

**MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 22, 2023 AT 5:30 P.M.**

1. **Call to Order** Mayor Jenkins called the meeting to order at 5:30.
2. **Roll Call.** Council Members Jackie Baker (absent), Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present – Town Clerk Cindy Pemberton (Zoom), Deputy Town Clerk Virginia Jones, Administrative Clerk Jadie Edwards, Public Works Director Ken Krebbs, Community Development Director John Knight, Utilities Director Jeff Low, Building Official Roxanne Jasmine, Parks and Rec Manager Mike Marshall, Marshal Corey Rowley, Recording Secretary Dana Donahue.

3. **Pledge of Allegiance** was led by Vice Mayor Marie Moore.
4. **Discussion, Consideration and Possible Direction to staff in regards to current Town fees and potential adjustments for the FY24 Town of Camp Verde Fee Schedule.** Staff Resource: Mike Showers

Project Summary-

Council reviewed and examined the current Town Fee Schedule per department.

Finance Director Mike Showers provided a brief review of Town fees. Mr. Showers suggested a short description of the fees and their amounts be organized and presented to the public when they are finalized. There are 444 lines of fee related items in the packet. Fees from four other cities are included for comparison. He asked the Council keep the following questions in mind;

Why do we have fees?

Who should be paying fees?

What costs should be subsidized by the community?

What costs should not be subsidized by the community?

Council agreed to proceed page by page through the supplied packet.

Copy Duplication Rates-

Council discussed the various rates and categories regarding duplication requested by the public. Vice Mayor Moore asked for clarification of the "Commercial Public Records Request \$30 per hour and \$100 minimum.

Mr. Showers replied this fee is for requests for information for commercial use.

Councilor Escoffier asked if the presented duplication fees represented the actual cost to the Town. She expressed concern that the Town maybe subsidizing the cost of each copy. Mr. Showers outlined in detail each cost, including the cost of paper, machine, and ink. Much of the costs are related to what kind of copy machine and ink is being used. He assured Council that the Town is recouping the cost of each copy at this time.

Community Development Director John Knight stated Community Development is not making or losing money on copies. His department prints less than 100 copies a month for the public. He stated they try to stay within the realm of what it would cost at the UPS store or Kinkos to have copies made and strive to break even.

Councilor Godwin stated the fees keep people from printing indiscriminately, especially at the Library.

Councilor Escoffier asked if manpower costs were factored into the fees. She used the example of the Clerk's office making a CD; a \$5 dollar fee.

Town Clerk Cindy Pemberton replied manpower is not included. Charging for the time it takes to fulfill a public records request is not legally allowed for non-commercial. Council discussed how other cities approached their fee schedule.

Discussion ensued about the commercial public records request fee. Mr. Showers told Council that "charging per value" might be frowned upon by the State but might be worth further examination. Council discussed factoring in the cost of personnel to make the copies. Some members of Council expressed concerns that adding "cost of personnel" to the fee might become complicated. Members of Council would prefer to keep the fees and descriptions simple.

Councilor Escoffier asked if the cost per hour of the employee doing the work could be added to the cost of the copies.

Council agreed to increase the Commercial Public Records Request fee to \$45 per hour from \$30 per hour.

Notary fees are not charged by the Town. Town Clerk Cindy Pemberton (via zoom) informed Council that she is the Notary for the Town. It is her discretion whether to charge or not charge for Notary Services and as a Notary, she chose not to charge for its services. Council agreed to keep this as a no charge service. This is considered a public service.

Special Event promoter/vendor charges were discussed. There is currently no charge for Special Event Promoter/Vendor (non-profits). Mr. Showers explained there had been a charge in previous years, but it was changed to no charge.

Deputy Town Clerk Virginia Jones explained the history of this charge/non-charge. When the town partnered with Camp Verde Promotions, the Town did not want to charge them, so the charge was removed.

Mayor Jenkins stated many other cities and towns have a charge for this category and it is substantial.

Mr. Showers stated there are fees through Parks and Recreation for events.

