



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
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 21, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83401103255?pwd=gAEM6VD7DroMMqARkRE0KJnCouX9Ry.1>

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

Meeting ID: 834 0110 3255

Passcode: 269266

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
- 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 Council requests.
 - a) Approval of the Minutes:**
 - 1) Regular Session –May 7, 2025 at 6:00 p.m. Pg. 5
 - b) Set Next Meeting, Date and Time:**
 - 1) Special Session – May 28, 2025 at 5:00 p.m.
 - 2) Work Session – May 29, 2025 at 5:00 p.m
 - 3) Regular Session – June 4, 2025 at 6:00 p.m.
 - 4) Special Session – June 5, 2025 at 1:00 p.m.
 - 5) Special Session – June 11, 2025 at 5:00 p.m.
 - 6) Regular Session – June 18, 2025 at 6:00 p.m.
 - c) Consideration and possible approval of Resolution 2025-1176, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY26.** Staff Resource: Finance Director Michael Showers. Pg. 21
 - d) Consideration and possible approval of the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy.** Staff Resource: Finance Director Michael Showers. Pg. 23

e) **Consideration and possible approval of the FY26 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers. Pg. 27

f) **Consideration and possible approval of the FY26 debt levy certification to Yavapai County for \$609,375, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers. Pg.29

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council 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. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.

- **Administration of Oath of Office on Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes. Pg.33
- **Presentation of Spark! Places of Innovation Grant.** Staff Resource: Library Specialists Zack Garcia and Carson Ralston. Pg.37
- **Review of the April 29, 2025 Contractor/Developer stakeholder meeting and a presentation of the updated Community Development Department Action Plan.** Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher. Pg. 39
- **Presentation of Draft Character Area Maps and Goals/Strategies for the General Plan Update.** Staff Resource: Town Manager Miranda Fisher. Pg. 51

8. **Discussion, consideration and possible approval of Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.** Staff Resource: Finance Director Michael Showers. Pg.89
9. **Discussion, consideration, and possible award of Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.** Staff Resource: CIP Manager Martin Smith. Pg.139
10. **Discussion, consideration, and possible award of Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.** Staff Resource: CIP Manager Martin Smith. Pg. 143
11. **Discussion, consideration, and possible adoption of Resolution 2025-1183, approving the Planning Fee Refund, Waiver, and Reduction Policy.** Staff Resource: Town Manager Miranda Fisher. Pg. 147
12. **Discussion, consideration, and possible recommended approval Resolution 2025-1180, supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.** Staff Resource: Town Manager Miranda Fisher. Pg. 155
13. **Discussion, consideration and possible adoption of Ordinance 2025-A504, an Ordinance of the Town Council of the Town of Camp Verde, Yavapai County Arizona, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.** Staff Resource: Town Manager Miranda Fisher. Pg. 177
14. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

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 Bashas on May 15, 2025 at 5:00 p.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
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 7, 2025 at 6:00 P.M.

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

1. Call to Order

Mayor Moore called the meeting to order at 6:00 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Bolton led the Pledge.

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 Council requests.

Mayor Moore suggested that, in the future, if the Council wishes to remove any item from the consent agenda, rather than moving to approve the remaining items after a removal, the Council should engage in a discussion and proceed with a single motion and second.

Town Manager Fisher stated on Item 4.b.2, the meeting time for the Regular Session, May 21, 2025 should state 6:00 p.m.

a) Approval of the Minutes:

- 1) Special Session – April 9, 2025 at 5:00 p.m.
- 2) Regular Session – April 16, 2025 at 6:00 p.m.
- 3) Special Session (Public Portion) – April 17, 2025 at 1:00 p.m.
- 4) Executive Session – April 17, 2025 at 1:00 p.m.
- 5) Special Session – April 23, 2025 at 4:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – May 14, 2025 at 5:00 p.m.
- 2) Regular Session – May 21, 2025 at 5:00 p.m.
- 3) Special Session – May 28, 2025 at 5:00 p.m.
- 4) Regular Session – June 4, 2025 at 6:00 p.m.
- 5) Special Session – June 5, 2025 at 1:00 p.m.
- 6) Special Session – June 11, 2025 at 5:00 p.m.
- 7) Regular Session – June 18, 2025 at 6:00 p.m.

c) **Consideration and possible approval of Resolution 2025-1179, approving the 2025 policy statement that authorizes the Mayor, as the Town Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response (Town Code Section 2-2-4F).** Staff Resource: Town Manager Miranda Fisher.

d) **Consideration, and possible approval of Resolution 2025-1175 approving the form and authorizing the execution and delivery of a financial assistance agreement with the Water Infrastructure Finance Authority of Arizona from its Water Supply Development Revolving Fund Program for an award of \$2,000,000 in forgivable principal for the installation of two 500,000-gallon water storage tanks and a pump station on a parcel provided by the Verde Commercial Subdivision.** Staff Resource: Utilities Director Jeff Low and Finance Director Michael Showers.

e) **Consideration, and possible approval to purchase three (3) new Ford Explorer Patrol Units through Enterprise, not to exceed \$180,000.00 from the FY26 CIP budget.** Staff Resource: Marshal Corey Rowley and Finance Director Michael Showers.

f) **Consideration, and possible approval of Request for Proposal #2025-208 for auditor services.** Staff Resource: Finance Director Michael Showers.

On a **motion** made by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve the consent agenda with the change of the May 21, 2025 to show at 6:00 p.m.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye

Motion Carried 6-0.

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council 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))

There were no public comments.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

The Mayor, Council, and Town Manager reported on current events.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.

- **Proclamation declaring May 4-10, 2025 as Municipal Clerks Week.** Staff Resource: Town Clerk Leah Rhodes.

Mayor Moore proclaimed the week of May 4-10, 2025 as Municipal Clerks Week. Town Clerk Leah Rhodes accepted the proclamation.

- **Proclamation declaring May 18-24, 2025 as Public Works Week.** Staff Resource: Public Works Director Ken Krebbs.

Mayor Moore proclaimed the week of May 18-24, 2025 as Public Works Week. Public Works Director Ken Krebbs accepted the proclamation.

- **Proclamation declaring May 2025 as Frontline Worker Appreciation Month.**

Staff Resource: Town Clerk Leah Rhodes.

Mayor Moore proclaimed May 2025 as Frontline Worker Appreciation Month. Marshal Corey Rowley accepted the proclamation.

- **Proclamation declaring May 2025 as Building Safety Month.** Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher.

Mayor Moore proclaimed May 2025 as Building Safety Month. Chief Building Official Roxanne Jasman accepted the proclamation.

8. Discussion, consideration, and possible appointment of Vice Mayor. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated at the Council meeting on April 23, 2025, the Council decided to select a Vice Mayor from the current five Councilmembers, and tonight, the Council should make a motion on who they would like to appoint.

On a **motion** made by, Councilmember Foreman seconded by Councilmember Robin Godwin, the Council **moved** to appoint Wendy Escoffier as the new Vice Mayor.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

9. Discussion, consideration, and possible approval of process for filling the Council vacancy. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated in accordance with Section 2-1-4 of the Town Code, the Town Council must fill the vacant seat by June 16, 2025. Town Manager Fisher provided an overview of the timeline, application requirements and process to fill the Council Vacancy. Town Manager Fisher stated applications will be accepted May 8, 2025 through May 22, 2025 and must be submitted in person at Town Hall.

Town Manager Fisher responded to questions from the Council.

Town Council approved the process for filling the vacancy as presented.

10. Discussion, consideration, and possible selection of Matrix Design Group, Inc. for the Facilities Master Plan, not to exceed \$150,000. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher announced that the staff had issued a request for proposals and received three responses. After evaluating the submissions, Town staff is requesting approval to enter into a contract with Matrix Design Group, Inc. for the development of the Facilities Master Plan.

Cameron Bowski, Project Manager at Matrix Design Group, Inc., introduced himself and expressed enthusiasm for beginning the project.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Foreman **moved to approve** contracting with Matrix Design Group, Inc. for the Facilities Master Plan not to exceed \$150,000.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

- 11. Discussion, consideration, and possible award of Bid No. 25-206, Dickison Circle Waterline Relocation Project, to Ligon Excavation in the amount of \$291,389.76.**
Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated in 2017, the Arizona Department of Transportation installed a box culvert under Highway 260 to manage stormwater drainage from west to east. Overtime the erosion has caused exposure of the Town's water line. CIP Project Smith stated staff conducted a bid process and he is recommending the Council award the project to Ligon Excavation.

Project Manager Smith responded to questions from the Council.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilmember Foreman, **moved to award** Bid No. 25-206, Dickison Circle Waterline Relocation Project, to Ligon Excavation in the amount of \$291,389.76.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

12. **Public Hearing:** Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Applicant Comments: Applicant Sergiu Goma stated he was in attendance if the Council had any questions.

Open Public Hearing: Mayor Moore opened the public hearing at 6:49 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:49 p.m.

Council Discussion: There was no discussion.

On a **motion** made by Councilmember Murdock, seconded by Vice Mayor Escoffier, **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2, Camp Verde, Arizona, 86322.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

13. **Public Hearing:** Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 6, Bar Liquor License for Alkemista Brew, located at 284 N. Homestead Parkway, Unit 1, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Open Public Hearing: Mayor Moore opened the public hearing at 6:51 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:51 p.m.

Council Discussion: There was no discussion.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilmember Godwin, **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 6, Bar Liquor

License for Alkemista Brew, located at 284 N. Homestead Parkway, Unit 1, Camp Verde, Arizona, 86322.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye
Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye

Motion Carried 6-0.

14. **Public Hearing:** Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #2, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Open Public Hearing: Mayor Moore opened the public hearing at 6:55 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:55 p.m.

Council Discussion: There was no discussion.

On a **motion** made by Councilmember Foreman, seconded by Councilmember Godwin, **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #2, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye
Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye

Motion Carried 6-0.

15. **Public Hearing:** Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Open Public Hearing: Mayor Moore opened the public hearing at 6:57 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:57 p.m.

Council Discussion: There was no discussion.

On a **motion** made by Councilmember Foreman, seconded by Vice Mayor Escoffier, **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

16. **Public Hearing:** Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Open Public Hearing: Mayor Moore opened the public hearing at 6:59 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:59 p.m.

Council Discussion: There was no discussion.

On a **motion** made by Councilmember Godwin, seconded by Vice Mayor Escoffier, **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4, Camp Verde, Arizona, 86322.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye
Councilor: Murdock: aye
Motion Carried 6-0.

Mayor Moore recessed the meeting for a break at 7:00 p.m. and reconvened the meeting at 7:10 pm.

17. **Public Hearing:** Discussion, consideration, and possible approval of Ordinance 2025-A501, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a zoning map change from C2-PAD (Commercial: general sales and services – planned area development) to C2 (Commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date. Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire reported that, in order to facilitate development for the new owner, the applicant is requesting a zoning designation of C2 (Commercial: General Sales and Services) for the property. The applicant intends to develop the parcel as a 150-site RV resort. Additionally, Acting Senior Planner Mulcaire noted that the applicant seeks to remove the Planned Area Development (PAD) as outlined in Item 18 and is requesting a use permit for an RV park on the same parcel where an RV park is permitted within the C2 PAD zone, subject to final site plan approval. Acting Senior Planner Mulcaire explained that the applicant is seeking a rezone in order to be able to develop the property in a different manner, such as multifamily housing, should they choose to do so in the future.

Applicant Presentation: Bennett Boggess, representative for the developer, stated he was present to answer any questions the Council may have.

Open Public Hearing: Mayor opened the public hearing at 7:14 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 7:14 p.m.

Council Discussion: Acting Senior Planner Mulcaire responded to questions from the Council.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilmember Godwin, **moved to approve** Ordinance 2025-A501, an ordinance of the mayor and common council for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye

Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye
Motion Carried 6-0.

18. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1167, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240465M, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres. Staff Resource: Acting Senior Planner Cory Mulcaire.

Mayor Moore requested that Town Attorney Trish Stuhan provide a brief overview of the permit use process, including the applicable criteria and guidelines that the Council must follow when making decisions regarding use permits. Town Attorney Stuhan outlined the process.

Staff Presentation: Acting Senior Planner Cory Mulcaire stated this project is for 150 RV spaces on parcel 403-23-104T, which is accessed off of State Route 260. The proposed project is requesting a Use Permit for an RV Park developed in accordance with Section 306 of the Planning and Zoning Ordinance.

Town Staff has met with the applicant and has determined that the applicant has met the required criteria for a Use Permit. Acting Senior Planner Mulcaire provided an overview of the use permit conditions for the Mariposa RV Park as recommended by Town staff and approved by the Planning and Zoning Commission.

MARIPOSA RV PARK USE PERMIT CONDITIONS

1. The applicant shall comply with the submitted Letter of Intent and Site Plan requirements.
2. Any changes, modifications, or additions to this project at any time shall be submitted to the Town for review and approval through the Planning & Zoning Commission and Town Council.
3. The Use permit shall run with the land in perpetuity unless the use is discontinued for six months, or the permit is voided according to the procedures outlined in the Town's Planning and Zoning Ordinance.
4. The use of generators shall be prohibited unless there is an emergency.
5. The RV Park shall comply with all noise and lighting regulations as provided in the Planning and Zoning Ordinance and the Town Code.
6. All driving areas shall be surfaced with AB or other hard surfacing approved by the Town Engineer.
7. Any on-site water storage/pump shall be designed to meet Copper Canyon Fire and Medical's fire protection requirements.
8. Mechanical equipment, electrical meter and service components, and similar utility devices, whether ground-level, wall-mounted, or roof-mounted, shall be screened and painted to match the main color of the building(s) or to blend in with adjacent landscaping.

9. This project shall always maintain on-site management to ensure compliance with the Zoning Ordinance, Town Code, and these Use Permit conditions.
10. The applicant shall upsize and loop the water line serving the property from an 8-inch to 12-inch diameter line to increase fire flows for the area.
11. Staff shall review this use permit (6) six months after approval and every year thereafter to ensure the project conforms to the Use permit conditions, Zoning ordinance, and Town Code. Staff will provide an update to Town Council on the applicant's compliance with the Use Permit annually.

Applicant Presentation: Bennett Boggess, representative for the developer, presented a presentation on the Mariposa RV Resort project and site plan.

Open Public Hearing: Mayor Moore opened the public hearing at 7:32 p.m.

Theodore Ryan, Megan Asbury, Lori McNerlin, Cydni Wayne, and Todd Scantlebury expressed their opposition to the proposed development of the Mariposa RV Park. They cited concerns regarding increased traffic flow, reduced demand due to declining tourism, potential strain on the town's water supply, noise disturbances, decreased property values, and safety risks associated with the park.

Susan Vlastelica spoke in favor of the proposed development of the Mariposa RV Park.

Close Public Hearing: Mayor Moore Closed the public hearing at 7:52 p.m.

Council Discussion: Councilmember Foreman voice concern and requested conducting a traffic study. Vice Mayor Escoffier requested four (4) additional conditions to the RV Park use permit conditions: 1. The applicant and or on-site management shall post a sign advising tenants and guests of quiet hours between 10:00 p.m. until 7:00 a.m., Sunday through Monday. 2. The applicant shall obtain and maintain the Friends of the Verde River certification for development outlined under the River Friendly Development Guidebook. Town Attorney Stuhan stated this was not applicable. 3. The development shall provide non-motorized trail access to the nearby Verde River Greenway state natural area. Town Attorney Stuhan indicated that it would be feasible to address this administratively to ensure that trail access is provided on the property. 4. Require a traffic impact study and comply with the Town Engineer recommendations.

Town Manager Fisher, Acting Senior Planner Mulcaire, Town Attorney Trish Stuhan Representative Ben Boggess responded to questions from the Council.

Town Manager Fisher stated staff will add the additional use permit conditions:

1. The Mariposa RV Park shall observe quiet hours between 10:00 p.m. and 7:00 a.m., Monday through Sunday. The applicant and or on-site caretaker shall post a sign advising guests about the quiet hours.
2. The applicant shall be required to complete a traffic impact study.

On a **motion** made by Councilmember Murdock, seconded by Councilmember

Godwin, **moved to approve** Resolution 2025-1167, a resolution of the mayor and common council of the Town of Camp Verde, Yavapai county, Arizona, approving Use Permit 20240465m, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres with the following conditions as noted by the Town Manager.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

Mayor Moore recessed the meeting for a break at 8:29 p.m. and reconvened the meeting at 8:36 pm.

19. **Public Hearing:** Discussion, consideration, and possible approval of Ordinance 2025-A502, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1-District; C – R2 – District, D – R-R District, and E – RS District, all related to use permits for RV Parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date. Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire stated Town Staff sought recommendations from the Commission to help set priorities for the Community Development Department - Planning Division. On February 6, 2025 Planning and Zoning Commission requested that staff ask the Town Council for direction to add an additional Community Development priority, which would be drafting an ordinance to remove the Use Permit provision for RV Park's from all Residential Zoning Districts. On February 19, 2025, Town Council directed staff to proceed with removing the Use Permit RV Park provision from all residential Zoning Districts in the Planning and Zoning Ordinance. On April 3, 2025, the Planning and Zoning Commission recommended approval of the Ordinance to Council.

Open Public Hearing: Mayor Moore opened the public hearing at 8:39 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 8:39 p.m.

Council Discussion: Vice Mayor questioned adding an Emergency Clause to the Ordinance. Town Attorney Stuhan responded, stating an Emergency Clause must be for the public health, safety and welfare of the residents.

Vice Mayor Escoffier restated for the record that the Council can not approve the

Ordinance with an Emergency Clause and the Ordinance will take effect in 30 days.

Town Manager Fisher, Acting Senior Planner Mulcaire and Town Attorney Stuhan responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Foreman, **moved to approve** Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

20. Discussion, consideration, and possible direction for distributing the FY25 \$50,000 Community Outreach Funds. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the Town Council budgeted \$50,000 in Community Outreach Funds in FY25 to aid non-profits who serve our community. Town Council opted not to distribute these funds right at the start of the fiscal year due to the challenging financial position the Town was in. In an effort to make the distribution process more equitable, Town staff are recommending that the Town invite all non-profit organizations who directly serve the Camp Verde community and are in good standing with the State of Arizona, to apply for funding through an online application process. Once the application period closes, the available funds will be divided equally among all eligible applicants. Town Manager Fisher provided an example of the application and stated the process would start on May 8, 2025.

Mayor Moore expressed a preference for the Council to have the authority to determine how the funds will be distributed, rather than handling the process administratively.

Vice Mayor Escoffier stated she would like to include additional questions on the application:

1. What other funding does the organization receive.
2. How many individuals or households in Camp Verde the non-profit serves.
3. Provide a budget on how the non-profit will use the money received.

Councilmember Murdock concurred with the additional questions proposed by Vice Mayor Escoffier and supported the requirement of a formal application. She further expressed a preference for the applicant to attend a Council meeting to present their application and request, allowing the Council the opportunity to ask questions.

Mayor Moore expressed that it would be more effective for the applicant to be present at a Council meeting to allow for questions and direct engagement vs. a formal presentation by the applicant.

The Council provided direction to Town Manager Fisher to make the necessary revisions to the application and proceed with the process.

Town Manager Fisher and Town Attorney Stuhan responded to questions from the Council.

21. Discussion, consideration, and possible approval of Resolution 2025-1178 approving the Congressionally Directed Spending priorities. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated Town staff are seeking approval of funding for ten essential infrastructure and public safety projects, following the submission of Congressionally Directed Spending applications last Friday. These projects, which cover areas such as water, wastewater, public safety, and public works, are vital to the ongoing development, safety, and service quality for Camp Verde's residents. Town Manager Fisher provided an overview of the list of the CIP priority projects for the Town.

Councilor Godwin expressed concern about how the projects were ranked.

Town Manager Fisher responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Vice Mayor Escoffier, **moved to approve** Resolution 2025-1178 approving the Congressionally Directed Spending priorities.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 6-0.

22. Adjournment

Mayor Moore adjourned the meeting at 9:17 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on May 7, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers

Agenda Title: Consideration and possible approval of Resolution 2025-1176, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY26.

Attached Documents:

- Resolution 2025-1176

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

The attached resolution designates Michael Showers as the Town of Camp Verde's Chief Fiscal Officer (CFO) for the purpose of officially submitting the Fiscal Year 2025 Annual Expenditure Limitation Report (AELR) to the Arizona Auditor General, as required by A.R.S. §41-1279.07(E). This designation must be submitted annually by July 31 and is necessary for compliance with state reporting requirements. The resolution also notes that any future changes in this designation must be formally updated with the Auditor General's office.

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

Does the Council have questions for staff?

Proposed Motion:

Move to **APPROVE** Resolution 2025-1176, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY26.



RESOLUTION NO. 2025-1176

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE
FISCAL YEAR 2025 EXPENDITURE LIMITATION REPORT TO THE ARIZONA
AUDITOR GENERAL**

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the Town of Camp Verde Mayor and Council desire to designate Finance Director Michael Showers, as the Town's Chief Fiscal Officer; and

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:**

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. Finance Director Michael Showers is hereby designated as the Town's Chief Fiscal Officer for the purpose of submitting the fiscal year 2025 AELR to the Arizona Auditor General on the governing body's behalf.

**PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND
COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY,
ARIZONA, THIS 21st DAY OF MAY, 2025.**

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC
Town Council Regular Session



Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers

Agenda Title: Consideration and possible approval of The Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy.

Attached Documents:

- Proposed Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

This document is a state-mandated requirement and must be submitted in its prescribed format, with limited customization permitted only for information specific to the Town of Camp Verde, such as funding amounts, percentage rates, and local goals. Once finalized, the document will be made publicly available on the Town's website. Notably, the Town's Public Safety Personnel Retirement System (PSPRS) funded status currently exceeds 100%, reflecting strong financial stewardship.

Question(s) before the Council:

Does the Council have questions for staff?

Proposed Motion:

Move to **APPROVE** the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy.

Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town's marshals employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to comingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund

has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Camp Verde has one trust fund for marshals employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town's PSPRS trust funds from the June 30, 2024 actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Camp Verde Police	\$9,067,031	\$8,575,308	(\$491,723)	105.7%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity.

The Council's PSPRS funding ratio goal is to maintain 95-100% funding.

Council established this goal for the following reasons:

- The PSPRS trust funds represent only the Town of Camp Verde's liability
- The fluctuating cost of an UAAL causes strain on the Town's budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Council has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for FY26 is \$230,000 and will be able to be paid from operating funds without diminishing Town services.
- Created a reserve fund to allow the Town the ability to cover potential annual shortfalls within the PSPRS investment fund. The balance of these funds as of 6/30/24 was \$452,675.47.

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Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director - Mike Showers

Agenda Title: Consideration and possible approval of the FY26 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.

Attached Documents:

- Notice of Special Assessment Debt

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number: Property Taxes
- Approved in the FY25 Budget? ☐ Yes ☐ No ☐ N/A ☒ Other: FY26
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The assessments represent the amounts required to cover the annual debt service obligations of the Sanitary District. The Town Council is acting in its capacity as Trustee for the Sanitary District's debt, which remains the sole responsibility of the District. This obligation is not shared by the Town and will continue to be repaid by the District through July 2032.

Question(s) before the Council:

Does the Council have any questions for staff?

Proposed Motion:

Move to APPROVE the FY26 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.

SPECIAL ASSESSMENT DEBT

Council will be discussing and approving the special assessment

For FY26 Sanitary District Debt Service payments

Special Assessment Levy: \$ 222,057

WIFA Debt Service Budget: \$ 222,057



Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers

Agenda Title: Consideration and possible approval of the FY26 debt levy certification to Yavapai County for \$609,375, acting as the Trustee to the Camp Verde Sanitary District.

Attached Documents:

- Certification to Yavapai County
- Notice of Debt Levy

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background

Information:

The debt service payments in question were incurred under Title 48 and will continue until the debt is fully repaid in July 2032. The Town Council, acting in its role as Trustee for the Sanitary District, is required to certify to Yavapai County the amount necessary to be levied each year to meet the principal and interest payments on the outstanding debt.

The assessment rate is calculated to ensure sufficient funds are collected to cover the annual debt service, based on the current valuation of properties within the District, which may vary from year to year. It is important to note that this is not a Town debt; the obligation remains solely with the Sanitary District, and all payments will continue to be made by the District through the designated end date.

Question(s) before the Council:

Does the Council have any questions for staff?

Proposed Motion:

Moved to **APPROVE** the FY26 debt levy certification to Yavapai County for \$609,375, acting as the Trustee to the Camp Verde Sanitary District.

YAVAPAI COUNTY



SPECIAL TAXING DISTRICT TAX LEVY CONFIRMATION FORM

FISCAL YEAR 2025-26NAME OF DISTRICT: Camp Verde Sanitary District

TAX LEVY REQUIRED: \$ _____

BOND DEBT SERVICE LEVY REQUIRED: \$ 609,375 (1.5692 per \$100)
(use only if you have bonded indebtedness)

COMMUNITY FACILITIES DISTRICTS (CFD):

(for City and/or Town Municipality use only)

NAME OF CFDTAX RATE REQUIRED

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Prepared By: Michael E. Showers Title: Finance DirectorDate: 5/21/25 Telephone Number: 928-554-0811E-mail Address: michael.showers@campverde.az.gov

This form is not supported by Google Chrome or Microsoft Edge. Please open this form using Internet Explorer or FireFox Web Browsers.

