



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AGENDA
TOWN OF CAMP VERDE
SPECIAL SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, DECEMBER 9, 2024 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/86016143238?pwd=30Sc2Xnl5eQ39z5tGFdOrFnBzuEuJ6.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 860 1614 3238

Passcode: 924182

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

- 1) **Call to Order**
- 2) **Roll Call.** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, and Commissioner Jeffrey Noonan.
- 3) **Pledge of Allegiance**
- 4) **Consent Agenda** - All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission requests.
 - a) **Approval of Minutes:**
 - 1) Regular Session – November 4, 2024 at 5:30 p.m. Pg. 3
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, January 6, 2025 at 5:30 p.m.
 - 2) Monday, February 3, 2025 at 5:30 p.m.
- 5) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
(Pursuant to ARS §38-431.01(H))

- 6) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 7) **Introduction of the candidates who are seeking appointment on the Parks & Recreation Commission.** Staff Resource: Town Manager Miranda Fisher. Pg. 13
- 8) **Update on the Parks & Recreation Manager position.** Staff Resource: Town Manager Miranda Fisher. Pg. 23
- 9) **Update on the Sports Complex.** Staff Resource: Town Manager Miranda Fisher. Pg. 25
- 10) **Review and discussion of October events (Little Britches/Little Petticoats, Fort Verde Days, Trunk or Treat) regarding opportunities for improvements.** Staff Resource: Acting Parks & Recreation Manager Shawna Figy. Pg. 27
- 11) **Discussion and possible recommendation to Town Council for an adjustment to the current fee schedule specific to the Town's sports fields.** Staff Resource: Acting Parks & Recreation Manager Shawna Figy. Pg. 35
- 12) **Update on Parks & Recreation current programming and events.** Staff Resource: Acting Parks & Recreation Manager Shawna Figy. Pg. 55
- 13) **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashes on 12-3-2024 at 11:00 a.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, NOVEMBER 4, 2024
5:30 PM

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chair Dave Grondin called the meeting to order at 5:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris, Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Mary Hughes and Commissioner Jeffrey Noonan were present. Commissioner Wayne Smith is absent.

Also Present

Acting Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, CIP Project Manager Martin Smith, Public Works Director Ken Krebbs, Deputy Town Clerk Virginia Jones, Recreation Coordinator Phyllis Nettik, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Faulkner 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 the Commission requests.

a) Approval of Minutes:

1) Regular Session – September 9, 2024

2) Work Session – October 17, 2024

b) Set Next Meeting Date and Time:

1) Monday, December 2, 2024 at 5:30 p.m.

2) Monday, January 6, 2025 at 5:30 p.m.

Motion was made by Commissioner Faulkner to accept the consent agenda. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye
Vice Chair Morris: Aye
Chairman Grondin: Aye
Motion Passed 6-0.

Chairman Grondin announced that at 6pm the Commission would take a moment of silence to give everyone an opportunity to pray for the election.

- 5. Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No public comments.

- 6. Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.

Commissioner Faulkner attended the Trunk or Treat Event and basketball games in the gym.

Commissioner Hughs attended the Trunk or Treat Event and volunteered during Fort Verde Days.

Commissioner Noonan helped with judging the Trunk or Treat Displays and helped organize the Fort Verde Days Parade.

Commissioner Duncan attended Fort Verde Days Little Britches and Petticoat Competition.

Chairman Grondin attended Fort Verde Days and the Trunk or Treat Event. He also gave a shout out to the Parks and Rec Division and said they did a great job during these past two events.

- 7. Update on the Parks & Recreation Manager position.** (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained that on August 15th, she made the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position to give space to the current team to get away from any misperceptions.

On October 10, 2024, the Town reopened the permanent Parks & Recreation Manager position. Applications are due November 15th with a goal of interviewing the week of December 2nd. The interview will include another candidate meet and greet, which Commissioners are encouraged to attend. As soon as the date and time for the meet and greet is set, staff will let the Parks & Recreation Commission know.

Shawna Figy will continue to serve as the Acting Parks & Recreation Manager until the position is filled. Manager Figy does intend to submit her application for the position.

Chairman Grondin asked why did we bring this back after only two months? Town Manager Fisher explained that a pause was needed because of misperceptions of the current team. The team was able to show up and demonstrate that they were strong and willing to work along whatever leader is in place.

- 8. Update on the Sports Complex.** (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher encouraged Commissioners to watch the weekly reports and

announced the Sports Complex Website is now live. The website is dedicated to keeping the community informed on the latest updates from the construction site. Town Council selected a color pallet for the concession stand. Staff noted that the AIM provides all additional updates.

Chairman Grondin asked if solar could be used for lighting and if staff had considered waterless urinals. Public Works Director Ken Krebs explained that all the interior details for the concession stand are already set, as far as the urinals are concerned. Regarding solar, his team is in the process of researching this.

9. Discussion and possible recommendation for Town Council consideration regarding the Heritage Pool restoration. (Staff Resource: Maintenance Division Manager Jeff Kobel, Public Works Director Ken Krebs & CIP Project Manager Martin Smith)

Town Manager Miranda Fisher explained why the Commission had received two different AIMs for this agenda item. Fished explained the change was because staff thought it would cost one thing and then when CIP Project Manager Martin Smith did a thorough review, he discovered that finances had changed. The question now is, does the Commission recommend going out to bid so staff can narrow in on the financial scope.

CIP Manager Martin Smith explained on August 16, 2024, the Town made the difficult decision to close the pool after it had been temporarily closed for a little over two weeks due to significant mechanical issues. These issues, primarily involving inadequate filtration and chemical dosing systems, posed risks to the health and safety of pool users. Since then, Town staff, in collaboration with third-party vendors, have worked to assess the situation, and identify the best path forward. Mr. Smith said we need to update all of the equipment to match the capacity of the pool, as well as the usage. Staff has secured a couple of proposals for that included in the Commissions packet. Mr. Smith explained he had a couple of questions after he reviewed the proposals. There is a substantial amount of work that needs to be done that is not included in the quotes from the pool companies, leading to a higher cost to complete this project. Town Manager Fisher explained the estimates are lacking because there was a lack of scope. She explained that Mr. Martin's preliminary review estimates the cost at about \$610,000 without a slide, which puts us at significantly more than the estimates we have received. We need to put a bid package out to get true financial figures to know how to fund this.

CIP Manager Martin explained one thing that was not included in these proposals is the replacement of the backwash filters. The facilities current filters are undersized. We would need to hire a contractor to enlarge the backwash pit, and then route plumbing to an existing retention pond. He approximates this would add a little over \$15,000 to the cost but really needs to be done. If not, it could fail ADEQ regulations for water deposits.

Town Manager Fisher said there are two things for the Commission to consider:

1. Does the Commission want to recommend to the Council that we go out to bid so we can get those financial figures so we can narrow in how we can fund this?
2. Does the Commission want to recommend to the Council that we hire a pool manager?

Commissioners discussed the cost of repairs with the slide verses without the slide. CIP Manager Martin explained that staff has identified sources of funding to help pay for the cost of the pool. They have already found about $\frac{3}{4}$ of the cost by delaying CIP Projects and leveraging possible saving of other CIP projects.

Chairman Grondin asked about delaying American Rescue Plan Act funding. Town Manager

Fisher explained the American Rescue Plan Act funds require that you be either under contract or completed with the project you have committed the funds for, by December 31, 2024. Since the 3rd Street and Maryville Sewer extension will not be under contract by the due date, utilities is willing to forgo that project and seek funding in a later budget, to free up the funds to go towards the pool. She added there are other CIP Projects that could be delayed to free up funding as well. Town Manager Fisher said that Public Private Partners or other entities could contribute to the pool to help get the funds needed for the repairs. Staff would like to go out to bid sooner rather than later to know what it costs financially and start to work out a “phase financial approach” to be able to open the pool next year.

Vice Chair Morris asked if it would make sense to get an engineer or consultant to write the scope of work so that everything is covered. CIP Manager Smith said staff has basically already done this when collecting the proposals from pool builders. There are no structural changes needed. There would be a substantial extra cost if we hired a civil engineer. Town Manager Fisher explained that when we release the bid documents, it will go out to pool experts. That expert could indicate in their bid if additional work is necessary. Mr. Martin has combined all issues noted into the bid sheet he has proposed. She also would rather not delay the start of the repairs. Hiring an additional engineer would add time to the cost and they could lose ARPA funding.

Commissioner Faulkner asked if the repairs would be done in time to open the pool for the next season. CIP Manager Smith said yes.

Chairman Grondin asked if it would be a lump sum bid? CIP Manager Smith said it would be a line item bid so he can easily track the cost.

Commissioner Noonan asked if we could postpone using the money set aside for improving the bathroom and showers in the gym towards the pool? CIP Manager Smith is not sure which fiscal year budget those funds were designated for, those funds may not be available to leverage to use at this point. Town Manager Fisher added this may be an opportunity for the community to show up or industries that operate in the Town of Camp Verde, to contribute. We just need to know how much it is.

***** 6:00 p.m. the Commission took a one-minute moment of silence to say a prayer for the country, for the election that will be happening tomorrow.***

Motion was made by Commissioner Faulkner to recommend to Council to go out to bid. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 6-0

Motion was made by Commissioner Faulkner to recommend to Council to financially prioritize the hiring of a pool manager under the FY26 Budget. Second was made by Vice Chair Morris.

Roll Call:

Commissioner Smith: Absent
Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Aye
Chairman Grondin: Aye

Motion Passed 6-0

10. Discussion, consideration, and possible recommendation for approval to the Town Council for the Verde Lakes Strategic Plan (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher said at the September 9, 2024 meeting, the Parks & Recreation Commission reviewed the draft plan and requested that Town staff seek feedback from the community on the plan prior to their recommended approval. Town staff uploaded the strategic plan to the Town's website after the meeting and over the last two months have been pushing out requests on social media for people to review and provide feedback. Town staff did not receive any written feedback from the community. However, on October 23, 2024, the Verde Lakes Recreation Corporation held a meeting for the Verde Lakes Community, where residents, including two of the Moody sisters (owners of the parcel), requested the following changes:

1. Reference Elmer V. Moody under "Park Property Description," who was an influential person within the Verde Lakes community and founded the park.
2. Moody sisters want to be involved in any discussions about the park.
3. Reference to community is needed more throughout the document.
4. Strategic Goal #1: If the Town can acquire the parcel, ownership transfer would happen as a gift vs. purchasing. The last bullet point under "Action Steps" needs to be changed to reflect that.