Parks and Recreation Manager Mike Marshall explained the Parks and Rec fees for events. Not all events require participants to purchase a vendor license fee. There are some exceptions such as food vendors. Ms. Jones stated a business license is required for each vendor of some events such as the Farmers Market. This fee is for the entire event.

Council discussed partnerships with event promoters. Historically fees are waived for partnerships between the Town and Event promoters. Mr. Showers suggested adding "Waived" for Special Event Vendor (non-profits) and removing Special Event Promoter.

Council asked about special events. Mr. Marshall explained events and business licenses, using the Circus as an example. The Circus must get a business license. He stated no commercial entities rent space from the town, rather they partner with the town. Mr. Showers suggested taking out "Special Event Promoter" from the fee schedule. Council agreed. Mr. Marshall explained that when commercial event business partners with the town, the town takes a portion of the profits, which is normally 25% of advanced ticket sales and 10% of ticket sales the day of the event. The Town works out an agreement.

Liquor License Permits.

Deputy Town Clerk Virginia Jones explained these fees. Councilor Escoffier asked if the \$250-dollar fee for application/posting/inspection fee included the cost of manpower. Virginia stated yes, the fee included manpower. She also assured Council the fee covered all costs associated with this work.

Public Works

Public Works Director Ken Krebbs reviewed the current Public Works fees. He researched fees in several comparable cities. For site plan review, current standard is about \$325 to \$350 per sheet. Camp Verde is \$225 per sheet. However, Mr. Krebbs suggested holding the current fee until next year. Most plan review requests are from commercial entities. Council expressed concern that an increase in the fees would adversely affect residents/residential projects. Councilor McPhail stated fees associated with Public Works are nearly always commercial.

Mr. Knight told Council that most of the plan reviews are multiple pages, and the fee adds up. Multi Family projects and PADs are considered commercial and require a great

deal of work.

Building Official Roxanne Jasmin explained that plan review (in Public Works) for residential projects are few and far between and may include projects that are on a severe slope, etc.

Councilor Escoffier asked if the fee represented the true cost of the employee time plus benefits. Mr. Krebbs replied yes, but reminded Council the fee is per page. Councilor Godwin stated that commercial projects budget for these costs.

Council agreed to keep the fees for Public Works at their current level.

Finance Department.

Mr. Showers explained the Non-Sufficient Funds (NSF) Check Charge, stating \$10 is sufficient. He stated Finance will follow what National Bank charges. The same NSF fee will be charged for all Town Departments. Mr. Showers will adjust the NSF fee to what National Bank charges.

Municipal Court Fees-skipped because Council has no jurisdiction.

Library Fees-Council felt all fees were reasonable.

Marshalls Office-

Councilor Escoffier requested information about the vehicle impound administrative hearing fees and asked if they were set by State statute? Marshal Corey Rowley explained State statute sets many fees, but the Town has some flexibility when it comes to impound and licensing fees.

Mr. Showers suggested under training room fee to add "waived for non-profits". Vice Mayor Moore asked about the fee for altered vs. non-altered animal. Marshal Rowley stated this is governed by State statute. Vice Mayor Moore expressed concern about the licensing late fee. Marshal Rowley replied this is set by State statute as well. He also explained the new fee, "licensing late fee each month Jan 31 each year-\$5.00", is also State statute, however, the Marshal's Office was only recently made aware of it.

Parks and Recreation

Parks and Rec Manager Mike Marshall stated his department is not requesting any increase in fees this year. He informed Council the Town will have to examine fees relating to the new sports complex when it is up and running. There is currently not enough information to adjust the fees at this time.

Groups that pay fees to use facilities or Town areas are categorized into classes. They are as follows;

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

civic groups. Non-Profits.

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

Class C- *Profit making individuals, groups or organizations.*

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

Vice Mayor Moore asked about the "Banner Pole fee". Mr. Marshall explained the fee is for putting banners up on Oasis or at the car wash. There is no charge for Class A use. There is a Class B charge and Class C is not allowed. The current fee schedule reflects the investment the Town puts into Parks and Recreation. The current pool fees are in line with other cities, however, the fees do not in any way cover the cost of staffing and maintaining the pool. Mr. Marshall told Council that the fees for Parks and Rec do not in any way cover the cost of the facilities or staffing. Parks and Rec is not in the business of making money.

