & Burnham is ready, willing, and able to conduct the tasks we described. Our firm has 30+ years of experience in representing municipalities in a variety of specialized matters. Our primary expertise runs to land use issues, but also includes municipal government and affairs. In particular, we have experience dealing with Council-Manager municipal government issues arising in the City of Phoenix. I have enclosed the biographies of myself and Manjula Vaz.

An engagement for “educational” purposes would be relatively straightforward. We would be happy to prepare written materials and make a presentation regarding the do’s and don’ts of municipal form of government. This could be done for a budget of approximately \$2,500.

On the other hand, an investigation of prior events and the potential consequences thereof is a much larger scope of work. This would require a careful review of municipal records as well as an interview of the parties concerned, and the preparation of a solid written report. In such situations, it is imperative to insist upon high standards so that everybody can be assured of the integrity and thoroughness of the process. It is hard to estimate the effort that would be involved in such an endeavor because of my limited knowledge. However, I believe that the conduct of the investigation would involve expenditures of at least \$10,000.

I would be happy to provide additional information to you or anyone on the Town’s Staff should it be requested. Please let me know.

The Law Offices of
**CURTIS, GOODWIN, SULLIVAN,
UDALL & SCHWAB, P.L.C.**

Michael A. Curtis
Susan D. Goodwin
Kelly Y. Schwab

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Facsimile (602) 393-1703
E-mail: sgoodwin@cgsuslaw.com
www.cgsuslaw.com

William P. Sullivan
Larry K. Udall
Phyllis L.N. Smiley
Trish Stuhan

Of Counsel
Joseph F. Abate
Patricia A. Ronan

Refer to File No. 099

August 29, 2014

VIA EMAIL (russ.martin@campverde.az.gov)

Mr. Russ Martin, Town Manager
Town of Camp Verde
473 South Main Street, Suite 102
Camp Verde, AZ 86322

RE: Special Counsel--Letter of Interest and Proposal for
Limited Legal Services

Dear Mr. Martin:

It was a pleasure talking with you by telephone today. On behalf of the law firm of Curtis, Goodwin, Sullivan, Udall & Schwab, we are pleased to submit this letter of interest and proposal for legal services for the investigation relating to the actions of a Councilmember.

Our municipal team currently serves as general counsel to the Towns of Miami, Clifton, Wickenburg, Dewey-Humboldt, Chino Valley, Oro Valley, Quartzsite and Youngtown, and the City of Litchfield Park. We represented the Town of Gilbert for thirty years as general counsel, and although that town hired a full-time in-house attorney, we continue to do significant work for Gilbert in more specialized areas. We represent a number of municipalities as special counsel for special projects, including personnel investigations and police internal investigations. We also represent a number of Arizona public utilities, water companies, special taxing districts and state agencies.

We understand that Camp Verde is in need of investigation services relating to the actions of a Councilmember. Our team has worked with municipalities for collectively over 100 years, covering almost every aspect of legal representation. We are very knowledgeable about Town Code requirements and when actions of councilmembers and staff exceed legal authority. We are happy to put this experience to work for Camp Verde.

Mr. Russ Martin, Town Manager
Town of Camp Verde
August 29, 2012
Page 2

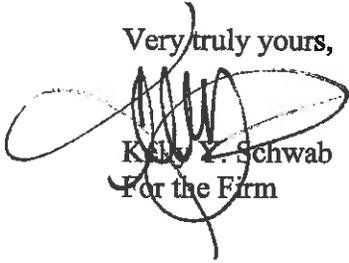
Our proposed hourly rates for legal services are:

Special Legal Services: \$190.00 per hour for attorneys and \$90.00 per hour for paralegals.

Reimbursable costs: Copy charges - \$.40 per page

We have enclosed our Firm's Résumé. Please give me a call at (602) 393-1700 if you have any questions regarding the enclosed.

Very truly yours,



Kelly Y. Schwab
For the Firm

Enclosure: Firm Résumé

RESUME OF THE FIRM

CURTIS, GOODWIN, SULLIVAN, UDALL & SCHWAB, P.L.C.

MUNICIPAL LAW - GENERAL

Attorneys of the Firm understand the real needs of municipalities because collectively they have served municipalities in all areas for over one hundred years.

General Counsel: Attorneys of the Firm served as General Counsel for the Town of Gilbert for 30 years. Last year Gilbert hired in-house counsel, but we continue to work extensively with the Town. Attorneys of the Firm have also served as General Counsel for the City of Litchfield Park since 1990, for the Town of Wickenburg since 1998, for the Town of Youngtown since 2003, for the Town of Clifton since 2005, for the Town of Miami since January 2010, for the Town of Dewey-Humboldt since January 2011, for the Town of Quartzsite since March 2013 (previously served as Special Counsel), for the Town of Chino Valley since March 2013, and for the Town of Oro Valley since May 2013. Additionally, the Firm serves as special counsel to the Towns of Sahuarita, Queen Creek, Payson and Paradise Valley and the City of Mesa for special projects. Attorneys of the Firm previously served as General Counsel for the City of Apache Junction, the Town of Cave Creek and the Town of Jerome. In its capacity as General Counsel, at Council meetings the Firm addresses legal questions related to agenda items, open meeting law, conflicts of interest, referendum and election concerns, public funding, ordinance and contract issues and other matters. The Firm regularly conducts staff meetings with departments and provides advice on legal issues.

Ordinances and Resolutions: Attorneys of the Firm prepare ordinances and resolutions on a regular basis and have participated in the wholesale revision of several municipal codes, including for the Town of Gilbert, the City of Litchfield Park and the Town of Clifton.

Employment and Labor Law and/or Personnel Issues and Litigation (incl. Discrimination): The Firm advises its municipal clients on legal issues related to the hiring, training, employment and termination of personnel. The Firm has extensive knowledge of Arizona and federal employment laws, such as the Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, the Employer Sanctions Act, employee drug and alcohol testing laws, employee benefits, and liabilities and immunities for employee actions. We have conducted internal investigations for the Town of Gilbert, the Town of Wickenburg, the City of El Mirage and the City of Litchfield Park. We regularly work with municipalities to update personnel policies.

Contracts: The Firm's attorneys regularly prepare and review municipal contracts, including intergovernmental agreements, development agreements, construction contracts, architect/engineering services contracts, independent contractor agreements, purchase of equipment, real estate purchase contracts, leases, landscaping and maintenance contracts.

Planning, Zoning, Real Estate, Development and Land Use Issues and Litigation: The Firm

is experienced in all aspects of planning and zoning law and its attorneys have extensive experience in advising municipal staff on legal issues related to zoning, working with Planning and Zoning Commissions, and preparing re-zoning ordinances and Zoning Code provisions. The Firm is knowledgeable about the Fair Housing Act, the Religious Land Use and Institutionalized Persons Act, the Telecommunications Act, the Arizona Free Exercise of Religion Act, the Private Property Act, and other federal and state laws impacting local zoning decisions.

The Firm's experience in real estate transactions includes purchase and condemnation of properties for redevelopment districts, improvement districts, municipal facilities, and public rights-of-way. The Firm also has experience in assemblage of properties and financing. The Firm has processed over 100 acquisitions for right of way and public infrastructure for the Town of Gilbert.

Taxation Law and Litigation: The Firm is experienced in sales tax collections and the Model City Tax Code. We have pursued several collection actions in the Town of Gilbert, the City of Litchfield Park, the City of Mesa and the Town of Paradise Valley.

Police Advisory: The Firm provides legal advice to police departments and assists municipalities in the conduct of internal investigations and training.

Public Utility Law: The Firm is experienced in rendering advice regarding municipal-owned utilities, including creating processes for collecting unpaid utility bills. The Firm represents water, wastewater and electric utilities throughout Arizona, including private water companies, irrigation districts, electric power cooperatives, electrical districts, sanitary districts, community facilities districts and municipalities. The Firm has negotiated several utility franchises on behalf of municipalities and utilities involving water, gas, electric and/or sewer service. Attorneys of the Firm represent utilities and interveners in Corporation Commission proceedings, including rate-increase cases. Attorneys of the Firm helped create and develop consumer-owned electric utility systems and their power supply programs. The Firm represents its clients before the Arizona Power Authority (APA), the Arizona Department of Water Resources (ADWR), the Western Area Power Administration (WAPA), the Department of Energy (DOE) on utility matters, and the Federal Energy Regulatory Commission (FERC) on wholesale rate matters. Michael Curtis serves as Executive Secretary of an association of approximately 20 municipal and cooperative electric utilities, known as the Arizona Municipal Power Users Association.

Elections and Voting Rights Law and Litigation: The Firm regularly advises the Firm's municipal clients on election issues and the Voting Rights Act. The Firm is experienced in processing and bringing to conclusion campaign finance law violation complaints.

Improvement Districts: Attorneys of the Firm have worked with municipalities to form numerous special improvement districts, including Improvement District No. 11 in Gilbert, which was at the time the largest improvement district in the State. Since then, attorneys of the Firm have worked to create Improvement Districts No. 16, 18, 19 and 20 in Gilbert. The Firm also provides assistance in the creation of Streetlight Improvement Districts for municipalities in

Arizona. The Firm also assisted with the creation of community facilities districts in the City of Litchfield Park and the Town of Youngtown.

Construction Management: The Firm assisted with the creation of a program for construction project management for the Town of Gilbert. The Firm regularly consults with its municipal clients on construction management of public works and parks and recreation construction projects. Attorneys in the Firm have experience with the alternative procurement methods authorized for municipalities (design-build, construction manager-at-risk and job-order-contracting). Attorneys of the Firm have helped negotiate settlement of construction delay/cost overrun claims in numerous cases.

Franchises and Telecommunications Licenses: Attorneys of the Firm have prepared numerous licenses for telecommunications providers to use public rights-of-way and many site leases for use by telecommunications providers of municipal facilities for siting antennas. We keep up to date on developments in telecommunications law, including the recent FCC ruling related to deadlines. Attorneys of the Firm have negotiated several utility franchises on behalf of municipalities and utilities involving water, gas, electric, and/or sewer service.

Developments in the Law: The Firm monitors developments in the law and keeps its municipal clients informed about new legal requirements as they are imposed, such as the Employer Sanctions Act requirements for procurements, the Arizona Immigration Act, contractor auditing, federal/state and local public benefits, and the Arizona Free Exercise of Religion Act. Because we represent several municipalities, we are able to spread the costs to the benefit of our clients.

OTHER AREAS

Litigation:

Attorneys of the Firm successfully litigated matters in Arizona courts, United States District Court and the Ninth Circuit Court of Appeals, including Petitions for Certiorari to the United States Supreme Court.

In January, 2014, the Firm represented the Town of Quartzsite in a challenge by the Mayor in which he attempted to overrule an approval of a Resolution with an emergency clause by the other six Council Members claiming unilateral veto power. The matter was heard before Judge Rick Lambert for La Paz County Superior Court and an order issued from the bench after hearings found the Mayor lacked veto power to override the will of the other members of the Council. The Court also denied the Mayor's efforts to disqualify the Firm from representing the Town in the action filed.

Mayor Foster filed an appeal and the Firm continues its representation in that matter.

The Firm also prevailed in court representing the Town of Wickenburg in a challenge on the Town's compliance with a voter initiative concerning library services. On November 6, 2012, Wickenburg voters approved an initiative stating: "The Town of Wickenburg shall allot a portion of the annual budget to enable the Town to fully fund and operate the Wickenburg Public

Library which shall be open to the public not less than 40 hours per week.” In January, the Town Council authorized a declaratory judgment action against the initiative’s sponsor, Patricia J. Sickles, for a ruling as to whether the initiative violated the Revenue Source Rule of the Arizona Constitution. Sickles countersued, seeking a writ of mandamus and an injunction to prevent Wickenburg from (1) reducing funding for the Library, (2) operating a satellite library during a temporary closure of the primary library, and (3) entering into an agreement with Maricopa County to operate the Library. Additionally, Sickles alleged the notice in the agenda for the June 17 and July 1 Council Meetings failed to provide adequate detail under the Open Meeting Laws. On September 26, 2013, the Honorable Randall Warner issued an opinion denying the mandamus and injunction. The court found that the Town was in compliance with the initiative, the level of funding for the Library was a non-justiciable question, and there was no violation of the Open Meeting Law for the July 1, 2013 meeting. The court did find that the notice for June 17 was not sufficient, but declined to nullify the action taken on that date.

The Firm represented the Arizona Department of Transportation in three related cases, two filed in State court and one in Federal court. *Braunstein v. State of Arizona, Arizona Department of Transportation, et al.* These complex cases involved contract disputes, conflict of interest allegations, allegations of violation of the State’s procurement code, and a challenge to the constitutionality of ADOT’s contracting program. All cases were resolved in favor of the Arizona Department of Transportation, though the Ninth Circuit Court of Appeals is currently reviewing the Federal Court’s dismissal of Mr. Braunstein’s case.

In July 2009, we obtained a judgment in favor of the Arizona Grain Research and Promotion Council in a lawsuit that it, and some industry groups, filed against Governor Napolitano (Governor Brewer was later substituted as the defendant) and then-State Treasurer Martin relating to a 2008 “sweep” of \$80,000.00 from the Council’s fund into the general fund. The trial court ruled that the Legislature lacked the legal authority to “sweep” the funds; however, on appeal, that decision was reversed. A Petition for Review is pending before the Arizona Supreme Court.

The Firm has been involved in the successful defense of a religious discrimination case filed against the Town of Gilbert relating to its sign code and restrictions placed on temporary signage that a church alleged violated its religious freedoms. *See Clyde Reed et al. v. Town of Gilbert et al.*, 587 F.3d 966 (9th Cir. 2009). This case was accepted by the United States Supreme Court for review.

In 2010, the Firm represented the Arizona City Sanitary District in litigation challenging recall petitions filed against two sitting members of the District’s Board. Recall petitions had previously been taken out against the same Board members but those driving the recall failed to pay costs associated with the prior election. The Board challenged the right to file a petition for a second recall election without having paid those costs. The Court of Appeals ruled, in a case of first impression, that the position asserted by the Firm was correct and the second recall petition ultimately was not held. *See Arizona City Sanitary District et al. v. Pinal County et al.*, 224 Ariz. 330, 230 P.3d 713 (App. 2010).

Attorneys of the Firm represented the Town of Gilbert in *ACLU v. Dunham*, 88 F. Supp.2d 1066

(D. Ariz. 2000), regarding the Mayor's proclamation of Bible Week. The trial court first decided that residents lacked standing to bring the case but, on reconsideration, the trial court reversed itself. The case was then settled. (Mayor Dunham was separately represented.)

Attorneys of the Firm successfully represented a private water company in *West Maricopa Combine, Inc. v. Arizona Department of Water Resources*, 26 P.3d 1171, 349 Ariz. Adv. Rep. 17 (2001). The Court concluded that the consent of streambed owners is not required before a water company may make beneficial use of an existing natural watercourse to move its appropriated water and for water storage purposes.

In 2001, Attorneys of the Firm prevailed with a jury verdict in defending a wrongful termination lawsuit, *Caravella v. Town of Gilbert, CIV 99-0215-PHX-SRB*, involving allegations of sexual harassment, retaliation and violations of the Americans with Disabilities Act.

Attorneys of the Firm successfully defended the Town of Gilbert in a class action case brought by hundreds of homeowners related to airport overflights from the Williams Gateway Airport. In *Levenson et al. v. Town of Gilbert, CV 99-11909, CV 99-16034*, the plaintiffs alleged that airport noise created a nuisance and constituted a "taking" of property. The Court granted summary judgment to the Town on all counts. The case was affirmed on appeal, and certiorari was denied.

The Firm regularly provides legal advice on public bidding, including issues of responsibility and responsiveness of bidders. Attorneys of the Firm successfully defended the Town of Gilbert in two bid protest-related lawsuits. In *Archon, Inc. v. Town of Gilbert, (CV 96-11956)*, the court agreed that the low bidder's failure to submit an affidavit of non-collusion and page of subcontractor's list prior to bid opening were minor defects and could be cured. In *Talis Construction et al. v. Town of Gilbert, (CV 2000-000411)*, the court held that the low bidder's failure to submit an affidavit of non-collusion prior to bid opening did not prejudice other bidders.

Shortly after the passage of the Groundwater Management Act, several disputes arose involving technicalities of interpreting the Act. Attorneys of the Firm protested expansion of a service area by the City of Tucson, Arizona. Contesting our client's position was the City of Tucson and the Arizona Department of Water Resources (ADWR), who were represented by two of the principal architects of the Groundwater Management Act. The Firm's client prevailed over these two entities. The Supreme Court of the State of Arizona awarded judgment in favor of our client, together with the first and, as of this date, the only award of attorneys' fees (approximately \$100,000.00) against the Department. *See, Cortaro Water Users' Association v. Steiner*, 148 Ariz. 314, 714 P.2d 807 (1986).

**CURTIS, GOODWIN, SULLIVAN, UDALL & SCHWAB, PLC
MUNICIPAL TEAM**

Susan D. Goodwin

Ms. Goodwin began her municipal career with Martinez & Curtis, P.C. as the designated City Attorney for the City of Apache Junction shortly after its incorporation in 1978. When the Town of Wickenburg required a firm to serve as Town Attorney in 1984, the Town Manager contacted Ms. Goodwin, and, except for a period of years when the Town employed in-house counsel, she has served as Town Attorney through the firms of Martinez & Curtis, P.C. and Curtis, Goodwin, Sullivan, Udall & Schwab, PLC. She served as the principal attorney for the Town of Gilbert from 1984 until 2013 and continues to work extensively with the Town as it transitions to in-house counsel. She has served as the assigned Town Attorney through either Martinez & Curtis, P.C. or Curtis, Goodwin, Sullivan, Udall & Schwab, PLC for the Towns of Cave Creek, Jerome, Dewey-Humboldt, Clifton, Miami, Youngtown and Quartzsite, and the City of Litchfield Park. She has provided special counsel services for other cities, including the cities of El Mirage, Surprise, Peoria, Mesa and Lake Havasu City and the towns of Queen Creek and Paradise Valley. In those capacities, she has served as special counsel for campaign finance law violation complaints, internal personnel investigations, preparation of personnel manual updates, preparation of zoning code or city code updates, or negotiation and preparation of development agreements.

Kelly Y. Schwab

Ms. Schwab graduated from the University of Arizona, College of Law, and was admitted to practice law in 1991. She practices in the area of municipal law, including general legal advice, employment, contracts, elections, construction, land use and development law. Her litigation experience includes insurance defense, civil litigation, and criminal prosecution for the Town of Marana, domestic relations, criminal defense and juvenile law cases. Ms. Schwab served as lead attorney in defending a wrongful termination lawsuit in the matter of *Caravella v. Town of Gilbert* (Civ. 99-0215-PHX-SRB) involving the allegation of sexual harassment, retaliation and violations of the Americans' with Disabilities Act. This case resulted in a jury verdict in favor of the defendant in 2001. She served as lead attorney in defending a claim against Tempe Union High School District for alleged violation of civil rights and discrimination, which was dismissed and the dismissal was upheld by the Ninth Circuit Court of Appeals. Ms. Schwab successfully represented the Arizona Department of Transportation in *Braunstein v. State of Arizona, Department of Transportation* involving a complex contract dispute before the Ninth Circuit Court of Appeals. Most recently she was lead counsel for the Town of Gilbert in a complex administrative hearing involving Cox Communications and its appeal of an audit finding of deficient payments. Ms. Schwab negotiates development agreements, addresses construction bid protests and other construction law issues, provides advice to police departments and handles personnel appeals.

Phyllis L. N. Smiley

Ms. Smiley has practiced law since 2000. She practices in the areas of municipal law, including civil litigation, real estate and land use law, condemnations and general legal advice. Ms. Smiley

is responsible for analyzing and issuing orders related to Campaign Finance Law violation complaints. She is responsible for providing legal advice to the Gilbert Planning Department, Planning and Zoning Commission and Board of Adjustments. Her primary responsibilities include the Towns of Miami, Dewey-Humboldt and Chino Valley.

