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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 18, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83165951625?pwd=c3Y1TTI1b1FJNTIOL1luN1JhZmxmQT09>

One Tap Mobile: 1-669-444-9171 or 1-669-900-9128

Meeting ID: 831 6595 1625

Passcode: 662838

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, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, 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) Special Session – October 4, 2023 Page 5
 - 2) Regular Session – October 4, 2023 Page 7
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session Retreat – Thursday October 19, 2023 at 3:00 p.m.
 - 2) Regular Session – November 1, 2023 at 6:30 p.m.
 - 3) Regular Session – November 15, 2023 at 6:30 p.m.
 - c) **Approval of Town of Camp Verde Code of the West.** Staff Resource: Ted Soltis Page 17
5. **Call to the Public or 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:**

- **Court Operational Review Evaluation Report/Court Update.** Staff Resource: Veronica Pineda Page 29
- **Presentation and Discussion of Third Quarter 2023 Parks and Recreation Commission report.** Staff Resource: Mike Marshall Page 63
- **Verde Youth Action Alliance (VYAA) Presentation on Youth League of Cities and Towns Summit.** Staff Resource: Nicole Metz-Andrews and Zach Garcia Page 65
- **Long Range Planning Update, Community Development Department.** Staff Resource: BJ Ratlief Page 67

7. **Discussion, Consideration and Possible Approval of the FY25 Budget Calendar.** Staff Resource: Mike Showers Page 85

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

9. **Adjournment**

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

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline

of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 10-12-2023 at 4:00 p.m.

Cindy Pemberton

Cindy Pemberton, Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY OCTOBER 4, 2023 at 5:30 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 Jenkins called the meeting to order at 5:30 p.m.

- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore and Mayor Dee Jenkins were all present

Also present. Town Attorney Trish Stuhan, Town Manager Ted Soltis, Water Rights Attorney Steve Wene, Utilities Director Jeff Low and Town Clerk Cindy Pemberton.

- 3. Pledge of Allegiance** Councilor McPhail led the Pledge of Allegiance

4. RECESS INTO AND HOLD EXECUTIVE SESSION ON AGENDA ITEM 5.

On a motion from Councilor Baker, seconded by Councilor Godwin Council moved to enter into an executive session pursuant to A.R.S. 38-431.03(A)(4) for Agenda Item five (5) discussion regarding the Town's Water Rights Claims and Settlement by Steve Wene, PLC, Moyes, Sellers & Hendricks.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: Aye
Mayor Jenkins: Aye

Motion Carried 7-0.

- 5. Discussion regarding the Town's Water Rights Claims and Settlement by Steve Wene, PLC, Moyes, Sellers & Hendricks. Council may go into Executive Session pursuant to A.R.S. 38-431.03(A)(4) for 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.**

- 6. RECONVENE OPEN SESSION** Mayor Jenkins reconvened open session at 6:26 p.m.

No action was taken.

5. Adjournment

Mayor Jenkins adjourned the meeting at 6:26 p.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 Special Session of the Town Council of Camp Verde, Arizona, held on October 4, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 4, 2023 at 6:30 P.M.

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, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **Pledge of Allegiance** Councilor Escoffier led the 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 – September 20, 2023
 - 2) Special Session – September 20, 2023
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – Wednesday October 18, 2023 at 5:00 p.m.
 - 2) Regular Session – Wednesday October 18, 2023 at 6:30 p.m.
 - c) **Approval of the IGA (Intergovernmental Agreement) between the Yavapai Apache Nation (YAN) and the Town of Camp Verde for Law Enforcement Dispatching Services to continue to be provided by the Camp Verde Marshal's Office (CVMO) to the Yavapai Apache Police Department (YAPD) as approved by the Yavapai Apache Nation Tribal Council by Resolution number 153-23 dated September 6, 2023.** Staff Resource: Heather Vinson

Mayor Jenkins clarified that the Special Session on October 18th is not actually a Special Session, but an off-site Council retreat, and therefore they'll need more time than an hour and a half. She asked that Council find a date and time that would work for all of them to have at least 4 hours together.

The Council discussed a date and time that would work for all of them.

It was decided that they would meet on Thursday, October 19th from 3 p.m. – 7:00 p.m.

Town Attorney Trish Stuhan will be in attendance, as well as Town Manager Ted Soltis. The Clerk's Office, however, will not be there, as they have a prior engagement.

On a motion by Councilor Escoffier, seconded by Councilor Godwin, Council moved to approve the consent agenda with some minor corrections to the minutes and a change in the upcoming schedule.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: 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))

Kelly Roberts, Office Manager for the Camp Verde Adult Reading Program, provided an update on the progress they've made this year. She shared stories of positive outcomes that they've had through the programs they offer. Nine students passed the GED test this year, giving them many opportunities that they would otherwise not have had. Additionally, they have been tutoring potential recruits who want to join the military and are struggling to pass the basic math and reading tests to do so. The Reading Program works with many ESL students to help get them ready to further their education.

She thanked the Town for all the support they give them.

Michael Dunegan shared with Council that he was involved in an incident in the Town where he was held at gunpoint. As a result of this incident, he was arrested, and feels that this was done wrongly. Mr. Dunegan said he has tried to get a hold of the Town Manager, or really anyone in the Town that could help him sort this out but hasn't been successful in reaching anyone. He would like to be contacted about this. Mr. Soltis said that he had contacted him and turned it over to the Town Marshal.

6. **Special Announcements and Presentations:**

- **Proclamation designating October 2023 as Domestic Violence Awareness Month**

Mayor Jenkins proclaimed October as Domestic Violence Awareness Month.

Executive Director Jessye Johnson received the proclamation and spoke on Domestic Violence and the important roles of the public, private sectors, non-profit organizations, communities, and individuals in helping to prevent and address Domestic Violence, and additionally create a culture that refuses to tolerate abuse.

On behalf of the Verde Valley Sanctuary, she thanked Mayor Jenkins and Council for making the proclamation.

- **Public Works Sports Complex Update.** Staff Resource: Ken Krebbs

Director of Public Works Ken Krebbs gave Council updates on the Camp Verde Sports Complex. His updates included:

-The lights are now working at the multipurpose fields. They experienced an issue last week where the lights were not working, but they are now back up. They are hoping that the ballfield lights will be running again soon.

-Over-seeding is occurring on the multipurpose fields, and fields are currently shut down. It will be completed on October 11th, and then the ball fields will be shut down for overseeding soon after. The overseeding will ensure that they stay green all year.

-The North baseball field has had some problems with rocks, due to a contractor mistake when laying in the topsoil. They have rectified it and will continue to work on it. However, it is playable and ready to go for a big tournament this weekend.

-Maintenance and Streets have been doing a lot of work to clean up the Complex, including getting rid of big dirt and rock mounds.

-The water line went out to bid, so it should be moving forward shortly, as they already have all the material.

-As for the concession stand and restroom, Joel Westervelt, the Architect, is back, and they are trying to scale down the project to be more affordable.

-The walking trail has had problems due to the microburst washing areas out. These problems have been fixed.

-Drainage is still being worked on and will be an ongoing project.

-The irrigation lines and pump are under redesign right now, as they're moving from the upper pond to the lower. As soon as the redesign is done, they will be going out to bid. Leaks have been fixed.

-The lift station force main is ready to go to the County to be approved so they can get it out to bid.

-They have extended the regular parking lot out to capacity. They have cleared out some rock mounds to create overflow parking. Temporary ADA parking is also being

offered between the two ball fields.

-In the near future, Streets will go in and stripe. He would like to put in four crosswalks to make it safer.

-They are working with both the 501c3 as well as Community Development to get the batting cages going.

-Score boards have been installed and will be operational next week.

Vice Mayor Moore wondered about the overseeding. She wanted to know if this was going to be something that happened every year. Shutting down the fields during AYSO soccer is very unfortunate.

Mr. Krebs explained that there is a very specific time of the year that they must over-seed for best results. It will be every year at this time, as the only other option is to let the grass go dormant and die.

Vice Mayor Moore said she understands that and hopes that all the right people are contacted to be prepared for the yearly overseeding.

Mr. Krebs said that they have the equipment and are also working on the other fields in Town to bring them up to par for play as the Sport's Complex fields. It will open a lot more options for sport's leagues.

Councilor Baker wondered about a turn lane into the park, as previously discussed by ADOT.

Mr. Krebs said that he and Martin Smith are looking into it. They have some draft contracts to look at.

Mayor Jenkins wondered about the drainage issues he mentioned. Is this a big deal? Can staff take care of it this year?

Mr. Krebs told her that it's an ongoing problem they're working on and addressing, but they are going to need to find a long-term fix. The culverts aren't going to handle the water.

Councilor Murdock wondered if there will be a new design at the entrance to help with drainage.

Mr. Krebs said that part of the fix that needs to be done is the Forest Service, and they are looking into it. He realizes it is an issue.

7. Discussion, Consideration and Possible Approval for the Town Manager to begin discussions with the Yavapai Family Advocacy Center to occupy the brick building located at 546 S. 1st Street. Staff Resource: Marshal Rowley

Camp Verde Marshal Corey Rowley shared that this was one of the most important presentations that he will ever do before Council. He's very passionate about this and has a lot of background in this area of work. He's been working on this project in Camp Verde for 4 of the 5 years he's been here. He feels this property would be more than perfect for this center.

Mr. Rowley shared that the closest Family Advocacy Center is in Prescott. This makes it very difficult when the many cases come to them that would require such a place. He feels it is a huge need in the community.

Sargeant Richardson spoke to Council. He too has a lot of background in this area of work and feels that this Advocacy Center would be more than needed in Camp Verde. Mr. Richardson explained to Council what occurs when they receive calls of this manner. As it stands right now, it is very inconvenient for both officers and victims to have to drive to Prescott for a facility. He would like to make it the best possible experience for these victims, and the Advocacy Center would be the way to make that happen.

Missy Sikora, Director of Yavapai Family Advocacy Center, spoke to Council about the Yavapai Family Advocacy Center. She gave them background information on the center and what the center does. Last year, they gave service to over 1,300 victims. She knows there are even more people that they're not reaching. Ms. Sikora went into detail on all the services that they offer. Opening a center in Camp Verde brings so much potential to people that they can open this service too. Their center is 100% about the victims, and having a location closer to the proximity of the victims will help victims come forward easier.

Councilor Baker thanked Ms. Sikora for the great information. She wondered what the process would be to get the building set up.

Ms. Sikora told her that upon approval, Mr. Soltis will then begin conversations with their Board of Directors and CFO. Grants would be pursued to get the center put together.

Councilor Escoffier wondered if it would benefit the whole Verde Valley if they were to move forward with this. Ms. Sikora said yes. Anybody who needs services would be welcome.

Councilor Escoffier also wondered about staffing and hours of operation. Ms. Sikora told her they are open from 8:00 a.m.- 5:00 p.m. Monday-Thursday. However, if it's after 5:00 p.m., or on weekends, they have an entirely different staff who works after hours.

Vice Mayor Moore said this is something that she's in total support of. For her, she said one of the biggest takeaways from this presentation is that this center is there and available immediately for victims. She also loves all the continued support that victims would get from this center.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to approve for the Town Manager to begin discussions with the Yavapai Family Advocacy Center to occupy the brick building located at 546 S. 1st Street.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: Aye
Mayor Jenkins: Aye

Motion Carried 7-0.

Mr. Rowley told Council that 55% of cases they see in Prescott are from the Verde Valley area and Payson will also use this facility.

8. Discussion, Consideration and Possible Approval of the Verde Valley Senior Center's request for funding through the Town's Community Outreach budget.
Staff Resource: Mike Showers

Finance Director Mike Showers shared with Council that this item was before them because the Verde Valley Sanctuary requested funds from the Community Outreach budget, and Council wanted to see the financial statements to get some feedback from that. He said it is up to the Council to decide what they want to do. Council has given out \$9,500 of the \$60,000 total in the budget.

Councilor Baker asked Elaine Bremner, Executive Director of the Verde Valley Senior Center, what HDM stands for. Ms. Bremner told her, "home delivered meals". Councilor Baker said she was surprised that the County meals are as cheap as they are, with the County not chipping in with funding. Additionally, she wondered what the extra funding was. Ms. Bremner told her it was COVID money left over from the prior year. NACOG was able to come up with extra money at that time, as they were delivering two meals during the lockdown.

Councilor Escoffier clarified that this funding would not be for the congregate meals at the Camp Verde Senior Center, but just for home delivery meals.

Ms. Bremner shared with Council some of the things they've done in the past and want to do in the future at the Senior Center.

Vice Mayor Moore said she does not want to exhaust all the funds out of the account. She doesn't mind giving \$25,000 but would rather wait to give any more until they see what's left. She also wondered if there was another way that they could support Meals on Wheels in the Town. Does Meals on Wheels advertise themselves? She suggested having a booth at Fort Verde Days, or possibly the Town doing a fundraiser and giving them half the funds.

Ms. Bremner said they have advertised for themselves as much as they could with the volunteers and staff they have. COVID also made it very hard to do that. Her focus is to make sure that there are not individuals on waiting lists for food in Camp Verde. The purpose of the amount of money she is asking for is to fill the gap so that doesn't happen. She was not happy when this was the case.

Councilor Godwin proposed bumping it up to \$30,500, as the cost of food is very expensive right now with inflation. She knows how important it is to get these meals out.

Councilor Escoffier asked Mr. Showers if they've earmarked any of the money for anything else. Mr. Showers said if they do \$30,500, they'd have \$20,000 left, since they've only made a \$9,500 contribution so far to something else. His initial math was incorrect. At the moment, there are no other requests for the current fiscal year.

On a motion by Councilor Murdock, seconded by Vice Mayor Moore, Council moved to approve up to \$30,500 to the Verde Valley Senior Center's request for funding through the Town's Community Outreach budget.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

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

Councilor Godwin had nothing.

Councilor McPhail discussed Team Game Night and the Yavapai Apache Nation. They will be seating their new Council on Thursday, October 5th. She will be attending

the swearing-in. She also went to the National Night Out.

Vice Mayor Moore said that this Saturday is the last farmer's market. She shared that she went to National Night Out, and felt it was a great turnout. Next weekend is Fort Verde Days.

Councilor Baker said she was sorry that she missed the National Night Out. She did go to the Verde Valley Sanctuary Event, though. She also wanted to mention that Fort Verde Days is like the Town's homecoming. She suggested that Council participate in the parade and ride in the back of an old truck.