Council asked about the table and chair rental fees. Mr. Marshall explained the tables and chairs are for use in the Town facilities, they cannot be removed and used somewhere else. If a group is using a Town facility or room, the use of the tables and chairs is included. The meeting rooms are the most used facilities. Mr. Marshall reiterated that with past Councils, it was decided investment in the community was more important than recouping costs, especially for Class A groups.

Each group is assigned a "Class". Most requests are from Class A Town co-sponsored, youth sports, nonprofit groups, churches, schools and civic groups.

Mayor Jenkins requested clarification on Class D (groups meeting ARS 9-500.14 definition about election or policy positions) groups.

Mr. Marshall explained this is a requirement from the State. Class D groups are new. The Town had not been considering this class in the past. State law states a Town cannot give anyone vying for a political position any facilities or Town resources for free. Class D groups cannot be subsidized by the Town in any way. They must be charged. Most Class D groups follow the Class B and C group charges.

Councilor Escoffier asked about Class D and Banner pole fees, pointing out there was no Class D under this fee. Mr. Marshall stated this needed to be added to the schedule. The Banner Pole fees must be approved by Council. Mr. Marshall mentioned that adding Class D to the Banner Pole fee should be discouraged because Town needs to avoid the appearance of supporting any political party. Mr. Marshall suggested adding, under "Banner Pole fee".

Council discussed the actual cost of groups using the facilities, for example, how much power is used etc. Mr. Marshall stated he did not know what that would be and how to figure that out. He went on to say that Parks and Rec tries to make money off profit ventures and not nonprofit or community entities. Councilor Escoffier pointed out that for Meeting Room fees, Class D, which Town cannot subsidize, at \$15.00 per hour, is actually less than either Class B or C is charged. Mr. Marshall stated that had been approved by a previous Council.

Discussion went on to Class D (political) entities as they relate to the other classes.

Mr. Showers pointed out the connection between Class B, Class C and Class D groups. Class D groups are not for profit, hence the connection between Class D and Class B groups as seen under "Ball Field Lights". Mr. Marshall defined Class B as full price, Class A is subsidized, and Class C is for profit. Council agreed that Class C and D fees be the same for Parks and Rec, with no maximum.

Discussion ensued regarding the concession stand at the Sports Complex. Mr. Marshall requested Council evaluate the fees as the park is used. Butler Park and the Community Center fee is for the entire park including the concession stand.

The Sports Complex is different because of the quality level of the facility. There is a fee for use of the park. The concession stand is an additional fee. Each fee is contingent on the Class of group using it.

Mr. Marshall reminded Council that fees for the Sports Complex are hypothetical because the Complex is new. He explained to Council that Parks and Rec looked at other cities (Cottonwood, Sedona, Prescott Valley) to come up with a reasonable fee for each service. He felt the Town fees are in the middle.

Council clarified that fees are charged to profit groups, to subsidize the nonprofit groups. Mr. Marshall assured Council the fees are not an effort to make money, but an effort to invest in the community.

Council moved onto Gym fees. Mr. Showers explained the fees and how to readjust them. Class D Gym fees should be readjusted to \$100 per hour. Mr. Showers suggested leaving Class D for the Park Ramada/Gazebo at \$15 per hour, add \$75 minimum. This ties Class C and D together.

Council discussed the various classes of groups. Mr. Marshall stated Class A as groups that don't make money, such as town co-sponsored events, churches and civic groups. There is no requirement that the entity be a "nonprofit". If the group "acts" like a nonprofit, they are treated as a nonprofit. Parks and Recreation examines the motives and actions behind each group requests, to place them in each category. An example of this would be a request to use a Town facility for a fund raiser to assist a family whose house has burned down. The group is not a nonprofit entity, but it is *acting* like a nonprofit.

