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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 2, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87904902845?pwd=dTd0QlhHcEl3bEszZUdPUlZlcUtLQT09>

**One Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 879 0490 2845
Passcode: 458831**

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 Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – January 5, 2021
 - 2) Regular Session – January 19, 2021
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – Wednesday February 16, 2022 at 6:30 p.m.
 - 2) Regular Session – Wednesday March 2, 2022 at 6:30 p.m.
 - 3) Regular Session – Wednesday March 16, 2022 at 6:30 p.m.
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. Special Announcements and Presentations:

- **Presentation by APS on proposed power upgrades in Camp Verde.**
Brandon Echols APS
- **Presentation and Update on the Camp Verde Sports Complex.** Ron Long/Russ Martin

7. Discussion, Consideration and Possible Approval of funding of up to \$35,000 to expand the Community Development Department into the former Economic Development Department office. Staff Resource: John Knight

8. DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1084, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AND ACCEPTING THE APPLICATION FOR THE AMERICAN RESCUE PLAN ACT GRANT. Staff Resource: Michael Marshall

9. Public Hearing followed by Discussion, Consideration, and Prioritization of proposed Community Development Block Grant (CDBG) Projects for the Town of Camp Verde FY22 Federal CDBG Application Submission. Staff Resource: Russ Martin and Dorie Blair Staff

- **Staff Comments**
- **Public Hearing Open**
- **Public Hearing Closed**
- **Council Discussion**

10. DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1085, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY22 STATE COMMUNITY DEVELOPMENT BLOCK GRANT. Staff Resource: Russ Martin

11. Discussion, Consideration and Possible Approval of the attached Wastewater Fee Adjustment Program for Calendar Year 2022. Staff Resource: Michael Showers

12. 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 A.R.S. §38-431.01(H))

- 13. Council Informational Reports.** These reports are relative to the 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, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
- 14. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
- 15. Discussion and Consideration and Execution of the Town Manager's Annual Performance Review. Pursuant to A.R.S. §38-431.03(A)(1). The Council may, by majority vote, recess the Regular meeting, hold an executive session and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. §38-431.03 (A)(1).**
- 16. 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 following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

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. 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 1-27-2022 at 4:30 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk



Support your local merchants

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 5, 2022 at 6:30 P.M.

ZOOM MEETING LINK:

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One Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 841 2441 8073
Passcode: 487624

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau (Zoom), Cris McPhail, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance** Vice Mayor Butner led the pledge.

Mayor Jenkins took a point of privilege for a moment of silence for Leroy Hunter who served as a Council Member from 2001 to 2003 had passed away, January 4th.

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

a) Approval of the Minutes:

- 1) Regular Session – December 1, 2021
- 2) Regular Session – December 15, 2021

b) Set Next Meeting, Date and Time:

- 1) Work Session – Wednesday January 12, 2022 at 5:30 p.m.
- 2) Regular Session – Wednesday January 19, 2022 at 6:30 p.m.
- 3) Regular Session – Wednesday February 2, 2022 at 6:30 p.m.

- c) **Approval and Possible Adoption of 2022 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 Russ Martin/Town Clerk Cindy Pemberton

Motion by Vice Mayor Butner to approve the consent agenda. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Vice Mayor Butner: aye
Mayor Jenkins: aye

Motion carried 7-0.

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))

No items from public.

6. **Discussion, Consideration and Possible Appointment of three (3) members to serve on the Planning & Zoning Commission for a term that expires January 2024.** Staff Resource: Cindy Pemberton

Ms. Pemberton stated there were four letters of interest. The applicants include Amanda Barger, Robert Foreman, Michael Hough, and Jerry Mason. Ms. Pemberton said the applicants may be present for questions from Council.

Councilor Whatley recused herself from the item because one applicant is on the Adult Reading Program Board and she works there.

Vice Mayor Butner requested the applicants briefly introduce themselves.

Robert Foreman has been a resident for 30 years and involved in the community has served on boards including Planning and Zoning and as chairman for two

years. He is familiar with the building codes and ordinances and has been accused of having common sense.

Amanda Barger was not present.

Mike Hough was not present.

Jerry Mason has been on planning and zoning for eight to ten months. Councilor Baker wanted to clarify that Mr. Mason has been on Planning and Zoning for a long time, but has been in Camp Verde for two years. Mr. Mason stated he has lived here two and a half years and participated in the reading program as well. He has a background in Planning and Zoning and was a city planner for five years in San Bernardino. Councilor Baker pointed out that Mr. Mason had only answered one out of three questions and wanted to understand if there was there a reason that he chose to only answer one. Mr. Mason responded that he misunderstood and felt the single statement answered all three. Councilor Baker inquired about what Mr. Mason thought the job entailed pertaining to the citizens of Camp Verde. Mr. Mason responded to protect them from foolishness. The purpose of the role is to review the items, evaluate them, and present to Council. Councilor Baker asked Mr. Mason what he felt his responsibility would be to other Commissioners in fulfilling the job as a Commissioner. Mr. Mason felt that other Commissioners would be comrades and would not do anything to embarrass them. Mr. Mason felt he would maintain his own opinion and would not be blunted by what others might say. He added that he would still listen to what they had to say and they could still possibly sway his views.

Vice Mayor Butner commented that Mr. Mason was from California and had lived there a couple years. He remarked that Camp Verde has seen quite an influx of Californians coming into the area and inquired if Mr. Mason had a vision for what type of development, if any, would be good for Camp Verde. Mr. Mason said there is an awful lot of real estate available and people are coming from various places. Mr. Mason would like the real estate to be utilized in a way that is beneficial to the whole community. He is disinterested in being in Carlsbad California where the building fees have increased to the point of not building. Mr. Mason believes there is room for growth in Camp Verde. He would like to see wise and attractive growth.

Vice Mayor Butner requested that Mr. Mason explain what wise and attractive growth was in his opinion. Mr. Mason remarked that a few months ago there was a request for a marijuana grower in a zone that was not designed for it. He heard a complaint from the public about the smell. He decided to test it out at different times of the day and found that in the evening, around 6 pm, it smelled skunk-y. Mr. Mason felt that there was other territory already designated for this kind of development. Mr. Mason believes that certain types of companies should stay where they have been zoned to be.

Vice Mayor Butner asked if there was a type of development already in Town, like mobile homes, that the Town has more than Mr. Mason thinks is needed. Mr. Mason stated there are lots of is RV Parks, but most RV Parks have gone to where they don't harm the community and there's room for more. They're going to go

somewhere and I don't see why they can't come in within the zoning that's allowed.

Mayor Jenkins stated if Council would entertain a motion at this time.

Councilor Murdock asked if either absent applicant had joined.

Mr. Pemberton said no.

Councilor Baker declined to vote because of the absent applicants and is disappointed in who is here. Ms. Pemberton confirmed they were sent emails and instructed to attend.

Councilor McPhail asked if two could be voted on this evening. Ms. Pemberton confirmed they could.

Councilor Bill LeBeau would like to hear from everyone before a decision is made on the other seats.

Ms. Pemberton stated Council could collectively discuss and possibly nominate two that were in attendance and bring the other two back at a later date to choose one more.

Vice Mayor Butner would like to see individual votes for a better handle on who is being put on.

Ms. Pemberton said in the future we can do that. Unfortunately, because of how the agenda stands tonight we have to combine, but it can be done in the future.

Vice Mayor Butner inquired if we vote against it, at this point in time, does that mean that the two would be excluded from further consideration. Ms. Pemberton confirmed they could be reconsidered but the P&Z meeting may need to be cancelled for tomorrow for lack of a quorum.

Councilor McPhail said regardless of who showed up she believed Robert and Jerry should be two of our planning commissioners whether we vote together or individually.

Motion by Councilor Cris McPhail to approve both Robert Foreman and Jerry Mason for two of the positions until 2024. Second was made by Councilor Murdock.

Roll Call Vote:

Councilor Baker: nay

Councilor LeBeau: nay

Councilor McPhail: aye

Councilor Whatley: recused

Councilor Murdock: aye

Vice Mayor Butner: nay

Mayor Jenkins: aye

Motion fails 3-3.

Vice Mayor Butner recommends that it is tabled so applicants can be looked at individually.

Councilor McPhail still believes those two are most qualified. Councilor Murdock requested to proceed with a motion on just one applicant. Mayor Jenkins confirmed that Council decided to put it on a future agenda item. Councilor McPhail would rather not put this off for tomorrow night.

Town Manager Martin suggested to ask Community Development Director, John Knight what is needed tomorrow and how many he would have without these and what the situation would be.

Mr. Knight said the public hearing is tomorrow. With seven seats, if they are missing three, they will still have a quorum with four. He feels it's a little bit of a disservice to the public. There is an item for the automated library. If possible, he would like to see the two members appointed tonight. Mike Huff is the current chair and it would be unfortunate to lose him for tomorrow's meeting.

Councilor Whatley mentioned there is substantial group of people coming tomorrow and she wouldn't want to be the one to look at them and say sorry we didn't vote in the members so no meeting.

Vice Mayor Butner agrees with Robin, but having said that he did hear John Knight say they still have a quorum.

Mayor Jenkins determined that they would bring the item back.

Councilor Murdock wanted to clarify if it is a requirement or recommendation that they be there.

Town Clerk Cindy Pemberton clarified that all applicants were instructed by email and some were verbally informed as well.

Councilor Jackie Baker stated the importance of the board members and feels that the Commission deserves respect and accountability. The Council needs to have the opportunity to get the answers needed to make a decision.

Mayor Jenkins wanted to acknowledge and thank the applicants that did show up and hopes they return when it comes back to the agenda.

7. Discussion Consideration and Possible Appointment of two (2) members to serve on the Board of Adjustment for a term that expires January 2024. Staff Resource: Cindy Pemberton

Ms. Pemberton stated two applicants submitted a letter of interest, B.J. Davis who is on Zoom and Alan Buchanan who was absent.

Mayor Jenkins asked Council how they would like to proceed.

Councilor Murdock would like to hear from the candidates.

Ms. Pemberton asked B.J. Davis to introduce himself.

Mr. Davis is willing to sit on the Board of Adjustment to help the town out. He will be traveling a bit, but capable of doing it by distance. There is a meeting on the 20th of January so it would be good if there was a quorum by then. Mr. Davis mentioned if they approve then there would be a quorum and asked that council decide how they would like to proceed.

Vice Mayor Butner asked if they can approve one and bring the second back.

Ms. Pemberton agreed a motion for one individual could be made.

Councilor LeBeau **Motion** by to appoint BJ Davis for a term 2024. Second was made by Vice Mayor Butner.

Roll Call Vote:

Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Vice Mayor Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

8. Update, Presentation, Possible Direction on Economic Development Council Goals for 2021-2022.

Economic Development Director Steve Ayers provided a power point presentation and quarterly update of Economic Development projects.

Mayor Dee Jenkins said that it very comprehensive and thanked Economic Development Director Steve Ayers for the presentation.

