



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 16, 2020 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/88057471644?pwd=YktKb0J0ZStLbnFmMVR5cENnQnM3UT09>

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Session – November 10, 2020 Page 5
 - 2) Regular Session – December 2, 2020 Page 9
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Meeting – Wednesday January 6, 2021 at 6:30 p.m.
 - 2) Regular Meeting – Wednesday January 20, 2021 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
6. **Special Announcements and Presentations** Page 19
 - Presentation of Staff Recognitions-1-year, 5-year, 10-year, 15-year, 20-year

7. **Public Hearing and Possible Approval of Liquor License Application #123949 for John Samson Teah, Magic Wok located at 348 S Main Street #10. This is a class 12-Restaurant application.** Staff Resource: Cindy Pemberton Page 25
 - Staff Comments
 - Public Hearing Open
 - Public Hearing Closed
 - Council Discussion
8. **Discussion, Consideration and Possible Direction to work with the Verde Lakes Corporation on potential lease agreement of Tract A, “the ponds” in Verde Lakes Subdivision and prepare associated documents for formal consideration at a future Council meeting.** Staff Resource: Russ Martin Page 33
9. **Discussion, Consideration and Possible Direction regarding current sewer fee structure as it relates to RV parks and similar commercial rental properties.** Staff Resource: Steve Ayers and Russ Martin Page 37
10. **Discussion, Consideration and Possible Approval of Ordinance #2020-A459 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE CAMP VERDE TOWN CODE BY ADOPTING A NEW CHAPTER 16, “RECREATIONAL MARIJUANA,” ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; PROHIBITING MARIJUANA ON PUBLIC PROPERTY; PROHIBITING MARIJUANA TESTING FACILITIES; PROHIBITING MARIJUANA ESTABLISHMENTS; PROHIBITING MARIJUANA DELIVERY; SETTING FORTH VIOLATIONS; PROVIDING FOR PENALTIES; AND DECLARING AN EMERGENCY.** Staff Resource: Russ Martin Page 39
11. **Discussion, Consideration and Possible Approval of an increase of \$27,500 for the FY21 budget for Community Development, to allow the hiring of a second Permit Technician for the department, including associated workstation costs.** Staff Resource: Melinda Lee Page 47
12. **Covid-19 Update.** Staff Resource Russ Martin
13. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
14. **Council Informational Reports.** These reports are relative to the committee meetings

that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

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

16. Adjournment

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 12-10-2020 at 1:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

[Page intentionally left blank]

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ 86322
TUESDAY, NOVEMBER 10, 2020 at 5:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:33 p.m.

2. Roll Call. Councilors: Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.

3. Pledge of Allegiance

Mayor Jenkins led the Pledge of Allegiance

4. Special Executive Session

4. a. Discussion and Consultation for legal advice Arizona Municipal Risk and Retention Pool regarding pending litigation that may have arisen from the January 8th, 2020 Town Council Meeting. The Council may, by majority vote, recess the special meeting, hold an executive session and then reconvene the Special meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1); (A)(2) and (A)(A3).

On a motion by Vice Mayor Butner seconded by Councilor Baker, Council voted to go into Executive Session for Discussion and Consultation for legal advice regarding litigation. Council Members Baker, LeBeau, McPhail, Murdock, Whatley, Vice Mayor Butner and Mayor Jenkins approved.

Members Present: Councilors: Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.

Others Present: Town Manager Russ Martin, Town Attorney William Sims, Attorney William Doyle, Interim Risk Manager Cliff Bryson and Town Clerk Cindy Pemberton.

Recessed Executive Session at 6:06 p.m.

5. Reconvene Open Session.

Mayor Jenkins Reconvened Open Session at 6:06 p.m.

6. Recess

Mayor Jenkins called a recess until 6:15 p.m.

7. Special Session

7 a. Discussion and Consultation with the Water Rights Attorney regarding the due diligence report for the Camp Verde Water Company. The Council may, by majority vote, recess the special meeting, hold an executive session and then reconvene the Special meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1); (A)(2) and (A)(A3)Reconvene Open Session.

On a motion by Councilor McPhail seconded by Vice Mayor Butner, Council voted to go into Executive Session for Discussion and Consultation for legal advice regarding litigation. Council Members Baker, LeBeau, McPhail, Murdock, Whatley, Vice Mayor Butner and Mayor Jenkins approved.

Members Present: Councilors: Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock, Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.

Others Present: Town Manager Russ Martin, Attorney Steve Wene, Interim Risk Manager Cliff Bryson, Water Liaison Tony Gioia and Town Clerk Cindy Pemberton.

Recessed Executive Session at 7:27 p.m.

8. Reconvened Open Session

Mayor Jenkins Reconvened Open Session at 7:27 p.m.

9. Recess

Mayor Jenkins called a recess at 7:27 p.m.

10. Special Session

10.a Discussion of the Town Manager's Quarterly Performance Review. The Council may, by majority vote, recess the special meeting, hold an executive session and then reconvene the Special meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1); (A)(2) and (A)(A3).

On a motion by Councilor LeBeau seconded by Councilor Baker, Council voted to go into Executive Session for Discussion of the Town Manager's Quarterly Performance Review. Council Members Baker, LeBeau, McPhail, Murdock, Whatley, Vice Mayor Butner and Mayor Jenkins approved.