Mr. Showers said that keeping things simple has pros and cons. He suggested re-examining the Youth Sports groups because some Youth Sports groups are for profit and some nonprofit. This needs clear definition.

Mr. Showers suggested taking Youth Sports and moving it to the end and adding, "*and schools, civic groups and Youth Sports organizations acting in a nonprofit manner for this occasion/rental*". Mr. Showers felt this was a long definition. Mr. Marshall followed up with an acknowledgement that this is what Parks and Recreation does now.

Council felt the groups are well defined and trusts that Parks and Recreation will review groups accordingly. Councilor Escoffier suggested the new Parks and Recreation

Commission review the group definitions and adjust accordingly.

Councilor McPhail thanked Mr. Marshall for his work on the fees and how they are approached.

Mr. Krebs suggested the fees remain the same. Council agreed that the current fees will be kept as is.

A break was called by Mayor Jenkins at 7:00. The meeting resumed at 7:08.

Community Development

Council asked for an explanation of the "technology fee". Building Official Roxanne Jasmin explained that the technology fee is for the software used by the department. Vice Mayor Moore asked if the fee could be wrapped in all the other fees. Ms. Jasmin explained that all the technology fee money goes directly to the software used by the department. Mr. Knight asked Mr. Showers if the Town really needs to track this fee. Mr. Showers replied that the Technology fee can be related to the technology it is paying for, so it can be tracked. Mr. Knight asked if Town really needs to track the fee. Mr. Showers replied, not necessarily.

Council discussed raising all fees 3% in Community Development to cover the technology costs and discontinuing the cost as a separate fee. Councilor Escoffier stated she would like to keep the fee separate in an effort to be transparent. Mr. Knight replied staff will still be able to track the fee even if it is included in the overall fees.

Council agreed to add 3% (technology fee) to all Community Development fees. The cost will be rounded upward for an even number.

Board of Adjustment and Appeals.

Mr. Knight explained these fees. They are administrative in nature and help keep the Board of Adjustment and Appeals from being overrun by needless complaints. Mr. Knight explained that the Board of Adjustment and Appeals has three ways they can rule when making a judgment about an appeal. They can approve or affirm the decision, they can overturn the decision, they can modify the decision. Mr. Knight suggested that if the decision is overturned, the entire fee or a portion of the fee be refunded to the applicant. If this is agreeable to Council, the statement should be listed along with the fee.

Council discussed this suggestion. Councilor Murdock agreed with this suggestion.

Vice Mayor Moore asked why the commercial fee and residential fee are different.

Mr. Knight explained it is commonly thought that commercial entities can afford more than a resident. The current fees will not cover a complicated appeal. The Town pays all fees associated with attorneys hired for complicated appeals. The appeals fee in no way covers the cost of a complicated appeal because the Town must hire an independent attorney (not the Town Attorney) specifically for the Board of Appeals. The fee should set a bar to avoid needless appeals yet be low enough for accessibility to residents.

Mayor Jenkins asked if Council is going to add the 3% raise to the Board of Appeals fees. Council discussed the ramifications of picking and choosing where to add the 3%. Council and Mr. Knight felt the 3% should be added to all fees in Community Development. Council debated lowering the fees for Board of Adjustment and Appeals to compensate for the high fees and the additional 3% increase to cover the technology fee. If the appeal is overturned the fee will be returned to the applicant. Council agreed that all fees will remain the same with the 3% increase to accommodate the technology fee.

Council and Mr. Knight agreed to leave all Community Development fees the same, adding the 3% technology fee to all existing fees and rounding the number upward.

Councilor Escoffier asked Mr. Knight if the fees cover manpower costs. Mr. Knight replied that in the Building Department, the fees cover the manpower costs, however, in the Planning Department, the fees do not cover the costs of performing the work. It depends a lot on the complexity of the request. Mr. Knight compared Sedona's site plan review fees to Camp Verde's site plan review fees. Sedona charges \$2500 base fee plus \$15,000 for a multifamily project. Camp Verde charges \$525. There is a balance between charging enough and too much. He stated the Site Plan Review fee may need adjustment as well as the PAD fee, however, he stated the increase in fees should occur every other year. Town of Camp Verde fees are higher than other cities except for Sedona.