9. Approval of Resolution 2022-1081, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2022 Meeting Dates and Times for Meeting of the Council and all Commission/Committees, and superseding Resolution 2020-1033. Staff Resource: Town Clerk Cindy Pemberton

Motion by Councilor McPhail to approve Resolution 2021-1061 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai, Arizona setting the 2022 meeting dates and times for meeting of the Council and all

Commission/Committees and superseding Resolution 2020-1033. Second was made by Councilor Whatley.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Bill LeBeau: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

10. Approval of Resolution 2022-1082, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Establishing Hours of Operations, Superseding 2021-1062. Staff Resource Cindy Pemberton

Town Clerk Pemberton town code 2-3-1 first meeting in January Council should set hours of operation for all town offices.

Councilor Baker respects and appreciates every employee the Town has. When we changed operating hours – facing challenges with health – working on tax payer dollar to serve citizens would like to return to 5 day a week 8-5 standard operating hours. Have had a lot of people also express that desire. Open to everyone's ideas, thoughts, and suggestions. Feels strongly in serving the citizens by standard hours.

Vice Mayor Butner would like to echo the 8-5 standard hours. Think the town should be open with standard business hours. In his experience in courts Friday afternoons can be a very busy time. Doesn't think it's a good idea to be closed Friday afternoons.

Councilor Whatley wanted to know how long have operated under current schedule.

Mr. Martin said in August 2010, the Town had switched Monday to Thursday. A year or two after switched to add to the Friday. Only issue with Community Development at the time. Friday morning is what they ended up doing. Nine to ten years these hours have been in effect.

Councilor Whatley said the Town has been doing it for nine years and doesn't know that it is broke. It has been working as far as she knows and has no desire to change just to change.

Councilor Murdock was in agreement with Councilor Whatley. Ms. Murdock has not had anyone complain either while she was working in the Town or while she was on Council. Councilor Murdock does not want to change it at all and does not recall any opposition at any time and would like to approve as presented.

Councilor McPhail state she was a single mother and working had one day a week for appointments and therefore never missed a day of work. School district do not have school on Fridays which may be helpful in many ways to care for families. The hours have been working for 9 years without complaints so why change it.

Mayor Dee Jenkins made a next-door post to ask the citizens of Camp Verde. She received 30 responses who requested to leave as is. Some were interesting and took into consideration what Councilor McPhail spoke about. Job market is tough these days and we want to be responsive to employees. The Town has been forced over the past few years with the pandemic to modernize and allow some virtual work where things can be done electronically. Wanted to share feedback on what the folks we serve think.

Town Clerk Pemberton had no request for public comments

Councilor McPhail asked Mr. Martin if he has any idea of what the staff feedback is.

Mr. Martin without doing a full survey said there was concern on going to the regular five day. In the court system the payment issues and court orders occur after five and on weekends. He has had positive responses on the 7 o'clock. Its critical in the Community Development office. Folks are calling in at 7 o'clock. Staff has expressed quite a bit of concern about the five-day work week.

Community Development Director John Knight had a chance to do a quick survey. Jerome did a four-day work week and it was a hiring perk coming to Camp Verde. Sedona, Clarkdale are four days. Cottonwood has a half day on Friday. Every new employee was interested in 4-10s. Eight employees have not had a single complaint about being closed on Friday. Fridays are pretty quiet for them. Mr. Knight doesn't believe there is an issue from the public. If we switch to five day it will heavily impact how business is done and will impact some employees who need to cover a 7 AM time. He encouraged Council to keep the hours we have.

Vice Mayor Joe Butner would be happy to vote in favor of maintaining the status quo.

Marshall Rowley talked earlier about the citizens money. He guaranteed the Council that the Town holds money sacred. If he was to go to five days it would increase the extra time spent. Over time, budget is always used up. That day off with their families is important and is a perk for them. The only thing where there could be an issue would be a records request which still wouldn't be done on the same day. It would not impact our 24 hour service but the Friday is very important to the workforce.

Motion by Councilor McPhail to Approve of Resolution 2022-1082, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Establishing Hours of Operations, Superseding 2021-1062. Second was made by Vice Mayor Joe Butner.

Roll Call Vote:

Councilor Jackie Baker: aye

Councilor Bill LeBeau: aye

Councilor Cris McPhail: aye
Councilor Robin Whatley: aye
Councilor Jesse Murdock: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

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No items from public.

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Councilor Jackie Baker Councilor Cris McPhail nothing to report

Vice Mayor Joe Butner nothing Councilor Bill LeBeau nothing Councilor Jessie Murdock nothing

Mayor Dee Jenkins took vacation and attended the Animal Guardian Network Del Loma – Well set up and cared for animals. They have horses mucked out and cleaned – substantial number of animals. The community should be proud of it.

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

Town Manager Russ Martin said water company 12/27th was cleared by staff now 150 days or less to process it. ACC website letter can be searched at the Camp Verde Water Company to see all the documents. Mayor Dee Jenkins is the upholding closing or not.

Retreats dates and times – The Town Manager is thinking about February and getting Council access to lights. Combining a retreat and going to Northern Phoenix and go at dusk 6-7pm to tour a few lights and get a feel for options directly. Look at calendars Thursday or Friday scenarios that may work for you. Would love to hear preferred dates.

14. Adjournment Mayor Dee Jenkins adjourned the meeting at 8:28 PM.

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CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashes on 12-30-2021 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 19, 2022 at 6:30 P.M.

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

1. Call to Order

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

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Joe Butner (ZOOM), Councilor Bill LeBeau (ZOOM), Councilor Robin Whatley (ZOOM), Councilor Jackie Baker and Councilor Cris McPhail (ZOOM) are present. Councilor Jesse Murdock is absent.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, and Rec Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker the Pledge.

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

a) Set Next Meeting, Date and Time:

1. Regular Session – Wednesday, January 19, 2022 at 6:30 p.m.
2. Regular Session – Wednesday, February 2, 2022 at 6:30 p.m.
3. Regular Session – Wednesday, February 16, 2022 at 6:30 p.m.

b) Approval of The Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy for FY22. Staff Resource: Michael Showers

c) Approve Council's desire that Wastewater user fees be kept at the current rates of \$2.90 per UPC discharge fixture unit for Residential fees and \$4.51 per UPC discharge unit for Commercial fees from the period of January 1st, 2020 through the current fiscal year. Staff Resource: Michael Showers

d) Approval of PSPRS Attorney Engagement Letter "Agreement" attorney client relationship between Ryan Rapp Underwood & Pacheco, PLS law firm and the Town of Camp Verde PSPRS Local Retirement Board

Mayor Jenkins would like to remove Item 4d to discuss later. Councilor Baker would like to pull Item 4c for questions.

Motion made by Councilor Baker to approve the consent agenda with the removal of Items 4c and 4d for further discussion. Second was made by Mayor Jenkins. **Motion** carried 6-0.

Councilor Baker asked in regards to Item 4c, is there any chance to address rate structures and combining utilities this year or next? Mr. Martin said Council can *but* the Town has to be full owners before rates can change. The Town should be full owners sometime in May. Then we will have to send out for a rate study.

Mayor Jenkins asked in regards to Item 4d, a clerical question, at the bottom of the PSPRS Attorney Engagement Letter, she assumes the signature line is for the legal party but nothing is stated under the signature line. Who is the expected to sign? Mr. Martin stated he is able to sign it because of the type of contract it is. It could really be either the Mayor or Town Manager. He will take care of getting it clarified.

Motion made by Councilor Baker to approve Items 4c and 4d from the consent agenda. Second was made by Mayor Jenkins. **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))**

Sheri Hauser gave a Friends of the Library and Chamber updates.

6. **Special Announcements and Presentations: 2021 Law Enforcement Service Awards.**

Camp Verde Marshal's Office and Kiwanis Club presented the 2021 Law Enforcement Service Awards to members of the Camp Verde Marshals Office.

Four recipients from CVMO were presented a plague and nominations award from the Kiwanis Club:

- Darby Martin
- Andrea Ramirez
- Justin Reay
- Roscoe Owsley

Justin Reay was awarded the 2021 Kiwanis Law Enforcement Service award.

Additional recipients from CVMO were presented with:

- * Lieutenant Butler presented NARCAN SAVE Awards to:
 - Patrol Sergeant Jeff Bowers
 - Sgt Josh Collins
 - Deputy Tim Hinrichs (awarded with two saves)
 - Deputy Brice Wantland
 - Deputy Dave Freeman

- * Dan Jacobs presented CPR LIFE SAVING Awards to:
 - Deputy Ty Wantland (awarded with two saves)
 - Deputy Hannah Bower
 - Deputy Dave Freeman (awarded with two saves)
 - Sgt. Jeff Patton

- * Marshal Rowley presented Civilian Employee of The Year Award to: Debbie Hughes
- * Marshal Rowley presented Law Enforcement Officer of the Year Award to: Brice Wantland.
- * Marshal Rowley presented Supervisor of the Year Award to: Josh Collins

7. Public Hearing followed by Discussion, Consideration and Possible Recommendation of Approval of Liquor License Application INP130016501 for Michael Joseph Basha-Bashas #49 located at 650 Finnie Flat Road-Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton

• Staff Comments

Town Clerk Cindy Pemberton stated the Clerk's Office received an application from the Department of Liquor License and Control on December 28, 2021 and, as required by law, the Clerk's Office posted the application at 650 Finnie Flat Road for the required 20 days. The Clerk's Office hasn't received any comments at this time, council has been notified of any problems.

• Public Hearing Open: 7:02pm

Greg Elmer, Camp Verde Basha's Store Director explained this is a name change on the license from Basha's to Raley's Holding Company. New ownership change on the license.

• Public Hearing Closed: 7:03pm

• Council Discussion- None

Motion by Councilor Baker to approve of Liquor License Application INP130016501 for Michael Joseph Basha Bashas #49 located at 650 Finnie Flat Road-Camp Verde, AZ. Second was made by Councilor LeBeau.

Roll Call Vote:

Councilor Baker: aye

Councilor Whatley: aye

Brief recess due to loss of internet connection: 7:05pm

Meeting Resumes: 7:08pm

Roll Call Vote *continued:*

Councilor LeBeau: aye

Vice Mayor Butner: aye

Mayor Jenkins: aye

Councilor McPhail: aye

Councilor Murdock: *absent*

Motion carried 6-0.

8. **Discussion, Consideration and Possible Nominations of candidates to fill three vacancies on the Planning & Zoning Commission for terms that expire January 2025. Five persons have applied to fill these vacancies: Amanda Barger, Robert Foreman, Michael Hough, Jerry Mason and Ingrid Osses.** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton stated as recommended by Town Attorney Bill Sims, when we hold appointments brought to Council competitively, we will be doing processes a little differently. This will be a 2-part process. Ms. Pemberton also added that Jerry Mason has rescinded his application. Planning & Zoning Commission has three vacant seats but has four applicants. Ms. Pemberton went on to explain that Council will be nominating up to four applicants to proceed on to the next agenda item for possible appointment. Council can call each applicant up to answer questions.

Amanda Barger- explained why she would like to be part of the Commission. Councilor Baker asked how she would be able to juggle the Commission and her job at the hospital. Ms. Barger stated she just changed her hours to be as *needed* basis at the hospital so it shouldn't be a problem.