Please use the **submit button**, located in the upper right hand corner, above to send this form to Brenda Peterson, Administrative Assistant, Yavapai County Board of Supervisors.

We will need preliminary district information no later than June 25, 2018, in order to include your information on the July 3, 2018, tentative budget hearing schedule. If you have questions, please contact Brenda Peterson at 928-771-3200.

NOTICE OF PROPOSED DEBT SERVICE LEVY for FY26

The Town of Camp Verde will be discussing

The proposed debt service levy for FY26

On May 21, 2025 at 5:00 pm in the Council Chambers

at 473 S. Main St., Room 106, Camp Verde, AZ

Interested parties are invited to attend and present their comments

FY2025-26

Debt Service Budget of the Camp Verde Sanitary District

Amount to be certified:

Debt Reduction Levy of \$1.5692 per \$100 of Net Assessed Value of \$38,832,755

Debt Service Levy: \$609,375

WIFA Debt Service Budget: \$609,375

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Town Council Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Administration of Oath of Office of Newly Hired Town Employees

Attached Documents: Oaths of Office

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:

The following newly hired employees will take their Oath of Office at the Town Council Meeting:

- Roy Heron – Court Security Guard, Magistrate Court
- Kristen Blake Melgar – Administrative Assistant, Public Works
- Tristian Stanfield – Grounds Maintenance Worker, Public Works

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **ROY HERON**, DO SOLEMNLY AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **COURTY SECURITY GUARD** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO I DO AFFIRM.

05-21-2025
DATE

SIGNATURE

Subscribed and sworn to before me this 21ST day MAY 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **KRISTEN BLAKE MELGAR**, DO SOLEMNLY AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **ADMINISTRATIVE ASSISTANT** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO I DO AFFIRM.

05-21-2025
DATE

SIGNATURE

Subscribed and sworn to before me this 21ST day MAY 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **TRISTIAN STANFIELD**, DO SOLEMNLY AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **GROUND MAINTENANCE WORKER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO I DO AFFIRM.

05-21-2025
DATE

SIGNATURE

Subscribed and sworn to before me this 21ST day MAY 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde



Town Council Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Camp Verde Community Library

Staff Resource: Zack Garcia and Carson Ralston, Library Specialists

Agenda Title: Presentation of Spark! Places of Innovation Grant

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- Funding Source / GL Account Number: AZ Humanities Grant \$2,500 Account # 08-705-46-433700
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☒ No ☐ N/A ☐ Other:

Background Information:

The Camp Verde Community Library has been awarded a prestigious Spark Innovation Grant from the Smithsonian Institution, a competitive grant program designed to support rural libraries in showcasing the power of innovation within their communities. As part of this initiative, the library has also formed a partnership with the Science Vortex in Cottonwood, an organization dedicated to hands-on science, technology, engineering, and art education. Together, they will collaborate to emphasize the role innovation has played specifically in the Verde Valley, incorporating local stories, projects, and technological advancements into the exhibit.

Question(s) before the Council:

- Does Council have any questions for staff?

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**Meeting Date:** May 21, 2025**Agenda Item Type:**

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

Requesting Department: Community Development**Staff Resource:** Town Manager / Interim Community Development Director Miranda Fisher**Agenda Title:** Review of the April 29, 2025 Contractor/Developer stakeholder meeting and a presentation of the updated Community Development Department Action Plan.**Attached Documents:**

- Updated Community Development Department Action Plan
- [April 29th feedback session video](#)

Estimated Presentation Time: 5 minutes**Estimated Discussion Time:** 5 minutes**Reviewed By:**

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

Financial Review (if applicable): N/A

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • 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 October 1st, Town staff held a “Permitting, Plan Review, and Building Feedback Session” to hear directly from developers, contractors, architects, and others engaged in building projects within Camp Verde. This voluntary meeting was part of our continued effort to foster transparency, listen to community concerns, and identify opportunities for operational improvement.

Following that session, staff developed a comprehensive action plan to address the feedback received. On April 29th, Town staff hosted a second feedback session to provide a status update on the action plan and continue the conversation about how we can better support development within the Town.

At this Council meeting, Town staff will provide the same status update with Council and celebrate the accomplishments of the Community Development Department over the last six months.

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

Town staff’s decision to host the feedback sessions and the development/execution of the action plan in response to the meeting feedback is an example of the Town’s commitment to effective governance,



Town Council Agenda Information Memorandum

specifically transparency, innovative business practices, use of new technology, and investing in employees.

Question(s) before the Council:

- Does the Council have any questions about the April 29th meeting with contractors, developers, architects, engineers, etc.?
- Does the Council have any questions about the Community Development Department Action Plan?

Town of Camp Verde Community Development Department: Action Plan

Date: November 3, 2024

Feedback Source: Developer, Contractor, Architect, Engineer, etc. Feedback Session on October 1, 2024

Project 1: Training & Development

Feedback Received:

The Town has experienced significant staff turnover over the years, with concerns about inconsistencies in plan reviews, highlighting a need for standardized training. Additionally, the Planning & Zoning Commission and Town Council may have occasionally overstepped operational boundaries, suggesting a need for role-specific education. There's a need to ensure employees have the tools and support necessary for success.

Project Goal:

Strengthen staff retention and development by creating a consistent and supportive environment that empowers employees with the tools and training they need to succeed. This initiative will prioritize professional development, address operational inconsistencies, and improve cross-departmental collaboration. Additionally, it will enhance customer service skills across all departments to ensure positive public interactions.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Develop Professional Development Plans for the Community Development Department, including Building, Planning, and Code Enforcement divisions, outlining skill-building training opportunities.	Town Manager Miranda Fisher Building Official Roxanne Jasman	December 31, 2024 LAST PDP COMPLETED ON DATE	Professional Development Plan template to be created by Town Manager Miranda Fisher.
Develop comprehensive standard operating procedures (SOPs) for	Planner II Cory Mulcaire Planner I Cliff Bryson	December 31, 2025 for completion but as	This will involve identifying critical processes that require

key processes within the Planning Division to document training processes, responsibilities, and best practices.		individual key processes are developed, those will be implemented sooner. IN PROGRESS	SOPs, drafting the documents, and reviewing them for accuracy and relevance. Additionally, implement a system for regularly updating and maintaining these SOPs to ensure they remain current and effective. The Building Department and Code Enforcement already have SOPs, which is the reason they are not included in this goal.
Provide annual land use training for Town Council and the Planning & Zoning Commission following the seating of new board or commission members.	Town Manager Miranda Fisher Town Attorney Trish Stuhan	February 28, 2025 COMPLETED JANUARY 16, 2025	The last training was held on June 26, 2024. Town Council - Joint Work Session w/ P&Z Public Meetings Calendar Town of Camp Verde, AZ
Facilitate customer service training to reinforce the responsibility of staff to help and listen, ensuring projects move forward efficiently.	Human Resources Director Julia Kaiser to organize and lead the training All staff to attend	March 30, 2025 OUTSTANDING; HR IS WORKING ON DEVELOPMENT TRAINING MATERILS. AMENDED DEADLINE IS	Customer service training is essential to ensure staff actively listen and assist, helping projects progress smoothly and building public trust through positive, efficient interactions.

Project 2: Communication

Feedback Received:

There have been significant communication gaps within the department, leading to costly delays for developers. Staff are not consistently

answering phones, with reports of calls going unanswered after multiple attempts. Developers and other stakeholders are seeking a single point of contact for their projects to streamline communication. There is a need for a more solution-oriented approach, especially in how rule changes are communicated to ensure all stakeholders are informed in a timely manner. These communication lapses have resulted in financial impacts, and developers—who are vital to the town’s revenue—are frustrated by siloed communication and independent reviews, leaving others unaware of project statuses.

Project Goal:

Improve internal and external communication processes to ensure timely responses, reduce delays, and enhance transparency with developers and stakeholders. This initiative will focus on establishing clear points of contact, increasing cross-departmental communication, and providing efficient updates on rule and code changes to ensure all involved parties are aligned and informed, promoting a more collaborative, solution-oriented environment.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Ensure all calls are answered promptly or voicemails are returned within 1-2 business days.	All Departments	Effective Immediately COMPLETED & ONGOING	Town Manager Miranda Fisher to review this expectation with Department Directors at their meeting on November 14, 2024.
Hold bi-weekly Technical Review Committee Meetings (TRCMs) to discuss ongoing projects and meet with applicants for upcoming projects.	Planner I Cliff Bryson to finalize meeting structure. Building, Planning, Engineering, Utilities, Public Works, Economic Development and any other appropriate Department Directors will attend the bi-weekly meetings.	Starting January 14, 2025 COMPLETED. TRCMs STARTED IN DECEMBER 2024.	TCRMs are essential for fostering cross-departmental collaboration, allowing teams to align on project updates and prepare effectively for upcoming applications. This regular communication streamlines processes, addresses potential issues early, and ensures a unified approach to land use applications and/or issues. At the TCRMs, applicants will be provided with a flash drive that

			will include checklists and all documentation that should be reviewed and submitted for any building and/or land use project.
Assign one point of contact for each ongoing and new project to streamline communication within the Planning Division.	Planner II Cory Mulcaire Planner I Cliff Bryson	November 30, 2024 COMPLETED & ONGOING.	Review all current projects to assign primary contact. For new projects, assign primary contact upon submission and provide contact details to applicants via email. Primary contact assigned will reach out to the project contact to let them know they will be serving as lead.
Implement a mass communication system to notify developers, contractors, engineers, architects, etc. of any upcoming code changes, and encourage their participation in public comment periods.	Town Manager Miranda Fisher Permit Technician I Chris Schroeder Permit Technician II Rita Severson	November 8, 2024 DISTRIBUTION LISTSERV WAS CREATED ON NOVEMBER 4, 2024 & IS UPDATED MONTHLY.	Create an email listserv using existing contacts by November 8, 2024. Permit Technicians will update contacts with Sunstate as needed. Community Development Department will send relevant updates through the listserv. Town Manager will add information to the Weekly Updates and the website/social media on any upcoming code changes.

Project 3: Streamlining Project Reviews and Timelines

Feedback Received:

Developers have raised concerns about the length of time it takes for project reviews, which can directly relate to increased project costs. There is a desire to see published review timelines and a more efficient workflow for the review process. Additionally, the current submittal process lacks clear criteria, causing confusion about the requirements. Questions have also been raised about whether all the current requirements are necessary, with a request to assess the financial impact of code requirements on projects.

Project Goal:

Enhance the project review process by increasing transparency, reducing review times, and clarifying submission requirements. This project aims to streamline workflows, publish clear review timelines, and evaluate existing code requirements to ensure they are necessary and not unduly burdensome for developers.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Build detailed checklists for each type of land use application and publish them on the Town's website for developers' reference.	Planner II Cory Mulcaire Planner I Cliff Bryson	March 30, 2025	Ensure the checklists clearly outline all required documentation and criteria for each application.
Create a workflow outlining the step-by-step review process (e.g., who reviews plans/documents and in what order) and post it online.	Building Official Roxanne Jasman Permit Tech II Rita Severson Planner II Cory Mulcaire Planner I Cliff Bryson	December 31, 2024 COMPLETED & POSTED ON THE WEBSITE ON NOVEMBER 26, 2024.	This workflow will provide transparency and help applicants understand the review process from start to finish. The Town's new permitting system, GovWell, will also provide an overview of the workflow.
Publish estimated review times on the website, indicating how	Building Official Roxanne Jasman Permit Tech II Rita Severson	November 30, 2024	Include a note that these timelines are estimates and that

many working days each step in the workflow is expected to take.	Senior Building Inspector Jon Rivero Planner II Cory Mulcaire Planner I Cliff Bryson	COMPLETED & POSTED ON THE WEBSITE ON DATE.	any delays will be communicated to applicants promptly.
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Project 4: Document Retention & Digitization

Feedback Received:

There have been recurring issues with lost documentation, forcing developers and applicants to resubmit paperwork. Stakeholders have recommended digitizing records to improve efficiency and prevent future losses.

Project Goal:

Create a fully digitized and accessible document retention system to ensure records are securely stored and easily retrievable. This initiative aims to reduce the risk of lost documentation, streamline processes for staff and applicants, and improve overall efficiency by transitioning to digital platforms and centralized storage.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Review Arizona record retention standards and cull documents if/where appropriate.	Building Official Roxanne Jasman Permit Tech II Rita Severson Planner II Cory Mulcaire Code Enforcement Officer Jessica Bolton Town Clerk Leah Rhodes	December 31, 2026 ONGOING, LONG-TERM PROJECT.	Build a detailed plan outlining monthly goals to ensure consistent progress toward this long-term objective.
Digitize physical records and upload them into parcel files on the Town's server, creating a comprehensive digital archive.	Building Official Roxanne Jasman Permit Tech II Rita Severson Planner II Cory Mulcaire Code Enforcement Officer Jessica Bolton Town Clerk Leah Rhodes	December 31, 2026 ONGOING, LONG-TERM PROJECT.	Build a detailed plan outlining monthly goals to ensure consistent progress toward this long-term objective.
Transition all application processes to the online platform	All Community Development Staff	February 28, 2025	Provide comprehensive GovWell training and support to all

GovWell, making it easier for applicants to submit and track their documents digitally.		ONGOING. DEADLINE HAS BEEN EXTENDED TO JUNE 30, 2025.	Community Development staff to ensure a smooth transition. Conduct a thorough migration of existing processes to the platform, with ongoing guidance for staff and troubleshooting resources for effective use.
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Project 5: Financial Transparency & Consistency

Feedback Received:

There have been concerns about the inconsistent application of fees for different projects. Developers and stakeholders are seeking a clearer understanding of how the Town calculates fees and how these fees are applied to various projects.

Project Goal:

Establish a consistent and transparent fee structure that is clearly communicated to developers and the public. This project will ensure that all fees are applied fairly and that the fee assessment process is easily understood through accessible documentation and digital tools.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Develop and publish a comprehensive document that outlines how the Town financially values projects and assesses fees.	Building Official Roxanne Jasman	November 30, 2024 COMPLETED & UPLOADED ONTO THE WEBSITE ON DATE	This document will be posted on the Town's website to ensure clarity and accessibility.

Publish planning, building and zoning related fees on the Community Development website page.	Building Official Roxanne Jasman	November 30, 2024 COMPLETED & UPLOADED ONTO THE WEBSITE ON DATE	Currently, the fee schedule is only accessible under the Finance website page.
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Project 6: Town Facilities Audit

Feedback Received:

Concerns have been raised that the Town's facilities are held to different standards regarding compliance with Town and Building codes, particularly concerning drainage and parking. Stakeholders are seeking assurance that all facilities meet the required standards.

Project Goal:

Conduct a thorough audit of all Town facilities to ensure compliance with relevant Town and Building codes related to drainage and parking. This project aims to identify any discrepancies and develop a plan for remediation to ensure that all facilities are held to the same standards.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Conduct a comprehensive audit of all Town facilities, focusing on compliance with drainage and parking codes.	Town Engineer Bruce Connolly CIP Project Manager Martin Smith Public Works Director Ken Krebbs	February 28, 2025	Specific facilities of concern include the Finance Department, Library, and Sports Complex.
Develop a remediation plan to address any compliance issues identified during the audit, prioritizing financial needs where applicable.	Town Engineer Bruce Connolly CIP Project Manager Martin Smith Public Works Director Ken Krebbs Town Manager Miranda Fisher	March 30, 2025	This plan should outline necessary repairs, estimated costs, and a timeline for implementation.

Project 7: Retention & Detention Standards

Feedback Received:

There is confusion regarding the application of retention and detention standards, leading to inconsistent implementation and uncertainty about when these measures are necessary on specific parcels. Stakeholders seek clearer guidance on these standards.

Project Goal:

Establish clear and consistent guidelines for retention and detention standards, ensuring that all stakeholders understand when these measures are required. This project aims to enhance communication and compliance regarding stormwater management practices in the Town.

Action Items:

Task Description	Responsible Party	Deadline	Resources Needed and/or Additional Information
Develop and publish clear documentation on the website outlining retention and detention standards and their application on parcels.	Town Engineer Bruce Connolly	December 31, 2024 DEADLINE WAS AMENDED TO MARCH 31, 2025. COMPLETED & UPLOADED ON WEBSITE ON MARCH 31, 2025.	Clear documentation on retention and detention standards promotes transparency, aids compliance, and streamlines project planning by providing straightforward guidelines for property management.

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**Meeting Date:** May 21, 2025**Agenda Item Type:**

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

Requesting Department: Town Manager**Staff Resource:** Town Manager Miranda Fisher**Agenda Title:** Presentation of Draft Character Area Maps and Goals/Strategies for the General Plan Update.**Attached Documents:**

- Draft Character Area Maps and Goals/Strategies

Estimated Presentation Time: 10 minutes**Estimated Discussion Time:** 10 minutes**Reviewed By:**

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

Financial Review (if applicable): N/A

- 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:

As part of the General Plan update process, the Technical Advisory Group (TAG) has been working closely with staff to develop draft Character Area maps, goals, and strategies for the Town of Camp Verde. These drafts represent an important milestone in the update process.

At this meeting, staff will provide a presentation on the draft Character Area maps and associated goals and strategies. Following the presentation, we welcome the Commission's feedback and discussion to further refine these drafts.

The TAG will then incorporate Commission comments as we continue to build out the Land Use and Character Areas Element of the updated General Plan.

The Character Area maps and goals/strategies were presented to the Parks & Recreation Commission on May 5th and the Planning and Zoning Commission on May 8th. They have also been uploaded on the Town's website for public review and comment. [General Plan | Town of Camp Verde, AZ](#)

What is a Character Area in a General Plan?

Character Areas are a planning tool used within a General Plan to describe distinct parts of the community that share similar land use patterns, development styles, physical features, and community values. Instead of prescribing specific zoning or regulations, Character Areas provide broad guidance for future land use, development, infrastructure improvements, and design expectations in a way that



Town Council Agenda Information Memorandum

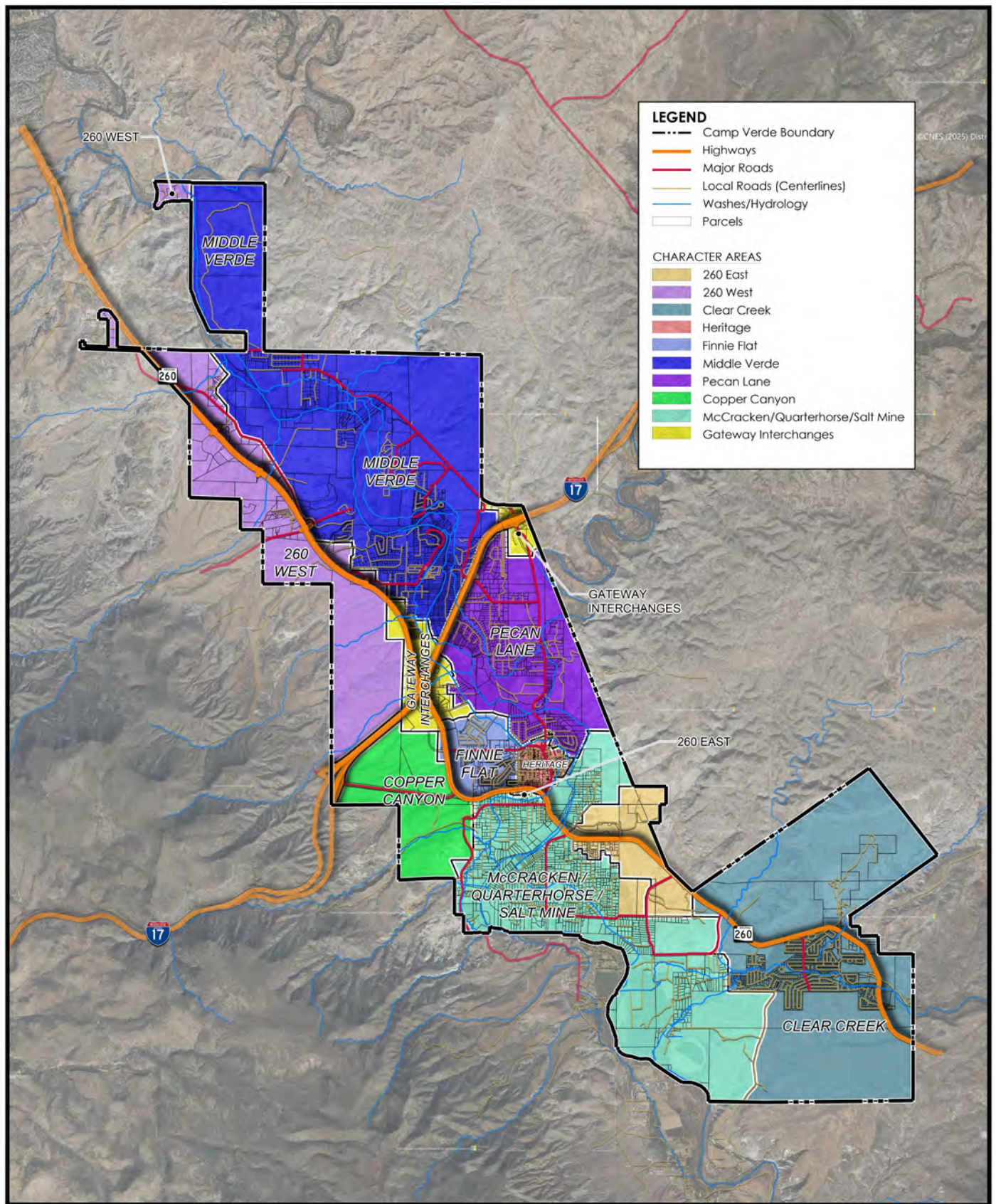
respects the unique identity and vision for each part of the community. They help link land use planning with the community's goals for growth, conservation, and place-making.

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

This work directly supports the FY25–FY30 Strategic Plan goal of promoting sustainable growth and development while preserving the Town's unique character, by providing a clear framework for future land use decisions aligned with community values.

Question(s) before the Council:

- Does the Council have any questions, comments or feedback on the draft General Plan character areas and subsequent goals/strategies?



COMMUNITY DEVELOPMENT DEPARTMENT
473 S. MAIN STREET
CAMP VERDE, ARIZONA 86322
(928) 554-0024

Town Council Regular Session

DATE: 01/30/2025

May 21, 2025

CAMP VERDE

VISION 2050 GENERAL PLAN

CHARACTER AREAS MAP

Page 13 of 180

260 WEST CHARACTER AREA

LEGEND

- Camp Verde Boundary
- 260 West Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial

N

SCALE

0 1500' 3000' 6000'

PlanCampVerde
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COMMUNITY DEVELOPMENT
DEPARTMENT
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(928) 554-0024

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The Town of Camp Verde assumes no responsibility for any errors, omissions, and/or inaccuracies in this mapping product.

260 WEST CHARACTER AREA

Goal #1: Secure funding for extending sewer infrastructure to support development along State Route 260 West.

- **Strategy 1:** Prioritize the extension of sewer infrastructure as part of the Town's capital improvement plan to ensure it is included in long-term planning and budgeting efforts.
 - **Strategy 2:** Apply for state and federal grants, partner with regional entities, and explore loans and bonds as financial options to secure funding for the sewer extension project.
 - **Strategy 3:** Engage with developers and businesses to explore potential partnerships or development agreements that include cost-sharing arrangements to support the extension of sewer services.
-

Goal #2: Ensure sufficient water infrastructure to support business development along State Route 260 West.

- **Strategy 1:** Engage with developers and businesses to explore potential partnerships or development agreements that include cost-sharing arrangements to support sufficient water supply and access.
-

Goal #3: Promote Opportunity Zone and business development.

- **Strategy 1:** Develop strategic marketing materials, including the Opportunity Zone map, to promote the Opportunity Zone, highlight the benefits and boundaries of the zone, ensuring residents, businesses, and investors understand its potential.
 - **Strategy 2:** Partner with state and regional economic development organizations to attract investors and developers to the Opportunity Zone.
 - **Strategy 3:** Actively recruit large-scale retailers that will generate sales tax, attract high traffic and serve both travelers and residents, ensuring these businesses complement the community's needs and long-term economic growth.
 - **Strategy 4:** Actively recruit businesses offering high-wage jobs to enhance economic stability and provide sustainable employment opportunities for residents.
 - **Strategy 5:** Work with regional, state, and federal partners and entities to extend the Opportunity Zone designation and/or its related benefits beyond the current term of 2026.
-

Goal #4: Evaluate the potential for annexation to expand the Town's boundaries and services along State Route 260 West.

- **Strategy 1:** Conduct a comprehensive analysis of the feasibility and benefits of annexing the area along State Route 260 West, considering factors such as infrastructure needs, land use, additional associated costs, and potential for economic development.
 - **Strategy 2:** Engage with property owners and residents in the area to gather input on annexation, addressing concerns and providing information about the benefits and processes involved.
 - **Strategy 3:** Align with broader development goals and long-term infrastructure planning.
-

Goal #5: Design and landscape standards specific to the 260 West Character Area.

- **Strategy 1:** Establish setback requirements and protect key viewsheds by ensuring structures are placed at a sufficient distance from the road and utilizing hillside setbacks and natural ravine contours.
 - **Strategy 2:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 3:** Utilize landscaping and other creative solutions to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #6: Promote higher-density and mixed-use development.