Mr. Knight discussed development agreements and a fee for it. This would be a fee for big projects that would include the requirement the developer put in the infrastructure for the project. Councilor Godwin stated commercial development should pay their share of infrastructure costs.

Councilor Escoffier asked about costs associated with posting notices or advertising. Mr. Knight replied the costs are low, and the fees cover the cost with the exception of Development Standards Review.

Mr. Knight stated the Town needs to take a good look at the PAD fees and implementing a Development Agreement fee (Developer pays 100% of costs of infrastructure). Council discussed the possibility of a sliding scale for fees. Mr. Knight stated he would rather increase fees every other year, with the exception of development agreements and PAD fees. He would like the opportunity to do additional research on fees. Council asked for clarification on development agreements. Mr. Knight explained the agreement has to do with infrastructure and the cost of putting it in. Council agreed development agreements should be revisited.

Council discussed sign permits. Building Official Roxanne Jasmin explained there is no limit on the number of signs a person can get a permit for. Each permit includes two signs.

Council asked if the building permit fees are in the ICC building code. Ms. Jasmin

explained the fees are established from what the ICC publishes and research of other, similar municipalities. The Town of Camp Verde has a twofold approach. Commercial and residential single-family homes are fee permitted based on valuation and a table provided by the ICC. There are extra line items with flat fees for smaller projects to lessen the cost to the public.

Council discussed the various categories listed and how the fees are assessed. Most of the fees are by valuation with line items for smaller projects. The fees do not capture 100% of costs to the Town.

Vice Mayor Moore asked about the fee schedule for storage buildings as opposed to a prefab shed and about the plan review fee for a prefabricated shed. Ms. Jasmin explained the fee differences as they apply to each building.

Council asked about fees and permits on structures less than 200 square feet. Ms. Jasmin explained those structures, not used for human habitation, only requires a zoning clearance fee which is a flat fee. Anything over 200 square feet needs to go through the formal plan review process. Council asked for clarification on the "Pre-Fab Canvas/metal Awning (engineered) (per sq ft). Ms. Jasmin explained this is a structure used as a carport or shade structure.

Vice Mayor Moore discussed the green house fee for screening a porch. She would like a square footage formula applied to this line item. She also would like "screened porch under an existing roof cover" removed from the fee schedule. Council discussed removing these items from the fee schedule. Ms. Jasmin reminded Council that if the building is movable and under 200 square feet, it does not need zoning clearance or permit. Councilor Godwin requested adding the 200 square feet exemption to the line item for greater clarification. Mr. Knight clarified that only structures over 200 square feet that are attached to the ground and or another building require a zoning clearance, and a building permit. This applies to any residential accessory building. Mr. Knight reminded Council the fees are set by the building code. Ms. Jasmin addressed the porch question, explaining if the porch to be screened must be modified by adding or detracting from the structure, it needs a permit. Council agreed to leave the fee for "screened porch under an existing roof cover."

Ms. Jasmin explained the fees relating to roofs. Permits are only required if the substance of the roof changes, for example, putting metal on a roof previously covered in shingle.

Council asked for clarification on pool permits. Ms. Jasmin stated Town has an adopted swimming pool and spa code (above ground). This requires a review of the plans and installation manuals. This fee pays for the inspections, of which there are several. Council asked if there was a minimum size of pool. Ms. Jasmin stated an above ground pool greater than 2 feet deep and so many feet wide require a permit.

Council asked for an explanation of water tanks. Ms. Jasmin replied anything over 5000 gallons require a permit. This is a safety concern.

Council requested an explanation of the Solar installation, Wind Turbines, generators fee and the subsequent amendments requested by Community Development. Ms. Jasmin explained this related to the increase in size of some solar systems and an attempt to control the cost for the user. Solar systems are becoming bigger and bigger. This fee has been adjusted to keep it reasonable for the user in relation to the cost of the system.