Members Present: Councilors: Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock, Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.

Others Present: Town Manager Russ Martin.

11. Reconvene Open Session.

Mayor Jenkins Reconvened Open Session at 8:00 p.m.

10. Adjournment

Without objection, Mayor Jenkins adjourned the meeting at 8:00 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on November 10, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk

[Page intentionally left blank]

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 2, 2020 at 6:30 P.M.

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

1. Call to Order

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

2. Roll Call

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

Also Present

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

3. Pledge of Allegiance

Mayor Dee Jenkins 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 Council requests.

a) Approval of the Minutes:

1. Special Session – November 10, 2020
2. Executive Session – November 10, 2020
3. Regular Session – November 18, 2020
4. Special Session – November 23, 2020

b) Set Next Meeting, Date and Time:

1. Regular Meeting – Wednesday December 16, 2020 at 6:30 p.m.
2. Regular Meeting – Wednesday January 6, 2021 at 6:30 p.m.

c) Discussion, consideration, and possible award of the Arena and Waste Water Treatment Plant Boundary and Screening Fence Improvement (project #20-143) to the low bidder Yavapai Fence Inc. for the amount of \$31,466.00. Staff Resource: Ron Long

Town Clerk Cindy Pemberton would like to remove the minutes listed as 4. A.1. Special Session, November 10, 2020 due to the amount of errors listed. **Motion** made by Councilor LeBeau to approve the consent agenda with corrections as noted by the Clerk. Second was made by Councilor McPhail. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving.

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))**

No public to speak.

6. **Special Announcements and presentations**

- **Presentation of Law Enforcement Service Award. There will be 4 nominees who will receive nomination plaques and one winner who will receive an additional plaque. The nominees are Detective Dustin Richardson, Dispatcher Alexis Capp, Evidence Custodian Debbie Hughes, and Deputy Jeff Bowers. There will be a short speech by a Kiwanis Representation for each award. Law Enforcement Service Award. Staff Resource: Corey Rowley**

Town Clerk Cindy Pemberton suggested pulling this item due to the deputies not being able to be at the meeting in person. This item could be placed on a future agenda. Mayor Jenkins pulled the item until to be revisited at a later date when meetings could resume, in-person.

7. **Discussion, Consideration and Possible Approval of a request from the Camp Verde Arena Association (CVAA) for up to \$130,000 for sewer development, bathrooms and concession building. Staff Resource: Russ Martin**

Town Manager Russ Martin stated any costs would come out of the Unallocated Fund.

Bob Wier updated Council on the events that have been held thus far and reviewed the upcoming events. He expressed the need for the connection of a sewer line for restrooms & cleanouts for RV's and a building for concessions.

Councilor Baker asked if the Rodeo Association would be a sewer customer if the sewer line was installed or if the Town would own it. Mr. Martin stated the Association would be a customer and pay a bill. This is for the upfront cost of putting in the sewer line.

Councilor McPhail would like to consider waiting on this item until Council can work together to become more of a team.

Motion made by Councilor McPhail to table this item. Second was made by Councilor Whatley. **Motion** failed 2-5. Councilor Whatley and Councilor McPhail aye. Mayor Jenkins, Vice Mayor Butner, Councilors Murdock, Baker, and LeBeau nay.

Vice Mayor Butner stated since some Capital Improvement funds are available and the sewer hookup is required in the terms of the lease, we should at least complete the sewer hook ups. Then consider the other items later.

Motion by Vice Mayor Butner of appropriation of \$52,800 for sewer hookup and bathrooms at the rodeo arena at this time. Second was made by Councilor McPhail. **Motion** passes 6-1. Mayor Jenkins, Vice Mayor Butner, Councilors Murdock, Baker, McPhail and LeBeau aye. Councilor Whatley nay.

8. Discussion, Consideration and Possible Approval of State Grants-in-Aid Construction, SGIA-C Grant Application. Staff Resource: Kathy Hellman

Kathy Hellman reviewed the need to get operators in place. Stanley Door Systems has given a quote for each floor. The grant application is pending but needs to have a 50/50 match from the Town.

Vice Mayor Butner stated the agenda item makes no mention of matching funds for the grant and asked if it was appropriately agenized. Mr. Martin stated the application is what Council needs to approve and it is part of the requirement of the application. Next time it will be agenize better.

Motion made by Vice Mayor Butner to approve the State Grants in Aide-Construction SGIA-C grant application up to the amount of \$5,000 in matching funds for the library. Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving.

9. Discussion, Consideration and Possible Approval of the 2020 Urban Upland Trail Plan Staff Resource: Steve Ayers

Economic Development Director Steve Ayers explained the General Plan called for the Open Space Plan- Trail Plan, so they put together the Urban Upland Trail Plan. He explained it is a living document and reviewed past planning efforts.

Vice Mayor Butner asked if any trails hook up to the General Crook Trail. Mr. Ayers stated not at this time.

Motion made by Councilor Baker to approve the 2020 Urban Upland Trail Plan as presented. Second was made by Councilor McPhail. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

10. Discussion, consideration and possible Approval of Resolution 2020-1058, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the application for the Arizona State Parks and Trails Off-Highway vehicle/recreation Trail Program Grant. Staff Resource: Steve

Ayers

Economic Development Director Steve Ayers and Jessica Bryson reviewed the trail application. For clarification they only need four days from the Streets Department time to help with the project.