Patricia E. Ronan

Ms. Ronan graduated with honors from Columbia Law School in New York City in 2001. Ms. Ronan relocated to Arizona in 2011. She has over a decade of experience in complex commercial litigation, securities, corporate governance, internal investigations, regulatory inquiries, fraud, bankruptcy adversary proceedings, and white collar criminal defense. Ms. Ronan is admitted in federal and state courts, and has litigated in jurisdictions all over the United States. Her previous clients have included private individuals and Fortune 100 Companies. Ms. Ronan litigates employment law, contracts, torts, and constitutional issues, prosecutes municipal zoning violations, assists in negotiating and drafting contracts, provides personnel and human resources advice, advises on public record obligations, and provides general legal advice. Ms. Ronan provides valuable assistance to the firm's clients including the Towns of Gilbert, Quartzsite, Wickenburg and Oro Valley. Along with Kelly Schwab, she represented the Town of Gilbert in a complex administrative hearing involving Cox Communications and its appeal of an audit finding of deficient payments.

Trish Stuhan

Ms. Stuhan practices primarily in the areas of municipal law and civil litigation, with particular emphasis on litigation, public law, insurance defense, bankruptcy and creditors' rights. She provides valuable assistance to the Firm in its role as general counsel for the municipalities of Gilbert, Miami, Litchfield Park, Clifton and Oro Valley.

The Firm's other attorneys are often called upon to provide advice and guidance on water, sewer, electric and natural resources matters, as well as bankruptcy and foreclosure issues that often arise in cities and towns.

Michael A. Curtis

Mr. Curtis was licensed to practice law in 1966 and is a member of the Arizona State Bar. He has extensive experience in the areas of municipal, natural resource, utility, commercial, and corporate law. He also is an active lobbyist at the Arizona State Legislature and in Congress in Washington, D.C. on behalf of his clients' interests. Mr. Curtis has served as legal counsel for municipalities, utilities and various special taxing districts, including Gilbert, Wickenburg, Apache Junction, Mohave Electric Cooperative, Navopache Electric Cooperative, Inc., HoHoKam Irrigation and Drainage District, and Cortaro Marana Irrigation District. Mr. Curtis frequently speaks and writes on municipal law aspects of utility regulation and municipal energy, water and environmental matters. In his representation of the Hohokam Irrigation and Drainage District, he was instrumental in the Arizona Supreme Court's resolution of *Electrical District*

No. 2 v. Arizona Public Service Company, 155 Ariz. 252, 745 P.2d 1383 (1987) which established the right of the District to provide retail electric service in competition with Arizona Public Service. Mr. Curtis negotiated the first water transfer agreements with the U.S. Bureau of Reclamation whereby Valley cities received an irrigation district's allocation of Central Arizona Project water that satisfied the USBR's Cliff Dam replacement water obligations to the cities and relieved the Irrigation District of its debt incurred to build a CAP water distribution system.

William P. Sullivan

Mr. Sullivan became a member of the Arizona Bar in 1979 and has practiced general civil law representing utilities, municipalities, special taxing districts, developers, individuals and corporations. His practice focuses on the utility and natural resource concerns of the Firm's public and private clients and includes rendering general legal advice, negotiating, drafting and litigating contracts, regulatory permitting and compliance, corporate law, and personnel issues. Mr. Sullivan has extensive experience representing both utilities and customers before State regulatory bodies such as the Arizona Corporation Commission and the Department of Water Resources, as well as before State appellate courts. He is active in formulation of water related legislation and regulations. Mr. Sullivan is known statewide for his expertise in water law. Reported appellate decisions involving water and utility issues in which he actively participated include: *Cortaro Water Users' Assn v. Steiner*, 148 Ariz. 314, 714 P. 2d 807 (1986) *affirm'g in part and rev'g in part Cortaro Water Users' Assn v. Steiner*, 148 Ariz. 343, 714 P.2d 836 (App. 1985); *Goodwin v. Hewlett*, 147 Ariz. 356, 710 P.2d 466 (1985); *Electrical Dist. No. 2 v. Arizona Corporation Commission*, 155 Ariz. 252, 745 P.2d 1383 (1987); *West Maricopa Combine, Inc. v. Arizona Department of Water Resources*, 200 Ariz. 400, 26 P.3d 1171 (2001) and various decisions issued by the Arizona Supreme Court involving the Gila River General Adjudication. Mr. Sullivan has conducted complex regulatory hearings before the Arizona Corporation Commission, the Arizona Department of Water Resources, and the Office of Administrative Hearings.

Larry K. Udall

Mr. Udall practices primarily in the areas of commercial litigation, general civil litigation, real estate transactions and litigation, transaction work and appeals. Mr. Udall has also had considerable experience in insurance subrogation and defense work. Mr. Udall's litigation experience includes the defense of the City of Benson in a case brought by a newspaper alleging violation of public records laws in *Wick Communications v. City of Benson*. The City prevailed at the trial court level and the City's aims were accomplished, although the trial court decision was later reversed on appeal. Mr. Udall has extensive experience in real estate litigation and collections/foreclosure work. He successfully represented the creditor in the appellate court and helped to further define the parameters of "notice" for Arizona private foreclosure proceedings in *Transamerica Financial Services, Inc. v. Lafferty*, 175 Ariz. 310, 856 P.2d 1188 (1993). Mr. Udall also has extensive experience in bankruptcy law and foreclosures.

Item #8 Additional Information

Community Development Section of Proposed 2014/2015 Fee Schedule:

Please note the following clarifying comments in **RED** from the Community Development Department regarding the advertised Proposed 2014/2015 Fee Schedule.

Page 9, Map Change for Zoning (ZMC) Section:

- Major Amendment (one (1) acre) - \$1,700.00
- Plus \$55 per acre up to 10 acres - \$55.00
- Plus \$2.00 per acre over 10 acres - \$2.00

These line items were advertised to be deleted. At this point in time Community Development requests these line items not be deleted and remain as currently adopted.

Page 10, Subdivision Plats Section:

- Administrative Conceptual Plan Review (Subdivisions) - \$500.00 Plus Fire Marshal Review Fee
- Preliminary Plat (for 10 lots) - \$2,000.00 Plus Fire Marshal Review Fee

The Fire Marshal Review Fee for these line items is \$60.00.

Page 10, Subdivision Plats Section:

- Development Standards Review (Commercial-Industrial & Multi-Family) - \$500.00 Plus Fire Marshal Review Fee

The Fire Marshal Review Fee for this line item is \$100.00.

Page 10, Use Permits Section:

- Open Space Uses - \$1,800.00 Plus Fire Marshal Review Fee
- Residential Uses - \$1,800.00 Plus Fire Marshal Review Fee
- Commercial (RCD, RS, C1 & C2) - \$1,800.00 Plus Fire Marshal Review Fee
- Heavy Commercial/Industrial Uses (C3, PM, M1, M2) - \$1,800.00 Plus Fire Marshal Review Fee
- Mobile/Manufactured Home Parks (for 10 spaces) - \$1,800.00 Plus Fire Marshal Plan Review Fee

The Fire Marshal Review Fee for these line items is \$60.00.

Page 11, Use Permits Section Continued:

- RV Parks - \$1,800.00 Plus Fire Marshal Review Fee
- Mining (5 acres) - \$1,000.00 Plus Fire Marshal Review Fee

The Fire Marshal Review Fee for these line items is \$60.00.

Page 12, Wireless Communication Section:

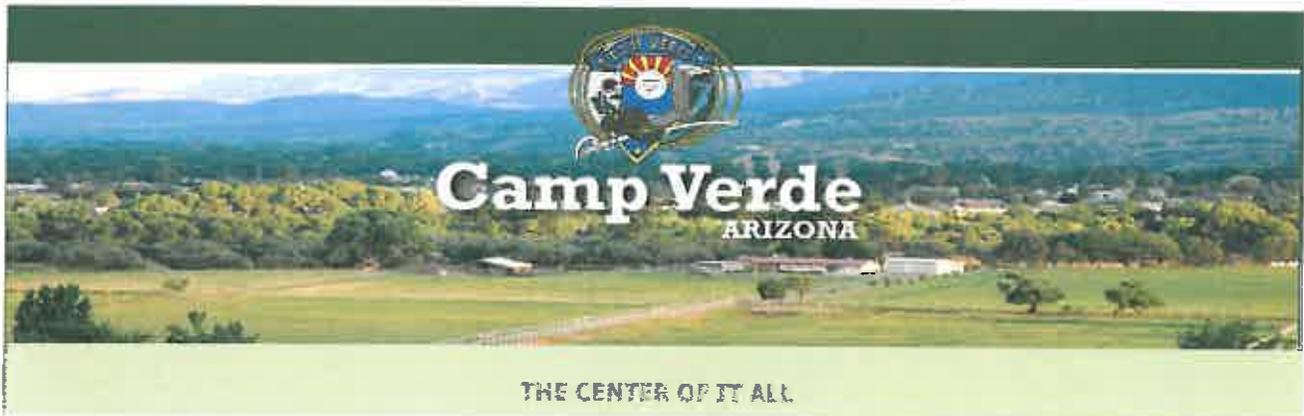
- Applications requiring Special UP towers less than 99' - \$2,500.00
- Towers 100 to 199' - \$2,750.00
- Towers 200' and above - \$3,000.00

At this point in time Community Development requests the fees for these line items not be increased, and suggests they remain as currently adopted.

Page 22, Manufactured Housing Permit Fees Section:

- Manufactured Housing Skirting - \$6.00

This fee was advertised as a new fee, this fee currently exists under the Block/Retaining Wall Section, and is being re-located to a more appropriate section.



Support your local merchants.

**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 3, 2014 at 6:30 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. **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) Special Session – August 18, 2014
 - 2) Work Session – August 13, 2014
 - 3) Regular Session – August 6, 2014
 - 4) Work Session – July 30, 2014
 - b) **Set Next Meeting, Date and Time:**
 - 1) September 10, 2014 at 5:30 p.m. – Work Session
 - 2) September 17, 2014 at 6:30 p.m. – Regular Session
 - 3) September 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Approval of Special Event Liquor License application for the Verde Valley Rangers, Mounted Sheriff's Posse fundraiser to be held during Fort Verde Days at 75 E Holloman Street. Staff Resource: Debbie Barber:**
 - d) **Approval of the appointment for Judge Harry E. Cipriano, as an Assistant Magistrate for the Camp Verde Municipal Court for a two (2) year term, effective September 1, 2014, and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three hour minimum. Staff Resource: Russ Martin**
 - e) **Approval to postpone discussion until September 17, 2014 regarding amending the Tax code by eliminating the exemption of food for home consumption under the Model City Tax Code thereby instituting a Food Tax for the Town of Camp Verde. Staff Resource: Russ Martin and Michael Showers**
5. **Special Announcements and presentations:**
 - **Commendation certificate to be presented to Rosalie Lienhart, Haddie Miller, Ryan Miller, Cory Miller, Tyler Brown for their bravery. Staff Resource Nancy Gardner**

- **Presentation of a plaque to the Town of Camp Verde from Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting.** Staff Resource: Russ Martin
 - **Approval of Proclamation designating September as National Recovery Month.** Staff Resource: Mayor Charles German
 - **Approval of Proclamation Declaring 9-11-2014 "A Day to Remember".** Staff Resource: Debbie Barber
6. **Call to the Public for Items not on the Agenda.**
 7. **Discussion, consideration & possible approval of Ordinance 2014-A399 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Use Tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the Use Tax Rate from two percent (2%) to three percent (3%).** Staff Resource: Mike Showers
 8. **Discussion, consideration & possible approval of Resolution 2014-924, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for town services for FY 2014-15 and superseding Resolution 2013-895.** Staff Resource: Mike Showers.
 9. **Call to the Public for items not on the agenda.**
 10. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
 11. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
 12. **Adjournment**

Posted by: *Vernice Lee* Date/Time: 8-28-2014 9:30 a.m.
Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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.

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**DRAFT MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
MONDAY, AUGUST 18, 2014 at 4:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor German called the meeting to order at 4:00 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Baker, and Councilors George, German, Gordon, Jones, and Whatley

Also Present

Town Attorney Bill Sims, Town Manager Russ Martin, and Town Clerk Deborah Barber

3. **Discussion and consultation with the Town Attorney for the purpose of receiving legal advice pursuant to A.R.S. Section 38-431.03(A)(3) and to consider its position regarding possible litigation pursuant to A.R.S. 38-431.02(A)(4) regarding: employee complaint and response thereto.**

On a motion by Gordon, seconded by Jones, the Council voted unanimously to go into Executive Session for the purposes of receiving legal advice on the items as listed on the agenda.

Town Attorney Sims advised that there were about six legal issues that he needed to provide legal advice to Council in Executive Session.

Councilor Gordon wanted to let the public to know that Council is adhering to the letter of the law

Baker read a statement stating that she believed that this meeting was being held contrary to Town procedures. She requested an investigation by an outside independent authority. She explained that she would agree to go into Executive Session for legal advice only.

The Special Session was recessed at 4:04 p.m. and reconvened at 5:29 p.m.

Sims explained that he had discussed legal principles with the Council with regard to public records and the complaint.

Motion:

On a motion by Gordon, seconded by George, the Council voted unanimously to return the complaint and the Clerk's response to the Manager for him to take care of as an interdepartmental issue.

4. **Discussion and consultation with the Town Attorney for the purpose of receiving legal advice pursuant to A.R.S. Section 38-431.03(A)(3) and to consider its position regarding possible litigation pursuant to A.R.S. 38-431.02(A)(4) regarding: budgetary impacts and the allocation or recourses in order to respond to public records requests; impact on employees when Council members take actions that directly impact Town employees; the Town Code requirement to allow the Town Manager to manage the administrative affairs of the Town; the rights of members of Council to make inquiries of Town staff; the importance of holding the Town Manager accountable and the ramifications if Council members improperly interact directly with Town staff; the importance of requiring Town supervisors to supervise and manage the affairs of assigned employees); Council Policies, Rules and Procedures and Code of Ethics requirements and possible options for Town Council including the enforcement process thereof.**

On a motion by Gordon, seconded by Baker, the Council voted unanimously to proceed with an independent

investigator to investigate the following items: budgetary impacts and the allocation or recourses in order to respond to public records requests; impact on employees when Council members take actions that directly impact Town employees; the Town Code requirement to allow the Town Manager to manage the administrative affairs of the Town; the rights of members of Council to make inquiries of Town staff; the importance of holding the Town Manager accountable and the ramifications if Council members improperly interact directly with Town staff; Council Policies, Rules and Procedures and Code of Ethics requirements and possible options for Town Council including the enforcement process thereof, and directed the Manager to investigate: the importance of requiring Town supervisors to supervise and manage the affairs of assigned employees.

Motion to Amend:

A motion by Gordon, seconded by Baker to amend the motion to select an independent investigator for the identified items from a list provided by the Manager working with input from the Attorney and final recommendation from the Town Manager failed to move forward when Baker withdrew her second.

On a motion by Jones, seconded by Councilor German, the Council voted to select an independent reviewer from a list compiled by the Attorney and the Manager that is to be brought back to Council without recommendation passed, with Whatley voting no.

Discussion:

Martin advised that many of these issues had been brought to his attention that needed to be addressed and resolved at the Council level. He explained that it is important to determine if something went astray and where it went wrong. He stressed that these were issues that Council needed to address, as opposed to having the Manager address them. He strongly encouraged Council to consider an independent authority to look into them.

In response to Vice Mayor Baker's questions as to whether these were written complaints and why Council members had not seen them, Martin took full responsibility for the concerns as stated in the agenda item.

Sims recommended that Council have an independent reviewing authority investigate these issues, as well as Complaints 5, 6, and 7 as listed in the employee complaint, and come back to Council with facts and recommendations. Sims advised that he could provide a list from which Council could choose. Martin advised that he would like to provide a list of attorneys for Council consideration, as well.

5. **Following the executive session, if convened, the Town Council may convene in open session and direct the Town Manager to take such steps as may be necessary to address Council concerns and/or to take such action as may be permitted by the Town Code to enforce such policies.**

On a motion by Gordon, seconded by Jones, the Council voted unanimously to include Employee Complaints 5, 6, & 7 in the independent investigation. (Note: the complaint and response are attached and become a permanent part of the record.)

Discussion:

Martin asked that Council include the employee complaint issues in the investigation.

Sims cautioned Council that by referring the complaint to the manager, it becomes a public document. He stated that he believed the complaint and the response were now a public record and should be released as such.

6. **Adjournment**

On a motion by Baker, seconded by Gordon, the meeting was adjourned at 5:52 p.m.

Charles German, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions and/or discussion of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on August 18, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Deborah Barber, Town Clerk

July 30, 2014

To: Russ Martin, Town Manager

Re: Employee Complaint and Town Council Concerns

Cheri Wischmeyer and certain members of the Town Council have submitted numerous public records requests, both verbally and written through the Town Clerk's office. These requests include targeted employee's pay, performance, disciplinary, background, polygraph, and job qualifications.

I am sure as a council you will see these requests as we do, as blatant harassment and employee headhunting. The targeted employees in these requests and of the Camp Verde Marshal's Office see these requests as threatening and the cause of a hostile work environment. At this point some employees are questioning their job security and others are in constant fear of becoming the next target. Not to mention, some of the requests, provided information, and activities are in violation of Town Code, Town Record Management Policies, and Town Council Policies, Rules, and Procedure.

These unnecessary and unjustified requests have cost the town and the citizens of Camp Verde countless hours of employee time and have distracted them from their normal job duties. Numerous employees in various departments have researched, copied, and scanned thousands of documents to fulfill the requests of one individual. To make matters worse, the town had no chance of recouping any of these expenses due to the fact, not a dime was charged for any of the public records requests.

Complaint #1

By providing Wischmeyer with countless free town records, the purpose stated in the Town of Camp Verde Records Management Policy is being disregarded.

Ref: section 7 (A) to "*maximize cost recovery, and ensure the appropriate distribution of monies received in connection with providing public records*".

Furthermore Wischmeyer, to avoid record request fees, has been given the right to bring in her own scanner/copier to make personal copies of town records.

Complaint #2

Numerous employee documents and employee file content have been requested by Councilor Jackie Baker and Carol German. Some of these records have been released without being provided to the rest of the council and without the knowledge of the Town Manager. This action

is a direct violation of Town Council Policies, Rules, and Procedure section 15.5 (B) *Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.*

Two specific employee's pre-employment backgrounds were requested by Council member Carol German and were requested with the intention to be given to an ex-employee of the Marshal's Office.

Complaint # 3

Employee files have also been released to Cheri Wischmeyer against the provisions in the Town of Camp Verde Records Management Policy section 7 "Records Request for Personnel Files and Evaluation" *The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee.*

Complaint # 4

Town Council members have been able to verbally request personnel file information from the town clerk, with no documentation of what was requested or what was provide. These acts are in contrary to Town of Camp Verde Records Management Policy section (B) *The Town of Camp Verde, as a public body, and its officers are responsible for maintaining records reasonably necessary or appropriate to preserve an accurate record of their activities.*

This type of activity also violates the Town Council Policies, Rules, and Procedure section 15.5 (B) *Questions of Town staff and/or requests for additional background information should be directed through the Town Manager, Town Clerk or Department Heads, or the Department Head's designee. The Town Manager should be copied on any request.* Most importantly, this activities violate Town Code section 3-2-2 (B) 1. Records. *The clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the Town or that the Council directs. The clerk shall number, plainly label, and file separately in a suitable manner all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.*

These undocumented and non-traceable requests give the appearance of council's attempt to become involved or circumvent the Town Manager in personnel matters, or the plotting of the demise of certain employees.

Complaint # 5

Recently, in a regular Town Council meeting, Councilor German falsely accused the Town Marshal (employee of the town) of violating town code and wanted her criminally cited and disciplined. This is again a violation of Town Council Policies, Rules, and Procedure 15.5 (D) *Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.*

Complaint # 6

Recently, in a civil court hearing a local known felon testified under oath that "Vice Mayor" Baker assisted him in verifying information on the activities of an employee and provided him with guidance in his effort to discredit this potential ex-employee of the Marshal's Office. The known felon (Michael Dunegan) also testified that he was communicating with the Vice Mayor through her personal cell phone.