5. Strategic Goal #2:

Under "Users," use a different word than "cater"; Statement previously read: "The Park will cater to individuals, families and small groups, emphasizing passive, informal recreation"; Under "Environment," add that the Town will seek to install grass where appropriate.

Under "Preliminary Appropriate Improvements," add the installation of bulletin boards added to the park for public engagement purposes and the evaluation of additional parking options.

Under "Action Steps": CVMO to provide an assessment of safety concerns; Review the deed to see if the language can be strengthened on restricting the site to be only used as a park.

Town Manager Fisher said the Commission can recommend for approval and have it go to Council to potentially adopt it.

Commissioner Noonan leaves meeting at 6:10 p.m.

Chairman Grondin asked if there is a well on site. Public Works Director Ken Krebs stated on the north end of the ponds, there is a pressurized system there. He is not sure who owns the water out there. Chairman Grondin suggests using Buffalo grass in that location because it is

drought tolerant and easy to maintain.

Commissioner Noonan returns to the meeting at 6:12 p.m.

Chairman Grondin also asked about toilet facilities. Public Works Director Ken Krebs would not recommend a fix facility it at this time until we have a longer lease or ownership. Port-a-potties are being used now.

Chairman Grondin asked if there is an alternate plan if water isn't available for the ponds. Public Works Director Ken Krebs thinks there could be the possibility for a multiuse area while they are dry. Town Manager Fisher said we are not guaranteeing anything with water, what we are saying is, we are willing to put resources towards helping to see what that situation is. We are looking at a 25-year lease.

Vice Chair Morris asked if we have enough funding and resources to take care of equipment? Public Works Director Ken Krebs explained we already maintain the area now. This will be a small neighborhood type of park that is not labor intensive. Town Manager Fisher explained that it is hard to find a grant funder for a project that is based on a year-to-year situation. This will be grant heavy, staff are looking at alternative funding.

Commissioner Duncan said as long as it remains a park, the Moody's don't have any legal repercussions. She has suggested the three sisters sign off on it before the town moves too far ahead. The other issue that is difficult for the Town is until the adjudication comes through, no changes will be made. It does not look like it will come through the area in the next three years. It does not stop us from looking at the best ways to improve the park in the meantime. Commissioner Duncan invited Commissioners to attend the Fall Festival on November 16th.

Commissioner Hughes motion to recommend approval of the Verde Lakes Strategic Plan to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

11. Discussion, consideration, and possible recommendation for approval to the Town Council for the Parks & Recreation Master Plan Request for Proposal (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher explained Town staff reviewed the initial draft of the Parks & Recreation Master Plan Request with the Parks & Recreation Commission for Proposals (RFP). Staff noted there were a few areas they were waiting for risk management and/or legal guidance on. Given that, after a review of the RFP, the Commission noted that they did not want to vote on recommending approval of the RFP until risk management/legal had weighed in on these outstanding items:

Bond: Section 2.2, it says the Town can do 50% or 100%. The Parks & Recreation Commission questioned why we would not do 100%.

- Legal/Risk Management Response:

- The choice between a 50% or 100% bond generally depends on the level of risk associated with the project. A 100% bond provides full coverage of the contract value, ensuring that all obligations are met and mitigating risks for the Town. However, this also increases the cost for potential bidders, as higher bond amounts can lead to higher premiums. For projects of significant value or complexity (like this one) a 100% bond might be appropriate to ensure comprehensive protection. The RFP has been amended to reflect a 100% bond.

Surety Bond (p.18): Does the Town need a surety bond?

- Legal/Risk Management Response:

- Typically, a Surety Bond is required to ensure the contractor fulfills their obligations. Given the scope and importance of this Master Plan, maintaining a Surety Bond requirement could be a prudent measure to protect the Town's interests.

Invoices: Section 2.3 – why do July invoices have to be submitted on or before 8/1? Also, is there a state statute that requires payment within 28 days?

- Legal/Risk Management Response:

- July should have been June; this change has been made.

Town Manager Fisher said this document is now ready to go and staff is eager to get moving, especially because there are funds available this fiscal year and will roll over for the next two years.

Vice Chair Morris asked if a Parks & Recreation Manager will be on board before the work starts? Town Manager Fisher said yes, they will be on board by the end of December.

Motion was made by Commissioner Faulkner to recommend approval of the Parks & Recreation Master Plan request for proposal to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

12. Update on Parks & Recreation current programming and events. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy

- Reviewed the Sept/Oct monthly reports & handouts.
- Reviewed the Fort Verde Days Summary, Improvements and Ideas List and Vendor/Public Survey.

- Reviewed Grasshopper Basketball 1st-4th grade season started October 19th, and 5th-8th Grade Registration opened November 4th with the season starting mid-January.
- Reviewed the Trunk or Treat Event
- Pecan and Wine Festival the vendor registration is open, 60 vendors have signed up so far.
- Christmas Craft Bazaar vendor registration is open, approximately 60 vendors have signed up.
- Attended the Verde Lakes Rec Corporation Meeting
- Butler Bathrooms are now open.
- Sports complex is back open, it had been closed for seeding.
- Town Manager Fisher pointed out staff bios are included in the packets.

Chair Grondin asked if the Commission is doing a review of the events or just getting reports? Town Manager Fisher said this will be done at the next meeting.

Vice Chair Morris said employees were offered to be paid for working at Fort Verde Days. How did that work? Acting Parks & Recreation Manager Shawna Figy said they had a few people sign up to help and thinks it was successful. Town Manager Fisher said she heard from employees that they wanted comp time instead of being paid OT. Staff will look into offering comp time to see if that will increase employee interest.

Chair Grondin asked if there is a way to increase revenue at events. Town Manager Fisher said that question is larger than Parks and Rec, the Economic Development Department might be able to help with this question.

13. **Adjournment:**

Motion was made by Commissioner Hughes to adjourn the meeting. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Aye
 Commissioner Smith: Absent
 Commissioner Noonan: Aye
 Commissioner Duncan: Aye
 Commissioner Faulkner: Aye
 Vice Chair Morris: Aye
 Chair Grondin: Aye

Motion Passed 7-0.

The meeting was adjourned at 6:42 p.m.

 Chair Dave Grondin

 Parks & Rec Supervisor Shawna Figy

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 4th day of November 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4th day of November 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation **Staff Resource:** Miranda Fisher, Town Manager

Agenda Title: Introduction of the candidates who are seeking appointment on the Parks & Recreation Commission.

Attached Documents: Letters of Interest

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Every December, the Town opens recruitment for its Boards and Commissions. This year, with the terms of Glenda Duncan and Jeffery Noonan expiring in December 2025 and Wayne Smith's recent resignation in November, there are three vacancies to fill on the Parks and Recreation Commission.

By the November 20, 2024 application deadline, the Town received four applications:

- Robert (Bob) Benson
- Glenda Duncan
- Zachery McKay
- Charlotte Salsman

These candidates have been invited to introduce themselves at the December 9, 2024 meeting.

On December 4, 2024, the Town Council will select members to serve on the interview committee. Interviews will be conducted during the week of December 11, with final appointments scheduled for December 18, 2024.

Question(s) before the Commission:

- Does the Commission have any questions for the Parks & Recreation Commission applicants?



Camp Verde, Arizona

NOV 6 '24 11:08

LETTER OF INTEREST

Name: <u>Robert BENSON (Bob)</u>		Date: <u>11/6/2024</u>	
Home Address: <u>[REDACTED]</u>			
Mailing Address, if different: <u>SAME</u>			
Email Address: <u>[REDACTED]</u>			
Home Telephone: <u>[REDACTED]</u>		Work Telephone: <u>SAME</u>	
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: <u>3 1/2 years</u>		Do you operate a business in Camp Verde? ☒ Yes ☐ No	
Name and address of business (if applicable): <u>RCB</u>			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>Real Estate Broker / ELECTRICIAN</u>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <u>Planning and Zoning Commission</u>		3. <u>Design Review</u>	
2. <u>Board of Adjustments & Appeals</u>		4. <u>Parks & Recreation Comm.</u>	
Education and Community Service			
Schools Attended: <u>Cerritos College</u>		Degree: <u>AS</u>	
<u>IBEW Apprenticeship</u>		Year: <u>2009</u>	
		<u>Journeyman</u>	
		<u>1976-1979.</u>	
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:
<u>Rancho Los Cerritos Adobe</u>		<u>Docent</u>	<u>2015 2020</u>
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>Experience in Project scheduling and MANAGEMENT Construction or Real Estate Background</u>			
Have you ever been charged and convicted of a crime? ☐ Yes ☒ No			
If yes please explain.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) <u>review and recommend, based on compliance with existing General Pro Ass't the Town Council</u>			
(b) <u>mediation of citizen complaints and application as applies to existing rules regulations and ordinances</u>			
(c) <u>opinions put aside where rules and regulations preside</u>			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: *As a former union electrician, foreman, and general foreman, have managed crews of up to 30 men/women and dealt with other trades, as well as brief periods of general contracting and project management, I get the job done. As a real estate broker, I deal with both buyers/sellers and ~~now~~ have a good understanding of the laws.*

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0021 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: *Robert Lujan* Date: *11/6/24*

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	



Camp Verde, Arizona

RECEIVED

NOV 15 2024

Name: Glenda Duncan		Date: Nov. 13, 2024	
Home Address: [REDACTED]			
Mailing Address, if different: N/A			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone: Cell: [REDACTED]	
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: 7 yrs		Do you operate a business in Camp Verde? ☐ Yes ☒ No	
Name and address of business (if applicable): N/A			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Retired; Physical Therapist X 30 years; Lodge Owner X 18 years			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: Parks and Recreation Commission for past 2 years			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Parks and Recreation Commission		3.	
2.		4.	

Education and Community Service

Schools Attended:	Degree:	Year:	
Packer College, Brooklyn, NY	A.A.	1970	
Columbia University, NYC, NY	BSc. P.T.	1972	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
Chamber of Commerce, Ruidoso, NM	Board; President 2012	2007	2014
Verde Lakes Recreation Corporation	Treasurer	2017	to date

Please state why you would like to be appointed to a Town Board, Commission, or Committee:

My time on the VLRC has taught me the importance of a healthy park system to a community.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) To review and make recommendations to Council on any matters related to Parks and Recreation.

(b) To be in regular contact with the citizens of CV in order to understand their needs and priorities.