Councilor Escoffier said they served 600 hotdogs at National Night Out. She wanted to remind people that Friday, October 6th from 9:00 a.m. – 12:00 p.m. at the library is a presentation on the Arizona Water Adjudication, put on by the Verde Natural Resource Conservation District. It would be important for private well owners to attend.

Councilor Murdock said it's homecoming for the High School this week. There is a powderpuff game on Thursday at 7:00 p.m. and the homecoming football game on Friday at 7:00 p.m.

Mayor Jenkins attended and spoke at the 50th Anniversary of Rainbow Acres. She also had opening ceremonies at the Rainbow Acres sponsored Bocce Ball Tournament. She attended the Verde Valley Sanctuary Gala and spoke on behalf of the Town. Additionally, she attended the Verde Valley Transportation meeting via Zoom. She went to the Verde Valley Mayor/Manager Meeting. Lastly, she praised the National Night out for being such a wonderful event.

Mr. Soltis said that he too attended the Verde Valley Sanctuary Gala. He also attended the Verde Valley Mayor/ Manger's meeting. Additionally, he was at National Night Out, and felt it was a great event.

10. Adjournment Mayor Dee Jenkins adjourned the meeting at 7:43 p.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 October 4th, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

DRAFT

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Administration

Staff Resource/Contact Person: Ted Soltis, Town Manager

Agenda Title (be exact): Approval of "Town of Camp Verde Code of the West"

List Attached Documents:

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

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

Comments:

Background Information: The "Town of Camp Verde Code of the West" was approved at the September 20, 2023 meeting with the provision that it be revised. The attached "Town of Camp Verde Code of the West" has been revised.

Recommended Action (Motion): Approve the "Town of Camp Verde Code of the West".

Instructions to the Clerk: N/A



Town of Camp Verde Code of the West

How to avoid surprises and to be a good neighbor when buying, building, and/or developing.

The “Code of the West” was first chronicled by western novelist Zane Grey. Men and women who settled the western frontier were bound by an unwritten code of conduct which is full of qualities that Camp Verde values: Loyalty, Friendship, Generosity, Kindness, Respect, Environmental Stewardship, Independence, Integrity, and Religion, to name a few. In keeping with that spirit, we offer this information to help people who have chosen to build and/or to live in our western rural community. This informational piece was written to be shared with anyone wishing to make Camp Verde home.

Welcome to Camp Verde

Camp Verde is a quiet, safe place to raise children, with a small-town atmosphere, a friendly, relaxed way of life where practically everyone knows each other. Additionally, there are wide-open spaces, the Verde River, and panoramic views from the vistas above the valley.

As a result of being geographically centered in the state’s lush Verde Valley, Camp Verde enjoys a moderate climate. The sparse population, the 46-square miles of land which includes the Salt Mine area to Beasley Flats, many small farms and ranches, various private arenas and public equestrian facilities, all enhance the rural, western lifestyle. The waterways that meander throughout the quiet communities provide an abundance of riverfront properties, recreational opportunities, and a habitat for wildlife, such as bald eagles, hawks, blue heron, beavers, and otters. Towering above the valley are majestic mountains that provide scenic views of unsurpassed beauty.

Life in this western rural community is rich and rewarding, treasured by both residents who have been here for generations and by those who have recently moved here. It is important that new residents know life here is different than life in the “big city”. The Town government cannot provide the same level of service as larger metropolitan areas. The residents of Camp Verde and the greater 86322 zip code prides themselves on their commitment to maintaining a true western town. Your desire to relocate here is proof of our success. It’s possible the way things were done where you came from were contributing factors to why you left. Please understand, we have no desire to re-create the reasons you left your former community. The information included in this version of the “Code of the West” is designed to help new residents make educated and informed decisions when considering to purchase or developing land in Camp Verde.

What Kind of Access Is Available to Properties Located Within the Town Limits?

The fact you can drive to your property does not necessarily guarantee that you, your guests, or emergency service vehicles (police, ambulance, fire truck, etc.) can get there easily. Please consider the following:

- Camp Verde and surrounding areas are under the jurisdiction of Copper Canyon Fire Department, Camp Verde Marshal's Office, and Yavapai County Sheriff's Office. Response times for emergency service vehicles cannot be guaranteed in outlying areas.
- There can be problems with the legal aspects of access, especially if you have access through a wash or across someone else's property. Make sure you have a legal easement, not just a verbal agreement. You may want to get legal advice if you have questions regarding access.
- The Town of Camp Verde maintains approximately 144 miles of paved roads and an additional three miles of unpaved roads, with many properties served by private roads that are not maintained. Some roads that have been used for many years by the public are not maintained by the Town (no grading or repair of damages resulting from natural disasters). Make sure you know what kind of maintenance is available in your area and who pays for it.
- If you plan to build, check construction access. Private driveways should be wide and sturdy enough to support emergency and construction related vehicles.
- If your driveway or private road accesses a Town road, you may need a right-of-way use permit. Call Camp Verde's Community Development Department (928-554-0050) to find out. If your access is directly connected to a County road, State road, Forest Service road, or a Yavapai Apache Nation road, you will need to check with the applicable entity to get a right-of-way use permit.
- Call the Camp Verde Unified School District Office (928-567-8000) or visit their website for bus routes and any other important information pertaining to your location and to find the school bus boarding area nearest your property.
- In adverse weather, some roads may become impassable. You may consider a four-wheel drive vehicle and perhaps another mode of transportation to travel during these times.
- Gravel and dirt roads generate dust. If this is a concern, you may not want to be in an area only accessible by gravel or dirt roads, and for which no paving is planned. You may experience an increase in vehicle maintenance costs when you regularly travel on rural roads. Many of our roads have never been paved, and it is our desire to keep our rural identity and cooler temperatures by keeping them unpaved. If you believe the dust from unpaved roads is unhealthy, you are encouraged to find property in another area of the Town. If you have a question about whether roads are scheduled for improvement, check with Camp Verde's Public Work's Department (928-554-0820).
- Property that is currently undeveloped may not remain that way. Check applicable documents—subdivisions plats, zoning, general plan--to see what uses may be allowed. You may check, for example, with the County Assessor's office to determine if uses have been changed since a plat was recorded. You can also talk with the Town of Camp Verde Planning Department (928-554-0050) about the process properties undergo for land use changes, and how you will be notified if changes are proposed in your area.

- Newspaper, parcel, overnight package delivery, U.S. mail delivery, and other home deliveries may not be available in your area. Check with the applicable agencies that provide these services to verify delivery services are available.

How About Sewer, Water (including Wells and Irrigation Ditches), Electricity, Telephone, Cable T.V., Trash Pickup, Internet, Natural Gas, and Propane?

Utilities available in larger communities may not be available in our rural community. Please think about these potential situations:

- The availability of telephone and internet communication can be delayed, particularly in the more remote areas of the Town. It may be difficult or impossible to obtain a separate line for FAX or computer modem uses, and in some areas cellular telephones do not operate. Check with the local service provider to find out what services are available. High speed internet may be available by satellite or other non-wired systems or may not be available at all. If high-speed internet is important to you, please check availability.
- To determine if sewer service is available to your property, contact Camp Verde’s Sewer Department (928-554-0820) to obtain connection and maintenance costs.
- If sewer service is not available, you will be using or will have to install an individual sewage (septic) system. If there is an existing septic system, have the septic tank pumped and inspected by a reliable service. Call the Yavapai County Department of Environmental Services (928-771-3214) to get information about obtaining a permit or an inspection. You may be required to have a Geotechnical Study before you can obtain an individual sewage system permit or a building permit. Collapsing and expansive soils can damage foundations and even twist steel I-beams.
- If a water supply is available to your property, find out who supplies it, what the costs are to connect, and the monthly service cost. Be sure you know what water rights are available with your property and pertinent facts such as: Is there a well permit? Is it registered? Do I need to file a Statement of Claim (SOC) with the Arizona Department of Water Resources (ADWR)? If water is provided by a well located off your property, do you have an easement allowing you to access and repair it? If you plan to drill a well, contact the Arizona Department of Water Resources (602-771-8500). Having a well permit does not guarantee there will be water where you drill. Consider potential drilling and installation costs in your development planning.
- The Arizona Department of Water Resources, not the Town of Camp Verde, issues well permits. You can apply directly to the Department, through their Phoenix office (602-771-8500), at www.azwater.gov , or by contacting a local well driller who can complete and submit the application for you.
- Camp Verde has several historic irrigation ditches that supply water to certain properties throughout the community. These ditches are controlled by elected board members whose purpose is to make sure there is water in the main ditch for users who have historic water rights. If you have questions about an irrigation ditch on your property, please reach out, using the contact information below. Please don’t assume that because there is a ditch running through your property you have access to the water; it is your responsibility to find out. During monsoons, the ditches may be damaged and in need of repair. It is not guaranteed water will be available during those periods. Ditches do not

run year-round, so please check with your ditch board to see when the water is turned on and off each irrigation season. Each ditch company has fees and assessments they charge each user to maintain the ditch. All users with proven historic water rights need to complete a Statement of Claim through the Arizona Department of Water Resources (602-771-8500) before the Verde River Watershed Adjudication is completed. In addition, there are easements on both sides of the ditch so the ditch company or a hired contractor can enter to complete repairs and maintenance, when needed. The following is a list of contacts for the larger ditches:

- Verde Ditch - Al Dupuy, aldupuy@aldinc1.com
- OK Ditch - Todd Scantlebury, scantini1@me.com
- Eureka Ditch - Zach Hauser, speckfarms@gmail.com
- Diamond S Ditch - Zach Hauser, speckfarms@gmail.com
- Wingfield #1 - Irene Rezzonico, rezzo@commspeed.net
- Pioneer Ditch - Zach Hauser, speckfarms@gmail.com
- Wingfield #4 - Zach Hauser, speckfarms@gmail.com

- Electricity is provided by Arizona Public Service (APS) (800-253-9405).
- Electric service may not be available in remote areas of the Town.
- The cost of electrical service usually includes both a fee to connect into the system (which may require extensive line installation if none exists) and a monthly charge for energy consumed.
- The Town of Camp Verde requires all new electrical service or power lines to be installed underground. Please be prepared to factor this into your development plans.
- The Town requires all new power lines to be underground which may increase development costs.
- If you have special electric power requirements, or costs for electrical services, contact APS.
- Power outages can occur. In addition to affecting your lights, these outages may also disrupt your computer internet connection and your water if you have a well with an electric pump.
- Many areas of the community are not wired for cable TV or internet service.
- If you're not in a subdivision, your utility service lines may have to cross private property. Make sure the proper easements are in place to allow lines to be extended to your property.
- Natural gas may be available in limited areas; please contact UniSource Energy Services (877-837-4968) for assistance.
- Propane is available from vendors that will deliver to your property on either a regular or an as-needed basis. Vendors: Verde Propane (928-646-6693); Ferrellgas (928-567-3274); and AmeriGas (928-567-4099).
- Trash service is not provided by the Town of Camp Verde. Area providers for trash service are: As Good As Gone Waste - www.asgoodasgonewastedisposal.com , 928-567-0250;

Patriot Disposal - www.patriotdisposal.com , 928-775-9000; Taylor Waste - www.taylorwaste.com , 928-649-2662; Waste Management - www.wm.com , 928-649-2662.

- The Camp Verde transfer station (928-713-8910) located at 2600 E. Highway 260 is managed by Yavapai County. This transfer station accepts many, but not all, materials and collects a load-based fee. Yavapai County also operates the Gray Wolf Regional Landfill (866-909-4458) located at 23355 E. Highway 169 in Dewey should you have materials not accepted by the Camp Verde transfer station. They also charge a disposal fee.

What Issues Should I be Aware of that May Affect My Property?

Many issues can affect your property, in addition to those concerning utilities and access. It's important to research them before purchasing land.

- Many property owners do not own the mineral rights under the surface of their land. By federal law, owners of mineral rights have the right to extract the minerals, even if that activity changes “surface characteristics.” It is important you know what minerals may be located under your land and who owns them. Check your deed. If you do not understand it, you may want to contact an attorney or other professional to assist you.
- You may wish to obtain the services of a licensed Arizona surveyor to ensure the accuracy of your property boundaries. Fences that separate properties may or may not be on legal boundary lines. A survey of the land is the only way to check the location of your property lines.
- Whether you want to construct a home, a guest house, subdivide, or open a business, your plans may require a variance, zone change, site plan review, a special use permit, a right-of-way use permit, an individual sewage system permit, a building permit, a sign permit, a zoning clearance, or other requirements. Check with the Town of Camp Verde Community Development Department (928-554-0050) to find out what you need and when you’ll need it.
- Many subdivisions and planned developments have Covenants, Conditions and Restrictions (C.C. & R's) along with design guidelines that restrict the use of the property. Find out if there are C.C. & R's by asking your realtor or by checking with Yavapai County Recorder's Office (928-771-3244). Make sure you understand the rules of the subdivision. The by-laws of the Association should outline how the organization operates and how dues are set, collected, and spent.
- Other property owners may have easements which require you to allow construction of roads, power lines, water lines, sewer lines and other utilities across your land, possibly restricting your development and building options. There may be easements that have not been recorded but are “historic.” Title abstracts, title insurance companies, or an attorney can help you obtain this information.
- The Town of Camp Verde Parks and Recreation Department is actively seeking to enhance recreational opportunities in and around the Town. The Parks and Recreation Department is working collaboratively with several local, state and federal agencies as well as non-profit organizations to develop several trail systems for the Town. Contact the Parks and Recreation Department at (928-554-0820) to learn more about trails or planned trails. In many municipalities, properties with direct trail access are shown to be more desirable to buyers.

- If you are considering a property with direct access to one of the trails or public lands you may be interested to know Arizona Revised Statute §33-151 limits property owners' liability for accidents by persons recreating across property. Trails may not be fenced, blocked, or made impassable, even if it appears to be infrequently used. Intentionally creating hazards on trails to eliminate use may create liability on your part for any resulting accidents. If you do not like the idea of hikers, cyclists, or equestrian traffic near your property you may want to consider property located away from a trail or in another area.
- Another consideration for trails on public lands – most of the public lands surrounding Camp Verde include livestock leases. Therefore, it is highly likely when recreating on these public lands you will encounter fences, gates, cattle guards, and of course open range grazing cattle. The proper etiquette when on the 'open range' is to leave the gate as you found it. This eliminates opportunities for open range cattle to be separated from available water or allowing cattle to damage potentially fragile natural resources which the fence and gate are designed to protect.
- Homeowners and property owner associations can be responsible for the maintenance of roads, utilities, and other common elements in subdivisions. Check the subdivision's covenants/deed restrictions to learn who has that responsibility. Check with your realtor or neighbors to learn if the association is functioning. Dues are almost always a requirement for subdivisions that have an Association.