Complaint # 7

Conflict of interest and nepotism between the Vice Mayor and Town Clerk. It is known that the Town Clerk and the Vice Mayor are mother and daughter. This relationship constitutes numerous Town Code violations.

Per Town Code Section 3-2-1.I (A) *For a temporary absence or disability of the Town Manager, the Town Marshal will serve as Acting Town Manager. If the Town Marshal is not available, the Town Clerk will serve as Acting Manager. (The acting Manager is under the direct supervision of the Council)*

Per Town Code Section 3-2-1.I (B) *For a vacancy in the position, the Acting Town Manager shall be appointed by resolution of the Council*

Town Code Section 3-2-1 (C) *Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council.*

Town Code Section 3-2-1 (B) 6 & 8

6. Election Official. *The clerk shall be the Town election official and perform those duties required by state statute and as directed by the Council. (the town clerk is a direct subordinate of the council)*

8. Administrative Duties. *The clerk shall perform those administrative responsibilities and duties that are conferred upon the clerk by the Council*

Based on the above alleged violations, we, the employees, perceive these acts to be an attempt to discredit and undermine the town and its employees.

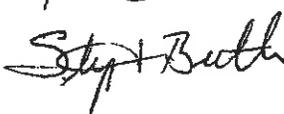
We beg of you as council members, to cease and prohibit the release of pending request for employee information, until an official investigation can be completed in reference to the listed allegations.

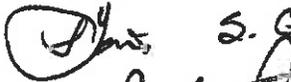
Through this complaint, we are also requesting a written response of the findings.

Respectfully submitted,

 Martin Dmaehil

 QuZwan J. Zwan

 Steve Butler

 S. Ganes

 DB Gient

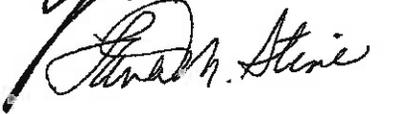
 O. Perrelez

 Neal Ladd

 David Freeman

 Donald Caldwell

 Imie M. Scott

 Lana M. Stine

RYINTEROFFICE MEMORANDUM

TO: RUSS MARTIN, TOWN MANAGER
FROM: DEBBIE BARBER, TOWN CLERK
SUBJECT: RESPONSE TO COMPLAINT
DATE: AUGUST 14, 2014
CC: BILL SIMS, TOWN ATTORNEY

Russ,

I am responding to the complaint because the majority of the complaints are specifically directed to the performance of the Clerk's Office. In reference to the complaint dated July 30, 2014 filed by CVMO employees Darby Martin, Jennifer Zwak, Steve Butler, Steve Ganis, Bruce Girnt, Oscar Berrelez, Neal Lanning, David Freeman, Donald Caldwell, Julie Scott, and Lana Stine, I have the following responses:

Complaint #1

"By providing Wischmeyer with countless free town records, the purpose stated in the Town of Camp Verde Records Management policy is disregarded. Ref: Section 7(A) to maximize cost recovery and ensure the appropriate distribution of monies received in connection with providing public records."

Response:

This allegation is false. Resolution 2013-895 that sets the fees for FY13-14 does not set fees for electronic copies. As I have explained on numerous occasions both to staff and to Council, it is much more cost effective to scan a record, store it, and transmit the record digitally than it is to create a paper record that must be stored in a filing cabinet. Digital copies take less staff time, saves an enormous amount on our paper and copier costs, allows us to have quick access to the record for future requests, and allows us to manage destruction schedules accurately without requiring additional floor space. Clerk's Office staff encourage all persons requesting public information to accept it electronically, noting that there are no fees attached.

By this point in time, all departments should have their records stored and indexed electronically to maximize cost savings to the Town and to provide immediate access to public documents.

Complaint #2

"Numerous employee documents and employee file content have been requested by Councilor Ja(c)kie Baker and Carol German. Some of these records have been released without being provided to the rest of the council and without the knowledge of the Town Manager. This action is a direct violation of Town Council Policies, Rules, and Procedure section 15.5(B) Materials supplied to a Council Member in response to a request will be made available to all member of the Council so that all have equal access to information.

Two specific employees pre-employment backgrounds were requested by Council member Carol German and were requested with the intention to be given to an ex-employee of the Marshal's Office."

Response:

The portion of the complaint relating to material not being distributed to all Council members is correct. Staff informed me that this policy had not been followed because certain Council members had advised that they did not want to be copied on all information. Several Council members have asked me on more than one occasion why they were getting information. We discussed this at length in two retreats and it was evident during the discussion that the majority of Council no longer wanted everything that other Council members got. Based on these facts, I do not feel that any sort of disciplinary action for my staff is required. However, they have been instructed to follow written policy from this point forward. This includes ALL written policies. We will no longer take verbal instruction to deviate from any Council policy.

As for the second part of this complaint, Councilor German has never requested 'pre-employment backgrounds', but rather, requested background checks. According to our records, you advised the Deputy Clerk that this request had been withdrawn. The information that she requested was not provided to her through our office. I cannot speak to Councilor German's intent.

Vice Mayor Baker has never requested information on a specific employee, so this statement in the complaint is untrue.

Complaint #3

"Employee files have also been released to Cheri Wischmeyer against the provisions in the Town of Camp Verde Records Management Policy section 7 "Records Request for Personnel Files and Evaluation" The Town's general policy is to keep personnel records confidential in order to preserve the employee's privacy rights. The Town will review a request for personnel files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of a public employee."

Response:

As I have explained to Marshal Gardner, state law trumps the Town's written policies. Many laws have changed since Council approved the Records Management Manual. This Manual and others need to be updated. In the meantime, we are required to follow state statutes. The Town Attorney has affirmed this requirement as well. Failing to follow state statutes could have serious repercussions and subject the Town to liability.

Complaint #4

"Town Council members have been able to verbally request personnel file information from the town clerk, with no documentation of what was requested or what was provide [sic]: These acts are in contrary to Town of Verde Records Management Policy section (B) The Town of Camp Verde, as a public body, and its officers are responsible for maintain records reasonable necessary or appropriate to preserve an accurate record of their activities.

This type of activity also violates the Town Council Policies, Rules, and Procedure section 15.5 (B) Questions of Town staff and/or requests for additional background information should be directed through the Town Manager, Town Clerk or Department Heads, or the Department Head's designee. The Town Manager should be copied on any request. Most importantly, this activities violate Town Code section 3-2-2(B) 1. Records The Clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the Town or that the Council directs. The clerk shall number, plainly label, and file separately in a suitable manner all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.

These undocumented and non-traceable requests give the appearance of council's attempt to become involved or circumvent the Town Manager in personnel matters, or the plotting of the demise of certain employees."

Response:

When elected as a public official, the Public Officer does not give up his or her rights as an American citizen. Every citizen has a right to access public information. Our policies allow department heads to determine if a written request is necessary. In our department, where we serve as liaisons between the public and their governing bodies, it is our policy to be as open, transparent, and accommodating as possible in order to foster trust in the government. Based on this philosophy that has been in place since I began as Deputy Clerk in 1996 and that has been applied equally to all, I have determined that verbal requests are sufficient, except in cases where a substantial amount of information is requested. This written requirement does not apply to staff or Council members. Moreover, in my nearly 25 years of employment with the Town, we have NEVER required a Council member to make a written request for anything because they are the policy makers.

Council policies were not violated, as the requests came through the Town Clerk. Further, the Town Code Section 3-2-2.B.2 states: "Public Inspection of Records. The clerk shall keep convenient for public inspection all public reports and public documents under the control of the clerk, as provided by state statute."

There are no written policies or state statutes that require the Clerk's Office to create a record each time a person requests information, whether it comes from a citizen, a staff member, or a Council member. If there were such a requirement, we would not have sufficient staffing or filing space. I have also explained this to Marshal Gardner in detail and had the Town Attorney weigh in. Therefore, there are no undocumented records as stated above.

It is evident that the complainants are misinterpreting the word "Council" in this context, believing that Council refers to an individual member, as opposed to the correct definition of the Council as a whole governing body. Records of the Council are kept and indexed in accordance with the Town Code, policies, and statutes.

There was an underline emphasis under the word 'orders'. I would like to make it absolutely clear that at no time has any Council member ever given us an order. An order would not be a record unless it was given in a duly convened meeting as the governing body.

I would like to point out at this time that though you might not have received copies, both Virginia and I have verbally informed you of most, if not all of the requests. From this point on, you will receive copies of every request that Council members make.

Complaint #5

“Recently, in a regular Town Council meeting, Councilor German falsely accused the Town Marshal (employee of the town) of violating town code and wanted her criminally cited and disciplined. This is again a violation of Town Council Policies, Rules, and Procedure 15.5 (d) Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee’s manager. Misdirected comments could violate the Town’s personnel rules and limit the Town’s ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.”

Response:

Though this complaint is directed at Councilor German, I feel the need to clarify that the record reflects that Councilor German clearly stated in her discussion that she was not talking about Marshal Gardner’s performance and that she was quite pleased with what she had accomplished in a short time. German explained that she was unhappy that Gardner chose to move outside the Town limits without a Council waiver. The video and minutes are available online.

This is not a false accusation, as her decision to live outside the Town limits without Council approval was a violation of Town Code Section 3-2-4.

Complaint #6

“Recently, in a civil court hearing a local known felon testified under oath that “Vice Mayor” Baker assisted him in verifying information on the activities of an employee and provided him with guidance in his effort to discredit this potential ex-employee of the Marshal’s Office. The known felon (Michael Dunegan) also testified that he was communicating with the Vice Mayor through her personal cell phone.”

Response:

After hearing this same information from Darby Martin on that fateful day that all this information came to light and that I relayed to you, I listened to the entire recording of the court proceedings. Every statement in Complaint #6 is a blatant lie.

Complaint #7

Conflict of Interest and nepotism between the Vice Mayer [sic] and Town Clerk. It is known that the Town Clerk and Vice Mayor are mother and daughter. This relationship constitutes numerous Town Code Violations. The complainants cite Town Code, Sections 3-2-1.I (A) Acting Town Manager; 3-2-1.I(B) Acting Town Manager appointment; 3-2-1(C) Town Manager Eligibility; 3-2-1(B) 6 & 8 Election Official and Administrative Duties.

Response:

This complaint appears to be one of complete disrespect and disregard of both my position as an officer of the Town and that of the office held by my mother. These allegations are not only false, but also harmful to my career. I have been an employee of the Town for almost 25 years. My mother has been a Council member for 14 years. Do the complainants not consider that if there were something untoward going on, it would have been settled long before now? I have a friend in Gila Bend who is the Clerk and her husband is the Vice Mayor. It is not illegal to have a relative on the Council, nor does it rise to the level of a charge of nepotism.

I am not a direct report to, or subordinate of the Council.

The Acting Town Manager has limited authority and is appointed by Council Resolution when there is no Manager. I have never been "appointed" as Acting Town Manager, but if I were and I received additional compensation, my mother would not be allowed to vote. Remember, she is but one of seven members and because of our relationship, she would not be permitted to vote on anything that directly related to me alone.

The Acting Town Manager and the Town Manager are two different positions with differing authorities.

The references to "as directed by Council and conferred upon the Clerk" are references to State Statutes wherein the Clerk takes on the duties that are performed by the Secretary of State. This in no way implies that the Clerk is a subordinate of the Council.

It is clear that the complainants do not understand the charge of nepotism. For example, my mother is allowed to vote on the budget because it does not apply solely to me. Yet, she voted against the budget that included a raise for me. Therefore, I do not understand how serving in our respective positions with all the safeguards put in place by ARS could possibly be construed as nepotism or a conflict of interest. Her vote on the budget was not a benefit to me, financial or otherwise.

Finally, the complainants have requested that Council prohibit the release of pending requests for employee information until an official investigation can be completed in reference to these allegations. Please note that Council lacks the statutory authority to prohibit the release of public information in a prompt manner. (ARS §39-121.01.D.1 & E)

In closing, I noticed that though the complaint letter was addressed to you, they plead for Council intervention for relief from these perceived wrong doings. Thus, I would really appreciate it if you would send this response to all of Council so that they might consider both sides of the story.

Thank you.

Debbie Barber

H. a. 2

**DRAFT MINUTES
WORK SESSION
MAYOR AND COUNCIL
PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
WEDNESDAY, AUGUST 13, 2014 AT 5:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

Mayor German called the meeting to order at 5:30 p.m.

2. **Roll Call**

Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Robin Whatley, and Jessie Jones are present.

Chairman B. J. Davis, and Commissioners Greg Blue, Howard Parish, Jim Hisrich, and Bob Burnside are present. Commissioner Dave Freeman and Vice Chairman Chip Norton are not present

Also Present

Town Manager Russ Martin, Community Development Director Steve Ayres, Community Development Director Michael F. Jenkins, Permit Technician Kendall Welch, Assistant Planner Jenna Owens, Barbie Bridge, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**

Mayor German led the pledge.

4. **Presentation, discussion and update on the General Plan Update.** Staff Resource: Mike Jenkins.

Community Development Director Mike Jenkins advised the Mayor and Council that the packets that have been provided today with respect to the General Plan Update, specifically the proposed Character Areas, are the result of ten months of hard work on the part of staff, sub-committee and the Planning and Zoning Commission. The proposed General Plan Update Element 1, Character Areas, is in compliance with state law and consistent with other similar communities. Commissioner Davis states the general plan update is concentrated on land use. With the help of the subcommittee, ten character areas have been defined with true character uses and each character areas has been identified and proposed uses have been identified. There is a level of commercial **uses** in each character area that should prove true to the current uses as well as continuing to be appropriate in ten years. The commission is looking for the Mayor and Council's approval to go forward with the character area definitions and would like to have one work session per character area to discuss any changes or definitions. The land use/character area definitions are only one of nine elements in the general plan, however, it is proving to be the most time consuming and most difficult. Commissioner Davis stated the Commission has the general plan mapped out to be completed by the general election in November 2016. Commissioner Davis stated the Commission has received some public input but would like more community involvements, and recommended advertising public meetings or having some meetings moved into the actual character areas in hope that more residents will come forward with their comments and/or concerns before the general plan is adopted. Councilor George concurred that more public involvement is needed. Mayor German stated that after all the work is done, and the general plan is adopted, it would be common for residents to speak out for or against the general plan. Mayor German agreed that some advertising or having "neighborhood" meetings might be productive in getting residents involved in defining the character areas and open discussion regarding the general plan. Commissioner Blue requested that the Street Department post placards giving notice of meetings. Mayor German stated that the public generally wants something to consider that is tangible, something they can actually see. If the character map areas and general plan are out ahead of time, residents may respond. Mayor German commended the Commission for their work, specifically with strategies for each character area and having the general plan mapped out for completion by the general election in November 2016. Commissioner Davis stated

the Commission will continue to encourage public involvement, and once the draft is ready to publish, he will have it available for the public to review. Councilor Whatley commended the Commission for their work and stated she was concerned with a recent public pole that showed 72% of the residents do not think character areas should be part of the general plan. Councilor Whatley stated perhaps the public did not have enough information on the benefits of the character areas or the general plan. Commissioner Blue commending staff, stated the Commission could not have been as efficient without the continuous support from staff. Councilor Gordon stated the plan is very comprehensible and the character areas are designed to have some flexibility even though it appears there are some public concerns. Council Whatley stated appreciation that the Commission left room for improvements, and continues to leave the door open for suggestions. Commissioner Burnside advised that it is necessary to recognize and address citizen concerns and suggestions, and thank them for their participation, so that the residents know that the Council and Commission are listening. Commissioner Burnside also stated that some of the terminology in defining the character areas need to be modified, specifically "major intersections" as many character areas have cross roads, but not any "major intersections" as commonly described or defined. Commissioner Hisrich complimented the Council in their leadership with respect to the general plan, agreeing with potential clarity of terminology with respect to "major intersections, primary intersections, and major cross roads". Commissioner Hisrich stated he supports having additional community involvement, that posting of the meetings in the character area is a good idea, but the meetings should be held in a central location in Town. Commissioner Hisrich stated the original land use map has been beneficial in defining the character areas. Commissioner Blue stated the Land Use Map seems to cause some confusion and conflict with the newly drafted Character Areas map and requests the Council's direction with respect to the continued use of both, or choosing one. Chairman Davis advised the Council that the Commission has discussed this matter at length and agrees with Commissioner Blue that the Land Use Map has been beneficial in preparing the proposed Character Areas, but at this time the Town should have either the Land Use Map or the Character Area Map, but the continued use of both causes confusion and potential conflicts. Councilor German concurred. Community Development Director Michael F. Jenkins advised the Council that after working with the consultant, the Town should eliminate the Land Use Map and continue working to approve the Character Area Map. The Character Area Map is flexible, has no hard lines but gives direction with respect to requested zoning changes, development, and eliminates potential conflicts. The Character Area Map allows for modifications and is appropriate for use now and will continue to be useful for many years. Community Development Director Steve Ayres concurs, stating the Land Use Map and Character Area Map may create conflicts and recommends the Council direct the Commission to proceed with the Character Area Map and eliminate the Land Use Map.

Public Comment: Tony Giola addressed the Commission and Council in support of keeping the Land Use Map in effect.

Rob Witt addressed the Commission and Council in support of keeping the Land Use Map in effect. Mr. Witt also requested the Commission and Council look at re-defining uses and/or area lines near I17 as the proposed Salt Mine Character Area is primarily residential and runs along I17, stating the area near I17 should be commercial.

Mayor German and Community Development Director Michael F. Jenkins clarified that the Town had limited access to I-17 in that area as the majority of land is owned by the USFS or State, and there is currently no access to I17 in the Salt Mine Character Area. If the ownership of the land changes in the future, modifications can be made. Mayor German stated the Land Use Map has been in effect for a very long time and it may be time to become more flexible and approachable to encourage potential investors and new commerce. The Character Areas, as proposed, have flexibility while giving clarity to potential investors and well as to the current residents. Vice Mayor Baker stated she concurs with the Commission's recommendation to eliminate the Land Use Map and go forward with completing the Character Areas Map, stating that the Commission has worked with, and has direct contact with residents, consultants, and potential investors. Councilor German commended the Commission, subcommittee and staff on their excellent efforts to bring the Character Area Map forward to the Council and residents. Councilor German asked the Commission for their direct recommendation regarding the Land Use Map versus the Character Area Map. Chairman Davis advised the Commission and Council that the Commission unanimously agrees that the Character Area Map would better serve the community, and elimination

of the Land Use Map may be in the best interest of the community, stating that he does not know the position of Commissioners Freeman or Norton regarding elimination of the Land Use Map. Councilor George proposed keeping both the Land Use Map and the Character Areas. Commissioner Hisrich stated it was not feasible, as the Character Area Map could not supersede the Land Use Map. Chairman Davis again stated that the Character Area Map would better serve the community, and the Commission supports elimination of the Land Use Map. Councilor Jones stated it would be best to avoid creating potential conflicts by keeping both maps, and stated she is in support of the Commission's recommendation to eliminate the Land Use Map and keeping the Character Area Map only. Commissioner Burnside questioned how the Character Area Map will affect commercial zoning. Chairman Davis advised that the zoning map, and procedure for zoning changes, will not be affected by keeping the Land Use Map, or by elimination of the Land Use Map and putting the Character Area Map into effect. Councilor Gordon stated his support of the Commission's recommendation to eliminate the Land Use Map and go forward with completing the Character Area Map. Mayor German advised the public to write letters to the Council or Commission regarding the Character Area Map if they cannot, or do not, want to speak in public or attend a meeting. The Council and Commission welcomes all public input. The Council unanimously supports the Commission in going forward with completion of the Character Area Map, and the intent to eliminate the Land Use Map.

5. Discussion, consideration and possible direction to staff relative to sponsorship and cleanup program to be held at least four (4) times a year with dates and places to be determined.