- **Strategy 1:** Encourage mixed-use developments that combine residential units with commercial spaces to enhance livability.
 - **Strategy 2:** Conduct robust engagement with developers and landowners to communicate the Town's vision and identify opportunities for collaboration on higher-density housing.
-

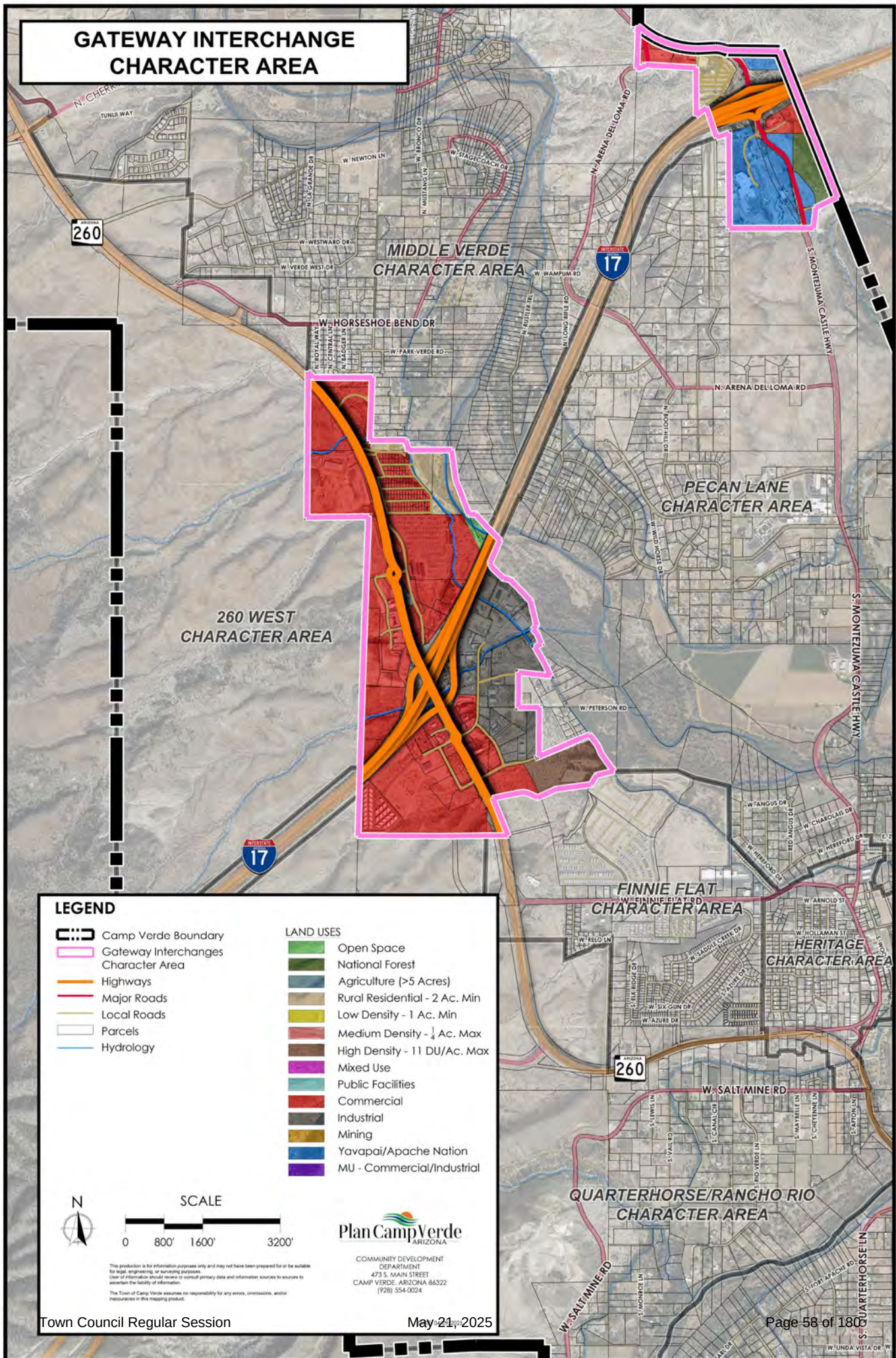
Goal #7: Ensure the execution of current wayfinding efforts.

- **Strategy 1:** Finalize and implement the Town's wayfinding plan with a focus on signage placement along State Route 260 to guide visitors and residents effectively.
 - **Strategy 2:** Protect the viewshed and promote low-impact signage to preserve the natural beauty of the 260 West Character Area.
-

Goal #8: Partner with the Yavapai-Apache Nation on the planning and development of land in the 260 West Character Area.

- **Strategy 1:** Designate a Council member as a liaison to the Yavapai-Apache Nation to ensure consistent communication and collaboration on shared goals.
- **Strategy 2:** Host biannual meetings with the Yavapai-Apache Nation to discuss development progress and address emerging issues collaboratively.
- **Strategy 3:** Encourage development in alignment with the 260 West Character Area particularly commercial development.
- **Strategy 4:** Pursue joint funding opportunities and partnerships to support infrastructure, community projects, and economic development in the 260 West Character Area.
- **Strategy 5:** Collaborate with the Yavapai-Apache Nation to develop and implement tourism and marketing strategies that promote Camp Verde as a premier destination, highlighting the unique cultural and natural assets.
- **Strategy 6:** Leverage the existing Intergovernmental Agreement (IGA) between the Town of Camp Verde and the Yavapai-Apache Nation to guide development efforts and ensure mutual benefits.

GATEWAY INTERCHANGE CHARACTER AREA



LEGEND

- Camp Verde Boundary
- Gateway Interchanges Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE

0 800' 1600' 3200'

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COMMUNITY DEVELOPMENT
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GATEWAY INTERCHANGES CHARACTER AREA

Goal #1: Promote Opportunity Zone and business development.

- **Strategy 1:** Develop strategic marketing materials, including the Opportunity Zone map, to promote the Opportunity Zone, highlight the benefits and boundaries of the zone, ensuring residents, businesses, and investors understand its potential.
 - **Strategy 2:** Partner with state and regional economic development organizations to attract investors and developers to the Opportunity Zone.
 - **Strategy 3:** Identify and recruit quick-service establishments, such as convenience stores, gas stations, and small-scale dining, to generate sales tax and meet the needs of highway travelers and residents.
 - **Strategy 4:** Work with regional, state, and federal partners and entities to extend the Opportunity Zone designation and/or its related benefits beyond the current term of 2026.
-

Goal #2: Design and landscape standards specific to the Gateway Interchanges Character Area.

- **Strategy 1:** Establish comprehensive design and landscaping standards for the Gateway Interchanges, prioritizing a visually cohesive and welcoming environment.
 - **Strategy 2:** Implement setback requirements in the Town's Zoning Ordinance ensuring structures are placed a sufficient distance from the road to maintain open sightlines and improve traffic safety.
 - **Strategy 3:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 4:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #3: Ensure the execution of current wayfinding efforts.

- **Strategy 1:** Finalize and implement the Town's wayfinding plan with a focus on signage placement along State Route 260 to guide visitors and residents effectively.
 - **Strategy 2:** Protect the viewshed and promote low-impact signage to preserve the natural beauty of the Gateway Interchanges.
-

Goal #4: Promote public art to enhance the gateway's appeal.

- **Strategy 1:** Commission art installations, such as sculptures or murals, that reflect the cultural heritage and natural beauty of Camp Verde.

- **Strategy 2:** Partner with local artists and schools to create temporary or permanent art displays within the Gateway Interchanges.
 - **Strategy 3:** Use public-private partnerships and/or funding opportunities to fund public art projects without burdening the Town's budget.
 - **Strategy 4:** Work with ADOT to obtain the necessary permits for art installations within the Gateway Interchanges Character Area to ensure compliance with state regulations.
-

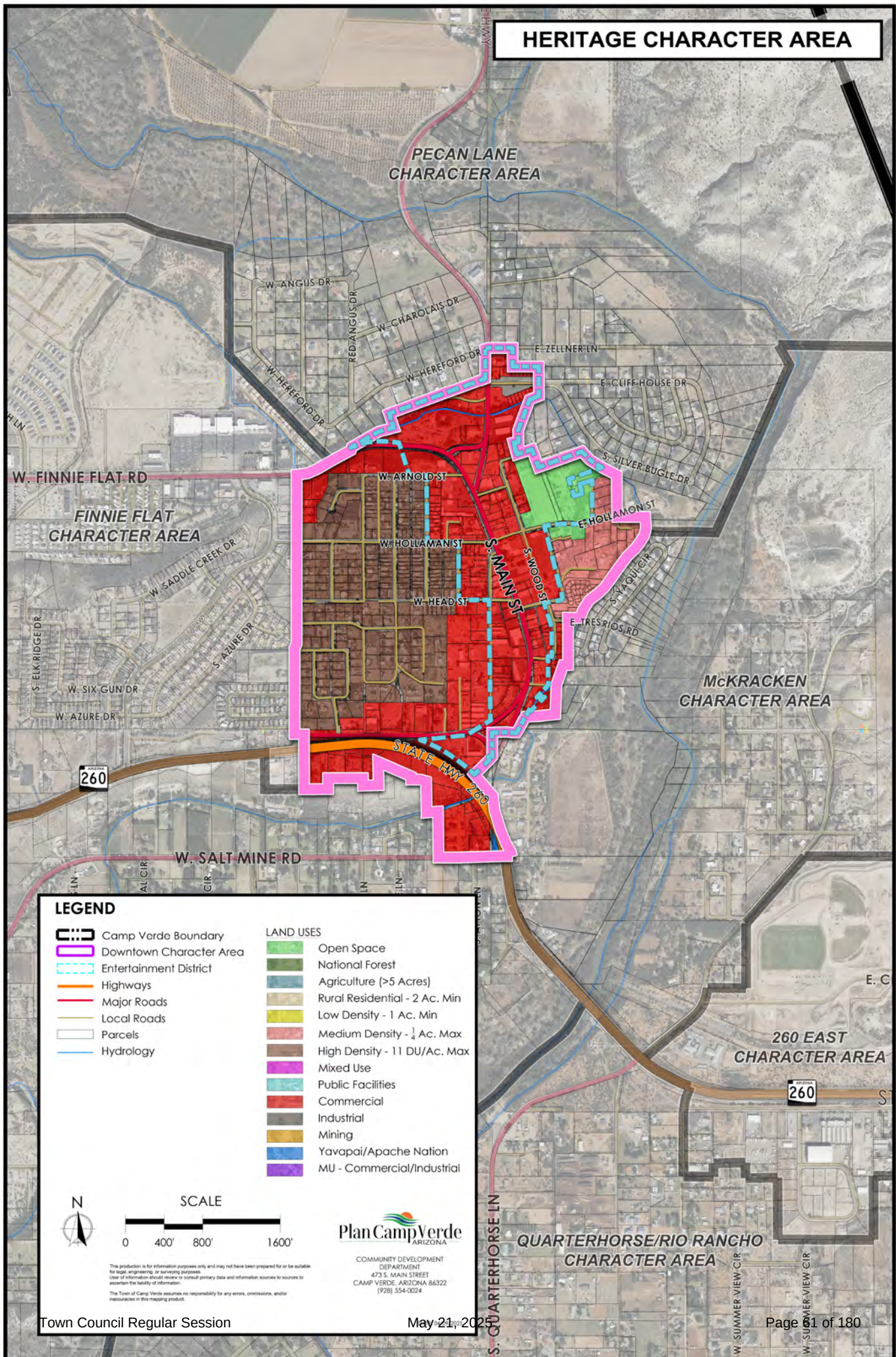
Goal #5: Partner with ADOT to address safety and infrastructure challenges in the Gateway Interchanges.

- **Strategy 1:** Conduct a joint traffic study with ADOT to assess safety issues and recommend improvements for areas such as the I-17 exits and the roundabout at State Route 260 and Industrial Drive.
 - **Strategy 2:** Pursue state and federal funding opportunities to implement safety enhancements such as additional signage, lighting, or road markings.
 - **Strategy 3:** Collaborate with ADOT on long-term infrastructure planning to accommodate future growth and ensure the Gateway Interchanges meets regional transportation needs.
-

Goal #6: Partner with the Yavapai-Apache Nation on the planning and development of land in the Gateway Interchanges Character Area.

- **Strategy 1:** Designate a Council member as a liaison to the Yavapai-Apache Nation to ensure consistent communication and collaboration on shared goals.
- **Strategy 2:** Host biannual meetings with the Yavapai-Apache Nation to discuss development progress and address emerging issues collaboratively.
- **Strategy 3:** Encourage development in alignment with the Gateway Interchanges Character Area particularly commercial development.
- **Strategy 4:** Pursue joint funding opportunities and partnerships to support infrastructure, community projects, and economic development in the Gateway Interchanges Character Area.
- **Strategy 5:** Collaborate with the Yavapai-Apache Nation to develop and implement tourism and marketing strategies that promote Camp Verde as a premier destination, highlighting the unique cultural and natural assets of both communities.
- **Strategy 6:** Leverage the existing Intergovernmental Agreement (IGA) between the Town of Camp Verde and the Yavapai-Apache Nation to guide development efforts and ensure mutual benefits.

HERITAGE CHARACTER AREA



HERITAGE CHARACTER AREA

Goal #1: Cultivate a vibrant and dynamic downtown Heritage Character Area built for our community, shared with visitors and resulting in increased Town revenue

- **Strategy 1:** Establish a unique brand that highlights the Heritage area, specifically the cultural, historical, and community assets.
 - **Strategy 2:** Launch a comprehensive marketing campaign to attract new businesses promote existing ones and generate more retail and restaurant spending in the Heritage Character Area.
 - **Strategy 3:** Encourage locally owned and independent small business development and expansion in the Heritage Character Area. .
 - **Strategy 4:** Encourage the development of short-term lodging options, such as boutique hotels in the Heritage Character Area to accommodate tourists and encourage overnight stays.
 - **Strategy 5:** Host regular community events such as farmers' markets, art walks, and music festivals to increase foot traffic, promote local businesses, and create a lively atmosphere.
 - **Strategy 6:** Collaborate with local artists and organizations to install public art, street murals, and other creative enhancements that make the Heritage Character Area visually appealing and a destination for visitors.
 - **Strategy 7:** Provide grants or low-interest loans to encourage entrepreneurship, small business development, renovations to properties, and the revitalization of vacant or underused properties, prioritizing businesses that enhance the entertainment and cultural offerings of the Heritage Character Area.
-

Goal #2: Design and landscape standards specific to the Heritage Character Area.

- **Strategy 1:** Create and implement a downtown beautification, streetscaping, façade, and landscaping plan to enhance the area's visual appeal and ensure cohesive design standards, focusing on maintaining architectural consistency, preserving historical elements, and promoting walkability and greenery.
 - **Strategy 2:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 3:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
 - **Strategy 4:** Explore the potential for creating a Historic District with enhanced preservation guidelines to maintain the authenticity of historic buildings and strengthen the Heritage Character Area's unique identity.
-

Goal #3: Encourage the development of a Heritage Character Area association.

- **Strategy 1:** Support key Heritage Character Area stakeholders, including business owners, residents, and organizations, in organizing a meeting to establish an association and define its goals and priorities.
 - **Strategy 2:** Collaborate with the community organizations and partners to provide resources and guidance that can assist the Heritage Character Area association in driving economic growth and supporting downtown businesses.
 - **Strategy 3:** Encourage the downtown association to promote the Heritage Character Area as a vibrant place to work, develop, and visit, showcasing its unique attributes and fostering community pride.
-

Goal #4: Secure additional Main Street funding to work on the roadway and infrastructure.

- **Security 1:** Secure additional funding for infrastructure improvements, such as streetscape improvements, enhanced dark sky compliant lighting, pedestrian walkways, and public gathering spaces, to create an inviting environment for events, businesses, and entertainment.
 - **Strategy 2:** Submit funding requests to state and federal funding sources that focus on revitalization, transportation, infrastructure, and development.
 - **Strategy 3:** Collaborate with regional organizations and entities to identify additional funding opportunities and form partnerships that can pool resources for infrastructure improvements.
-

Goal #5: Town of Camp Verde to complete a facility study to assess moving Town and other non-related commercial facilities off Main Street and opening those spaces for retail.

- **Strategy 1:** Conduct a comprehensive facility study that evaluates the potential benefits and challenges of relocating Town facilities off Main Street and the impact on revitalization of the Heritage Character Area.
 - **Strategy 2:** Collaborate with Copper Canyon Fire and Medical Department and religious institutions to assess the feasibility and benefits of relocating their facility off Main Street, aligning their transition with the broader revitalization efforts.
 - **Strategy 3:** Engage the public and businesses in the planning process by collecting feedback on how moving Town facilities could benefit the Heritage Character Area .
 - **Strategy 4:** Partner with developers, businesses, and property owners to explore potential retail and commercial uses for the available spaces, ensuring that the transition adds value to the Heritage Character Area .
-

Goal #6: Ensure the execution of current wayfinding efforts.

- **Strategy 1:** Finalize and implement the Town's wayfinding plan with a focus on signage placement along Main Street to guide visitors and residents effectively.
-

Goal #7: Enhance the Heritage Character Area's bike and pedestrian friendliness.

- **Strategy 1:** Expand sidewalks, crosswalks, and bike lanes to ensure safe and accessible pathways for pedestrians and cyclists.
 - **Strategy 2:** Install additional bike racks and pedestrian amenities, such as benches, shaded areas, and water fountains, to encourage alternative transportation and walkability.
 - **Strategy 3:** Collaborate with organizations and community members to host events like walking tours to promote active transportation.
 - **Strategy 4:** Implement traffic-calming measures, such as reduced speed limits, raised crosswalks, and curb extensions, to create a safer and more inviting environment for pedestrians and cyclists.
 - **Strategy 5:** Pursue grant opportunities and partnerships to fund bike and pedestrian infrastructure improvements and maintenance.
-

Goal #8: Evaluate and expand parking options.

- **Strategy 1:** Conduct a parking needs assessment to determine current and future demand for parking in the Heritage Character Area, taking into account increased tourism, events, ADA-accessible parking, and new development.
 - **Strategy 2:** Identify underutilized spaces or vacant lots that could be repurposed or developed into additional parking areas, including opportunities for multi-use parking structures.
 - **Strategy 3:** Explore partnerships with private property owners and businesses to create shared parking solutions.
 - **Strategy 4:** Secure funding for parking expansion projects through grants, public-private partnerships, or Town budget allocations.
 - **Strategy 5:** Incorporate wayfinding signage to direct visitors to available parking areas, improving accessibility and reducing congestion.
 - **Strategy 6:** Create and maintain a parking inventory.
-

Goal #9: Increase the number and variety of events in the Heritage Character Area.

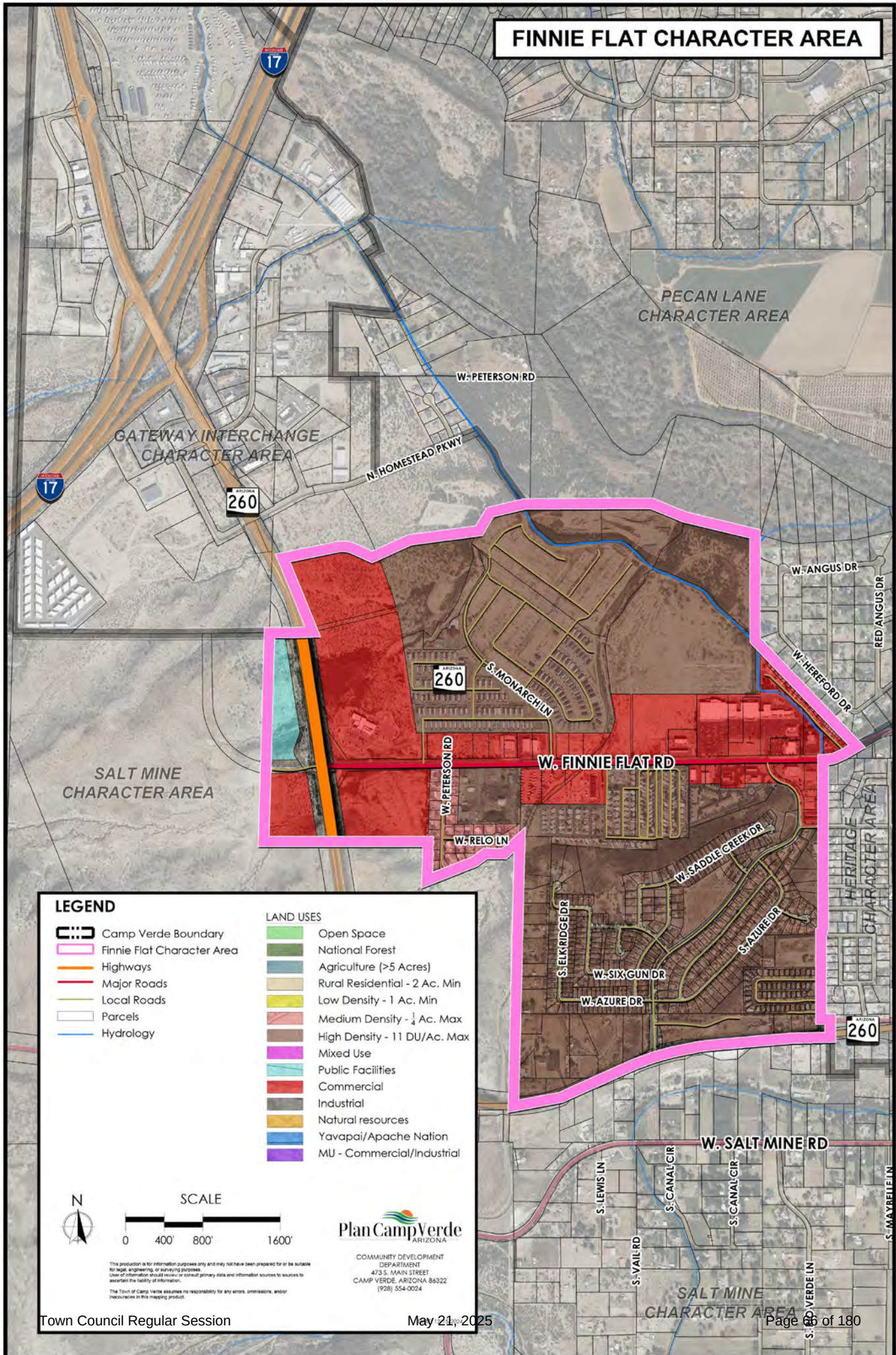
- **Strategy 1:** Develop an annual events calendar that includes diverse activities such as seasonal festivals, art shows, live music, cultural celebrations, and family-friendly gatherings to attract both residents and visitors.

- **Strategy 2:** Partner with businesses, organizations, and the Yavapai-Apache Nation to create collaborative events that reflect the unique character and heritage of Camp Verde.
 - **Strategy 3:** Promote events through targeted marketing campaigns, including social media, publications, and partnerships with regional tourism organizations, to maximize attendance and visibility.
-

Goal #10: Partner with the Yavapai-Apache Nation on the development of land in the Heritage Character Area.

- **Strategy 1:** Designate a Council member as a liaison to the Yavapai-Apache Nation to ensure consistent communication and collaboration on shared goals.
- **Strategy 2:** Host biannual meetings with the Yavapai-Apache Nation to discuss development progress and address emerging issues collaboratively.
- **Strategy 3:** Pursue joint grant opportunities and funding sources to support infrastructure and community projects in the Heritage Character Area.
- **Strategy 4:** Collaborate with the Yavapai-Apache Nation to develop and implement tourism and marketing strategies that promote Camp Verde as a premier destination, highlighting the unique cultural and natural assets of both communities.
- **Strategy 5:** Leverage the existing Intergovernmental Agreement (IGA) between the Town of Camp Verde and the Yavapai-Apache Nation to guide development efforts and ensure mutual benefits.

FINNIE FLAT CHARACTER AREA



LEGEND

- Camp Verde Boundary
- Finnie Flat Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Natural resources
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE



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FINNIE FLAT CHARACTER AREA

Goal #1: Foster smaller commercial development.

- **Strategy 1:** Encourage independent businesses development and expansion that caters to residents.
 - **Strategy 2:** Collaborate and engage with community stakeholders to actively promote Finnie Flat as a prime location for more localized businesses that meet the specific needs of the community.
 - **Strategy 3:** Engage with regional healthcare providers and developers to discuss opportunities for expanding or establishing healthcare-related facilities in the Finnie Flat Character Area, specifically near the Northern Arizona Healthcare center on the corner of Finnie Flat and State Route 260.
-

Goal #2: Connect to upcoming sidewalks to ensure multi-modal connectivity on both sides of Finnie Flat.

- **Strategy 1:** Conduct a connectivity analysis to identify key gaps in the sidewalk network, prioritize projects, and evaluate opportunities to provide connectivity points to surrounding character areas.
 - **Strategy 2:** Secure funding through state and federal transportation grants, and/or partnerships with developers, to complete the sidewalk network.
 - **Strategy 3:** Work with property owners along Finnie Flat to obtain necessary easements for sidewalk development.
 - **Strategy 4:** Install pedestrian-friendly features such as crosswalks, bike lanes, and signage to improve safety and accessibility for all users.
-

Goal #3: Ensure the execution of current wayfinding efforts.