Robert Foreman- explained why he would like to be part of the Commission. Mayor Jenkins asked how is this role different as a private citizen after being employed by the Town in the Community Development Department for several years. How will it affect him differently? Mr. Foreman stated his job used to be "enforcement", now it will be based on everything as the whole.

Michael Hough- explained why he would like to be part of the Commission. Councilor Baker asked as a business man you had to deal with rules and regulations that the town has, does this give you more knowledge as a commissioner for the applicants. Mr. Mr. Hough stated he has built various businesses in Camp Verde, he has a good understanding of how it all works.

Ingrid Osses- explained why she would like to be part of the Commission.

Ms. Pemberton reminded Council they would need to nominate up to 4 applicants in this motion.

Motion by Mayor Jenkins to nominate Amanda Barger, Robert Foreman, Michael Hough, and Ingrid Osses for the vacancies on the Planning & Zoning Commission. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor LeBeau: aye
Councilor McPhail: aye
Councilor Whatley: *lost connection*
Vice Mayor Butner: aye
Mayor Jenkins: aye
Councilor Murdock: *absent*
Motion carried 5-0.

9. **Discussion, Consideration and Possible Appointment of three (3) members to serve on the Planning & Zoning Commission for terms that expire January 2025. The names of persons nominated pursuant to Agenda Item #8 will be randomly drawn in a lottery and voted upon by roll call vote of the Council following the selection of each name. The selection will terminate once the three positions are filled but may require 5 sequential votes until the three positions are filled. Staff Resource: Cindy Pemberton**

Town Clerk Cindy Pemberton stated she read (4) sequential votes instead of (5) when reading the agenda title because we only have (4) applicants. Ms. Pemberton drew names.

#1 draw: Michael Hough

Roll Call Vote:

Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Councilor Whatley: *lost connection*
Vice Mayor Butner: aye
Mayor Jenkins: aye
Councilor Murdock: *absent*
Motion carried 5-0.

#2 draw: Ingrid Osses

Roll Call Vote:

Councilor Baker: *nay*
Councilor LeBeau: aye
Councilor McPhail: aye
Councilor Whatley: *lost connection*
Vice Mayor Butner: aye
Mayor Jenkins: aye
Councilor Murdock: *absent*
Motion carried 4-1.

#3 draw: Robert Forman

Roll Call Vote:

Councilor Baker: aye
Councilor LeBeau: aye

Councilor McPhail: *aye*
Councilor Whatley: *lost connection*
Vice Mayor Butner: *aye*
Mayor Jenkins: *aye*
Councilor Murdock: *absent*
Motion carried 5-0.

Ms. Pemberton announced the drawing of the lottery has now ceased and administered the newly appointed applicants the Oath of Office.

10. Discussion, Consideration and Possible Appointment of one (1) member to serve on the Board of Adjustment for a term that expires January 2025. One applicant Buck Buchanan. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton stated there are no competitive issues here with only receiving (1) application for the only vacant seat. Mr. Buchanan is here if the Council has any questions. Board of Adjustments has two (1) vacancies that have expired in January. Appointment will be for a 3-year terms as provided in Town Code.

Alan Buchanan- explained why he would like to serve on the Board of Adjustments.

Motion by Councilor Baker to appoint Alan Buchanan to the Board of Adjustments for a term that expires 2025. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: *aye*
Councilor LeBeau: *aye*
Councilor McPhail: *aye*
Councilor Whatley: *lost connection*
Vice Mayor Butner: *aye*
Mayor Jenkins: *aye*
Councilor Murdock: *absent*
Motion carried 5-0.

Cindy administered the Oath of Office to Mr. Buchanan.

11. Discussion, Consideration and Possible Approval to apply for funding for additional park playground facilities at the Sports Complex including a required match of up to \$125,000 for a total project of up to \$250,000. Staff Resource: Russ Martin and Mike Marshall

Town Manager Russ Martine stated the Town continues to identify grants that can be used to complete more of the elements of the Sports Complex. In this annual grant process staff is prepared to obtain a grant for playground/playscape elements. The required match is 100%, per our grant policy we must get Town Council approval prior to application especially with the significant requirement of funding. Staff is requesting

funding for two play structures with integrated shade including installation and fall protection material for the new Sports Complex. One play structure would be for ages 2-5 years old and the second would be for ages 5-12. These would be of an “Inclusive” design meaning that in addition to meeting minimum ADA access requirements the structures would have a more universal appeal including offering users tactile, sensory, other access improvements including interaction with all age groups and ability levels. Current design includes the ability to add onto each play structure as funding is available, making for larger final structures. The staff is asking Town Council for support to apply and ultimately can scale this project to funding source so Town Council may want to limit what it uses for matching so staff will be available to work towards a reduced scope if funding amounts are limited.

Councilor Baker would like to do an audit from day 1, when we received money up until today. Like to know the status. Mr. Martin stated everything has been accounted for, this can be reviewed at any level.

Councilor McPhail stated this was part of original plan, a playground was to be added later. Staff has now found money to cover the playground. The quality of this equipment will stand the test of time.

Councilor LeBeau stated he is surprised how we could allocate money to different things but couldn't squeeze in a playground. He would like to see the audit as well. Mr. Martin stated the total has allocation priorities, and still has items on the list that haven't been covered; plus costs of materials has gone up. This equipment is easier to put towards a grant committee to get accomplished.

Councilor LeBeau would like to officially request to place an audit on a future agenda.

Mayor Jenkins wanted to confirm the money has not been spent but has been earmarked. She asked where the \$125,000 is coming from? Mr. Martin stated it would come from CIP.

Mayor Jenkins asked is there a window of opportunity on voting for this? Mike Marshal said this money/grant is part of the Heritage Fund. They are giving money away until its gone. The money may not be available or the priorities might change the longer you wait.

Councilor McPhail she has worked on several projects and cost estimates; park projects can cost one million dollars *per acre* not including land costs.

Motion by Councilor McPhail to approve the application for a \$125,000 grant approving a match of \$125,000 from General Fund Reserves as necessary for completing a Sports Complex playground/playscape. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: *nay*

Councilor LeBeau: *nay*

Councilor McPhail: *aye*
Councilor Whatley: *lost connection*
Vice Mayor Butner: *aye*
Mayor Jenkins: *aye*
Councilor Murdock: *absent*

Motion failed 3-2 because per voting rules a motion must have 4 members in majority to be able to pass. Mr. Martin will take this under advisement and possibly bring it back to Council at a later time with more information.

12. Discussion, Consideration and Possible Approval to release a request for proposal to seek out affordable housing development in Camp Verde. Staff Resource: Russ Martin and Steve Ayers

Town Manager Russ Martin explained the Town and our economic development growth is tied to several issues but one most glaring need is units in the lower to moderate income areas. With many of our businesses in need of workers and at wages they can afford the equation needs to include housing that can be attained at that pay level for balance in our business community. We have an opportunity with several upcoming projects to consider an up-front revenue for fees to be deferred to allow for the initial development costs to have some relief. This would be a direct savings on the development costs that would then be recouped over the life of the project. To receive this fee credit the development would have to achieve a certain level of affordability in the project based on qualification requirements of rent and sale prices. Ultimately, we would still retain the fees need to cover the cost of processing/inspecting, etc. as we would then enter into a payback timeframe that would allow for the development to see the revenue on the project to payback the necessary fees. This will also lead to a more stable source of cost offset in years when development may not be as heavy as it is now. Staff would like to put this out tomorrow.

Mayor Jenkins asked if this template has been proven in the past? Mr. Martin stated yes, this has been done in Maricopa County. Context and criteria can be modeled for us.

Councilor Baker asked with a 30yr time frame, for it to remain affordable housing, is this going to go out in the RFP or is this common? She is asking because of what has happened in the past. Mr. Martin said it is common and part of the program. It is a required part of the federal program.

Motion by Councilor Baker to approve the release of an RFP to seek out affordability in upcoming housing development. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: *aye*
Councilor LeBeau: *aye*
Councilor McPhail: *aye*
Councilor Whatley: *lost connection*
Vice Mayor Butner: *aye*

Mayor Jenkins: *aye*
Councilor Murdock: *absent*
Motion carried 5-0.

13. **Discussion, Consideration and Possible Approval for the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Reappropriation Form dated 6/30/21 totaling \$85,400 in changes.** Staff Resource: Michael Showers
Finance Manager Mike Showers is attending via Zoom. This is a request to make necessary budget changes. The attached adjustments are for items approved by Council in previous sessions. While the change in the budgeted expense was approved, where the budget amount was going to come from was not. This schedule pulls all budget expense amounts from the Non-Federal Grants Placeholder for unplanned grants expense

Motion by Councilor Baker to authorize the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Re-Appropriation Form dated 6/30/21 totaling \$85,400 in changes. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: *aye*
Councilor LeBeau: *aye*
Councilor McPhail: *aye*
Vice Mayor Butner: *aye*
Mayor Jenkins: *aye*
Councilor Whatley: *lost connection and was unable to return*
Councilor Murdock: *absent*

Motion carried 5-0.

14. **Discussion, Consideration and Possible Approval for the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Reappropriation Form dated 6/30/21 totaling \$475,650.00 in changes.** Staff Resource: Michael Showers

Finance Manager Mike Showers attending via ZOOM stated these items have happened but need to be dealt with as far as audit purposes and general accounting. He included an explanation sheet for members to review. He is not moving cash around just moving budget numbers to cover budgets. These items are things that generally need to be covered.

Mayor Jenkins asked about request #1, what is "Cover Business Incentive Overage" and where do you get the money from to put into Economic Development. Mr. Showers explained he is not putting this in Economic Development but this is an Economic Agreement we have with Steve Coury. This budget adjustment, the expense went way over budget, but this also means revenue from that tax source went WAY over budget. For this line item to be over budget is not a *negative* thing. He has to guess what the sales are going to be. If sales are high enough to increase the line item, it's worthwhile.

Mayor Jenkins asked for an explanation of what happened in the library budget. Mr. Showers reviewed this item; it just adds up. Mayor Jenkins asked if Mr. Martin was aware of the problems in this budget? Mr. Martin said yes. Book purchases is more alarming.

Councilor Baker asked why are there so many non-departmental line items? Mr. Showers stated those are from one budgeted account, those placeholders are for unanticipated grants, they are non-departmental in the beginning until grants come in.

Councilor Baker asked about the shortage in Public Works Yard Maintenance line item. Mr. Showers stated he didn't expect to refinance loan but the rates were incredibly low they considered refinancing to save some money. They hadn't originally planned to do that, but the problem is, governmental accounting, when you pay off the loan the payoff principal becomes an "expense" that you are supposed to budget for.

Motion by Councilor Baker to authorize the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Re-Appropriation Form dated 6/30/21 totaling \$475,650.00 in changes. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: *aye*

Councilor LeBeau: *aye*

Councilor McPhail: *aye*

Vice Mayor Butner: *aye*

Mayor Jenkins: *aye*

Councilor Whatley: *lost connection and was unable to return*

Councilor Murdock: *absent*

Motion carried 5-0.