Councilor George recommended having sponsorship and cleanup program being on the Town Agenda as a Resolution at a later meeting, perhaps with a Town department sponsoring one cleanup program per year. Mayor German concurs.

Gary Chamberlain presented to the Council a handout and an overview of the cleanup program, its sponsors, and achievements, recommending that the Town advocate four cleanup days a year being the third Saturday in February, May, August and November.

Mel Otterson spoke in support of the Town adopting a Resolution to designate the sponsorship and cleanup program.

Elizabeth Gerstner spoke in support of the Town adopting a Resolution to designate the sponsorship and cleanup program.

June Trinidad spoke in support of the Town adopting a Resolution to designate the sponsorship and cleanup program.

After some discussion, the Council stated unanimous support of sponsorship and designation of the cleanup program and directed staff to draft and develop a Resolution for the Council's consideration and approval.

6. Discussion, consideration, recommendations and possible nomination of appointees to two Yavapai College Advisory Committees.

Councilor German advised that Yavapai College Board had unanimously adopted a selection process for two Advisory Committees. At this time the Council needs to select two nominations for appointment to the Advisory Committee to the Board by September 30th, and having each nominee present a letter of interest, resume and qualifications and two nominees to the Dean Perry Advisory Committee with the Council submitting the nominee recommendation.

After Council discussion and clarification of parties that are interested and willing to serve, the Council unanimously selected to nominate Tom Taylor and Amber Lee for appointment to the Advisory Committee to the Board. The Mayor will personally contact Mr. Taylor and Ms. Lee regarding preparation and submission of a letter of interest, resume and qualifications.

After Council discussion and clarification of parties that are interested and willing to serve, the Council unanimously selected to nominate Bob Weir and Steve Ayres to the Dean Perry Advisory Committee. Steve Goetting volunteered as an alternate nominee for appointment to the Dean Perry Advisory Committee if either of the nominees were unable or unwilling to serve. Councilor German will submit the nominees.

7. Adjournment.

The Work Session was adjourned by Mayor German at 7:28 p.m.

Charles German, Mayor

Lynn Riordan, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council and the Planning and Zoning Commission of the Town of Camp Verde during the Joint Work Session, held on August 13, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk

4. a. 3

**DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 6, 2014 at 6:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. Call to Order

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

2. Roll Call

Mayor Charles German, Vice Mayor Jackie Baker, and Councilors Carol German, Bruce George, Jessie Jones, Brad Gordon, and Robin Whatley were present.

Also Present

Town Manager Russell Martin, Marshal Nancy Gardner, Community Development Director Mike Jenkins, Assistant Planner Jenna Owens, Building Official and Safety Officer Robert Foreman, Fort Verde Park Manager Sheila Stubler, Town Clerk Deborah Barber, and Recording Secretary Saepyo Choe.

3. Pledge of Allegiance

Mayor German led the pledge.

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

a) Approval of the Minutes:

- 1) Regular Session – July 16, 2014
- 2) Special Session – July 16, 2014
- 3) Work Session – July 09, 2014

b) Set Next Meeting, Date and Time:

- 1) August 13, 2014 at 5:30 p.m. – Joint Work Session P&Z Commission
- 2) August 20, 2014 at 6:30 p.m. – Regular Session - **CANCELLED**
- 3) August 27, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters - **CANCELLED**
- 4) August 27, 2014 at 5:30 p.m. – Work Session
- 5) September 03, 2014 at 6:30 p.m. – Regular Session
- 6) September 10, 2014 at 5:30 p.m. – Work Session
- 7) September 17, 2014 at 6:30 p.m. – Regular Session
- 8) September 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval to send a letter to the Prescott National Forest requesting they prioritize a multi-use trail that will run from I-17 along an alignment that includes SR 260 & Old Hwy 279 between Camp Verde and Cottonwood.
Staff Resource: Steve Ayers

d) Possible approval of the Streetlight Maintenance Agreement, Streetlight Pole Use License Agreement and Streetlight Energy Agreement with Arizona Public Service (APS), with authorization for the Mayor to execute the three agreements on behalf of the Town. Staff Resource: Ron Long

On a motion by George, seconded by Vice Mayor Baker, Council voted unanimously to approve the Consent Agenda, with the exception of Item 4a1, pulled for discussion.

On a motion by Whatley, seconded by Baker, Council voted unanimously to approve Item 4a1, with the correction to Item 8, July 16, 2014 Regular Session minutes, under Susie Burnside's comments, which should say "rate of," instead of indicating a "percentage."

5. **Special Announcements and presentations:**

- **Presentation of a plaque to Ms. Pat Davis – Operations Manager for National Bank of Arizona in appreciation of their generous donation of furniture to the Town of Camp Verde Community Development Department.**
Staff Resource: Jenna Owens

Jenna Owens presented a plaque to Ms. Pat Davis for the National Bank of Arizona's donation of furniture to the Town of Camp Verde.

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

Rob Witt stated that now is not the time to raise taxes. A repeal would only take 199 signatures, and he anticipates a successful repeal if Council approves a tax increase. He thanked Council for all their work and stated that he appreciates the difficulty and weight of their responsibilities.

7. **Public Hearing, followed by discussion, consideration and possible recommendation of approval of Series 13 liquor license application (Domestic Farm Winery) for White Hills Winery LLC located at 348 S. Main Street, Suite 17, (The Horn) Camp Verde, AZ.** Staff Resource: Deborah Barber

On a motion by George, seconded by German, Council voted unanimously to approve of Series 13 liquor license application (Domestic Farm Winery) for White Hills Winery LLC located at 348 S. Main Street, Suite 17, (The Horn) Camp Verde, AZ.

Debbie Barber explained that the notice was posted for the required 20 days, with no comments from the public. Steve Goetting said he hopes to open in two weeks.

8. **Presentation by Sheila Stubler regarding an update on Fort Verde State Park.**

Sheila Stubler distributed 2015 event calendars, and announced: a veterans' discount program for 50% off at all state parks, the beginning of brick-making for the \$50,000 adobe stabilization project, the planting of new trees at Fort Verde, and improved reviews / popularity on TripAdvisor. Interested volunteers may call 928) 567-3275 or stop by the Fort.

Stubler showed a slideshow presentation set to music of Fort Verde Events, which thanked volunteers, featured a variety of events, highlighted community involvement, improvements to the park, and expressed appreciation for Council's support.

Councilor German thanked Stubler for her dedication and leadership, by which all the wonderful events were made possible.

Councilor German requested item #9:

9. **Discussion, consideration, and possible approval of the framework and selection process for the Verde Valley Advisory Council to the Yavapai College District Board as submitted by Yavapai College Verde Valley District Board Representatives.**

On a motion by German, seconded by Baker, Council voted unanimously to approve the framework and selection process for the Verde Valley Advisory Council to the Yavapai College District Board as submitted by Yavapai College Verde Valley District Board Representatives.

German announced that the YAN has passed same resolution as Camp Verde and Sedona. Albert Filardo of the Yavapai College Board helped create the framework and selection process. Cottonwood City Council has adopted the framework and selection process and has submitted names for the Advisory Council. Camp Verde will need to submit names as well, and candidates must submit letters of interest and qualifications by September 30, 2014. Mr. Filardo plans to recommend appointing a community member to be a board representative, instead of a Member at Large, due to the extent of their contribution.

10. **Quarterly Report presentation and possible discussion of the Board of Adjustments & Appeals and the Planning & Zoning Commission.** Staff Resource: Jenna Owens

Mike Jenkins reported a summary of Planning & Zoning meetings from the last quarter--April through June--which included one Regular session, six Work Sessions, and two Special Sessions. There were no Board of Adjustments meetings last quarter. He

highlighted the recommendations to Council for approval: 1) Michael Hough's request for a zoning map change for a property at the end of Main Street to go from C2-4 to C3; 2) Gary and Jacque Tulin's use permit for their RV park; 3) Use permit proposal for Jackpot Ranch; 4) Zoning map change for Tierra Verde LLC's 24.95 acres from R1L and R1 to C2 commercial; and 5) Zoning map change for I-17 Cottonwood Properties LLC's parcel west of Wendy's to go from C2-4 to C3. Jenkins stated that getting busier is an indicator that good things are happening.

11. **Presentation by Alix Rogstad of the Arizona State Forestry Division, followed by discussion and possible direction to staff to work with the Arizona Forestry Division to fulfill the requirements of and submit an application for a "Tree City USA" designation, a program of the Arbor Day Foundation and the National Association of State Foresters. Staff Resource: Steve Ayers**

On a motion by German, seconded by Gordon, Council unanimously approved to direct staff to work with the Arizona State Forestry Division and bring back to Council the requirements prior to submitting an application for a "Tree City USA" designation.

Presentation:

Steve Ayers introduced Town contracted employee Mary McCarthy, working sustainable projects; and Alix Rogstad to present the Tree City program. Rogstad gave a slideshow presentation explaining the environmental and financial benefits of trees, the organizational structure, history and scope, and the requirements of the program. The program began in 1976, has 3500 recognized communities participating nationwide in all states, and 135 million people live in a Tree City. It provides a framework for community planning, helps communities reach its tree-planting goals, and is sponsored by the Arbor Day Foundation, USDA Forest Service, and National Association of State Foresters.

Requirements include: 1) a Tree Board or department which has the power to facilitate tree-management and plant selection; 2) a Tree-care Ordinance, which may be lumped in with an existing Landscape Ordinance, 3) an annual investment of at least \$2 per capita, as verified by an annual report, and 4) an Arbor Day observance and proclamation.

There are 25 Tree Cities in Arizona; and Prescott Valley is the only Tree City in Yavapai County. Chances of being awarded a grant are high due to the small pool of competition. Trees City USA is a long-term investment linked to improved economic development and environmental education.

Discussion:

Council concerns centered around cost, bureaucracy, and the Tree-care Ordinance. Vice Mayor Baker recommended adding this as an Agenda Item to a Work Session for discussion before application approval. Staff explained that the Tree Board would likely operate at the community-level, as an advisory body to the Town Council, so that bureaucracy would be a non-issue. Ayers and Town Manager Russ Martin confirmed that the Town already invests more than \$2 per capita annually on trees. Ayers asked for direction to continue research and come back with a proposal that will not negatively affect the community, financially or bureaucratically, assuring that an application would not be submitted until Council-approved. Martin stated that each community has the flexibility to decide how strict to make the ordinances, affirming the importance of protecting personal property rights. Whatley appreciated the program as an "organized effort," and George requested an Invasive Species List for guiding the Tree Board. Gordon was in favor of steering clear of unduly strict Tree Ordinances.

Public Hearing:

Steve Goetting, having served on a Tree Board, warned that they may be prone to hyperactivity--necessitating a system of checks and balances that ensure their initiatives do not get out of hand.

Rob Witt shared his experience of doing construction in Scottsdale, which resulted in an extra \$24,000 in expenditures to replace trees, due to the city's strong Tree Ordinance. He cautioned Council to use careful wording so that the Ordinance will not penalize people, but have a positive community impact.

12. **Discussion, consideration and possible approval of Resolution 2014-927, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting and authorizing the Camp Verde Historical Society in planning for the Town of Camp Verde Sesquicentennial Celebration. Staff Resource: Steve Ayers**

On a motion by Baker, seconded by George, Council voted unanimously to approve Resolution 2014-927, a resolution of the

Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting and authorizing the Camp Verde Historical Society in planning for the Town of Camp Verde Sesquicentennial Celebration.

Steve Ayers explained the founding of Camp Verde 150 years ago, and introduced Nancy Floyd, board member of the Camp Verde Historical Society. Nancy Floyd explained that the Society would act as the umbrella organization responsible for the Celebration, but that they would need a lot of support. Ayers reported Mary McCarthy's idea to have a 150th anniversary logo contest, and the intent to add an anniversary event to Fort Verde Days, stating that many have already expressed interest in helping with the project. He explained that McCarthy's degree is in presenting history to the public, and that he hopes to leverage her expertise as much as possible during her tenure. Ayers affirmed that planning should to begin immediately.

13. **Discussion, consideration, and possible direction to the Manager to vote for Vice-Mayor Baker and one other candidate to serve as a Trustee Board Member on the Arizona Municipal Risk Retention Pool (AMRRP) board. Note: Candidates and their resumes are available online and in the Clerk's Office.** Staff Resource: Russ Martin
On a motion by Jones, seconded by German, Council unanimously approved voting for Vice Mayor Jackie Baker and Jerome Chief of Police Allen Muma, to serve as Trustee Board Members on the Arizona Municipal Risk Retention Pool (AMRRP) board.

Whatley asked for Vice Mayor Baker's recommendation. The Vice Mayor stated that most of the Candidates were new, and that all the applicants were highly qualified. She recommended naming Jerome's Fire Chief Allen Muma.

Council took a 10-minute recess at 7:42 p.m. and resumed at 8:42 p.m.

14. **Public Hearing, discussion, consideration and possible approval of Resolution 2014-926, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring a certain document filed with the Town Clerk and entitled "Adoption of the 2012 International Code Council Codes, (ICC) and Related Public Codes" to be a public record of the Town of Camp Verde, Arizona, amending Town Code, Chapter 7 – Building, Article 7-1, Section 7-1-100 – Town of Camp Verde Technical Code Amendments and Article 7-2 – Administrative Building Code, Section 7-2-101- General, through Section 7-2-111 – Fees.** Staff Resource: Michael Jenkins
On a motion by Baker, seconded by George, Council voted unanimously to approve Resolution 2014-926, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring a certain document filed with the Town Clerk and entitled "Adoption of the 2012 International Code Council Codes, (ICC) and Related Public Codes" to be a public record of the Town of Camp Verde, Arizona, amending Town Code, Chapter 7 – Building, Article 7-1, Section 7-1-100 – Town of Camp Verde Technical Code Amendments and Article 7-2 – Administrative Building Code, Section 7-2-101- General, through Section 7-2-111 – Fees.

Presentation:

Michael Jenkins introduced Building Official Robert Foreman. Foreman explained that "ICC" is a bit of a misnomer, as they are American codes, simply named "International" as a marketing tool to appeal worldwide. The proposal consists of updates to the 2006 codes. The process of adapting the codes for Camp Verde has been extensive: the department has worked on the project for 16 months, held many public meetings, published articles, sent out 400 postcards to a variety of local building professionals, has conducted thorough research, and considered input from local builders. Next year, the Town will receive its Insurance Service Organization (ISO) Rating, which sets the local insurance rates. It is important not to fall more than two code cycles behind, as such would cause insurance rates to go up. It is also important to stay consistent with Northern Arizona--Coconino County, Yavapai County, Payson, and Prescott. The biggest update was the change from Climate Zone 4B to 2B, which makes it easier for builders, requiring fewer materials for ceilings. There is some flexibility when it comes to enforcing codes, as long as there is written justification. He explained that when natural disasters hit Haiti, 250,000 people died, whereas as in Chile, the fatality rate was less than 100, and he ascertains strong building codes to be a factor in the difference. He stated that the 2012 codes give builders more flexibility; that an Energy Conservation Code is required, and that they chose one that is financially reasonable and practically achievable. Mr. Foreman affirmed that Codes are for facilitating safe building, which is important for the Town and community, and he thanked Kendall Welch for her dedication and proficiency.

Discussion:

Councilors Gordon, George, and Commissioner Greg Blue attended many of the meetings, and commended Mr. Foreman and Welch for all their prep work and for incorporating a considerable amount of public input. Mr. Foreman affirmed that the State will adopt an Energy Conservation Code for the Town, if the Town does not adopt one for itself, and that the Town can always review and reconsider any codes that present a problem.

Council asked what role Planning & Zoning played in adopting codes. Staff answered that in 2009, the Town used a consultant service that produced the final product, which went straight to Council for approval, without a recommendation from Planning & Zoning. This time the Codes are homegrown, and have come straight to Council for consideration.

Councilor George stated that having attended the meetings, he is happy with the recommendations. Gordon and Foreman recognized the Camp Verde Fire Department for playing an important role in the process, explaining that the Fire District has to adopt the same Codes due to the way that Town and District jurisdictions are aligned.

Public Hearing:

Commissioner Blue affirmed Mr. Foreman and Welch's dedicated efforts, the education presented to the community and the public's opportunities for expressing concerns. As a licensed residential and commercial contractor, he assessed that Camp Verde has the best Building Codes out of all the local communities.

Rob Witt stated that increasing regulation is at odds with boosting economic development, and asked Council to be cautious about following the lead of other communities. Long codes are not preferable. He cited a professional example of having to install an electrical outlet behind a door for a two-foot wall, stating that such is the result of extensive codes.

Rick Tackitt from Camp Verde Water System, said he attended the meetings to protect the water companies, and that Mr. Foreman was responsive to their concerns. Foreman whittled out some superfluous requirements in response to their input and Tackitt appreciated the successful collaboration.

John Bassous, a local contractor, lauded Mr. Foreman for great communication, stating that the team did a great job adapting the codes to the Town's needs. Foreman is a great inspector and uses reason, but will not be around forever. Successors may be more rigid in their interpretation and enforcement, so the wording is still very important. Homes built under past codes are structurally sound. New codes and more codes result in higher building costs that get passed onto the clients, meaning that in the end, the consumer loses out and bears the brunt of the change. He recommended at a minimum not raising the permit fee.

Resident Susie Thompson, who is in the process of building a home, stated that she prefers the peace of mind that her house is being built safely, to standard, and is willing to pay for such.

Discussion:

Mr. Foreman affirmed that the 2012 codes are less restrictive and that he would have the authority to waive any requirements with proper justification. He stated that Camp Verde rates at the top for its willingness to work with the customer without sacrificing safety.

Mayor German stated that it is the Council's duty to ensure codes are safe, but user-friendly. Councilor Whatley was pleased to discover how involved contractors and builders were in the process of updating the Building Codes, stating that the fact should be widely publicized to help change public perception.

Vice Mayor Baker thanked the Staff and Public, saying she felt reassured the codes have been adapted to the Town's needs, while maintaining adequate flexibility. Councilor German asked if there would be additional fees with the new updates and Foreman assured that the Fee Structure was a separate issue that would come back later for consideration.