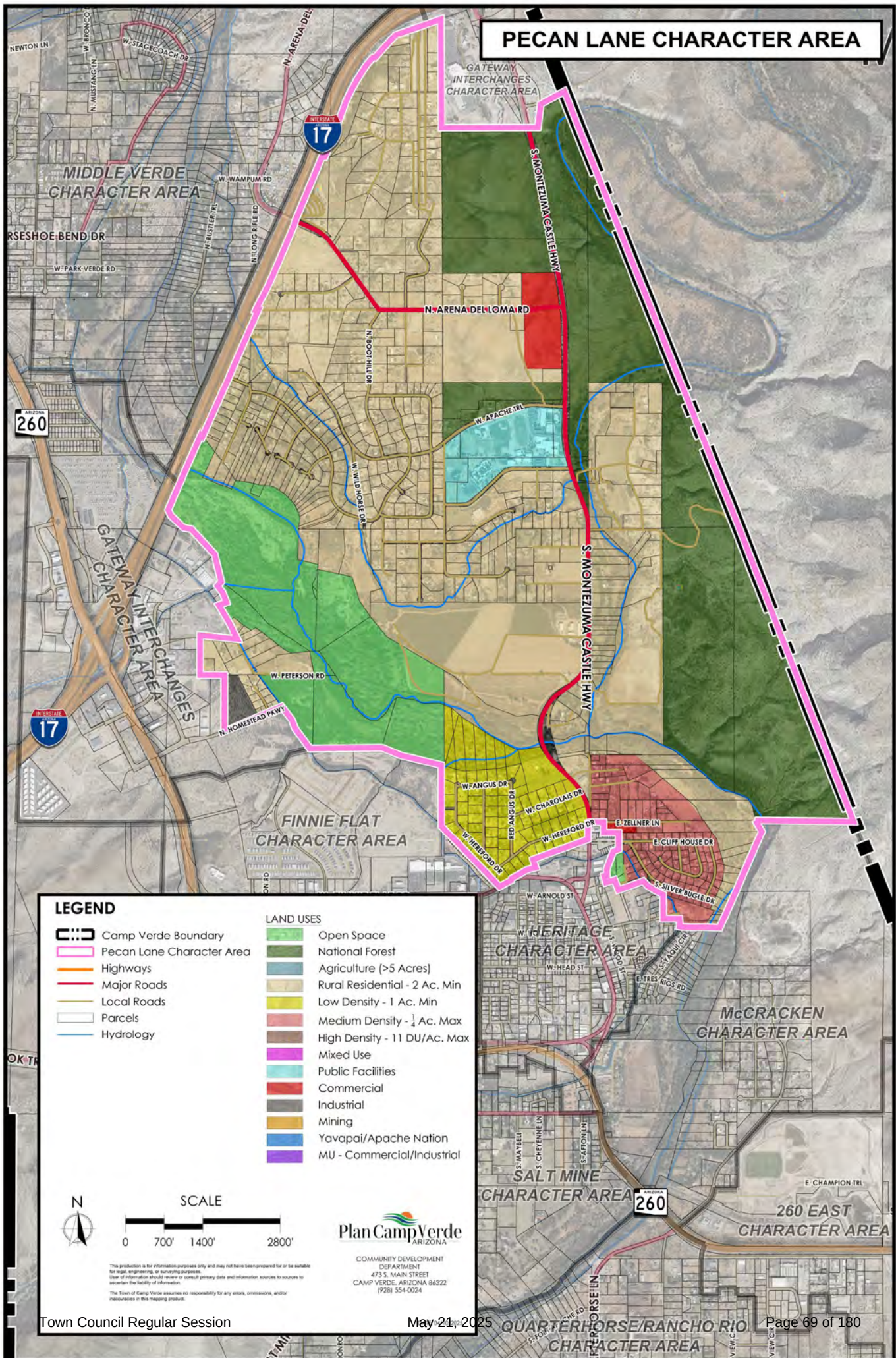
- **Strategy 1:** Finalize and implement the Town's wayfinding plan with a focus on signage placement along Finnie Flat to guide visitors and residents effectively.
-

Goal #4: Design and landscape standards specific to the Finnie Flat character area.

- **Strategy 1:** Implement setback requirements in the Town's Zoning Ordinance ensuring structures are placed a sufficient distance from the road to maintain open sightlines, improve traffic safety, and preserve the visual integrity of the Finnie Flat Character Area.
- **Strategy 2:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.

- **Strategy 3:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.

PECAN LANE CHARACTER AREA



LEGEND

- Camp Verde Boundary
- Pecan Lane Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE

0 700' 1400' 2800'

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PECAN LANE CHARACTER AREA

Goal #1: Preserve the agricultural and historical significance of Pecan Lane.

- **Strategy 1:** Use the existing Visit Camp Verde website as a platform to expand content about Pecan Lane, linking it to other historic and cultural sites in the region to educate residents and visitors about its significance.
 - **Strategy 2:** Identify and map all land used for agricultural purposes so future residents understand neighboring land uses.
 - **Strategy 3:** Evaluate and adopt protections and incentives to promote and preserve agricultural uses.
 - **Strategy 4:** Develop public education campaigns that highlight the importance of agriculture to the community's identity and economy, reinforcing its role in Camp Verde's heritage.
-

Goal #2: Preserve the rural residential character of the area.

- **Strategy 1:** Review and revise zoning regulations to ensure they reflect the desired rural residential character, including larger lot sizes, open spaces, and limits on urban development.
 - **Strategy 2:** Encourage new housing developments to mirror the character, scale, and design of existing neighborhoods to maintain consistency and preserve the rural feel.
 - **Strategy 3:** Promote and support the establishment of farm stands to encourage local agriculture, preserve open spaces, and provide residents access to fresh, locally-grown produce.
-

Goal #3: Promote multi-modal transportation through the development of a walk/bike lane.

- **Strategy 1:** Conduct a feasibility study to identify optimal locations for walk/bike lanes, considering safety, connectivity, and access to key community areas.
 - **Strategy 2:** Secure funding through Town budgeted funds, state and federal grants, and/or public-private partnerships to build the infrastructure, with a current focus on obtaining funding for a walk/bike lane along Montezuma Castle Highway from Main Street to the schools.
 - **Strategy 3:** Install clear signage and markings for walk/bike lanes to ensure safety and usability and implement regular maintenance schedules to keep them in good condition.
 - **Strategy 4:** Design and construct a safe, well-marked crosswalk across Montezuma Castle Highway, accommodating pedestrians, cyclists, and equestrians to provide safe access to Forest Service land.
-

Goal #4: Design and landscape standards specific to the Pecan Lane Character Area.

- **Strategy 1:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 2:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #5: Protect the river and tributary corridors.

- **Strategy 1:** Develop a River Corridor Overlay District to encourage conservation easements for properties along the river and its tributaries, and provide resources for landowners to participate.
 - **Strategy 2:** Create and implement a Rural Water Management Plan overseen by a committee appointed by the Town Manager. The committee will monitor river health and guide sustainable practices for water use.
 - **Strategy 3:** Prioritize the implementation of the 2016 Verde River Recreation Management Plan, incorporating updated goals as necessary to align with community needs.
 - **Strategy 4:** Identify and secure funding through budget allocations, grants, and/or partnerships to enhance river access points for recreation. Collaborate with organizations to design and develop safe, eco-friendly trail access systems.
 - **Strategy 5:** Promote educational workshops and partnerships with organizations to inform residents about river conservation and sustainable water management.
-

Goal #6: Partner with the Yavapai-Apache Nation on the development of land in the Pecan Lane Character Area.

- **Strategy 1:** Designate a Council member as a liaison to the Yavapai-Apache Nation to ensure consistent communication and collaboration on shared goals.
- **Strategy 2:** Host biannual meetings with the Yavapai-Apache Nation to discuss development progress and address emerging issues collaboratively.
- **Strategy 3:** Pursue joint grant opportunities and funding sources to support infrastructure and community projects in the Pecan Lane Character Area.
- **Strategy 4:** Collaborate with the Yavapai-Apache Nation to develop and implement tourism and marketing strategies that promote Camp Verde as a premier destination, highlighting the unique cultural and natural assets of both communities.
- **Strategy 5:** Leverage the existing Intergovernmental Agreement (IGA) between the Town of Camp Verde and the Yavapai-Apache Nation to guide development efforts and ensure mutual benefits.

MIDDLE VERDE CHARACTER AREA

260 WEST
CHARACTER
AREA

GATEWAY
INTERCHANGE
CHARACTER
AREA

260 WEST
CHARACTER AREA

PECAN LANE
CHARACTER
AREA

260 WEST
CHARACTER AREA

GATEWAY
INTERCHANGE
CHARACTER AREA

FINNIE FLAT
CHARACTER AREA

LEGEND

-  Camp Verde Boundary
-  Middle Verde Character Area
-  Highways
-  Major Roads
-  Local Roads
-  Parcels
-  Hydrology

LAND USES

-  Open Space
-  National Forest
-  Agriculture (>5 Acres)
-  Rural Residential - 2 Ac. Min
-  Low Density - 1 Ac. Min
-  Medium Density - 1/4 Ac. Max
-  High Density - 11 DU/Ac. Max
-  Mixed Use
-  Public Facilities
-  Commercial
-  Industrial
-  Mining
-  Yavapai/Apache Nation
-  MU - Commercial/Industrial



SCALE

0 1200' 2400' 4800'



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MIDDLE VERDE CHARACTER AREA

Goal #1: Maintain and protect the agricultural character of the area.

- **Strategy 1:** Identify and map all land used for agricultural purposes for future residents to understand neighboring land uses.
 - **Strategy 2:** Evaluate and adopt protections and incentives to promote and preserve agricultural uses.
 - **Strategy 3:** Develop public education campaigns highlighting the importance of agriculture to the community's identity and economy.
-

Goal #2: Preserve the rural residential character of the area.

- **Strategy 1:** Review and revise zoning regulations to ensure they reflect the desired rural residential character, including larger lot sizes, open spaces, and limits on urban development.
 - **Strategy 2:** Encourage new housing developments to mirror the character, scale, and design of existing neighborhoods to maintain consistency and preserve the rural feel.
-

Goal #3: Design and landscape standards specific to the Middle Verde Character Area.

- **Strategy 1:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 2:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #4: Protect the river and tributary corridors.

- **Strategy 1:** Develop a River Corridor Overlay District to encourage conservation easements for properties along the river and its tributaries, and provide resources for landowners to participate.
- **Strategy 2:** Create and implement a Rural Water Management Plan overseen by a committee appointed by the Town Manager. The committee will monitor river health and guide sustainable practices for water use.
- **Strategy 3:** Prioritize the implementation of the 2016 Verde River Recreation Management Plan, incorporating updated goals as necessary to align with community needs.
- **Strategy 4:** Identify and secure funding through budget allocations, grants, and/or partnerships to enhance river access points for recreation. Collaborate with Verde Front to design and develop safe, eco-friendly trail access systems.

- **Strategy 5:** Promote educational workshops and partnerships with organizations to inform residents about river conservation and sustainable water management.
-

Goal #5: Promote multi-modal transportation through the development of a walk/bike lane.

- **Strategy 1:** Conduct a feasibility study to identify optimal locations for walk/bike lanes, considering safety, connectivity, and access to key community areas.
 - **Strategy 2:** Secure funding through Town budgeted funds, state and federal grants, and/or public-private partnerships to build the infrastructure.
 - **Strategy 3:** Install clear signage and markings for walk/bike lanes to ensure safety and usability and implement regular maintenance schedules to keep them in good condition.
-

Goal #6: Develop a centralized trail system to access the White Hills.

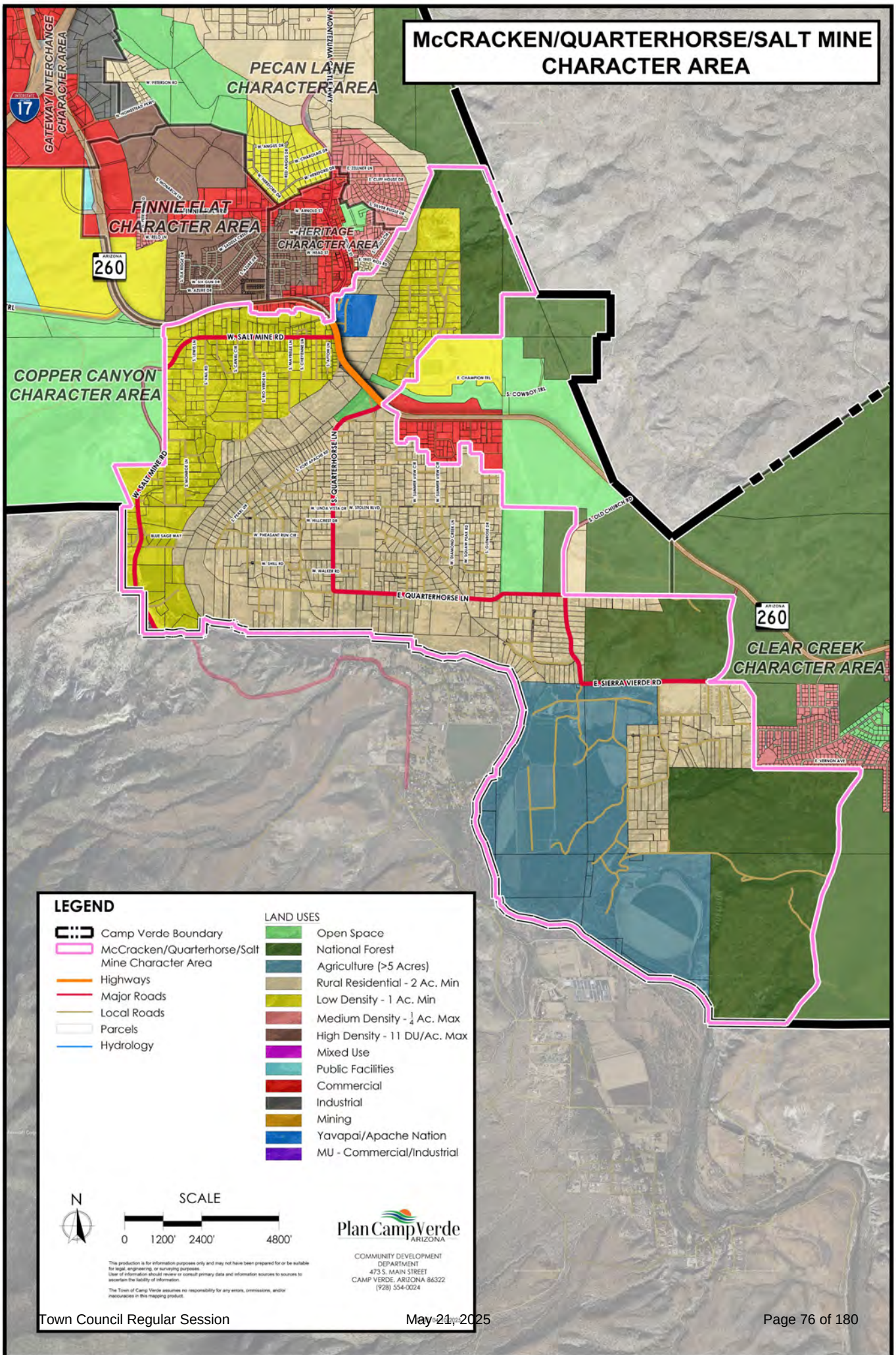
- **Strategy 1:** Collaborate with stakeholders, including Verde Front and neighboring property owners, to determine the best trail alignment and access points.
 - **Strategy 2:** Secure funding through Town budgets, grants, and/or partnerships with organizations focused on outdoor recreation.
 - **Strategy 3:** Design trails that are sustainable and minimally invasive, prioritizing the preservation of natural habitats and scenic views.
 - **Strategy 4:** Create informational signage along trails to educate users about the natural history, geology, and cultural significance of the White Hills.
 - **Strategy 5:** Establish partnerships with volunteer groups for ongoing trail maintenance and improvement.
-

Goal #7: Partner with the Yavapai-Apache Nation on the development of land in the Middle Verde Character Area.

- **Strategy 1:** Designate a Council member as a liaison to the Yavapai-Apache Nation to ensure consistent communication and collaboration on shared goals.
- **Strategy 2:** Host biannual meetings with the Yavapai-Apache Nation to discuss development progress and address emerging issues collaboratively.
- **Strategy 3:** Pursue joint grant opportunities and funding sources to support infrastructure and community projects in the Middle Verde Character Area.
- **Strategy 4:** Collaborate with the Yavapai-Apache Nation to develop and implement tourism and marketing strategies that promote Camp Verde as a premier destination, highlighting the unique cultural and natural assets of both communities.

- **Strategy 5:** Leverage the existing Intergovernmental Agreement (IGA) between the Town of Camp Verde and the Yavapai-Apache Nation to guide development efforts and ensure mutual benefits.

McCRACKEN/QUARTERHORSE/SALT MINE CHARACTER AREA



MCCRACKEN/QUARTERHORSE/SALT MINE CHARACTER AREA

Goal #1: Maintain and protect the agricultural character of the area.

- **Strategy 1:** Identify and map all land used for agricultural purposes for future residents to understand neighboring land uses.
 - **Strategy 2:** Evaluate and adopt protections and incentives to promote and preserve agricultural uses.
 - **Strategy 3:** Develop public education campaigns highlighting the importance of agriculture to the community's identity and economy.
-

Goal #2: Preserve the rural residential character of the area.

- **Strategy 1:** Review and revise zoning regulations to ensure they reflect the desired rural residential character, including larger lot sizes, open spaces, and limits on urban development.
 - **Strategy 2:** Encourage new housing developments to mirror the character, scale, and design of existing neighborhoods to maintain consistency and preserve the rural feel.
-

Goal #3: Design and landscape standards specific to the McCracken / Quarterhorse / Salt Mine Character Area.

- **Strategy 1:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 2:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #4: Protect the river and tributary corridors.

- **Strategy 1:** Develop a River Corridor Overlay District to encourage conservation easements for properties along the river and its tributaries, and provide resources for landowners to participate.
- **Strategy 2:** Create and implement a Rural Water Management Plan overseen by a committee appointed by the Town Manager. The committee will monitor river health and guide sustainable practices for water use.
- **Strategy 3:** Prioritize the implementation of the 2016 Verde River Recreation Management Plan, incorporating updated goals as necessary to align with community needs.
- **Strategy 4:** Identify and secure funding through budget allocations, grants, and/or partnerships to enhance river access points for recreation. Collaborate with Verde Front to design and develop safe, eco-friendly trail access systems.

- **Strategy 5:** Promote educational workshops and partnerships with organizations to inform residents about river conservation and sustainable water management.
-

Goal #5: Promote multi-modal transportation through the development of a walk/bike lane.

- **Strategy 1:** Conduct a feasibility study to identify optimal locations for walk/bike lanes, considering safety, connectivity, and access to key community areas.
- **Strategy 2:** Secure funding through Town budgeted funds, state and federal grants, and/or public-private partnerships to build the infrastructure.
- **Strategy 3:** Install clear signage and markings for walk/bike lanes to ensure safety and usability and implement regular maintenance schedules to keep them in good condition.

COPPER CANYON CHARACTER AREA

260 WEST
CHARACTER AREA

GATEWAY INTERCHANGE
CHARACTER AREA

FINNIE FLAT
CHARACTER AREA

17

260

N. HOMESTEAD PKWY
W. PETERSON RD

W. RELO LN

W. GENERAL CROOK TRL

W. SALT MINE RD

McCRACKEN/
QUARTERHORSE/
SALT MINE
CHARACTER AREA

LEGEND

- Camp Verde Boundary
- Copper Canyon Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE

0 500' 1000' 2000'

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COPPER CANYON CHARACTER AREA

Goal #1: Promote outdoor recreation through collaboration with the Forest Service and other stakeholders to enhance and develop recreational assets.

- **Strategy 1:** Work with the Forest Service and other stakeholders to assess existing recreational facilities and identify opportunities for new development, ensuring public access while preserving natural resources.
 - **Strategy 2:** Explore opportunities for joint grant applications and funding sources to enhance recreational infrastructure.
-

Goal #2: Ensure the execution of current wayfinding efforts to enhance accessibility and navigation.

- **Strategy 1:** Finalize and implement the Town's wayfinding plan, focusing on strategic signage placement along State Route 260 to guide visitors and residents to the Copper Canyon area.
 - **Strategy 2:** Protect the viewshed by using low-impact signage that blends with the natural surroundings, maintaining the scenic integrity of the area.
 - **Strategy 3:** Install directional signage within the character area to guide people to different recreational assets, including trails and key historical landmarks.
-

Goal #3: Preserve open space and educate the community on environmental stewardship

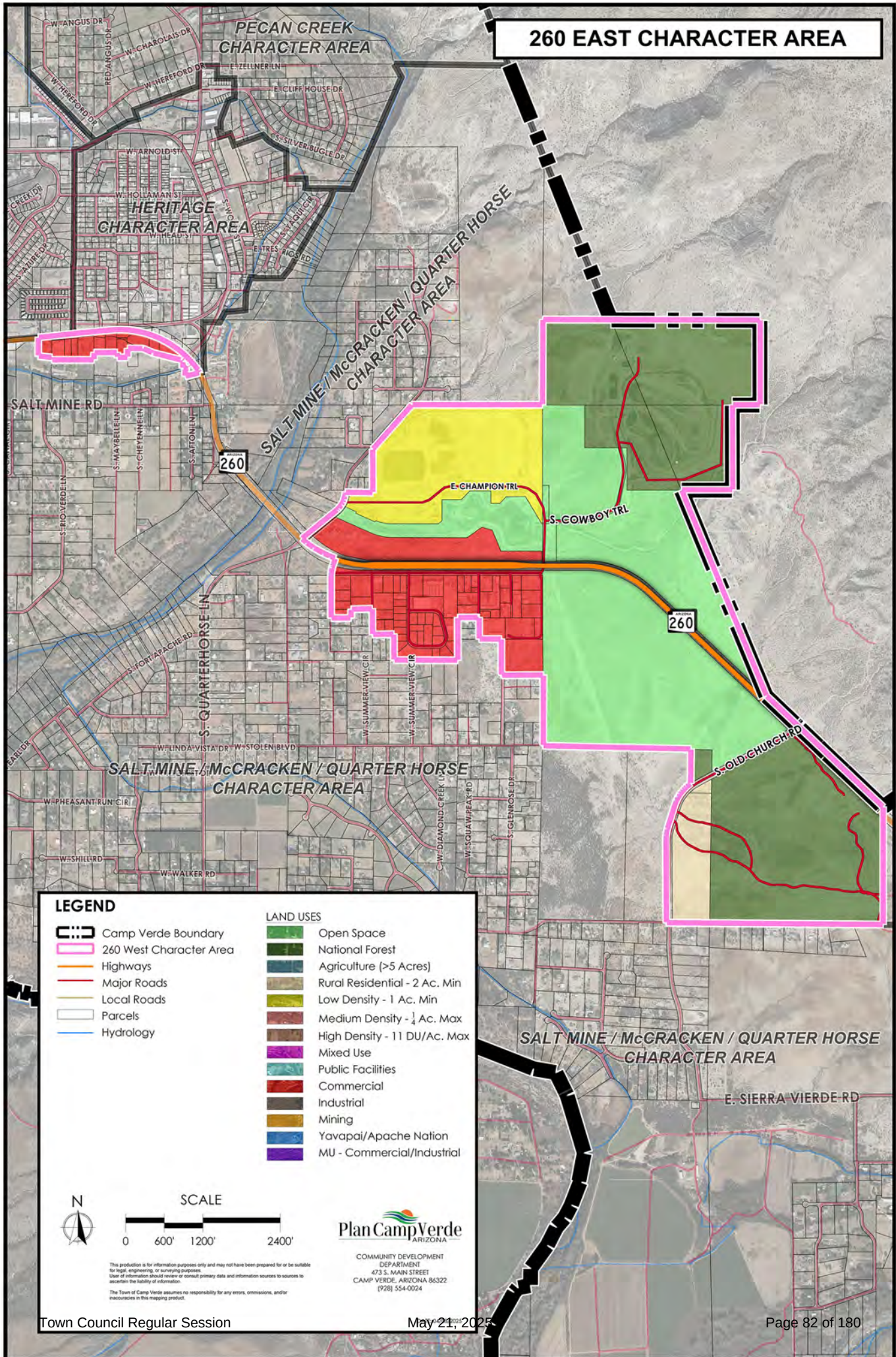
- **Strategy 1:** Develop educational programs and workshops on topics such as responsible recreation, Leave No Trace principles, and habitat conservation.
 - **Strategy 2:** Install interpretive signage along trails to inform visitors about local ecosystems, wildlife, and historical significance.
 - **Strategy 3:** Collaborate with municipalities, state agencies, the U.S. Forest Service, and the Yavapai-Apache Nation to enhance public access to historical and cultural information, improve educational outreach, and highlight current amenities throughout the Verde Valley.
-

Goal #4: Continue to develop the looped trail system.

- **Strategy 1:** Identify and prioritize key trail connections that improve accessibility and enhance the overall user experience.
- **Strategy 2:** Ensure new and existing trails meet sustainable design standards, minimizing environmental impact while maximizing durability and usability.

- **Strategy 3:** Integrate multi-use trails that accommodate hikers, cyclists, and equestrian users while maintaining safe and designated areas for each.

260 EAST CHARACTER AREA



LEGEND

- Camp Verde Boundary
- 260 West Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE



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260 EAST CHARACTER AREA

Goal #1: Develop the character area into a premier recreational hub, offering diverse outdoor activities such as sports, biking, hiking, equestrian trails, and off-highway vehicle recreation.