15. **Discussion, Consideration and Possible Approval of A RESOLUTION 2022-1083 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE SALE AND EXECUTION AND DELIVERY OF PLEDGED REVENUE OBLIGATIONS, TAXABLE SERIES 2022, EVIDENCING PROPORTIONATE INTERESTS OF THE OWNERS THEREOF IN A PURCHASE AGREEMENT FROM THE TOWN TO PAY ALL OR A PORTION OF THE TOWN'S UNFUNDED LIABILITIES WITH RESPECT TO THE ARIZONA PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM; APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH PURCHASE AGREEMENT AND OTHER NECESSARY AGREEMENTS FOR SUCH SALE; DELEGATING AUTHORITY TO DETERMINE CERTAIN MATTERS AND TERMS WITH RESPECT TO THE FOREGOING AND DECLARING AN EMERGENCY.** Staff Resource: Michael Showers

Town Clerk Cindy Pemberton would like the person who makes the motion state it as it is on agenda and not in the staff report.

Town Manager Russ Martin explained the situation; currently, our PSPRS percentage of payroll costs continue to go up every year. In an effort to level out those increases due to unfunded liability; staff is requesting a loan to completely fund the PSPRS liabilities and reduce the percentage of payroll costs back to normal only costs. The Town is already in debt for this liability, we are simply refinancing our current unfunded liability debt which is currently just above \$2.6M. We have already budgeted for the debt issuance and the cost of debt service is built into the amounts we currently pay against payroll each pay period. The debt service payments would be offset by the drop in required funding each payroll. A reserve amount is put into place in case of changes in actuarial rates or rate of return on the investments that could negatively impact our funded balance putting us into an unfunded liability situation again. It is recommended by staff that this fund be at a minimum, \$400,000. The amount suggested is just over \$412,000. Please refer to the Council Work Session for further background.

Mayor Jenkins asked when do we anticipate knowing the exact interest rate? Mr. Martin will send out a memo when we know.

Mayor Jenkins asked if the Resolution be reworded as well? Ms. Pemberton stated yes. Discussion regarding the issue of an emergency approval that needs a 2/3 majority or better vote. This would require all 5 approving. Mr. Showers believed we can only have (1) dissent. Mr. Martin stated if attorney requires more numbers we will bring it back in 2 weeks.

Motion by Councilor Baker to approve a RESOLUTION 2022-1083 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE SALE AND EXECUTION AND DELIVERY OF PLEDGED REVENUE OBLIGATIONS, TAXABLE SERIES 2022, EVIDENCING PROPORTIONATE INTERESTS OF THE OWNERS THEREOF IN A PURCHASE AGREEMENT FROM THE TOWN TO PAY ALL OR A PORTION OF THE TOWN'S UNFUNDED LIABILITIES WITH RESPECT TO THE ARIZONA PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM; APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH PURCHASE AGREEMENT AND OTHER NECESSARY AGREEMENTS FOR SUCH SALE; DELEGATING AUTHORITY TO DETERMINE CERTAIN MATTERS AND TERMS WITH RESPECT TO THE FOREGOING AND DECLARING AN EMERGENCY. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Vice Mayor Butner: aye

Mayor Jenkins: aye

Councilor Whatley: *lost connection and was unable to return*

Councilor Murdock: *absent*

Motion carried 5-0.

16. **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 A.R.S. §38-431.01(H)).**

No public to speak.

17. **Council Informational Reports.** *These reports are relative to the 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, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor McPhail attended the Yavapai Apache Tribal Council Meeting. She stated they approved a concert in May with Smokey Robinson.

Mayor Jenkins attended a meeting with Congressman O'Callaghan, a COVID Update Meeting, the biweekly Mayor/Managers Meeting, visited with representatives from NAH in response to current policies at their facilities, and finally she attended the MLK Event and wanted to recognize Chandler Plant and all volunteers who put this together.

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

Town Manager Russ Martin:

- Would like Council's input on dates for a Retreat; ultimately a Joint Work Session with Planning and Zoning; possibly the 24th or 25th of February.
- Plan for a Joint Work Session on March 10th with Planning and Zoning.
- Marshal Rowley reported the Marshal's Office received a donation of \$10,000 from a private citizen and spouse for AED's for vehicles and tourniquets.

13. **Adjournment**

Mayor Jenkins adjourned the meeting at 8:41p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on January 19, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

DRAFT

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Agenda Item 6



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, CDD/Brandon Echols, APS

Agenda Title: Presentation by APS on proposed power upgrades in Camp Verde.

List Attached Documents: Presentation

Estimated Presentation Time: 10

Estimated Discussion Time: 10

Reviews Completed by:

Department Head: John Knight

Fiscal Impact: None

Background Information: Brandon Echols from APS has requested the opportunity to do a presentation regarding planned upgrades to the electrical distribution system in Camp Verde. These upgrades are primarily a result of new/expanded grow facilities, new housing, and new commercial developments. Upgrades will include new poles, additional power lines, and eventually a new substation.

Recommended Action (Motion): N/A

Instructions to the Clerk: N/A

Camp Verde Feeder Upgrades

Brandon Echols

2/2/2022

Feeder Areas

I-17 / Industrial Dr

Old Highway 279 / Hayfield Draw

Howards Rd

I/17 / Industrial

Multiple grow facilities

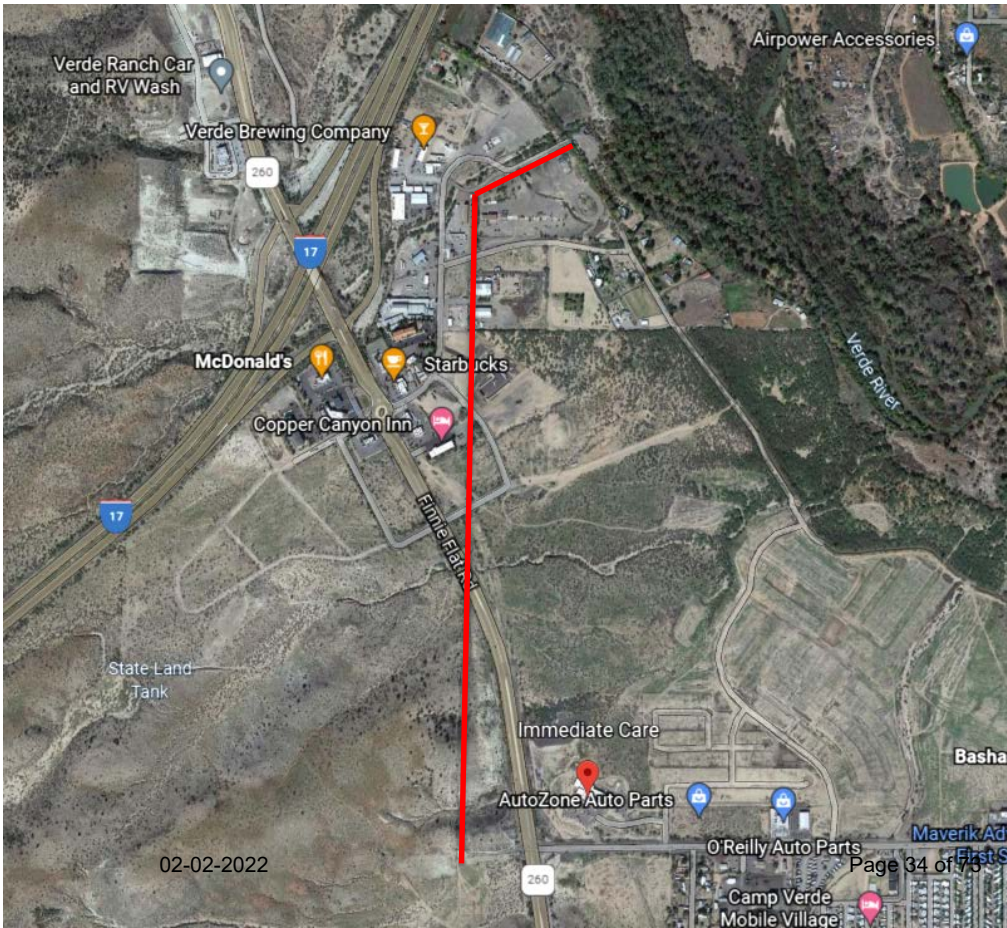
Housing

Other Commercial

- Hotels, Tractor supply, Malt

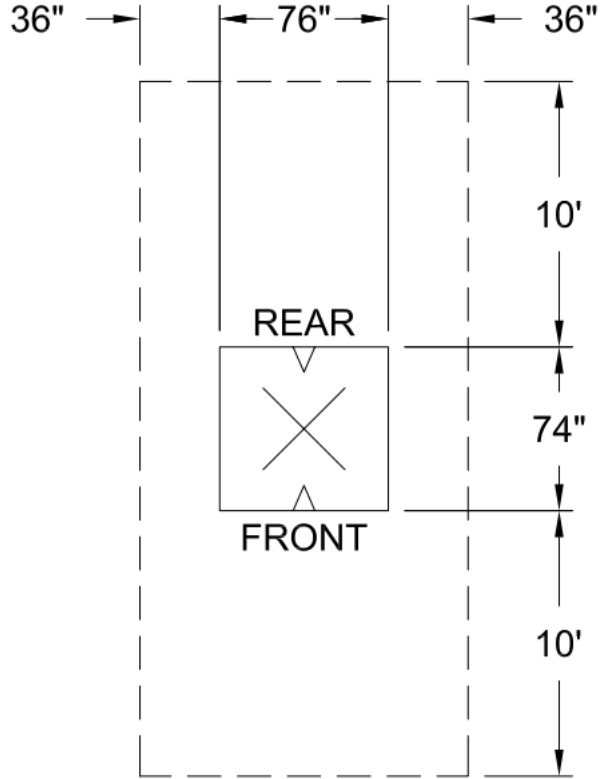
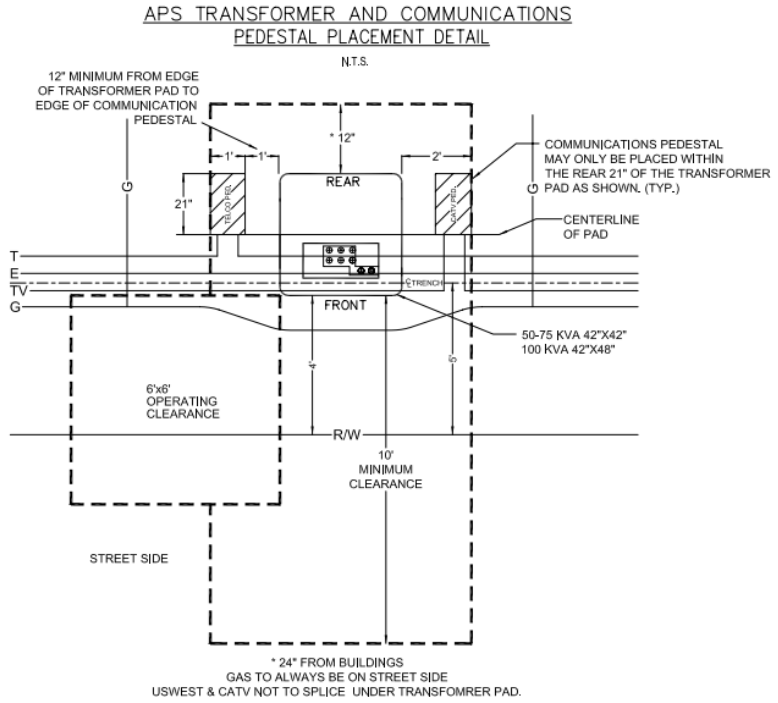
Feeder Upgrade Locations