Agriculture; Ranching and Farming, i.e. livestock and farm animals

- The historical roots of Camp Verde are farming and ranching. Therefore, the Town of Camp Verde permits - by right - the keeping of farm animals as well as farming and agricultural activities in all zoning districts within the Town. Practically speaking, this means, the keeping of livestock, such as horses, cows, goats and sheep – to name only a few – are allowed in all zones, including residential zones.
- The number and types of livestock animals permitted on any one property is guided by the acreage of the parcel and the type of animals. To keep livestock (horses, cows, goats, etc.) you will need a minimum of ½ acre. Please contact the Community Development Department at (928-554-0050) for more information on the number and type of animals which may be kept on your property.
- As livestock and agricultural activities are permitted by right in all zones this means one or more of your neighbors may currently, or in the future, have livestock. In short, you could be living next door to property with horses, cows, goats or other such animals. While the owners of livestock are required to maintain the property and animals so as not to create a nuisance, it is also understood the keeping of these animals may create odors and more flies.
- Additionally, stock ponds, wildlife ponds and irrigated properties may generate an increase in nuisances such as mosquitoes, flies and odors. These are all part of the rural character of the Town.
- Likewise, farmers and ranchers may be up before dawn and work late into the evening performing their normal farming and ranching activities. This is especially true during certain seasons such as the long-hot summer days, times of planting and harvesting, as well as calving season. These activities are to be expected and are in fact legally permissible in Camp Verde. We recognize and accept farmers and ranchers do not keep “bankers’ hours” and therefore, may be seen or heard in

the early hours of the morning or night. This is an understood part of living in a rural farming and ranching community such as Camp Verde.

- In addition to livestock, your neighbor(s) may have chickens, turkeys, ducks, and Guinea hens – even a rooster or two. Like the livestock, they are all permitted within the Town on properties of ½ an acre or more. There is no limit on the number of fowl a property owner may keep. These fowl provide a great source of cage-free and natural (not to mention yummy) eggs, but they also generate noises and perhaps smells that you may not want as a neighbor. We encourage you to be mindful of these agricultural and ranching activities valued by the Town.
- Would you like to raise your children to know and appreciate our rural agricultural and ranching lifestyle? Several youth organizations dedicated to teaching children and young adults how to properly care for animals, as well as coaching them on how to be leaders, how to work as members of a team, and how to be part of a community, are all very active within Camp Verde and the Verde Valley. These organizations are FFA (Future Farmers of America) and 4-H.
- Although the Town of Camp Verde permits farming, ranching and the general keeping of livestock in all zoning districts of the Town, not all subdivisions may allow these animals and activities. Subdivisions may have unique CC&R's (covenants, conditions and restrictions). We encourage you to research potential property purchases to know what, if any, deed restrictions may accompany the subdivision. Check with your real-estate agent and/or title company before purchasing to be sure you understand any restrictions which may be present with the property you are interested in purchasing.
- If you are traveling on dirt or gravel roads, drive slowly and with care. Horses and cattle may be on the road. Arizona is a “fence-out” state. This means Camp Verde is an “Open Range” district. If a property owner wants to keep livestock off of their property, the owner is required to “fence-out” the livestock. Therefore, please drive with care as livestock, as well as playing children, may be present on rural country roads.
- Horseback riders may occasionally ride on public roads. When you encounter a rider, slow down and be cautious. Enjoy the scene. This is the “real west” and is an important part of the character of our western rural community. Occasionally horses will deposit manure on roads. This manure will dry up and be gone in a few days. Neither the rider nor the Town is under obligation to remove the manure.
- As part of our ranching heritage, many of our residents still practice their livestock handling skills – which includes roping, steer wrestling, and barrel racing. You may be more familiar with the term rodeo or jackpots. Rooted in the practical skills required for a cowboy on the open range, these activities have become popular recreational and sporting activities. Many of our residents have roping arenas on their private property where they regularly practice their skills. Additionally, there are several venues where you can be part of and watch these popular and fun events:
 - Arena Del Loma, located at 1738 Arena Del Loma.
 - Camp Verde Equestrian Center, located at 1495 E Hideout Arena Lane. See www.campverdearena.com or contact 928-274-1783 or 928-274-0513.
 - Jackpot Ranch, located at 2025 W Reservation Loop Road. See www.jackpotranch.org or contact 928-300-5490.

- Nashwa Farms Equestrian Center, located at 3500 W Mahoney Road. See <https://nashwafarms.com> or contact 602-695-8523.

You Can't Mess with Mother Nature and Expect to Get Off Easily

Western rural residents can expect to experience more challenges with the elements than residents who live in densely populated urban areas.

- Even though Camp Verde has desert vegetation, there is still risk of wildfire. Please contact Copper Canyon Fire and Medical District (928-567-9401) for practical advice on how to “Firewise” your property. You can also visit <https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA> for more information.
- Many properties within Camp Verde are located within FEMA designated flood zones. You may be required to provide additional engineering or provisions to develop or build in these areas. Contact Yavapai County Flood Office at (928-639-8151) or visit <https://www.yavapaiaz.gov/Resident-Services/Flood-Control> for more information.
- In heavy rains crossing washes and flooded roadways is dangerous. Avoid crossing them during these times. In higher elevations adverse weather may cause flooding in lower regions. Please be cautious at all times during extreme weather conditions locally or in nearby areas.
- A property owner living along the Verde River, West Clear Creek, or other waterway should be aware that periodic flooding may occur. Flood prone areas are subject to flood insurance requirements. Flood related information is available from the Federal Emergency Management Agency (FEMA) at www.fema.gov.
- A property owner living adjacent to the Verde River, West Clear Creek, or other waterways, may experience individuals swimming, canoeing, kayaking, or participating in other creek-side activities. You have the right to protect your property by posting “No Trespassing” or other deterrent signs; however, you may neither impede the flow of water nor access to public property or easements by creating obstructions, dams, etc.

Wildlife

Nature and wildlife can be wonderful neighbors; however, some may require extra care when you are building and living in rural or remote areas.

- Coyotes, javelina, foxes, skunks, bobcats, squirrels, and deer can sometimes be troublesome, destructive, or even dangerous. It is a good idea to familiarize yourself with them and their potential presence on your property.
- Threatened and endangered species may be present in certain areas of Camp Verde. Check with the Arizona Game and Fish Department (602-942-3000z) or www.azgfd.gov if you have concerns or need information for your area.
- Living in a rural western area may also place you into contact with poisonous wildlife including a variety of snakes, scorpions, and spiders. Be aware of what actions you should take if you encounter any of these desert dwellers.

A Few Final Thoughts

- Though the Town of Camp Verde receives sales tax revenue collected by local businesses, the amount collected does not cover the costs of services provided. Other revenue sources subsidize the lifestyles of those who live in our rural western community.
- Please take the time to study the history of the Town of Camp Verde. This will give you understanding and appreciation for those who settled the area. It is our hope that through this understanding, you will approach your construction and development in a thoughtful manner protective of our community, our natural resources, and our historic western way of life.
- Information in the “Town of Camp Verde Code of the West” is not exhaustive. There likely will be issues that occur, or that you may encounter, that are not included. It is meant to be an informational piece only; it comes with no penalties for zoning, ordinances, or local laws. If you would like more information on the local Laws, ordinances and zoning criteria, please visit <https://www.campverde.az.gov> or call the local Building and Zoning Department (928-554-0050).
- This “Code” is provided by the Town of Camp Verde with the sincere hope that the information in it will help you as you build, develop, and make your place Camp Verde.

Commonly Requested Numbers:

- Arizona Blue Stake: 800-782-5348
- Arizona Department of Water Resources: 602-771-8500
- Arizona Public Service (APS) (Electricity): 602-250-1247
- Copper Canyon Fire & Medical District: 928-567-9401
- Gray Wolf Regional Landfill: 866-909-4458
- Propane Service:
 - AmeriGas: 928-567-4099
 - Verde Propane: 928-646-6693
 - Ferrellgas: 928-567-3274
- Town of Camp Verde:
 - Building Inspector: 928-554-0050
 - Community Development: 928-554-0050
 - Marshal Office: 928-554-8300
 - Public Works Department: 928-554-0820
 - Sewer Department: 928-595-7888
 - Town Hall: 928-554-0000
- Transfer Station (Trash): 928-713-8910
- Trash Service:
 - As Good As Gone Waste: 928-567-0250
 - Patriot Disposal: 928-775-9000
 - Taylor Waste: 928-649-2662
 - Waste Management: 928-649-2662
- UniSource Energy Services (Natural Gas): 877-837-4968
- United States Postal Services: 800-275-8777
- Unified School District Office: 928-567-8000
- Yavapai County:
 - Assessor: 928-639-8121
 - Development Services: 928-639-8151
 - Environmental Services: 928-771-3214
 - Sheriff's Department: 928-771-3260



Town of Camp Verde Mayor and Council

Dee Jenkins, Mayor. Marie Moore, Vice Mayor.

Jackie Baker, Councilor. Wendy Escoffier, Councilor. Robin Godwin, Councilor.

Cris McPhail, Councilor. Jessie Murdock, Councilor.

Special thanks for crafting the Camp Verde “Code of the West” to

Georgia May

Jessica Oium

Mary Phelps

Your commitment to our community is invaluable.



Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: COURT

Staff Resource/Contact Person: VERONICA PINEDA

Agenda Title (be exact): COURT OPERATONAL REVIEW EVALUATION REPORT/ COURT UPDATE

List Attached Documents: CAMP VERDE MUNI COURT OPERATIONAL REVIEW EVALUATION, THE CONCLUDING LETTER, AND LETTER OF REFERENCE

Estimated Presentation Time: 15 MINUTES

Estimated Discussion Time: 5 MINUTES

Reviews and comments Completed by:

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

Background Information: The Court will be presenting information regarding the Courts recent Court Operational Evaluation and review. The Court will also be updating council briefly on Court operations.

Recommended Action (Motion): none.

Instructions to the Clerk: please provide all Council members and Mayor a copy of the attached,

From: [Sandbloom, Linda](#)
To: [Horton, Gary H](#); [Veronica Pineda.Court](#)
Cc: [Carranza, Delia](#); [Jones, Jennifer](#); [Clarich, Catherine](#)
Subject: Camp Verde Municipal Court - Additional positive comments
Date: Friday, August 4, 2023 12:00:57 PM

Dear Judge Horton:

We would like to take the time to again thank the court for its hospitality and cooperation during the recent site visit for the Camp Verde Municipal Court Operational Review.

You and your team have been more than accommodating and helpful during this entire process. From the first notification of our choosing your court to the request for eons of information and documentation and finally to a final report including your Court Response which is now considered a public document for you to proudly share; your team was quick to assist and answer all of our queries. We're hopeful this final report allows you to see the many, areas of compliance that your Court continues to practice in an effort to provide swift access to justice within your community. Additionally, we would like to point out the following which was appreciated:

1. Both you and your team were helpful, patient, informative, and approachable during this entire process.
2. You should take great pride in the fact that this report is indicative of a court that cares, works tremendously hard to do the right things and is more than willing to take constructive criticism in order to improve upon their performance and provide access to the Courts.
3. Your team continues to embrace the CMS (AJACS) software system including electronic docketing, scanning and uploading and case files were easily accessible and organized.
4. Your team is quick to begin improving and implementing recommended procedures and processes before, during and after the site review.

It sounds crazy to think that when we were on site, there had been an unexpected snowstorm of which your team member, Jade, called and said she would have difficulty trying to "dig out" and safely get to work the following day. For us, it was simply another example of the teamwork that is fostered amongst yourselves. Helpful, cheerful, caring and appreciation. For all of you, it was just another day at the "office". Clearly, your team was willing to work a bit harder that day in her absence, without question.

It has been such a pleasure to have worked for you these past few weeks and we wish you the very best of continued success.

If there is anything we can assist with, answer for you or provide you with, please do not hesitate to let us know.

Kindest regards,

L.