15. **Public Hearing, discussion, consideration and possible approval of Ordinance No. 2014-A401 an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting by reference the 2012 INTERNATIONAL CODE COUNCIL (ICC) CODES including the 2012 INTERNATIONAL BUILDING CODE (IBC) including APPENDIX J – GRADING; 2012 INTERNATIONAL ENERGY CONSERVATION CODE (IECC); 2012 INTERNATIONAL EXISTING BUILDING CODE (IEBC); 2012 INTERNATIONAL FIRE CODE (IFC) including APPENDIX B – FIRE FLOW**

REQUIREMENTS, APPENDIX C – FIRE HYDRANT LOCATIONS AND DISTRIBUTION, and APPENDIX D – FIRE APPARATUS ACCESS ROADS; 2012 INTERNATIONAL FUEL GAS CODE (IFGC) including APPENDIX A – SIZING AND CAPACITIES OF GAS PIPING, APPENDIX B – SIZING OF VENTING SYSTEMS SERVING APPLIANCES EQUIPPED WITH DRAFT HOODS, CATEGORY 1 APPLIANCES AND APPLIANCES LISTED FOR USE WITH TYPE B VENTS, APPENDIX C – EXIT TERMINALS OF MECHANICAL DRAFT AND DIRECT-VENT VENTING SYSTEMS, and APPENDIX D – RECOMMENDED PROCEDURE FOR SAFETY INSPECTION OF AN EXISTING APPLIANCE INSTALLATION; 2012 INTERNATIONAL MECHANICAL CODE (IMC) including APPENDIX A – CHIMNEY CONNECTOR PASS-THROUGHS; 2011 NATIONAL ELECTRICAL CODE (NEC); 2012 INTERNATIONAL PLUMBING CODE (IPC) including APPENDIX F – STRUCTURAL SAFETY; 2012 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS (IRC) including APPENDIX M – HOME DAY CARE – R-3 OCCUPANCY, APPENDIX N – VENTING METHODS, and APPENDIX Q – ICC INTERNATIONAL RESIDENTIAL CODE ELECTRICAL PROVISIONS/NATIONAL ELECTRICAL CODE CROSS REFERENCE; 2012 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSA), and RELATED PUBLIC CODES and adopting by reference the Town of Camp Verde TECHNICAL CODE AMENDMENTS amending the Town Administrative Code, Chapter 7 – Building, Articles 7-1, Section 7-1-100 and Article 7-2, Section 7-2-101 – General through Section 7-2-111 – Fees. Staff Resource: Michael Jenkins

On a motion by Whatley, seconded by George, Council voted unanimously to approve Ordinance No. 2014-A401 an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting by reference the 2012 INTERNATIONAL CODE COUNCIL (ICC) CODES including the 2012 INTERNATIONAL BUILDING CODE (IBC) including APPENDIX J – GRADING; 2012 INTERNATIONAL ENERGY CONSERVATION CODE (IECC); 2012 INTERNATIONAL EXISTING BUILDING CODE (IEBC); 2012 INTERNATIONAL FIRE CODE (IFC) including APPENDIX B – FIRE FLOW REQUIREMENTS, APPENDIX C – FIRE HYDRANT LOCATIONS AND DISTRIBUTION, and APPENDIX D – FIRE APPARATUS ACCESS ROADS; 2012 INTERNATIONAL FUEL GAS CODE (IFGC) including APPENDIX A – SIZING AND CAPACITIES OF GAS PIPING, APPENDIX B – SIZING OF VENTING SYSTEMS SERVING APPLIANCES EQUIPPED WITH DRAFT HOODS, CATEGORY 1 APPLIANCES AND APPLIANCES LISTED FOR USE WITH TYPE B VENTS, APPENDIX C – EXIT TERMINALS OF MECHANICAL DRAFT AND DIRECT-VENT VENTING SYSTEMS, and APPENDIX D – RECOMMENDED PROCEDURE FOR SAFETY INSPECTION OF AN EXISTING APPLIANCE INSTALLATION; 2012 INTERNATIONAL MECHANICAL CODE (IMC) including APPENDIX A – CHIMNEY CONNECTOR PASS-THROUGHS; 2011 NATIONAL ELECTRICAL CODE (NEC); 2012 INTERNATIONAL PLUMBING CODE (IPC) including APPENDIX F – STRUCTURAL SAFETY; 2012 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS (IRC) including APPENDIX M – HOME DAY CARE – R-3 OCCUPANCY, APPENDIX N – VENTING METHODS, and APPENDIX Q – ICC INTERNATIONAL RESIDENTIAL CODE ELECTRICAL PROVISIONS/NATIONAL ELECTRICAL CODE CROSS REFERENCE; 2012 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSA), and RELATED PUBLIC CODES and adopting by reference the Town of Camp Verde TECHNICAL CODE AMENDMENTS amending the Town Administrative Code, Chapter 7 – Building, Articles 7-1, Section 7-1-100 and Article 7-2, Section 7-2-101 – General through Section 7-2-111 – Fees.

There was no public input.

16. **Discussion, consideration and possible direction to the Mayor to vote yea or nay on the following 2015 Resolutions of the League of Arizona Cities and Towns. Note: a full copy of the proposed resolutions are available online and in the Clerk's Office. 1) Enhanced Municipal Services Districts; 2) Revenue Allocation District; 3) Encourage development of commercial and industrial zoned areas primarily through property tax incentives; 4) Make retention and detention basins eligible for operations and maintenance cost payments through and Improvement District; 5) Establish a mechanism enabling local government to create renewable energy and conservation Financing Districts; 6) Stop future sweeps of Highway User Revenue Funds (HURF) allocated to AZ cities and towns and to restore HURF funding to FY 2008 levels; 7) HURF revenue study committee to develop recommendations for new or expanded revenue streams; 8) Authorize municipalities to use a sampling method to determine population estimates and housing vacancy rates for mid-decennial population estimates; 9) Restore AZ Housing Trust Fund; 10) Restore the AZ State Park Heritage Fund; 11) Appropriate \$20 million to the Greater AZ Development Authority (GADA) infrastructure fund, restoring its original statutory mandate and pre-FY 2008 funding level; 12) Include one representative from both a large city and a small non-metropolitan city on the PSPRS and ASRS Boards; 13) Explore mechanisms to improve public safety pensions that create an economically sustainable retirement system, such as including one representative from both large and small cities; 14) Make the requirements for annexation more simple**

and flexible; 15) Place reasonable limits on the frequency of requests for public records and on requests that are overboard or abusive; 16) Ban the use of a cell phone, smart phone or similar data devices with one or both hands while driving a motorized vehicle, except in the case of an emergency; 17) Permanently allow cities and towns to calculate the majority of votes cast for a municipal office based on the number of votes cast for that office; 18) Allow the State of AZ to partner with cities and towns for the operation and maintenance of AZ State Parks under long-term leases; 19) Reduce the shortage of health care professionals in AZ, including addressing the issue of residency; 20) Pass legislation or engage in other activities that support and advocate for resources to improve Arizona's ports of entry with Mexico and related infrastructure; and 21) Support the long-term retention of Arizona's military installations. League Proposed Resolutions: 1) Support legislation to preclude ADOT from requiring cities & towns to completely indemnify ADOT in order to obtain access to certain federal funds; and 2) Support legislation to streamline the implementation of development impact fees including, but not limited to expansion and clarification of allowable uses, shorter implementation time frames, and reduction of complexity and ambiguity.

Council gave Mayor German direction to vote yea on all the 2015 Resolutions of the League of Arizona Cities and Towns, and League Proposed Resolutions, as stated in the Agenda Item.

Discussion:

Council asked for clarification on items #14 and #18, then agreed with all the recommendations; with the exception of Councilor German on #14 due to its conflict with State legislation. Gordon asked if the Marshal's office could enforce no-texting-while-driving with the general law against "distracted driving," to which she replied "No." Marshal Gardner explained that if texting was a factor in an accident, it could be used to accuse a driver with causing the accident, but that otherwise, they cannot enforce "no-texting" without a law.

Public Hearing:

Tom Pitts stated that the AZ State Park Heritage Fund needed to stop sweeping funds and implement balance in its system. He also recommended shared residency between hospitals and working together to address the shortage of health care professionals.

Discussion:

Mayor German reported that improvements to the AZ State Park Heritage Fund are underway, which will make distributions more equitable.

17. Call to the Public for items not on the agenda.

Tom Pitts reported positive strides being made at the Verde Valley Regional Economic Organization (VVREO) meetings, which Councilors Whatley and Jones have attended. They revisited the discussion of raising taxes and reviewed positive projects in the region. He is inspired, in response, to start a committee in Camp Verde to bring the business district back to life.

18. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

German: Requests making the "Verde Valley Advisory Council to Yavapai College" an Agenda Item for the August 13, 2014 Joint Work Session, for the approval of four candidates. Comfest was so well-attended that Hauser's Farm ran out of corn!

Jones: Attended the Verde Valley Regional Economic Organization (VVREO) meeting.

Baker: Regrets missing the VVREO meeting and National Night Out due to prior commitments.

Whatley: Attended National Night Out, thanked the volunteers and Russ Martin; had the first day of school at American Heritage. She attended the VVREO meeting, was impressed at the productivity, felt welcomed as individuals and Town representatives, and thanked the citizens who attended.

George: Attended National Night Out, and thanked the volunteers who made it successful.

Gordon: Attended the Fire Department's budget meeting, Cornfest, BJ Davis' Fish and Aquaponics tour, and Verde Front. The latter is discussing all the trails and amenities from Sedona to Fossil Creek. He stated that he wished he could have attended the VVREO meeting, and that it is a great asset to the Valley.

Mayor German: Attended the Water Advisory Committee, and thanked all the volunteers of Cornfest and National Night Out.

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

20. **Adjournment**

Mayor German adjourned meeting at 9:13 p.m.

Charles German, Mayor

Saepyol Choe, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on August 6, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk

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**DRAFT MINUTES
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. MAIN STREET ROOM 106
WEDNESDAY, JULY 30, 2014 at 5:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

Mayor German called the meeting to order at 5:30 p.m.

2. **Roll Call**

Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Robin Whatley, and Jessie Jones were present.

Also Present

Town Manager Russ Martin, Community Development Director Steve Ayres, Barbie Bridge, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**

Mayor German led the pledge.

4. **Discussion, consideration and possible direction to staff relative to potential revenue sources, including but not limited to food tax, sales tax, voter approved property tax, CIP fees, and improvement districts, etc.** Staff Resource: Russ Martin.

Town Manager Russ Martin addressed the Council, stating Camp Verde has a unique geographical location, with the mountain, river and major interstate. The discussion tonight is to help determine how the town of approximately 10,000 can successfully fund a municipality and what is needed for the town's infrastructure, defining the long term needs and finding short term and long term solutions, generating revenue through a taxation system that is best suited for the town and its residents, and visitors. The Town's tax policy will dictate how the community is run, and deciding if the Town currently has enough infrastructure and income, or if we want more and how to generate the revenue to support the town government. Mr. Martin suggested that the town should not become dependent on only one source of revenue and look at the long term ability to stabilize income and expenses, taking into consideration that some residents want an increase in municipal infrastructure and services, library, parks, and road improvements while other residents are happy with what is currently available without increasing services, infrastructure, revenue or expenditures. Mr. Martin advised the Council that they could consider revenue options: Sales tax wherein everyone pays the same percentage, it is paid by both residents and non-residents, as with bed, restaurant or luxury tax. Sales tax fluctuates based on whether or not people feel they have expendable income. Food tax is a more reliable source of income, as it is a necessity, not a luxury, and it is also paid by both residents and non-residents. Property tax, another option, is a steady income but costs certain residents more than others due to county district overlays, and currently most towns in Yavapai County do not collect property taxes. Currently the residents in Camp Verde are already paying a higher percentage per \$100,000 of assessed value than residents in any other Yavapai County municipality. The Town currently receives State shared revenue and urban revenue sharing, which are based on the Town's population and fluctuates with the stability or instability of the economy., and Urban Revenue Sharing from Another option is CIP assessment, which is difficult to collect as there are no enforcement provisions. Mr. Martin provided a handout for the Council to review and consider regarding options regarding establishing a tax base revenue. Councilor Whatley requested that residents with public comments against new taxes also provide the Council with suggestions for generating revenue to support the municipal government and funding capital improvements.

Public Comment:

Greg Blue addressed the Council opposing any new taxes being implemented, but stated support of generating new commerce and attracting new business.

Sherry Wishmeyer addressed the Council opposing any new taxes being implemented, but stated support of generating new commerce and attracting new business. Ms. Wishmeyer recommended the formation of an Economic Development Committee of residents and current business owners to solicit new business.

Gail Pate addressed the Council opposing the implementation of any food tax, stating it may cause a hardship on

the residents that are least able to pay and residents on a fixed income. Ms. Pate stated support for a possible increase in sales tax, stating everyone pays the same percentage on the amount they spend.

Milton Pate addressed the Council stating that certain commercial property owners have, on more than one occasion, thwarted establishment of new business by refusing to sell available property for a reasonable price, and continue to do so.

Mayor German acknowledged that the establishment of new business has been deterred by the refusal of commercial property owners to sell at a reasonable price, and the building permit process has also deterred new business from being established in Camp Verde.

Steve Goetting addressed the Council stating the economy is still very soft, and he is opposed to a new food tax. Mr. Goetting stating the Council should consider property tax revenue, and he supports generating income from new commerce and attracting new business. Mr. Goetting stated he does not believe enough is being done with respect to advertising or marketing the Town.

Byron Phillips addressed the Council opposing a new food tax, but stated support of generating new commerce and attracting new business. Mr. Phillips stated there are very few places in Camp Verde to shop, therefore, residents are shopping in neighboring communities. Mr. Phillips stated he does not believe enough is being done by the Economic Development Department with respect to advertising or marketing the Town.

Steve Ayres, Economic Development Director, addressed the public regarding his department (of one) and the strides the Town is taking to increase commerce and the development the Town infrastructure which is necessary to attract new business. Mr. Ayres stated every department in the Town has a strict budget. The Town recently received a grant from the Walton Foundation for marketing, and a tourism study had just been completed for the Verde Valley which will help in determining where and how to market to bring in tourism. With respect to new business, the Town has lost the bid on several proposed new businesses as the infrastructure they required is not available. On a positive note, VVMC will be paying for the sewer to be extended to the 260 corridor and they will be breaking ground within the next year, ADOT will be paying for road improvements, and Broadband will be coming into Camp Verde. The Economic Development Department is taking incredible strides, on a limited budget, to market the Town and bring in new business, but none of the benefits will be seen overnight, as these are long term projects with benefits that will be realized over many years.

Russ Martin, Town Manager, stated the Council first needs to determine what is needed versus what is wanted, and then determine how to generate the revenue to support those needs and/or wants.

Mayor German thanked Mr. Ayres for giving clarity to the Economic Development Department progress and long term goals, stating the major issue of establishing the Town's infrastructure is crucial to new development and commerce. The Council needs to determine the Town's immediate needs, and discuss potential taxes that create immediate income, stating a ½% sales tax would generate approximately \$400,000 per year which the Council could consider a "sunset clause" or "dependent clause" when income reached the desired level, and look at property tax being placed before the voters for approval at a later date.

Tom Pitts addressed the Council in support of generating new business, commerce and increasing tourism. Mr. Pitts stated concerns that business owners are not participating in these open meetings, recommending that the Council personally address the Town's business owners seeking participation in helping create positive value changes and supporting the Town in reaching its goals and meeting the needs of the residents.

Mayor German stated the Council received many good comments and suggestions this evening, and agrees that having business owners involved in these work sessions is necessary. Mayor German concurs that the Town needs to keep improving infrastructure and bring in commerce. Mayor German stated that he personally, and will encourage other Council Members, to personally visit business owners for their opinions and suggestions, and solicit participation.

Vice Mayor Baker stated that when the Town incorporated in 1986 Main Street was busy, but when the 260 bypass was completed, traffic bypassed downtown and downtown died. For many years the Town spent over \$135,000 a year on marketing and completed Main Street enhancement. The economy is slowly recovering and infrastructure improvements are happening, although the benefits will not be visible overnight. Vice Mayor Baker stated she believes the Town is doing OK and does not believe it is a good time to increase spending or create new taxes, and therefore she is not in support of implementing a food tax, or an increase in sales or property taxes.

5. **Discussion, consideration and possible direction to staff relative to CIP project needs, including but not limited to Rio Verde Plaza.** Staff Resource: Russ Martin
- Russ Martin stated the Council needs to discuss and consider options for funding CIP projects, and generate revenue to support local government. Rio Verde Plaza needs substantial upgrade if the Town want to market the building. Currently AA is interested in moving into Rio Verde Plaza, however, some upgrade must be done first, but the Council must determine if the Town has the resources to complete those upgrades. Additionally, many CIP projects have been put on hold due to lack of resources. The Council needs to determine what CIP projects are necessary, how to accomplish securing funding for those projects, and at what level the Town wants to invest in CIP projects with the anticipation of long term benefits. Currently there are real options, and CIP projects that are moving forward and are huge benefits to the Town – Sewer expansion on 260 and Finney Flats, the Library project, an road improvements. Mr. Martin state he does not have the answers, but can make suggestions and lay out scenarios, all without any guarantee, but with hope that the investments create long term benefits to the Town and its residents. Currently the Town does not have the resources to complete all of the proposed, and desired, CIP projects. Funding CIP projects through “debt levy” is set in concrete and requires public vote. Councilor Whatley opposed any property tax increase or debt levy, stating that it creates a large bill each year for the residents, which makes it difficult for many property owners to pay. She state she would be in favor of a food or sales tax that is collected a small amount at a time, which generates immediate revenue for the Town, is an equal percentage to everyone, and is only a few cents or dollars at a time for each person, both residents and non-residents. Council Whatley also suggested that the Council discuss the possibility of selling Rio Verde Plaza as the Town purchased the Plaza with good intentions, but it does not appear to be working out positively for the Town, and additionally, the Town should not be acting as a landlord.
- Councilor George concurs stating the Plaza has been somewhat of a money pit, the Town should consider selling the property. Council George state he is in support of AA moving into the Plaza if they want to shoulder the financial burden of making necessary upgrades.
- Vice Mayor Baker stated the Town purchased the Plaza for future use, initially intending that it would become Town Hall. Currently we should utilize the building if possible.
- Councilor Jones stated that the stated necessary upgrade fluctuates from engineer to engineer. Is the building currently up to code, is ½ of the building up to code and the other half not? Are we spending thousands of dollars to bring it up to code to house non-profit organizations? What is the real cost of keeping and maintaining this property and is it, or will it be, a benefit to the Town?
- Russ Martin advises the Council that the Town government should not be in competition with business owners. The Plaza needs a new roof at an expense of \$40,000– \$50,000, and other necessary upgrades to utilize the entire Plaza/building would be an expense of over \$100,000. He will meet with AA and bring new ideas and suggestions to the Council at the next work session.
- Public Comment:**
- Fred Howe addressed the Council stating the Town needed vision for revenue and would like to see current business owner’s work with the Town to help develop growth.
- Greg Blue addressed the Council and suggested a committee or committees to generate resources and information regarding development and CIP projects.
- David Boilee addressed the Council stating the Council needs to solicit and invite business owners to participate in suggestions, with specific line items in mind, property taxes, sales taxes, an marketing. Mr. Boilee is opposed to have AA in Rio Verde Plaza, as AA and other non-profit business do not attract new business or tourism, and could actually be detrimental. Mr. Boilee state he support any long term investment in the town with respect to infrastructure, commerce and tourism.
- Councilor Whatley thanked the residents for attending this work session and giving the Council many suggestions.
- Steve Ayres, Community Development Director, stated the Council could consider selling Rio Verde Plaza, however, to make the building marketable, a considerable amount of money would need to be invested. At the current condition of the building, the Town would lose about ½ of their original investment.
- Russ Martin, Town Manager, stated he was hopeful that the bid package for the Library Project would be ready to put out for bid by mid September.

Adjournment. On a motion by Mayor German, seconded by Councilor George, the council unanimously voted to adjourn the meeting at 7:55 p.m.

Charles German, Mayor

Lynn Riordan, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on July 30, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Deborah Barber, Town Clerk

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 3rd, 2014

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Possible recommendation of approval of special event liquor license application Verde Valley Rangers, Mounted Sheriff's Posse located at 75 E Hollamon St, Camp Verde, AZ.

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

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

Comments:

Background Information: Received Special Event Liquor License from Verde Valley Rangers, Mounted Sheriff's Posse for Fort Verde Days to be held October 10th, 11th and 12th 2014.

Recommended Action (Motion): Move to recommend approval of the special event liquor license application for Verde Valley Rangers, Mounted Sheriff's Posse.