(c) To be open and honest in communications. To respect each members opinions. To be positive.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I have worked for most of my adult life in a variety of settings in jobs that required

different levels of responsibility and accountability. I enjoy working with people from different

backgrounds and problem solving on complex issues. My work with the VLRC has taught me

that creating a healthy park system is one of those complex issues. The recently formed P&R

Commission is reaching it's stride and I think working on a P&R Master Plan will be exciting.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: 11/13/2024

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	



Camp Verde, Arizona

NOV 20 '24 7:13

LETTER OF INTEREST

Name: Zachery McKay		Date: November 9, 2024	
Home Address: [REDACTED]			
Mailing Address, if different:			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone:	
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: 13 years		Do you operate a business in Camp Verde? ☐ Yes ☒ No	
Name and address of business (if applicable):			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Orthodontist Technician			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Parks & Recreation Commission		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	
Camp Verde High School		Diploma	
Yavapai Community College		Pending	
Civic Activities-Service Organizations		Office Held:	
Student Council		Vice President	
Camp Verde FFA		President	
		Year Begun:	
		Year Ended:	
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>I believe the younger generation of Camp Verde should be involved in making decisions about our town.</u>			
Have you ever been charged and convicted of a crime? ☐ Yes ☒ No			
If yes please explain.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) Making recommendations to Council in regards to decisions about our facilities and events that could have an impact on our town's budget.			
(b) Speaking with our citizens about their current and future desires on our facilities and events			
(c) Respecting their opinions and finding solutions that benefit the community as a whole regardless of opinions.			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I understand how meetings should be properly run per Roberts Rules of Order. I want to be

involved in local politics, and it was recommended to me to start with a commission where I could have an

impact and understand the workings of our local governments roles and responsibilities. I believe my age

will be a positive benefit as I will be able to bring a younger perspective into consideration on what

our town needs and wants from a youth to young adult age group. I have the time to dedicate to

this commission, will take the role seriously and can provide references as well.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0021 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____

Date: 11/9/24

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Letter of Interest to Town of Camp Verde

*** Date and Time**

11/12/2024

*** Full Name:**

CHARLOTTE SALSMAN I'AM WILLING TO SERVICE ONE, PARK AND REC COMMISSION, BOARD OF ADJUSTMENT, OR PLANNING AND ZONING

*** Home Address:**

CAMP VERDE Arizona 86322

Mailing Address, if different:

SKIPPED

Email Address:

SKIPPED

*** Home Phone or Cellphone:**

Work Phone:

*** Are you a resident of the Town of Camp Verde?**

YES

Length of residency in the Town of Camp Verde (if applicable):

33 YRS

*** Do you own commercial property in the Town of Camp Verde?**

NO

Name and address of business (if applicable):

N/A

If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:
RETIRED, PREVIOUSLY CHARTER OPERATOR, TOUR SALES, DISPATCH AND MAINTENANCES MANAGER, HIRING OF OPERATORS.

*** Are you serving, or have you ever served, on a Town of Camp Verde board or commission?**

YES

If yes, please list names of board/commission and dates served:

TRAILS COMMUNITY WHICH WAS DISBANDED FOR LACK OF MONEY.

*** Board & Commission preference: Select the Board or Commission you are interested in:**

Board of Adjustments and Appeals

Education and Community Service:

List schools attended (include degree and year):

SOUTH MOUNTAIN HIGH SCHOOL, UNIVERSITY OF HARD KNOCKS WITH A DEGREE IN DOMESTIC ENGINEER. WORK INCLUDED BUT NOT LIMITED TO PLANNING, SCHEDULING, ZONING, TRANSPORTATION, OFFICIALATE DISPUTES, ANIMAL HUSBANTRY, MAINTENANCE OF ALL EQUIPMENT AND BUILDINGS, DIRECTOR OF ALL AFFAIRS INCLUDING FINANCIAL BUDGETING.

List Civic Activities or Service Organizations (include office held, year began and year ended):

CAMP VERDE, AZ, TRAILS COMMUNITY, FRIENDS OF CAMP VERDE THAT ASSISTED IN ALL EVENTS OF THE TOWN THAT INCLUDED SIGNAGE, TRAFFIC CONTROL, GATE MONTERING, SECURITY AT NIGHT FOR THE VENDER'S AND LIVESTOCK.

*** Please state why you would like to be appointed to a Town Board, Commission, or Committee:**

I HAVE LIVED IN CAMP VERDE FOR 32 YEARS I CARE ABOUT MY TOWN AND WHAT IS GOING ON, HOW ITS DONE, WHO DOES IT AND WHY. I MAY NOT HAVE A DEGREE IN ARCHITECTURE BUT I HAVE GOOD COMMON SENSE , CAN FOLLOW A SET OF HOUSE PLANNES, LOOK AT THE GROUND AND TELL YOU WHICH WAY THE WATER WILL RUN.

*** Have you ever been charged and convicted of a crime:**

NO

If yes, please explain.

****SKIPPED****

*** What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?**

LISTENING, IS # 1 ON ALL BOARDS, COMMISSION OR COMMITTEE. KNOWLEDGE OF COMMUNITY, FOLLOW ZONING ORDINANCE RECOMMEND ACTION TO TOWN COUNCIL, I CAN FOLLOW PLANS AS A OWNER BUILDER OF MY OWN HOME , LEAD DIRECTED MY CONSTRUCTION WORKERS AND STAY WITH IN CODE.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

WILLING TO SERVE MY COMMUNITY AND THE CITIZENS THAT LIVE HERE.

Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

****SKIPPED****

*** I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.**

I agree

*** Electronic Signature**

Charlotte Salsman

*** Application Date:**

11/12/2024

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

- ☐ Consent Agenda ☒ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Parks & Recreation **Staff Resource:** Miranda Fisher, Town Manager

Agenda Title: Update on Parks & Recreation Division Manager Recruitment.

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

On August 15th, Town Manager Miranda Fisher informed Department Directors and the Parks & Recreation Commission of the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position. The details of her announcement are outlined in the email below.

After careful consideration and interviews with the candidates for the Parks & Recreation Manager position, Town management has decided not to move forward with hiring or promoting for the role currently. We will be temporarily postponing the recruitment process for this position in an effort to focus on supporting and empowering our current Parks & Recreation team, as well as developing a strategic plan for the future development of the division.

Our goal is to enhance the services they provide and address any misperceptions surrounding the department's work and ability to be innovative. We recognize the community's desire for progress, and we believe that our current team has the potential to drive positive change. We want to fully support them in these efforts before making any permanent leadership decisions.

We acknowledge that delaying the appointment of a new Parks & Recreation Manager may result in staffing challenges. However, we are actively exploring solutions to ensure the department receives the necessary support without compromising the quality of services provided. Shawna Figy will continue as the Acting Parks & Recreation Manager.

On October 10, 2024, the Town reopened the permanent Parks & Recreation Manager position with an application due date of November 15, 2025. The Town received 10 applications. Town Manager Miranda



Parks and Recreation Commission Agenda Information Memorandum

Fisher and HR Director Julia Kaiser scheduled pre-screen interviews with the three candidates with direct parks and recreation management experience the week of November 11th. Prior to the pre-screen interviews, one candidate withdrew his application. After meeting with the other two candidates, Acting Parks & Recreation Manager Shawna Figy was identified as the top candidate and will have her final interview and meet-and-greet on Thursday, December 5, 2024.

Question(s) before the Commission:

- Does the Commission have any questions about the current status of the Parks & Recreation Manager position and/or recruitment?



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

- ☐ Consent Agenda ☒ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Parks & Recreation

Staff Resource: Miranda Fisher, Town Manager

Agenda Title: Update on the Sports Complex

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Town staff will provide an update on the constructions and projects happening at the Sports Complex.

Concession Stand/Restrooms

Staff is finalizing building specifics with the vendor, preparing a quote request for pad prep, and planning to bid on the concrete walkway after installation.

Electrical Service

Bid documents are being prepared for construction and installation.

ADA Walkway

Completion is scheduled post-concession building installation, with pathway lighting and removable bollard options under evaluation.

Flagpole

Staff is sourcing poles, with installation likely handled by town staff.

Lift Station

Approved materials are being ordered, pumps have been received, and wet well excavation will begin within the month.

Force Main

Materials are being ordered, with labor provided by town staff and hand-digging through the treatment plant bid out to JOC contractors.



Parks and Recreation Commission Agenda Information Memorandum

Irrigation Line Installation

Pumps are on order, structural plans for the canopy foundation are underway, and some excavation work will be bid out.

Trees

Placement is being determined but delayed until irrigation improvements are completed.

Sports Complex Website is Live!

Curious about the progress at the Sports Complex? The Town has a website dedicated to keeping you informed on the latest updates from the construction site! Get real-time details on construction milestones, timelines, and everything happening as we work to bring this incredible facility to life. Stay in the know and watch the progress unfold!

Connection to the [FY25-FY30 Strategic Plan](#)

The Sports Complex is a recreational amenity that provides a space for our community to come together for engagement and recreation.

Question(s) before the Commission:

- Does the Commission have any questions about what is happening at the Sports Complex?



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

- | | | |
|---|---|---|
| ☐ Consent Agenda | ☐ Informational Presentation | ☒ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation **Staff Resource:** Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Review and discussion of October events (Little Britches/Little Petticoats, Fort Verde Days, Trunk or Treat) regarding opportunities for improvements.

Attached Documents:

- Little Britches/Little Petticoats Summary and Improvements
- Fort Verde Days Summary and Improvements
- Trunk or Treat Summary and ideas/improvements list
- Food Truck and Dark Sky Summary and Improvements

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: | | | | |
| • Approved in the FY25 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

Town staff will provide event summaries and improvement lists for all of the October events. This will allow the Commissioners to see staff ideas for improvements and allow the Commission to give valuable input and feedback about each event.

Connection to the [FY25-FY30 Strategic Plan](#)

The Parks & Recreation Division seeks to enhance our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

Question(s) before the Commission:

- Does the Commission have any questions or additional feedback for Town staff regarding the October 2024 events?

2024 Little Britches and Petticoat Recap and Improvement List

This year's event was held at the Fort Verde Historic State Park on Saturday, October 5th in conjunction with the Colonel's Daughter Competition. The temperature reached 100 degrees.

Fourteen contestants registered with ten competing.

There were 6 volunteer judges who scored each child based on the rubric.

Set up began at 8:00 am with the Fort providing five pop up tents and chairs and the sound system. We provided our own pop-up tent and wireless microphones for the event.