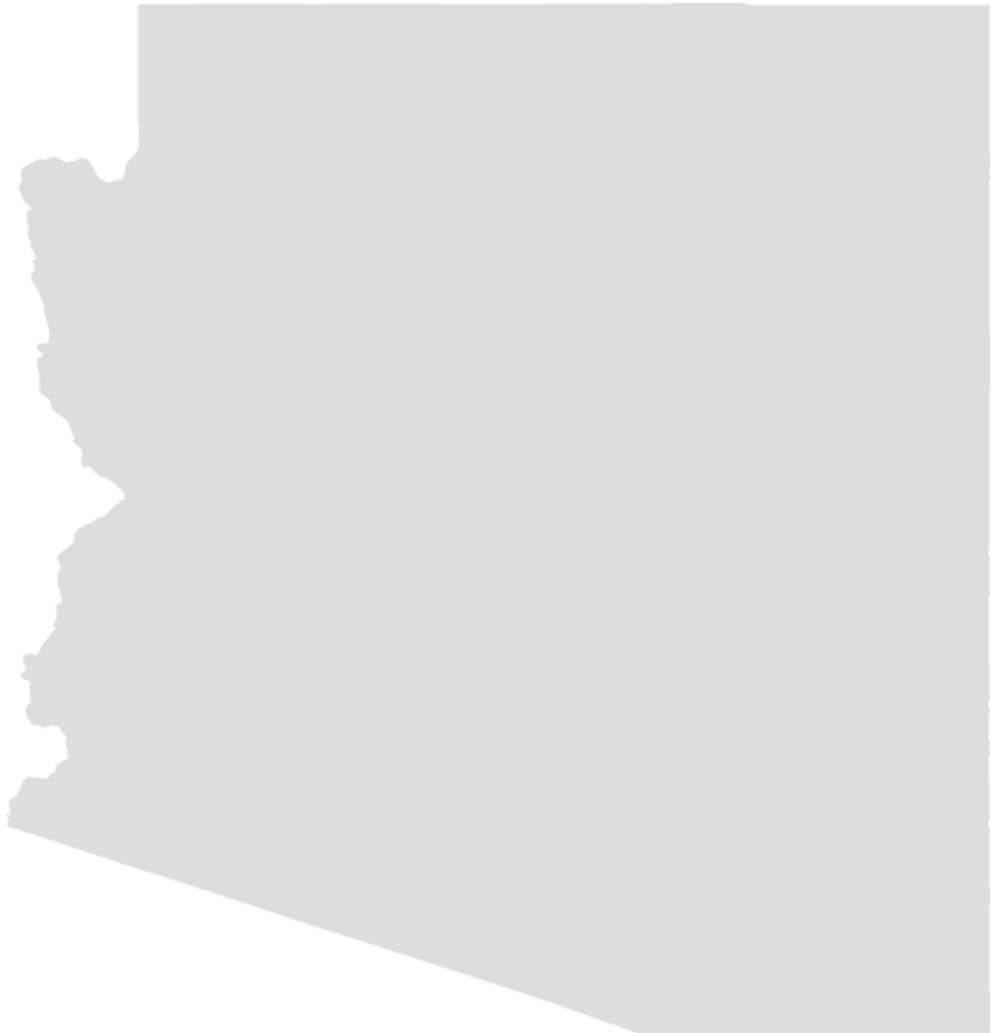
Linda B. Sandbloom

Operational Review Specialist / Court Services Division
Administrative Office of the Courts/ Arizona Supreme Court
1501 W. Washington, Phoenix, AZ, 85007
Phone: (602) 452-3867/ Fax:(602) 452-3480
LSandbloom@courts.az.gov



Arizona Supreme Court
Administrative Office of the Courts

Court Operational Review for Camp Verde Municipal Court



August 2023

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INTRODUCTION AND OVERVIEW

The Administrative Office of the Courts (AOC) conducts operational reviews pursuant to Article 6, Section 3, of the Arizona Constitution, which gives the Supreme Court administrative supervision of all courts in the state. The purpose of the review is to promote accountability, public trust, and confidence in the state's limited jurisdiction courts.

The following report was completed for the Camp Verde Municipal Court. The pre-review phase for the operational review began on November 28, 2022, when the AOC notified the court of the review. The AOC conducted the on-site portion of the review between February 27 and March 2, 2023.

This is the third operational review of this court, and the specialists who conducted this review were Case Management Specialist, Linda Sandbloom, and Financial Specialist, Delia Carranza. The AOC's last review was conducted in 2013.

The AOC extends its appreciation to Judge Gary Horton and the Camp Verde Municipal Court staff for their cooperation and assistance during the operational review.

The Camp Verde Municipal is one of eight courts in Yavapai County. The court provides services to the public from 7:00 a.m. to 5:00 p.m., Monday through Thursday, and 7:00 a.m. to 11:00 a.m. on Friday, excluding holidays. The court is located at 435 South Main Street in Camp Verde, Arizona.

The court utilizes the AJACS case management system to automate its business functions.

Judge Horton has presided over the Camp Verde Municipal Court since 2022. The court's staffing levels include one part-time judicial and four full-time non-judicial.

REVIEW SCOPE AND METHODOLOGY

The operational review process includes four phases: (1) pre-review, (2) fieldwork, (3) analysis and findings, and (4) report writing and court response. In performing the review, AOC staff reviewed and analyzed randomly selected case files, interviewed court staff, observed court proceedings, analyzed statistical data, reviewed the court's financial processes, observed the court's daily cash handling processes, and analyzed the court's financial data for compliance with the Minimum Accounting Standards (MAS). This report identifies areas of compliance, as well as areas of non-compliance and steps to become compliant. As such, reviewers have assessed:

Case Management

- Local ordinances to determine whether the court applies the following fees in accordance with written ordinances and/or resolutions. Specifically, the \$300.00 Attorney Reimbursement Fee, \$150.00 Warrant Fee, \$50.00 Civil Traffic Default Fee, \$25.00 Court Appointed Counsel Fee, \$20.00 Municipal Court Enhancement Fee and applicable surcharge, and a Prosecution Deferral Fee ranging between \$1.00- \$500.00.
- Misdemeanor cases to determine if the court enforces mandatory sentencing requirements, and correctly reports dispositions on a timely basis.
- Court Order Enforcement of Driving Under the Influence (DUI) cases and Other Misdemeanor cases to determine if the court effectively enforces its monetary and non-monetary orders.

- Warrants to determine if the court correctly issues and quashes warrants, and promptly reports warrant statuses to law enforcement.
- Orders of Protection that were issued to determine if the court correctly issues orders, processes hearing requests, and updates the case management system.

Financial Management

- Manual Receipts to determine if the court accounts for all manual receipts and if the court correctly issues the receipts.
- Voided Receipts, to determine if the court correctly voids receipts.
- Reverse Receipts, Hold Receipts, and Disbursements to determine if the court correctly reverses receipts into the hold account, issues hold receipts, and applies and processes the hold monies related to these receipts.
- Bond Receipts and Disbursements to determine if the court correctly processes bond payments and refunds or forfeitures.
- Restitution Receipts and Disbursements to determine if the court correctly processes restitution payments, including the timely disbursement to the victims.
- Voided Checks to determine if the court correctly voids checks.
- Daily and Monthly Reconciliation documentation to determine if the court conducts adequate reconciliations.
- Checks Outstanding to determine if the court monthly investigates the disposition of the checks, stops payment of the checks, and correctly retains investigation documentation for checks outstanding six months or more.
- Unclaimed Funds to determine if the court correctly tracks and timely reports the unclaimed funds to the local treasurer or Department of Revenue, as applicable.

The court's annual statistics can be reviewed and compared by accessing the [Interactive Data Dashboards](#), and the court's fiscal year statistics can be reviewed and compared by accessing the [Current Data Report](#).

CASE MANAGEMENT

General Court Observations

Courts are responsible for establishing efficient and effective case processing methods. This includes complying with current statutes, administrative orders, rules, and local court policies.

Compliance Areas:

- ✓ The court has submitted its most current Language Access Plan that documents how the court currently makes court proceedings and operations available to non-English speaking parties and witnesses.
- ✓ The court has completed a court security self-assessment within the last three years.
- ✓ The court has a security manual as required by ACJA § 5-301.
- ✓ The court correctly advised the defendant of all pertinent rights during initial appearance proceedings.
- ✓ The court has signage posted advising the public of the Legal Advice – Legal Information Guidelines in accordance with Supreme Court Administrative Order.
- ✓ The court has completed its annual recertification for its interactive audiovisual system.

Non-Compliance Areas:

1: Courtroom Observations	Instance
<p>1.1 The court did not correctly advise the defendant of all pertinent rights during arraignment proceedings. Specifically, the court did not inform the defendant of the right to be present at all future proceedings, that if the defendant fails to appear at future proceedings, the defendant may be charged with an offense and a warrant will be issued, that all proceedings may be held in the defendant’s absence, except for sentencing and that the defendant may lose his right to direct appeal if absence from sentencing causes sentencing to occur more than 90 days after any conviction. [Rule 14.4, ARCrP]</p>	N/A
<p>1.2 Reviewers noted in courtroom recordings (FTR) the court did not correctly advise the defendant of all pertinent rights before accepting a plea of guilty or no contest. Although the court did advise the defendant of the right to counsel and the right to a jury trial, the court did not inform the defendant of the right to plead not guilty. [Rule 17.2, ARCrP]</p>	N/A
<p>The court should ensure that a defendant is advised of all pertinent rights in accordance with the Arizona Rules of Criminal Procedure.</p>	

2: General Observations		Instance
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2.1	The court did not have a statement posted to advise victims of their constitutional rights as required by statute. [ARS § 13-4438]	N/A
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The court should post the statement of victims’ constitutional rights in a prominent location in the court building.

2.2	The court did not validate that the mandatory surcharges were entered correctly in AJACS. Specifically, the local \$20.00 Municipal Court Enhancement fee was not assessed the required 68% State surcharge and/or the 10% Clean Elections surcharge in all applicable cases. [ARS § 12-116.01(a-c), 12-116.02 (a)]	N/A
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Prior to reviewers coming on site on February 28, 2023, the court submitted a Remedy to Automation Services and the issue has since been corrected in AJACS.

3: Records Management		Instance
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3.1	<p>The court did not effectively manage sensitive information or confidential documents. Specifically, reviewers noted sensitive information being entered in the AJACS register of actions as well as confidential documents not being labeled as confidential or kept restricted in the case files.</p> <p>The court needs to improve the manner in which orders are issued. Specifically, reviewers observed in case files that court orders were issued without an electronic or wet signature. [Arizona Supreme Court Rule 123, ARS § 22-312, Arizona Criminal Procedures Manual.]</p>	N/A
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The court should ensure filed forms with confidential and/or sensitive data are properly identified and protected in case files.

The court should ensure all orders are signed by a judicial officer and reviewed for accuracy.

Misdemeanors

Courts are responsible for timely and efficiently processing misdemeanor cases in accordance with statutes and rules. Misdemeanor cases reviewed may include DUI, other criminal traffic, shoplifting, theft, domestic violence, and disorderly conduct.

For Sample Period 8/1/2022 through 11/1/2022

Reviewed: 8 DUI cases, 2 Extreme DUI cases, and 10 Other Misdemeanor cases with dispositions.

Compliance Areas:

- ✓ The court correctly required the defendant to complete a financial questionnaire before appointing counsel.
- ✓ The financial questionnaire used to determine indigence before appointing counsel was a Supreme Court approved Form 5(a) or Form 5(c) identified in Rule 41, ARCrP.
- ✓ The court correctly issued an Order Appointing Counsel upon appointing counsel to represent the defendant.
- ✓ The court correctly entered attorney fees, as ordered by the judge, into AJACS.
- ✓ The court correctly required the defendant to sign a waiver of counsel when applicable.
- ✓ The court correctly required all parties to sign the plea agreement.
- ✓ The court correctly assessed mandatory assessments.
- ✓ The court did not waive or suspend any mandatory fines, assessments, or surcharges.
- ✓ The court correctly ordered the defendant to complete a mandatory alcohol screening and/or domestic violence offender treatment program.
- ✓ The court correctly entered disposition codes, as ordered by the judge, into AJACS.
- ✓ The court has a process in place to verify that criminal defendants have been fingerprinted.
- ✓ The court correctly reviews the Motor Vehicle Division (MVD) Batchcon report on a regular basis to make necessary corrections in a timely manner.
- ✓ The court correctly reported dispositions to MVD within ten days of conviction.

Non-Compliance Areas:

4: Court Appointed Counsel- Documentation		Instance
4.1	The court did not correctly indicate the distribution of the Order Appointing Counsel. Specifically in two cases, court staff did not indicate a copy was provided to the prosecutor. [Rule 6.5(a), ARCrP]	2 of 6
<p>The court should ensure that an Order Appointing Counsel is correctly completed by staff and copies distributed to all parties.</p>		
5. Sentencing – Documentation		Instance
5.1	Reviewers noted discrepancies between plea agreements accepted by the court, sentencing information noted on the Judgment and Sentence form, and	12 of 12

information entered in AJACS. [ARS § 22-312; Rule 17.4, ARCrP; CourTools, Measure 6]

The court should consider issuing sentencing orders which accept the terms of the plea agreement and provide to the defendant documentation that includes the breakdown of all fines, fees, assessments, and surcharges.

5.2 The court did not use the correct form as required under the rules for defendants who appeared telephonically or videoconference. [Rule 41 ARCrP Form 28.] 4 of 4

The court should ensure that when allowing defendants to plea to a criminal matter by telephone and/or video appearance, a Form 28 - Telephonic Guilty Plea/No Contest Plea form must be sent, completed, and returned to the court prior to sentencing.

6: Sentencing - Non-Monetary

Instance

6.1 During a review of case files, reviewers noted that the court provided a treatment order that included agencies who were not approved by the Department of Health Services, the United States Department of Veteran Affairs, or a Probation Department. Additionally, reviewers noted in case files and courtroom recordings that the court recommended and ordered specific treatment providers by name and discussed program costs with defendants. [ARS § 28-1387(B)] N/A

The court should ensure their treatment order lists providers approved by the Department of Health Services, the Department of Veterans Affairs, or by the Probation Department.

The court should refrain from appearing to recommend any specific provider and from discussing program costs with defendants.

7: Disposition Reporting

7.1 The court did not send a final disposition report to the Department of Public Safety (DPS) within 10 days after the final disposition of a criminal proceeding. Specifically, in six cases, final dispositions were not sent electronically or manually to DPS. [Rule 37.1(c), ARCrP] 6 of 15

The court should ensure that proof of fingerprint compliance is provided by the defendant before or by the time of sentencing and final dispositions are reported to DPS within 10 days of sentencing.

DUI Compliance Areas:

- ✓ The Order of Commitment correctly reflected the term of incarceration ordered by the judge.
- ✓ The court correctly assessed incarceration costs.

- ✓ The court correctly sentenced the defendant to the mandatory term of incarceration.
- ✓ The court correctly assessed the mandatory minimum base fine amount.
- ✓ The court correctly assessed the Prison Construction and Operations Fund Assessment.
- ✓ The court correctly assessed the Public Safety Equipment Fund Assessment.
- ✓ The court correctly assessed the \$250.00 DUI Abatement Fund Assessment to cases in which the defendant was convicted of an Extreme DUI.

DUI Non-Compliance Areas:

8: Sentencing – Monetary		Instance
8.1	The court did not correctly assess the mandatory \$20.00 Time Payment Fee. Specifically, in one case, a defendant was sentenced and wished to pay in full, however staff were unable to process this transaction as all cash drawers had been closed and reconciled by 4:30 p.m. for the day. As a result, the case was entered the next day and staff <i>incorrectly waived</i> the mandatory \$20.00 Time Payment Fee assessed by AJACS. [ARS § 12-116(A)]	1 of 10

The court should ensure the mandatory \$20.00 Time Payment fee is assessed correctly. Reviewers recommend the court consider amending cash drawer closeout procedures to allow the court to accept payments until the court closes for the day.