Challenges with going underground

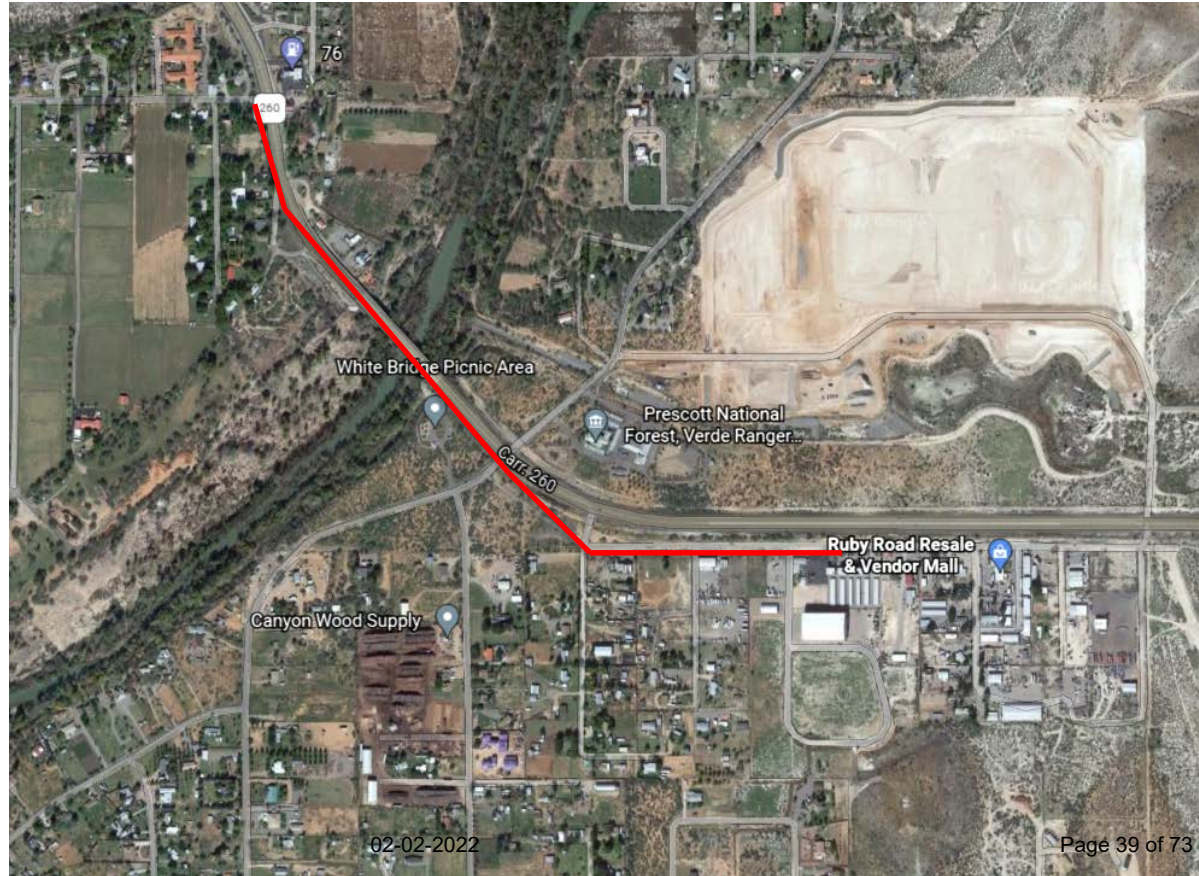
- Poles will remain with other utilities
- Room for pad mounted equipment
- Existing panels overhead
- Easements
- Project Delays

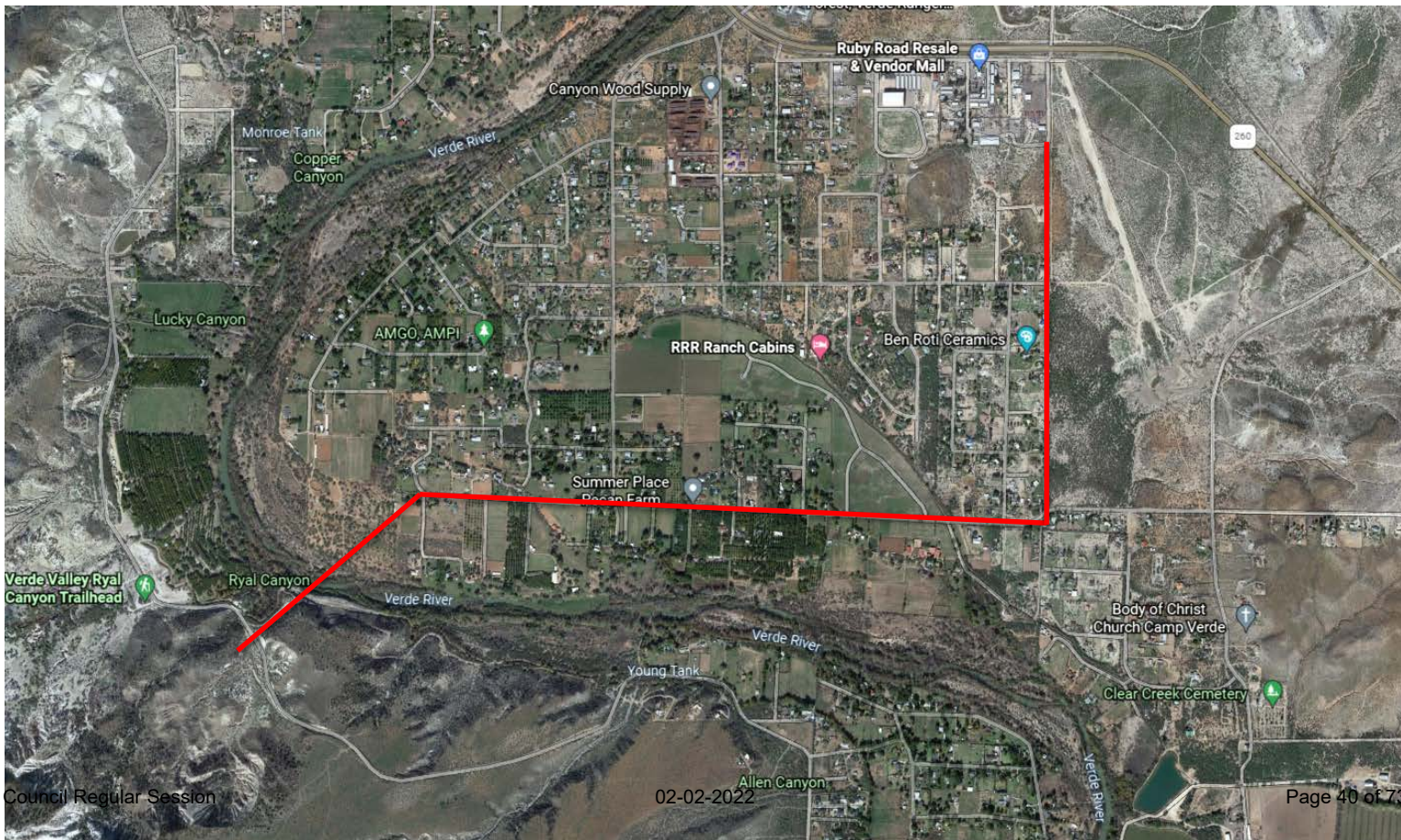


Old Highway 279 / Hayfield Draw



Howards Rd – Grow Facilities





Questions/Comments

Next Steps

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Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: Discussion, Consideration and Possible approval of funding of up to \$35,000 to expand the Community Development Department into the former Economic Development Department office.

List Attached Documents: Overall cost estimate and contractor's estimate.

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews Completed by:

- Department Head:** John Knight **Town Manager:** Russ Martin **Finance Dept.:** Mike Showers
- Fiscal Impact:** Use of General Fund Reserve Capital Funding

Background Information: The Town Council previously approved the relocation of the Economic Development Department into the former Archaeology Center. They have now moved and their former office space is available for the expansion of the Community Development Department. Staff members to be relocated include the Community Development Director, the Code Enforcement Officer, and the Zoning Inspector. The expansion will also include an additional planner that has yet to be hired. The relocation will not only provide additional space for current building and planning staff but will also allow for future staff expansion.

Funding needed for the expansion includes:

- Office Furniture – Such as chairs, desks, conference table, drafting table, entry gate and new counter.
- Technology – Such as a copier and large monitors for plan reviews and the conference room.
- Office Supplies – Such as file cabinets, hole puncher, and white boards.
- Construction – Such as cutting a hole in the wall, adding a new door and steps.

Note that the proposed estimate from the contractor does not include the remediation for any asbestos that is discovered. Staff has included an additional \$5,000 for the potential remediation. The actual cost will not be known until after the asbestos inspection is complete.

Recommended Action (Motion): Move to approve funding of up to \$35,000 to expand the Community Development Department into the former Economic Development Department office.

Instructions to the Clerk: N/A

Cost Estimates for CDD Expansion

Updated: January 26, 2022

Office Furniture

#	Description	Notes	Cost
1	20 Chairs	10 for large, existing conference table 4 for small, new conference table 6 for office desks	\$4,200 (\$210/chair)
2	2 Desks	L-shaped desks with filing cabinets	\$1,850 (\$925/desk)
3	Small Conference Table	Approximately 3' by 6' for east office space/conference room	\$600
4	Drafting Table	For plan reviews	\$275
5	Water Cooler		\$200
6	Entry Gate		\$500
7	Counter Space	Approximately 3' by 8' counter space adjacent to ramp	\$300
		Summary	\$7,000

Technology

#	Description	Notes	Cost
1	2 Large Monitors	55" or possibly 65" for conference room and plan reviews	\$5,000 (\$2,500/each)
2	Computer	For conference room monitor	\$500
3	Speakers, wireless mouse, keyboard and camera	For conference room monitor	\$250
		Summary	\$5,750

Office Supplies

#	Description	Notes	Cost
1	Misc. office supplies	Hole puncher, stapler, plan holders, book shelves, white boards, bulletin boards, electronic date stamp, file cabinets.	\$1,000

Construction

#	Description	Notes	Cost
1	Construction	Cut hole in wall, install door, add steps, electrical, asbestos testing (does not include remediation)	\$11,111
2	Night/weekend work	Additional cost to do the work on evenings/weekends	\$500
3	Asbestos Remediation	Unknown at this time. Estimated amount only.	\$5,000
		Summary	\$16,611

Other

#	Description	Notes	Cost
1	Taxable items	6.35%	\$1,000
2	Contingency	Approximately 10% Contingency on all items	\$2,500
		Summary	\$3,500

Grand Total - \$32,861

Notes:

- Cost for asbestos removal is unknown until after the investigation. Recommend an additional \$5,000 amount for asbestos removal.
- Addition detail on costs for technology from Sunstate is still being refined.