With only one contestant for the Colonel's Daughter, our contest started immediately after the Horsemanship portion.

Gift bags were given to each contestant consisting of a Parks and Rec shirt, stickers, coloring books and crayons. All children received a stick horse, and winners were supplied with prizes donated by Camp Verde Tractor Supply.

Contestants were invited to ride in the Fort Verde Parade on Saturday, October 12th with certificate and ribbon awards announced at 3:00 pm by the Redinger Ramada Stage.

2024 Little Britches and Petticoat Contest Winners

Historic Western Frontier Girl Aged 2-3	Emma Clevenger
Historic Western Frontier Girl Aged 4-6	Sadie Rauch
Historic Western Frontier Girl Aged 7-12	Isabella Bernal
Historic Western Frontier Boy Aged 2-3	Rhys Petrosius
Historic Western Frontier Boy Aged 4-6	Damon Presmyk
Historic Western Frontier Boy Aged 7-12	Silas Alves

Improvement List for 2025 Contest

Set up can begin at 10:00 am if it is ok with the Fort Verde State Historic Park.

Use our wireless microphone with their sound system. That worked out well.

Talk with FVSHP regarding waiving fees for the parents and contestants or move the contest to the Redinger Ramada.

Fort Verde Days 2024 Event Summary

General overview

- Event held Oct. 12 & 13 on Community Center Field, Gym & adjacent Town grounds as well as Parade route on Finnie Flats and Main Streets
- Public hours - Saturday - Parade start 10 am, Event area 11:00 am to 7:00 pm
Sunday 11:00 – 4:00 pm
- Attendance estimates for vendor portion about 5,000, about 1,000 less than last year
 - o average stay time of 66 minutes and a peak of 3,300 people right after parade
 - o Attendance estimate for the parade portion was 4,500
- 96 vendors participated, 1 more than last year, but no inside vendors this year (4 no-shows)
- 50 Parade entries, 2 no-shows – 2 less entries than last year
- 76 volunteers assisted providing 264 hours of work for event operation, 30 more volunteers than last year
- Camp Verde Business Alliance/Chamber of Commerce staffed one entrance gate
- 28 youth group volunteers provided 111.5 hours for operation of Kid's Adventure Zone and Axe throwing as a fund raiser.
- ACE Hardware supplied 3 pop up canopies for use as gate keeper shade
- Chili contests run by P&R with volunteer judges and prizes donated by local businesses
- Little Britches & Little Petticoat contest held one weeks prior in conjunction with Colonel's Daughter contest with 10 contestants. 14 registered with 4 no-shows.
- P&R Camp staff operated free Kids Activity Zone in Rm. 305 11:00-6:00 on Saturday, 11:00-4:00 on Sunday. Last year we did not offer Sunday hours in the Activity Room. This was an increase of 7 hours from last year.
- Camp Verde High School hosted an art show in Room 204 and were very happy with the turnout.
- The Quilt Show was held in the Gym, they were also very happy with the turnout.
- The Fort Verde Days Rodeo is held at the Camp Verde Equestrian Center on Friday and Saturday evenings. Attendance for both days was about 7,200 people according to Placer ai.

Non-Profit support

- 23 non-profit vendors provided free vendor space, 1 less than last year
- Camp Verde High School Student Council and Camp Verde Little League assisted with the Adventure Zone. Camp Verde Cheer assisted with Ax Throwing. The cost for these was paid by the Town and the clubs shared \$2,000 of the revenue as a fundraiser and assisting with operations.
- Verde Valley Rangers, who are responsible for operations of the beer garden, had \$1,500 in profit for the event.

Financial summary

Revenue - \$16,264, \$200 more than last year.

- Vendor registration fees - \$7,810, \$470 more than last year
- Parade registration fees - \$440, 6 entries not required to pay (Cavalry, Council, State Park, Grand Marshal, Little Britches, and Chino Band)
- Adventure Zone - \$2,470
 - o 247 bracelets \$10 each

Fort Verde Days 2024 Event Summary

- Axe Throwing (Sunday only) - \$480
 - o 96 tickets at \$5 each
- Itty Bitty Pony Rides - \$504
 - o 126 pony tickets @ \$4 each
- Ninja Nation \$960
 - o 48 tickets at \$20
- Sponsorship – \$3,600, \$550 less than last year
 - o Yavapai College \$1,800 Platinum level commitment for 3 events.
 - o SRP \$1,800 Platinum level commitment for 3 events.

Expenses - \$24,380 \$20,737- 2023 \$16,353 - 2022

- Rental/services costs
 - o Verve Rental - \$4,891
 - Event Field \$3,224
 - Inflatables \$1,667
 - o Itty Bitty Pony Rides - \$2,150
 - o Flag Tag AZ - \$2,241 – Axe throwing
 - o Ninja Nation Course – Saturday only - \$5,000
 - o Nice Jons - **\$1,100**
 - port-a-jons (4)
 - Hand wash stations (4)
 - o Devil Dog Dumpster -\$436
 - 10 yd. dumpster
 - o Off – Duty Management - \$1,914
 - 2 Officers on Sat & Sun
 - o PES Security - \$1,152
 - 2 each Friday & Saturday night
 - o Chino Valley HS Band - \$300
- Stage Music
 - o Bands and sound equipment -\$2,500
- Supplies & Equipment
 - o \$1,237 - preliminary
 - Banners, contest prizes, lanyards, ride bracelets, sand box and toys, music wall
- Marketing
 - o Newspaper ads -\$303
 - Camp Verde Journal, Cottonwood Journal and Red Rock News – 1 week
 - o Radio ads - \$1,156
 - KVRD & KKLD \$748
 - Juan FM - \$408

Staff impact

- o Maintenance and Streets overtime wages - \$4,019
- o 4 P&R Staff worked 148 additional hours for direct event prep and operation

2024 Trunk or Treat Summary and Improvements/Ideas list

This year we added food trucks and the showing of Hotel Transylvania on Community Center Field. Trick or Treating was from 5-7, with the movie starting at 7:30 pm.

Candy Purchased: \$5,200, 46,000 pieces of candy

Sponsorship/Donations: \$2,375

Cost for movie - \$800 for screen and \$400 for the movie rights

of community participants handing out candy: 57 pre-registered with P&R, 63 total

Improvements/Ideas

1. Get the lights on the railing sooner so we can address any electrical/irrigation interference
2. Having volunteers to assist with set-up was very helpful
3. Costume contest with staff is popular – need to plan better for this
4. Attendance at the movie was about 60, worth doing again. May want to start the movie a little earlier if outside or have it inside the gym as it would be warmer. Many people said they did not know about the movie, so what marketing are we missing, if any?
5. Would love to add a costume contest, need group to run that.
6. Could we add a professional pumpkin carver to do a demonstration?
7. Ghosts, Ghouls, and Goblins contest a hit. Think of a way to know where they are located when judging so if they win, it is easier for our staff to find them.
8. Ordering cheaper candy in bulk early was wise, look at possibly ordering more in bulk and only purchasing chocolate/good stuff from Walmart – how can we make \$ stretch further
9. Should we change the hours?

Food Truck Nights 2024

This was the 2nd year this event took place, scheduled every 3rd Thursday in the months of April through September. Food Trucks check in between 3 and 4pm at the Redinger Ramada next to the Community Field. The event was open to the public from 4pm to 8pm. This was a free event for both the food trucks and the customers who came. It was hard to get an accurate number of customers from the food trucks that participated but it was estimated that at least 15 (on a bad day) to 60 (during graduation night) people came to enjoy the food.

The following is the monthly schedule, showing who came and who cancelled, as well as weather for that day:

April 18th- High of 80 degrees

- Kelley's Kitchen
- Christie's Caffeination Station
- Napoli's Garden

Napoli's Garden did not show.

May 16th- High of 90 degrees

- Kelley's Kitchen
- Christie's Caffeination Station
- Mad Honey
- Go Banana's

Go Banana's last event for the season, due to type of food.

June 20th- High of 100 degrees

- La Tapatia
- Mad Honey
- Sally's BBQ
- Christie's Caffeination Station

Sally's BBQ was a last-minute replacement for Mad Honey who did not want to be in the heat.

July 18th- High of 110 degrees

- Kelley's Kitchen
- Christie's Caffeination Station

Christie's did not show up due to tire issues

August 15th- High of 100 degrees

- La Tapatia
- Kelley's Kitchen

September 19th- High of 80 degrees

- Kelley's Kitchen
- Christie's Caffeination Station

Improvements:

More Food Truck options

Plan sooner

Better online presence

Can food trucks alter menu for specific event

Update food truck vendor list

Keep better track of customer count

Look into possible partners for event

Vendor Survey to gather their feedback

Sarah Woodson

Rec Leader II

11/26/24

Dark Sky and Food Truck Night Summary

This was a free event on October 24th from 4pm until 9pm.

Food Trucks were at Redinger Ramada from 4pm until 8pm.

- Food Trucks who participated in this event were Kelley's Kitchen and LaTapatia.

The astronomers from the Astronomers of Verde Valley were on the Community Field from 6pm until 9pm.

The following is a report on the event from Richard Bohner, President of Astronomers of Verde Valley:

"The Oct. 24th Star Party at Community Field on S. Nichols Rd took place last Thursday evening. There was a bit of an issue with clouds obscuring some of the sky, but we worked around it observing Saturn and the comet and a few other objects.

Only 35 town people attended. I think the clouds kept some away. There were seven astronomers there with their telescopes. I gave a short talk about what was up in the sky and using a laser pointer showing where things are.

Overall, I think everyone enjoyed themselves, especially the children."

It was suggested that July, August, or September are not ideal months due to the monsoon season. As this event relies solely on the weather, the only improvement would be to see what month would better suit the event as it also is outside seating for the food being sold from the Food Trucks.

Sarah Woodson

Rec Leader II

11/26/24



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

☐ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☒ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Parks & Recreation **Staff Resource:** Acting Parks & Recreation Manager
Shawna Figy

Agenda Title: Discussion and possible recommendation to Town Council for an adjustment to the current fee schedule specific to the Town's sports fields

Attached Documents:

- P&R current approved fee schedule
- P&R Proposed Fee Changes

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

☒ Town Manager ☐ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The fee schedule for our sports fields was set 4 years ago and has not changed. We have seen increased use of our facilities and anticipate seeing that use will continue to increase, especially by bigger groups and organizations. In working with a private group looking to rent our facilities, it was brought to our attention that our fee schedule specifically for the sports fields may be too high compared to other similar facilities. Staff did some research and identified that this was true. It is not the goal of our fee schedule to prohibit use, and we want to make sure that our fee schedule is comparable to other communities in our area.