Instructions to the Clerk: Section II not required

State of Arizona Department of Liquor Licenses and Control
 800 W. Washington, 5th Floor
 Phoenix, AZ 85007
 www.azliquor.gov
 (602)542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

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

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
 PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLIC USE ONLY LICENSE #

1. Name of Organization: VERDE VALLEY RANGERS, MOUNTED SHERIFF'S POSSE

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0669881

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

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

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

5. Location of the event: 75 E. HOLLADON ST., CAMP VERDE, YAVAPAI, AZ 86322
Address of physical location (Not P.O. Box) City County Zip

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

6. Applicant: WILLIAMS, JAMES L. 5-22-33
Last First Middle Date of Birth

7. Applicant's Mailing Address: 2315 S. SUNSET DR., CAMP VERDE, AZ 86322
Street City State Zip

8. Phone Numbers: (928) 567-0535 - (928) 567-6107
Site Owner # Applicant's Business # Applicant's Home #

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

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>10 OCT 14</u>	<u>FRIDAY</u>	<u>4 PM -</u>	<u>9 PM</u>
Day 2:	<u>11 OCT 14</u>	<u>SATURDAY</u>	<u>9 AM</u>	<u>9 PM</u>
Day 3:	<u>12 OCT 14</u>	<u>SUNDAY</u>	<u>11 AM</u>	<u>4 PM</u>
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 5 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement. CAMP VERDE PROMOTIONS

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name VERDE VALLEY RANGERS MOUNTED SHERIFFS POST 100%
Percentage

Address P.O. BOX 2866, CAMP VERDE, AZ 86327

Name _____
Percentage

Address _____
(Attach additional sheet if necessary)

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

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

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

_____ # Police Fencing
4 # Security personnel Barriers

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

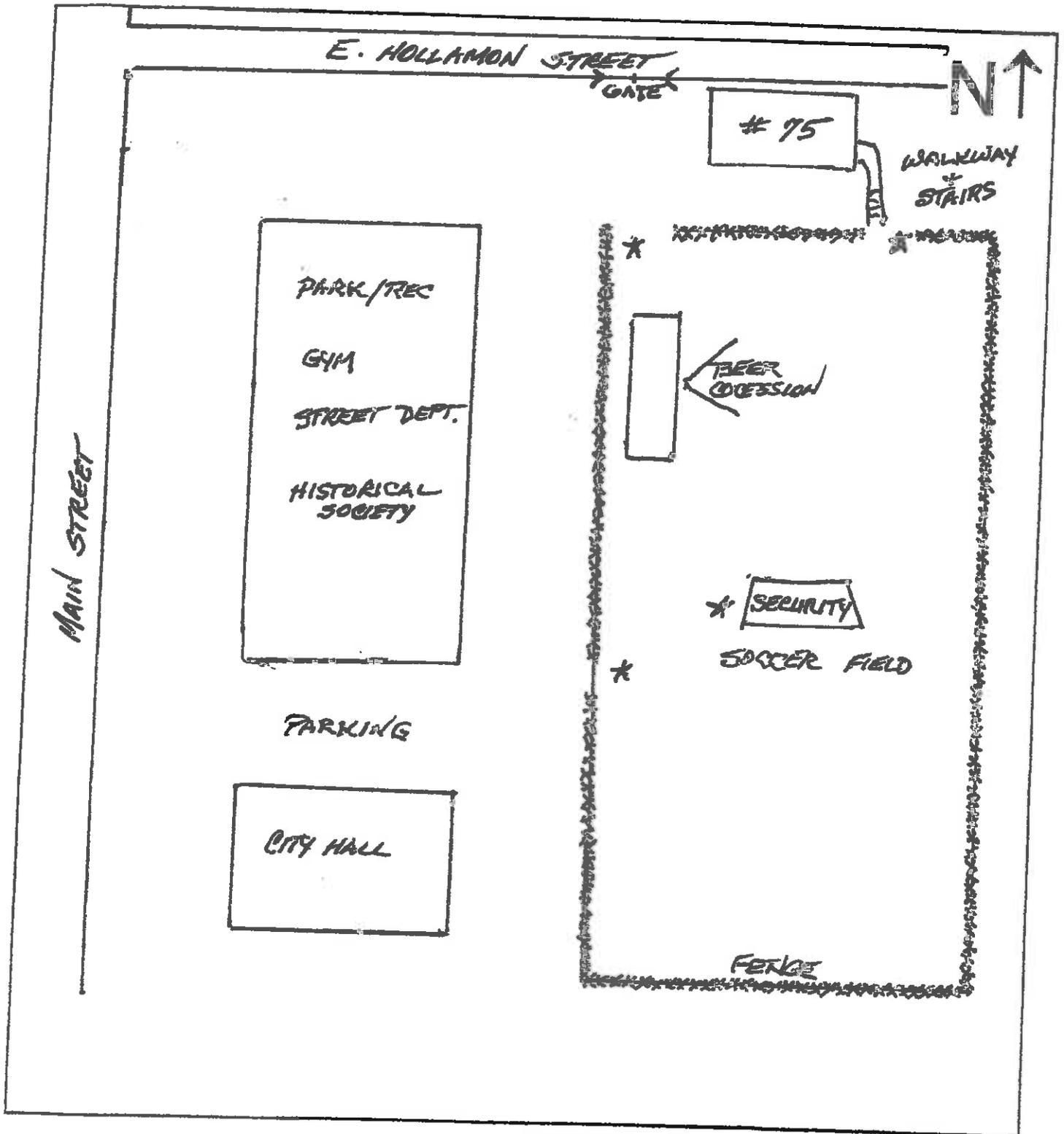
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

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

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

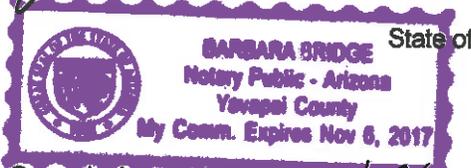
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



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

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

X James L. Williams (Signature) CHAIRPERSON (Title/Position) 8-11-14 (Date) (928-567-6107) (Phone #)



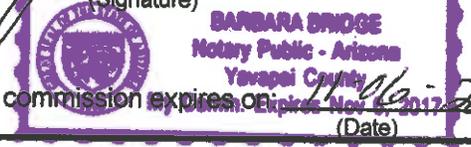
State of ARIZONA County of YAVAPAI
The foregoing instrument was acknowledged before me this 011 Day August Month 2014 Year

My Commission expires on: 11-06-2017 (Date) Barbara Bridge (Signature of NOTARY PUBLIC)

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

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

X James L. Williams (Signature) State of ARIZONA County of YAVAPAI
The foregoing instrument was acknowledged before me this



11 Day August Month 2014 Year
Barbara Bridge (Signature of NOTARY PUBLIC)

My commission expires on: 11-06-2017 (Date)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

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

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

(Employee) _____ (Date)

APPROVED DISAPPROVED BY: _____

(Title) _____ (Date)



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: September 3, 2014

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Town Code Chapter 5-2-4

Agenda Title: Discussion, consideration, and possible approval of the appointment for Judge Harry E. Cipriano. as an Assistant Magistrates for Camp Verde Municipal Court for a two (2) year term, effective September 1, 2014, and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three hour minimum.

Purpose and Background Information:

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

Harry E. Cipriano services are needed to cover Court hearings when the Presiding Magistrate is not available due to illness, vacation, training, conflicts etc. and only used on a limited prescheduled basis.

Recommendation:

1. Move to appoint Harry E. Cipriano as an Assistant Magistrates for a two (2) year term, to serve under the direction of the Town Magistrate, at the rate of \$50.00 per hour on an as need basis, with a three hour minimum.

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

Finance Director Comments/Fund:

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

Attorney Comments:

Submitting Department: Camp Verde Magistrate Court

Contact Person: Town Manager Russ Martin

Action Report prepared by: Town Manager Russ Martin

H. 2



Agenda Item Submission Form – Section I

Meeting Date: September 3, 2014

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

Requesting Department: Manager and Finance Department

Staff Resource/Contact Person: Russ Martin & Mike Showers

Agenda Title (be exact): Approval to postpone discussion until September 17, 2014 regarding amending the Tax Code by eliminating the exemption of food for home consumption under the Model City Tax Code thereby instituting a Food Tax for the Town of Camp Verde

List Attached Documents: None

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

Department Head: Mike Showers **Town Attorney Comments:** N/A

Finance Department N/A
Fiscal Impact: Potentially increase local tax revenues by \$350,000 to \$450,000
Budget Code: N/A **Amount Remaining:** _____
Comments:

Background Information:

Recommended Action (Motion): Postpone discussion on this issue until the September 17, 2014 Council Meeting

Instructions to the Clerk: None

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 3, 2014

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

Requesting Department: Town of Camp Verde Marshal's Office and the Camp Verde Fire Department

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Commendation certificate to be presented to Rosalie Lienhart, Haddie Miller, Ryan Miller, Cory Miller, Tyler Brown for their bravery

List Attached Documents: Commendation letter

Estimated Presentation Time: 5 minutes

Estimated Discussion Time:

Reviews Completed by:

Department Head: Nancy Gardner

Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

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

Comments:

Background Information: Recognition is being given by CVFD and CVMO for acts of bravery during a drowning incident at the community pool located at mobile home park at 1472 W. Horseshoe Bend Drive in Camp Verde. The rapid, unselfish actions performed by Rosalie Lienhart, Haddie Miller, Ryan Miller, Cory Miller, and Tyler Brown are a shining example of teamwork and compassion for human life at its finest. This willingness and behavior displays the core of humanity, serving as an example of the quality of citizenship within the Camp Verde Community. These citizens truly deserve recognition for their heroic efforts, with this award for Outstanding Citizenship, presented by the CVMO and CVFD.

Recommended Action (Motion): (Suggested Motion): No action required

Instructions to the Clerk: N/A

On Monday, July 28, 2014, in the evening at about 6:35pm, Rosalie Lienhart accompanied three of her children, Haddie, (age 8), Ryan, (age 14), and Cory, (age 13), along with their friend, Tyler, (age 14), to the community pool area within their mobile home park at 1472 W. Horseshoe Bend Drive in Camp Verde. They were all prepared for a time of recreation in the water.

When they arrived at the pool, Rosalie noticed some personal belongings laying on a table in the area, and thought that someone may have left the items, as she could see no one in the water. However, as they walked closer she noticed a person in the hot tub who appeared as if he may be in distress within the bubbling, rolling water; he was lying face down, and obviously unable to breathe.

Reacting by thinking quickly, about not only the safety of her children, but additionally the welfare of the person in the water; Rosalie instructed Haddie to wait outside the fencing of the area, and Tyler to run and find help. Then without hesitation, Rosalie, Ryan, and Cory attempted to pull the man from the churning waters, but found themselves unable to actually remove him from the tub. They all then combined their efforts, and were successful with turning, and holding his head above water to permit his ability to obtain breath.

The three continued this struggle for several minutes, until the arrival of another resident, who provided the needed assistance and pull the man from the water, relieving the current efforts of the trio. At that time it was found that the man was not breathing, and C.P.R. was initiated.

Camp Verde Fire and Paramedic personnel arrived and relieved the rescuers, but despite all the gallant efforts executed by all; the man could not be revived and unfortunately had expired.

The rapid, unselfish actions performed by Rosalie Lienhart, Haddie Miller, Ryan Miller, Cory Miller, and Tyler Brown are a shining example of teamwork and compassion for human life at its finest. This willingness and behavior displays the core of humanity, serving as an example of the quality of citizenship within the Camp Verde Community. These citizens truly deserve recognition for their heroic efforts, with this award for Outstanding Citizenship, presented by the Town of Camp Verde.

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Certificate of Achievement
for Excellence
in Financial Reporting

Presented to

Town of Camp Verde
Arizona

Executive Director / CEO



PROCLAMATION

**DESIGNATING SEPTEMBER
AS
NATIONAL RECOVERY MONTH**

WHEREAS, on behalf of the citizens of Camp Verde, we are pleased to join the Substance Abuse and Mental Health Services Administration, the Northern Arizona Regional Behavioral Health Authority and local mental health professions and peers in celebrating September 2014 as “Recovery Month” in our community; and

WHEREAS, mental health and substance abuse disorders affect millions of Americans of all ages, races, and ethnic backgrounds and result in significant medical, societal, and economic costs; and

WHEREAS, acknowledging September 2014 as “Recovery Month” offers advocates of mental health and substance abuse prevention, treatment, and recovery the opportunity to help our citizens reflect on ways to prevent mental health crises, the existence of effective treatment alternatives, and the celebratory fact that people can and do recover; and

WHEREAS, thousands of behavioral health care providers and peers have dedicated their lives to educating the public and policymakers about prevention, treatment and recover,

NOW THEREFORE, BE IT RESOLVED THAT, the Mayor and Common Council of the Town of Camp Verde proclaim September, 2014 as “Recovery Month” in the Town of Camp Verde, and encourage all citizens to support this year’s theme – “Join the Voices for Recovery – It’s worth it” by supporting men, women, and youth who have chosen the courageous path of recovery from mental health and substance abuse disorders.

Passed and approved by a majority voted of the Common Council at the Regular Session of September 3, 2014.

Charles German, Mayor

September 3, 2014

Date

Attest:

Deborah Barber, MMC - Town Clerk

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Town of Camp Verde Camp Verde, Arizona

PROCLAMATION



"A Day to Remember"

- Whereas,** the unprovoked attacks of September 11, 2001 upon America by foreign terrorists have thrust the United States and other countries into a war it never envisioned, either militarily or diplomatically; and
- Whereas,** the challenges facing all the civilized people of the world as they relate to the war on terrorism will not end until those fanatics responsible are eliminated or brought to justice; and
- Whereas,** America is fully committed through "Operation Enduring Freedom" and "Operation Nobel Eagle" to ensure our freedom remains unfettered and sovereign for all generations, now and forever; and
- Whereas,** world opinion needs to remain focused upon the eradication of these inhuman acts perpetrated around the globe; and
- Whereas,** one way to accomplish this is to NEVER FORGET that those innocent victims did not die in vain; and
- Whereas,** America can fight back by reminding the world that the deaths of these people will always be remembered and that they will be forever loved; and
- Whereas,** a noble and appropriate way to accomplish this is through the annual celebration of their living; and
- Whereas,** this commemoration should be held each September 11th throughout the land to include:
- **The promotion of global peace and goodwill.**
 - **The demonstration of America's resolve and perseverance to win the war on terrorism.**
 - **The advancement of responsible citizenship.**
 - **The encouragement of responsible citizenship.**
 - **The encouragement of patriotism and love of country.**
 - **The poignant remembrance of those innocent victims that died on September 11th as heroes, one and all.**

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, Camp Verde, Arizona, do hereby issue this Proclamation to memorialize those men, women, and children who lost their lives; and be it further declared that this Proclamation be publicized for all to see and know that the citizens of Camp Verde remember with eternal respect those whose lives were suddenly, without cause, and pointlessly taken from them on September 11, 2001.

“May They Forever Rest in Peace and Abide in Our Memories”

Proclaimed this 3rd day of September 2014.

Charles German - Mayor

ATTEST:

Debbie Barber, Town Clerk



Agenda Item Submission Form - Section I

Meeting Date: September 3, 2014

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

Requesting Department: Finance Dept.

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion, consideration & possible approval of Ordinance 2014-A399 to increase Town Use Tax from 2% to 3%.

List Attached Documents: 1) Ordinance 2014-A399, 2) Article VI from the Town of Camp Verde Model City Tax Code

Estimated Presentation Time: 2 minutes

Estimated Discussion Time: 2 minutes

Reviews Completed by:

Town Attorney Comments: OK

Department Head:

- Budgeted Unbudgeted N/A

Fiscal Impact: Potentially increase the Use Tax revenues \$27,000 annually to an estimated \$81,000.

Comments: (See Background info)

Background Information: Under Article VI, section 8-610b of the Camp Verde Tax Code, the Current Use Tax rate is 2%. In May of 2012 the Town increased the Transaction Privilege Tax rate from 2% to 3% for most categories. This would bring the use tax category only up to 3% as well. Information on what Use Tax covers is attached from Article VI or our Model City Tax Code. Different from the normal TPT tax, Use tax is a tax upon the use or storage of personal property items brought into the Town that if purchased within the Town would have generated a sales tax but having been purchased outside the Town (typically out-of-state, i.e. internet) did not require a sales tax. This tax tries to level the playing field for local retailers within the Town. Currently, the Use Tax category brings in approximately \$4,500 per month in tax revenues or 2% of our local tax revenue amount. The increase would take effect 12/1/14.

Recommended Action (Motion): Move to approve Ordinance 2014-A399 to increase the Town's Use Tax from 2% to 3%.

ORDINANCE 2014-A399

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO THE USE TAX; AMENDING THE TAX CODE OF THE TOWN OF CAMP VERDE, ARIZONA BY INCREASING THE USE TAX RATE FROM TWO PERCENT (2%) TO THREE PERCENT (3%).

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1: The tax rate in the following sections of the Tax Code of the Town of Camp Verde is increased from two percent (2%) to three percent (3%):

Section 2: The following Sections have changes:

Tax Code - Section 8-610 Use Tax: imposition of tax; presumption is amended.

Section 3: The provisions of section 1-2 of this ordinance shall be effective from and after December 1, 2014.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 3rd day of September, 2014.

Charles German, Mayor

ATTEST:

APPROVED AS TO FORM:

Debbie Barber, Town Clerk

W.J. Sims, Town Attorney

Article VI - Use Tax

Sec. 8-600. Use tax: definitions

For the purposes of this Article only, the following definitions shall apply, in addition to the definitions provided in Article I:

"Acquire (for Storage or Use)" means purchase, rent, lease, or license for storage or use.

"Retailer" also means any person selling, renting, licensing for use, or leasing tangible personal property under circumstances which would render such transactions subject to the taxes imposed in Article IV, if such transactions had occurred within this Town.

"Storage (within the Town)" means the keeping or retaining of tangible personal property at a place within the Town for any purpose, except for those items acquired specifically and solely for the purpose of sale, rental, lease, or license for use in the regular course of business or for the purpose of subsequent use solely outside the Town.

"Use (of Tangible Personal Property)" means consumption or exercise of any other right or power over tangible personal property incident to the ownership thereof except the holding for the sale, rental, lease, or license for use of such property in the regular course of business.

Sec. 8-601. (Reserved)

Sec. 8-602. (Reserved)

Sec. 8-610. Use tax: imposition of tax; presumption.

- (a) There is hereby levied and imposed, subject to all other provisions of this Chapter, an excise tax on the storage or use in the Town of tangible personal property, for the purpose of raising revenue to be used in defraying the necessary expenses of the Town, such taxes to be collected by the Tax Collector.
- (b) The tax rate shall be at an amount equal to two percent (2%) of the:
 - (1) cost of tangible personal property acquired from a retailer, upon every person storing or using such property in this Town.
 - (2) gross income from the business activity upon every person meeting the requirements of subsection 8-620(b) or (c) who is engaged or continuing in the business activity of sales, rentals, leases, or licenses of tangible personal property to persons within the Town for storage or use within the Town, to the extent that tax has been collected upon such transaction.
 - (3) cost of the tangible personal property provided under the conditions of a warranty, maintenance, or service contract.
 - (4) cost of complimentary items provided to patrons without itemized charge by a restaurant, hotel, or other business.
 - (5) cost of food consumed by the owner or by employees or agents of the owner of a restaurant or bar subject to the provisions of Section 8-455 of this Chapter.
- (c) It shall be presumed that all tangible personal property acquired by any person who at the time of such acquisition resides in the Town is acquired for storage or use in this Town, until the contrary is established by the taxpayer.

- (d) **Exclusions.** For the purposes of this Article, the acquisition of the following shall not be deemed to be the purchase, rental, lease, or license of tangible personal property for storage or use within the Town:
 - (1) stocks, bonds, options, or other similar materials.
 - (2) lottery tickets or shares sold pursuant to Article I, Chapter 5, Title 5, Arizona Revised Statutes.
 - (3) Platinum, bullion, or monetized bullion, except minted or manufactured coins transferred or acquired primarily for their numismatic value as prescribed by Regulation.
- (e) (Reserved)

Sec. 8-620. Use tax: liability for tax.

The following persons shall be deemed liable for the tax imposed by this Article; and such liability shall not be extinguished until the tax has been paid to this Town, except that a receipt from a retailer separately charging the tax imposed by this Chapter is sufficient to relieve the person acquiring such property from further liability for the tax to which the receipt refers:

- (a) Any person who acquires tangible personal property from a retailer, whether or not such retailer is located in this Town, when such person stores or uses said property within the Town.
- (b) Any retailer not located within the Town, selling, renting, leasing, or licensing tangible personal property for storage or use of such property within the Town, may obtain a License from the Tax Collector and collect the Use Tax on such transactions. Such retailer shall be liable for the Use Tax to the extent such Use Tax is collected from his customers.
- (c) Every agent within the Town of any retailer not maintaining an office or place of business in this Town, when such person sells, rents, leases, or licenses tangible personal property for storage or use in this Town shall, at the time of such transaction, collect and be liable for the tax imposed by this Article upon the storage or use of the property so transferred, unless such retailer or agent is liable for an equivalent excise tax upon the transaction.
- (d) Any person who acquires tangible personal property from a retailer located in the Town and such person claims to be exempt from the Town Privilege or Use tax at the time of the transaction, and upon which no Town Privilege Tax was charged or paid, when such claim is not sustainable.
- (e) Every person storing or using tangible personal property under the conditions of a warranty, maintenance, or service contract.