PROPOSAL

To: Town of Camp Verde Community Development
 Contact: Jeff Kobel
 Phone: 928-554-0050
 Fax: 4990 E Geronimo
 Email: jeff.kobel@campverde.az.com

Job # ~

Proposal Dated:
 January 25, 2022

Item Totals = \$ 11,611.00
 + Sales Tax = \$ -

"Exceeding Customer Expectations!"

Total Proposal = **\$ 11,611.00**

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost
				Provide material and labor to perform the following scope of work.			\$ -
				Base Bid Inclusions:			\$ -
							\$ -
				Construction Preparation, sealing off work area completely	1.00		\$ 440.00
							\$ -
				Sawcut 8" x 4" x 16" cinder block creating opening for 3068 metal door	1.00		\$ 1,320.00
							\$ -
				Install Steps	1.00		\$ 660.00
							\$ -
				Install carpet on steps	1.00		\$ 300.00
				Materials supplied by Town of CV			\$ -
							\$ -
				Electrical			\$ -
			allowance	Lighted exit light	1.00		\$ 150.00
				Installation	1.00		\$ 165.00
				Install two 3-way switches for existing light in conference room	1.00		\$ 176.00
							\$ -
							\$ -
				Doors			\$ -
			allowance	Commerical grade metal door	1.00		\$ 1,500.00
				Installation	1.00		\$ 880.00
							\$ -
				Supervision			\$ -
				Project Management	1.00	Lot	\$ 660.00
							\$ -
			Allowance	Permit	1.00		\$ 550.00
							\$ -
							\$ -
				Overhead @ 10%	1.00		\$ 1,000.00
				Profit @10%	1.00		\$ 1,000.00
							\$ -
				General Condition Inclusions	1.00		\$ 1,135.00
				Project Management Fuel			\$ -
				Consumables/Equipment			\$ -
				Safety			\$ -



PROPOSAL

To: Town of Camp Verde Community Development
 Contact: Jeff Kobel
 Phone: 928-554-0050
 Fax: 4990 E Geronimo
 Email: jeff.kobel@campverde.az.com

Job #	~
-------	---

Proposal Dated:
January 25, 2022

Item Totals = \$ **11,611.00**
 + Sales Tax = \$ -

"Exceeding Customer Expectations!"

Total Proposal = \$ 11,611.00

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost
<i>Upon Acceptance of this proposal, either sign and return to XX via fax or e-mail, or provide your company's' Purchase Order number.</i>							
Print			Sign			Date	

"Thank you for the opportunity to provide this quote to you"

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Michael Marshall

Agenda Title (be exact): DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1084, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AND ACCEPTING THE APPLICATION FOR THE AMERICAN RESCUE PLAN ACT GRANT

List Attached Documents: Resolution 2022-1084

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:
Fiscal impact:

Budget Code: _____ Amount Remaining: _____

Comments:

Background Information: To authorize by resolution, adopting and accepting \$493,272 in ARPA funding to replace the light assemblies for the soccer/baseball field, baseball/softball field and tennis court at Butler Park with new MUSCO LED luminaires using existing poles, wiring and controls.

Recommended Action (Motion): Motion to adopt Resolution 2022-1084, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and accepting the application for the American Rescue Plan Act grant in the amount of \$493,272 for the replacement of field and court lights at Butler Park.

Instructions to the Clerk:



RESOLUTION 2022-1084

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AND ACCEPTING THE APPLICATION FOR THE AMERICAN RESCUE PLAN ACT GRANT

WHEREAS, The Congress of the United States established the American Rescue Plan Act (ARPA) to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities; and

WHEREAS, Arizona State Parks and Trails (Parks) is responsible for the administration of the American Rescue Plan Act Programs within the State, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

WHEREAS, said adopted procedures established by Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with the Parks prior to submission of said application to the Parks; and

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde resolve that the Town of Camp Verde herby:

1. Approved the filing of an application for American Rescue Plan Act assistance to aid in renovations at Butler Park, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of the Town of Camp Verde for facility development; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Parks as a part of the application process; and
4. Certifies that the Town of Camp Verde will comply with all appropriate state and federal regulation, policies, guidelines, and requirements as they relate to the application; and
5. Appoints the Town Manager Russ Martin as the agent of the Town of Camp Verde to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I the undersigned Dee Jenkins being the duly appointed and qualified Mayor of the Town of Camp Verde, certify that the foregoing Resolution is a true, correct and accurate copy

PASSED AND ADOPTED by a majority vote of the Mayor and Common Council of the Town of Camp Verde at the Regular meeting on _____ 2022.

Dee Jenkins, Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

Town Attorney



Town of Camp Verde

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554-0000 ◆ Fax: 928.567.9061 ◆
◆ www.campverde.az.gov ◆

July 1, 2020

Arizona State Parks & Trails
Mickey Rogers, Chief of Grants and Trails
23751 North 23rd Avenue, Suite 190
Phoenix, Arizona 85085

This is to certify that the Town of Camp Verde hereby authorizes Ron Long, Public Works Director, to make application for financial assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for the continued development of the Camp Verde Sports Complex.

This further certifies that the Town of Camp Verde is familiar with the terms and conditions of the Land and Water Conservation Fund Project and hereby authorizes Ron Long to enter into said agreement between the Town of Camp Verde and the State of Arizona upon federal approval of the above identified project.

This further certifies that the Town of Camp Verde has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement

Sincerely,

Russ Martin
Town Manager



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Public Works Department

Staff Resource/Contact Person: Russ Martin/Dorie Blair

Agenda Title (be exact): Public Hearing and Discussion, Consideration, and Prioritization of proposed Community Development Block Grant (CDBG) Projects for the Town of Camp Verde FY 22 Federal CDBG Application Submission.

List Attached Documents:

- “Request for Community Development Block Grant (CDBG) Funding” for projects;
 - 1) 7th Street sidewalk continuation improvements
 - 2) Verde Lakes Drive Sidewalk
 - 3) Verde Lakes Park/Ponds
 - 4) General Affordable Housing Program Development.

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 15 Minutes

Reviews Completed by: N/A

Department Head: Russ Martin/ Ron Long

Town Attorney – Approved/Signed

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

Finance Director Comments/Fund: CIP

Fiscal Impact:

Comments:

Background Information: A Public Hearing will need to be held to hear input, if any on these proposed projects. Following the Council needs to prioritize/order these projects for consideration. The staff will then be able to work through the priorities until a project is funded leaving the remaining to possibly apply for other CDBG funding. The Town of Camp Verde is expected to receive approximately \$348,686.00 of federal CDBG funds from the Arizona Department of Housing Regional Account. The Town of Camp Verde also can apply for up to \$500,000.00 in FY 22 CDBG Funds from the State Special Projects (SSP) account. CDBG funds must be used to benefit low-income persons and areas, alleviate slum and blight or address urgent need. The first public hearing was held on November 23, 2021, to

discuss potential projects and gather citizen input on the use of funding. There was neither citizen nor public service-related input in attendance.

Recommended Action (Motion): Move to approve the following priority for CDBG presented projects for funding:

1)7th Street sidewalk continuation improvements, 2) Verde Lakes Drive Sidewalk, 3) Verde Lakes Park/Ponds, 4) General Affordable Housing Program Development.

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Town of Camp Verde	Date: 2/2/2022
Representing: Town of Camp Verde	Phone: 928-554-0823
The project is: 7 th Street Sidewalk Improvements	
<p><u>How will the CDBG funds be used? Construction of new sidewalk, curb and drainage improvements. The proposed construction would start on 7th Street, South of Hollamon Street continuing towards the existing sidewalk at the corner of 7th Street and State Route Highway 260. This will complete the sidewalk connection between State Route Highway 260 and 7th Street allowing pedestrians safe access to the existing business corridor route.</u></p>	
<p><u>Location and mailing address for the project:</u> Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322</p>	
<p><u>What is the problem that will be solved with the project?</u></p> <p>Camp Verde has lacked safe pedestrian access to the main business corridor and bus transit shelter; making it difficult for citizens without personal transportation to have access to services. Prior projects have improved this connectivity, and the construction of this phase will connect even more of our south-central town residents. We have seen with prior projects that sidewalks are used and a welcome improvement; an added benefit is the promotion of a more active/healthy lifestyle.</p>	
<p><u>Describe the persons who will benefit.</u></p> <p>Many of the people living in the Town Site area are elderly and or LMI, sidewalks allow residents in the area to safely walk to the bus transit shelter (operated by the Yavapai Apache Nation), medical providers, shopping and Town services.</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p> <p>Town of Camp Verde will conduct income survey.</p>	
Total number of persons who will benefit	Number of low-moderate income persons who will benefit:
<p>Estimated cost is at least \$ <u>\$450,000</u> and \$ <u>348,686.00</u> in CDBG funds is needed.</p>	
<p>How were the cost estimates derived? Engineer Estimate based on recently completed similar project within the same location and current RS Means.</p>	

<p>If other funds are needed for the project, what is their source?</p> <p>Town of Camp Verde General Fund Account</p>
<p>Are the other funds needed legally committed to the project? If they are not legally committed by December 31, 2021 the project is not eligible. (You will need proof for the application.)</p> <p>Town Council Approved Budget</p>

Contact Person for this project: Dorie Blair		
Address: 473 S. Main Street, Camp Verde, AZ	Zip: 86322	Phone: 928-554-0823
Community:		
E-mail (if available): dorie.blair@campverde.az.gov		Fax:

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

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

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

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

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

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

Authorized Signature

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

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Town of Camp Verde	Date: 2/2/2022
Representing: Town of Camp Verde	Phone: 928-554-0823
The project is: General Affordable Housing Development Program	
<p>How will the CDBG funds be used?</p> <p>To develop and possibly support affordable housing projects including projects that qualify for CDBG usage.</p> <p><u>Location and mailing address for the project:</u> Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322</p>	
<p><u>What is the problem that will be solved with the project?</u></p> <p>Current Housing Study needs analysis shows an extreme shortage of affordable units within Camp Verde making everyday a difficult day for some to secure adequate housing and ultimately businesses who need workers.</p>	
<p><u>Describe the persons who will benefit?</u></p> <p>All of this project will be designed to benefit low to moderate income based on qualification criteria developed.</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p>	
Total number of persons who will benefit 1-25	Number of low-moderate income persons who will benefit: 1-25
Estimated cost is at least \$ _____ and \$ 348,686.00 _____ in CDBG funds is needed.	
<p>How were the cost estimates derived?</p> <p>We would utilize all funds to the benefit of the qualified for housing</p>	
<p>If other funds are needed for the project, what is their source?</p> <p>None</p>	
<p>Are the other funds needed legally committed to the project? If they are not legally committed by December 31, 2021 the project is not eligible. (You will need proof for the application.)</p>	

Contact Person for this project: Dorie Blair		
Address: 473 S. Main Street, Camp Verde, AZ Community:	Zip: 86322	Phone: 928-554-0823

E-mail (if available): dorie.blair@campverde.az.gov	Fax:
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I/we understand that the Council / Board of Supervisors may not prioritize my project at the top of the list for CDBG funding and I/we may not receive a CDBG allocation.