Motion made by Councilor Baker to approve Resolution 2020-1058, authorizing the submission of a grant application under the Arizona State Parks and Trails Off-Highway Vehicle/Recreation Trail Programs to provide funding for the development of Grief Hill Trailhead; and authorize in-kind commitments as specified in the grant. Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

11. **Discussion, consideration and possible Approval of Resolution 2020-1059, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting the application for the Arizona State Parks and Trails off-Highway vehicle/recreation Trail Program safety and Environmental Education Grant.** Staff Resource: Steve Ayers

Economic Development Director Steve Ayers and Jessica Bryson reviewed the trail application. This is to produce a Trail Guides.

Motion made by Vice Mayor Butner to approve Resolution 2020-1059, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the application for the Arizona State Parks and Trails Off-Highway Vehicle/Recreation Trail Programs Safety and Environmental Education Grant. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

- .12. **Discussion, Consideration, and Possible Approval of and Inter-Governmental Agreement (IGA) with the Yavapai County Flood Control District to provide \$205,000 in funding for selected stormwater related projects. Also allowing Finance Director to move \$205,000.00 from the Unanticipated Grants Revenue and Expenses line items to the Yavapai County Flood Control Revenue and Expenses line items.** Staff Resource: Ron Long

Public Works Director Ron Long reviewed the IGA. Councilor Murdock asked if the money doesn't come through from the County, will the Town not go through with the project. Mr. Martin confirmed this is correct. They will verify before moving forward.

Motion made by Vice Mayor Butner for the approval of an Inter-Governmental Agreement (IGA) with the Yavapai County Flood Control District to provide \$205,000 in funding for selected stormwater related projects. Also allowing Finance Director to move \$205,000.00 from the Unanticipated Grants Revenue and Expenses line items to the Yavapai County Flood Control Revenue and Expenses line items. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

13. **Discussion, consideration and possible approval of Ordinance 2020-A457, of the Mayor and Common Council of the Town of Camp Verde, Yavapai County,**

Arizona, for a Zoning Map change, reverting from C2 (Commercial: General Sales & Services) back to R1I (Residential: Single Family Limited), as requested by the Town of Camp Verde Community Development. The property includes Lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, on Parcel Nos. 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona, and providing that this ordinance shall be effective thirty (30) days after its passage and approval according to law. Staff Resource: Melinda Lee

Community Development Director Melinda Lee reviewed the changes and gave a brief break down of the history.

Vice Mayor Butner asked about the application being submitted by the Town. Ms. Lee explained that Bobby Webb completed application and prepared documentation for this request. The Town of Camp Verde is the applicant and the property owner is Simonton Ranch. As the property owner they have to give permission

Vice Mayor Butner is concerned because there is no signature from Mr. Simonton on the agreement revision. Ms. Lee stated the original application to change from a from C2 to C3 is the same application that had never been finalized. Everything still applies. The attorney recommended to move forward with original application. The application does not have correct information, it should not be referred to as M1. Should be C2 to R1L. Mr. Simonton agreed to it by a signed waiver with the application number listed. Agreed to change the zoning on the property.

Motion made by Councilor Baker to approve Ordinance 2020-A457, an Ordinance of the Mayor and Common Council of The Town of Camp Verde, Yavapai County, Arizona, for a zoning map change, reverting from C2 (Commercial: General Sales & Services) back to R1L (Residential: Single Family Limited), as requested by the Town of Camp Verde Community Development. The property includes lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, on Parcel Nos. 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona, and providing that this ordinance shall be effective thirty (30) days after its passage and approval according to law. Second was made by Councilor Whatley. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

14. Discussion, consideration and possible approval of Ordinance 2020-A458, of the Mayor and common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Zoning Text Amendment for the following: Shipping Containers: Section 312.A, B, and General Citations; Signs: Section 404, Standards for Portable/Temporary Signs; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations. Staff Resource: Melinda Lee

Community Development Director Melinda Lee reviewed the modifications.

Motion made by Councilor LeBeau to approve Ordinance 2020-A458, of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Zoning Text Amendment for the following: Shipping Containers: Section 312.A, B, and

General Citations; Signs: Section 404, Standards for Portable/Temporary Signs; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

15. **Discussion, consideration and possible approval of Resolution 2020-1060, of the Mayor and common Council of the Town of Camp Verde, Yavapai County, Arizona on multiple street name ratifications, as described in exhibits A through C; and providing that this resolution shall be effective 30 days after its passage, or upon appropriate street name sign changes or installations. Staff Resource: Melinda Lee**

Community Development Director Melinda Lee said these names need to be ratified.

Councilor Baker asked if these names taken from list that was created and approved previously. Ms. Lee stated yes these names were taken from the approved list.

Motion made by Councilor Baker to approve Resolution 2020-1060, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on multiple street name ratifications, as described in Exhibits A through C; and providing that this resolution shall be effective 30 days after its passage, or upon appropriate street name sign changes or installations as appropriate. Second was made by Councilor Whatley. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

16. **Discussion, Consideration and Possible Approval of Power DMS software for use in multiple departments allowing for better document management requiring a budget adjustment of \$5300 in IT in the first year and \$10,000 in subsequent budget years. Staff Resource: Brandy Cabrera and Stephen Butler**

Human Resource Director Brandy Cabrera talked about Power DMS software. Lieutenant Butler spoke of the software as it is has been used in the Marshal's office.