Currently, the fee schedule has field use at one rate and lights at a separate rate. It is our intention to change that to include lights with our Class A and Class B groups pricing, but keep that fee in place for the Class C and D.

The other issue is that in 2018, it was passed by Council that groups in Category A would receive up to 24 hours per quarter for free. After the 24 hours is used, the group would bump up to the fee rate for Class B. This 24 hour per quarter applies to all groups in Class A, with the exception of partner organizations like Camp Verde Little League, AYSO, and Camp Verde Youth Football, as well as any groups with IGA's with the Town.



Parks and Recreation Commission Agenda Information Memorandum

Question(s) before the Commission:

- Do you have any questions for staff regarding this request?

Proposed Motion:

Motion to recommend the Town Council approve the proposed fee schedule changes for sports fields reservations.

Town of Camp Verde

FY25 Adopted Fee Schedule

2024-25
Approved 5/15/24, Effective 7/1/24

Copy/Duplication Fees (All Departments Except Municipal Court)

Duplication Rates	
Black & White (8.5 x 11 or 11 x 17)	\$0.15
Color (8.5 x 11 or 11 x 17)	\$0.65
Large Format (greater than 11 x 17) per page	\$5.00
Recordings on CD (from Clerk's office only)	\$5.00
Jump Drive (for copying records request or other large files)	\$10.00
Public Records Request (per page)	\$1.00
Public Records Electronic Request	No Charge
Commercial Public Records Request	\$45 per hour - \$100 minimum charge

Clerk's Office

Notary Fees	No Charge
Publicity Pamphlet	\$200.00
Business License Fees	
Business License Fee/Inspection/Setup Fee	\$50.00
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event
Renewal of Existing Current Business License	
Business License Fee (annual)	\$25.00
Name/Address Change in Addition to Annual Fee	No Charge
Liquor License Permits	
Application/Posting/Inspection Fee	\$250.00
Business License (annually) + the following:	
Series 01 through 14 and Series 16 & 17	\$50.00
One-time Special Event Permit	\$50.00
Temporary Extension of Premise	\$25.00
Permanent Extension of Premise	\$50.00

2024-25
Approved 5/15/24, Effective 7/1/24

Public Works

Site Plan Review	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews) \$250 for each subsequent review
Construction Plans and Grading Plans (Civil grading and drainage)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
As Built Plan Review	\$250.00 per applicable sheet
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review
Right of Way:	
Encroachment permit	\$295.00
Right of Way Permits (excluding utility companies)	\$70.00
After the Fact Right of Way Permit	\$150.00
Miscellaneous Plan Review:	
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$250.00 per applicable sheet
Any Additional inspections	\$50.00 per inspection
Public Improvement Construction Inspection	\$225.00
Signs:	
New Private Road Street Signs (per sign, includes installation)	\$220.00
Adopt-a-road Street Signs (per sign, includes installation)	\$150.00

Finance Department

Non Sufficient Funds (NSF) Check Charge	\$13.00
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Municipal Court

ARS §22-404	
Minimum Clerk Fee	\$17.00
Research in Locating a Document	\$17.00
Record Duplication	\$17.00
Per Page Fee	\$0.50
Special Fees	
Injunction Against Harassment	No charge
Domestic Violence Order of Protection	No charge
Civil Traffic Default Fee	\$50.00
Warrant Fee	\$150.00
Municipal Court Enhancement	\$20.00 per charge
Court Appointed Counsel Fee	\$25.00 per case
Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00

Library

Card Replacement	\$3.00
Equipment Overdue Fees	\$5.00 per day
Non-CV Library Overdue items (inside county)	Varies by Library
Non-CV Library Overdue items (outside county) (per-day)	\$1.00
Lost items	Replacement Cost

2024-25

Approved 5/15/24, Effective 7/1/24

Marshal's Office

Vehicle Impound Administrative Hearing	\$150.00
911 Tape	\$15.00
Photographs	\$15.00
Local Background Checks	\$10.00
Training Room Fee for all private and profit organizations	
4-8 hours (waived for non-profits.)	\$25.00
Less than 4 hours (waived for non-profits)	\$15.00
Animal Shelter	
Impound Fee - where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$30.00
Animal Shelter (Cont'd)	
Impound Fee - where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00
Additional Fee per night	\$10.00
Animal License Fees	
Altered Dog	\$12.00
Unaltered Dog	\$24.00
Licensing late fee each month Jan 31 each year	\$5.00
NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.	

Parks & Recreation**Heritage Pool Fees****Adults (18 & over):**

Per Visit	\$3.00
10 Visits	\$25.00
Season Pass	\$80.00

Children:

Per Visit	\$2.00
10 Visits	\$16.00
Season	\$60.00

Family Pass (Immediate Family Only)

10 Visits	\$40.00
Season - open swim & Family nights only	\$150.00

Swim Lessons

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

Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$90.00
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$110.00
Private picnic area - when pool is open	\$20/hr
Reservation Fee	\$100.00

Pool Specialty Classes

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

Parks & Recreation Facility Fees - General

Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event.

Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner.

Class C - Profit making individuals, groups or organizations.

Class D - Groups meeting ARS 9-500.14 definition about election or policy positions

Deposits

Key Deposit (all classes) (per key)	\$110.00
Key Card Deposit (all classes) (per key card)	\$40.00

Banner Pole Fee

Class A	No Charge
Class B	\$25.00
Class C & D	Not Allowed

Gym Tables

Class A	No Charge
Class B, C & D first 30 tables	No Charge - Included with Fee
Class B, C & D over 30 tables	\$5.00 per table over 30

Parks & Recreation (cont'd)

Chairs (if available)	
Class A	No Charge
Class B, C & D first 100 chairs	No Charge - Included with Fee
Class B, C & D over 100 chairs	\$1.00 per chair over 100
Meeting Room Fee	
Class A	No Charge
Class B (per hour-2hr min / per day)	\$15 / \$60
Class C (per hour-2hr min / per day)	\$25 / \$100
Class D (per hour-2hr Min)	\$25.00
Rooms have tables & chairs on an "as available" basis for no additional charge	
Electrical Use Fee	
Park/Gazebo/Ramada - Class A	No Charge
Park/Gazebo/Ramada - Class B w/Bounce house or Band	\$20.00
Park/Gazebo/Ramada - Class C	\$20.00
Park/Gazebo/Ramada - Class D - w/Bounce House, band or equipment	\$20.00
Field power connection	\$20.00 per power post
Ball Field Lights (24-hour cancellation notice required)	
Class A	No Charge
Class B	\$10.00 per hour per field
Class C & D	\$20.00 per hour per field
Specialty Classes	
25% of fees to Town / 75% to Instructor (adult). be determined by instructor.	Fees to 25% / 75%
20% of fees to Town / 80% to Instructor (youth). determined by instructor.	Fees to be 20% / 80%
Outfield Fencing Fee	
Class A	No Charge
Class B & D	\$75.00 per field
Class C	\$75.00 per field
Sports Fields: Butler Park & Community Center Fees	
Class A	No charge
Class B (per hour/per day)	\$25 / \$75
Class C & D (per hour)	\$40.00
Sports Fields: Sports Complex	
Class A	No Charge
Class B	\$35.00 per hour or \$140.00 per day per field
Class C	\$60.00 per hour or \$240.00 per day per field
Class D	\$60.00 per hour per field
Restroom Fee - Class A & B	No Charge - Included w/ field
Restroom Fee - Class C & D	\$50.00 per day
Damage deposit	\$300.00 per field

Parks & Recreation (cont'd)**Concession Stand - Sports Complex**

Class A up to 4 hours	No Charge
Class A over 4 hours	\$20.00 per day
Class B	\$40 per 4hr block or \$80 per day
Class C	\$80 per 4hr block or \$160 per day
Class D	\$20/hour w/ min \$80
Damage/Cleaning Deposit	\$200.00

Gym Fees

Class A - less than 100 attending	No Charge
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150
Class B (per hour-2hr min/per day)	\$50 / \$300
Class C (per hour-2hr min/per day)	\$100 / \$500
Class D (per hour-2hr min)	\$100/hour
Cleaning/Damage Deposit - All Classes	\$500.00

Gym Floor Preparation Fee

All Classes	\$75.00
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Park Ramada, Gazebo or Town Ramada Fee

Class A	No Charge
Class B	No Charge
Class C	\$75.00
Class D	\$15 per hour w/ min \$75

Kitchen Fee

Class A	No Charge
Class B -4 Hour	\$25.00
Class B (per day)	\$75.00
Class C - 4 Hour	\$50.00
Class C (per day)	\$100.00
Class D	\$15 per hour w/ min \$100
Kitchen cleaning fee (if dirty after use)	\$50.00

2024-25
Approved 5/15/24, Effective 7/1/24

Community Development

Board of Adjustment & Appeals	
Appeal (Refundable if decision over-turned)	\$540.00
Variance (Commercial)	\$865.00
Variance (Residential)	\$540.00
Additional Variance/Same Application	\$60.00
General Plan Amendment	
Minor	\$1,840.00
Major	\$1,840.00
Map Change for Zoning (ZMC)	
Base Fee (Traditional Rezone)	\$1,840.00
Each additional acre over 5 acres	\$100/acre up to \$ 25k max
Rezone to PAD	\$5,000.00
Each additional acre over 5 acres	\$200/acre up to \$25k max
Land Use Applications	
Minor Land Division	\$310.00
Lot Line Adjustment	\$310.00
Accessory Dwelling Unit Rental Permit	\$160.00
Residential Temporary Use or Dwelling Permit	\$155 / \$55 Renewal
Commercial Temporary Use or Dwelling Permit	\$215 / \$55 Renewal
Development Standards Review - Commercial/Industrial	\$2,500 plus \$0.10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee
Development Standards Review - Multifamily, RV, Lodging	\$2,500 plus \$10/unit, RV space or room (\$15k max) plus Fire Marshal Review Fee
Zoning Verification (previously Verification Letter)	\$260.00
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	\$1,840.00
Subdivision Plats	
Administrative Conceptual Plan Review (Subdivisions)	No Fee - \$0
Preliminary Plat (for 10 lots or less)	\$2,165 plus Fire Marshall Review Fee
Each lot over 10 lots	\$13.00
Preliminary Plat (for 10 lots or less) if with a ZMC Plus Fire Fee	\$1,080 plus Fire Marshal Review Fee
Each lot over 10 lots	\$13.00
Final Plat (for 10 lots or less)	\$1,515.00
Each lot over 10 lots	\$13.00
Amended Plat (for 10 lots or less)	\$905.00
Each additional lot over 10 lots	\$13.00
Time Extensions	\$325.00
Community Facilities District	
	As determined by the Town Manager
Planned Area Development (PAD)	
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee
Minor Amendment	\$500.00