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

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

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

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

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

Authorized Signature

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REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Town of Camp Verde	Date: 2/2/2022
Representing: Town of Camp Verde	Phone:928-554-0823
The project is: Verde Lakes Drive Sidewalk	
<p>How will the CDBG funds be used?</p> <p>Construction of new sidewalk and vertical ribbon curb, culvert and headwall extension and modifications at Clear Creek Crossing and Verde Lakes Drive and installation of hand railing. The proposed construction would start on the East side of Verde Lakes Drive at the southeast corner of Preserve Drive and Verde Lakes Drive. The sidewalk would continue South to Clinton Ln.</p> <p><u>Location and mailing address for the project:</u> Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322</p>	
<p><u>What is the problem that will be solved with the project?</u></p> <p>For the last Fifty years, Verde Lakes residents have lacked a safe pedestrian route along Verde Lakes Drive. Pedestrians are forced to walk in roadway with heavy traffic.</p>	
<p><u>Describe the persons who will benefit?</u> Approximately 1600 Verde Lakes LMI residents within the Verde Lakes subdivision. Verde Lakes Drive is the only road for pedestrian and vehicle access to and from the Main highway and to the only in-area grocery/goods store.</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p> <p>Town of Camp Verde will conduct income survey.</p>	
Total number of persons who will benefit	Number of low-moderate income persons who will benefit:
Estimated cost is at least \$ <u>\$400,000</u> and \$ <u>348,686.00</u> in CDBG funds is needed.	
How were the cost estimates derived? Engineer Estimate based on recently completed sidewalk projects.	
<p>If other funds are needed for the project, what is their source?</p> <p>Town of Camp Verde General Fund Account</p>	

Are the other funds needed legally committed to the project? If they are not legally committed by December 31, 2021 the project is not eligible. (You will need proof for the application.)

Town Council Approved Budget

Contact Person for this project: Dorie Blair

Address: 473 S. Main Street, Camp Verde, AZ
Community:

Zip:86322

Phone: 928-554-0823

E-mail (if available): dorie.blair@campverde.az.gov

Fax:

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

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

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

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

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

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

Authorized Signature

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UNSIGNED REQUESTS WILL NOT BE CONSIDERED
BY THE COUNCIL / BOARD**

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Name: Town of Camp Verde	Date: 2/2/2022
Representing: Town of Camp Verde	Phone: 928-554-0823
The project is: Verde Lakes Park and Fire Protection Improvements	
<p>How will the CDBG funds be used?</p> <p>For the renovation and cleanup of Verde Lakes Park. First, overgrown, downed trees, bushes/weeds will be cleaned out, the land will be leveled, sloped and smoothed. The existing ponds will be drained, re-excavated, the spillway will be reconstructed, installation of a groundwater well, dry pump and hydrant. The pond will be sealed or lined and re-filled, security fencing, and re-planting.</p> <p><u>Location and mailing address for the project:</u> Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322</p>	
<p><u>What is the problem that will be solved with the project?</u> The Town of Camp Verde went into a Lease agreement with the Verde Lakes Recreation Corporation in 2021. The corporation does not have funds to maintain or improve the property, consequently it is in disrepair, the pond is not maintained, it often overflows or is left with very low levels of water. Improvements will allow it to be used safely by the public and most importantly, provide the area with a source of water and hydrants for fire suppression.</p>	
<p><u>Describe the persons who will benefit?</u></p> <p>Citizens and visitors to Verde Lakes Subdivision, for a recreation area, the pond will provide additional stormwater protection. With the addition of a dry pump and hydrant water from the pond and well can supply the surrounding area with fire protection and assist to fill fire tanker trucks</p> <p><u>At least 51% of the persons who benefit must be low-to-moderate income. What is the proof that they are low to moderate income?</u> (There must be solid statistical proof from the U.S. Census, a pre-approved survey, or other firm documentation.)</p> <p>Town of Camp Verde will conduct income survey.</p>	
Total number of persons who will benefit	Number of low-moderate income persons who will benefit:
<p>Estimated cost is at least \$ <u>\$445,000</u> and \$ <u>348,686.00</u> in CDBG funds is needed.</p>	
<p>How were the cost estimates derived? Research of similar projects, comparable products, and per acre cost of grading and excavation estimates.</p>	

<p>If other funds are needed for the project, what is their source?</p> <p>Town of Camp Verde General Fund Account</p>
<p>Are the other funds needed legally committed to the project? If they are not legally committed by December 31, 2021 the project is not eligible. (You will need proof for the application.)</p> <p>Town Council Approved Budget</p>

Contact Person for this project: Dorie Blair		
Address: 473 S. Main Street, Camp Verde, AZ	Zip:86322	Phone: 928-554-0823
Community:		
E-mail (if available): dorie.blair@campverde.az.gov		Fax:

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

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

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

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

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

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

Authorized Signature

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



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Public Works

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1085, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY22 STATE COMMUNITY DEVELOPMENT BLOCK GRANT.

List Attached Documents: RESOLUTION 2022-1085 (1 page), Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

- Department Head: Russ Martin Town Attorney Comments: Reviewed/approved Resolution

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code:

Comments:

Background Information: The Town of Camp Verde is expected to receive approximately \$348,686.00 of federal CDBG funds from the Arizona Department of Housing Regional Account. CDBG funds must be used to benefit low-income persons and areas, alleviate slum and blight or address urgent need. The first public hearing was held on November 23, 2021, to discuss potential projects and gather citizen input on the use of funding. There was neither citizen nor public service-related input in attendance.

Recommended Action (Motion): Move to approve Resolution 2022-1085 and authorize the submission of an Application for FY22 State Community Development Block Grant.

Instructions to the Clerk



RESOLUTION 2022-1085

**AUTHORIZATION TO SUBMIT APPLICATIONS AND IMPLEMENT CDBG PROJECTS
A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY22 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY’S PREVIOUSLY IDENTIFIED HOUSING AND DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.**

WHEREAS, the *Town of Camp Verde* is desirous of undertaking community development activities; and
WHEREAS, the State of Arizona is administering the Community Development Block Grant Program; and
WHEREAS, the State CDBG Program requires that CDBG funds requested address one of the three Congressionally-mandated National Objectives; and

WHEREAS, the activities within this application address the community’s identified housing and community development needs, including the needs of low and moderate-income persons; and

WHEREAS, An Applicant for State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations:

WHEREAS, the CDBG Program requires that all local leveraged funds/resources be committed in the form of a resolution by the governing body and that such a commitment contain an opinion by the applicant's legal counsel that the leveraged funds represent a binding commitment, legally enforceable under State laws,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde authorize application be made to the State of Arizona, Department of Housing for FY22 CDBG funds, and authorize the Mayor or Vice Mayor to sign application and or contract or grant documents for receipt and use of these funds for (in priority order) 1) 7th Street Sidewalk improvements, or 2) Verde Lakes Drive Sidewalk Improvements or 3) Verde Lakes Park and Fire Protection Improvements or, 4) General Affordable Housing Program Development, contingent on project eligibility through an income survey, and authorize the Mayor or Vice Mayor to take all actions necessary to implement and complete all activities submitted in said application(s); and

THAT, this application for State CDBG funds meets the requirements of low-and-moderate-income benefit for activities justified as benefiting low- and moderate-income persons, aids in the prevention or elimination of slum and blight, or addresses an urgent need which poses a threat to health; and

THAT, the Town of Camp Verde will comply with all State CDBG Program guidelines, Federal Statutes and regulations applicable to the State CDBG Program and the certifications contained in the (these) application(s).

PASSED AND ADOPTED at a regular session of the Common Council of the Town of Camp Verde this 2nd day of February, 2022

Dee Jenkins, Mayor

Date:

ATTEST:

APPROVED AS TO FORM:

Cindy Pemberton, Town Clerk

William Sims

William J. Sims, Town Attorney



Agenda Item Submission Form – Section I

Meeting Date: February 2, 2022

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

Requesting Department: Finance **Staff Resource/Contact Person:** Mike Showers

Agenda Title (be exact): Discussion, consideration and possible approval of the attached Wastewater Fee Adjustment Program for Calendar Year 2022.

List Attached Documents:

- 1) Proposed Wastewater Fee Adjustment Program for Calendar Year 2022,
- 2) Original agenda item submitted and approved on 1/6/21

Estimated Presentation Time: 2 mins **Estimated Discussion Time:** 5 mins

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department
Fiscal Impact: _____
Budget Code: _____ **Amount Remaining:** _____

Comments: Revenues would effectively remain where they already are for these businesses. No decrease in revenue is expected. To date only 3 separate entities have taken advantage of the discount at some point through 2021. However, those that were willing to provide their occupancy numbers each quarter were able to offset expenses that had no direct revenue to offset them. The adjustment rate sliding schedule, requirements for inclusion in the program and details of how the program runs are attached for approval.

Background Information: On 1/6/2021, Council approved a schedule to adjust the wastewater fees for hotels, motels and RV Parks with a minimum of 10 rooms/spaces based on occupancy levels for each quarter. A large part of the initial rationale for this adjustment comes from the idea that many of these facilities were receiving bills based on full occupancy where their actual use of the system was falling dramatically at times during the year.

Recommended Action (Motion): If Council so desires, move to approve the attached Wastewater Fee Adjustment Program for Calendar Year 2022.

Instructions to the Clerk: N/A

TOWN OF CAMP VERDE
Wastewater Fee Adjustment Program
Calendar Year – 2022

Program

A reduction of the residential portion of wastewater rates billed to hotels, motels and RV parks in calendar year 2022 with a minimum of 10 rooms/spaces based on the following sliding scale:

Occupancy	% Discount
Over 70% - 100%	0%
Over 55% - 70%	25%
Over 35% - 55%	35%
35% or under	50%

Process

Adjustments will be made on a quarterly basis. Entities wishing to having the adjustment applied to their residential rates will need to provide quarterly occupancy information based on the following time frames:

- For the billing of Jan 2022 – March 2022, occupancy rates for Oct – Dec 2021 must be provided to the Town Finance Director by Jan 25th, 2022
- For the billing of Apr 2022 – June 2022, occupancy rates for Jan – Mar 2022 must be provided to the Town Finance Director by Apr 20th, 2022
- For the billing of July 2022 – Sept 2022, occupancy rates for Apr – Jun 2022 must be provided to the Town Finance Director by Jul 20th, 2022
- For the billing of Oct 2022 – Dec 2022, occupancy rates for July – Sept 2022 must be provided to the Town Finance Director by Oct 20th, 2022

Entities failing to meet one of the time frames above would have the adjustment removed and go back to normal 100% rate amounts for that quarter.

Time Frame

This program will begin January 1, 2022 and terminate on December 31, 2022. Council can terminate this program at will any time throughout 2022.