Sec. 8-630. Use tax: recordkeeping requirements.

All deductions, exclusions, exemptions, and credits provided in this Article are conditional upon adequate proof of documentation as required by Article III or elsewhere in this Chapter.

Sec. 8-640. Use tax: credit for equivalent excise taxes paid another jurisdiction.

In the event that an equivalent excise tax has been levied and paid upon tangible personal property which is acquired to be stored or used within this Town, full credit for any and all such taxes so paid shall be allowed by the Tax Collector but only to the extent Use Tax is imposed upon that transaction by this Article.

Sec. 8-650. Use tax: exclusion when acquisition subject to Use Tax is taxed or taxable elsewhere in this Chapter; limitation.

The tax levied by this Article does not apply to the storage or use in this Town of tangible personal property acquired in this Town, the gross income from the sale, rental, lease, or license of which were included in the measure of the tax imposed by Article IV of this Chapter; provided, however, that any person who has acquired tangible personal property from a vendor in this Town without paying the Town Privilege Tax because of a representation to the vendor that the property was not subject to such tax, when such claim is not sustainable, may not claim the exclusion from such Use Tax provided by this Section.

Sec. 8-660. Use tax: exemptions.

The storage or use in this Town of the following tangible personal property is exempt from the Use Tax imposed by this Article:

- (a) tangible personal property brought into the Town by an individual who was not a resident of the Town at the time the property was acquired for his own use, if the first actual use of such property was outside the Town, unless such property is used in conducting a business in this Town.
- (b) tangible personal property, the value of which does not exceed the amount of one thousand dollars (\$1,000) per item, acquired by an individual outside the limits of the Town for his personal use and enjoyment.
- (c) charges for delivery, installation, or other customer services, as prescribed by Regulation.
- (d) charges for repair services, as prescribed by Regulation.
- (e) separately itemized charges for warranty, maintenance, and service contracts.
- (f) prosthetics.
- (g) income-producing capital equipment.
- (h) rental equipment and rental supplies.
- (i) mining and metallurgical supplies.
- (j) motor vehicle fuel and use fuel which are used upon the highways of this State and upon which a tax has been imposed under the provisions of Article I or II, Chapter 16, Title 28, Arizona Revised Statutes.
- (k) tangible personal property purchased by a construction contractor, but not an owner-builder, when such person holds a valid Privilege License for engaging or continuing in the business of construction contracting, and where the property acquired is incorporated into any structure or improvement to real property in fulfillment of a construction contract.
- (l) sales of motor vehicles to nonresidents of this state for use outside this state if the vendor ships or delivers the motor vehicle to a destination outside this state.
- (m) tangible personal property which directly enters into and becomes an ingredient or component part of a product sold in the regular course of the business of job printing, manufacturing, or publication of newspapers, magazines or other periodicals. Tangible personal property which is consumed or used up in a manufacturing, job printing, publishing, or production process is not an ingredient nor component part of a product.

- (n) rental, leasing, or licensing for use of film, tape, or slides by a theater or other person taxed under Section 8-410, or by a radio station, television station, or subscription television system.
- (o) food served to patrons for a consideration by any person engaged in a business properly licensed and taxed under Section 8-455, but not food consumed by owners, agents, or employees of such business.
- (p) tangible personal property acquired by a qualifying hospital, qualifying community health center or a qualifying health care organization, except when the property is in fact used in activities resulting in gross income from unrelated business income as that term is defined in 26 U.S.C. Section 512.
- (q) food for home consumption.
- (r) (Reserved)
 - (1) (Reserved)
 - (2) (Reserved)
 - (3) (Reserved)
 - (4) (Reserved)
- (s) groundwater measuring devices required by A.R.S. Section 45-604.
- (t) (Reserved)
- (u) aircraft acquired for use outside the State, as prescribed by Regulation.
- (v) sales of food products by producers as provided for by A.R.S. Sections 3-561, 3-562 and 3-563.
- (w) (Reserved)
- (x) (Reserved)
- (y) Tangible personal property donated to an organization or entity qualifying as an exempt organization under 26 U.S.C. Section 501(c)(3); if and only if:
 - (1) the donor is engaged or continuing in a business activity subject to a tax imposed by Article IV; and
 - (2) the donor originally purchased the donated property for resale in the ordinary course of the donor's business; and
 - (3) the donor obtained from the donee a letter or other evidence satisfactory to the Tax Collector of qualification under 26 U.S.C. Section 501(c)(3) from the Internal Revenue Service or other appropriate federal agency; and
 - (4) the donor maintains, and provides upon demand, such evidence to the Tax Collector, in a manner similar to other documentation required under Article III.
- (z) (Reserved)
- (aa) tangible personal property used in remediation contracting as defined in Section 8-100 and Regulation 8-100.5.
- (bb) materials that are purchased by or for publicly funded libraries including school district libraries, charter school libraries, community college libraries, state university libraries or federal, state, county or municipal libraries for use by the public as follows:
 - (1) printed or photographic materials.
 - (2) electronic or digital media materials.
- (cc) food, beverages, condiments and accessories used for serving food and beverages to a commercial airline, as defined in A.R.S. § 42-5061(A)(49), that serves the food and beverages to its passengers, without additional charge, for consumption in flight. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.

- (dd) wireless telecommunication equipment that is held for sale or transfer to a customer as an inducement to enter into or continue a contract for telecommunication services that are taxable under Section 8-470.
- (ee) (Reserved)
- (ff) alternative fuel as defined in A.R.S. § 1-215, by a used oil fuel burner who has received a Department of Environmental Quality permit to burn used oil or used oil fuel under A.R.S. § 49-426 or § 49-480.
- (gg) food, beverages, condiments and accessories purchased by or for a public educational entity, pursuant to any of the provisions of Title 15, Arizona Revised Statutes; to the extent such items are to be prepared or served to individuals for consumption on the premises of a public educational entity during school hours. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.
- (hh) personal hygiene items purchased by a person engaged in the business of and subject to tax under Section 8-444 of this code if the tangible personal property is furnished without additional charge to and intended to be consumed by the person during his occupancy.
- (ii) The diversion of gas from a pipeline by a person engaged in the business of operating a natural or artificial gas pipeline, for the sole purpose of fueling compressor equipment to pressurize the pipeline, is not a sale of the gas to the operator of the pipeline.
- (jj) Food, beverages, condiments and accessories purchased by or for a nonprofit charitable organization that has qualified as an exempt organization under 26 U.S.C Section 501(c)(3) and regularly serves meals to the needy and indigent on a continuing basis at no cost. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.
- (kk) sales of motor vehicles that use alternative fuel if such vehicle was manufactured as a diesel fuel vehicle and converted to operate on alternative fuel and sales of equipment that is installed in a conventional diesel fuel motor vehicle to convert the vehicle to operate on an alternative fuel, as defined in A.R.S. § 1-215.
- (ll) the storage, use or consumption of tangible personal property in the city or town by a school district or charter school.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 3, 2014

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

Requesting Department: Finance Dept.

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion, consideration & possible approval of Resolution 2014-924, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for FY2014-15 and superseding Resolution 2013-895.

List Attached Documents: 1) Resolution 2014-924, 2) FY15 Proposed Fee Schedule

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

Town Attorney Comments: N/A

Department Head: All Departments

Budgeted
 Unbudgeted
 N/A

Fiscal Impact: Minor fee increases. Minimal fiscal impact.

Comments: None.

Background Information: Per Town Code, the Town fees must be reviewed and adopted each year by Resolution. The fees will become effective September 4, 2014.

Recommended Action (Motion): Move to approve Resolution 2014-924, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for FY2014-15 and superseding Resolution 2013-895.

Instructions to the Clerk: Process the Resolution.

Town of Camp Verde FY15 Proposed Fee Schedule

	2013-2014 Department Recommendation	2013-2014 Council Approved on 06-19-2013	2014-2015 Department Recommendation	2014-2015 Council Approved
Clerk's Office				
Duplication Rates				
Current Agenda Packets (per page)	\$0.25	\$0.25	\$0.25	
Minutes	\$0.25	\$0.25	\$0.25	
Recordings (per CD)	\$5.00	\$5.00	\$5.00	
Recordings (when town provides jump drive)	New Line		\$7.00	
Public Records Request (per page)	\$0.25	\$0.25	\$0.25	
Public Records Electronic Request	New Line		No Charge	
Business License List (Commercial request)	\$200.00	\$200.00	\$200.00	
Notary Fees				
	\$0.00	\$0.00	No Charge	
Publicity Pamphlet				
	\$200.00	\$200.00	\$200.00	
Business License Fees				
Business License Fee/Inspection/Setup Fee	\$50.00	\$50.00	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	25.00 Per day	25.00 Per day	
Special Event Promoter (Per Event)	No Charge	No Charge	No Charge	
Special Event Vendor (Non-Profits)	No Charge	No Charge	No Charge	
Special Event Vendor	\$25.00 Per Event	\$25.00 Per Event	\$25.00 Per Event	
Renewal of Existing Current Business License				
Business License Fee (annual)	\$15.00	\$15.00	\$25.00	
Name/Address Change in Addition to Annual Fee	No Charge	No Charge	No Charge	
Liquor License Permits				
Application/Posting/Inspection Fee	\$250.00	\$250.00	\$250.00	
Business License (annually) + the following:				
Series 01 through 14 and Series 16 & 17	\$50.00	\$50.00	\$50.00	
One-time Special Event Permit	\$50.00	\$50.00	\$50.00	

?

	2013-2014 Department Recommendation	2013-2014 Council Approved on 06-19-2013	2014-2015 Department Recommendation	2014-2015 Council Approved
Public Works				
Site Plan Review	\$225.00 per applicable sheet (1st & 2nd Reviews)	\$225.00 per applicable sheet (1st & 2nd Reviews)	\$225.00 per applicable sheet (1st & 2nd Reviews)	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	
Construction Plans and Grading Plans (Civil grading and drainage,	\$225 per applicable sheet (includes first 2 reviews; \$250.00 for each subsequent review)	\$225 per applicable sheet (includes first 2 reviews; \$250.00 for each subsequent review)	\$225 per applicable sheet (includes first 2 reviews; \$250.00 for each subsequent review)	
As Built Plan Review	\$90.00	\$90.00	\$91.00	
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews; \$150 for each subsequent review)	\$250 per applicable sheet (includes first 2 reviews; \$150 for each subsequent review)	\$250 per applicable sheet (includes first 2 reviews; \$150 for each subsequent review)	
Right of Way:				
Encroachment permit	\$291.00	\$291.00	\$291.00	
Miscellaneous Plan Review:				
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$100.00 per applicable sheet	\$100.00 per applicable sheet	\$100.00 per applicable sheet	
Any Additional inspections	\$50.00 per inspection	\$50.00 per inspection	\$50.00 per inspection	
Public Improvement Construction Inspection	\$225.00	\$225.00	\$225.00	
Road Cut Permits (excluding utility companies)	\$50.00	\$50.00	\$50.00	
New Private Road Street Signs (per sign). Includes installation.	\$85.00	\$85.00	\$85.00	
Finance Department				
Non Sufficient Fund (NSF) Check Charge	\$10.00	\$10.00	\$10.00	

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Municipal Court

ARS §22-404

Minimum Clerk Fee	\$17.00	\$17.00	\$17.00
Research in Locating a Document	\$17.00	\$17.00	\$17.00
Record Duplication	\$17.00	\$17.00	\$17.00
Per Page Fee	\$0.50	\$0.50	\$0.50

Special Fees

Injunction Against Harassment			No charge
Domestic Violence Order of Protection			No charge

Special Fees

Civil Traffic Default Fee	\$50.00	\$50.00	\$50.00
Warrant Fee	\$150.00	\$150.00	\$150.00
Municipal Court Enhancement	\$20.00	\$20.00	\$20.00
Court Appointed Counsel Fee	\$25.00	\$25.00	\$25.00
Collection fee(\$35 per case + 19%)	19% + 35 per case	19% + 35 per case	19% + 35 per case
Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00	1.00 - 500.00	1.00 - 500.00

Library

Photocopies	\$0.10	\$0.10	\$0.10
B&W Printouts from Public Internet Computers. REVENUE FROM THESE LINES GO DIRECTLY TO QCI PRINT SERVICES PER OUR AGREEMENT	\$0.10	\$0.10	\$0.10
Color Printouts from Public Internet Computers	\$0.50	\$0.50	\$0.50
Local & Long-distance FAX - per page	\$1.00	\$1.00	\$1.00
Temporary Library Card for Seasonal Residents. WE CREATED A TEMP CARD PROFILE FOR VISITORS SO NO FEE IS REQUIRED	no fee	no fee	no fee
Card Replacement	\$3.00	\$3.00	\$3.00
Overdue items (our Library) (per day)	\$0.10	\$0.10	\$0.10

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Library (Cont'd)

Overdue DVDs (our Library) (per day-per item) WE NO LONGER CARRY VIDEOS	\$0.00	\$0.00	\$0.00
Overdue items (inside county)	varies	varies	varies
Overdue items (outside county) (per- day)	\$1.00	\$1.00	\$1.00
Items placed on hold & not picked up w/in 10 days	no fee	no fee	no fee
Lost items - replacement cost + overdue fines. NO LONGER CHARGING A PROCESSING FEE	varies	varies	varies
Items put in Book Drop that are marked "Do not put in Book Drop" (per item)	no fee	no fee	no fee

Marshal's Office

Reports (up to 20 pages)	\$5.00	\$5.00	\$5.00
Additional pages (per page)	\$0.25	\$0.25	\$0.25
Vehicle Impound Administrative Hearing	\$150.00	\$150.00	\$150.00
911 Tape	\$10.00	\$10.00	\$10.00
Photographs	\$10.00	\$10.00	\$10.00

Training Room Fee for all private and profit organizations

4-8 hours	\$25.00	\$25.00	\$25.00
Less that 4 hours	\$15.00	\$15.00	\$15.00

Animal Shelter

Impound Fee	\$25.00	\$25.00	\$25.00
No Chip / unaltered this is not new but was not listed	\$25.00	\$25.00	\$25.00
Additional Fee per night	\$10.00	\$10.00	\$10.00

Animal License Fees

Altered Dog (purchased before March 1)	\$10.00	\$10.00	\$10.00
Unaltered Dog (purchased before March 1)	\$20.00	\$20.00	\$20.00
Altered Dog (purchased after March 1) recommend no late fee	\$10.00	\$10.00	\$10.00
Unaltered Dog (purchased after March 1) recommend no late fee	\$20.00	\$20.00	\$20.00

NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Parks & Recreation

Class A- Town co-sponsored, youth sports, non-profit groups, churches, schools and civic groups.

Class B-Individuals and groups using facilities whose purpose is clearly of a not for profit nature.

Class C-Profit making individuals, groups or organizations.

Deposits

Key Deposit (all classes) (per key)	\$110.00	\$110.00	\$110.00
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Heritage Pool Fees (Pool fees are effective opening day of pool in 2015)

Adults (18 & over):

Per Visit	\$2.50	\$2.50	\$2.50
10 Visits	\$20.00	\$20.00	\$20.00
Season Pass	\$70.00	\$70.00	\$70.00

Children:

Per Visit	\$2.00	\$1.50	\$1.50
10 Visits	\$15.00	\$12.50	\$12.50
Season	\$60.00	\$50.00	\$50.00

Family Pass (Immediate Family Only)

10 Visits	\$35.00	\$35.00	\$35.00
Season - open swim & Family nights only	\$135.00	\$135.00	\$135.00

Swim Lessons

Swim Lessons (30 minutes) two week session 4 days a week	\$25.00	\$25.00	\$25.00
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Pool Rental Fee

Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$70.00	\$70.00	\$70.00
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$90.00	\$90.00	\$90.00
Cleaning Deposit- Class A & B	\$100.00	\$100.00	\$100.00

Pool Specialty Classes

Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25%/75%	25%/75%	25%/75%
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20%/80%	20%/80%	20%/80%

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Parks & Recreation Facility Fees - General

Banner Pole Fee

Class A	No Charge	No Charge	No Charge
Class B	\$50.00	\$50.00	\$50.00
Class C	Not Allowed	Not Allowed	Not Allowed

Equipment

None	N/A	N/A	N/A
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Tables

Class A	No Charge	No Charge	No Charge
Class B less than 5 tables	No Charge	No Charge	No Charge
Class B (per table) if more than 5 tables	\$5.00	\$5.00	\$5.00
Class C (per table)	\$8.00	\$8.00	\$8.00

Chairs (if available)

Class A	No Charge	No Charge	No Charge
Class B less than 40 chairs	No Charge	No Charge	No Charge
Class B (per chair) if more than 40 chairs	\$1.00	\$1.00	\$1.00
Class C	\$2.00	\$2.00	\$2.00

PA system (if available)

Class A	No Charge	No Charge	No Charge
Class B	No Charge	No Charge	No Charge
Class C (per day)	\$25.00	\$25.00	\$25.00
Damage deposit - All Classes	\$50.00	\$50.00	\$50.00

Meeting Room Fee

Class A	No Charge	No Charge	No Charge
Class B (per hour(2hr min)/ per day)	\$15/\$60	\$15/\$60	\$15/\$60
Class C (per day(2hr min)/per day)	\$25/\$100	\$25/\$100	\$25/\$100

Rooms have tables & chairs on an "as available" basis for no additional charge

Electrical Use Fee

Park/Gazebo/Ramada - all classes (per event)	\$20.00	\$20.00	\$20.00
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2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Parks & Recreation Facility Fees - General (Cont'd)			
Ball Field Lights (24-hour cancellation notice required)			
Class A	No Charge	No Charge	No Charge
Class B (per hour)	\$50.00	\$50.00	\$50.00
Class C (per hour)	\$65.00	\$65.00	\$65.00
Specialty Classes			
25% of fees to Town/75% to instructor (adult). Fees to be determined by instructor.	25%/75%	25%/75%	25%/75%
20% of fees to Town/85% to instructor (youth). Fees to be determined by instructor.	20%/80%	20%/80%	20%/80%
Fencing Fee			
Class A (per panel)	No Charge	No Charge	No Charge
Class B (per panel)	\$10.00	\$10.00	\$10.00
Class C (per panel)	\$15.00	\$15.00	\$15.00
Soccer and Baseball Field Fee			
Class A	No charge	No charge	No charge
Class B - per hour/ per day	\$25/\$75	\$25/\$75	\$25/\$75
Class C (per hour)	\$40.00	\$40.00	\$40.00
Gym Fees			
Class A - less than 100 attending	No Charge	No Charge	No Charge
Class A (per hour/per day)- more than 100 attending	\$25/\$150	\$25/\$150	\$25/\$150
Class B (per hour/per day)	\$50/\$300	\$50/\$300	\$50/\$300
Class C (per hour/per day)	\$100/\$500	\$100/\$500	\$100/\$500
Cleaning/Damage Deposit - All Classes	\$500.00	\$500.00	\$500.00
Gym Floor Preparation Fee			
All Classes	\$75.00	\$75.00	\$75.00
Park Ramada, Gazebo or Town Ramada Fee			
Class A	No Charge	No Charge	No Charge
Class B	No Charge	No Charge	No Charge
Class C	\$75.00	\$75.00	\$75.00

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Parks & Recreation Facility Fees - General (Cont'd)

Exterior Light Fee (Commercial Grade String Lights)

Class A	No Charge	No Charge	No Charge
Class B	\$50.00	\$50.00	\$50.00
Class C	\$50.00	\$50.00	\$50.00

Town Ramada Electric Fee

Class A Per Day	\$100.00	\$100.00	\$100.00
Class B Per Day	\$100.00	\$100.00	\$100.00
Class C Per Day	\$150.00	\$150.00	\$150.00