Motion made by Councilor Baker to approve budget adjustment to purchase Power DMS Software Program. Councilors had additional discussion and wanted clarification of the motion. Councilor Baker withdrew the motion. Councilor's discussed how many years to designate funds for. Ms. Pemberton stated the agenda needed to state a 3rd year allotment, therefore cannot specifically state the allotment for the third year. Councilor's discussed the appropriate language for the motion.

Motion made by Councilor Baker to approve the budget adjustment to purchase the Power DMS Software for use in multiple departments allowing for better document management requiring a budget adjustment of \$5,300 in IT in the first year and \$10,000 in subsequent budget years. Second was made by Vice Mayor Butner. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

17. **Discussion and Possible Direction to the Town Manager on the future of Risk Management including possible approval of changes to job descriptions for Risk Manager and HR Specialist and possible addition of a job description and wage**

scale for a Risk Compliance Specialist. Staff Resource Brandy Cabrera and Corey Rowley

Human Resource Director Brandy Cabrera reviewed some of the changes. Marshal Rowley reviewed how the Risk Manager had impacted the Marshal's Office and a Risk Manager is very much needed.

Councilor's discussed this position, who this person's supervisor should be, is the position really needed or modify this job description. It is suggested using the Insurance Pool help in some areas.

Mayor Jenkins suggested postponing hiring any new positions until it is budget time.

Councilor Murdock stated the need to discuss this a little more. This needs a lot more detail. She doesn't want to have to outsource to the Insurance Pool fulltime. A work session may be needed.

Motion made by Vice Mayor Butner to set this matter for a work session and table item number 17 on the agenda in terms of direction to the Town Manager on the future of risk Management. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

18. Discussion, Consideration and Possible Authorization of the Mayor's signature onto on a joint MOU for opioid abuse settlement called "ONE ARIZONA OPIOID SETTLEMENT MEMORANDUM OF UNDERSTANDING" Staff Resource: Russ Martin

Mr. Martin reviewed the MOU. Councilor Baker asked Marshal Rowley to review the effect opioids has had on the Town of Camp Verde.

Motion made by Councilor Baker to authorize the Mayor's signature onto the "ONE ARIZONA OPIOID SETTLEMENT MEMORANDUM OF UNDERSTANDING". Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

19. 2020 Covid-19 Update – Staff Resource Russ Martin

Financial Update-Mike Showers

Finances are coming in well, another good month. October is the best month ever.

Operational Update- Town Manager Russ Martin

Positivity rate is through the roof. Important to close loop hole to keep people safe. Doors are closed but answering them. Masks are required. Using zoom for meetings.

Governor's Office activities that include 50 or more people, restrict that. Post notices. Will meet with arena association regarding events.

20. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any

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

No public to speak.

21. **Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees Are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor Whatley attend Coper Canyon Special Zoom Meeting to discuss creating a Resolution in support of the Verde Connect Project. Councilor Baker and Councilor McPhail attended the League of Cities and Towns training for Elected Officials. Mayor Jenkins tunes into the Monday Verde Valley Leaders Meeting to get an update on COVID.

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

Town Manager Russ Martin:

- If you need something as please don't hesitate to contact him.
- The Council room is available.

23. **Adjournment**

Mayor Dee Jenkins adjourned the meeting at 9:11 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on December 2, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk

DRAFT

[Page intentionally left blank]



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: 12-16-2020

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Brandy Cabrera

Agenda Title (be exact): Staff Recognitions-1year, 5year, 10year, 15year, 20year from Supervisor/Dept. Heads

List Attached Documents

1. Recognition List and Supervisor Presentations

Estimated Presentation Time: 20 (Brandy Cabrera, Department Heads & Supervisors)

Estimated Discussion Time: 0

Reviews and comments Completed by:

Town Manager: Included Department Head: All

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department
 Fiscal Impact:
 Budget Code: N/A Amount Remaining: _____
 Comments:

Background Information:

We have several of our staff celebrating significant years of service and we would like to acknowledge and appreciate them in front of Council and the Community.

Recommended Action (Motion): N/A

1 YEAR

BOBBI WEBB

12/9/2019

Bobbi started with the department as the Permit Technician and was able to perform in this role quite well. She has established a good working relationship with her co-workers, our customers, and other departments. Before the end of her initial probation, she was promoted to her new position of Administrative Assistant/Assistant Planner. This transition was challenging due to the operational changes from COVID, being short-staffed as we waited to replace her in the Permit Technician position, and learning the specifics of her new responsibilities. Bobbi has been able to complete training that includes learning how to use the Town's GIS programs and developing her understanding of the Planning industry. Even now, she is still spending time training the new Permit Technician, helping with the increased volume of permits being received, and handling her own duties. Through this, she has maintained a positive attitude and willingness to help whenever possible.

1 YEAR

BRANDY CABRERA

10/28/2019

Brandy provides the first real department head level "go to" for so many aspects that assist the processes in HR and consistently brings a professional new approach to development of a positive culture especially needed in these trying Covid-19 times. Her personal touch while holding up and working to increase the standards of the work place environment mean that we have a lower turnover rate and ultimately better more engaged staff.

1 YEAR

CINDY PEMBERTON

12/16/2019

Cindy has brought a level of understanding and consistency to the Clerk's office that is required to allow all to trust the results of the research and accuracy of the answers often needed from this department. She seeks fairness in dealing with public issues and between all involved regardless of where you started. It's a laudable quality and the citizen is fortunate to have someone in this position who wants to see things done the right way.

1 YEAR

CLIFF BRYSON

10/21/2019

Cliff started as Code Compliance Officer. He has been able to bring a positive influence on the nuisance abatement issue with a high degree of success in voluntary compliance. He received his drone certification; using it for Community Development needs and helping other departments. He has added awareness and assistance to the program to help residents understand how to avoid becoming a nuisance and to provide help to those who have difficulty handling their issues on their own. The Neighborhood Assistance program he developed, includes an inventory of tools to loan and will incorporate volunteers to help, when we are able to institute working closely with others again. He has helped to develop a greater understanding of Dark Skies, signs, and Youth organization animal permits. As we continue to work towards more public awareness campaigns, Cliff has been creating brochures for various aspects of Community Development to be distributed at special events, in our department and others, as

appropriate. Cliff has accepted a temporary, part-time assignment as Risk Manager, after Carol Brown's retirement, while still providing exceptional code enforcement service.

1 YEAR JEFF KOBEL 05/27/2019

Although Jeff is a recent addition to Public Works as the Maintenance Division Manager he has already made a positive impact to this organization by managing the very busy day to day operations of the Maintenance Division. Jeff's construction experience is shown by his leadership on the successful Remodel of the Parks & Recreation Conference Room into the Human Resources Office and the ongoing remodel of shop space into a conference Room for Public Works.

1 YEAR KAY JENKINS 06/24/2019

Katherine Jenkins works in the position of Accountant for the Finance department and hit her 1-year anniversary in June of this year. Kay has been progressively taking on numerous duties throughout her time so far. Kay's primary function is processing AP for the Town and does so diligently. Among other things Kay directly oversees wastewater billing and hauler billing collections. She completes most bank recs, makes monthly journal entries, updates sales tax info and directly handles deposit collections from all departments.

Kay has constant contact with employees from all departments and handles each with courtesy and supportiveness. She is becoming very adept at maintaining positive interactions while at the same time considering all possible issues that are being proposed and helping to find the best answer for the situation rather than the quickest or simply desired solution.

Kay has been a great hire for the Town and is greatly appreciated here in the finance department.

1 YEAR CAMP VERDE MARSHAL'S OFFICE

Joshua Collins	Deputy	09/30/2019
Earl Huff	Dispatch Supervisor	12/29/2019
Barbara Phillips	Dispatcher	05/08/2019
Lana Stine	Dispatcher	12/08/2019

5 YEARS CHET TEAGUE 03/09/2015

Over the last 5 years Chet has shown his abilities as a Plant Operator and as a valued member of the crew, his recent promotion to Waste Water Division Manager is direct result of his hard work and knowledge of Plant Operations. Chet's Leadership and Management Skills have been demonstrated by the safe and efficient operation of the Waste Water Treatment Plant and in his assistance with the completion of several Improvement projects at the Waste Water Treatment Plant that included the successful completion of the Drying Beds.

5 YEARS**GERRY ANN DILLINGER****06/19/2015**

Geraldine Dillinger, known fondly by her friends and family as “Gerry Ann,” is an absolutely incredible part of our Economic Development team. Gerry is celebrating her 5th anniversary as an Ambassador at the Visitors Center, but was previously a member of the Town of Camp Verde’s Parks and Recreation Department.

Gerry Ann has the most beautifully infectious smile and personality, which is very valuable in her position at our Visitors Center. As soon as you walk through the front doors, that small-town charm radiates through her and pulls you in. You can be certain that if you are having a rough day, a quick “check-in” at the Visitor’s Center with Gerry Ann is sure to cheer you up.

Gerry Ann’s love for her community is woven intricately throughout her work. She represents our Town with such sincere passion and pride as she interacts with visitors, residents, and other communities. A wealth of Camp Verde information and knowledge, Gerry Ann is truly a lifelong learner and she continually pursues excellence in all that she does. Gerry Ann is also one of the most team-oriented employees that anyone could ever work with. The smooth day-to-day operations of the Visitor’s Center are due, in large part, to Gerry Ann. Any time there is a scheduling conflict or vacancy, Gerry is the first one to raise her hand and volunteer to fill in, swap work days, or work an event. Gerry makes the Town of Camp Verde a better place for everyone to live, work and/or play, and we are very fortunate to have her as part of our team.

10 YEARS**RUSS MARTIN****08/09/2010**

One need only drive through town to see Russ Martin’s mark on Camp Verde. There is of course the library, a project long talked about, long planned for, but only came to fruition, following Russ’ arrival. Then there is the sport complex. If you choose, you can already go there for a walk in the park, but I’m sure if you asked him he’d tell you it’s been anything but. There is a modern four-lane road from Camp Verde to Cottonwood where people can safely travel, where new businesses are popping up and where, like it or not, you can learn to master the modern roundabout. SR260 has Russ’ name all over it. The construction around town, including a Town Hall campus we can all be proud of and a belief among most in town that things are pointed in the right direction. Being Russ, he will be the last guy to claim credit for any of these things. But, in truth, few if any of them would not be here, now, had he not set the organizational structure in place that has allowed all these things to occur.

We all know that a person’s legacy is more than buildings and ballfields, more than buried pipe and blacktop roads, more than a giga-speed library or a green lawn in front of the visitor center. It’s more than marks on the landscape. A lasting legacy has a very human face. Russ’ biggest accomplishment, his greatest gift to the Town, has been to assemble a team of individuals, empowered to make their own decisions, make their own mistakes and make their own legacies. He is the architect of a culture built from the bottom up, to give it strength, but inspired from the top down, so it can live and breathe. Ask anyone

who has worked for Russ, for all ten years of his tenure, or just one, to list his accomplishments, and you will get a long list. But every one of those lists will include things like he's fair, he's honest, he is respectful, and he's a just decent human being. And most will tell you they'd be proud to work with Russ Martin for another ten years.

15 YEARS ALICE GOTTSCHALK 01/03/2005

Like several staff members at the library, Alice began as a volunteer in 2003. In January 2005, she was hired part-time to work at the front desk, assisting patrons and processing library materials. After two years, her hours increased to 30/week and she began the job of recruiting, training, and retaining volunteers. In 2012, amidst other major staffing changes, Alice began working full-time at the library overseeing the Library Clerks and the Volunteers and handling activities and patron services at the circulation desk.

In her role at the Heart of the Library (the Circulation Desk) Alice is required to interact with community members from all walks of life. As the first point of contact, she and her staff/volunteers are responsible to create a welcoming atmosphere and provide the kind of consistent customer service the public deserves from its community library. This is a role that is vital for the image of both the library and the town and Alice has done a fine job filling it. She is well-liked by community members, respected by her peers, and is quick to say how much she has enjoyed serving the community in her capacity at the library.

On a personal note, Alice has accomplished the following:

- won a grant to support homeschool families and teach them about the resources the library provides
- completed the AZ Summer Library Institute to earn a Library Practitioner Certificate
- participated in Volunteer Engagement training offered by the State Library and presented about volunteers at the AZ Library Association conference
- acted as chairperson for the Yavapai Library Network Circulation committee
- participated on the CVARP board and encouraged the organization's move into the new library

15 YEARS LUPITA URIAS 08/10/2005
20 YEARS YOLANDA TRAHIN 09/05/2000

Yolanda and Lupita are two employees that have not been given enough credit for all they do. Their top priority is to ensure that the Town facilities are always clean, safe, organized, and give off a professional impression at all times. They never complain about their work load and we often overlook their performance because they start their days inconspicuously, M-Friday at 5:00 a.m. They are self-motivated, dependable workers that always stay on task and will go above and beyond the normal work load each day and greet everyone with a smile. They are the first responders in keeping our workplace clean making them some of the most important professionals within our organization.

[Page intentionally left blank]



Agenda Item Submission Form – Section I

Meeting Date: December 16, 2020

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

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: Public Hearing and Possible Approval of Liquor License Application #123949 for John Samson Teah, Magic Wok located at 348 S Main Street #10. This is a class 12-Restaurant application

List Attached Documents: Liquor License Application #123949

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: N/A

Department Head: Cindy Pemberton Town Attorney Comments: N/A

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

Background Information

Staff received a liquor license application on November 12, 2020 and posted the necessary paper work the same day. The location is located within the Camp Verde Downtown Entertainment District pursuant to ARS 4-207 thereby allowing the Town of Camp Verde to approve on a case-by-case basis exemptions from the distance restrictions prescribed therein for the issuance of certain liquor licenses for establishments in relation to public, private, or charter schools of places of worship. The Entertainment District was approved by Town Resolution 2012-874. All fees attached to the application have been paid. Staff has not received any comments or concerns regarding the application

Recommended Action (Motion):

Approve Liquor License Application ##123949, John Samson Teah, Magic Wok located at 348 S Main Street #10.

Instructions to the Clerk: Process application and send to Department of Liquor License

**State of Arizona
Department of Liquor Licenses and Control**

Created 10/30/2020 @ 08:24:48 AM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	MAGIC WOK		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	348 S MAIN STREET #10 CAMP VERDE, AZ 86322 USA		
Mailing Address:	4150 E VALLEY LANE #B RIMROCK, AZ 86335 USA		
Phone:	(928)567-7520		
Alt. Phone:	(619)346-8768		
Email:	JOHNTEAH@YAHOO.COM		

AGENT

Name:	JOHN SAMSON TEAH
Gender:	Male
Correspondence Address:	4150 E VALLEY LANE #B RIMROCK, AZ 86335 USA
Phone:	(619)346-8768
Alt. Phone:	
Email:	JOHNTEAH@YAHOO.COM

OWNER

Name: MAGIC WOK LLC
Contact Name: JOHN TEAH
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: L22698287 State of Incorporation: AZ
Incorporation Date: 03/26/2018
Correspondence Address: 4150 E VALLEY LANE
#B
RIMROCK, AZ 86335
USA
Phone: (619)346-8768
Alt. Phone:
Email: JOHNTTEAH@YAHOO.COM

Officers / Stockholders

Name:	Title:	% Interest:
JOHN SAMSON TEAH	Member, Stockholder	100.00

MAGIC WOK LLC - Member, Stockholder

Name: JOHN SAMSON TEAH
Gender: Male
Correspondence Address: 4150 E VALLEY LANE
#B
RIMROCK, AZ 86335
USA
Phone: (619)346-8768
Alt. Phone:
Email: JOHNTTEAH@YAHOO.COM

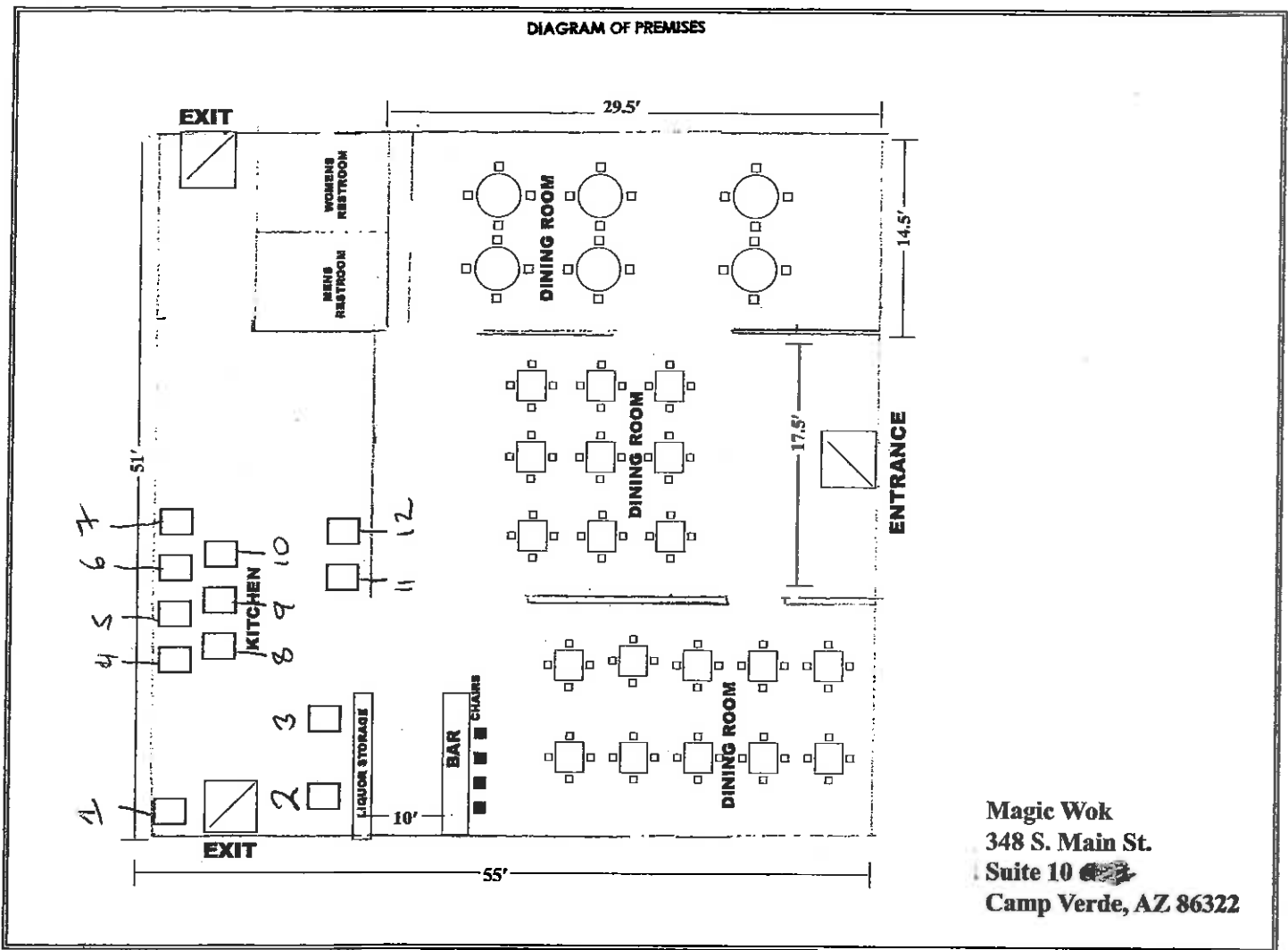
APPLICATION INFORMATION

Application Number: 123949
Application Type: New Application
Created Date: 10/30/2020 Abby

QUESTIONS & ANSWERS

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 3) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
I HAVE TO PAY THE FULL REMAINING BALANCE
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
0
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
NONE
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
Yes
If yes, what is your estimated completion date?
12/20/2020



10-18-2020

1 - Walk-in cooler

2 - Dish machine

3 - Three Compartment Sink

4 - WOK station

5 - 8 burner Range

6 - Fryer

7 - Griddle/flat top

8 - Sandwich Refrigerated

9 - Sandwich Refrigerated

10 - prep table

11 - vegetable wash sink

12 - hand washing sink

20 OCT 30 11:41 AM '20

Taste of Magic Wok

Appetizers & Salad

Kimchi Quesadilla \$5

House dipping sauce | Green onion

Spring Rolls \$4

Sweet chili peanut dipping sauce

Choice of Pork or Veggie

Jiaozi \$5

Chinese dumpling | House dipping sauce

Vietnamese Chicken Salad \$6

Napa cabbage | Purple cabbage | Peanuts | Asian pear | Bean sprouts | House
noodles