- **Strategy 1:** Expand and enhance multi-use sports facilities to accommodate a variety of recreational activities and tournaments.
 - **Strategy 2:** Develop and maintain equestrian and off-highway vehicle friendly trails, ensuring accessibility while minimizing environmental impact.
 - **Strategy 3:** Encourage local, regional, and other sports organizations to host tournaments and events in Camp Verde to increase visibility and tourism.
 - **Strategy 4:** Partner with businesses and sponsors to support recreational programming, facility improvements, and community engagement.
-

Goal #2: Ensure the execution of current wayfinding efforts to enhance accessibility and navigation.

- **Strategy 1:** Finalize and implement the Town's wayfinding plan, focusing on strategic signage placement along State Route 260 to guide visitors and residents effectively.
 - **Strategy 2:** Protect the viewshed by using low-impact signage that blends with the natural surroundings, maintaining the scenic integrity of the area.
 - **Strategy 3:** Install directional signage within the character area to guide people to different recreational assets, including trails, sports fields, and key landmarks.
-

Goal #3: Rezone all town-owned public facilities as designated public-use parcels.

- **Strategy 1:** Establish a clear definition of "public facilities" in the zoning ordinance to determine allowable uses and ensure consistency in land use regulations.
 - **Strategy 2:** Identify and rezone all town-owned parcels designated for public use to ensure long-term protection and appropriate development.
-

Goal #4: Establish overlay districts to guide future development.

- **Strategy 1:** Create a Recreation Overlay District to prioritize outdoor and sports-related development while protecting natural resources.
 - **Strategy 2:** Establish an Overlay Recreational Vehicle Park District to accommodate RV travelers and enhance tourism opportunities.
-

Goal #5: Promote business development to support economic growth and community needs.

- **Strategy 1:** Attract and support businesses that complement the recreational and tourism-focused character of the area.
 - **Strategy 2:** Support mixed-use development that integrates retail, dining, and service businesses with recreational amenities.
-

Goal #6: Encourage mixed-use residential and workforce housing to support sustainable growth.

- **Strategy 1:** Promote zoning policies that allow for a mix of residential and commercial uses to create a balanced and vibrant community.
 - **Strategy 2:** Support workforce housing initiatives that provide affordable living options for residents and employees in the area.
 - **Strategy 3:** Ensure that new housing developments align with infrastructure capacity and community needs.
-

Goal #7: Promote multi-modal transportation by developing safe and accessible walk/bike lanes.

- **Strategy 1:** Conduct a feasibility study to identify optimal locations for walk/bike lanes, particularly connecting the Downtown and Finnie Flat areas.
- **Strategy 2:** Secure funding through town budget allocations, state and federal grants, and public-private partnerships for infrastructure improvements.
- **Strategy 3:** Install clear signage and pavement markings to ensure safety and usability of walk/bike lanes, with regular maintenance schedules.
- **Strategy 4:** Establish safe crossing points along State Route 260 to improve pedestrian and cyclist accessibility.
- **Strategy 5:** Work with ADOT to develop a dedicated turn lane into the Sports Complex, improving traffic flow and safety.

CLEAR CREEK CHARACTER AREA

LEGEND

- Camp Verde Boundary
- Clear Creek Character Area
- Highways
- Major Roads
- Local Roads
- Parcels
- Hydrology

LAND USES

- Open Space
- National Forest
- Agriculture (>5 Acres)
- Rural Residential - 2 Ac. Min
- Low Density - 1 Ac. Min
- Medium Density - 1/4 Ac. Max
- High Density - 11 DU/Ac. Max
- Mixed Use
- Public Facilities
- Commercial
- Industrial
- Mining
- Yavapai/Apache Nation
- MU - Commercial/Industrial



SCALE

0 1,000' 2,000' 4,000'

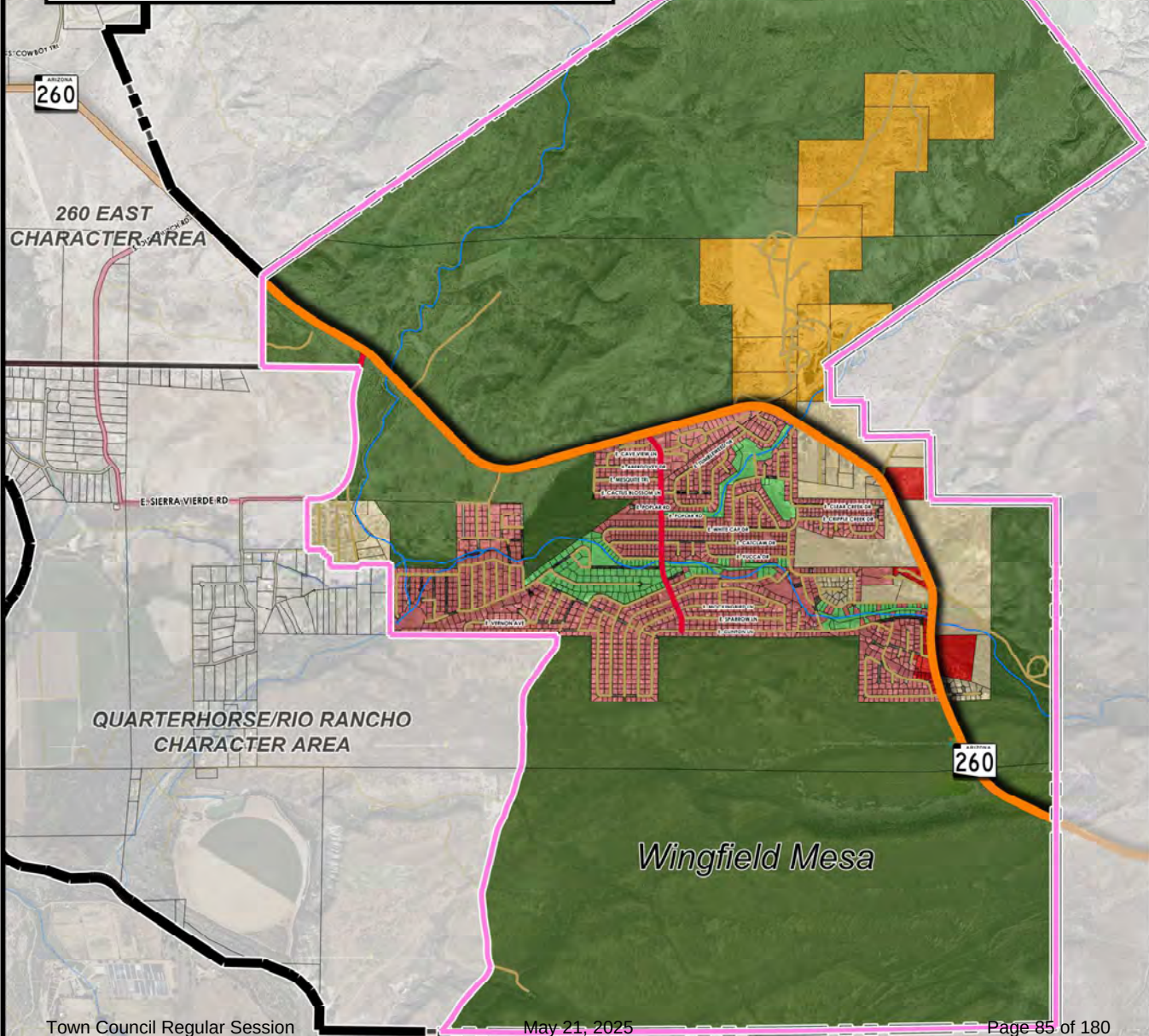


COMMUNITY DEVELOPMENT
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DATE: 12/03/2024

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CLEAR CREEK CHARACTER AREA

Goal #1: Expand trail systems to showcase the area's natural beauty and improve access to existing hiking trails.

- **Strategy 1:** Establish public-private partnerships to provide responsible public access to petroglyph sites while ensuring their protection and preservation.
 - **Strategy 2:** Develop and enhance trails that connect to existing regional hiking networks, ensuring sustainable and environmentally sensitive design.
-

Goal #2: Maintain and protect the residential and agricultural character of the area.

- **Strategy 1:** Encourage single-family residential development while promoting higher-density housing closer to State Route 260 East and lower-density housing further into the character area.
 - **Strategy 2:** Identify and map all land used for agricultural purposes for future residents to understand neighboring land uses.
 - **Strategy 3:** Evaluate and adopt protections and incentives to promote and preserve agricultural uses.
 - **Strategy 4:** Develop public education campaigns highlighting the importance of agriculture to the community's identity and economy.
-

Goal #3: Protect the river and tributary corridors.

- **Strategy 1:** Develop a River Corridor Overlay District to encourage conservation easements for properties along the river and its tributaries, and provide resources for landowners to participate.
 - **Strategy 2:** Create and implement a Rural Water Management Plan overseen by a committee appointed by the Town Manager. The committee will monitor river health and guide sustainable practices for water use.
 - **Strategy 3:** Prioritize the implementation of the 2016 Verde River Recreation Management Plan, incorporating updated goals as necessary to align with community needs.
 - **Strategy 4:** Identify and secure funding through budget allocations, grants, and/or partnerships to enhance river access points for recreation. Collaborate with Verde Front to design and develop safe, eco-friendly trail access systems.
 - **Strategy 5:** Promote educational workshops and partnerships with organizations to inform residents about river conservation and sustainable water management.
-

Goal #4: Design and landscape standards specific to the Clear Creek Character Area.

- **Strategy 1:** Incorporate sustainable landscape practices, such as drought-resistant plants and water-efficient irrigation systems, to enhance the environmental appeal of the area while maintaining aesthetic consistency.
 - **Strategy 2:** Utilize landscaping to create buffers between different development and use types, providing separation and protection for sensitive land uses while promoting appropriate transitions.
-

Goal #5: Protect the floodway.

- **Strategy 1:** The Town will continue to accept gifted parcels within the floodway to ensure their long-term protection and prevent inappropriate development.
 - **Strategy 2:** Provide educational resources and outreach programs to inform property owners about building restrictions, flood mitigation strategies, and the environmental importance of floodplain areas.
 - **Strategy 3:** Collaborate with regional and state agencies to enhance flood protection measures and promote sustainable land use practices.
-

Goal #6: Rezone town-owned parcels for open space preservation.

- **Strategy 1:** Identify and rezone appropriate town-owned parcels, specifically in the floodway, to ensure their long-term conservation as open space.
 - **Strategy 2:** Develop management plans for designated open space areas that balance recreation, conservation, and community needs.
-

Goal #7: Promote multi-modal transportation through the development of a walk/bike lane.

- **Strategy 1:** Conduct a feasibility study to identify optimal locations for walk/bike lanes considering safety, connectivity, and access to key community areas.
 - **Strategy 2:** Secure funding through Town budgeted funds, state and federal grants, and/or public-private partnerships to build the infrastructure.
 - **Strategy 3:** Install clear signage and markings for walk/bike lanes to ensure safety and usability and implement regular maintenance schedules to keep them in good condition.
-

Goal #8: Support the Verde Lakes Recreation Corporations development and use of the Verde Lakes Ponds.

- **Strategy 1:** Execute the objectives outlined in the Verde Lakes Strategic Plan.
- **Strategy 1:** Partner with community organizations and event planners to facilitate outdoor recreational and educational events at Verde Lakes.

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Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers

Agenda Title: Discussion, consideration & possible approval of Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.

Attached Documents:

- Resolution 2025-1177
- FY26 Proposed Town Fees Schedule
- Report on Reasons for Increases

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 10 mins

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

In accordance with Town Code, all Town fees must be reviewed and adopted annually by resolution. The attached fee schedule, if approved, will take effect on July 1, 2025. To ensure transparency and public access, the proposed fees were posted on the Town's website on March 3, 2025.

The fees were also reviewed with Town Council on February 19, 2025. At the meeting, Town Council requested follow up on the following fees:

- **Development Agreement Fee:** It is Town staff's recommendation that the \$1,000 listed on the Fee Schedule be charged as a deposit that the applicant pays should a Development Agreement be needed. If the fees associated with the Development Agreement are less than \$1,000 at the time of approval, any remaining funds will be returned. If the fees are over \$1,000, the applicant will be billed for further expenditures. If the Council supports this plan, Town staff will draft a Development Agreement Memorandum of Understanding that outlines the deposit process and expectations.



Town Council Agenda Information Memorandum

- **Hourly Rate for Utilities Staff:** This fee would be applied if Town staff were to complete work on behalf of a private owner. Example: Cutting into the pipe for a new service line, which is something the homeowner is responsible for.
- **Reclaimed Water Fees:** The Town's proposed rate of \$2.50 per 1,000 gallons (an increase from the current \$2.25) is higher than other jurisdictions but Town staff still feel is an appropriate rate to cover personnel time. However, the Utilities Department is still in the process of evaluating the potential sale of effluent water and will keep Council informed of any decisions or timelines should the department choose to proceed.
 - o Clarkdale (based off 2012 fees): \$2.00 per 1000 gallons
 - o Cottonwood: \$0.92 per 1000 gallons plus initial signup fee
 - o Payson: \$0.68 per per 1000 gallons
 - o Prescott Valley: \$1,267 per acre-feet

It is important to note that if any fees are added or increased at the May 14th meeting, the fees will need to be reposted again for another 60 days, which means they will not go into effect on July 1, 2025.

Question(s) before the Council:

Does the Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.

OR

Move to **DENY** Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.



RESOLUTION NO. 2025-1177

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ADOPTING THE 2025-2026 CONSOLIDATED FEE SCHEDULE FOR TOWN SERVICES, USE OF TOWN FACILITIES, PERMITS AND LICENSES; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY.

WHEREAS, the Town Council of the Town of Camp Verde is authorized to establish fees for Town services, use of Town facilities, permits, licenses, and other rates or charges in compliance with A.R.S. § 9-499.15 and A.R.S. § 9-511.01; and

WHEREAS, new and/or increased fees have been noticed as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Town of Camp Verde, Arizona that the 2025-2026 Consolidated Fee Schedule attached hereto as Exhibit "A" and incorporated herein by this reference is adopted.

Section 1. All resolutions and parts of resolutions in conflict with this Resolution are repealed.

Section 2. This Consolidated Fee Schedule will become effective as of July 1, 2025.

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA THIS 21ST DAY OF MAY, 2025.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney

Town of Camp Verde

FY26 Proposed Fee Schedule

	2024-25	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
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	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
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	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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 that 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 sterilaized 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 sterilaized 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.		

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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 Lesson Session (30 minutes/day, 4 days each week, two weeks)	\$25.00	\$30.00 per session
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%	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

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 Cards

Lost Key Deposit Replacement (all classes)-(per key)	\$110.00	
Key Card Deposit (all classes) (per key card)	\$40.00	Remove

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	

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	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

Ball Field Lights (24-hour cancellation notice required)		Remove this category, include with cost of field reservation
Class A	No Charge	
Class B	\$10.00 per hour per field	
Class C & D	\$20.00 per hour per field	
Field Prep Fees (24-hour cancellation notice required)		
Class A	New	No charge
Class B	New Fee	Softball/Baseball \$25 a field Soccer/Football \$50 a field
Class C & D	New Fee	Softball/Baseball \$35 a field Soccer/Football \$60 a field
Specialty Classes		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	25% / 75%	
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	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)	\$25.00 / \$75.00	\$15.00 / \$100.00
Class C (per hour/per day)	\$40.00	\$25.00 / \$150.00
Class D (per hour only)		\$25.00
Sports Fields: Sports Complex		
Class A	No Charge	
Class B	\$35.00 per hour or \$140.00 per day per field	\$20.00 per hour maximum \$120 per day, per field
Class C	\$60.00 per hour or \$240.00 per day per field	\$35 per hour per field, maximum \$150 per day, per field
Class D	\$60.00 per hour per field	\$35 per hour, per field, no max
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	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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	
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	
Open Container Permit Fee		
All Classes up to 100 people	New	\$100 per day
All Classes 100-250 people	New	\$200 per day
All Classes over 250 people	New	\$300 per day

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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	\$2,200.00
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		
Administrative Adjustment Permit	New Fee	\$210.00
Administrative Adjustment Permit Renewal	New Fee	\$55.00
Minor Land Division	\$310.00	
Lot Line Adjustment	\$310.00	
Accessory Dwelling Unit Rental Permit	\$160.00	Remove
Residential Temporary Use or Dwelling Permit	\$155 / \$55 Renewal	
Commercial Temporary Use or Dwelling Permit	\$215 / \$55 Renewal	
Development Agreement	New Fee	\$1,000.00
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	

	2024-25	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
Community Development (Cont'd)		
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	
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	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

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	
Address Change	New Fee	\$25.00
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	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

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	\$375.00 for the first 10,000 Cubic Yards plus \$65.00 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	

		2024-25	2025-26
		Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
Community Development (cont'd)			
BUILDING PERMIT FEES (cont'd)			
\$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		
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		

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

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	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)
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 \$25,000.01 or More	\$250.00	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)

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

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-FamilyResidences, Moblie/Manufactured Homes)	(Excludes	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached and Attached Accessory Buildings/Structures		New Verbiage	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater

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Community Development (cont'd)		
Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00	\$25.00
Shade/Mare Motel (per sq ft)**	\$13.00	\$30.00
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Gazebo/Ramada (per sq ft)**	\$21.00	\$32.00
Covered Deck Elevated (per sq ft)**	New Fee	\$30.00
Open Deck Elevated (per sq ft)**	New Fee	\$30.00
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$100.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	Remove
Stairs (per sq ft) (regardless of square footage)	\$11.00	\$14.00
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Balcony (per sq ft)**	\$21.00	\$25.00
Covered Patio at Grade Level (per sq ft)**	\$21.00	\$25.00
Covered Deck Elevated (per sq ft)**	\$21.00	\$30.00
Open Deck Elevated (per sq ft)**	\$21.00	\$30.00
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00	
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$80.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft)	\$11.00	\$14.00
**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.		

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Community Development (cont'd)

Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
Enclose Exterior Wall Opening (per sq ft)**	New Fee	\$20.00
Add or Remove Interior Partition (includes utilities) (per sq ft)	New Fee	\$30.00
Install Window or Sliding Glass Door (per sq ft)**	New Fee	\$12.00
Install Exterior Siding (per sq ft)**	New Fee	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	New Fee	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	New Fee	\$18.00
**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	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
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)	Remove
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	

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Community Development (cont'd)

Other Fences or Free-Standing Walls

(Note: Fences over 7' are not allowed on all parcels and are subject to the provisions of the currently adopted Planning & Zoning Ordinance.)

Wood, Chainlink, Wire, Wrought Iron	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

(includes demo, trusses, rafters, sheeting and roofing material)
(utilities not included)

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, Utilities Included) *Plus Any Utilities- Installed	\$165.00	\$90.00
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00	\$90.00
Above Ground Water Tank (Over 5,000 Gallons)		
A. Residential	\$105.00	\$105.00 Flat Fee, Plus Fire Fees
B. Commercial	\$540.00	\$540.00 Flat Fee, Plus Fire Fees

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Community Development (cont'd)

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	
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)	
Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators		
Residential - Up to 15kwh AC/DC	\$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.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Commercial - Up to 15kwh AC/DC	\$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.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Residential - Over 15kwh AC/DC	\$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.	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 - Over 15kwh AC/DC	\$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.	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.

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Community Development (cont'd)

MISCELLANEOUS EQUIPMENT		
Fire Alarm		
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$3.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq.ft. whichever is greater; \$375 max, 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.	Applicants valuation or \$1.50 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.	Applicants valuation or \$1.50 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	Changed and combined from below	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees	Remove - Combined and changed to above
\$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	Remove - Combined and changed to above
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	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees

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Community Development (cont'd)

Mobile / Manufactured Housing Permits	
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.	
Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.
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
Code Enforcement Fees	
Civil Hearing Fee	New Fee \$50.00

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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	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
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	As of 1/1/25: \$6.35 As of 1/1/26: \$7.35
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	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
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	\$0.16 per Gallon
Rate for Vac Truck	New Fee	\$200/hr.
Hourly Rate for Utilities Staff	New Fee	\$40/hour per Employee

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Wastewater Fees (cont'd)

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	\$2.50
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	

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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	As of 1/1/25: \$31.95 As of 1/1/26: \$34.85
1" Meter	As of 1/1/24: \$58.00 As of 1/1/25: \$67.30	As of 1/1/25: \$67.30 As of 1/1/26: \$73.35
1 1/2" Meter	\$75.00	As of 1/1/25: \$75.00 As of 1/1/26: \$165.00
2" Meter	As of 1/1/24: \$203.00 As of 1/1/25: \$235.50	As of 1/1/25: \$235.50 As of 1/1/26: \$256.70
3" Meter	As of 1/1/24: \$214.60 As of 1/1/25: \$248.95	As of 1/1/25: \$248.95 As of 1/1/26: \$271.35
4" Meter	As of 1/1/24: \$261.00 As of 1/1/25: \$302.75	As of 1/1/25: \$302.75 As of 1/1/26: \$330.00
6" Meter	As of 1/1/24: \$406.00 As of 1/1/25: \$470.95	As of 1/1/25: \$470.95 As of 1/1/26: \$513.35
8" Meter	As of 1/1/24: \$696.00 As of 1/1/25: \$807.35	As of 1/1/25: \$807.35 As of 1/1/26: \$880.00

Gallonge Charge Per 1000 gallons

up to 5,000 gallons	As of 1/1/24: \$3.35 As of 1/1/25: \$3.90	As of 1/1/25: \$3.90 As of 1/1/26: \$4.25
5,001 to 10,000 gallons	As of 1/1/24: \$4.00 As of 1/1/25: \$4.65	As of 1/1/25: \$4.65 As of 1/1/26: \$5.05
10,000 to 50,000 gallons	As of 1/1/24: \$5.50 As of 1/1/25: \$6.40	As of 1/1/25: \$6.40 As of 1/1/26: \$7.00
50,001 gallons and above	As of 1/1/24: \$7.00 As of 1/1/25: \$8.10	As of 1/1/25: \$8.10 As of 1/1/26: \$8.85

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	

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Water Fees (cont'd)

Service Line and Meter Installation Charges (cont')

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)	

Capacity Fees

In-Town

Fire Service Connection	New fee	\$10.00
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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Water Fees (cont'd)

Service Charges		
Establishment	\$50.00	
Establishment - After Hours	\$70.00	\$75.00
Reconnection Fee	\$50.00	
Reconnection (After Hours)	\$70.00	\$75.00
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%	\$10.00
Late Payment Penalty (per month)	1.50%	\$10.00
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	\$75.00
Hourly Rate for Utilities staff Work	New Fee	\$40/hr. per employee
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages	

**Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Parks & Rec Department Fees**

Pool

- **Swim Lessons**

Current fee: \$25 per session (8 days, 30 minutes each day) \$3.13 per day

Suggested fee: \$30 per session, which increases cost to consumers to \$3.75 per day

Last season we had 238 participants in our lessons at the pool. Revenue based on that number was **\$5,950**. The cost to run swim lessons: 8 guards x 3 hours x \$15/hour x 8 days x 4 sessions is approximately **\$11,520** (this does not factor in the pool supervisor or any additional guards necessary). This reflects that the Town is supplementing 49% of the cost of lessons. With the recommended fee increase, based on last year's attendance, our revenue would increase by \$1,190, lowering the Town supplementation to 38%.

Facility & Field Use

- **Key Cards** are no longer being given out to the general public. Keys for various room use instead of having a deposit requirement that is forfeited if a key is lost will now just be a fee if the key is lost.
- **Field Prep Fees** are being added for use of the Softball/Baseball fields and the Soccer/Football fields. Fees were set based on the amounts currently charged in surrounding municipalities (see attached info below).
- **Butler Park & Community Center Sports Field Fees** are being changed to come into line with surrounding community fees (see attached info below).
- New **Open Container Permits** are being added for all Town locations. The permit fee is based on the expected/potential costs for monitoring, maintaining and repairs.

Staff Use Only: Permit: _____ Day & Date of Use: _____
Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM
Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____
Approved COI w/endorsement on file _____ or TULIP _____ TUP required and approved _____
{Concessions Y or N _____ Self or Use of City Area _____ Food Trucks Y or N _____} Work Order # _____

CITY OF COTTONWOOD APPLICATION/AGREEMENT FOR USE OF OUTDOOR MUNICIPAL FACILITIES

To be completed by on-site user. Please check all boxes that apply to your event:

- Outdoor Facility Requested (check all that apply): ☐ Garrison Park ☐ Ramada ☐ VV Military Service Park
☐ OT Activity Park ☐ Pavilion (28 x 16 ft) ☐ Basketball Complex
☐ 12th Street Kid's Park Ramadas ☐ Large ☐ Small Soccer Fields ☐ Large ☐ Small
☐ Riverfront Park (Check all that apply)
☐ Ramada A ☐ Ramada B ☐ Ramada C ☐ BBQ ☐ Volleyball Courts Horseshoe Pits
☐ Football/soccer grass field ☐ Small horseshoe pit ramadas
☐ Adult Softball Fields 1 2 3 4 ☐ Youth Ball Fields 1 2 3 4 ☐ Field lights ☐ Disc Golf Course

Extras: Check all that apply to your event. Insurance or additional fees may be required.