Sewer Fees

Utilities Director Jeff Low discussed the Dan Jackson rate study for Wastewater and the Water Master Plan. Mr. Low suggested there be an appropriate connection fee for new development. There is currently not an appropriate connection fee for connection to the treatment plant and collection system. When the Water and Wastewater Master Plan is finished, it will allow for defined fees for both systems.

Mayor Jenkins clarified, stating Mr. Low would like to wait until the rate study is completed before addressing any sewer fee increases. Sewer fees will remain the same right now. However, Mr. Low would like to review the hook up fee. Council asked about the availability fee. Mr. Showers explained this is for the people (only a few) that will not hook into the current sewer system. Mr. Showers explained this needed further review and examination.

Mr. Low explained water fees. Listed are the existing fees.

Mr. Low is proposing an increase in Hook Up fees based on speaking to Rick Tackett and research on hookup fees for similar municipalities.

Service Line and Meter Installation charges.

5/8 meter from \$430 to \$600

1 inch meter from \$550 to \$700

1 ½ inch meter from \$775 to \$850

Mr. Low explained the 2" meter fee is appropriate and every other meter, 3", 4", 6", 8", is at cost.

Council discussed the service charges and the deposit by meter size. Mr. Low stated residents are reimbursed through their bills for putting in infrastructure until the investment resident made, is paid off.

Mr. Showers recommended the following.

Remove the ¾ meter. Remove "asphalt cut and road slurry". Developers will perform those tasks.

New fees to be added;

1. Use of hydrants or hydrant meters for residential use or commercial customers requires a \$1,500 refundable deposit. (This is used by developers for things like dust control. Council discussed using treated water for projects not related to human consumption. This also requires an additional \$200 dollar fee for inspections. In all, this fee will be \$1,700 up front and \$1,500 refundable).
2. Relocation of hydrant meter \$100.
3. Establishment fee to \$50.
4. Establishment fee-after hours to \$70.
5. Reconnection fee to \$50.
6. Reconnection fee-after hours to \$70.
7. Meter test-if correct goes from \$10 to \$0.
8. Temporary turn off fee to \$50.
9. Temporary turn off-after hours to \$70.
10. Remove "hook up fee after hours".
11. Add Civil Penalties for Tampering-\$100 per offense plus damages.

Council discussed the possible use of effluent water for dust control. They agreed this is something that needs further research and discussion.

Mr. Showers discussed the fee for meters and how the previous water company reimbursed at 6% interest. He would like to stop reimbursement for meter fees. Per water policy, when the Town purchases the meter, Town then reimburses the user over a period of time at 6% interest. This is essentially paying the customer back for the meter. Mr. Showers would like to delete the reimbursement and the interest.

Council discussed this as a development fee. Council agreed that further clarification is needed to address installation fee, who owns the meter who is responsible for damage and repairs and asked about the deposit.

Mr. Low clarified that from the meter to the house is the homeowner's responsibility and everything from the meter to the water line is the responsibility of the Town. Council determined that definitions on who owns the meter needs concrete clarification.

Mr. Showers stated that the water company owns the meters, and the client is reimbursed over time at 6% interest for the fee they paid for the meter. This needs to be approached as an installation charge; however, the Town Water Company does not have an installation charge. Perhaps it should be a fee as opposed to a charge.

Council requested Mr. Showers and Mr. Low reexamine the fees and charges related to the water meters and hook ups. It was agreed that Council will review this when more information is available.

Mr. Showers reminded Council there is a time consideration. He suggested he would email

a revised fee schedule to Council for review prior to publishing. He reminded Council that the revised fee schedule is not being voted on until May.

With no further objection, the meeting adjourned at 8:40 p.m.

5. Adjournment

DM Jenkins
Mayor Dee Jenkins

Virginia Jones
Attest: Deputy Clerk Virginia Jones

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 February 22, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of July, 2023.

Virginia Jones
Virginia Jones, Deputy Clerk