Community Development (cont'd)

Use Permits	
Open Space Uses	\$1,840 plus Fire Marshall Review Fee
Residential Uses	\$1,840 plus Fire Marshall Review Fee
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces
Each additional space over 100 spaces	Plus \$13 each additional space
RV Parks	\$1,840 plus Fire Marshall Review Fee
Cost per space up to 100 spaces	\$17.00
Each additional space over 100 spaces	\$13.00
Mining (5 acres or less)	\$1,080.00
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres
Each additional acre over 50 acres	Plus \$13 / additional acre
Continuance of Hearing	
Before Advertising (Applicants Request)	\$165.00
After Advertising (Applicants Request)	\$325.00
Sign Permits	
Zoning Clearance	\$110.00
Building Review	\$65.00
Illuminated	\$80
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.
Flags / Banners	No Fee
A Frame Sign	No Fee
Mural	\$55.00
Miscellaneous	
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee
Street Name Change (Citizen Initiated)	\$540.00
Underground Utilities Exemption	\$215.00
Wireless Communication	
Administrative Review	\$540.00
Applications requiring Special UP towers less than 99'	\$1,945.00
Towers 100 to 199'	\$2,270.00
Towers 200' and above	\$2,920.00
Zoning Clearance for Building Permits	
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)	\$190.00
Residential remodel \ Accessory structure	\$90.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter

Community Development (cont'd)**Zoning Clearance for Building Permits (Cont'd)**

Commercial Remodel \ Accessory structure	\$110.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter
New Commercial (includes Factory-Built/Modular Buildings)	\$325.00
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee

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.

GRADING PERMIT FEES

50 Cubic Yards or Less	\$62.00
51 to 100 Cubic Yards	\$83.00
101 to 1,000 Cubic Yards	\$105.00
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards

BUILDING PERMIT FEES**Total Valuation**

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.

\$1.00 TO \$500.00	\$47.00
\$501.00 TO \$2,000.00	\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof
\$2001.00 to \$25,000.00	\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof
\$25,001 to \$50,000.00	\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof
\$50,001.00 to \$100,000.00	\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00	\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof
\$1,000,001.00 and up	\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof

Community Development (cont'd)**Other Building Fees**

Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00
Building Plan Review Fee	65% of Bldg Permit Fee
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00

Other Building Fees (Cont'd)

Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**
Building Permit Application Extension Fee (One Time Extension)	\$25.00
Building Permit Extension Fee (One Time Extension)	\$25.00
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$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 For Building Permit Applications

Commercial Projects	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	\$250.00
Residential Projects Less Than \$5,000.00	\$25.00
Residential Projects \$5,000.01 to \$10,000.00	\$80.00
Residential Projects \$10,000.01 to \$25,000.00	\$100.00
Residential Projects \$25,000.00 or More	\$250.00

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

2024-25
Approved 5/15/24, Effective 7/1/24

Community Development (cont'd)

Refunds	
Building Plan Review Fees (Once Plan Review Has Begun)	No refund
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.
Valuation Data	
Residential	
New Single and Multi-Family Residences, (Excludes Mobile/Manufactured Homes)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
Detached Residential Accessory Buildings/Structures	
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00
Shade/Mare Motel (per sq ft)**	\$13.00
Greenhouse (per sq ft)**	\$21.00
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00
Carport (per sq ft)**	\$19.00
Gazebo/Ramada (per sq ft)**	\$21.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00
Stairs (per sq ft) (regardless of square footage)	\$11.00
Attached Residential Accessory Buildings/Structures	
Greenhouse (per sq ft)**	\$21.00
Storage Building (Shed) (per sq ft)**	\$24.00
Carport (per sq ft)**	\$19.00
Balcony (per sq ft)**	\$21.00
Covered Patio at Grade Level (per sq ft)**	\$21.00
Covered Deck Elevated (per sq ft)**	\$21.00
Open Deck Elevated (per sq ft)**	\$21.00
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00
Stairs (per sq ft)	\$11.00
Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
**PLUS ANY UTILITIES INSTALLED	
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

Community Development (cont'd)

Demolition of Any Existing Structure (Residential or Commercial)	
Up To Two (2) Structures On Same Assessor's Parcel Number	\$90.00
More Than Two (2) Structures On Same Assessor's Parcel Number	\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter
Fireplace/Free Standing Stove/Inserts (Other than New Construction)	
Concrete or Masonry	\$415.00 (Includes Plan Review)
Pre-Fabricated Metal (Free standing/Inserts Pellet, Wood, Gas or Electric)	\$155.00 (Includes Plan Review)
Block/Retaining Wall (Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans) (Length x Height = Sq Footage)	
Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00
Roof Structure Replacement (includes trusses, rafters, sheeting and roofing material)	Applicant's Valuation OR \$16.00 a Sq.Ft. Whichever Is Greater
Shell Building	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)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater
On/Above Ground Pool (Pre-fabricated, Flat Fee) * Plus Any Utilities Installed	\$165.00
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00
Above Ground Water Tank (Over 5,000 Gallons)	
A. Residential	\$105.00
B. Commercial	\$540.00
UTILITIES/EQUIPMENT	
New Construction or Addition	
Plumbing (per sq. ft)	\$4.50
Electrical (per sq. ft)	\$3.50
Mechanical (per sq. ft)	\$3.50
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater

Community Development (cont'd)**Residential Over the Counter Permits**

Electrical	\$90.00
Mechanical	\$90.00
Plumbing	\$90.00
Building	\$90.00

Residential Over the Counter Permits (Cont'd)

Combo (Any Combination Of The Above)	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)
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Solar Installation, Wind Turbines, Generators

Residential	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater. Plus Building, Zoning & Fire Marshal Plan Review Fees.
Commercial	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.

MISCELLANEOUS EQUIPMENT**Fire Alarm**

Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.
Kitchen Type I or II Hood System	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees

Fire Suppression

Commercial	Applicants valuation or \$2.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$2.00 a sq. ft. Whichever is greater plus Fire Marshal Fees.
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.

Tower New Installation

Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees
\$6,001 or More	Applicant's Valuation OR \$205.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees

Co-Locate Existing Tower

Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees
\$6,001 or More	Applicant's Valuation OR \$180.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees

Mobile / Manufactured Housing

Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.
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2024-25

Approved 5/15/24, Effective 7/1/24

Community Development (cont'd)

NOTE: Designated Fees below (*) 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.

*Residential Manufactured Home Set	See OMH Fee Schedule (Includes Three (3) Inspections)
Residential Manufactured Home - Plan Review	\$180.00
*Residential Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)
Residential Factory Built/modular - Plan Review	\$180.00
*Commercial Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)
Commercial Factory Built/Modular Building - Plan Review	\$180.00

Wastewater Fees

Monthly User Fees	
Single family residence, Apartments	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit
Commercial	As of 1/1/24: \$5.35 per UPC discharge fixture unit As of 1/1/25: \$6.35 per UPC discharge fixture unit
All other	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit
Residential Connection Fees	
Single family residence	\$1,750.00
Multiple family residence	\$1,750.00 per residential unit
New Residential Subdivisions	\$1,750.00 per lot
Commercial Connection Fees	
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities	\$350.00 per room
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)	\$1,750.00 per room
Retail	\$.25 per square foot, \$1,750.00 minimum
Office	\$.50 per square foot, \$1,750.00 minimum
Restaurant, Bar	\$30.00 per seat
Warehouse, Manufacturing	\$.25 per square foot, \$1,750.00 minimum
Inspection Fees	
Single family residence	\$150.00
All other	\$150.00 per hour (2 hour minimum)
Plan Review	\$78.00 per hour (1 hour minimum)
Other Fees	
Late Fee	\$10.00
Account Transfer Fee	\$35.00
Availability Fee	\$50 per month
Return Check Fee	\$13.00
Reconnection Fee	\$1,750.00 plus actual costs incurred by Town
Annexation Fees	Actual cost incurred by Town
Plan Review Fees	Actual cost incurred by Town
Septage Fees	\$0.14 per gallon
Broken Hauler Station Card	Free if broken card returned, otherwise \$25.00
Lost Hauler Station Card	\$25.00
Reclaimed Water (per 1,000 gallons)	\$2.25
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).	\$0.01 per gallon

2024-25

Approved 5/15/24, Effective 7/1/24

Water Fees**Monthly Usage Charge**

5/8" x 3/4" Meter	As of 1/1/24: \$27.55
	As of 1/1/25: \$31.95
1" Meter	As of 1/1/24: \$58.00
	As of 1/1/25: \$67.30
1 1/2" Meter	\$75.00
2" Meter	As of 1/1/24: \$203.00
	As of 1/1/25: \$235.50
3" Meter	As of 1/1/24: \$214.60
	As of 1/1/25: \$248.95
4" Meter	As of 1/1/24: \$261.00
	As of 1/1/25: \$302.75
6" Meter	As of 1/1/24: \$406.00
	As of 1/1/25: \$470.95
8" Meter	As of 1/1/24: \$696.00
	As of 1/1/25: \$807.35

Gallonge Charge Per 1000 gallons

up to 5,000 gallons	As of 1/1/24: \$3.35
	As of 1/1/25: \$3.90
5,001 to 10,000 gallons	As of 1/1/24: \$4.00
	As of 1/1/25: \$4.65
10,000 to 50,000 gallons	As of 1/1/24: \$5.50
	As of 1/1/25: \$6.40
50,001 gallons and above	As of 1/1/24: \$7.00
	As of 1/1/25: \$8.10

Service Line and Meter Installation Charges

5/8" Meter	\$600.00
1" Meter	\$700.00
1 1/2" Meter	\$850.00
2" Meter	\$1,305.00
3" Meter	Cost
4" Meter	Cost
6" Meter	Cost
8" Meter	Cost
Hydrants (Non-Refundable)	Cost
Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit
Relocation of hydrant meter	\$100.00

Inspection Fees

Single family residence	\$150.00
All other	\$150.00 per hour (2 hour minimum)
Plan Review	\$78.00 per hour (1 hour minimum)