- ☐ Bounce House (Renter and vendor must have COI/endorsement on file with city; vendor must also staff the bounce house.)
☐ Alcohol ☐ Public Event ☐ Concessions Stand – Youth or Adult (available only with full complex tournament)
☐ Piñata ☐ Vendors ☐ 100 plus participants (portable johns strongly suggested)
☐ Amplified Music (describe): _____ ☐ Other: _____

Reservation Day/Date: _____ Beginning & end times: _____
Event Name/Type: _____ Estimated # Participants: _____
Applicant Name: _____ DOB _____ Telephone _____
Email Address: _____
Address: _____
Organization Name: _____ Profit ☐ Non-Profit ☐
Please provide 501(C) letter

FEES: Deposit to be paid with the submission of the application to reserve desired date. No application is approved or scheduled unless a fully paid deposit is on file. Fees are due a minimum of 10 days prior to each event/30 days prior for tournaments. Please make checks payable to: City of Cottonwood. The return of your cash/check deposit could take up to two weeks to process following the post-event inspection and will be mailed to the address listed above. If the deposit is paid with credit/debit card, the return will take up to 5 days following the post-event inspection.

CANCELLATION POLICY: All refund requests are subject to a 10-percent administration fee. No refunds will be given for permits canceled less than seven days prior to event. Permits canceled due to weather are nonrefundable but may be rescheduled once at no additional cost. In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the event prior to scheduled use with little or no notice without liability.

Signature below acknowledges that the authorized representative has received, read, understands, and agrees to abide by all terms of municipal facilities rules and regulations, including, but not limited to, the Hold Harmless Agreement specified therein. The authorized representative also understands that the refundable deposit may be forfeited if any of the rules and regulations are not followed or if the rented facility is not left in good order.

Applicant Signature: _____ Date: _____

Park Usage

Ramada Rental Rules and Regulations Agreement

The following items are **prohibited** from park grounds:

- ❖ Glass bottles, glasses, plates, etc., of any kind
- ❖ Water balloons or water play equipment
- ❖ Stakes used to secure tents, canopies or play equipment. Please use water barrels or sandbags to secure these items. You will be charged with vandalism along with any repair costs if stakes are used and damage the turf or irrigation system.
- ❖ Smoking except in designated areas.

The following items **may** be allowed on park grounds **with approval/insurance/TUP or SEP**:

- ❖ Piñatas - with paid rental and additional \$100 deposit. *(Deposit will be forfeited if area is not cleaned up to staff's stringent standards.)*
- ❖ Bounce Houses - with paid rental and additional \$200 deposit. A certificate of insurance with endorsement will be required unless provided by an authorized vendor who has a current COI/endorsement on file with the city.
- ❖ Liquor of any kind *(beer is allowed only at Riverfront Park, not Kids Park or Garrison Park.)* Any requests to sell liquor must go through the special event permit (SEP), temporary use permit (TUP), and/or special liquor license processes.
- ❖ Any event that will have over 100 people or include amplified music may require an approved TUP. We suggest you consider ordering portable johns from an approved vendor (must have COI on file) if your event is this large.

Special event or temporary use permits can be obtained through the Community Development online portal at <https://ci-cottonwood-az.smartgovcommunity.com/Public/Home>, or call 928-634-5505 for more information.

Please be considerate when using park grounds and remember:

- ❖ Leave it better than you found it.
- ❖ Rotate empty trash containers from parking lot to ramada area, and vice versa, if needed.
- ❖ Portable music/sound devices are allowed but volume level should not disturb other park visitors or surrounding area.
- ❖ Please respect other people's rights to use the park; rental of the ramada area does not preclude other park visitors from using the playground equipment.
- ❖ You are responsible for the actions of the people in your party.
- ❖ Bring your own generator if you need electricity.

INSURANCE REQUIREMENT

Insurance is required from the applicant for any public event and from most vendors providing equipment or services to a private or public event such as but not limited to bounce houses, dunk tanks, petting zoos, caterers, etc. Liability insurance coverage in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage is required by the City of Cottonwood. Please attach a copy of your certificate of insurance naming the city as additionally insured and with an endorsement if required per your policy to this application. Requests without such proof cannot be approved.

As a condition of using the City facility that I am applying for hereunder, and prior to using that facility, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

By my initials here, I have read and understand all of the above _____

ATTACHMENT "A"

SECTION II

CATEGORY I: "City Sponsored or Affiliated" shall include:

- Activities, meetings or programs conducted by city employees for city purposes.
- Cosponsored events conducted in cooperation with outside individuals, organizations, or public or private agencies.
- Activities and programs conducted through agreements between the city and outside individuals, organizations, or public or private agencies.
- Activities, meetings, or programs conducted by any elected or appointed city official for city purposes.

CATEGORY II: "Nonprofit*/Public Service" shall include:

- All registered nonprofit organizations, not specified in Category I, conducting noncommercial activities.
- All government agencies not specified in Category I.

CATEGORY III: "Private" shall include:

Any private group, club, agency, organization or individual using a city park or recreational facility where no profit will be realized. For example: company picnics or organizational meetings. An admission fee or donation may be charged to cover costs only.

CATEGORY IV: "Commercial/Profit-Making" shall include:

Any group, club, agency, organization, or individual, except as defined in Categories I, II, III, using a city park or recreational facility in an attempt to realize a profit from its use or activity, and where an admission charge is made or other proceeds are received.

	CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
BALLFIELDS Softball or Youth (per field)	No charge or by agreement.	No charge or by agreement. Field prep: \$30 per field.	\$75 Deposit. No hourly rate. Field prep: \$30 per field.	\$15/hr or \$120/day per field \$150 deposit (unless ASA, IS, or USSSA sponsored)
Lights (per field)	No charge or by agreement.	\$20/hr.	\$20/hr.	\$20/hr.
Adult Complex – Temporary Fencing placement @ 200'	\$30 per field	\$30 per field	\$30 per field	\$30 per field
Adult or Youth Concessions Stand	No charge or by agreement.	\$100 per day with full complex tournament; \$200 deposit	\$100 per day with full complex tournament	\$100 per day with full complex tournament
Soccer Field	No charge or by agreement.	No charge.	\$100 Deposit. \$7.50/hr.	\$100 Deposit. \$15/hr.
Youth Complex	No charge or by agreement.	No charge.	No charge.	\$100 Deposit. \$15/hr (lights not included)
Riverfront Park Picnic Ramadas A, B, C Horseshoe pit ramadas	No charge or by agreement.	Half price.	1 Ramada: \$10/hr + \$20 deposit 2 Ramadas: \$20/hr + \$30 deposit 3 Ramadas: \$30/hr + \$50 deposit	Not Allowed
All RFP Ramadas BBQ area, Horseshoe pits and Volleyball courts	No charge or by agreement.	Half price.	\$100 Deposit. \$50/hr.	Not Allowed
Riverfront Park Disc Golf Course	No charge or by agreement.	Half price.	\$50/hr + \$50 deposit	\$100/hr + \$100 deposit
Riverfront Skate Park or Roller/Hockey Rink	No charge or by agreement.	Half price.	\$10 per hour or \$80 per day \$150 deposit	\$10/hour or \$80/day \$150 deposit
Garrison Park Ramada Garrison Park Military Service Park	No charge or by agreement. No charge or by agreement.	Half price. Half Price	\$25/hr + \$40 deposit \$25/hr + \$100 deposit	Not Allowed Not allowed
Old Town Activity Park or Cottonwood Kid's Park	Please call for current charge.	Please call for current charge.	Please call for current charge.	Not Allowed
Old Town Basketball Courts	No charge or by agreement	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour
Piñata or Bounce House** at any city park	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	Not Allowed

*Nonprofit organizations must provide proof of status. All prices are subject to change without notice.

**Bounce houses also require a certificate of insurance (COI) with endorsement from renter *and* vendor and must be staffed by vendor.

SPECIAL EVENTS INSURANCE REQUIREMENTS

_____ (Applicant/Property Owner) verifies that they will procure and maintain, for the duration of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor, its directors, officers, agents, employees, volunteers, or contractors in the amounts specified herein. The minimum insurance requirements for all event sponsors will be:

Commercial General Liability – Occurrence Form (Form ACORD 25-S – revised 2010 or any replacement thereof). Each Occurrence: \$1,000,000; Damage to Rented Premises: \$300,000; Med Exp (any one person): \$5,000; Personal & Adv injury: \$1,000,000; General Aggregate: \$2,000,000; and Products- Comp/OP Agg: \$1,000,000.

General Aggregate Limits Vary Depending on Size, Location and Type of Event: Minimum Limits for this coverage will be \$1,000,000. In addition to these minimum requirements, the City of Cottonwood may require additional coverage to be provided by the event sponsor, based upon the type of event, up to the following limits:

- **Automobile Liability – Including Owned, Hired and Non-owned Vehicles.** Combined Single Limit Per Accident \$1,000,000 (Bodily Injury and Property Damage).
- **Employer Liability.** Each Accident \$100,000; Disease – Policy Limit \$500,000; Disease – Each Employee \$100,000.
- **Liquor Liability:** Limits vary depending on size, location and type of event. Minimum limits for this coverage will be \$2,000,000. The event sponsor will be expected to provide a certificate of insurance naming the City of Cottonwood as an additional insured for the date(s) that the event will occur.

COI Form Requirements: An event description including date and location shall be listed in the Description box unless you choose to cover any and all events you will be covering. In that case, please note that you will be covering any and all events held. The City of Cottonwood, 816 N. Main St., must be listed as an additional insured. An endorsement must also be provided.

Workers Compensation: Proof of workers compensation must be provided when any employees of the company/organization will be working or volunteering for the event.

INDEMNIFICATION OF CITY AGAINST LIABILITY

_____ (Applicant / Property Owner) agrees to indemnify, defend, save and hold harmless the City of Cottonwood, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnatee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of Sponsor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Sponsor from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

WRITTEN AGREEMENT

As a condition of receiving the permit that I am applying for hereunder, and prior to obtaining that permit and exercising any of the rights and privileges conferred thereunder, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

Signature of Authorized Special Event Sponsor

Date Signed

Print Name

Date(s) of Event

City Representative

Date Signed



PARK & FACILITY FEES

2023-2024

TO RESERVE CONTACT: PRESCOTT VALLEY PARKS & RECREATION AT (928) 759-3090 OR VISIT US ONLINE AT
PRESCOTTVALLEY-AZ.GOV/PARKS

Fee Description	Description	Resident Rate	Non-Resident Rate	Event/Tournament Rate
Ramada Rental	Please refer to the Ramada Rental Brochure for locations & capacities.	\$10.00/hr	\$15.00/hr	N/A
Mountain Valley Park Pavilion	Large pavilion at Mountain Valley Park; capacity 75, electric included	\$35.00/hr	\$50.00/hr	N/A
Community Room Rental	Please refer to the Facility Rental Brochure for locations & capacities.	\$30.00/hr	\$45.00/hr	N/A
Crystal Room Rental	Large room with mini kitchen. Capacity 75, 60 chairs, 20 tables available. Projector available. The kitchen & viewing terrace are included at no additional cost, but must be requested.	\$55.00/hr	\$80.00/hr	N/A
Auditorium Rental	Large room with theater seating, small kitchenette. Capacity 200. Projector available.	\$110.00/hr	\$150.00/hr	N/A
Room Rental Deposit	Applicable for all indoor facilities. If the reservation is canceled two days prior to the rental, the deposit is forfeited.	\$100.00	\$100.00	N/A
Civic Center, Theater on the Green Rental	Large outdoor stage, with large greenspace for seating. Seating capacity for 300.	\$50.00/hr	\$100.00/hr	\$1,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee is for the stage only and does not include the cost of the stage crew, which is an additional fee.
Civic Center, Greenspaces	Large outdoor greenspace. Please refer to the Facility Rental Brochure for locations & capacities.	\$5.00/hr	\$10.00/hr	N/A
Mountain Valley Park, Amphitheater Event Rental	This reservation is for large-scale events of over 500 attendees or events open to the public. Rental includes lights. Special Event Permit required.	N/A	N/A	\$2,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee is for the stage only and does not include the cost of the stage crew, which is an additional fee.
Field Rental	Please refer to the Field Rental Brochure for locations and capacities. The fee includes lights, if necessary.	\$15.00/hr	\$30.00/hr	N/A
Mountain Valley Park, 4plex, Tournament Rental	Please refer to the Field Rental Brochure for capacities. The fee includes all four fields and lights, if necessary. Special Event Permit required.	N/A	N/A	\$700.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee is for the stage only and does not include the cost of the stage crew, which is an additional fee.
Pickleball Court, Tournament Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate. Special Event Permit required.	N/A	N/A	\$60.00/court/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee is for the stage only and does not include the cost of the stage crew, which is an additional fee.
Basketball Court Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate.	\$5.00/hr	\$10.00/hr	N/A
Pool Rental	Rentals are only available during pool season, typically Memorial Day-Labor Day. Please contact Mountain Valley Splash at (928) 775-3165.	\$75.00/hr (local schools only)	\$200.00/hr (non-school renters)	N/A
Public Forum Spaces	Public forum activities are considered expressive activities including demonstrations, rallies, picketing, protesting, etc. Please refer to resolution 2196 for more information & the Public Forum Map for locations.	\$0.00/hr	\$0.00/hr	N/A
Use Agreement Application Fee	Youth Athletic Organizations or Community Organizations are eligible to apply for a Town Agreement. Please inquire for more information.	\$40.00/ 5 year	N/A	N/A
Rental Cancellation Fee	If a reservation is cancelled less than 14 days prior to the rental, half of the rental fee is forfeited.			



2024 FIELD RENTAL FEES

*SUBJECT TO CHANGE AT DISCRETION OF THE DIRECTOR OF RECREATION SERVICES

	Individual Team & Tournament Directors \$20/hr.	City Sponsored 2nd Season \$15/hr.
Field Rental (per field)		
Initial Field Prep (Baseball & Softball Only) per field	\$45 (per prep)	\$45 (per prep)
Field Prep (Soccer & Football Only, goals not provided)	\$200	\$200
Field Lights (per field)	\$25/hr.	\$20/hr.
Damage & Security Deposit	\$500	N/A
Fence Relocation - Plastic (per field)	\$150	\$150
Rain Delay - per staff member	\$25/hr.	\$25/hr.
Tournament - Subsequent Prep (every 3 rd game will be required), per field	\$35	\$35

City of Prescott leagues and events will be scheduled before other rentals are accepted and have priority over other reservations.

For information about City Sponsored (Prescott AYSO, Prescott Little League, Prescott Girls Softball Association & Prescott Youth Football, Prescott Youth Hockey Association) please contact Recreation Services at (928) 777-1552

Liability Insurance Requirements: Event Directors must provide a Certificate of Liability Insurance naming the City of Prescott as "CERTIFICATE HOLDER and ADDITIONAL INSURED" 10 days prior to event, in the amount of \$1,000,000 or greater per occurrence. Events are subject to cancellation without insurance.

Damage & Security Deposit \$500 – Damage and Security Deposit is due at the time of reservation. 50% of Damage Deposit fee will be forfeited if cancellation of event is not received by Parks & Recreation Office one week prior to scheduled event.

Scoreboards & Clocks: Event Directors may negotiate with City staff the utilization of City equipment such as scoreboards and score clocks. When utilized, City employees trained in the proper operation of the equipment must be paid by the Event Director.

Rain Delay: Event organizer will be consulted to authorize additional costs for labor & materials to return the field to playable condition after weather delay. Final determination of field usability will be made by City staff.

Vendor Booths: Event directors must contact Yavapai County Health Department at (928)771-3149 or www.co.yavapai.us for food vendor information and licensing requirements. Any non-food vendors must contact the City of Prescott Tax & Licensing Office at (928)777-1260 no later than two weeks prior to event for proper licensing.

Sanitation & Restrooms: At no additional cost - City Staff will monitor trash in barrels and ensure restrooms are cleaned and stocked. If additional Sanitation Services are required (i.e., Recycle or larger trash bins) fees will apply.

The City reserves the right to have final approval on all activities or events scheduled at Facilities.

The City reserves the right to designate hours that Facilities are available for use and to remove any person or group failing to comply with the rules.

The City reserves the right to cancel any reservation due to inclement weather or unsafe conditions.

CITY OF PRESCOTT RECREATION SERVICES DEPARTMENT, 824 E GURLEY ST., PRESCOTT, AZ 86301

Sedona Parks & Recreation

Facility Rental Fee for Sports Users

Softball / Multi-Use Field

Private-Parties / Organizations	Profit/Business/Tournament Use
\$15.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.	\$25.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.
<u>Discounts for:</u> Non-Profit Organizations – 50% discount <u>Additional fees MAY include the following:</u> Water - \$15 Dumpster - \$15 Janitorial restock - \$40 *All sports groups will need to provide their own chalking and take care of any field equipment set-up and take-down. *Other on-site facility additions – Cost determined as needed	
Tennis Courts, Pickleball Courts, Basketball Court, Skatepark, Bike Skills Park, and other sports facilities are available for exclusive rental use under special agreement only. Please contact us at SedonaRec@SedonaAZ.gov or (928)282-7098	



City Of Winslow

 EXPLORE
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TRANSLATE

GOVERNMENT

DEPARTMENTS

SERVICES

JOB OPPORTUNITIES

VISITOR INFO

CITY OF WINSLOW // DEPARTMENTS // CITY PARKS & RECREATION // RECREATION HOURS & PRICES

Recreation Hours & Prices

The Recreation Department office is located at the indoor pool on Cherry Street and sponsors numerous activities for both adults and children.

For a list of activities or if you have any questions, you may contact the Recreation Department at (928) 289-5714 Monday - Friday 9 am - 2 pm

Rentals

Girl Scout House

\$80.00 / All Day 6:00am - 11:00pm
 \$10.00 Each Additional Hour
 \$50.00 Cleaning/Holding Deposit

Gazebo

\$50.00 Per Day Fee

Route 66 Park

\$50.00 Daily Use Fee
 \$50.00 Cleaning/Security Deposit

McHood Park

Large Ramada \$50.00 (3 hour reservation)
 \$50.00 Cleaning/Security Deposit

Outdoor Pool

(1 week notice required for rental)
 \$80.00 Per Hour
 \$50.00 Cleaning/Holding Deposit

Vargas & Other Multi-Purpose Field Complexes

Tournament Rentals

\$100.00 Per Day
 \$50.00 Security Deposit (refundable)
 Must Provide Insurance for Tournaments
 No Lights Included - Fields Reserved Only Until Dusk

Small Ramada \$20.00 (3 hour reservation)

\$50.00 Cleaning/Security Deposit

Overnight Camping

\$15.00 (Per Night)

First Come First Serve**Dry Hookup**

**PASSES CAN BE PURCHASED AT THE KIOSKS AS YOU
ENTER THE PARK

Adult Lap Swim (Indoor Pool)**Monday - Friday**

5:30 am - 7:15 am

11:00 am - 2:00 pm

5:00 pm - 6:00 pm

SEASONAL* October - May*Open Swim- All Ages (Indoor Pool)****Saturday**

1:00pm - 5:00pm

Night Swim (Indoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

SEASONAL* June-July*Open Swim (Outdoor Pool)****Monday-Sunday**

1:00 pm - 5:00pm

Night Swim (Outdoor Pool)**Monday, Wednesday, Friday**

6:00 pm - 8:00 pm

***SEASONAL* Back to School Hours August -
September**

Open Swim- All Ages (Outdoor Pool)**Saturday & Sunday**

1:00pm - 5:00pm

Night Swim (Outdoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

Water Aerobics

Mondays - Wednesdays - Fridays

Deep Water Aerobics 7:30 am - 8:30 am

\$2.00 Per Person/Class

Monday - Friday

Senior Water Aerobics 9 am - 10 am

\$0.75 Per Person/Class

\$10.00 Senior Citizen Card (18 Visits)

*Hours vary as the seasons change.**Call 928-289-5714 for current hours***ADMISSION FEES**

Adults \$2.00

Children \$1.50

Seniors (55+) \$0.75

Showers follow the fees above

SWIM PASSES

Family Pass (18 Swims) \$25.00

Child Pass (18 Swims) \$20.00

Senior Pass (18 Swims) \$10.00

Adult Co-Ed Volleyball

Registration: TBA

Coaches Meeting

Located at the Indoor Pool 6 pm

\$300.00 Per Team

September - November

Adult Co-Ed Softball

Registration: TBA

Coaches Meeting: A coaches meeting will be held on May 6:00pm (Indoor Pool). Your roster and fee will need

to be turned in by May. Even if the player hasn't signed the roster their name must be on the roster line up to

Town Council Regular Session

May 21, 2025

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play in this seasons games. Once all teams have been collected we will send out the completed game schedule out via. email.

Located at Indoor Pool

\$300.00 Per Team

June - August

Swimming Lessons

Registration: Starts April

\$25.00 Pre-School and Parent Tot (2 week classes)

\$30.00 Beginners and Intermediate

(2 week classes)

\$60.00 Jr. Lifeguard (whole month of June)

Swim Team

Jr. High/Highschool- Monday & Wednesday 4-5pm

Elementary School- Tuesday & Thursday 4-5pm

\$20.00 Per Month (2 times a week)

Swim meets are scheduled for Saturday during June and July

Men's Basketball

Registration: TBA

Coaches Meeting - March 6th | 6:30pm

Located at Indoor Pool (503 E. Cherry St.)

\$300.00 Per Team

March- May

Youth Basketball

Registration TBA

Coaches Meeting at the Indoor Pool

\$55.00 Per Player or \$155.00 Family of 3 Players

January - March



Find Us

City Of Winslow

102 E. Third Street

Winslow, AZ 86047

Phone: (928) 289-2422

Fax: (928) 289-3742

Email: asalyers@winslowaz.gov

Staff Intranet

Posting Locations : City Hall /
winslowaz.gov

FEE SCHEDULE

OPENGOV-WINSLOW

OPEN MEETING LAW

2023 CONSUMER CONFIDENCE REPORT

*IMPORTANT INFORMATION ABOUT YOUR
DRINKING WATER*

CITY OF WINSLOW GENERAL PLAN

HAZARD MITIGATION PLAN

Stay Connected



Download on the
App Store



GET IT ON
Google Play



BEER/WINE PERMIT HOLDER GUIDELINES

1. Applicant will be responsible for assuring any members of his/her party that are drinking beer or wine are of legal age to drink according to Arizona state law.
2. Permit is not transferable. If lost or stolen, permit is not refundable.
3. Permit valid for date and location identified only. Not valid for entire park.
4. Applicants must retain permit and permit must be made available upon request from proper park or police official.
5. This permit is not an authorization to sell beer or wine. The sale of alcoholic beverages in city parks is strictly prohibited without a special event liquor license issued by the State of Arizona.
6. No glass containers. TCC 21-3 (3)(3)
7. Per Tucson City Code #21-8, it is unlawful for any person to consume or have in their possession any spirituous liquor in a public park.
8. By obtaining this permit, the permit holder understands that the drinking age is 21 and anyone found in violation may be subject to a criminal charge according to Arizona state law.

Town of Camp Verde FY26 Proposed Fee Increases Reasoning Community Development Department Fees

General Plan Amendment

Propose: Increase of fee titled “Major,” under “General Plan Amendment”.

Reasoning: The increase in the fee will result in being in alignment with the following jurisdiction's fees:

- The city of Cottonwood currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The Town of Clarkdale currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The city of Prescott's general plan minor fee is \$2,295.92, and the general plan major fee is \$3,847.91.

Land Use Applications (*Administrative Adjustment Permits*)

Propose: Add new line items titled “Administrative Adjustment Permit” and “Administrative Adjustment Permit Renewal” under “Land Use Application”.

Reasoning: Per subsection 305.1.H.2.a of the newly adopted Livestock ordinance, the town council shall set a reasonable fee for this permit, which is submitted at the time of the permit. The fee set aligns with the review time and inspections required for an applicant submitting for the basic sign permit. The renewal fee of \$55.00 is aligned with current Town renewal fees for Temporary use permits.

Land Use Applications (*Development Agreement*)

Propose: Add new line item titled “Development Agreement” under “Land Use Application”.

Reasoning: The new fee of \$1,000 is for cost recovery for staff time and attorney time to review and develop the agreement in the best interest of the community and applicant involved. The city of Prescott has an established base development agreement fee of \$1,282.64. The city of Prescott Valley has an established Development Agreement fee for a minor amendment residential or non-residential/commercial of \$535.00 with a major amendment fee charge of \$1,070.00.

Miscellaneous

Propose: Add new line item titled “Address Change” under “Miscellaneous”.

Reasoning: A new fee is to be established for cost recovery for staff time to address requests and changes for new development for the Town and for 911 services.

Grading Permit Fees

Proposal: Keep the base cost at \$375 for the first 10,000 CY, but increase the \$55.00 for each additional 10,000 CY to \$65.00.

Reasoning: This would be more in line with the fees charged by the majority of our neighboring jurisdictions.

Current Fee Table:

	Camp Verde	Clarkdale	Cottonwood	County	Prescott	Prescott Valley	Sedona
10,001-100,000 CY	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	\$358.00 for the first 10,000 Cubic Yard plus \$73.00 for each additional 10,000 Cubic Yards	N/A	\$404.00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	416.86 00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	\$347.75 for the first 10,000 Cubic Yards plus \$70.60 for each additional 1,000 Cubic Yards	\$495 for the first 10,000CY plus \$40 for each additional 10,000CY

Deposits for Building Permit Applications (*Residential*)

Proposal: Change the deposit amount for the projects defined below to equal the plan review fee, with \$250 being non-refundable if the application has been withdrawn or cancelled before the plan review.