Other Misdemeanor Compliance Areas:

- ✓ The court assessed a base fine amount that did not exceed the maximum allowed by statute.
- ✓ The court corrected assessed the \$20.00 Time Payment Fee.
- ✓ The court correctly ordered a “term of education or treatment” pursuant to ARS § 13-717(B).
- ✓ The court correctly assessed diversion/deferred prosecution fees.
- ✓ The court correctly scheduled a review date to review the status of diversion/deferred prosecution compliance.

Other Misdemeanor Non-Compliance Areas:

9: Deferred Prosecution		Instance
9.1	Reviewers noted the court incorrectly collected and disbursed restitution to the victim in deferred prosecution cases without a court order to do so. [ARS § 13-804, ARS § 22-422]	N/A

The court should refrain from monitoring compliance with terms of a deferred prosecution case. The court should instead set a calendar or tickle date to confirm with the prosecutor if the defendant has been compliant or non-compliant and, upon motion of the prosecutor, order a dismissal or order prosecution to resume.

Court Order Enforcement

Courts may impose many types of monetary and non-monetary sanctions, such as fines, assessments, incarceration, and screening, education, or treatment programs. [Supreme Court Administrative Order 2002-113](#) and the [National Center for State Courts, CourTools, Measure 7b](#), emphasize the importance of court-ordered sanction enforcement for the continued maintenance of public trust in the integrity of the judiciary.

For Sample Period 8/1/2022 through 11/1/2022

Reviewed: 8 DUI cases, 2 Extreme DUI cases, and 10 Other Misdemeanor cases with dispositions

Compliance Areas:

- ✓ The court took action within 60 days in cases in which the defendant did not pay the amount required by the payment plan.
- ✓ The court took action within 60 days in cases in which the defendant was non-compliant with alcohol treatment.

Non-Compliance Areas:

10: Court Record		Instance
These were also findings in the 2014 Operational Review Report		
10.1	The court did not docket defendant compliance and non-compliance with orders for alcohol screening. [ARS §22-422]	8 of 8
10.2	The court did not docket defendant non-compliance with alcohol and/or domestic violence offender treatment [ARS § 22-422]	6 of 6
10.3	The court did not correctly docket defendant compliance with incarceration orders. [ARS § 22-422]	3 of 9

The court should ensure that alcohol screening and treatment are docketed *separately* in AJACS.

The court should ensure that compliance and non-compliance dates are correctly entered in AJACS, and proof of compliance is placed in the case file.

Warrants

A judge orders a warrant when there is probable cause that the defendant committed a crime, failed to comply with a court order, or violated his or her written promise to appear. A judge can also order warrants quashed (terminated). Upon issuing or quashing a warrant, the court must timely notify law enforcement regarding the warrant status.

For Sample Period 4/1/2022 through 12/28/2022

Reviewed: 20 Warrants issued

Compliance Areas:

- ✓ Warrants were correctly ordered and signed by a judge.
- ✓ The court correctly docketed the warrant issuance.
- ✓ The court correctly docketed the warrant quash.
- ✓ The court correctly assessed the local \$150.00 warrant fee.
- ✓ The court promptly notified law enforcement upon quashing a warrant.
- ✓ The warrant forms used by the court comport with Rule 41 of the Arizona Rules of Criminal Procedure.
- ✓ The court correctly entered the warrant issuance disposition code into AJACS and timely reported the disposition to MVD for underlying MVD reportable charges for pre-adjudication warrants.
- ✓ The court correctly entered the warrant quash/termination disposition code into AJACS and timely reported the disposition to MVD for underlying MVD reportable charges for pre-adjudication warrants.
- ✓ The court correctly issued warrants pursuant to ARS § 13-2506(A)(2) and filed a complaint before issuing the warrant.
- ✓ The court correctly added a charge of ARS § 13-2506(A)(2) into AJACS upon charging the defendant with a violation of ARS §13-3903(F).
- ✓ The court correctly issued warrants pursuant to Rule 3.1, ARCrP.
- ✓ The court correctly issued warrants pursuant to ARS § 13-810.

- ✓ The court correctly issued warrants pursuant to Rule 26.12(c), ARCrP.

Non-Compliance Areas:

11: General Administration		Instance
11.1	The court did not issue warrants in accordance with their local court policy for defendant non-compliance. Specifically, delay periods ranged from 17 to 67 days beyond the required timeline. This was also a finding in the 2014 Operational Review Report. [Local Court Policy]	2 of 20
<p>The court should ensure that they adhere to their local court policy of taking action within 60 days of non-compliance with a court order.</p>		

Orders of Protection

The Arizona Judicial Branch emphasizes the need to expeditiously hear petitions that request protection from personal safety threats. As such, the [Arizona Rules of Protective Order Procedure \(ARPOP\)](#) require that no court refuse a request to file a petition and that, if necessary, the court should interrupt previously scheduled hearings to accommodate the consideration of the petition. As of January 1, 2020, the Arizona Supreme Court became the central repository for orders of protection, and in partnership with the Arizona Criminal Justice Commission, AzPoint was developed to manage the process.

For Sample Period 3/1/2022 through 1/3/2023

Reviewed: 10 Orders of Protection issued

Compliance Areas:

- ✓ The protective order forms used by the court comport with the Supreme Court model forms.
- ✓ The judicial officer conducted an initial ex-parte hearing with the plaintiff requesting the protective order.
- ✓ The court entered the correct disposition of the protective order in AJACS.
- ✓ The court updated AJACS within 24 hours of transferring a protective order to another court.
- ✓ The court transmitted the documents for service to the law enforcement on the same day the Order of Protection was issued.
- ✓ The court updated AJACS and AZPOINT within 24 hours upon return of service notification.

- ✓ The court correctly set protective order hearings when requested by the defendant.
- ✓ The court correctly updated AJACS within 24 hours of the modification or dismissal of the Protective Order.
- ✓ The court entered the correct service dates into AJACS.
- ✓ The court correctly entered the Protection Order Condition codes into AJACS.
- ✓ The court is available during all normal operating hours to issue protective orders.
- ✓ The court correctly provides parties with a safety plan or information regarding emergency and counseling services.

Non-Compliance Areas:

12: General Administration		Instance
12.1	The court did not correctly verify the petition for an order of protection. Specifically, the petition was missing both the signature of the plaintiff and court staff. [Rule 16, ARPOP; ARS § 13-3602(B)(1)]	2 of 10
The court should ensure that the petition is signed by the plaintiff and verified and signed by the judicial officer or court staff.		
12.2	The court did not provide copies of the Notice of Brady Indicator to all parties. [18 USC 922(g)(8)(A); ACJA § 5-207; AO 2016-132; AD 2019-10]	1 of 1
The court should ensure upon affirming a protective order at a contested hearing of which the defendant attended that the Notice of Brady Indicator, if applicable, is completed and provided to both parties.		

FINANCIAL MANAGEMENT

Administrative Requirements

Courts are required to annually complete a [MAS Compliance Checklist](#) for submittal to the AOC and triennially undergo an [independent financial review](#). [Minimum Accounting Standards §§ D through F](#) outline these responsibilities, the associated procedures, and the accompanying due dates.

Additionally, courts are required to adopt written financial policies and procedures reflecting all of their current financial practices.

For Sample Period 12/1/2021 through 11/30/2022

Reviewed: Independent Review Report and Minimum Accounting Standards Checklist

Compliance Areas:

- ✓ The court displays a link to www.azcourtpay.com on its website and participates in the PayNearMe off-site cash payment program.
- ✓ The court completed and submitted its 2021 MAS Compliance Checklist to the AOC by the March 1st deadline.
- ✓ The court's participation in the FARE program is in accordance with AJCA § 5-205.

Non-Compliance Areas:

13: Payment Policies		Instance
13.1	The court's payment acceptance policies were not posted in a location easily viewable by the general public or at the customer service window. Additionally, the court is not in compliance with Administrative Order 2020-202, as the posted payment policy did not include references to azcourtpay.com and the PayNearMe off-site cash program as required. This was also a finding in the 2014 Court Operational Review report. [MAS D.4; AO 2020-202]	N/A
<p>The court has updated its payment policy to include the required elements and re-located the posted policy in a location easily viewable by the general public and is now in compliance, reviewers have no further recommendations.</p>		

14: Triennial Independent Review Submittal		Instance
14.1	Although the court had its independent triennial review by auditors conducted timely in 2020 and received a final report dated January 11, 2021, an emailed	N/A

copy of the report was not received by the AOC until February 1, 2021, which was seven days beyond the required timeline. [MAS F.2]

The court should submit a copy of the final Independent Review Report to the AOC within seven business days from receiving the final report.

Safeguarding/Internal Controls

Courts are responsible for establishing internal controls and procedures to safeguard monies and financial records. This includes securing and depositing receipted monies, detecting and accounting for identified discrepancies, and sufficiently segregating financial duties in a manner that allows for twofold protection when performing and verifying financial transactions. Court adherence to [Minimum Accounting Standards §§ G, H, I, and K](#) maintains the checks and balances necessary in financial functions.

Compliance Areas:

- ✓ The court maintains a physical restriction between the public and areas where court monies and financial records are stored and only allows access to those areas by authorized personnel.
- ✓ The court has an established policy on identifying and handling counterfeit monies.
- ✓ The court adequately secured blank checks and manual receipts.
- ✓ The court assigned each cashier a separate cash drawer fund and a unique user identification number.
- ✓ Each cashier assigned a cash drawer fund kept it secured at all times prior to reconciliation and verification.
- ✓ The court's policy on the handling of cash shortages and overages in its daily revenues is in compliance.
- ✓ The court did not commingle personal monies with court monies.
- ✓ The court used a lockable zippered bank bag to transport its deposit monies to the bank.
- ✓ The court stored monies overnight in a locked, immovable safe with restricted access.
- ✓ The court kept the safe locked at all times when not in use.

Non-Compliance Areas:

15.1	The court did not adequately secure all monies prior to reconciliation and verification of the deposit. Specifically, reviewers observed that the end of the day monies along with the cashier reconciliation reports were not placed in the safe or in a lockable drawer but left unsecured on top of a counter until the preparation of the deposit. [MAS G.6]	N/A
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The court should secure all monies in a lockable cash drawer or locking bank bag at all times prior to balance and reconciliation of the deposit.

The court should consider preparing the deposit the next business day in order to ensure all monies are accurately accounted for such as FARE payments.

Receipting

Courts are responsible for ensuring public funds are properly received and receipted. [Minimum Accounting Standards § I](#) outlines the appropriate practices, necessary case identifiers, and time requirements specific to the act of receipting. This includes required processes to account for overpayments and unidentified monies, voiding of receipts, adequate segregation of duties, and recording of the financial transaction for automated or manual receipting.

For Sample Period 12/1/2021 through 11/30/2022

*Reviewed: **10** Manual Receipts Issued, **10** Automated Receipts Voided, **6** Reverse Receipts, **10** Hold Receipts, **14** Bond Receipts, and **18** Restitution Receipts*

Compliance Areas:

- ✓ The court allowed only authorized personnel to receipt payments.
- ✓ The court receipted monies by the end of the next business day and/or managed and applied applicable reversed monies from the hold account to case receivables weekly.
- ✓ The court issued AJACS and manual receipts in sequential order and the receipts contained all of the required elements.
- ✓ The court issued manual receipts only when AJACS was inoperable.
- ✓ The court issued manual receipts in sequence within each book and retained at least one copy.
- ✓ The court's manual receipts were a two-part form, contained unique sequential numbers, and were pre-printed with the court's name.

- ✓ The court recorded the manual receipt number in the automated financial management system and recorded the automated receipt number on the copy of the manual receipt retained by the court.
- ✓ The court had a second person review and verify the manual receipts used to ensure the receipts were actually issued or voided and were issued in numerical sequence. Additionally, the verifier initialed the manual receipts to document the verification.
- ✓ The court cross-referenced the manual receipt number on the associated AJACS receipt and the AJACS receipt number on the manual receipt retained by the court.
- ✓ The court had a second person process voided or reversed receipts in AJACS.
- ✓ The court recorded the reason for voiding or reversing receipts in AJACS, and a new receipt was issued when applicable.
- ✓ The court cross-referenced the number of the receipt voided on the replacement receipt in AJACS.
- ✓ The court marked “Reverse (adjusted)”, recorded the reason for the reverse (adjusted), and documented the second person verification of the void in a method that identified the verifier such as initials or signatures, on the printed copy of the receipt retained by the court and used in the voided receipt verification process.
- ✓ The court allocated restitution payments received according to the priority of payments.

Non-Compliance Areas:

16: Manual Receipting Practices		Instance
16.1	<p>Although the court has a policy to account for all unissued manual receipts, the court did not adequately review unissued manual receipts at least quarterly. Specifically, reviewers were unable to determine if the court accounted and verified the unissued manual receipts as the log did not contain sufficient information, such as the receipt number range of the unissued manual receipts accounted for. This was also a finding in the 2014 Court Operational Review report. [MAS I.6.h and H.2]</p>	N/A
<p>The court should review all unissued manual receipts at least quarterly, clearly document the review and verification and retain the documentation.</p> <p>The court should update its current policy and procedure to account for all unissued manual receipts.</p>		
17: Bond Receipting Practices		Instance
17.1	<p>Although it appeared that the court receipted bond monies by the next business day, in three cases, reviewers could not definitively determine whether the bond payment was receipted by the next business day because the court did not date</p>	4 of 14

stamp a copy of the check, the check stub (when retained), receipt, envelope, or other documentation received with the bond payment. Additionally, in one case, the court receipted a bond payment nine days beyond the required timeline. [MAS I.5.a]

The court should ensure all monies are received by the next business day and date stamp all documentation received with the bond payment.

Disbursements

A disbursement is the act or process of issuing a check or electronic refund, either directly by the court, or through the local treasurer upon the court's written request. [Minimum Accounting Standards § K](#) outlines appropriate disbursement practices, including the establishment of timeframes for the refunding of bonds and overpayments, the payment of restitution to victims according to [ACJA § 5-204\(K\)](#), voiding and replacing checks, and authorized signer designation.

For Sample Period 12/1/2021 through 11/30/2022

Reviewed: 4 Hold Disbursements, 14 Bond Disbursements, 18 Restitution Disbursements, 2 Voided Checks, 2 Replacement Checks, and 2 End of Month Remittance Disbursements

Compliance Areas:

- ✓ Disbursements were made in the form of a check.
- ✓ Only authorized signers, in accordance with the court's bank signature card, sign checks.
- ✓ The court issued checks that were pre-printed with unique sequential numbers, and checks were disbursed in sequential order.
- ✓ The court returned bond monies only to the individual who posted the bond or to a third party authorized by the bond poster to receive the monies.
- ✓ The court recorded all disbursements and their required elements in AJACS by the end of the next business day.
- ✓ The court wrote "VOID" on the face of its voided checks and retained all copies.

Non-Compliance Areas:

18.1 Although the court disbursed bond monies upon a written order by a judicial officer, the court did not consistently specify the amount or check the box that authorized the refund or forfeiture of the bond. [MAS K.2.a] 2 of 14

The court should disburse bond monies upon a written judicial order authorizing the refund of the bond.

18.2 The court converted bond monies to pay court-ordered monetary obligations without the express written permission of the bond poster. [MAS K.2.d] 1 of 2

The court should only convert bond monies to pay for court-ordered monetary obligations with the express written permission of the bond poster unless the bond poster is the defendant.

18.3 The court did not disburse bond refunds within ten business days, as required by the court’s written policy. Specifically, delay periods ranged from 1 to 19 days beyond the required timeline. [MAS K.2.e] 5 of 14

The court should disburse bond payments in accordance with the courts policy.

18.4 Reviewers noted the court administrator did not adequately segregate financial duties when acting as the assistant magistrate. Specifically, reviewers determined that a bond was ordered exonerated by the assistant magistrate then the check for the same bond was issued, processed in AJACS and signed by the court administrator. [MAS H. 3] 1 of 1

The court should segregate the duties of preparing and signing checks, by ensuring that the person who prepares the checks does not also sign the checks and/or order the refund.

19: Restitution Disbursement Practices Instance

19.1 The court did not disburse restitution payments within 10 days of receipt as delay periods ranged from 3 to 10 days beyond the required timeline. [ACJA § 5-204(K), MAS K.3] 2 of 18

The court should disburse restitution payments to victims in accordance with ACJA § 5-204(K).

Reconciliation

Reconciliation is the process of comparing and matching one set of records to another to ensure that both sets of records are in agreement and are accurate. [Minimum Accounting Standards §§ L and M](#) and [ACJA § 4-302](#) outline

reconciliation, balancing, verification, documentation, and retention requirements. This includes the responsibility to reconcile and balance daily all monies received and to reconcile and balance monthly all court accounting records to properly account for receipts, disbursements, bonds, and outstanding checks.

For Sample Period 12/1/2021 through 11/30/2022; 2/27/2023

Reviewed: **11** Daily Reconciliations and **2** End of Month Remittance Reports

Compliance Areas:

- ✓ The court retained documentation of the daily and monthly reconciliations performed.
- ✓ Each court employee responsible for a beginning change fund verified the fund before usage and the fund was verified by a second person, who documented the verification by signing or initialing the change fund form used by the court.
- ✓ The court reconciled its court change fund on a daily basis.
- ✓ Each court employee responsible for a cash drawer fund reconciled and balanced all monies received after his or her shift with the receipts journal, and the fund was verified by a second person, who documented the verification by signing or initialing the Cashier Reconciliation Report.
- ✓ Two authorized court personnel balanced and reconciled the daily deposit.
- ✓ The court deposited all monies with the bank in the same form as received by the next business day.
- ✓ The court timely deposited all monies to the bank or local treasurer by the end of the next business day.
- ✓ The court retained documentation from its bank that confirmed deposits were made timely.
- ✓ The court performed monthly reconciliations of the receipts and disbursement journals as well as prepared the corresponding bank reconciliations.
- ✓ The court reconciled its outstanding bonds with the AJACS Bail/Bond report on a monthly basis.

Non-Compliance Areas:

20: Monthly Reconciliation Practices		Instance
20.1	The court’s monthly transmittal and disbursement reconciliation packet needs improvement. Specifically, the monthly reconciliation reports were missing the date the reconciliation was prepared and documentation of the second person verification. [MAS H.1 and H.2]	2 of 2

The court should ensure the monthly reconciliation reports are signed, dated by the preparer as well as the second person verifier.

21: Outstanding Bond Reconciliation Practices

Instance

21.1

Although the court reported that all outstanding bonds posted more than 90 days are reviewed on a monthly basis, the process needs improvement. Specifically, for October of 2022, the court did not retain documentation of AJACS Bail/Bond Report as part of its reconciliation records. Further, the court's list of outstanding bonds did not include sufficient updated information to track the status of bonds, follow-up actions taken, and/or the disposition of bonds. Finally, the court did not have the preparer of the reconciliation initial or sign and date the report. [MAS H.2]

1 of 2

The court should review all bonds outstanding more than 90 days on a monthly basis and document the status of bonds, or the actions to be taken to dispose the bond, or determine if "clean-up" efforts are required, so that the resulting pending/outstanding bond report contains an accurate depiction of the court's outstanding bonds.

The court should generate and retain the AJACS Bail/ Bond Report used for the reconciliation and have the preparer initial and date, or sign and date the documentation.

22: Outstanding Checks Reconciliation Practices

Instance

22.1

Although the court reported that checks outstanding for more than six months are reviewed on a monthly basis, the court did not maintain its own listing of outstanding checks that included sufficient information to track the status, follow-up actions taken, and the disposition of checks. **This was also a finding in the 2014 Court Operational Review report.** [MAS K.6.d]

N/A

The court should ensure that all outstanding checks for more than six months are reviewed monthly, document the disposition or action taken, retain documentation and flag the checks as outstanding in AJACS.

Reporting

On a monthly basis, as required by statute, courts must remit to the state and local treasurer all fines, fees, and assessments received. [Minimum Accounting Standards § N](#) outlines the responsibility to timely remit funds and receive documentation acknowledging the remittal's submission. Remittances that are

accurately prepared and timely submitted safeguard against state or local program funding reductions and the creation of opportunities for fund misappropriation.

For Sample Period 12/1/2021 through 11/30/2022

Reviewed: 2 End of Month Remittance Reports

Compliance Areas:

- ✓ The court received and retained documentation from the local treasurer acknowledging submission of the monthly remittance reports.

Non-Compliance Areas:

23: Reporting Practices	Instance	
23.1	<p>The court did not timely report remittances to the local treasurer. Specifically, a review of the remittance reports for October 2022 and November 2022 revealed that the report was received late by the Town of Camp Verde Finance Department. [ACJA § 5-103, MAS N.1]</p>	2 of 2
<p>The court should timely submit its prepared monthly remittance report to the Town of Camp Verde Finance Department to ensure monies are timely transmitted to the state treasurer.</p>		
23.2	<p>Reviewers were unable to determine if the court timely escheated unclaimed funds to Town of Camp Verde Finance Department. Specifically, the court did not retain documentation that indicated when the court notified the local treasurer to escheat the unclaimed funds. This was also a finding in the 2014 Court Operational Review report. [ARS §§ 44-302(10) & (11), 44-307, 44-308; MAS K.7]</p>	N/A
<p>The court should ensure that all unclaimed funds are timely escheated, and documentation is retained indicating when the Town of Camp Verde Finance Department was notified.</p>		

RECOMMENDATIONS AND COURT RESPONSE

Courtroom Observations

Recommendation 1.1-1.2	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure that a defendant is advised of all pertinent rights in accordance with the Arizona Rules of Criminal Procedure.		
Court Completion Date	Court Comments	
Immediate change implemented	The Court will ensure that defendants are advised of their rights in accordance with the Arizona Rules of criminal Procedure.	

General Observations

Recommendation 2.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should post the statement of victims' constitutional rights in a prominent location in the court building.		
Court Completion Date	Court Comments	
Immediately fixed	Victims' Constitutional rights are now posted in both the lobby and the Courtroom.	
Recommendation 2.2	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
Prior to reviewers coming on site on February 28, 2023, the court submitted a Remedy to Automation Services and the issue was corrected in AJACS.		
Court Completion Date	Court Comments	
Prior to 2-28-2023	Completed	

Records Management

Recommendation 3.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure filed forms with confidential and/or sensitive data are properly identified and protected in case files.		
The court should ensure all orders are signed by a judicial officer and reviewed for accuracy.		
Court Completion Date	Court Comments	
Immediate change	the Court has ensured that all confidential and or sensitive data are properly identified and protected in files.	

Appointment of Counsel

Recommendation 4.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure that an Order Appointing Counsel is correctly completed by staff and copies distributed to all parties.		
Court Completion Date	Court Comments	
Immediately changed		

Sentencing - Documentation

Recommendation 5.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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Camp Verde Municipal Court
Court Operational Review Evaluation

The court should consider issuing sentencing orders which accept the terms of the plea agreement and provide to the defendant documentation that includes the breakdown of all fines, fees, assessments, and surcharges.

Court Completion Date	Court Comments	
Form updated immediately	The court has made changes to its Judgment and Sentencing Forms to provide a detailed breakdown of fines, fees and assessments.	
Recommendation 5.2	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure that when allowing defendants to plea to a criminal matter by telephone and/or video appearance, a Form 28 - Telephonic Guilty Plea/No Contest Plea form must be sent, completed, and returned to the court prior to sentencing.		
Court Completion Date	Court Comments	
Immediate fix	The Court now ensures that FORM28 is being utilized and completed by all parties prior to sentencing remotely.	

Sentencing - Non-Monetary

Recommendation 6.1	<input type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure their treatment order lists providers approved by the Department of Health Services, the Department of Veterans Affairs, or by the Probation Department.		
The court should refrain from appearing to recommend any specific provider and from discussing program costs with defendants.		
Court Completion Date	Court Comments	
Immediately fixed	The court has updated its list of approved providers. The court does not recommend that the defendant enroll in any program. The court will continue to outline the pros and cons of in-person versus online programs based on the defendant's employment and geographical distance from in-person services.	

Disposition Reporting

Recommendation 7.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure that proof of fingerprint compliance is provided by the defendant before or by the time of sentencing and final dispositions are reported to DPS within 10 days of sentencing.		
Court Completion Date	Court Comments	
Immediately implemented	The Court will ensure that proof of fingerprints are received prior to sentencing so that final dispositions to DPS are done within 10 days of sentencing.	

Sentencing - Monetary

Recommendation 8.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
The court should ensure the mandatory \$20.00 Time Payment fee is assessed correctly.		
Reviewers recommend the court consider amending cash drawer closeout procedures to allow the court to accept payments until the court closes for the day.		
Court Completion Date	Court Comments	
Immediately implemented		

Deferred Prosecution

Recommendation 9.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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Camp Verde Municipal Court
Court Operational Review Evaluation

The court should refrain from monitoring compliance with terms of a deferred prosecution case.

The court should instead set a calendar or tickle date to confirm with the prosecutor if the defendant has been compliant or non-compliant and, upon motion of the prosecutor, order a dismissal or order prosecution to resume.

Court Completion Date	Court Comments
Immediately corrected	

Court Record

Recommendation	10.1-10.3	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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The court should ensure that alcohol screening and treatment are docketed *separately* in AJACS.

The court should ensure that compliance and non-compliance dates are correctly entered in AJACS, and proof of compliance is placed in the case file.

Court Completion Date	Court Comments
Immediate implementation	

General Administration

Recommendation	11.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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The court should ensure that they adhere to their local court policy of taking action within 60 days of non-compliance with a court order.

Court Completion Date	Court Comments
Immediate implementation	

General Administration

Recommendation	12.1	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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The court should ensure that the petition is signed by the plaintiff and verified and signed by the judicial officer or court staff.

Court Completion Date	Court Comments
Immediate implementation	

Recommendation	12.2	<input checked="" type="checkbox"/> Agrees (Comments Optional)	<input type="checkbox"/> Disagrees (Comments <i>Required</i>)
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The court should ensure upon affirming a protective order at a contested hearing of which the defendant attended that the Notice of Brady Indicator, if applicable, is completed and provided to both parties.

Court Completion Date	Court Comments

Payment Policies

Recommendation	13.1	Previous Finding <input checked="" type="checkbox"/> Yes
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The court has updated its payment policy to include the required elements and re-located the posted policy in a location easily viewable by the general public and is now in compliance, reviewers have no further recommendations.

Court Comments and/or Action Plan
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Camp Verde Municipal Court
Court Operational Review Evaluation

Finding was resolved. No further action needed

Triennial Independent Review Submittal

Recommendation 14.1 Previous Finding Yes

The court should submit a copy of the final Independent Review Report to the AOC within seven business days from receiving the final report.

Court Comments and/or Action Plan

The Court will ensure that upon receiving the final independent review report that the report gets submitted within seven days to the AOC.

Money Securing Practices

Recommendation 15.1 Previous Finding Yes

The court should secure all monies in a lockable cash drawer or locking bank bag at all times prior to balance and reconciliation of the deposit.

The court should consider preparing the deposit the next business day in order to ensure all monies are accurately accounted for such as FARE payments.

Court Comments and/or Action Plan

The court now ensures that all monies are handed directly from one clerk to the next during reconciliation and monies are not left unattended for any amount of time however short. Court notes that the monies were always within a secure area in the clerks' offices and at no time were accessible by anyone other than staff.

Manual Receipting Practices

Recommendation 16.1 Previous Finding Yes

The court should review all unissued manual receipts at least quarterly, clearly document the review and verification and retain the documentation.

The court should update its current policy and procedure to account for all unissued manual receipts.

Court Comments and/or Action Plan

The court has updated its policy with regards to unissued manual receipt verification. A log has been made and is kept in the safe for review and verification of unissued manual receipts are done at least quarterly.

Bond Receipting Practices

Recommendation 17.1 Previous Finding Yes

The court should ensure all monies are receipted by the next business day and date stamp all documentation received with the bond payment.

Court Comments and/or Action Plan

The court now date stamps all documentation received with the bond payment to allow the court to ensure all monies are receipted by the end of the next business day.

Bond Disbursement Practices

Recommendation 18.1 Previous Finding Yes

The court should disburse bond monies upon a written judicial order authorizing the refund of the bond.

Camp Verde Municipal Court
Court Operational Review Evaluation

Court Comments and/or Action Plan

Recommendation 18.2 | **Previous Finding** Yes

The court should only convert bond monies to pay for court-ordered monetary obligations with the express written permission of the bond poster unless the bond poster is the defendant.

Court Comments and/or Action Plan

The Court will ensure that express written permission of the bond poster is received to allow monies to be converted to pay court ordered monetary obligations.

Recommendation 18.3 | **Previous Finding** Yes

The court should disburse bond payments in accordance with the courts policy.

Court Comments and/or Action Plan

The Court will be updating its policy from 10 days to 30 days for disbursements of bonds.

Recommendation 18.4 | **Previous Finding** Yes

The court should segregate the duties of preparing and signing checks, by ensuring that the person who prepares the checks does not also sign the checks and/or order the refund.

Court Comments and/or Action Plan

The court has assigned a specific clerk to the duties of preparing and signing bond distribution checks. This will prevent the occurrence of the same person preparing the checks does not also sign the checks and/or order the refund.

Restitution Disbursement Practices

Recommendation 19.1 | **Previous Finding** Yes

The court should disburse restitution payments to victims in accordance with ACJA § 5-204(K).

Court Comments and/or Action Plan

The court will ensure that restitution payments are made to victims in accordance with ACJA § 5-204(K) by appointing a back-up clerk to process payments during the primary restitution clerk's absence.

Monthly Reconciliation Practices

Recommendation 20.1 | **Previous Finding** Yes

The court should ensure the monthly reconciliation reports are signed, dated by the preparer as well as the second person verifier.

Court Comments and/or Action Plan

The Court will ensure that all reconciliation reports are verified and signed by a second verifier to include the daily reconciliation reports. The Court is working on creating a month-end check list for the preparer and second verifier to sign.

Outstanding Bond Reconciliation Practices

Recommendation 21.1 | **Previous Finding** Yes

The court should review all bonds outstanding more than 90 days on a monthly basis and document the status of bonds, or the actions to be taken to dispose the bond, or determine if "clean-up" efforts are required, so that the resulting pending/outstanding bond report contains an accurate depiction of the court's outstanding bonds.

Camp Verde Municipal Court
Court Operational Review Evaluation

The court should generate and retain the AJACS Bail/ Bond Report used for the reconciliation and have the preparer initial and date, or sign and date the documentation.

Court Comments and/or Action Plan

The Court will maintain an outstanding bond report in Excel with the status of bonds and actions to be taken. The Court will ensure that it generates and retains the AJACS bail bond report.

Outstanding Checks Reconciliation Practices

Recommendation 22.1 | **Previous Finding** **Yes**

The court should ensure that all outstanding checks for more than six months are reviewed monthly, document the disposition or action taken, retain documentation and flag the checks as outstanding in AJACS.

Court Comments and/or Action Plan

The court will review all outstanding checks more than six-months old on a monthly basis. The court will document the disposition of actions taken, retain documentation and flag the checks as outstanding in AJACS through an excel spread sheet

Reporting Practices

Recommendation 23.1 | **Previous Finding** **Yes**

The court should timely submit its prepared monthly remittance report to the Town of Camp Verde Finance Department to ensure monies are timely transmitted to the state treasurer.

Court Comments and/or Action Plan

The Court will ensure that the month end reconciliation report is completed timely. The Court has worked with the Town Finance department on running the AP for the Court to ensure the State treasurers check is issued timely.

Recommendation 23.2 | **Previous Finding** **Yes**

The court should ensure that all unclaimed funds are timely escheated, and documentation is retained indicating when the Town of Camp Verde Finance Department was notified.

Court Comments and/or Action Plan

The Court will ensure that unclaimed funds are timely escheated, and that documentation is retained indicating which cases, when those cases and for how much those cases were sent over to the Town. The Court has created an excel spread sheet to track.

Signature:  _____
Judge Gary Horton

Date: 8-7-2023



Supreme Court

STATE OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

Robert Brutinel
Chief Justice

David K. Byers
Administrative Director
of the Courts

August 11, 2023

Honorable Gary H. Horton
Presiding Judge, Camp Verde Municipal Court
435 S. Main Street
Camp Verde, AZ., 86322

Re: Camp Verde Municipal Court - Operational Review Evaluation

Dear Judge Horton:

Attached is the final operational review evaluation for the Camp Verde Municipal Court. Thank you for your cooperation and assistance during the review process. You will find the court's response/compliance report incorporated in its entirety at the end of the report.

The court's response/compliance report indicated that the court has addressed all findings presented in the Court Operational Review Evaluation dated August 2023. As such, this concludes the operational review of the Camp Verde Municipal Court.

We anticipate that your court will benefit from the review and will utilize this final report in pursuit of meeting the judicial branch's responsibilities to the citizens of Arizona. On behalf of the AOC, I would like to extend our appreciation to you and your staff for your cooperation and continued effort throughout the operational review process. This letter officially closes the operational review process for your court.

Sincerely,

A handwritten signature in cursive script, appearing to read "Delia Carranza".

Delia Carranza
Court Financial Specialist
Court Services Division

Enclosure

cc: Judge John Napper, Presiding Judge, Superior Court in Yavapai County
Rolf Eckel, Court Administrator, Superior Court in Yavapai County
Marcus Reinkensmeyer, Deputy Director, Administrative Office of the Courts
Michael Malone, Director, Court Services Division, Administrative Office of the Courts
Cathy Clarich, Manager, Court Operations Unit, Administrative Office of the Courts

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Agenda Item Submission Form – Section I

Meeting Date: October 18, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Michael Marshall

Agenda Title (be exact): Presentation and discussion of third Quarter 2023 Parks & Recreation Commission report.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Department Head: _____ Town Attorney Comments: N/A

Finance Department N/A
Fiscal Impact: None
Budget Code: _____ Amount Remaining: _____
Comments:

Background Information: Required quarterly Commission report.

Recommended Action (Motion): N/A

Instructions to the Clerk: N/A

Camp Verde Parks & Recreation Commission

3rd Quarter Report October 2023

- Three regular meetings July 10, August 7, and September 11
- Joint Work Session with Council July 26 to discuss PRC role.
 - Discussion on role, responsibilities and details of function of PRC
- Focus on learning about their new roles.
 - Requesting information about various recreation and park activities and functions in the Town.
- Conducted an on-line and paper survey with P&R Division and discussed results and future survey plans.
- Presentation from Camp Verde Recreation Association about their role and plans
- Information about Ryal Canyon Trailhead
 - Creation, purpose, responsibilities
- Discussion on status of construction at the Sports Complex
 - Including future plans and options and current construction plans.
- Information on Town financial policies around donation.
 - Discussion of Finance requirements around potential efforts by PRC for physical and financial donations
- Updates and discussion on Special Events
 - Including sponsorship, practices, goals and objectives as well as PRC involvement.
- Presented and reviewed information about Heritage Pool
 - Including procedures, fees, staffing, wages, budget and programming
 - Passed a motion to support an increase in the Pool budget and programming.
- Approved Design Principles for Verde Lakes Community Park and the Sports Complex.
 - These are background documents to guide future planning.
- Requested a regular meeting start time change from Council.
 - PRC requested a regular meeting start time of 5:30 from current 6:30 and was approved



Agenda Item Submission Form – Section I

Meeting Date: 10/18/2023

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

Requesting Department: *Camp Verde Community Library*

Staff Resource/Contact Person: *Nicole Metz-Andrews and Zack Garcia*

Agenda Title (be exact): *Verde Youth Action Alliance (VYAA) Presentation on Youth League of Cities and Towns Summit*

List Attached Documents: *N/A Oral Presentation only*

Estimated Presentation Time: *5-7 minutes*

Estimated Discussion Time: *2-3 minutes*

Reviews and comments Completed by:

Town Manager: _____ Department Head: *Kathy Hellman* _____

Town Attorney Comments: _____

Risk Management: _____

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

Background Information: Oral presentation given by Verde Youth Action Alliance (VYAA) Co-Coordinator Melanie Ciapara Rios and Secretary Trinity Ellison on their experience at 2023's League of Cities and Towns Youth Summit. Verde Youth Action Alliance is Camp Verde Community Library's Civic Engagement Youth group that was reformed in Fall 2022.

Recommended Action (Motion): *N/A*

Instructions to the Clerk: *Nicole or Zack will introduce Melanie and Trinity for their presentation.*

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Agenda Item Submission Form – Section I

Meeting Date: October 18, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Work Session

Requesting Department: Community Development

Staff Resource/Contact Person: B.J. Ratlief, Planner

Agenda Title (be exact): Long Range Planning Update, Community Development Department

List Attached Documents:

- A. Memo: Summary and moving forward following the April 26, 2023, Joint Work Session with Town Council and Planning and Zoning, June 13, 2023 Memorandum to Barbara Goodrich, Interim Town Manager
- B. Workgroup Meeting Notes (*Corrected*) for September 25, 2023

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews and comments Completed by:

Town Manager: Ted Soltis Department Head: John Knight

Town Attorney Comments: N/A Risk Management: ___N/A

Finance Department N/A

Background Information: On Wednesday, April 26, 2023 the Town Council and Planning and Zoning Commission met in a joint session. As part of this session a summary of long-range planning projects was presented. Additionally, an exercise was conducted whereby the members voted on what they believed to be the most important long-range projects. The summary of this joint session is included as Attachment A. In short, the top four (4) priorities, in order of importance, were as follows:

- Comprehensive update of Zoning Ordinance
- PAD Section (Planned Area Development)
- Marijuana Ordinance
- Development Review Standards

However, since the April joint session the Mayor and Council has redirected the prioritization of the Community Development Planning Department. The current, highest priority is the revision of Section 305 of the Planning and Zoning Ordinance. This is the section of the Ordinance which provides regulatory guidance for the Town regarding the keeping of animals, specifically livestock animals. This redirection and prioritization came on June 15 at the conclusion of a Public Hearing related to denial of an Agritourism Use Permit.

Currently, the Planning Department has three (3) major sections of the Planning and Zoning Ordinance in process of revision.

A. Revision of Section 305 – the keeping of animals:

Per Council's direction, a workgroup, chosen and formed by the Town Manager, began meeting on Monday September 25th. The workgroup is comprised of:

Linda Buchanan
Claudia Hauser
Stephanie Johnson
Trampus Mansker
Mary Phelps
Mark Rudder
Cheri Wischmeyer

At the writing of this staff report, the group is working on their individual red-lines or recommended updates to the existing ordinance. A compilation of these comments will then be prepared and presented to the group whereby a work plan will be created to work through full revision and update to this section. The notes following the first meeting of this group are included as Attachment B.

The notes from the first meeting, as well as subsequent updates, will be posted to this Town website:

<https://www.campverde.az.gov/departments/community-development/planning-zoning>

In addition to creating a draft ordinance, the workgroup will also assist in a community engagement plan. The community engagement plan is anticipated to include a presentation to the public gather additional community input on the proposed ordinance.

Following the public engagement, a final DRAFT ordinance will be presented to the Planning and Zoning Commission (P&Z) during at least one public hearing. Following this hearing, the final DRAFT document, with any recommendations or modifications made by P&Z, will be presented to the Mayor and Common Council for possible adoption.

B. Sign Ordinance:

The community-based work group has completed their work on this ordinance and a rough DRAFT document is being finalized. Upon finalization of the final DRAFT Sign Ordinance, it will be reviewed internally including a review by the Town attorney review. After internal review, there will also be a community engagement process, hearing/s before P&Z and then review by the Town Council.

C. Full Ordinance Update:

Staff is currently working on a significant update and honing of the definitions section of the Ordinance. Following the definitions, staff will begin working on Section 200 which contains the Use Districts. Section 200 includes a list of permitted and conditionally permitted uses by Zoning District.

Recommended Action (Motion): None

Instructions to the Clerk: None

Attachment A



[www](http://www.townofcampverde.com)

Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆
 ◆ Telephone: 928.554.0050 ◆

June 13, 2023

To: Barbara Goodrich, Interim Town Manager

From: John Knight, Director Community Development

Re: Long range planning - Summary and moving forward following the April 26 2023, Joint Work Session with Town Council and Planning and Zoning

On Wednesday, April 26th, 2023, a Joint Work Session, focused on issues related to grown and development, was held with the Town Council and the Planning and Zoning Commission. Staff planned to provide a summary to both the Council and P&Z after the meeting. However, due to scheduling issues for both the council and the commission, an in-person summary was postponed. In an effort to move this forward without further delay, staff is providing this memo to be distributed to both boards.

As a part of the work session, Community Development Director John Knight, provided a brief update and summary of the current long-range planning projects. Staff suggested a short list of what they believed to be the most important topics or sections of the Planning and Zoning Ordinance from a staff perspective. Council and P&Z members were then invited to suggest additional topics.

An exercise was conducted whereby Council members and Commissioners voted on the list of proposed topics/ordinances. This voting was done via a “dot-exercise.” Each Council member/Commissioner was provided 3-colored dots. Participants then placed dots on topics they considered most important to be updated. Council members received red dots while P&Z members received blue. The purpose for the two groups receiving different colored dots was to see if the two groups had similar priorities.

Below are the results of the exercise/vote:

	Total Votes	[Council [<u>Votes</u>	P&Z] <u>Votes]</u>
Comprehensive Update of Zoning Ordinance:	10	[5	5]
PAD (planned area development):	8	[4	4]
Marijuana Ordinance:	4	[4	0]
Development Review Standards:	3.5	[1.5	2]
Landscape Standards:	3.5	[2.5	1]
Main Street Area Plan:	2	[1	1]
Nuisance:	1	[0	1]
General Plan:	1	[0	1]
Use Districts (Zones), with updated definitions:	0	[0	0]

Lighting Ordinance (outdoor lighting)	0	[0	0]
Animal Count:	0	[0	0]

As seen above, the highest priority was identified to be a comprehensive update and revision of the current Planning and Zoning Ordinance. Participants expressed interest in a more comprehensive update rather than updating sections individually as time/resources allowed. The last comprehensive update was in 2011, so a new update is timely.

Should the town wish to pursue a comprehensive update, staff recommends contracting with a professional consulting firm to help with this update. Staff requested an initial budget of \$80,000 for the coming fiscal year. There are two primary reasons for this recommendation.

- 1. Staff and current work load:** The work load of the department is such that only one staff member may be dedicated to the task of this comprehensive update. Contracting with a professional consulting firm would expedite the process. Through the RFQ/RFP process, staff hopes to hire a consultant that would work as an extension of town staff. In this way, the updates would be done in a more collaborative process.
- 2. Streamlining and Professionalizing the document:** The current document was completed in-house and is merely a Word document converted to an Adobe PDF. By utilizing a professional consulting firm to help craft a new and updated Ordinance, the new document would be of professional quality, streamlined and ready to publish when completed. Staff believes it is timely with a comprehensive update to bring this document and the Town to a new level of professionalism.

Below is the summary of the current long-range planning projects as they were presented during the Joint Work Session:

Long Range Planning - Currently in progress:

Sign Ordinance: An interdisciplinary work group, comprised of staff and citizens, meets every three weeks to work on the revision of this ordinance. It is anticipated a DRAFT document will be completed this July-August. Once the DRAFT is completed it will be available for public comment. Following a period of public comment and public scoping, then the document will be scheduled for public hearing by the Planning and Zoning Commission, then brought to Council for final review and approval. We are hopeful this last step will occur this fall.

General Plan: Initial research is in process to develop an effective plan to update this document. Similar to the master plans being developed by public works, it is anticipated the Town will need to contract with a professional consulting firm for support with updating this plan. Specifically, the Town will need support for developing and crafting an effective public outreach program which is anticipated to include a citizen survey as well as extensive public scoping. This firm would perform the analysis of information received from the public, professional and special interest groups as well as public officials. The firm would then provide the appropriate presentation and documentation of that analysis. Additionally, this firm would provide the GIS and graphic support necessary for maps, charts and other graphics. This would include layout, editing and final draft publishing in order to produce a professional, highly readable and usable plan.

Two items of important note for updating this document – Public works is working to develop several master plans for the Town which include a Water Master Plan (in progress), Flood and Area Drainage Master Plan (in progress), updates to the Storm Water Management Plan (in

progress), a Sewer Master Plan (FY2023-24) and a comprehensive Streets Assessment. All of these master plans are foundational and vital to the update of the General plan as they will drive future planning for the Town. It is anticipated it will be 12-24 months before these plans are completed and available for use.

Additionally, staff has had an opportunity to contact other cities that are in the process of updating their General Plans. Initial research into the cost of contracting of a consulting firm to do this work indicates that it may range from \$200,000 to as much as \$300,000.

In light of both of the above, it may be appropriate to prioritize the update of the Zoning Code while the master plans are being finished. These master plan updates are a key piece of foundational information for the update of the General Plan.

Updates/revisions that were discussed at the meeting are noted below.

Long Range Priorities Recommended by Staff:

- Sign Ordinance Update – in process
- General Plan Update
- Update Definitions and Conditionally Permitted Uses
- PAD – update the Planned Area Development process and submittal requirements.
- Definitions & Permitted/Conditionally Permitted Use – update the definitions to include all uses identified in the various zoning districts and the list of permitted and conditionally permitted uses within each district

Future Projects:

- Main Street Area Plan
- Landscape Standards
- Update Development Review Standards
- Animal Count – various community members have requested an update of the ordinance sections related to animals and animal count. The preliminary research so far is showing the Town to be the least regulatory and the most generous with both the number and types of animals permitted for each residence. The Town and Yavapai County are very similar, yet even the County is slightly more restrictive than the Town. Other municipalities within the Verde valley are significantly more restrictive than the Town. Staff has previously forwarded this to the Council for their review.
- Comprehensive Zoning Code Update
- Marijuana Ordinance Updates

On Hold:

- Right to Farm Ordinance – tabled by P&Z

A note about process for long range planning, i.e. updating and/or revising the Planning and Zoning Ordinance:

There are several methods to initiate updates or revisions of the Town Planning and Zoning Ordinance (and/or Town Code) which would affect the prioritization of any amendment to the Ordinance, these are:

- Initiated by staff,
- Initiated by the Planning and Zoning Commission,
- Initiated by Town Council and/or
- Initiated by a citizen.

How an ordinance is initiated will affect and drive the priorities for staff. For instance, if a citizen submits (and pays the fee) to initiate an amendment to the Ordinance, it would then become the highest priority and would thereby delay other projects staff may be working.

Attachment B

Attachment A



www

Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554.0050 ◆

June 13, 2023

To: Barbara Goodrich, Interim Town Manager
From: John Knight, Director Community Development
Re: Long range planning - Summary and moving forward following the April 26 2023, Joint Work Session with Town Council and Planning and Zoning

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As a part of the work session, Community Development Director John Knight, provided a brief update and summary of the current long-range planning projects. Staff suggested a short list of what they believed to be the most important topics or sections of the Planning and Zoning Ordinance from a staff perspective. Council and P&Z members were then invited to suggest additional topics.

An exercise was conducted whereby Council members and Commissioners voted on the list of proposed topics/ordinances. This voting was done via a “dot-exercise.” Each Council member/Commissioner was provided 3-colored dots. Participants then placed dots on topics they considered most important to be updated. Council members received red dots while P&Z members received blue. The purpose for the two groups receiving different colored dots was to see if the two groups had similar priorities.

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Use Districts (Zones), with updated definitions:	0	[0	0]

Lighting Ordinance (outdoor lighting)	0	[0	0]
Animal Count:	0	[0	0]

As seen above, the highest priority was identified to be a comprehensive update and revision of the current Planning and Zoning Ordinance. Participants expressed interest in a more comprehensive update rather than updating sections individually as time/resources allowed. The last comprehensive update was in 2011, so a new update is timely.

Should the town wish to pursue a comprehensive update, staff recommends contracting with a professional consulting firm to help with this update. Staff requested an initial budget of \$80,000 for the coming fiscal year. There are two primary reasons for this recommendation.

- 1. Staff and current work load:** The work load of the department is such that only one staff member may be dedicated to the task of this comprehensive update. Contracting with a professional consulting firm would expedite the process. Through the RFQ/RFP process, staff hopes to hire a consultant that would work as an extension of town staff. In this way, the updates would be done in a more collaborative process.
- 2. Streamlining and Professionalizing the document:** The current document was completed in-house and is merely a Word document converted to an Adobe PDF. By utilizing a professional consulting firm to help craft a new and updated Ordinance, the new document would be of professional quality, streamlined and ready to publish when completed. Staff believes it is timely with a comprehensive update to bring this document and the Town to a new level of professionalism.

Below is the summary of the current long-range planning projects as they were presented during the Joint Work Session:

Long Range Planning - Currently in progress:

Sign Ordinance: An interdisciplinary work group, comprised of staff and citizens, meets every three weeks to work on the revision of this ordinance. It is anticipated a DRAFT document will be completed this July-August. Once the DRAFT is completed it will be available for public comment. Following a period of public comment and public scoping, then the document will be scheduled for public hearing by the Planning and Zoning Commission, then brought to Council for final review and approval. We are hopeful this last step will occur this fall.

General Plan: Initial research is in process to develop an effective plan to update this document. Similar to the master plans being developed by public works, it is anticipated the Town will need to contract with a professional consulting firm for support with updating this plan. Specifically, the Town will need support for developing and crafting an effective public outreach program which is anticipated to include a citizen survey as well as extensive public scoping. This firm would perform the analysis of information received from the public, professional and special interest groups as well as public officials. The firm would then provide the appropriate presentation and documentation of that analysis. Additionally, this firm would provide the GIS and graphic support necessary for maps, charts and other graphics. This would include layout, editing and final draft publishing in order to produce a professional, highly readable and usable plan.

Two items of important note for updating this document – Public works is working to develop several master plans for the Town which include a Water Master Plan (in progress), Flood and Area Drainage Master Plan (in progress), updates to the Storm Water Management Plan (in

progress), a Sewer Master Plan (FY2023-24) and a comprehensive Streets Assessment. All of these master plans are foundational and vital to the update of the General plan as they will drive future planning for the Town. It is anticipated it will be 12-24 months before these plans are completed and available for use.

Additionally, staff has had an opportunity to contact other cities that are in the process of updating their General Plans. Initial research into the cost of contracting of a consulting firm to do this work indicates that it may range from \$200,000 to as much as \$300,000.

In light of both of the above, it may be appropriate to prioritize the update of the Zoning Code while the master plans are being finished. These master plan updates are a key piece of foundational information for the update of the General Plan.

Updates/revisions that were discussed at the meeting are noted below.

Long Range Priorities Recommended by Staff:

- Sign Ordinance Update – in process
- General Plan Update
- Update Definitions and Conditionally Permitted Uses
- PAD – update the Planned Area Development process and submittal requirements.
- Definitions & Permitted/Conditionally Permitted Use – update the definitions to include all uses identified in the various zoning districts and the list of permitted and conditionally permitted uses within each district

Future Projects:

- Main Street Area Plan
- Landscape Standards
- Update Development Review Standards
- Animal Count – various community members have requested an update of the ordinance sections related to animals and animal count. The preliminary research so far is showing the Town to be the least regulatory and the most generous with both the number and types of animals permitted for each residence. The Town and Yavapai County are very similar, yet even the County is slightly more restrictive than the Town. Other municipalities within the Verde valley are significantly more restrictive than the Town. Staff has previously forwarded this to the Council for their review.
- Comprehensive Zoning Code Update
- Marijuana Ordinance Updates

On Hold:

- Right to Farm Ordinance – tabled by P&Z

A note about process for long range planning, i.e. updating and/or revising the Planning and Zoning Ordinance:

There are several methods to initiate updates or revisions of the Town Planning and Zoning Ordinance (and/or Town Code) which would affect the prioritization of any amendment to the Ordinance, these are:

- Initiated by staff,
- Initiated by the Planning and Zoning Commission,
- Initiated by Town Council and/or
- Initiated by a citizen.

How an ordinance is initiated will affect and drive the priorities for staff. For instance, if a citizen submits (and pays the fee) to initiate an amendment to the Ordinance, it would then become the highest priority and would thereby delay other projects staff may be working.

Attachment B

Monday, September 25, 2023 – corrected, adding Claudia Hauser to the workgroup attendance and member list who was inadvertently left off the list. bjr

Section 305 Workgroup Meeting

In Attendance: Mark Rudder, Cheri Wischmeyer, Stephanie Johnson, Trampus Mansker, Mary Phelps, Linda Wolfe-Buchanan, [Claudia Hauser](#), b j ratlief, planner and Director John Knight

Meeting agenda:

- Introductions
- Setting meeting schedule
- Training: authority and purpose of a planning and zoning ordinance, and
- Overview of the Project
 - First Assignment

Introduction:

Community Development Director John Knight opened the meeting at 5:31 PM.

He thanked the work group members for agreeing to participate.

Mr. Knight shared that the **role of a work group is to be a conduit for the community.**

Each member introduced themselves and shared some history of their time in Camp Verde, and their interest in this workgroup and ordinance.

The work group members included:

- Mark Rudder
- Trampus Mansker
- Cheri Wischmeyer
- Stephanie Johnson
- Mary Phelps
- Linda Wolfe Buchanan
- [Claudia Hauser](#)

Town Planner BJ Ratlief took some time to get the members familiar with the packets of information that were provided to them.

Provided Materials:

- Planning and Zoning Ordinance
- Town Code
- General Plan
- Animal White Paper with quick reference spreadsheet

Meeting Schedule: Chose to meet every three (3) weeks, Tuesday mornings 8-10am. The tentative meeting schedule for the next few months is:

- October 17 (confirmed)
- November 7 (confirmed)
- November 28 (tentative)
- December 18 (a Monday-tentative)
- January 9 (tentative)

Training:

Using a PowerPoint presentation, Ms. Ratlief shared with the members a slideshow on Planning and Zoning 101. PowerPoint attached.

Included in the presentation was information on the Planning and Zoning Ordinances and Town Codes.

This presentation gave thorough details on the ins and outs of revising the Animal Ordinances in the Town of Camp Verde. This included purpose, legal processes, and requirements.

It was made very clear that this is a work group and NOT a committee or commission.

Because of this, as a workgroup the Open Meeting Law is not applicable. However, it is our intent to be transparent with the process hence the use of a transcriptionist to provide meeting notes which will be uploaded to the Town website.

Question-Decision: Prior to the 1st meeting of the group it had been proposed to hire an outside facilitator to manage-lead the group. This decision was left to be made by this workgroup at its first meeting.

Discussion: There was strong consensus this would not be a good use of time or money. Additionally, concerns were expressed an outside party would not know nor understand the Town.

Decision: Do not hire/use a facilitator

Question-Decision: Conducting a Town wide survey was discussed at the August Council Work Session. It was decided to allow the work group to decide to do a survey or not.

Discussion: Lots of discussion of pro's and con's of a survey. Also pro's and cons of hiring a professional organization to conducting a survey, verses doing it in-house through a free program such as SurveyMonkey.

After much discussion the work group decided a survey may be a good tool. However, more information was needed. Also, most favored utilizing a professional organization to do the survey in order to ensure the questions are not 'leading.'

Decision: Maybe conduct a survey, but more information is needed.

1st Assignment: An assignment was given to the workgroup. This assignment was to redline the current section 305. Once this is done, they will do a group analysis of it to see where there is agreement or differences amongst the group regarding the current ordinance. This assignment is to be returned to Ms. Ratlief on October 4th by 5:00PM.

Following this assignment, group members Claudia Hauser and Mary Phelps will get together with Ms. Ratlief to further compile the what each group member redlined.

From this initial analysis a work plan will be formulated to address the full update-revision.

Meeting notes were taken and will be uploaded-published to this site:

<https://www.campverde.az.gov/departments/community-development/planning-zoning>

Closing:

The meeting closed at 7:11 PM.



Town of Camp Verde

Proposed Budget Calendar for FY25 (July 2024 – June 2025)

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Oct. 18 th , 2023	Approve FY25 budget calendar.	Wed: 6:30 pm
Dec. 15 th , 2023	Strategic Plan Development	Fri: 8:00 am
Feb. 7 th , 2024	Town fee proposal review	Wed: 5:00 pm
Mar. 6 th , 2024	Approve Notice of Intent for potential Town fee increases	Wed: 5:30 pm
Mar. 27 th , 2024	Present Revenue forecast, CIP, Debt & Grants to Council	Wed: 5:30 pm
Apr. 24 th , 2024	Operations budget review	Wed: 5:30 pm
May 15 th , 2024	Adoption of: 1) Town fees, 2) Sanitary Dist Levies 3) CFO Designation, 4) PSPRS Funding Plan	Wed: 6:30 pm
June 5 th , 2024	Presentation/Adoption of Tentative Budget Presentaiton/Adoption of Capital Improvement Plan	Wed: 6:30 pm
July 3 rd , 2024	Public hearing; Adoption of final budget	Wed: 6:00 pm

**Please note that dates are estimates only and may change if necessary.*