Water Fees**Capacity Fees****In-Town**

5/8" Meter	\$4,000.00
3/4" Meter	\$4,000.00
1" Meter	\$8,277.00
1 1/2" Meter	\$15,405.00
2" Meter	\$23,958.00
2 1/2" Meter	\$36,788.00
3" Meter	\$46,767.00
4" Meter	\$72,427.00
6" Meter	\$143,706.00
8" or Greater (Compound, Class I)	\$229,240.00
8" or Greater (Turbine, Class I)	\$400,308.00

Out-of-Town

All above meter sizes	150% of In-Town Capacity Fees
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Service Charges

Establishment	\$50.00
Establishment - After Hours	\$70.00
Reconnection Fee	\$50.00
Reconnection (After Hours)	\$70.00
NSF Check	\$13.00
Meter Reread (Waived if original incorrect)	\$40.00
On-site Meter Test (Waived if faulty)	\$100.00
Pull & Send Meter Testing (Waived if faulty)	Cost of Testing
Reestablishment (within 12 months)	Minimum Tariff of non- usage months
Deferred Payment (per month)	1.50%
Late Payment Penalty (per month)	1.50%
Moving Customer Meter (At customers request)	Cost
Service Call (changed from "Temporary Turn Off")	\$50.00
Service Call (After Hours) (changed from "Temporary Turn Off (After Hours)"	\$70.00
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages

P&R Proposed Fee Schedule Changes – Field Use

Butler and Sport Complex fields – Class A – leave the same for the fee

Need to clarify that if a Class A group uses over 24 hours per quarter and bumps up to the Class B for the field use, that does not apply to the light fee.

Butler

Class B – change to \$15 per hour per field, maximum \$100 per day

Class C – change to \$25 per hour per field, maximum of \$150 per day

Class D – change to \$25 per hour per field, no maximum

Sports Complex

Class B - \$20 per hour per field, maximum of \$120 per day

Class C - \$35 per hour per field, maximum of \$210 per day

Class D - \$35 per hour per field, no maximum

Add a Field Prep Fee to all fields

Baseball/Softball fields - \$25

Soccer/Football fields - \$50



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: December 9, 2024

Agenda Item Type:

- ☐ Consent Agenda ☒ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Parks & Recreation **Staff Resource:** Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on Parks and Recreation programming and events

Attached Documents:

- Current Press Releases
- November Monthly Report
- Christmas Magic On Main fliers
- 5th-8th grade Grasshopper flier
- Touch A Truck flier

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

This is a standard update added to the agenda at the request of the Commission. This update will include information about upcoming events including Christmas Magic on Main, 5th-8th grade Grasshopper basketball, Touch A Truck, and 2025 Pecan & Wine Festival.

Question(s) before the Commission:

- Do you have any questions about our upcoming events?



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release
Date: November 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator
Phone: (928)554-0830
Phyllis.nettik@campverde.az.gov

Camp Verde Grasshopper 5-8 Grade Basketball Registration Open

Camp Verde Parks and Recreation has opened registration for the youth Grasshopper Basketball League, open to boys and girls in the 5th to 8th grade. Co-ed teams will practice once a week and play games on Saturday mornings. The goal is to have fun, learn the basic skills of basketball, and develop teamwork. The Player Evaluation and Draft will take place on January 6th at the Community Center Gym and all registered players should attend. Everyone who registers will be placed on a team. The 6 week season starts January 18th and concludes with a tournament in March. Each player will receive a uniform T-shirt and a participation medal.

Registration costs \$40 per child, with a \$5 discount for additional siblings. Scholarships are available thanks to the Camp Verde Kiwanis Club. The registration deadline is December 30th, with late registration available until January 5th for an additional \$5 if space is available. Register online at <https://campverde.sportsites.com/player>. If you do not have the ability to register on-line, please stop by the Parks and Rec office (395 S. Main Street) and we will help you!

Volunteer coaches are needed, and no prior experience is required. Background check and online training are mandatory.

For more information or to register, come to Parks & Recreation at 395 S. Main St. You may also call (928)554-0820 Opt. 3 or email us at parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: December 16, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Camp Verde Grasshopper 5-8 Grade Basketball Registration Open

Camp Verde Parks and Recreation registration deadline for the youth Grasshopper Basketball League is December 30th, with late registration available until January 5th for an additional \$5 if space is available. Register online at <https://campverde.sportsites.com/player>. If you do not have the ability to register online, please stop by the Parks and Rec office (395 S. Main Street) and we will help you! Registration costs \$40 per child, with a \$5 discount for additional siblings. Scholarships are available thanks to the Camp Verde Kiwanis Club.

This league is open to boys and girls in the 5th to 8th grade. Co-ed teams will practice once a week and play games on Saturday mornings. The goal is to have fun, learn the basic skills of basketball, and develop teamwork. The Player Evaluation and Draft will take place on January 6th at the Community Center Gym and all registered players should attend. Everyone who registers will be placed on a team. The 6-week season starts January 18th and concludes with a tournament in March. Each player will receive a uniform T-shirt and a participation medal.

For more information or to register, come to Parks & Recreation at 395 S. Main St. You may also call (928)554-0820 Opt. 3 or email us at parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release
Date: November 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator
Phone: (928)554-0830
Phyllis.nettik@campverde.az.gov

People of all ages are welcome to come on an adventure with the Town of Camp Verde's Parks & Recreation Division on our exciting community trips! The final winter trip of 2024 will be on Friday, December 6th to the Arrowhead Mall in Glendale. Shop for the holiday or just for yourself! With over 157 stores to choose from and several restaurants to dine in, Arrowhead Town Center is an enticing destination for all!

The cost of this trip is \$20.00. Lunch is not included in the price, but you may choose to pack your own lunch or dine in at the food court or nearby restaurant. Trips depart from the Parks and Recreation Office at 395 Main Street at 9:00 am and return by 4:00 pm. The trip capacity is limited to 13 people.

Registration is open at <https://campverde.sportsites.com/player> or click the blue "Sign Up" link on the Camp Verde Parks and Recreation Facebook page. In person registration can be done at 395 S. Main Street.

Our trip list for the first quarter of 2025 will be coming out soon, so stay tuned! The best place to see our future trips is through the registration link listed above. Registration for each trip opens one month prior to the date of the trip.

For more information, contact the Camp Verde Parks & Recreation Division via email at parks@campverde.az.gov or call (928) 554-0820 Option 3.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: November 8, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

**Craft Vendors and Parade of Light Participants Wanted
for Camp Verde's Christmas Magic on Main Street on December 14th.**

Camp Verde Parks and Recreation invites craft vendors for our Christmas Magic on Main Street event on Saturday, December 14th. Join us for a day of holiday festivities! The craft bazaar will be held from 10:00 am – 4:00 pm in and around the Community Gym located at 51 E. Hollamon. The cost for a 10x10 space is \$35.00. Currently, outside spaces only are available.

The Parade of Lights begins at 6:00 pm on Main Street. There is no fee to enter, and the only requirement is that your entry has lights!

To register for either, visit www.visitcampverde.com Click on "Events" and then "Annual Events" and scroll down to Christmas Magic on Main.

For more information, please call Parks and Recreation at 928-554-0820 (3) or email us at parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release
Date: November 27, 2024

Contact: Phyllis Nettik, Recreation Coordinator
Phone: (928)554-0830
Phyllis.nettik@campverde.az.gov

Experience the Magic of Christmas on Main Street in Camp Verde!

Looking for a holiday event that truly captures the warmth and joy of the season? Camp Verde Parks and Recreation invites you to experience Christmas Magic on Main Street on Saturday, December 14th in beautiful downtown Camp Verde! This family-friendly celebration has something for everyone, from visits with Santa and festive shopping to the dazzling Parade of Lights. Here's a peek at what you can expect throughout the day!

Start your holiday festivities with the 2nd Annual Breakfast with Santa, hosted by the Camp Verde Kiwanis Club. From 9:00 – 11:00 am at the Community Kitchen (395 S. Main Street), Santa himself will be there to greet kids of all ages, making it a perfect photo op! Donations are accepted, and thanks to the Kiwanis Club's generosity, there will be a special giveaway – two lucky attendees will take home brand new bikes!

Beginning at 10:00 am and running until 4:00 pm, the Christmas Craft Bazaar is your chance to find unique holiday gifts from over 65 local vendors! Held at the Community Gym (51 E. Hollamon Street) and the surrounding outdoor area, this bazaar is a fantastic spot to support local artisans and find one-of-a-kind gifts for everyone on your list.

For those with a knack for creativity, the 2nd Annual Gingerbread House Contest is the perfect opportunity to show off your skills. Drop off your homemade gingerbread creations on Friday, December 13th from 4:00 pm – 7:00 pm at the gym. Open to groups and individuals across three age categories—5-9, 10-17, and adults 18+—the contest will be judged by the public until 2:00 pm on Saturday, with winners announced at 3:00 pm. It's a sweet way to celebrate the season!

The magic continues into the evening with the Parade of Lights! Watch as festive floats and sparkling lights bring Main Street to life. The parade starts at 6:00 pm, running from Ace Hardware to the Camp Verde Feed Store. Entry is still open and free for anyone interested in participating – just remember, your float needs to shine with lights!

To sign up as a vendor or parade participant, head to www.visitcampverde.com and click on Christmas Magic on Main.

For more information, you can reach out to Parks and Recreation at 928-554-0820 ext. 3 or email parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: November 25, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

The Parks and Recreation Division of Camp Verde is excited to announce that the 3rd Annual Touch A Truck event in Camp Verde is scheduled for Saturday, February 8, 2025, from 11:00 AM to 3:00 PM. It will be held at the Camp Verde Sports Complex at 990 Champion Trail.

Despite a date change due to the weather in 2024, over **3,500 attendees** enjoyed the event, which featured over 19 different companies and 33 vehicles, including four live demonstrations. Five community organizations participated, including Camp Verde Kiwanis Club who provided a free hot dog lunch! Yavapai Broadcasting promoted the event via live remote!

Join Us for the 2025 Touch A Truck Event!

The Sports Complex parking lot will transform into a giant, interactive playground filled with all kinds of big trucks, emergency vehicles and tractors. Kids will have the rare chance to get up close with public service, emergency, utility, construction, transportation, and even “fun & flashy” vehicles!