- New Single/Multi-Family Residence
- Residential Projects 25,000.01 or More

Reasoning: The change is requested to offset losses incurred when an application is withdrawn or cancelled, after the plan review has already been conducted, and only the minimum deposit of \$250 has been paid.

Examples:

- A plan review for an 1,800 sq ft home would have cost \$1728.84.
- A plan review for a \$26,000 residential project would have cost \$317.53.

Valuation Data (*Residential*)

Proposal: Add a new line item after under “Valuation Data”, “Residential”, titled “Detached and Attached Accessory Buildings/Structures,” with the following fee verbiage: “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.”

Reasoning: While we provide the cost per square foot to determine valuation on projects not covered under the Building Valuation Data Table, sometimes the applicant's valuation is higher. To remain consistent with the rest of the Building fees, I propose this addition.

Detached and Attached Residential Accessory Structures

Proposal: Adjust the fees for the structure types as outlined in the table below. Add a new cost per square foot to enclose a porch and make it habitable.

Reasoning: The tables below are used to calculate a valuation to determine permit cost. Yavapai County is the only other neighboring jurisdiction that provides such a breakdown, and they have recently adopted a new valuation table. Due to the significant increase in these valuations, I did some research to see what both the National and Arizona averages were as well. While an increase is justified, based on the cost of construction, I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

Detached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	24	64.19	25-100	25-100	25
Shade/Mare Motel (per sq ft)**	13	32	30-100	30-70	30
Greenhouse (per sq ft)**	21	32	10-25	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	15-150	25-150	25
Carport (per sq ft)**	19	64	15-30	15-30	No Change
Gazebo/Ramada (per sq ft)**	21	32	35-100	75-100	32
Stairs (per sq ft) (regardless of square footage)	11	14	15-25	15-25	14
Covered Deck Elevated (per sq ft)**	21		30-60	30-60	30
Open Deck Elevated (per sq ft)**	21	32	30-60	30-60	30
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	150-300	100-200	100

Attached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Greenhouse	21	32	20-45	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	20-50	20-50	25
Carport (per sq ft)**	19	64	10-35	15-25	No Change
Balcony (per sq ft)**	21	31	20-90	25-50	25
Covered Patio at Grade Level (per sq ft)**	21	32	25-95	25-40	25
Covered Deck Elevated (per sq ft)**	21		30-50	30-50	30
Open Deck Elevated (per sq ft)**	21	32	25-50	30-50	30
Screened Porch Under Existing Roof Cover (per sq ft)**	10	42-67	5-20	10-25	No Change
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	80-230	50-100	80
Pre-fab Canvas/Metal Awning (per sq ft)**	8	32	4-10	4-10	No Change
Stairs	11	14	15-25	15-25	14

****PLUS UTILITIES INSTALLED**

Residential Alteration/Remodel of Existing Structure

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.” Add an itemized list of construction costs per square foot to determine project valuation.

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. Yavapai County is the only neighboring jurisdiction that provides such a breakdown. The proposed cost per square foot was based on evaluation of the County's new fee structure, as well as both the national and Arizona averages.

Residential Alteration/Remodel of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater			Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
	County	Nat. Avg.	AZ Avg.	Proposed
Enclose Exterior Wall Opening (per sq ft)**	11	25-100	20-40	\$20.00
Add or Remove Interior Partition (includes utilities) (per In ft)	42	20-50	30-100	30.00
Install Window or Sliding Glass Door (per sq ft)**	12	10-50	10-50	\$12.00
Install Exterior Siding Door (per sq ft)**	9	4-15	3-15	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	9	6-10	6-9	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	18	11-27	13-52	\$18.00

****PLUS UTILITIES INSTALLED**

Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor's bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Other Fences or Free-Standing Walls

Proposal: Add new section “Other Fences or Free-Standing Walls.” Add the new line items and costs per liner foot as outline below.

Reasoning: The addition of this section adds a means to determine a valuation for these structures, if a building permit is required. The proposed cost per square foot was based on evaluation of the County’s new fee structure, as well as both the national and Arizona averages. I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

	County	Nat. Avg	AZ. Avg	Proposed
Wood, Chainlink, Wire, Wrought Iron	10.00 LF	10-45 LF	10-55 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	19.50 LF	20-160 LF	30-70 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

Proposal: Add demo to the description, as well as the verbiage “utilities not included.”

Reasoning: Changes made to add clarification. A separate demo permit is not required, however, if utilities (mechanical, electrical, or plumbing) need to be removed and reinstalled, that would be a separate calculated value add.

Above Ground Water Tank (Over 5,000 Gallons)

Proposal: Add “Plus Fire Fee” to both line items.

Reasoning: Changes made to add clarification, as the Fire Fee is not new.

Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators

Proposal: Add “Battery Energy Storage Systems (BESS)” to title, and further breakdown fees between systems under 15kwh and systems over 15kwh. No fees have been changed.

Reasoning: Changes made for clarification, and to make it easier to read the schedule.

Tower New Installation

Proposal: Delete individual line items and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Co-Locate Existing Tower

Proposal: Change the fee verbiage next to the line item titled “\$6,001 or More,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Code Enforcement Fees

Proposal: Add new heading and fee.

Reasoning: Due to the establishment of the Civil Hearing Process, a new “Civil Hearing Fee” is being proposed to help offset the cost associated with paying our Civil Hearing Officers for their time spent researching and hearing cases.

Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Utility Department Fees – Water & Wastewater

Wastewater Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- Increase Septage Receiving fees from \$0.14 per gallon to \$0.16 per gallon. No increase has taken place in the past two years. Increased repair and maintenance costs over this time require us to increase the rate to help cover costs. The Town is one of the few treatment plants in the area that except septage.
- Add new rate for usage of Town Vac Truck. During the past two years the Town has been called out to help out the City of Cottonwood, Town of Clarkdale and Yavapai Apache Nation with our vac truck. The cost is based on standard rates for renting the equipment and staff time. \$200/hr.
- Hourly wastewater staff time, a new fee based on various call outs. The fee is based on staff average salary plus benefits. \$40/hr.
- Reclaim Water Rates. Raise rates from \$2.25 per 1000 gallons to \$2.50 per 1000 gallons. Increased repair and maintenance costs for the delivery of the reclaimed water require us to increase the rate to help cover costs as treated effluent usage becomes more popular. Current base rates for potable water per 1000 gallons is \$3.90 or more.

Water Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- The 1" Meter Usage Charge increase, though approved in the Adopted Ordinance noted above was left off last year's fee listing and so the charge was left at the previous years amount. This year, the amount is listed per the adopted rate increase ordinance.
- Fire Service Connections, for commercial and multifamily usage. This fee will cover staff time for the separate billing and undocumented water loss due to testing these systems.
- Increase Establishment (After Hours), Reconnection (After Hours) and Service Call Fee (After Hours) from \$70.00/hr. to \$75.00/hr. These calls typically result in paying Town staff overtime or comp time for the after hours work.
- Defer Payment and Late Payment Penalties per month. Change the fee to a standard \$10 per occurrence to match wastewater. The 1.5% fee typically results in a \$0.30 to \$0.50 fee, which does not cover staff time.

TOWN OF CAMP VERDE

Cash Flow for Proposed Utility Fee Changes

Wastewater Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,782,000	\$ 2,155,095
Est'd Other Revenues	\$ 535,000	\$ 545,670
Est'd Connection Fees	\$ 40,000	\$ 40,000
Est'd Operational Expenses	\$ 1,939,665	\$ 2,025,906
Est'd Current Debt service and Capital Costs	\$ 351,125	\$ 140,101
Est'd New Debt Service	\$ 160,000	\$ 258,000
Net Cash Flow	\$ (93,790)	\$ 316,758

Depreciation (not included above) \$ 1,100,000 \$ 1,200,000
(Debt Funding & Grant Activities are not included)

Note: The proposed miscellaneous fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's wastewater system.

Water Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,922,195	\$ 2,195,950
Est'd Other Revenues	\$ 60,000	\$ 61,200
Est'd Capacity Fees	\$ 252,300	\$ 252,300
Est'd Operational Expenses	\$ 1,115,610	\$ 1,166,245
Est'd Current Debt service and Capital Costs	\$ 468,675	\$ 445,005
Est'd New Debt Service and Capital Costs	\$ 369,000	\$ 411,000
Net Cash Flow	\$ 281,210	\$ 487,200

Depreciation (not included above) \$ 300,000 \$ 400,000
(Debt Funding & Grant Activities are not included)

Note: The proposed capacity fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's water system.

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**MEETING DATE:** May 21, 2025**AGENDA ITEM TYPE:**

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Martin Smith, CIP Project Manager**AGENDA TITLE:** Discussion, consideration, and possible award of Sports Complex irrigation electrical improvements project to Connolly Electric in the amount of \$76,700.**ATTACHED DOCUMENTS:**

- Connolly Electric Price Quotes

ESTIMATED PRESENTATION TIME: 5 minutes **ESTIMATED DISCUSSION TIME:** 10 minutes**REVIEWED BY:**

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

FINANCIAL REVIEW (if applicable):

- Funding Source / GL Account Number: 04-800-20-804023
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

BACKGROUND INFORMATION:

On March 5, 2025, the Council awarded the contracts for the purchase of materials and pump building for the irrigation improvements project at the Sports Complex. The next step in completing this project is obtaining electrical service to power the new irrigation pumps and pump building. The new pumps require a dedicated electrical service, which will be installed under a separate contract by a different contractor.

The scope of the electrical service installation includes trenching approximately 1,300 feet and installing three runs of 2" conduit. The new electric service will run from an existing electric transformer located immediately west of the gate to the wastewater treatment facility, following the dirt access road to the new pump building site at the southwest corner of the effluent water storage pond.

At the pump building location, the contractor will install a steel H-frame rack, a new electrical service entrance panel with meter, and a transformer. The contractor will also complete all internal pump building wiring.

To secure a contractor, staff solicited quotes from three firms: Pur Solar, Connolly Electric, and Rayburn Electric. Only Connolly Electric submitted a quote, in the amount of \$69,662, inclusive of all taxes and fees.

Due to the nature and complexity of the work, staff recommend including a 10% Owner's Allowance in the amount of \$7,038 to account for unforeseen site conditions or material needs during installation. Any unused portion of this allowance will be returned to the Town. Including this allowance, the total recommended award is \$76,700.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

Staff recommends Council award the electrical service installation contract for the Sports Complex irrigation lift station to Connolly Electric.

This project is eligible for 50% reimbursement through the Sports Complex Grant program.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

- Does the Council have any questions?

PROPOSED MOTION:

Move to Award the Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.



Connolly Electric & Mechanical
2651 S Union Dr, Cottonwood, AZ 86326
(928) 639-4251

BILL TO

Town of Camp Verde ATTN FINANCE DEPARTMENT
600 South 1st Street
Camp Verde, AZ 86322 USA

ESTIMATE
74820280

ESTIMATE DATE
Oct 25, 2024

JOB ADDRESS

Reclaim Irrigation Pump Station
395 South Main Street
Camp Verde, AZ 86322 USA

Job:

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
ELECTRIC	(1,100 Linear Feet) Trenching back fill & shade , installation of conduit from an existing APS box to a new transformer location. Include necessary pull boxes and transformer pad.	1.00	\$19,300.00	\$19,300.00
ELECTRIC	- Installation of a new "SES" with Meter and Panel (400A/3P 277/480V, 3ØNEMA 3R AIC with Main CB wall mount service Panel or equal. 30 KVA 3Ø 480-208/12v Transformer - Electrical Service Rack, Panels, and Wiring per Electrical Plans. - Conduit, Wiring, and Fixtures for building indoor lighting, one outdoor light, and three 120V receptacles inside the building. - Installation of a 120V GFCI electrical outlet on a pedestal at new pond and 310' #8 wire through	1.00	\$40,100.00	\$40,100.00

a 2" conduit. The conduit to the pond will be installed by others.

Job will include coordinating with
Town to install under slab conduit to manufacture supplied panel on
Pump Skid
prior to pouring concrete foundation.

It is understood there is a long
lead time on the SES Panel and bids shall be quoted to be valid for one
year
from date of proposal.

Bids to include any shipping cost
and tax.

ELECTRIC	Allowance for trenching back fill & Shade 310' linear feet to pond for 2" and #8 wiring , GFCI circuit installation	1.00	\$3,300.00	\$3,300.00
ELECTRIC	Sales tax	0.06	\$62,700.00	\$3,762.00
ELECTRIC	200' Additional feed of trenching , shading and back-fill, for a total of 1, 300 hundred linear feet of trenching, shading and back fill including (2) Additional 2" APS primary conduits run in trench,	1.00	\$3,200.00	\$3,200.00

SUB-TOTAL	\$69,662.00
VDT-VENDOR DIRECT TAX 0%	\$0.00
TOTAL	\$69,662.00

Thank you for choosing Connolly Electric

CUSTOMER AUTHORIZATION

ELECTRIC ROC LIC # RES. #138415 COMM.#126606 HVAC DUAL LIC. #298346

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Connolly Electric & Mechanical as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

MEETING DATE: May 21, 2025

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Martin Smith, CIP Project Manager

AGENDA TITLE: Discussion, consideration, and possible award of Sports Complex lift station electrical improvements project to Connolly Electric in the amount of \$45,400.

ATTACHED DOCUMENTS:

- Connolly Electric Price Quotes

ESTIMATED PRESENTATION TIME: 5 minutes **ESTIMATED DISCUSSION TIME:** 10 minutes

REVIEWED BY:

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

FINANCIAL REVIEW (if applicable):

- Funding Source / GL Account Number: 04-800-20-804023
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

BACKGROUND INFORMATION:

On March 5, 2025, the Council awarded the construction contract for the new lift station to Earth Resources. While Earth Resources will be responsible for the physical construction of the lift station, the electrical service installation will be carried out under a separate contract by a different contractor.

The electrical scope of work includes the installation of approximately 550 linear feet of 4-inch electrical conduit extending from the existing electric cabinet to the lift station site. At the lift station, the selected contractor will install a steel H-frame rack, a new electrical service entrance panel, and a transformer. Coordination with Earth Resources will be essential to ensure proper installation of all conduit and wiring within the footprint of the lift station.

To secure a contractor for the electrical service, staff solicited quotes from three firms: Pur Solar, Connolly Electric, and Rayburn Electric. Of the three, only Connolly Electric submitted a bid. Their quote totals \$41,234, inclusive of all taxes and fees.

Given the complexity and nature of the work, staff recommend including a 10% Owner's Allowance in the amount of \$4,166. This allowance is intended to cover any unforeseen challenges that may arise during installation, such as the need for additional materials or unanticipated site conditions. The Owner's Allowance is a discretionary fund, and any unused portion will be returned to the Town.

With the inclusion of the Owner's Allowance, the total award amount would be \$45,400. Staff recommends that Council award the electrical service installation contract for the lift station to Connolly Electric.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

It is important to note that this project qualifies for 50 percent reimbursement through the Sports Complex Grant.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

- Does the Council have any questions?

PROPOSED MOTION:

Move to Award the Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.



Connolly Electric & Mechanical
2651 S Union Dr, Cottonwood, AZ 86326
(928) 639-4251

BILL TO

Town of Camp Verde ATTN FINANCE DEPARTMENT
600 South 1st Street
Camp Verde, AZ 86322 USA

ESTIMATE
74819151

ESTIMATE DATE
Oct 25, 2024

JOB ADDRESS

Town of Camp Verde-Public Works Department / Sports Complex
Sports Complex 935 S. Main Street
Camp Verde, AZ 86322 United States

Job:

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
ELECTRIC	(530 Linear Feet) Trench and install 4" underground conduit from existing SES to new Lift Station Service Pad. Include Traffic Rated Pull boxes as necessary.	1.00	\$12,800.00	\$12,800.00
ELECTRIC	(560 Linear Feet) Install 225A wiring from existing SES to new Pump Pad location. - Install H Frame Electrical Rack. - Provide, install, and wire in new 225A Service Panel PP. - Provide, install, and wire in new 30 KVA transformer and Panel LA - Wire into Pump Panel (supplied by pump manufacturer). Include all high and low voltage wiring for new pump controls to new pump head per Electrical Plan. - Conduit, Wiring, and Fixtures for one outdoor light, and on 120V receptacle.	1.00	\$26,100.00	\$26,100.00

Job will include coordinating with Town to install under slab conduit.

Bid to include any shipping and sales tax.

ELECTRIC	Sales tax	0.06	\$38,900.00	\$2,334.00
SUB-TOTAL				\$41,234.00
VDT-VENDOR DIRECT TAX 0%				\$0.00
TOTAL				\$41,234.00

Thank you for choosing Connolly Electric

CUSTOMER AUTHORIZATION

ELECTRIC ROC LIC # RES. #138415 COMM.#126606 HVAC DUAL LIC. #298346

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Connolly Electric & Mechanical as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date



Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible adoption of Resolution 2025-1183, approving the Planning Fee Refund, Waiver, and Reduction Policy.

Attached Documents:

- Resolution 2025-1183
- Draft Planning Fee Refund, Waiver, and Reduction Policy

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 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 September 4, 2024, Town staff presented a request to the Council for a partial refund of Use Permit fees paid by the applicants for the Green Valley Mobile Home Park, who ultimately chose not to proceed with the permit. Staff clarified that the Financial Operations Guide (FOG) does not grant authority to issue fee refunds administratively, requiring Council approval for such actions.

Following a thorough discussion, Council directed staff to develop a formal policy outlining circumstances under which fee reductions, waivers, or refunds could be considered. Council also requested that staff explore a potential refund of capacity fees that had been applied to a permit issued prior to the implementation of those fees.

On March 19, 2025, Town staff presented a draft policy for Council's review. In response, Council requested that the policy include expanded more robust eligibility criteria, establish a process by which all refund or waiver requests must be reviewed and approved by Council, define specific timeframes during which refunds may be requested, and address additional administrative considerations.

Attached is the modified policy for Council review and possible approval.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does the Council have any questions about the modified policy?
- Are there any edits the Council would like to see made to the policy?

Proposed Motions:

I move to **APPROVE** Resolution 2025-1183 adopting the Planning Fee Refund, Water and Reduction Policy.

OR

I move to **APPROVE** Resolution 2025-1183 adopting the Planning Fee Refund, Water and Reduction Policy **with the following changes to the policy...**

OR

I move to **DENY** Resolution 2025-1183.



RESOLUTION NO. 2025-1183

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
APPROVING AND ADOPTING THE PLANNING FEE REFUND, WAIVER, AND
REDUCTION POLICY**

WHEREAS, the Town of Camp Verde imposes planning-related fees to recover the costs of services provided in connection with the review, processing, and administration of development applications and land use requests; and

WHEREAS, from time to time, applicants may request refunds, waivers, or reductions of such fees due to project withdrawal, errors in fee collection, charitable purposes, changes in development scope, or other circumstances; and

WHEREAS, the Town Council finds it necessary to establish a formal policy to ensure consistency, fairness, transparency, and accountability in the review and processing of such requests; and

WHEREAS, the proposed Planning Fee Refund, Waiver, and Reduction Policy outlines eligibility criteria, submission timelines, review procedures, and the authority required for approval, with the intent of supporting sound fiscal management and public trust in the administration of municipal fees.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:**

Section 1: Approval and Adoption

The Town Council hereby approves and adopts the *Planning Fee Refund, Waiver, and Reduction Policy*, attached hereto as Exhibit A, effective immediately upon passage of this resolution.

**PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON
COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS
21ST DAY OF MAY, 2025.**

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



Town of Camp Verde

Planning Fee Refund, Waiver and Reduction Policy

Adopted by Resolution 2025-1183 on May 21, 2025

SECTION 1: PURPOSE

The purpose of this policy is to establish a uniform and transparent framework for evaluating and processing requests for the full or partial refund, waiver, or reduction of planning-related fees.

SECTION 2: DEFINITIONS

- **Fee Refund:** A return of all or a portion of fees previously paid to the Town in connection with a planning or development application.
- **Fee Waiver:** A decision not to collect a fee that would otherwise be required.
- **Fee Reduction:** A discount applied to a required fee based on specific eligibility criteria.
- **Eligible Planning Fee:** A fee associated with planning applications, development review, capacity charges, or related land use matters, as identified in the current Town Fee Schedule.
- **Substantial Scope Change:** A modification to a project that results in a meaningful reduction in the scale, intensity, or complexity of the proposed development.

SECTION 3: SCOPE

This policy applies to all requests submitted by applicants, contractors, developers, or landowners seeking a refund, waiver, or reduction of fees listed in the Town of Camp Verde's adopted Fee Schedule related to planning, zoning, and development services.

SECTION 4: AUTHORITY

The Town Council shall have sole authority to approve or deny any request for the refund, waiver, or reduction of planning-related fees.

The Community Development Director will receive and evaluate such requests, prepare findings and recommendations for the Town Manager's review and approval. Once Town Manager approval is received, the Community Development Director will present the request and Town staff's recommendations to the Town Council for final decision. No refunds, waivers, or reductions shall be granted without formal Council approval at a public meeting.

Exception: If the request is due solely to a fee that was collected in error or a documented overpayment, the Town Manager is authorized to approve and process the refund administratively without Council action. These cases must be clearly documented and reported to the Town Council as part of the annual fee adjustment summary.

SECTION 5: ELIGIBILITY CRITERIA

A. Application Withdrawal or Town-Initiated Termination (*Refund Eligible*)

Refunds may be considered under the following circumstances:

- 1) The applicant formally withdraws their application in writing prior to the commencement of substantive staff review (e.g., technical analysis, interdepartmental routing, or scheduling for public hearing).
- 2) Town staff determine that the application was unnecessary due to an internal misinterpretation of planning or zoning code or was requested in error.
- 3) The project is rendered infeasible or ineligible due to a Town-initiated action, including but not limited to:
 - o Adoption of new zoning regulations
 - o Implementation of a development moratorium
 - o Town withdrawal or revocation of a previous authorization due to no fault of the applicant

Refunds under this section are subject to administrative cost recovery for processing and evaluation already performed, if any.

B. Town Error or Overpayment (*Refund or Reduction Eligible*)

Refunds or reductions may be granted when:

- 1) The applicant paid a fee in error, such as duplicate payment, incorrect fee category, or unintentional payment for a service not rendered or not required.
- 2) There is clear documentation of a clerical, administrative, or procedural mistake made by Town staff that directly resulted in the overcollection of fees.

These requests may be administratively approved by the Town Manager without Town Council action, consistent with Section 4.

C. Nonprofit and Charitable Public Benefit Projects (*Waiver or Reduction Eligible*)

Fee waivers or reductions may be considered for projects that demonstrate a strong and direct public benefit, including:

- 1) The project is sponsored by a registered 501(c)(3) nonprofit organization in good standing with the State of Arizona.
- 2) The project supports public benefit outcomes, such as:
 - o Provision of affordable housing units (e.g., serving residents at 80% AMI or lower)
 - o Construction of community-serving infrastructure (e.g., food pantries, parks, community centers)
 - o Historic preservation or cultural/educational facilities open to the public
- 3) The proposed development or use is exclusively charitable, educational, or public service in nature, with no commercial or private financial benefit accruing to the applicant, developer, or sponsoring entity.

Applicants must provide a written statement of public benefit and supporting documentation. Town Council may require a deed restriction, use agreement, or similar assurance to verify long-term charitable use.

D. Capacity Fees or Development-Related Charges (*Refund Eligible*)

Refunds of capacity fees, impact fees, or related charges may be granted under the following conditions:

- 1) Fees were assessed in connection with a permit issued before the official effective date of the adopted capacity or impact fee schedule.
- 2) The associated development project was abandoned prior to initiation of construction or utility connection, and the Town did not expend resources in reliance on the project proceeding.

- 3) The scope of the development changed significantly due to design revisions, resulting in a material decrease in anticipated infrastructure demand, such as reduced building square footage, utility demand, or occupancy type.

Requests under this section must be accompanied by a narrative explaining the change in scope, supporting site plans, and a comparison of before-and-after service impacts.

SECTION 6: TIMEFRAME FOR SUBMITTING REQUESTS

All refund requests must be submitted within 90 calendar days of the original fee payment.

Waiver or reduction requests must be submitted prior to payment of the fee or at the time of application submission.

Requests made outside of these timeframes may be denied unless extraordinary justification is provided and the Town Council approves the exception.

Notwithstanding the timelines above, the Town will consider refund, waiver, or reduction requests for any eligible projects with application or payment dates on or after July 1, 2024, provided that the request is no later than September 1, 2025.

SECTION 7: PROCEDURES

A. Fee Schedule

Planning application fees are established annually through the Town's adopted Fee Schedule. These fees are intended to cover administrative costs, staff time, and resources associated with processing planning applications.

B. Request Requirements

Requests must be submitted in writing and include:

- 1) Applicant name and contact information
- 2) Permit or project reference number
- 3) Type and amount of fee paid or requested to be waived/reduced
- 4) Reason for the request, including applicable eligibility criteria
- 5) Supporting documentation (e.g., receipts, nonprofit status verification, evidence of error)

C. Review Process

All requests for fee refunds, waivers, or reductions shall follow the structured review process outlined below to ensure thorough evaluation, internal coordination, and transparent decision-making.

A. Initial Evaluation by Community Development Department

- 1) Upon receipt of a complete written request, the Community Development Department will timestamp the request and notify the applicant of receipt.
- 2) Staff will verify the accuracy of the information provided, assess whether the request meets the eligibility criteria, and identify any additional documentation needed.
- 3) Within 10 business days, staff will prepare a written evaluation that includes:
 - o Summary of the request
 - o Applicable eligibility criteria
 - o Fee history and payment record
 - o Assessment of staff time and services rendered
 - o Staff recommendation (approve, deny, or modify the request)

B. Town Manager Review and Authorization for Council Presentation

- 1) The written evaluation and recommendation will be submitted to the Town Manager for review.