Use of Water Fee

Class A Per Day	\$40.00	\$40.00	\$40.00
Class B Per Day	\$50.00	\$50.00	\$50.00
Class C Per Day	\$100.00	\$100.00	\$100.00

Kitchen Fee

Class A	No Charge	No Charge	No Charge
Class B -4 Hour	\$25.00	\$25.00	\$25.00
Class B (per day)	\$75.00	\$75.00	\$75.00
Class C - 4 Hour	\$50.00	\$50.00	\$50.00
Class C (per day)	\$100.00	\$100.00	\$100.00

Community Development

Board of Adjustment & Appeals

Appeal	\$500.00	\$500.00	\$500.00
Variance	\$800.00	\$800.00	\$800.00
Additional Variance/Same Application	\$55.00	\$55.00	\$55.00

Non-Conforming Use Hearing

	\$55.00	\$55.00	Remove Line
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Copies of Maps (plotted or color)

Large	\$30.00	\$30.00	\$30.00
11 X 17	\$5.00	\$5.00	\$5.00
8 X 11	\$5.00	\$5.00	\$5.00

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

General Plan Amendment			
Minor	\$1,800.00	\$1,800.00	\$1,800.00
Major	\$1,800.00	\$1,800.00	\$1,800.00
Map Change for Zoning (ZMC)			
To Agriculture zone	\$1,700.00	\$1,700.00	\$1,700.00
Residential to Residential (50 acres)	\$1,700.00	\$1,700.00	\$1,700.00
plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00
Residential to Commercial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00
plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00
Commercial to Commercial (5 acres)	New Fee		\$1,700.00
plus \$85 for each additional acre	New Fee		\$85.00
Commercial to Industrial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00
plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00
PAD and PUD (for one (1) acre)	\$1,700.00	\$1,700.00	\$1,700.00
plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00
plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00
Major Amendment (one (1) acre)	\$1,700.00	\$1,700.00	Remove Line
plus \$55 per acre up to 10 acres	\$55.00	\$55.00	Remove Line
plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	Remove Line
To Mixed Use/Low Density	\$1,700.00	\$1,700.00	Remove Line
To Mixed Use/High Density	\$1,700.00	\$1,700.00	Remove Line
Minor Land Division	\$165.00	\$165.00	\$200.00
Lot Line Adjustment	New Fee		\$200.00
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	New Fee		\$1,800.00

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

Subdivision Plats

Administrative Conceptual Plan Review (Subdivisions)	\$500.00	\$500.00	\$500.00 Plus Fire Marshal Review Fee
Preliminary Plat (for 10 lots)	\$2,000.00	\$2,000.00	\$2,000.00 Plus Fire Marshal Review Fee
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00
Final Plat (for 10 lots)	\$1,400.00	\$1,400.00	\$1,400.00
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00
Amended Plat (for 10 lots)	\$835.00	\$835.00	\$835.00
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00
Final Site Plan PUD Review	\$550.00	\$550.00	\$550.00
Time Extensions	\$300.00	\$300.00	\$300.00
Development Standards Review (Commercial - Industrial & Multi-Family)	\$500.00	\$500.00	\$500.00 Plus Fire Marshal Review Fee

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Community Facilities District

As determined by the Town Manager	As determined by the Town Manager	As determined by the Town Manager
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Development Agreement

Revision to Amend	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials
Reconsideration	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials

Use Permits

Open Space Uses	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee
Residential Uses	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee
Commercial (RCD, RS, C1 & C2)	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee
Mobile/Manufactured Home Parks (for 10 spaces)	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee

	2013-2014	2013-2014	2014-2015	2014-2015
	Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved
Community Development (Cont'd)				
plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
plus \$10 for each additional space	\$10.00	\$10.00	\$10.00	
RV Parks	\$1,800.00	\$1,800.00	\$1,800.00 Plus Fire Marshal Review Fee	
plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
plus \$5 for each additional space	\$10.00	\$10.00	\$10.00	
Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,800.00	\$1,800.00	Delete Line	
plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	Delete Line	
RV Storage (per 50 spaces)	\$1,800.00	\$1,800.00	Delete Line	
plus \$5 for each additional space	\$5.00	\$5.00	Delete Line	
Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00 Plus Fire Marshal Review Fee	
plus \$55 per acre up to 50 acres	\$55.00	\$55.00	\$55.00	
plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00	
Temporary Use Permit or Dwelling Permit	\$100.00	\$100.00	\$150.00	
Continuance of Hearing				
Before Advertising	\$100.00	\$100.00	\$150.00	
After Advertising	\$250.00	\$250.00	\$300.00	
Signs				
Non-Illuminated	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$2.00 Per Square Foot/\$20.00 Minimum Plus Building Permit Fee/Building Plan Review Fee If Attachment Or Footing Details Are Required	
Illuminated	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$3.00 Per Square Foot/\$30.00 Minimum Plus Building Permit Fee/Building Plan Review Fee If Attachment Or Footing Details Are Required	
A Frame Sign	New Fee		\$50.00	
Mural	\$25.00	\$25.00	\$50.00	
Off Premise	\$1,800.00	\$1,800.00	\$1,800.00	

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

Streets

Street Abandonment	\$1,800.00	\$1,800.00	\$1,800.00
Street Name Change	New Fee		\$500.00
Verification Letter	\$170.00	\$170.00	\$300.00
Underground Utilities Exemption	\$170.00	\$170.00	\$200.00

Wireless Communication

Administrative Review	\$300.00	\$300.00	\$500.00
Applications requiring Special UP towers less than 99'	\$1,800.00	\$1,800.00	\$2,500.00
Towers 100 to 199'	\$2,100.00	\$2,100.00	\$2,750.00
Towers 200' and above	\$2,700.00	\$2,700.00	\$3,000.00

Zoning Clearance for Building Permits

Residential remodel/residential accessory structure	\$25.00	\$25.00	\$85.00
Commercial Remodel - Interior	New Fee		\$100.00
Commercial Remodel - Interior/Exterior	\$110.00	\$110.00	\$225.00
New Commercial	.01 sq. ft.-min \$100.00	.01 sq. ft.-min \$100.00	\$300.00
Fence	.05 linear foot min \$10.00	.05 linear foot min \$10.00	\$25.00 Zoning Clearance Plus \$25.00 Inspection Fee
Residential single family dwelling	\$85.00	\$85.00	\$175.00

THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

GRADING PERMIT FEES

50 Cubic Yards or Less	\$23.50	\$23.50	\$25.00
51 to 100 Cubic Yards	\$37.00	\$37.00	\$40.00
101 to 1,000 Cubic Yards	\$37.00	\$37.00	\$50.00 for the first 100 Cubic Yards plus \$18.00 for each additional 100 Cubic Yards
1,001 to 10,000 Cubic Yards	\$194.50	\$194.50	\$200.00 for the first 1,000 Cubic Yards plus \$15.00 for each additional 1,000 Cubic Yards
10,001 to 100,000 Cubic Yards	\$325.00	\$325.00	\$350.00 for the first 10,000 Cubic Yards plus \$50.00 for each additional 10,000 Cubic Yards
100,001 Cubic Yards or More	\$919.00	\$919.00	\$925.00 for the first 100,000 Cubic Yards plus \$50.00 for each additional 10,000 Cubic Yards

BUILDING PERMIT FEES

TOTAL VALUATION

\$1.00 TO \$500.00	\$23.50	\$23.50	\$24.00
\$501.00 TO \$2,000.00	\$23.50 for the first 500.00 plus \$3.05 for each additional 100.00 or fraction thereof, to and including \$2,000.00	\$23.50 for the first 500.00 plus \$3.05 for each additional 100.00 or fraction thereof, to and including \$2,000.00	\$24.00 for the first \$500.00 plus \$3.55 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first 2,000.00 plus \$14.00 for each additional 1000.00 or fraction thereof, to and including \$25,000.00	\$69.25 for the first 2,000.00 plus \$14.00 for each additional 1000.00 or fraction thereof, to and including \$25,000.00	\$77.25 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00

	2013-2014 Department Recommendation	2013-2014 Council Approved on 06-19-2013	2014-2015 Department Recommendation	2014-2015 Council Approved
Community Development (Cont'd)				
\$25,001 to \$50,000.00	\$391.25 for the first 25,000.00 plus \$10.10 for each additional 1000.00 or fraction thereof, to and including \$50,000.00	\$391.25 for the first 25,000.00 plus \$10.10 for each additional 1000.00 or fraction thereof, to and including \$50,000.00	\$410.75 for the first \$25,000.00 plus \$10.60 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	
\$50,001.00 to \$100,000.00	\$643.75 for the first 50,000.00 plus \$7.00 for each additional 1000.00 or fraction thereof, to and including \$100,000.00	\$643.75 for the first 50,000.00 plus \$7.00 for each additional 1000.00 or fraction thereof, to and including \$100,000.00	\$675.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
\$100,001.00 to \$500,000.00	\$993.75 for the first 100,000.00 plus \$5.60 for each additional 1000.00 or fraction thereof, to and including \$500,000.00	\$993.75 for the first 100,000.00 plus \$5.60 for each additional 1000.00 or fraction thereof, to and including \$500,000.00	\$1050.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first 500,000.00 plus \$4.75 for each additional 1000.00 or fraction thereof, to and including \$1,000,000.00	\$3,233.75 for the first 500,000.00 plus \$4.75 for each additional 1000.00 or fraction thereof, to and including \$1,000,000.00	\$3450.75 for the first \$500,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	
\$1,000,001.00 and up	\$5,608.75 for the first 1,000,000.00 plus \$3.65 for each additional 1000.00 or fraction thereof	\$5,608.75 for the first 1,000,000.00 plus \$3.65 for each additional 1000.00 or fraction thereof	\$6025.75 for the first \$1,000,000.00 plus \$4.05 for each additional \$1,000.00 or fraction thereof	
NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.				

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

Other Building Fees

Investigation Fee (Building without a permit)	Equal to permit fee	Equal to permit fee	Equal to the cost of the Building Permit Fee and Building Plan Review Fee
Inspection Outside of Normal Business Hrs	\$100.00	\$100.00	\$100.00 Per Hour/1 Hour Minimum*
Re-Inspection Fee (After 2 failed inspections)	\$50.00	\$50.00	\$50.00 Per Inspection
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$50.00	\$50.00	\$50.00
Building Plan Review Fee	65 % of Bldg. Fee	65 % of Bldg. Fee	65% of Bldg Permit Fee
Master Building Plan Review Fee (First Floorplan Review)	65 % of Bldg. Fee	65 % of Bldg. Fee	65% of Bldg Permit Fee
Master Building Plan Review Fee (Each additional Floorplan Review under same Approved Plan)	\$100.00	\$100.00	\$150.00
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$50.00	\$50.00	\$50.00 Per Hour/1 Hour Minimum*
Outside Plan Review Or Inspection (For Use Of Outside Consultants For Plan Review, and Inspections, Or Both**)	Actual Cost**	Actual Cost**	Actual Cost**
Fee for Building Permit Application Extension Fee (One Time Extension)	\$25.00	\$25.00	\$25.00
Fee for Building Permit Extension Fee (One Time Extension)	\$25.00	\$25.00	\$25.00
Fee for Temporary Certificate of Occupancy Residential Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00	\$300.00	\$300.00

2013-2014	2013-2014	2014-2015	2014-2015
Department Recommendation	Council Approved on 06-19-2013	Department Recommendation	Council Approved

Community Development (Cont'd)

Fee for Temporary Certificate of Occupancy-Commercial

**Temporary Issuance Fee
(One Time Commercial Certificate of Occupancy)**

\$500.00

\$500.00

\$500.00

NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.

Deposits

Commercial Projects	Bldg/Eng/Fire Plan Review Fee	Bldg/Eng/Fire Plan Review Fee	Equal To Building Plan Review Fees Plus Engineer Plan Review Fees Plus Fire Plan Review Fees Plus Sanitary Plan Review Fees Plus Zoning Clearance Fees
New Single/Multi-Family Residence	\$150.00	\$150.00	\$200.00
Residential Projects Less Than \$5,000.00	\$25.00	\$25.00	\$25.00
Residential Projects \$5,000.01 to \$10,000.00	\$50.00	\$50.00	\$50.00
Residential Projects \$10,000.01 to \$25,000.00	\$75.00	\$75.00	\$75.00
Residential Projects \$25,000.00 or More	\$100.00	\$100.00	\$150.00

NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.

Refunds

Plan Check Fees — once review begun Building Plan Review Fees (Once Plan Review Has Begun)	No refund	No refund	No refund
Plan Withdrawn Project Cancellation/Withdrawal (Before Permit Has Been Issued)	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	retain \$50 per hr (minimum charge per hour or calculated plan rvw fee whichever is greater	Retain Deposit

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Community Development (Cont'd)

Building Permit fees w/ no work started and no inspections called. Time limit one (1) year from permit issuance-

**Issued Building Permits
(One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)**

Retain \$25 or 25%,
Whichever is greater

Retain \$25 or 25%,
Whichever is greater

Retain \$25 or 25%, Whichever is
greater

Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called. Time limit one (1) year from permit issuance-

**Issued Over The Counter Building Permits
(One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)**

Retain \$10 or 25%,
whichever is greater.

Retain \$10 or 25%,
whichever is greater.

Retain \$10 or 25%, whichever is
greater.

ADDITIONAL SPECIFIC VALUATION DATA **Plus Any Utilities Installed. **See Utilities/Equipment Fee Lines Below**

Residential (New Single and Multi-Family Residences, Excludes Mobile/Manufactured Homes)

**Applicant's Valuation OR ICC
Building Valuation Data Table,
Whichever Is Greater**

**Residential Accessory
Buildings/Structures**

A. Barn (Pole, Wood, Metal, or Masonary) (per sq ft)**	\$15.00	\$15.00	\$20.00
B. Shade/Mare Motel/Pole-Barn (per sq ft)**	\$15.00	\$15.00	\$10.00
C. Greenhouse (per sq ft)**	\$15.00	\$15.00	\$15.00
D. Storage Building or (Shed) (Over 200 sq ft) (per sq ft)**	\$15.00	\$15.00	\$20.00
E. Carport (per sq ft)**	\$15.00	\$15.00	\$18.00
F. Balcony (per sq ft)**	\$15.00	\$15.00	\$15.00
G. Covered Patio at Grade Level (per sq ft)**	\$15.00	\$15.00	\$15.00
H. Covered Deck Elevated (per sq ft)**	\$15.00	\$15.00	\$18.00

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Community Development (Cont'd)

I. Open Deck Elevated (per sq ft)**	\$10.00	\$10.00	\$12.00	
J. Screened Porch Under Existing Roof Cover (per sq ft)**	\$6.00	\$6.00	\$6.00	
K. Gazebo/Ramada (per sq ft)**	\$12.50	\$12.50	\$15.00	
L. Pre-Fab Metal Canvas/Metal Awning (Engineered) (per sq ft)**	\$6.00	\$6.00	\$6.00	
M. Stairs (per sq ft)	\$7.00	\$7.00	\$7.00	
Alteration to Existing Residential Structure: where no additional floor area or roof coverage is created, such as the conversion of patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.	Valuation	Valuation	Delete Line	
Residential Alteration/Remodel Of Existing Structure				Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.				
Commercial (New Building)				Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Commercial Accessory Buildings/Structures (New)				Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Commercial Alteration/Remodel Of Existing Structure (Tenant Improvements)				Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Demolition of Existing Structure (Residential or Commercial)				
A. Up To Two (2) Structures On Same Assessor's Parcel Number	\$50.00	\$50.00	\$75.00	
B. After More Than Two (2) Structures On Same Assessor's Parcel Number # (per structure)	\$50.00	\$50.00	\$75.00 For First Two (2) Structures plus \$25.00 For Each Structure Thereafter	

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Community Development (Cont'd)

Fireplace/Free Standing Stove/Inserts (Other than New Construction)			
A. Fireplace/Freestanding Stove/Insert	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Block/Retaining Wall			
(Measured from bottom of footing to top of wall; Walls over 4' require engineered plans)			
(CMU, Concrete, Brick, Manufactured Unit, Rock/Stone,	\$15.00	\$15.00	\$15.00
B. Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$5.00	\$5.00	\$10.00
C. Manufactured Housing Skirting (No retaining/surcharge) (per linear foot)	\$5.00	\$5.00	Delete Line
Roof Structure Replacement	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Shell Building	BUILDING VALUDATION DATA: NOTE C	BUILDING VALUDATION DATA: NOTE C	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.			
Swimming Pool/Spas			
In Ground Pool (Includes Utilities)	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
In Ground Spa or Whirlpool (Includes Utilities)	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater

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Community Development (Cont'd)

Pre-fabricated pool flat fee ** Plus Any Utilities Installed On/Above Ground Pool (Pre-fabricated, Flat Fee) ** Plus Any Utilities Installed	\$150.00	\$150.00	\$150.00	
Pre-fabricated spa flat fee (utilities included) On/Above Ground Spa (Flat Fee, Utilities Included)	\$200.00	\$200.00	\$200.00	
Tenant Improvements	Valuation	Valuation	Delete Line	
Above Ground Water Tank (Over 5000 Gallons)				
A. Residential	\$100.00	\$100.00	\$100.00	
B. Commercial	\$400.00	\$400.00	\$500.00 + Building Plan Review Fee	
UTILITIES/EQUIPMENT				
New Construction or Addition				
Plumbing (per sq. ft)	\$3.50	\$3.50	\$3.50	
Electrical (per sq. ft)	\$2.50	\$2.50	\$2.50	
Mechanical (per sq. ft)	\$1.50	\$1.50	\$1.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Over the Counter Permits				
Electrical	\$50.00	\$50.00	\$75.00 Flat Fee (Includes Two (2) Inspections)	
Mechanical	\$50.00	\$50.00	\$75.00 Flat Fee (Includes Two (2) Inspections)	
Plumbing	\$50.00	\$50.00	\$75.00 Flat Fee (Includes Two (2) Inspections)	
Building	\$50.00	\$50.00	\$75.00 Flat Fee (Includes Two (2) Inspections)	

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Community Development (Cont'd)

Combination permits will be charged at 50% of the original permit fee. Example: Electrical \$50 plus Mechanical \$25 equals \$75 total.

Combo

(Any Combination Of The Above)

\$75.00 Flat Fee Plus \$25.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)

Solar Installation, Wind Turbines, Generators

Residential	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Commercial	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater

MISCELLANEOUS EQUIPMENT

Fire Alarm

Commercial	\$150.00	\$150.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater Plus Fire Marshal Fees
Residential	\$150.00	\$150.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater Plus Fire Marshal Fees
Kitchen Type I or II Hood System (plans required)	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater Plus Fire Marshal Fees

Fire Suppression

Commercial	\$150.00	\$150.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater Plus Fire Marshal Fees
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2013-2014	2013-2014	2014-2015	2014-2015
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Community Development (Cont'd)

Residential	\$150.00	\$150.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater Plus Fire Marshal Fees	
Tower New Installation				
Up to \$6,000	\$185.00	\$185.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
\$6,001 or More	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Co-Locate Existing Tower (Plans Required)				
Up to \$6,000	\$165.00	\$165.00	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
\$6,001 or More	Valuation	Valuation	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Manufactured Housing Permit Fees				
Residential Manufactured Home Set (includes 3-Inspections)	\$300.00	N/A	See OMH Fee Schedule (Includes Three (3) Inspections)	N/A
Residential Factory Built/Modular Building (Residential- includes 3 inspections)	\$600.00 per story including systems	N/A	See OMH Fee Schedule (Includes Three (3) Inspections)	N/A
Commercial Factory Built/Modular Building Commercial- (includes 3 inspections)	\$4.50 per linear foot (LF) including systems	N/A	See OMH Fee Schedule (Includes Three (3) Inspections)	N/A
C. Manufactured Housing Skirting (No Retaining/Surcharge) (per-linear-foot)-(per linear foot)	New Fee			\$6.00

NOTE: Fees are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.