What to Expect:

- **Hands-On Exploration:** Kids can touch, explore, and learn about a variety of vehicles with guidance from the operators who use them daily.
- **Live Demonstrations:** A special demo area will show these impressive machines in action—lifting, moving, turning, and doing what they do best!
- **Kids Activity Play Area:** A dedicated space for children to play, including a sandbox with toy construction vehicles and other fun activities.
- **Community Engagement:** Enjoy a free hot dog lunch provided by Camp Verde Kiwanis Club and get valuable information from community organizations and connect with local services.

There is no fee to participate and if your company is considering participating, here are some roles you could consider:

1. **Static Display:** Showcase your company's vehicles for kids to explore up close. It's a great way to engage with the community and allow children to see and touch the machinery.
2. **Demonstrator:** If you have equipment or vehicles with interesting features, you could participate in the demonstration area, showing off the vehicles in action. This would make a lasting impression on families as they get to see the machinery perform.

3. **Sponsor:** By sponsoring the event, your company could help support this free, family-friendly activity while gaining visibility. Sponsorships often come with perks like having your logo featured in promotional materials or on-site signage.

We want YOU to be part of this year's event! Whether you'd like to showcase a vehicle, offer a demonstration, or support as a sponsor, we welcome your participation.

For more information on how to get involved, please contact us! Let's make the 2025 Touch A Truck Event bigger and better than ever for our community!

To register, visit www.visitcampverde.com Click on events/annual events and Touch A Truck.

For more information, please contact Parks and Recreation at 928-554-0820 ext. 3, email us at Parks@campverde.az.gov, or stop in and see us at 395 S Main St in Camp Verde.

Parks & Recreation Monthly Report – November 2024

- Scheduled facility uses this month were as follows: Meeting rooms had 76 uses, Ramadas were at 18 uses, Gym had 89 uses, Sports fields had 183(117 @ SC, 58 @ Butler, 8 @Comm. Center) uses, kitchen 11 uses, and public showers 60. Note: field uses do not factor in multiple practices or games per night. According to Placer ai, there were 3,200 visits to the Sports Complex in October and this number does not count anyone under the age of 18.
- Pickleball continues to be played 4 times per week for a minimum of 3+ hours on each occasion. Friday night Cornhole League continues and are using the gym a few Friday evenings a month.
- Yavapai County Health Tai Chi classes came to an end this month in Room 204 with an average attendance of 15 people per day. This class will be returning in January. This is an 8-week class that is free to the public. Yoga classes continue weekly on Tuesdays.
- Parks & Rec had 2 scheduled Friday trips this month. The trip to the Arizona Science Center was cancelled due to lack of interest. We had 9 people registered for the trip to Goldfield Ghost Mine on Nov. 22, however, this trip had to be cancelled due to mechanical issues with the shuttle bus. Our last trip of the 2024 season will be to Arrowhead Mall on Dec. 6th. Staff has been working on the trips for the first quarter of 2025.
- Staff hosted a Regular session with the Parks & Recreation Commission this month. Items on the agenda include the Parks & Recreation Master Plan RFP, Verde lakes Strategic Plan, and Heritage Pool.
- The 4 full-time staff worked **7 occurrences for a total of 48.5 hours** for activities outside of regular business hours this month.
- Completed credit card reconciliation for October.
- Our 1st-4th grade Grasshopper basketball season continued. The 1st-2nd grade had their last game on Saturday, Nov. 23rd. 3rd-4th grade will have their playoff games on Dec. 2-3rd to officially end the season. 5th-8th grade registration opened Nov. 4th.
- Vendor and parade registration for our newly named Christmas Magic on Main event remain open. Inside vendor spaces were filled within 24 hours for the craft bazaar. We have 65 vendors registered for the craft portion of the event and 15 parade entries.
- The Parks and Recreation Commission had a Regular Session on November 4th. Highlights were Parks & Recreation master Plan RFP, Verde Lakes Strategic Plan, and Heritage Pool. Preparation happened for the rescheduled Special Session on Dec. 9th.
- Staff have been working on American Camp Association trainings online with a goal to have them completed prior to the start of camp next year.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- Shawna and Roque attended the Arizona Aquatics Symposium in Tempe on November 13th. This event brings aquatics professionals from all over the state together to discuss topics and challenges within aquatics.
- United Christian School uses our gym every weekday for basketball practice and games. Verde Valley School also uses our gymnasium for their basketball and volleyball games.
- Vitalant has scheduled the use of the gym for 6 blood drives in 2025.

- Vendor registration for the 2025 Pecan & Wine Festival opened on Oct. 21. Inside spaces were filled within 24 hours and there are currently 72 vendors registered for the event. Staff has reserved tents and equipment for the event with Verve Events and Tents. Staff has also reached out to Northern Arizona Blues Alliance for the music portion of the event.
- Recruitment for the permanent full-time Parks & Recreation Manager continued with first interviews conducted on November 22. Second interviews and a meet and greet are scheduled for Dec. 5th.
- The Girls on the Run hosted their annual 5k at the Camp Verde Sports Complex on Nov. 9th. This event had a great turnout with 230 runners and 500 people in attendance.
- The Special Olympics hosted games with Sedona Police and Fire on Sunday, Nov. 17th. They have scheduled additional games for Sunday, December 1 as well.
- Registration opened for the February 8th Touch A Truck event. We are looking for static exhibitors, demonstrations, and sponsors for this event.
- Shawna attended the Verde Front Trail group meeting in Cottonwood on Nov. 20th.

CAMP VERDE PARKS & RECREATION

GRASSHOPPER BASKETBALL

**FOR 5TH - 8TH GRADE
GIRLS AND BOYS!**

REGISTRATION OPENS NOVEMBER 4TH!

[HTTPS://CAMPVERDE.SPORTSITES.COM/PLAYER](https://campverde.sportsites.com/player)

1ST PLAYER \$40 & 2ND FAMILY MEMBER \$35

1 practice per week

Games played on Saturdays



IMPORTANT DATES:

Registration Deadline: December 30th

Late Registration Deadline: January 5th

\$5.00 late fee assessed

Skills Assessment & Draft: January 6th

Games begin January 18, 2025

**For more information:
928-554-0820 option 3.
parks@campverde.az.gov**





ARROWHEAD MALL

DECEMBER 6TH \$20

STILL LOOKING FOR THAT SPECIAL GIFT?

ARROWHEAD TOWNE CENTER IN GLENDALE, ARIZONA, IS A PREMIER SHOPPING DESTINATION WITH 157 STORES, INCLUDING POPULAR BRANDS LIKE MACY'S, DILLARD'S, AND SEPHORA. SHOPPERS CAN ENJOY A VARIETY OF DINING OPTIONS SUCH AS CHOMPIE'S AND SIZZLE KOREAN BARBEQUE, MAKING IT A PERFECT SPOT FOR BOTH SHOPPING AND DINING. WITH ITS EXTENSIVE SELECTION OF STORES AND RESTAURANTS, ARROWHEAD TOWNE CENTER IS AN ENTICING DESTINATION FOR ALL.



All trips leave at 9:00 am and returns at 4:00 pm unless otherwise stated. Choose to buy lunch on site or pack your own. Cancellations with at least 48 hours' notice are eligible for a full refund.

To Register or for more INFORMATION:



<https://campverde.sportsites.com/player>



parks@campverde.az.gov



928-554-0820 # 3



395 S. Main Street, Camp Verde

TOWN OF CAMP VERDE

**Parks &
Recreation**



Parks and Recreation Regular Session

December 9, 2024

Page 66 of 71





Christmas Magic on Main

PARADE OF LIGHTS

DOWNTOWN CAMP VERDE

Saturday December 14th, 2024

6:00 PM

**Awards will be given for
best entry**

PARADE REGISTRATION IS OPEN!

Register your float at:

<https://campverde.sportsites.com/player>

For more information call Parks and Rec

at 928-554-0820 Opt. 3



Parks and Recreation Regular Session

December 9, 2024

Page 67 of 71



Kiwanis
CAMP VERDE ARIZONA

PANCAKE
Breakfast
with **SANTA**



**DONATIONS
ACCEPTED**

Saturday, December 14, 2024
9:00 - 11:00 AM

**LOCATED IN THE COMMUNITY KITCHEN
AT 395 S. MAIN STREET**

FREE PICTURES WITH SANTA & MRS. CLAUS!



**KIWANAS WILL BE RAFFLING OFF TWO BICYCLES
DURING BREAKFAST**

*This is in conjunction with
Christmas Magic on Main Street*

Christmas Magic on Main Street



GINGERBREAD HOUSE

DECORATING CONTEST

To register, bring finished house to the Camp Verde Community Gym on Friday, December 13th between 4:00 - 7:00 pm

FREE TO ENTER!

51 E. Hollamon St.

3 Age Groups

* 10&Under * 11-17 * 18+

2 Categories

* Individual * Group

The house must incorporate some form of gingerbread and be at least 75% edible materials. Kits are welcome.



THE PUBLIC WILL VOTE FOR THEIR FAVORITE ENTRY!

Voting closes at 2:00pm with winners announced at 3:00 pm

In Conjunction with the Christmas Craft Bazaar
December 14th from
10:00 am - 4:00 pm!

For more information

928-554-0820 ext. 3

or email

parks@campverde.az.gov

December 13, 2024 Regular Session



Christmas

craft

51 E Hollamon St

10:00 am - 4:00 pm

Parade of Lights

Downtown Camp Verde

6:00 pm

Saturday

December 14, 2024

Visit with Santa and Mrs. Claus

after the parade at the

Christmas Wonderland

on Main Street next to the

Historical Society Museum!



Dear Friends of the Recreation Regular S

TOUCH-A-TRUCK

A hands on opportunity to explore a variety of machinery!

FREE Kids Event



February 8th, 2025
11:00am to 3:00pm



Camp Verde Sports Complex!
990 Champion Trail
Camp Verde, Az!

Live Demonstrations!
Meet the people who
build, protect, and serve
the Verde Valley!

WARNING

No Pets or Dogs Allowed
Registered
Service Animals
Only

FREE Lunch
provided by



Kiwanis
CAMP VERDE ARIZONA

Register for Touch a Truck at
www.visitcampverde.com

Click Events

Annual Events



**to be a part
of our event!**

**2024 attendance
was over 3,500!**

**Would your business
like to be a sponsor?**

**Do you have a
unique vehicle
that kids would love?**

**Are you a non-profit
that helps kids and
families?**

**No cost
to participate!**

TOWN OF CAMP VERDE
Parks & Recreation

928-554-0820 X3