- 2) The Town Manager may approve or deny requests for reimbursement for a fee that was collected in error or a documented overpayment.
- 3) For requests requiring Council approval, within 10 business days the Town Manager will ensure that all findings, supporting documentation, and recommendations are compiled into a formal agenda packet item.

C. Town Council Consideration and Final Decision (Refunds and Exceptions)

- 1) Requests requiring Council approval shall be placed on the agenda of the next available regular or special Council meeting.
- 2) The Community Development Director, or their designee, shall present the request to the Town Council, including:
 - o Background of the application or project
 - o Summary of the fee(s) paid or in question
 - o Justification for the request based on policy criteria
 - o Staff's formal recommendation
- 3) The Town Council shall deliberate and issue a decision to approve, deny, or modify the request. The Council's decision shall be final.
- 4) All Council decisions will be documented in the meeting minutes and a written notice of the decision will be issued to the applicant within 10 business days following the meeting.

SECTION 8: REFUND PROCESSING

- Refunds, if approved, will be processed within 45 days of Council approval.
- Refunds will only be issued to the original payer unless otherwise requested in writing.

SECTION 9: ANNUAL REPORTING

An annual report summarizing fee adjustments will be provided to the Town Council.

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Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible recommended approval Resolution 2025-1180 supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.

Attached Documents:

- Resolution 2025-1180
- Fitness Campaign Slide Deck
- Award Letter

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable): TBD

- | | | | | |
|---------------------------------------|------------------------------|--|------------------------------|---------------------------------|
| • 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 Town of Camp Verde has been awarded a \$50,000 grant through the National Fitness Campaign (NFC) to support the installation of an outdoor Fitness Court®.

The National Fitness Campaign is a nationwide initiative that partners with municipalities, schools, and other organizations to create accessible, free-to-the-public outdoor fitness spaces. Founded in 1979, NFC is dedicated to improving health outcomes by providing communities with innovative wellness infrastructure and programming support. Website: [National Fitness Campaign | Building Healthy Communities Across America](https://nationalfitnesscampaign.com/watch) / Video: <https://nationalfitnesscampaign.com/watch>

The centerpiece of the campaign is the Fitness Court®, a specially designed outdoor bodyweight circuit training system. Each Fitness Court® is approximately 38 feet by 38 feet and can accommodate up to 28 individuals per hour across seven functional fitness zones that target strength, agility, flexibility, balance, and cardiovascular fitness. It is designed for all fitness levels and includes instructional signage as well as access to a free mobile app offering guided workouts. In addition to the physical asset, the National Fitness Campaign provides marketing support, wellness programming templates, and national recognition opportunities through its Healthy Infrastructure Initiative.



Town Council Agenda Information Memorandum

In order to move forward with accepting the grant award, the Town must secure a match of approximately \$120,000 to \$150,000 by July 9, 2025. Staff is currently exploring options to meet this requirement, including working with Arizona State Parks & Trails to determine if the Fitness Court® can be incorporated into the existing Sports Complex grant as a main entrance feature. If that is not feasible, we will evaluate using any remaining Sports Complex matching funds or applying for an additional Arizona State Parks grant to fulfill the obligation, which would both be discussed with Town Council for approval should the Town want to move forward under an alternative funding structure.

On May 5, 2025, the Parks & Recreation Commission unanimously recommended approval to adopt Resolution 2025-1180 for the Outdoor Fitness Court®; however, wanted to know more information about how the asset would be funded. Town staff are now seeking Town Council approval of Resolution 2025-1180 to adopt and allocate funds for an Outdoor Fitness Court®. Adoption of this Resolution will allow the Town to formally accept the grant award and continue efforts to finalize the match funding strategy.

A summary of key points in the attached Resolution includes:

- Acceptance of the \$50,000 National Fitness Campaign grant award.
- Commitment to securing the required matching funds to complete the project.
- Participation in the National Fitness Campaign's initiative to promote free, accessible fitness opportunities.

Staff will continue to work on finalizing the funding plan and will provide updates to the Commission and Council as they become available.

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

The National Fitness Campaign Fitness Court® project supports the FY25–FY30 Strategic Plan by enhancing community amenities, promoting health and wellness, and leveraging external grant funding to improve recreational infrastructure.

Question(s) before the Commission:

- Does the Commission have any questions about the National Fitness Campaign Fitness Court®?

Proposed Motions:

I move to recommend APPROVAL of Resolution 2025-1180 supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.

I move to recommend DENIAL of Resolution 2025-1180.



RESOLUTION NO. 2025-1180

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT® AS PART OF THE 2025 NATIONAL FITNESS CAMPAIGN

WHEREAS, the Town of Camp Verde has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their 2025 initiative to install and activate outdoor Fitness Courts® in over 1000 municipalities and schools across the country; and

WHEREAS, the Town of Camp Verde will accept a \$50,000 National Grant from the NFC Grant Committee and Statewide Partners, and endeavor to provide a local match from budgeted or internal funds within fiscal year 2026 to promote and implement a free-to-the-public outdoor Fitness Court®; and

WHEREAS, the Town of Camp Verde will endeavor to provide a local funding confirmation in the amount designated on the quote detailing the remaining funds for participation, provided by the National Fitness Campaign no later than July 9, 2025 as identified on the official Grant Program Requirement document; and

WHEREAS, the Town of Camp Verde Council believes joining the National Fitness Campaign is an important step in building a healthier community, commits to funding/fundraising to participate in NFC's 2025 Campaign, and will earn local and regional recognition as a leader in providing accessible health and wellness infrastructure and programs.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1. The Town of Camp Verde will collaborate with NFC to join the National Fitness Campaign, implement the outdoor Fitness Court® program, and make fitness free for community residents and visitors.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 21ST DAY OF MAY 2025.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



CAMPAIGN BRIEFING

WELCOME





AMERICA'S LARGEST PUBLIC-PRIVATE WELLNESS PARTNERSHIP

CELEBRATING 500TH
Healthy Community this Year



NOW FUNDED
to welcome 1000 Healthy
Communities by 2025

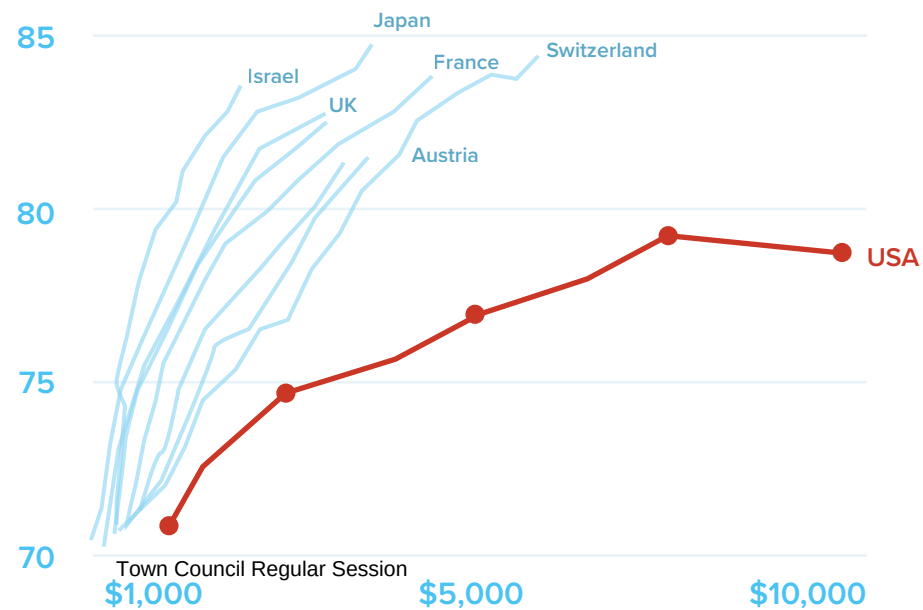
CAMPAIGN MISSION: to Build Healthy Communities

WHY THE CAMPAIGN DOES IT

TO MAKE WORLD CLASS FITNESS FREE



Life Expectancy vs Health Expenditure



UNDERSTANDING THE PROBLEM

AMERICA IS FACING A HEALTH CRISIS CAUSED BY SEDENTARY LIFE-
STYLES AND CITIES DESIGNED FOR CARS. USA SPENDS MORE MONEY
THAN ANY OTHER ON HEALTHCARE WITH POOR RESULTS.



BECOMING THE SOLUTION

WHEN COMMUNITIES ARE DESIGNED TO SUPPORT WELL-
BEING, HEALTH OUTCOMES CHANGE!



BROUGHT TO YOU BY





WHAT THE CAMPAIGN DOES

A COMPREHENSIVE COMMUNITY WELLNESS PROGRAM

DESIGN & PLANNING

LAUNCH & PRESS

SPONSOR SUPPORT

PUBLIC ART

GRANT FUNDING

AMBASSADOR TRAINING

INSTALLATION

MOBILE APP





FITNESS COURT

WORLDS BEST OUTDOOR GYM



7 MOVEMENT FULL BODY WORKOUT
FUNCTIONAL TRAINING SYSTEM
Town Council Regular Session
DIGITALLY ACTIVATED | COACH IN YOUR POCKET



CORE



SQUAT



PUSH



LUNGE



PULL



AGILITY



BEND



FITNESS COURT

COMMUNITY WELLNESS HUB

STUDIO



COMMUNITY WELLNESS PROGRAMMING

WELCOMES ENTIRE COMMUNITY
Town Council Regular Session
MAYORS WELLNESS SERIES



HIIT



YOGA



ZUMBA May 21, 2025



DANCE



STRETCH



KICKBOXING



TAI-CHI



FITNESS COURT | ART

EVERY FITNESS COURT IS A WORK OF ART



WORK WITH LOCAL ARTISTS
Town Council Regular Session
NFC DESIGN STUDIO



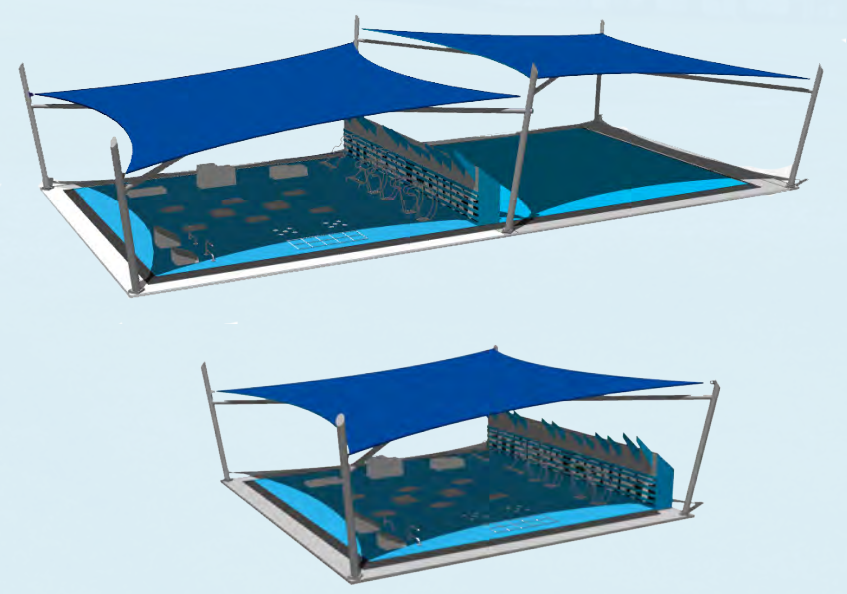
May 21, 2025



WORLD RENOWN ARTIST GALLERY
KEITH HARING | JEAN MICHEL BASQUIAT
Page 166 of 190

NEW FOR 2025

NOW AVAILABLE FOR
**FITNESS COURTS &
FITNESS COURT STUDIOS**



FITNESS COURT | SHADE
WORLDS BEST OUTDOOR GYM JUST GOT COOLER



EXTENDED
SEASONAL USE



UV & SUN
PROTECTION



INTEGRATED
DESIGN



ENHANCED
AESTHETICS



MADE IN
USA



LONG LASTING
MATERIALS

2025 STATEWIDE CAMPAIGN



NATIONAL FITNESS CAMPAIGN

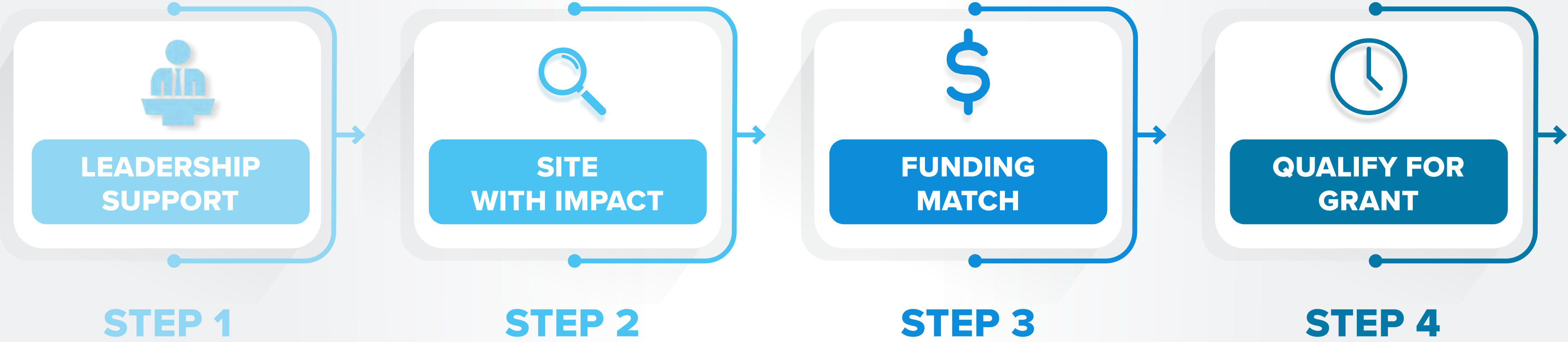
2025

200 NEW PARTNERS

WE'RE PLEASED TO ANNOUNCE THE 2025 CAMPAIGN

NFC Grant Requirements

Program Qualification



JOIN THE CAMPAIGN



STEP 1

LEADERSHIP SUPPORT

*BUILD CONSENSUS / CONFIRM FEASIBILITY
MUNICIPAL LEADER SUPPORT*

SHARE 3 MINUTE VIDEO





STEP 2 SITES WITH IMPACT

Supported by NFC's Expert Consulting Services, Identify Site Locations that Meet Criteria for Funding Qualification & Health Impact

HEALTHY INFRASTRUCTURE PLANNING
• VISIBLE • CONNECTED • ACCESSIBLE •

Participate in Virtual Workshop led by NFC Expert Consultants to receive data & qualification information regarding your public spaces. See how your municipality or school benchmarks vs national averages.



POWERED BY

HSS

HEALTHY
SITE SCORE

**NFC HEALTHY SITE
SCORE**

NATIONAL INDEX & DATASET
EXPERT CONSULTING FOR
LOCATING SUCCESSFUL
OUTDOOR WELLNESS HUBS



STEP 3 FUNDING MATCH

*NFC GUIDES FUNDING PLAN
CIP • STATE/NATIONAL • LOCAL SPONSORS*

**GRANT FUNDING AVAILABLE:
\$30,000-\$60,000 PER SITE**

*GRANT FUNDING TYPICALLY SUPPORTS ABOUT
1/3 OF FUNDING REQUIREMENT*

**PROGRAM FUNDING REQUIREMENT
\$150,000-\$260,000**

*Town Council Regular Session
PER SITE FUNDING PROGRAM CONFIGURATION AND
INSTALLATION METHOD*





STEP 4 QUALIFY FOR GRANT

- A. PRE-APPLICATION PHASE
- B. GRANT AWARD
- C. BUILD/SITE PLAN
- D. LAUNCH LOCAL CAMPAIGN

**SUBMIT GRANT
APPLICATION**





JOIN US

LET'S BUILD HEALTHY COMMUNITIES
TOGETHER



Discussion - Q&A

NEXT STEP



**ATTEND PARTNERSHIP QUALIFICATION
CALL IF APPROPRIATE**

DISCUSSED AT NEXT STEP:

- 1. FEASIBILITY & ALIGNMENT WITH
LOCAL PRIORITIES**
- 2. SITE ANALYSIS & LOCATION OPTIONS
FOR FUNDING CONSIDERATION**
- 3. FUNDING REQUIREMENT DETAILS AND
GRANT PROGRAM & AVAILABILITY FOR
YOUR STATE**
- 4. NON-BINDING GRANT QUALIFICATION
PROCESS**



Congratulations!

Camp Verde, AZ has been selected as a 2025 Arizona Complete Health Grant Recipient!

Dear Miranda,

On behalf of the National Fitness Campaign Grant Committee, we are pleased to share that the Town of Camp Verde, AZ has been selected as a grant eligible partner in the 2025 Arizona Complete Health Campaign! This notification letter confirms eligibility for one (1) 2025 NFC Grant of \$50,000. The next step is to schedule your official Grant Eligibility Award Call within the next 10 days, where the qualifications submitted in your Grant Application will be confirmed by the NFC team, and your Grant Program Requirements (GPR) will be aligned for eligibility and participation in this year's campaign. A copy of your GPR Document is attached to this formal award letter for your review, and is based on dates submitted in your Grant Application.

The \$50,000 Grant Award will be confirmed pending 1) the submission of a Resolution of Adoption, endorsed by your local governing body or appropriate council within 30 days of the Award Call, 2) authorization to proceed, documented by formal funding confirmation (commonly a purchase order) and 3) confirmation of a scheduled shipping date for the Fitness Court and appropriate storage plans. Once set, GPR milestones must be met in order to maintain funding eligibility in the campaign.

To support this partnership and align your GPR milestones with your community's local adoption and funding processes, we have assigned a Partnership Manager – Aubrey Glendinning – as your dedicated partner and champion in support of this partnership. Over the coming months, Aubrey will work with your team to support the path outlined in the GPR Document, assisting in the confirmation of required remaining funding, installation, and launch of your program.

The 2025 Arizona Complete Health is part of a national movement to make world-class fitness free and accessible in public spaces across the country, which is more important today than ever before – thank you for your commitment to supporting this goal.

Here is a sneak peak at what's ahead:

- Fitness Court® Launch – Cut the ribbon on your beautiful new outdoor gym & announce free fitness to the community!
- Classes & Challenges – Get residents moving & keep them engaged with ongoing group classes, individual training, and competitive events.
- Press & Promotions – Shine a spotlight on your community and local partners for joining this exciting and innovative wellness movement!

Once again, we are thrilled to invite you to join us as a partner in the 2025 Arizona Complete Health Campaign, and we look forward to making world-class fitness free in Camp Verde, AZ!

Best in Fitness,

Mitch Menaged, Founder



Town of Camp Verde, AZ - National Fitness Campaign 2025 Funding Cycle Grant Program Requirements (GPR)

Important: Grant Program Requirement (GPR) Dates must be adhered to in order to confirm grant availability within the awarded campaign year. While NFC strives to accommodate all approved applicants for participation, National Fitness Campaign cannot guarantee grant availability within each calendar year should approved milestone dates not be met, due to the volume of applicants joining the campaign and limited nature of Grant Funding in each state. Please contact your Partnership Development manager for more information.

PHASE 1

MILESTONE 1: ADOPTION

Summary: Commit to project adoption and confirm intent to provide remaining matching funding

- Requirement: Complete Resolution of Adoption
- **On or Before: 5/22/2025**

MILESTONE 2: AUTHORIZATION TO PROCEED - FUNDING CONFIRMED

Summary: Approve and secure funding (as needed) and confirm total required remaining funding listed below.

- Requirement: Funding confirmation document submitted to NFC for remaining program funding (typically a Purchase Order (P.O). Refer to Official Quote and Funding Requirements Summary for details.
 - **Remaining Funding Requirement: \$120,000-\$155,000 (Pending Fitness Court Configuration)**
- **On or Before: 7/9/2025**

MILESTONE 3: SHIPMENT FOR STORAGE

Summary: Identify Fitness Court® storage location and schedule Fitness Court® delivery

- Requirement: Accept Fitness Court® delivery and store at a secure location, prepare to be invoiced for remaining program funds due per Milestone 2.
- **Deadline: Within 2-4 weeks from completion of Milestone 2**

PHASE 2

MILESTONE 4: PLANNING, DESIGN & ART

Summary: Confirm Fitness Court Orientation and Site Layout, Approve Fitness Court® Art Designs

- Requirement: Approve Site Orientation, Site Plan and Approve artwork.
- **Deadline: August 2025**

(Continued on Next Page)



MILESTONE 5: CONCRETE SLAB INSTALLATION

Summary: Review concrete slab drawings & schedule concrete installer, Confirm Art is produced and shipped.

- Requirement: Install concrete slab (cure time of 14 days before Fitness Court® installation, Spraylock additive required). Fill out the concrete slab inspection form upon completion.
 - **Estimated Funding Requirement: \$0-\$45,000 (Pending Standard or Studio Configuration)**
- **Deadline: September 2025 - pending weather**

MILESTONE 6: FITNESS COURT® ASSEMBLY

Summary: Select Fitness Court® Assembly Team - NFC'S Approved Installation Network (AIN) is recommended pending local procurement requirements and policies.

- Requirement: Confirm installation timeline with NFC, provide completed installation photos for NFC inspection
 - **Estimated Funding Requirement: \$28,500-\$38,500 (Pending Standard or Studio Configuration)**
- **Deadline: October 2025 - pending weather**

MILESTONE 7: PRESS LAUNCH RIBBON CUTTING CEREMONY

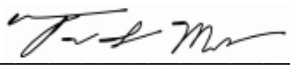
Summary: Hold Fitness Court® press launch & ribbon cutting event (in coordination with State Sponsor if applicable)

- Requirement: Promote press release, train ambassadors, hold launch within campaign year (weather permitting)
- **Deadline: November 2025 - pending weather**

MILESTONE 8: ATTEND OFFICIAL WELCOME TO CAMPAIGN VIRTUAL CALL

Summary: Attend NFC's official Welcome to Campaign call to share success of launch, initiate Fitness Court warranty, receive tools & services for Fitness Court activation, establish connection to long-term NFC Relationship Management Team

- Requirement: Schedule call with NFC & Local Leadership to attend Welcome to Campaign call. **Call completes formal grant obligations.*
- **Deadline: Scheduled within 2 weeks post Launch Event (Milestone 7)**

G.P.R. Authorized by:  Trent Matthias - Campaign Director



Town Council

Agenda Information Memorandum

Meeting Date: May 21, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible adoption of Ordinance 2025-A504, an Ordinance of the Town Council of the Town of Camp Verde, Yavapai County Arizona, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.

Attached Documents:

- Ordinance 2025-A504

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • 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 Current Town Code Chapter 14 Section 14-1 Criminal Record Check for Prospective Town Employees authorizes the Arizona Department of Public Safety (DPS) to exchange the fingerprint data with the Federal Bureau of Investigation (FBI). However, it does not authorize the Town to run the criminal history background check for volunteers in the same capacity as for employees.

Currently, the Town uses an online platform to conduct criminal history checks in volunteer vetting process. The online platform provides limited access to criminal history records and does not always reflect all the information necessary to make an appropriate vetting decision. DPS is the only authorized agency who is allowed to access the FBI data.

Under the new ordinance the Town will be able to use DPS for the background checks on volunteer candidates. This will allow the Town to run a more efficient and thorough criminal history background checks for volunteers, especially volunteers working with minors.

Question(s) before the Council:

Does the Council have any questions or comments?



Town Council Agenda Information Memorandum

Proposed Motions:

I move to APPROVE Ordinance 2025-A504 establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.

OR

I move to DENY Ordinance 2025-A504.



ORDINANCE 2025-A504

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING A POLICY OF CONDUCTING CRIMINAL RECORD CHECKS FOR PROSPECTIVE TOWN EMPLOYEES AND VOLUNTEERS

WHEREAS, it is in the public interest to conduct criminal records checks for applicants for Town employment, and

WHEREAS, the Mayor and Council find that Ordinance 2008-A350 shall, upon adoption of Ordinance 2025-A504 be superseded.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, THAT:

1. Fingerprinting of Applicants. All applicants for either employment with the Town of Camp Verde and all applicants for volunteer positions for the Town who provide services to minors shall submit a full set of fingerprints to the Town for the purpose of obtaining a state and federal criminal records check. These checks shall be done pursuant to the provisions found in ARS 41-1750 and Public Law (PL) 92-544. The Arizona Department of Public Safety is authorized to exchange these fingerprint data with the Federal Bureau of Investigation.

2. Use of Department of Public Safety. The Arizona Department of Public Safety is hereby authorized to exchange the fingerprint data with the Federal Bureau of Investigation pursuant to ARS 41-1750 and Public Law 92-544.

3. Conditional Acceptance of Employment. ~~Applicants may submit their employment application forms and fingerprint cards for processing up to 10 days prior to selection by the Town of a candidate.~~ Any employment by the Town is subject to results of the criminal records check, and, if an applicant has been notified of his or her selection and has temporarily assumed a position with the Town, such position may be vacated at the option of the Town depending on the criminal history and **background reference check** results.

PASSED AND APPROVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA THIS 21ST DAY OF MAY 2025.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC