



Support your local merchants
AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, JUNE 3, 2024 AT 5:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85255492699?pwd=V2Q3b4tGBYFWqYwaRd8ULw7ETcC7ns.1>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 852 5549 2699
Passcode: 765726**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

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

1. **Call to Order**
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith
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 Commission requests.
 - a) **Approval of Minutes:**
 - 1) Work Session – April 1, 2024, at 4:30 p.m.
 - 2) Regular Session – April 1, 2024, at 5:30 p.m.
 - 3) Work Session – May 6, 2024, at 4:30 pm
 - 4) Regular Session - May 6, 2024, at 5:30 pm
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, July 1, 2024, Work Session at 4:30 p.m.
 - 2) Monday, July 1, 2024, Regular Session at 5:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment

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

6. **Discussion and update of Public Works FY 25 budget related to parks and recreation.** (Staff Resource: Ken Krebbs, Jeff Kobel, Michael Marshall)
7. **Discussion, consideration, review and possible recommendation on the Sports Complex Concession/Restroom building.** (Staff Resource: Ken Krebbs)
8. **Discussion, consideration, review and possible recommendation about the current Town Fee Schedule** (Staff Resource: Michael Marshall) pg 16
9. **Discussion, consideration, review and possible recommendation of the current Special Event review process and Parks & Recreation Commission involvement.** (Staff Resource: Michael Marshall)
10. **Discussion, consideration, review and possible recommendation of the Parks & Recreation and Library Community Engagement events introduction.** (Staff Resource Michael Marshall) pg 34
11. **Presentation and discussion of current Request for Proposal drafts for Parkis & Recreation Master plan scope.** (Staff Resource: Michael Marshall)pg 37
12. **Presentation and review of 1st Quarter 2024 Parks & Recreation Commission Council report.** (Resource: Jerry Morris) pg 47
13. **Presentation and discussion of Parks & Recreation current programming and activities.** (Staff Resource: Michael Marshall)
14. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
15. **Staff report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Commission and public of such events and activities. The Commission will have no discussion, consideration, or take action on any such item, except that an individual Commission member may request that the item be placed on a future agenda.
16. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource: Michael Marshall)

17. Adjournment

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and the Town Web site on 5/28/2024 at 4:30 p.m.

Shawna Figy

Shawna Figy, Recreation Supervisor

DRAFT MINUTES
WORK SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, APRIL 1, 2024
4:30 PM

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

1. Call to Order

Vice Chair Jerry Morris called the meeting to order at 4:30 p.m.

2. Roll Call

Chairman Dave Grondin (arrived 4:48pm), Vice Chair Jerry Morris, Commissioner Candra Faulkner, Commissioner Wayne Smith, Commissioner Glenda Duncan, and Commissioner Mary Hughes were present. Commissioner Jeffrey Noonan was absent.

Also Present

Parks & Recreation Manager Michael Marshall, Finance Director Mike Showers, and Recording Secretary Jennifer Reed.

Vice Chair Morris would like to move Item 5 up due to the Finance Director not able to attend the meeting just yet.

5. Discussion about P&R Commission public survey questions and methodology. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall is prepared to write down potential questions.

Vice Chair Morris would like to see a question regarding a tax District or Bond to increase Parks & Rec Revenue and finish the bigger projects. Mr. Marshall suggested wording, "Would you support a bond for a major project". Finance Director Mike Showers explained the town doesn't have property tax; it would have to be more of a dedicated sales tax.

Commissioner Smith would like to wait to ask this type of question until after tax season. He would like to specifically address the questions that were brought up during the January Meeting and make a list of questions based on those questions. His list of questions would read:

1. Which is your preferred method of finding out about upcoming events?
2. Do you have other ideas on ways we could market to inform the public?
3. What types of activities would you like to be provided to attract teenagers, seniors and preschool to attend our events and at our programming?
4. What programs or activities would you like to see added to these offerings to generate more interest and participation. *Please note that our current SR Center is not operated by the town, but it does receive some financial support from the town.*

3. Presentation and discussion regarding the CIP and Budget process. (Staff Resource: Michael Showers)

Finance Director Mike Showers reviewed how the town decides which Capital Projects to put into the budget & when. He suggested the Parks & Rec Commission become more involved by submitting a CIP Project List to Council for consideration. He also reviewed how sales tax

has affected the Town and some history behind sales tax.

Mr. Showers explained the FY25 Budget process has pretty much ended. He suggests the Commission create a CIP Project Lists for consideration for FY26 Budget.

4. **Discussion and review regarding parks and recreation CIP and Parks and Recreation Budget update.** (Staff Resource Michael Marshall)
Finance Director Mike Showers went over shared expenses. Chair Grondin asked Mr. Showers if the Commission could move line items? Mr. Showers said the Commission could request the Council to move the line items, but the Commission could not move line items themselves.
6. **Discussion regarding the Town Council Strategic Plan and development of the Parks and Recreation Commission Strategic Plan.** (Staff Resource Michael Marshall)
Parks & Recreation Manager Michael Marshall went through the handouts regarding the Town Council Strategic Plan and the Parks and Recreation Commission Strategic Plan. He pointed out highlighted sections and the planning calendar. He hopes to approve the planning calendar at the May 6th meeting.
7. **Adjournment:** 5:31 p.m.

Chairman Dave Grondin

Parks & Rec Manager Mike Marshall

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Work Session held the 1st day of April 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 1st day of April 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, APRIL 1, 2024
5:30 PM

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

1. Call to Order

Chairman Dave Grondin called the meeting to order at 5:32 p.m.

2. Roll Call

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

Also Present

Parks & Recreation Manager Michael Marshall, Acting Town Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Duncan led the Pledge.

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

a) Approval of Minutes:

- 1) **Work Session – March 4, 2024, at 4:30 p.m.**
- 2) **Regular Session – March 4, 2024, at 5:30 p.m.**

b) Set Next Meeting Date and Time:

- 1) **Monday, May 6, 2024, Work Session 4:30 p.m.**
- 2) **Monday, May 6, 2024, Regular Session 5:30 p.m.**

Motion was made by Commissioner Faulkner to accept the consent agenda as presented. Second was made by Commissioner Hughes.

Roll Call:

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

Motion Passed 6-0.

5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff

to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No public comments.

6. Discussion, consideration, review and possible recommendation regarding parks and recreation CIP and Parks and Recreation Budget update. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall reviewed the projects. He said Commissioners should decide the priority of the top projects.

Commissioner Smith asked about the pool filtration system being pushed to FY26. Mr. Marshall confirmed that is what is planned.

Commissioner Smith asked if Mr. Marshall's *recommended projects* would be:

1. Resurfacing Butler Park Tennis Courts,
2. Parks and Recreation Master Planning,
3. Playground Fall Material (for the existing playgrounds),
4. Replacement of Town Community Playground Equipment (at the town complex).

Motion was made by Commissioner Smith these four items:

1. Resurfacing Butler Park Tennis Courts,
2. Parks and Recreation Master Planning,
3. Playground Fall Material (for the existing playgrounds),
4. Replacement of Town Community Playground Equipment (at the town complex)

be designated as priority items to be presented to Council for FY25. Second was made by Commissioner Faulkner.

Roll Call:

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

Motion Passed 6-0.

7. Discussion, consideration, review and possible recommendation regarding P&R Commission public survey questions. (Staff Resource Michael Marshall)

Mike Marshall read the survey questions from the Work Session.

1. Which is your preferred method of finding out about upcoming events and programs? Do you have other ideas on ways we could market to inform the public?
2. What types of **year-round programs** would you like provided for all ages?
3. What types of **special events** would you like provided for all ages?

Motion was made by Commissioner Faulkner to have staff with editing leeway, to formalize our questions 1-3 as previously stated. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye
Commissioner Smith: Aye
Commissioner Faulkner: Aye

Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Absent
Chairman Grondin: Aye

Motion Passed 6-0.

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

Commissioner Faulkner attended Pecan and Wine Festival.

Commissioner Hughes also attended the Pecan and Wine Festival. She and her son used the Disc Golf Course and said it was fun.

Chairman Grondin attended the Pecan and Wine Festival.

Commissioner Duncan- invited everyone to the Verde Lakes Spring Fest Event on April 20th from 10am-4pm.

Vice Chair Morris- invited everyone to the "Meet and Greet" for candidates for the Town Manager position on Thursday.

9. Discussion and direction to staff on topics for future Agenda Items. (Staff Resource: Michael Marshall)

- Planning Calendar to be discussed during the next work session then approved during the next regular meeting.

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

Parks & Recreation Manager Michael Marshall

- Handed out the March Staff Report
- Gave a verbal report on the Pecan & Wine Festival.
- Gave a report on the Grasshopper Basketball Games.
- Gave a report on the pool. It will be closed for maintenance on Monday's instead of Fridays.

11. Adjournment:

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

Roll Call:

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

Motion Passed 6-0.

Meeting was adjourned at 6:28 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 1st day of April 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 1st day of April 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT

DRAFT MINUTES
WORK SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, MAY 6, 2024
4:30 PM

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

1. Call to Order

Chairman Dave Grondin called the meeting to order at 4:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris, Commissioner Wayne Smith, Commissioner Glenda Duncan, Commissioner Jeffrey Noonan (arrived at 4:51pm) and Commissioner Mary Hughes were present. Commissioner Candra Faulkner is absent.

Also Present

Parks & Recreation Manager Michael Marshall, Rec Leader Sarah Woodson, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Vice Chair Jerry Morris led the Pledge.

4. Discussion, review, and update on the current Special Event Review Process. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Michael Marshall explained this process. Commissioners should review this process and decide if there is any additional information that should be included. Mr. Marshall would like it finalized by July 1st.

5. Discussion and review regarding the Parks & Recreation Commission Strategic Plan Action Steps Planning Calendar. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall reviewed the calendar. Commissioners should discuss this calendar and then approve it in the regular meeting. The Parks and Recreation Commission's role is to bring proposals for major events to the Council.

6. Discussion and review of the Parks & Recreation Community Engagement information. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall said the intent is to get the Commission to look at plan and become familiar with it. If the Commission adopts the plan, it will be finalized in 2025. This is a joint document with the library. Commission reviewed Community Engagement events. Commissioners discussed which events produce income and also discussed fees associated with the programs. Vice Chair Morris would like to see the fee schedule. Mr. Marshall explained fees are determined by the Council and went over which groups/events have fees associated with them. Chairman Grondin stated he doesn't know how the town will be able to put on more income producing events. Vice Chair Morris agreed and said the Commission can't increase events if there isn't a budget.

7. Discussion and introduction of the Scope of Work/Table of Contents—definitions for the Parks & Recreation Master Plan. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall explained an RFP was created in 2009. A new one needs to be created. Some things are done and some not. Mr. Marshall said this is a good starting point for edits and he wants to make sure some of these are incorporated into the revised plan. Look at

the objectives and explain how they will be handled. Chair Grondin would like to add management and maintenance of existing facilities. Mr. Marshall pointed out that looking at the *scope of work* is a good starting point, have them make edits and bring back. He suggested using the current Vision Statement. Mr. Marshall reviewed the samples from different towns.

8. Adjournment: 5:22 p.m.

Chairman Dave Grondin

Parks & Rec Manager Mike Marshall

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Work Session held the 6th day of May 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of May 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, MAY 6, 2024
5:30 PM

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

1. Call to Order

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

2. Roll Call

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

Also Present

Parks & Recreation Manager Michael Marshall, Rec Leader Sarah Woodson and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Chairman Grondin led the Pledge.

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

a) Approval of Minutes:

1) **Work Session – April 1, 2024, at 4:30 p.m.**

2) **Regular Session – April 1, 2024, at 5:30 p.m.**

b) Set Next Meeting Date and Time:

1) **Monday, June 3, 2024, Regular Session 5:30 p.m.**

Chairman Grondin tabled the approval of the minutes due to minutes not being included in the packet for review. **Motion** was made by Vice Chair Morris to accept the next meeting date & time. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 6-0.

5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff

to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No public comments.

6. Discussion, consideration, review and possible recommendation regarding P&R Commission Quarterly Report. (Staff Resource Michael Marshall)

Chairman Dave Grondin & Vice Chair Jerry Morris will put together the report and attend the Council meeting to present the report.

7. Discussion, update, and review of parks and recreation CIP and Parks and Recreation Budget changes. (Staff Resource: Michael Marshall) Parks and Recreation Manager Michael Marshall explained he had to make recommendations as to what to cut from the budget. This report summarizes what was changed. Vice Chair Morris wants to see the Facilities Maintenance budget. Commissioners agreed that the statement to increase events is not going to be possible due to the lack of budget and staff.

8. Discussion of the current Town General Plan, specifically the Recreation Section. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Mike Marshall said this item is for informational purposes only. Mr. Marshall explained part of the General Plan includes a section: "Open Spaces and Recreation". This section will be redone in 2026 by the Community Development Department. The Parks and Recreation Department and Parks and Recreation Commission will be involved in the recreation segment of it. Mr. Marshall went over the updates to the chart.

9. Discussion and update on the Sports Complex Concession/Restroom building. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Mike Marshall explained Council has approved a prefab type of building for the Concession/Restroom and to stay within a \$700-\$750,000 budget. They will be going out to bid and then Council will decide who to award it to. Mr. Smith asked if there is a plan to add an additional restroom facility. Mr. Marshall said yes.

10. Discussion, consideration, review, and possible recommendation regarding the Parks & Recreation Commission Strategic Plan Action Steps Planning Calendar. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Mike Marshall said the Commission can make amendments or recommend as is. **Motion** was made by Commissioner Hughes to accept the calendar as presented. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 6-0.

11. Discussion and update on the Butler Scoreboard for Camp Verde Youth Football. (Staff Resource: Michale Marshall)

Parks and Recreation Manager Mike Marshall showed a picture of the scoreboard that has been ordered. Staff hope to have it installed in late June or July to be used in August.

12. Discussion and update on the USTA Grant information. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Mike Marshall explained there are no grants available to resurface a single court, you have to have at least two courts. Staff is looking at other avenues.

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

Chairman Grondin attended the Circus and was a Guest Ringmaster.

Commissioner Duncan- Verde Lakes held their Spring Fest April 20th. She passed on a comment from a vendor who attended Spring Fest. People who go to the smaller events might not be able to attend bigger events due to the cost of each booth. Possibly look at incorporating smaller events to be able to include the smaller/local vendors.

Chairman Grondin would like to move Item 15 before Item 14

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

Parks & Recreation Manager Michael Marshall

- Gave an overview of the cost of having the Circus in town. They are now booked for April 2026
- Volunteer Appreciation Lunch
- Working on seasonal workers and finding summer camp staff.
- Gave Little League overview of the season.
- Shawna Figy is working the accreditation process.

14. Discussion and direction to staff on topics for future Agenda Items. (Staff Resource: Michael Marshall)

- A presentation from Shawna on the Accreditation Process.
- Budget Update
- Information on bike lane markings on Cliff Castle Parkway.
- Pre-Event Review of Corn Fest and events.

11. Adjournment:

Motion was made by Commissioner Hughes to adjourn the meeting. Second was made by Vice Chair Morris.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 6-0.

Meeting was adjourned at 6:49 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 6th day of May 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of May 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT

Town of Camp Verde FY25 Proposed Fee Schedule

	2023-24	2024-25
	Approved 8/2/2023, Effective 9/1/23	Department Proposed Changes
Copy/Duplication Fees (All Departments Except Municipal Court)		
Duplication Rates		
Black & White (8.5 x 11 or 11 x 17)	\$0.15	
Color (8.5 x 11 or 11 x 17)	\$0.65	
Large Format (greater than 11 x 17) per page	\$5.00	
Recordings on CD (from Clerk's office only)	\$5.00	
Jump Drive (for copying records request or other large files)	\$10.00	
Public Records Request (per page)	\$1.00	
Public Records Electronic Request	No Charge	
Commercial Public Records Request	\$45 per hour - \$100 minimum charge	
Clerk's Office		
Notary Fees		
	No Charge	
Publicity Pamphlet		
	\$200.00	
Business License Fees		
Business License Fee/Inspection/Setup Fee	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event	
Renewal of Existing Current Business License		
Business License Fee (annual)	\$25.00	
Name/Address Change in Addition to Annual Fee	No Charge	
Liquor License Permits		
Application/Posting/Inspection Fee	\$250.00	
Business License (annually) + the following:		
Series 01 through 14 and Series 16 & 17	\$50.00	
One-time Special Event Permit	\$50.00	
Temporary Extension of Premise	\$25.00	
Permanent Extension of Premise	\$50.00	

Public Works

Site Plan Review	\$225.00 per applicable sheet (1st & 2nd Reviews)	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews; \$150 for each subsequent review)	
Construction Plans and Grading Plans (Civil grading and drainage,	\$225 per applicable sheet (includes first 2 reviews; \$250.00 for each subsequent review)	
As Built Plan Review	\$91.00	
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews; \$150 for each subsequent review)	
Right of Way:		
Encroachment permit	\$291.00	
Right of Way Permits (excluding utility companies)	\$50.00	
After the Fact Right of Way Permit	\$100.00	
Miscellaneous Plan Review:		
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal)Plan revision reviews	\$100.00 per applicable sheet	
Any Additional inspections	\$50.00 per inspection	
Public Improvement Construction Inspection	\$225.00	
Signs:		
New Private Road Street Signs (per sign). Includes installation.	\$120.00	
Adopt-a-road Street Signs (per sign), includes installation.	\$150.00	

Finance Department

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

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

Library

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

Marshal's Office

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

Parks & Recreation

Heritage Pool Fees	
Adults (18 & over):	
Per Visit	\$3.00
10 Visits	\$25.00
Season Pass	\$80.00

Children:		
Per Visit		\$2.00
10 Visits		\$16.00
Season		\$60.00
Family Pass (Immediate Family Only)		
10 Visits		\$40.00
Season - open swim & Family nights only		\$150.00
Swim Lessons		
Swim Lessons (30 minutes) two week session 4 days a week		\$25.00
Pool Rental Fee		
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards		\$90.00
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards		\$110.00
Private picnic area - when pool is open		\$20/hr
Reservation Fee		\$100.00
Pool Specialty Classes		
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.		25% / 75%
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.		20% / 80%
Parks & Recreation Facility Fees - General		
<p>Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event.</p> <p>Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner.</p> <p>Class C - Profit making individuals, groups or organizations.</p> <p>Class D - Groups meeting ARS 9-500.14 definition about election or policy positions</p>		
Deposits		
Key Deposit (all classes) (per key)		\$110.00
Key Card Deposit (all classes) (per key card)		\$40.00
Banner Pole Fee		
Class A		No Charge
Class B		\$25.00
Class C & D		Not Allowed
Gym Tables		
Class A		No Charge
Class B, C & D first 30 tables		No Charge - Included with Fee
Class B, C & D over 30 tables		\$5.00 per table over 30

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

Class C	\$60.00 per hour or \$240.00 per day per field
Class D	\$60.00 per hour per field
Restroom Fee - Class A & B	No Charge - Included w/ field
Restroom Fee - Class C & D	\$50.00 per day
Damage deposit	\$300.00 per field
Concession Stand - Sports Complex	
Class A up to 4 hours	No Charge
Class A over 4 hours	\$20.00 per day
Class B	\$40 per 4hr block or \$80 per day
Class C	\$80 per 4hr block or \$160 per day
Class D	\$20/hour w/ min \$80
Damage/Cleaning Deposit	\$200.00
Gym Fees	
Class A - less than 100 attending	No Charge
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150
Class B (per hour-2hr min/per day)	\$50 / \$300
Class C (per hour-2hr min/per day)	\$100 / \$500
Class D (per hour-2hr min)	\$100/hour
Cleaning/Damage Deposit - All Classes	\$500.00
Gym Floor Preparation Fee	
All Classes	\$75.00
Park Ramada, Gazebo or Town Ramada Fee	
Class A	No Charge
Class B	No Charge
Class C	\$75.00
Class D	\$15 per hour w/ min \$75
Kitchen Fee	
Class A	No Charge
Class B -4 Hour	\$25.00
Class B (per day)	\$75.00
Class C - 4 Hour	\$50.00
Class C (per day)	\$100.00
Class D	\$15 per hour w/ min \$100
Kitchen cleaning fee (if dirty after use)	\$50.00

Community Development

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

Time Extensions	\$325.00
Community Facilities District	As determined by the Town Manager
Planned Area Development (PAD)	
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee
Minor Amendment	\$500.00
Use Permits	
Open Space Uses	\$1,840 plus Fire Marshall Review Fee
Residential Uses	\$1,840 plus Fire Marshall Review Fee
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces
Each additional space over 100 spaces	Plus \$13 each additional space
RV Parks	\$1,840 plus Fire Marshall Review Fee
Cost per space up to 100 spaces	\$17.00
Each additional space over 100 spaces	\$13.00
Mining (5 acres or less)	\$1,080.00
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres
Each additional acre over 50 acres	Plus \$13 / additional acre
Continuance of Hearing	
Before Advertising (Applicants Request)	\$165.00
After Advertising (Applicants Request)	\$325.00
Sign Permits	
Zoning Clearance	\$110.00
Building Review	\$65.00
Illuminated	\$80
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.
Flags / Banners	No Fee
A Frame Sign	No Fee
Mural	\$55.00
Miscellaneous	
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee
Street Name Change (Citizen Initiated)	\$540.00
Underground Utilities Exemption	\$215.00

Wireless Communication		
Administrative Review		\$540.00
Applications requiring Special UP towers less than 99'		\$1,945.00
Towers 100 to 199'		\$2,270.00
Towers 200' and above		\$2,920.00
Zoning Clearance for Building Permits		
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)		\$190.00
		\$90.00
Residential remodel \ Accessory structure	Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
Zoning Clearance for Building Permits (Cont'd)		
		\$110.00
Commercial Remodel \ Accessory structure	Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
New Commercial (includes Factory-Built/Modular Buildings)		\$325.00
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee	
<p>THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.</p>		
GRADING PERMIT FEES		
50 Cubic Yards or Less		\$62.00
51 to 100 Cubic Yards		\$83.00
101 to 1,000 Cubic Yards		\$105.00
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards	
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards	
BUILDING PERMIT FEES		
Total Valuation		

NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.		
\$1.00 TO \$500.00		\$47.00
\$501.00 TO \$2,000.00		\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof
\$2001.00 to \$25,000.00		\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof
\$25,001 to \$50,000.00		\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof
\$50,001.00 to \$100,000.00		\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00		\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00		\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof
\$1,000,001.00 and up		\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof
Other Building Fees		
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee	
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*	
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection	
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00	
Building Plan Review Fee	65% of Bldg Permit Fee	
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee	
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00	
Other Building Fees (Cont'd)		
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*	
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00	
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**	
Building Permit Application Extension Fee (One Time Extension)	\$25.00	

Building Permit Extension Fee (One Time Extension)	\$25.00	
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00	
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00	
NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.		
Deposits For Building Permit Applications		
Commercial Projects	Equal To Building Plan Review Fees Plus Engineer Plan Review Fees Plus Fire Plan Review Fees Plus Sanitary Plan Review Fees Plus Zoning Clearance Fees	
New Single/Multi-Family Residence	\$250.00	
Residential Projects Less Than \$5,000.00	\$25.00	
Residential Projects \$5,000.01 to \$10,000.00	\$80.00	
Residential Projects \$10,000.01 to \$25,000.00	\$100.00	
Residential Projects \$25,000.00 or More	\$250.00	
NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.		
Refunds		
Building Plan Review Fees (Once Plan Review Has Begun)	No refund	
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit	
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater	
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.	
Valuation Data		
Residential (New Single and Multi-FamilyResidences, Excludes Moblie/Manufactured Homes)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00	
Shade/Mare Motel (per sq ft)**	\$13.00	
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00	
Carport (per sq ft)**	\$19.00	

Gazebo/Ramada (per sq ft)**		\$21.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**		\$8.00
Stairs (per sq ft) (regardless of square footage)		\$11.00
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**		\$21.00
Storage Building (Shed) (per sq ft)**		\$24.00
Carport (per sq ft)**		\$19.00
Balcony (per sq ft)**		\$21.00
Covered Patio at Grade Level (per sq ft)**		\$21.00
Covered Deck Elevated (per sq ft)**		\$21.00
Open Deck Elevated (per sq ft)**		\$21.00
Screened Porch Under Existing Roof Cover (per sq ft)**		\$10.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**		\$8.00
Stairs (per sq ft)		\$11.00
Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		
Commercial (New Building)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Accessory Buildings/Structures (New)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Alteration/Remodel Of Existing Structure (Tenant Improvements)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Demolition of Any Existing Structure (Residential or Commercial)		
Up To Two (2) Structures On Same Assessor's Parcel Number		\$90.00
More Than Two (2) Structures On Same Assessor's Parcel Number		\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter
Fireplace/Free Standing Stove/Inserts (Other than New Construction)		
Concrete or Masonry		\$415.00 (Includes Plan Review)
Pre-Fabricated Metal (Free standing/Inserts Pellet, Wood, Gas or Electric)		\$155.00 (Includes Plan Review)
Block/Retaining Wall		
(Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans)		(Length x Height = Sq Footage)

Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00	
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00	
Roof Structure Replacement (includes trusses, rafters, sheeting and roofing material)	Applicant's Valuation OR \$16.00 a Sq.Ft. Whichever Is Greater	
Shell Building	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
<p>Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</p>		
Swimming Pool/Spas		
In Ground Pool (Includes Utilities)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater	
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater	
On/Above Ground Pool (Pre-fabricated, Flat Fee) * Plus Any Utilities Installed	\$165.00	
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00	
Above Ground Water Tank (Over 5,000 Gallons)		
A. Residential	\$105.00	
B. Commercial	\$540.00	
UTILITIES/EQUIPMENT		
New Construction or Addition		
Plumbing (per sq. ft)	\$4.50	
Electrical (per sq. ft)	\$3.50	
Mechanical (per sq. ft)	\$3.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater	
Residential Over the Counter Permits		
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	

Residential Over the Counter Permits (Cont'd)	
Combo (Any Combination Of The Above)	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)
Solar Installation, Wind Turbines, Generators	
Residential	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater. Plus Building, Zoning & Fire Marshal Plan Review Fees.
Commercial	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.
MISCELLANEOUS EQUIPMENT	
Fire Alarm	
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.
Kitchen Type I or II Hood System	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees
Fire Suppression	
Commercial	Applicants valuation or \$2.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$2.00 a sq. ft. Whichever is greater plus Fire Marshal Fees.
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.
Tower New Installation	
Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees
\$6,001 or More	Applicant's Valuation OR \$205.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees
Co-Locate Existing Tower	
Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees
\$6,001 or More	Applicant's Valuation OR \$180.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees
Mobile / Manufactured Housing	

Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.	
NOTE: Designated Fees below (*) are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.		
*Residential Manufactured Home Set	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Manufactured Home - Plan Review	\$180.00	
*Residential Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Factory Built/modular - Plan Review	\$180.00	
*Commercial Factory Built/Modular Building	See OMH Fee Schedule (Includes Three (3) Inspections)	
Commercial Factory Built/Modular Building - Plan Review	\$180.00	

Wastewater Fees

Residential Connection Fees		
Single family residence		\$1,750.00
Multiple family residence		\$1,750.00 per residential unit
New Residential Subdivisions		\$1,750.00 per lot
Commercial Connection Fees		
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities		\$350.00 per room
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)		\$1,750.00 per room
Retail		\$.25 per square foot, \$1,750.00 minimum
Office		\$.50 per square foot, \$1,750.00 minimum
Restaurant, Bar		\$30.00 per seat
Warehouse, Manufacturing		\$.25 per square foot, \$1,750.00 minimum
Inspection Fees		
Single family residence		\$80.00
All other		\$100.00 per hour; 2 hour minimum
Monthly User Fees		
Single family residence, Apartments		As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit
Commercial		As of 1/1/24: \$5.35 per UPC discharge fixture unit As of 1/1/25: \$6.35 per UPC discharge fixture unit
All other		As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit
Other Fees		
Late Fee		\$5.00 or 1 1/2% of balance, whichever is greater
Account Transfer Fee		\$35.00
Availability Fee		\$50 per month
Return Check Fee		\$13.00
Reconnection Fee		\$1,750.00 plus actual costs incurred by Town
Annexation Fees		Actual cost incurred by Town
Plan Review Fees		Actual cost incurred by Town
Septage Fees		\$0.14 per gallon
Broken Hauler Station Card		Free if broken card returned, otherwise \$25.00
Lost Hauler Station Card		\$25.00
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).		\$0.01 per gallon

Water Fees

Monthly Usage Charge:		
5/8" x 3/4" Meter		As of 1/1/24: \$27.55 As of 1/1/25: \$31.95
1" Meter		As of 1/1/24: \$58.00 As of 1/1/25: \$67.30
1 1/2" Meter	As of 1/1/24: \$2.90	As of 1/1/25: \$2.90
2" Meter		As of 1/1/24: \$203.00 As of 1/1/25: \$235.50
3" Meter		As of 1/1/24: \$214.60 As of 1/1/25: \$248.95
4" Meter		As of 1/1/24: \$261.00 As of 1/1/25: \$302.75
6" Meter		As of 1/1/24: \$406.00 As of 1/1/25: \$470.95
8" Meter		As of 1/1/24: \$696.00 As of 1/1/25: \$807.35
Gallonge Charge Per 1000 gallons		
up to 5,000 gallons	As of 1/1/24: \$3.35	As of 1/1/25: \$3.90
5,001 to 10,000 gallons	As of 1/1/24: \$4.00	As of 1/1/25: \$4.65
10,000 to 50,000 gallons	As of 1/1/24: \$5.50	As of 1/1/25: \$6.40
50,001 gallons and above	As of 1/1/24: \$7.00	As of 1/1/25: \$8.10
standpipe		Remove???
Service Line and Meter Installation Charges:		
5/8"		\$600.00
1" Meter		\$700.00
1 1/2" Meter		\$850.00
2"Meter		\$1,305.00
3" Meter		Cost
4" Meter		Cost
6" Meter		Cost
8" Meter		Cost
Hydrants (Non-Refundable)		Cost

Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit	
Relocation of hydrant meter	\$100.00	
Service Charges:		
Establishment	\$50.00	
Establishment - After Hours	\$70.00	
Reconnection Fee	\$50.00	
Reconnection (After Hours)	\$70.00	
NSF Check	\$13.00	
Meter Reread (Waived if original incorrect)	\$10.00	
Meter Test (Waived if faulty)	\$100.00	
Reestablishment (within 12 months)	Minimum Tariff of non- usage months	
Deferred Payment (per month)	1.50%	
Late Payment Penalty (per month)	1.50%	
Moving Customer Meter (At customers request)	Cost	
Temporary Turn off	\$50.00	
Temporary Turn off (After Hours)	\$70.00	
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages	

Camp Verde Parks & Recreation

Current Annual Special Event Review & Improvement Process

Camp Verde Parks & Recreation has an ongoing review and improvement process for all our programs including Special Events. The following outlines our current practices focused on events.

During the event:

- P&R staff note potential improvements to this event and other events based on current specific conditions and experiences.
- P&R staff perform an onsite review of suggested potential improvements for this event and others to obtain real world feasibility information during an actual event.
- P&R staff interact with vendors, partners, attendees and volunteers about their ideas and impressions of current operations and potential improvements.
- Parks & Recreation Commission members are frequently present and various operational aspects of the event are discussed with them and feedback is provided by them about their impressions of potential operational improvements.

Post event:

- P&R Staff review experiences and information gained during the event as above and compile a list of suggested improvements for the next iteration of this event and/or other events. That list is placed in the planning file for the appropriate future events.
- P&R staff send survey questions to event vendors to obtain feedback.
 - o Questions may be general or specific to a potential change being considered.
 - o These results are reviewed and as appropriate the suggestions are added to the event improvement list.
- P&R staff provides event information after an event to the Parks & Recreation Commission at meetings and work sessions and members provide feedback and suggestions about event improvements.
- An event summary document is created which lists basic event details such as dates, attendance, vendor numbers, and non-profit support levels. Additional details about revenue, expenses, and staff impact are listed, with the goal of spotting trends, potential budget issues or areas of potential improvement.

Pre-event:

- During event planning, the event improvement list is reviewed to determine which improvements may be implemented.
 - o Implementation specifics and decisions are based on several areas including but not limited to physical feasibility, staff and volunteer capacity, financial resources, timeline required and experience with similar or related improvements which may have been implemented at other events since the list was initially compiled.
- P&R staff provides event information about upcoming events to the Parks & Recreation Commission at meetings and work sessions and members provide feedback and suggestions about potential event improvements.
- Event partners may approach P&R staff with ideas for changes or improvements which are evaluated as above.

Events that Engage the Community

In response to the Council Strategic goal to “Increase total number of Town-sponsored annual **community engagement events** by June 30, 2027” the following information is provided with two purposes in mind:

1. as a baseline demonstrating what Parks & Recreation and the Community Library are already doing to engage our community,
2. and, as a way of assessing where we may be able to collaborate more effectively to increase our efforts to engage the community through events, programs and activities

Town of Camp Verde Parks & Recreation Mission Statement

The Town of Camp Verde Parks and Recreation Division is dedicated to providing quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of our community.

Town of Camp Verde Community Library Mission Statement

At Camp Verde Community Library, we connect people of all ages and walks of life to the expanding world of information, ideas, and creative experiences through free and equitable access to library resources.

Where do the Library & Parks & Recreation missions coalesce?

Connecting people of all ages and walks of life through quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of our community.



Camp Verde Parks & Recreation and Library Community Events

Connecting people of all ages and walks of life through quality recreational, educational, cultural, fitness, social and environmental events that meet the diverse needs of our community.

Community Events fall into the following categories:

- ***Town Sponsored Community Events*** are planned, marketed, funded, and mainly operated by Parks & Recreation or the Library with the assistance from other Town staff including Maintenance and Streets. Partners, sponsors, or contract organizations may participate as well, using Town facilities.
- ***Town Partnered, Facilitated, or Supported Community Events*** are public events either using Town facilities or other public property and marketed in cooperation with other entities who are the primary lead on planning and operation. Some funding, operational and logistical support may be provided by Parks & Recreation, the Library, or other Town staff including Maintenance and Streets.
- ***Community Outreach Events*** are public events planned and operated by other Town Departments, local governments, or non-profit entities that Parks & Recreation or Library staff attend to support and/or to inform and promote our programs. Limited funding, operational, or logistical support may be provided by Parks & Recreation or the Library.
- ***Community Supported Events & Activities*** are public events that are planned and operated by non-profits or community groups to benefit individuals or groups. Some very limited operational or logistical support may be provided by Parks & Recreation, Maintenance or Streets.
- ***Community Programming*** involves programs offered throughout the year that are primarily in place to serve our local Camp Verde community. We have included annual participation numbers where possible.
- ***Community Groups Facility Use*** involves community groups using our facilities annually for a variety of activities. Most of these facility uses are free of charge as they are non-profits or partner groups. Many are weekly users, some daily. The numbers do not include our programming use.

EXHIBIT A SCOPE OF WORK

Camp Verde Parks, Recreation, Trails & Open Space Master Plan

Purpose Statement:

To create a document through community engagement to guide the parks, recreation, trails and open space planning, development, and operations for the Town of Camp Verde for the betterment of residents and visitors for the next ten years.

Vision Statement:

Camp Verde is welcoming; a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life. Opportunities, facilities and programs for parks, recreation, trails, and open spaces enhance that vision for our community members.

Mission Statement:

We serve by honoring our past and embracing our future utilizing the Focus Area of Recreation & Activities. Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

Town Interface:

The Town of Camp Verde will assign a Project Manager and create a Project Team to coordinate all interactions with the Consultant, provide all needed Town documents and support the public process.

Action Plan:

- Collect and analyze information on participation, needs, desires, operations, programming, and land use/leisure trends and create Level of Service options based on industry standards, guidelines, community input and best practices.
- Identify the current service needs gap between the amenities and services currently offered and the Community wants and needs; and the future gap based on projected future trends and growth.
- Tour and compile an inventory of existing Town-owned parkland, recreation facilities, programs, services in the service area, and provide design, green infrastructure, use demographics, benefits/cost and analytical analysis.
- Provide a recommended future parkland acquisition/development plan.

Elements to be investigated include the following:

- Condition and location of existing facilities and amenities.
- Develop standards of care similar to levels of service for operations, staffing, and maintenance.
- Provide a clear plan for development of programming direction based on standards and demands analysis.
- Identify opportunities for available funding and acquisition alternatives.
- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-term, mid-term, and long-term for the Sports Complex, Heritage Pool, parks system, open space, trails, and recreation programs and services.
- Develop an action plan for possible future land acquisitions, recreation facilities and park development based on growth and infill

Public Process:

The primary goal of the Camp Verde Parks, Recreation, Trails, and Open Space Master Plan is to create a roadmap that will guide the plans for 2026 – 2036. The Town seeks a comprehensive public involvement program. The program should include a multi-faceted process to reach all stakeholder institutions, and more specifically, to reach segments of the population that do not generally engage in civic dialogue. The objective is to provide meaningful, effective, early, and continuous public participation throughout the development of the 10-Year Master Plan process. Include descriptions of outreach methods, recommended frequency, and work products that will be generated detailing the results of those efforts.

The Consultant will be expected to provide regular briefings summarizing the metrics and results from on-going outreach efforts along with previewing upcoming planned activities. At the conclusion of this task, the Consultant will prepare a final summary of results and supplemental metrics. The public involvement process shall include the following:

- Meet with the Town's Economic Development, **Planning and Zoning** and Parks and Recreation divisions early in the master plan process. Set up a website dedicated to the Parks and Recreation 10-Year Master Plan and determine the scope of website content management. Provide content to the Town Project Manager in a timely manner regarding project updates, announcements, etc.
- Identify, describe, and implement a comprehensive strategy and methodology for resident and service population involvement in this Master Plan process.
- Ensure that residents, user groups, associations and other stakeholders are provided with an opportunity to participate in the development of this plan.
- Conduct public community meetings, focus groups (participants to be determined) and individual stakeholder interviews including meeting with the Town's boards and commissions. Act as professional facilitators to gather specific information regarding services, use, preferences and any agency strengths, weaknesses, opportunities, and threats (number of community meetings TBD).
- Formulate a **Technical Advisory Committee** comprised of Parks and Recreation professionals with a knowledge and understanding of master planning development.
- Formulate a Community Planning Committee comprised of a diverse group of Parks and Recreation stakeholders.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public processes and communications strategies.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making.
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.
- Identify potential funding sources to support master plan recommendations.

Means and Methods:

- Examine the need for additional park land, pocket parks, upgraded park amenities, and other recreation facilities needed to better serve Camp Verde citizens.
- Provide an assessment of all Natural and Cultural resource sites within the Camp Verde park system and Town owned property.

- Provide a master site plan for each existing park property with an emphasis on parks in the major geographical areas of Camp Verde.
- Determine the appropriate balance needed between greenspace, high-desert landscape, and water conservation.
- Evaluate the potential connectivity of Camp Verde's Park system to neighborhood trails utilizing utilities easements, National Forest Service trails, and State Parks land.
- Provide an assessment of current sport field inventory and analyze the need for future sport field development.
- Examine the current **Land Development Code** and recommend revisions to include providing and exploring revenue options for open space conservation and parks development. Researching this information will be accomplished by working with the Town's **Planning & Zoning Department**.
- Provide an assessment of accessible / adaptive recreation facilities.
- Identify recreation programming trends.
- Provide an assessment and analysis of the Recreation Division's current level of recreation programs and services, and identify gaps in program services.
- Provide an analysis of the best possible providers for programs and services.
- Provide recommendations for enhancing possibilities for collaborative partnerships where appropriate.
- Explore opportunities for expansion of services, programs and amenities at City-owned properties or other available space.
- Examine technological needs for the department including how the Town Maintenance Division can more effectively maintain park properties and overall maintenance efficiencies. In addition, review the efficiency of the assets management system and overall effectiveness of current maintenance practices facilities and parks.
- Provide a future capital prioritization list based on public input, future trends, and economic opportunity.

Deliverables

Provide a 3-to-5 year strategic plan of recommended actions required to successfully deliver parks and recreation facilities and services to the Camp Verde community.

Coordination of Planning Documents and work with the following relevant documents

- Town of Camp Verde 2016 General Plan
- Camp Verde Parks & Recreation Five Year Plan 2009-2014
- Town of Camp Verde Urban Upland Trail Plan 2020
- Town of Camp Verde River Recreation Master Plan 2016
- Camp Verde Council Strategic Plan FY25 – FY30
- **Verde River Connections (A Comprehensive & Strategic Recreation Action Plan for Yavapai County and the Verde Front)**
- **Prescott National Forest Verde Trails & Access Plan, Verde Recreation Plan 2020, Land and Resource Management Plan**
- **Coconino National Forest and Land and Resource Management Plan**

Community Needs Assessment

- The consultant shall complete a park and recreation needs assessment to determine citizen interest, need and satisfaction for all facilities, programs, maintenance, and services.

Park Facility Analysis and Site Plan Development

- Consultant will provide an evaluation of existing park properties.

- Provide a Town-wide statistically valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. Analyze the raw data to develop a baseline to determine needs, desires and willingness to pay.

Demographic Trends

- Review and interpret demographic trends and characteristics of the Town.
- Review, interpret and identify specific growth areas.
- Assess where the Town is underserving the community in parks, recreation, trails and open space.

Existing and Future Facilities-Analysis of Level of Service

- Compile an inventory and assessment of the existing parks, trails, preserves, open space, and recreation facilities. Explore the GIS inventory methods that can be imported into **Cartegraph** and analyzed with ESRI tools. This assessment will include a comparative analysis to communities of similar size and regional density and use nationally accepted standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort, and convenience. Each amenity should be evaluated regarding its service from both a resident and visitor perspective. Evaluation criteria should be based on the expressed values of the community through collective outreach measures. Consideration should be given to any significant land-use changes **since 2010**, the City's asset management approach to facilities and parks and the park improvements. The analysis also will include identification of best possible providers of community and recreation services and recommendations enhancing possibilities for partnerships where appropriate.

Comparative Performance Measurement and Benchmarking of Parks and Recreation Services;

- The consultant shall compare the Town of Camp Verde resources that include open space, trails, facilities, parks, programs, services, maintenance, revenue, expenses, capital funding, uses of staff levels to cities and towns known for best practices that have similar size, composition, and demographics, as well as communities in the region.
- Evaluation tools such as Town standards, community demand, and professional standards such as National Recreation and Park Association resources or comparative data.
- Service area criteria and number of residents served.
- A comprehensive overview of existing facilities and services based on a **GIS program**. Utilize IT Services staff for existing GIS parks and trails mapping programs.

Progress Reporting

The Consultant and the Town's Project Manager shall hold progress meetings as often as necessary, but in no case less than twice per month with one in-person meeting until the final plan is approved by the Town Council. The Consultant shall supply the Project Manager with at least one copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Development of Final Plan and Supporting Materials

The 10-Year Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for parks, recreation, trails, and open space future 2026 – 2036.

- One-on-one interviews will be required with Mayor and Council, Town Manager, **Planning Commission**, Parks and Recreation Commission, key Developers in community, business owners and various recreation stakeholders. Recreation stakeholders can be summarized as youth sports and activity boards, hiking and cycling clubs, along with senior clubs and organizations, and civic support organizations.
- A summary of existing conditions, inventories, and Level of Service analysis.
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- A financial plan.
- A minimum of two meetings with the Town Council, one at the time of the presentation of the draft 10-Year Master Plan and one at the adoption of the final 10-Year Master Plan.
- Meetings with the Parks and Recreation staff as well as other key Town departments including but not limited to Town Manager’s Office, **Planning & Zoning**, Fire, Police, and Public Works as requested by Project Manager.
- Appropriate written material and graphics (maps, charts, etc.) to be used for public presentations, to include a current map and a final map plan outlining future park development opportunities.
- At least two Public Meetings (Forums) to garner community input and build consensus.
- A color version of the draft 10-Year Master Plan document consisting of an electronic copy in a PDF format, and a web res version.
- A color version of the final Master Plan document including the Executive Summary consisting of (5) printed and bound color copies and an electronic copy in a PDF format.

The Consultant shall review with the Town’s Project Manager all prepared information for the public meeting at least seven days prior to the scheduled meetings.

Items to be provided by the Town of Camp Verde

- Project Manager and team.
- Copies of all existing studies, plans, programs, maps and other data and access to all applicable records.
- Existing Capital Improvement Plan, General Plan, and other applicable documents.
- Assistance with on-going community meetings, public forums, and survey meetings including assisting with distributing surveys.

EXHIBIT A SCOPE OF WORK

~~City of Cottonwood Parks, Recreation, Trails, Open Space & Wayfinding Master Plan~~

Purpose Statement:

~~The City of Cottonwood provides, protects, nurtures and cares for its community of residents, businesses, visitors and supporters. We create and sustain the best quality of life for the people that are the fabric of our entire community.~~

Mission Statement:

~~Inspiring a vibrant community.~~

Vision Statement:

- ~~• The City of Cottonwood strives to maintain a uniquely desirable and sustainable community.~~
- ~~• We are unique because of our people, our grand natural resources, public amenities, leadership, diversity and home town atmosphere.~~
- ~~• We will continue to conserve, preserve and manage our precious resources, including the Verde River and its unique riparian habitat.~~
- ~~• We will enhance our position as the economic center for the Verde Valley, providing retail, medical, education, transportation, recreation and tourism.~~
- ~~• The City of Cottonwood provides leadership and solutions to ensure a prosperous community where a diversity of people and nature thrive.~~

Action Plan:

- Collect and analyze information on participation, needs, desires, operations, programming and land use/leisure trends and create Level of Service options based on industry standards, guidelines and best practices.
- Identify the current service needs gap between the amenities and services currently offered and the Community wants and needs; and, the future gap based on projected future trends and growth.
- Tour and compile an inventory of existing City-owned parkland, recreation facilities, programs, services in the service area, and provide design, green infrastructure, use demographics, benefits/cost and analytical analysis
- Provide a recommended future parkland acquisition/development and annexation plan.
- ~~• Provide a cost estimate for the size, type, and location of wayfinding signs.~~
- ~~• Provide detailed location information and justification on wayfinding signs for the entire City of Cottonwood including size and number of businesses to be accommodated.~~
- ~~• Provide site plans for current parks.~~

Elements to be investigated include the following:

- Condition and location of facilities and amenities
- ~~• Evaluate and make recommendations on placement of wayfinding signs in key locations on major roadways entering Cottonwood, and within the Old Town area. Provide detailed reasons for location selection and number of signs thought to be needed. Insure alignment works tangentially with the City's outlined multimodal transportation system as outlined within the General Plan.~~
- ~~• Incorporation of an ADA Transition Plan (www.ada.gov/regs2010)~~
- Develop standards of care similar to levels of service for operations, staffing, and maintenance.

- Provide a clear plan for development of programming direction based on standards and demands analysis.
- Identify opportunities for available funding and acquisition alternatives.
- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-term, mid-term, and long-term for the community recreation center, aquatic facility, parks system, open space, trails, and recreation programs and services.
- Develop an action plan for possible future land acquisitions, recreation center facilities and park development based on growth and infill.

Public Process:

The primary goal of the ~~Cottonwood's~~ Parks and Recreation 10-Year Master Plan is to create a roadmap that will guide the department from ~~2020 to 2030 and also provide clear direction to the City as a whole for wayfinding signage.~~ The City seeks a comprehensive public involvement program. The program should include a multi-faceted process to reach all stakeholder institutions, and more specifically, to reach segments of the population that do not generally engage in civic dialogue. The objective is to provide meaningful, effective, early and continuous public participation throughout the development of the 10-Year Master Plan process. Include descriptions of outreach methods, recommended frequency, and work products that will be generated detailing the results of those efforts.

The Consultant will be expected to provide regular briefings summarizing the metrics and results from on-going outreach efforts along with previewing upcoming planned activities. At the conclusion of this task, the Consultant will prepare a final summary of results and supplemental metrics. The public involvement process shall include the following:

- Meet with the City's Economic Development, Planning and Zoning and Parks and Recreation divisions early in the master plan process. Set up a website dedicated to the Parks and Recreation 10-Year Master Plan and determine the scope of website content management. Provide content to the marketing division in a timely manner regarding project updates, announcements, etc.
- Identify, describe and implement a comprehensive strategy and methodology for resident and service population involvement in this Master Plan process.
- Ensure that residents, user groups, associations and other stakeholders are provided an opportunity to participate in the development of this plan.
- Conduct public community meetings, focus groups (participants to be determined) and individual stakeholder interviews including meeting with the City's boards and commissions. Act as professional facilitators to gather specific information regarding services, use, preferences and any agency strengths, weaknesses, opportunities and threats (number of community meetings TBD).
- Formulate a Technical Advisory Committee comprised of Parks and Recreation professionals with a knowledge and understanding of master planning development.
- Formulate a Community Planning Committee comprised of a diverse group of Parks and Recreation stakeholders.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public process and communications strategies.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making.
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.
- Identify potential funding sources to support master plan recommendations.

Means and Methods:

- Examine the need for additional park land, pocket parks, upgraded park amenities, and other recreation facilities needed to better serve Cottonwood citizens.
- Provide an assessment of all Natural and Cultural resource sites within the ~~Cottonwood~~ park system and city-owned property, ~~with an emphasis on Riverfront Park.~~

- Provide a master site plan for each existing park property with an emphasis on parks in the major geographical areas of ~~Cottonwood~~ – Determine the appropriate balance needed between greenspace, high-desert landscape and water conservation.
- Evaluate the potential connectivity of Cottonwood’s park system to neighborhood trails utilizing utilities easements, National Forest Service trails, and State Parks land. In addition, explore the idea of a circle trail around the incorporated City limits ~~with the option to expand to encompass the Verde Villages.~~
- Provide an assessment of current sport field inventory and analyze the need for future sport field development.
- Examine the current Land Development Code and recommend revisions to include providing and exploring revenue options for open space conservation and parks development. Researching this information will be accomplished by working with the City’s Planning & Zoning Department.
- Provide an assessment of accessible / adaptive recreation facilities.
- Identify recreation programming trends.
- Provide an assessment and analysis of the Recreation Division’s current level of recreation programs and services, and identify gaps in program services.
- Provide an analysis of the best possible providers for programs and services.
- Provide recommendations for enhancing possibilities for collaborative partnerships where appropriate.
- Explore opportunities for expansion of services, programs and amenities at City-owned properties or other available space.
- Examine technological needs for the department including how the Parks Maintenance Division can more effectively maintain park properties and overall maintenance efficiencies. In addition, review the efficiency of the assets management system and overall effectiveness of current maintenance practices facilities and parks.
- ~~Provide conceptual designs for signage and monument signage outlined within the defined Wayfinding Plan.~~
- Provide a future capital prioritization list based on public input, future trends, and economic opportunity.

Deliverables

Provide a 3-to-5 year strategic plan of recommended actions required to successfully deliver parks and recreation facilities and services to the Cottonwood community.

Coordination of Planning Documents and work with the following relevant documents

- ~~City of Cottonwood~~ 2025 General Plan was approved by public vote on November 4, 2014 and adopted by the Cottonwood City Council on June 3, 2015.
- ~~City of Cottonwood Trails~~ Master Plan (July 19, 2016)
- ~~City of Cottonwood~~ Strategic Plan 2019-2020
- Verde River Connections (A Comprehensive & Strategic Recreation Action Plan for Yavapai County and the Verde Front)
- Prescott National Forest Verde Trails & Access Plan, Verde Recreation Plan 2020, Land and Resource Management Plan
- Coconino National Forest and Land and Resource Management Plan

Community Needs Assessment

- The consultant shall complete a park and recreation needs assessment to determine citizen interest, need and satisfaction for all facilities, programs, maintenance and services.

Park Facility Analysis and Site Plan Development

- Consultant will provide an evaluation of existing park properties.

Statistically Valid Survey

- Provide a City-wide statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. Analyze the raw data to develop a baseline to determine needs, desires and willingness to pay.

Demographic Trends

- Review and interpret demographic trends and characteristics of the City. Review, interpret and identify specific growth areas. Assess where the City is underserving the community.

Existing and Future Facilities-Analysis of Level of Service

- Compile an inventory and assessment of the existing parks, trails, preserves, open space and facilities. Explore the GIS inventory methods that can be imported into Cartegraph and analyzed with ESRI tools. This assessment will include a comparative analysis to communities of similar size and regional density and use nationally accepted standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Each amenity should be evaluated regarding its service from both a resident and visitor perspective. Evaluation criteria should be based on the expressed values of the community through collective outreach measures. Consideration should be given to any significant land-use changes since 2010, the City's asset management approach to facilities and parks and the park improvements. The analysis also will include identification of best possible providers of community and recreation services and recommendations enhancing possibilities for partnerships where appropriate.

Comparative Performance Measurement and Benchmarking of Parks and Recreation Services;

- The consultant shall compare the ~~City of Cottonwood's~~ resources that include open space, trails, facilities, parks, programs, services, maintenance, revenue, expenses, capital funding, uses of staff levels to cities known for best practices that have similar size, composition, and demographics, as well as communities in the region.
- Evaluation tools such as city standards, community demand, and professional standards such as National Recreation and Park Association resources or comparative data.
- Service area criteria and number of residence served.
- A comprehensive overview of existing facilities and services based on a GIS program. Utilize ~~City of Cottonwood~~ IT Services staff for existing GIS parks and trails mapping programs.

Progress Reporting

The Consultant and the City's Project Manager shall hold progress meetings as often as necessary, but in no case less than twice per month with one in-person meeting until the final plan is approved by the City Council. The Consultant shall supply the Project Manager with at least one copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Development of Final Plan and Supporting Materials

The 10-Year Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Parks and Recreation department’s future 2020 – 2030.

- One-on-one interviews will be required with Mayor and Council, City Manager, Planning Commission, Parks and Recreation Commission, key Developers in community, business owners and various recreation stakeholders. Recreation stakeholders can be summarized as youth leadership boards, hiking and cycling clubs, along with senior clubs and organizations.
- A summary of existing conditions, inventories and Level of Service analysis.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
- A financial plan.
- A minimum of two meetings with the City Council, one at the time of the presentation of the draft 10-Year Master Plan and one at the adoption of the final 10-Year Master Plan.
- Meetings with the Parks and Recreation staff as well as other key City departments including but not limited to City Manager’s Office, Planning & Zoning, Fire, Police, and Public Works as requested to Project Manager.
- Appropriate written material and graphics (maps, charts, etc.) to be used for public presentations, to include a current map and a final map plan outlining future park development opportunities.
- At least two Public Meetings (Forums) to garner community input and build consensus.
- A color version of the draft 10-Year Master Plan document consisting of an electronic copy in a PDF format, and a web res version.
- A color version of the final Master Plan document including the Executive Summary consisting of (5) printed and bound color copies and an electronic copy in a PDF format.

The Consultant shall review with the City’s Project Manager all prepared information for the public meeting at least seven days prior to the scheduled meetings.

Items to be provided by the ~~City of Cottonwood~~

- Project team.
- Copies of all existing studies, plans, programs, maps and other data and access to all applicable records.
- Capital improvement plan and General Plan document.
- Assistance with on-going community meetings, public forums and assistance with surveys meetings assisting with surveys.

8
hand out @ meeting
5-15-24

PnR Commission Report

1stQtr 2024

1) The commission has participated in 3 regular sessions 2 work sessions. Individual commission members have attended various events such as the touch a truck and pecan festival. We have elected myself as chair and Mr Jerry Morris as vice chair

A) We have established our 2nd phase of survey questions, with the help of staff, for public input during 2024 and hopefully use the results in guiding our future plans.

B) We have broadened our role for the PnR commission at special events such as those mentioned above. We now share space with the PnR division under 'dueling' shade tents. Our participation of these events help us to better understand what it takes to manage the event and as well allow us the opportunity to engage the participants and gather feedback.

2) Numerous agenda items have been heard regarding discussion of and participation in PnR Div budgets and CIP items relative to PnR. We have met with the Finance and Public Works directors to help us become better educated in the budget process.

A) Within that budget knowledge we have concerns that the PnR div is basically overworked and understaffed. In the 1st qtr alone staff has racked up 295 hours above regular work hours. All related to the management and oversight of the 42 events and activities the division had scheduled. Staff has not complained, due to the desire to deliver quality programs.

B) The Commission has a real concern that coming budget cuts will have an adverse impact on the completion of CIP projects currently in the works, and as well have an adverse affect on staffing issues.

3) Near future issues and goals facing the PnR commission:

A) Quantify funding sources and options available for the PnR division

B) Development of the 5 year master plan and budget allotment of same.

C) Reevaluation of the current event calendar to look at whether it's the value of quality over quantity.

Thank you for the opportunity to be of service to the council and community at large.

Dave Grondin

Jerry Morris

05/15/24