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: January 6, 2021

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

Requesting Department: Public Works and Economic Development

Staff Resource/Contact Person: Chet Teague and Steve Ayers

Agenda Title (be exact): Presentation, discussion and possible approval of a sewer fee adjust for RV parks and hotel/motels for the calendar year 2021

List Attached Documents: 1) Fee spreadsheet calculator

Estimated Presentation Time:10

Estimated Discussion Time: 20

Reviews and comments Completed by:

- Town Manager: _____ Department Head: _____
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department**
Fiscal Impact: Variable
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information:

Town staff is seeking the council’s approval to provide adjustments to the monthly wastewater fees for RV parks, motels and hotels, with a minimum of ten (10) rooms or RV spaces. This adjustment request is based on the following criteria and rationale:

- Adjustments would be available to qualifying businesses starting on January 1, 2021 and would expire on December 31, 2021. The rationale for the time limit is that over the next year the Town would either purchase the water company and conduct a new rate study, or conduct a new rate study based on the understanding that the 2018 rate study is no longer valid
- Adjustments would be made quarterly, based on information provided by the qualifying businesses from the previous quarter

- Adjustments would be made on a sliding scale, with a minimum and maximum monthly fees established for each qualifying business
- Adjustments would only apply to residential rates charged to RV spaces or hotel/motel rooms and would not apply to commercial rates charged to those qualifying businesses, such as laundries facilities, clubhouses, stores, public restroom or shower facilities
- Neither of the two proposed methods of adjustment would impact the operations and maintenance of the wastewater system during the 12 month period they are in place
- Adjustments are being offered due to unprecedented growth in the system, with revenues exceeding what was predicated in the 2018 rate study
- Adjust are being offered because hotels, motels and RV parks have been significantly impacted by COVID19, with occupancy rates falling below 20 percent on some months and, with some exceptions, seldom rising above 50 percent over the last 12 months

Staff is proposing one of two methods of adjustment—one based on water usage and one based on occupancy rates

Water Use Based Adjustment

This method would use the 2020 average cost to treat 1000 gallons of effluent (\$12.24), then multiply that number by the amount gallons of water used each month by a qualifying business. Adjustments would be made quarterly. The customer would provide the Town with copies of their monthly water bill.

Example:

Business X uses and average of 120,000 gallons of water per month for one quarter. Their monthly fee for the adjusted quarter would be \$1,472.40 per month.

Occupancy Based Adjustment

This method would calculate the monthly fee based on occupancy rate, with occupancy rate information provided by the customer. Adjustment would be made quarterly. The customer would provide computer printouts of occupancy information in a form acceptable to the Town.

Example:

Hotel X has 42 rooms. Over the three month period they show a 38 percent occupancy rate. The fixture rate based monthly fee (\$17.40 per room) would be multiplied by the occupancy rate, for those RV spaces or hotel/motel rooms (i.e. $42 \times .38 \times \$17.40 = \277.70). If this number does not exceed the established minimum, the qualifying business would be charged the minimum monthly fee.

Residential Rate Comparison

At the December 16, 2020 council meeting, the council instructed staff to look at current residential rates and how they might be impacted by the adjustments and how the adjustments might compare to residential rates as a measure of fairness. An analysis of the residential rates shows the following:

- **From April through October 2020, Provident used 1,953,300 gallons of water according to the bills they provided us from Camp Verde Water Systems. During that same period they paid the Town of Camp Verde \$73,843.38 to treat their effluent. Assuming every gallon that came into the park ended up in the Town's wastewater system, Provident paid an average of \$27.68 to treat 1000 gallons.**

- The USGS estimates the average person uses 80 gallons of water per day. Two people, times 30 days, times 80 gallons, equals and average monthly use of 4,800 gallons. According to the 2018 rate study, residential rates were set based on an average of 5,000 gallons per household, per month.
- If we began charging the average residential customer the same cost per 1000 gallons we charge Provident, they would pay 5 times \$27.68 per 1000 gallons, or \$138.40 per month, assuming every gallon they used ended up in the wastewater system.
- Additionally, if we figure the average rate payer is using 5000 gallons a month and multiply that by the average cost of \$12.24 per gallon to treat 1000 gallons, that equals \$61.18 per month based on usage
- But the average residential rate payer pays \$52.20 for 5000 gallons or about \$10.44 to treat 1000 gallons – 62.3% less per gallon than what we charge Provident.
- Lastly, if we add to this the fact that because Provident connected themselves to the system, the average rate payer’s bill has held steady for two years (not the projected average bill of \$55.34) and will remain steady for the foreseeable future.
- If we allow for one of the proposed adjustments to be put in place, we would begin the process of bringing equality to the rate structure.

Recommended Action (Motion): Move to approve the establishment of a sewer fee adjustment for RV parks and hotels/motels for the calendar year 2021, based on occupancy rate (or water usage)

Instructions to the Clerk:

Town staff is seeking the council's approval to provide adjustments to the monthly wastewater fees for RV parks, motels and hotels, with a minimum of ten (10) rooms or RV spaces, on request. This adjustment request is based on the following criteria and rationale:

- Adjustments would be available to qualifying businesses starting on January 1, 2021 and would expire on December 31, 2021. The rationale for the time limit is that over the next year the Town would either purchase the water company and conduct a new rate study, or conduct a new rate study based on the understanding that the 2018 rate study is no longer valid
- Adjustments would be made quarterly, based on information provided by the qualifying business from the previous quarter
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- Adjustments are being offered due to unprecedented growth in the system, with revenues exceeding what was predicated in the 2018 rate study
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- **The USGS estimates the average person uses 80 gallons of water per day. Two people, times 30 days, times 80 gallons, equals and average monthly use of 4,800 gallons. According to the 2018 rate study, residential rates were set based on an average of 5,000 gallons per household, per month.**
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- **But the average residential rate payer pays \$52.20 for 5000 gallons or about \$10.44 to treat 1000 gallons – 62.3% less per gallon than what we charge Provident.**
- **Lastly, if we add to this the fact that because Provident connected themselves to the system, the average rate payer's bill has held steady for two years (not the projected average bill of \$55.34) and will remain steady for the foreseeable future.**
- **If we allow for one of the proposed adjustments to be put in place, we would begin the process of bringing equality to the rate structure.**

Verde Ranch RV Resort	Occupancy Rate	Water Use/1000 Gal	Monthly Comm Fees	Current Res Fees	Water Use Based Fee	Occupancy Based Fee	Mike Showers Fee	Chet Teague Fee	Mixed Fee	Current Fee
April	50.5%	302.3	\$1,001.22	\$7,202.60	\$3,700.15	\$4,525.77	\$4,602.52	\$5,682.91	\$6,043.04	\$8,204.82
May	42.6%	268	\$1,001.22	\$7,202.60	\$3,280.32	\$4,020.57	\$4,602.52	\$5,682.91	\$4,602.52	\$8,204.82
June	27.2%	232.4	\$1,001.22	\$7,202.60	\$2,844.58	\$2,976.75	\$3,882.26	\$4,602.52	\$3,882.26	\$8,204.82
July	22.2%	193.4	\$1,001.22	\$7,202.60	\$2,367.22	\$2,639.64	\$3,882.26	\$4,602.52	\$3,882.26	\$8,204.82
August	20.5%	188.9	\$1,001.22	\$7,202.60	\$2,312.14	\$2,538.32	\$3,882.26	\$4,602.52	\$3,882.26	\$8,204.82
September	30.2%	388	\$1,001.22	\$7,202.60	\$4,749.12	\$3,253.23	\$3,882.26	\$4,602.52	\$4,602.52	\$8,204.82
October	46.1%	380.3	\$1,001.22	\$7,202.60	\$4,654.87	\$4,385.78	\$4,602.52	\$5,682.91	\$4,602.52	\$8,204.82
November	55.6%	366	\$1,001.22	\$7,202.60	\$4,479.84	\$5,026.68	\$4,602.52	\$6,403.17	\$6,043.04	\$8,204.82
December	51.0%	348	\$1,001.22	\$7,202.60	\$4,259.52	\$4,659.71	\$4,602.52	\$5,682.91	\$6,043.04	\$8,204.82
Totals	38.4%	2667.3			\$32,647.75	\$34,026.45	\$38,541.64	\$47,544.89	\$43,583.46	\$73,843.38

Days Inn	Occupancy Rate	Water Use/1000 Gal	Monthly Comm Fees	Current Res Fees	Water Use Based Fee	Occupancy Based Fee	Mike Showers Fee	Chet Teague Fee	Mixed Fee	Current Fee
April	25.1%	41.2	\$198.44	\$1,238.30	\$504.29	\$509.25	\$693.76	\$817.59	\$693.76	\$1,436.74
May	42.6%	64.2	\$198.44	\$1,238.30	\$785.81	\$725.96	\$817.59	\$1,003.34	\$817.59	\$1,436.74
June	65.1%	127.5	\$198.44	\$1,238.30	\$1,560.60	\$1,004.57	\$941.42	\$1,127.17	\$1,065.25	\$1,436.74
July	56.4%	115	\$198.44	\$1,238.30	\$1,407.60	\$896.84	\$817.59	\$1,127.17	\$1,065.25	\$1,436.74
August	53.3%	109.5	\$198.44	\$1,238.30	\$1,340.28	\$858.45	\$817.59	\$1,003.34	\$1,065.25	\$1,436.74
September	65.0%	115.8	\$198.44	\$1,238.30	\$1,417.39	\$1,003.34	\$941.42	\$1,127.17	\$1,065.25	\$1,436.74
October	73.2%	120.6	\$198.44	\$1,238.30	\$1,476.14	\$1,104.88	\$1,189.08	\$1,436.74	\$1,065.25	\$1,436.74
November	61.8%	106.9	\$198.44	\$1,238.30	\$1,308.46	\$963.71	\$941.42	\$1,127.17	\$1,065.25	\$1,436.74
December	48.8%	95	\$198.44	\$1,238.30	\$1,162.80	\$802.73	\$817.59	\$1,003.34	\$817.59	\$1,436.74
Totals	54.6%				\$10,963.37	\$7,869.73	\$7,977.46	\$9,773.03	\$8,720.44	\$12,930.66

Occupancy Pct	Adjust Pct	VRR	Days Inn	Revenue Differential
				\$43,162.92
				\$44,877.86
				\$40,254.94
				\$29,456.12
				\$34,470.14

Mike Showers	Occupancy Pct	VRR	Days Inn
80-100	10	\$7,484.56	\$1,312.91
70-79	20	\$6,764.30	\$1,189.08
60-69	40	\$5,322.78	\$941.42
40-59	50	\$4,602.52	\$817.59
Under 40	60	\$3,882.26	\$693.76

Chet Teague	Occupancy Pct	VRR	Days Inn
70-100	0	\$8,204.00	\$1,436.74
55-70	25	\$6,153.00	\$1,127.17
35-55	35	\$5,333.00	\$1,003.34
Under 35	50	\$4,102.00	\$817.91

Mixed	Occupancy Pct	VRR	Days Inn
75-100	0	\$8,204.00	\$1,436.74
50-75	30	\$6,043.04	\$1,165.25
30-50	50	\$4,602.52	\$817.59
Under 30	60	\$3,882.26	\$693.76