Egg Drop Soup

Cup \$3 | Bowl \$5

Served with rice or noodles

Orange Chicken \$12

Crispy fried chicken covered in authentic Orange sauce

Sweet & Sour Pork \$12

Stir-fried crispy pork in a beautifully flavored homemade sweet & sour sauce

Teriyaki Chicken \$12

Crispy dark meat chicken stir-fried and bathed in a homemade Teriyaki sauce

Chinese Beef & Broccoli \$13

Beef stir-fried in a rich brown sauce with tender broccoli

Indian Butter Chicken \$13

Chicken simmered in a buttery tomato sauce, punctuated by several Indian spices
and herbs

Noodles, Rice & Curry

Fried Rice

Choices of

Beef \$11 | Chicken \$10 | Pork \$10 | Veggie \$10

Pancit

Filipino stir-fried noodle dish

Choice of Beef \$11 | Chicken \$9 | Pork \$9 | Veggie \$9

Indian Curry

Choices of Yellow or Green Curry

Beef \$11 | Chicken \$9 | Veggie \$8

Burgers

* Cooked to order *

Bison Burger \$11 *

Garlic aioli | Bacon-onion jam | Pepper jack | LTO

JT Burger \$10 *

Bacon | Grilled onion | Havarti | Lettuce | Tomato jam

Green Chili & Whiskey Burger \$9 *

Roasted green chili | Whiskey caramelized onions | Cheddar

Southwest Burger \$9 *

Garlic aioli | Guacamole | Pickled Jalapeno | Bacon | Pepper-jack

Red Wine Burger \$9 *

Red wine 1000 island | Pickled onions | Mushroom | Pepper-jack

Salmon Burger \$9 *

Teriyaki glaze | Grilled pineapple | Avocado

Sandwich sides: coleslaw, fruit, house fries, side salad or sweet potato fries (\$1.50)

Buns: Served on a house bun or gluten free option.

Patty: Sandwiches may be substituted with a veggie patty or chicken breast.

* Consuming raw or undercooked meats, poultry, seafood, shellfish, eggs or unpasteurized milk may increase your risk of food born illnesses.

18% gratuity for parties over 8

20 OCT 30 11:49 AM '18



Drinks

Thai Tea 3.50

Thai Coffee 4

Green Tea 3

Indian Papaya Lassi 3.50

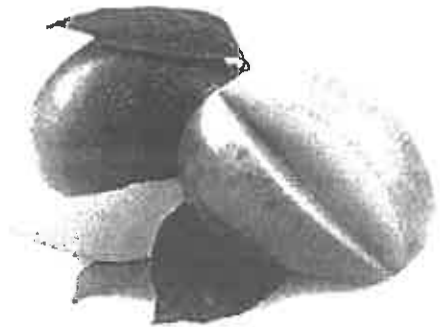
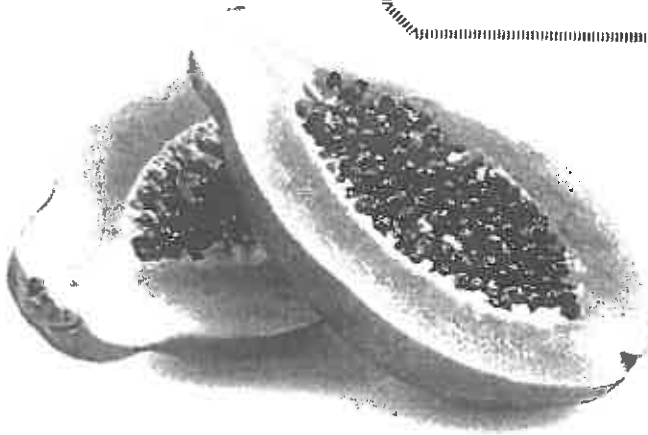
Lemon Grass Ice Tea 3.50

Taro Bubble Tea 3.50

Pepsi Products 1.75

Regular Coffee 2

Decaf Coffee 2



[Page intentionally left blank]



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 2, 2020

- Consent Agenda Council Direction Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion and possible direction to work with the Verde Lakes Corporation on potential lease agreement of Tract A, "the ponds" in Verde Lakes Subdivision and prepare associated documents for formal consideration at a future Council meeting.

List Attached Documents:

1. Map of Area

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Russ Martin
 Town Attorney Comments: N/A

Background Information: It has been 3 years since this issue was last discussed. The neighborhood group has worked through some of its issues with Water Rights and does not have expectations for resolution on that issue through the Town anymore. This allow us to simplify what they are requesting which is to have a similar arrangement as the Town has with the Verde Lakes Water Company where we currently lease out the ground where there is a small park with swing set.

This of course is much more involved and as such staff is looking for direction prior to putting a lease together that would facilitate maintenance of the park/ponds and work towards future improvements as resources allow. If you give direction would be update with timeframes/expectations for formal Council direction and lease agreement consideration.

TRACT A - VERDE LAKES PONDS

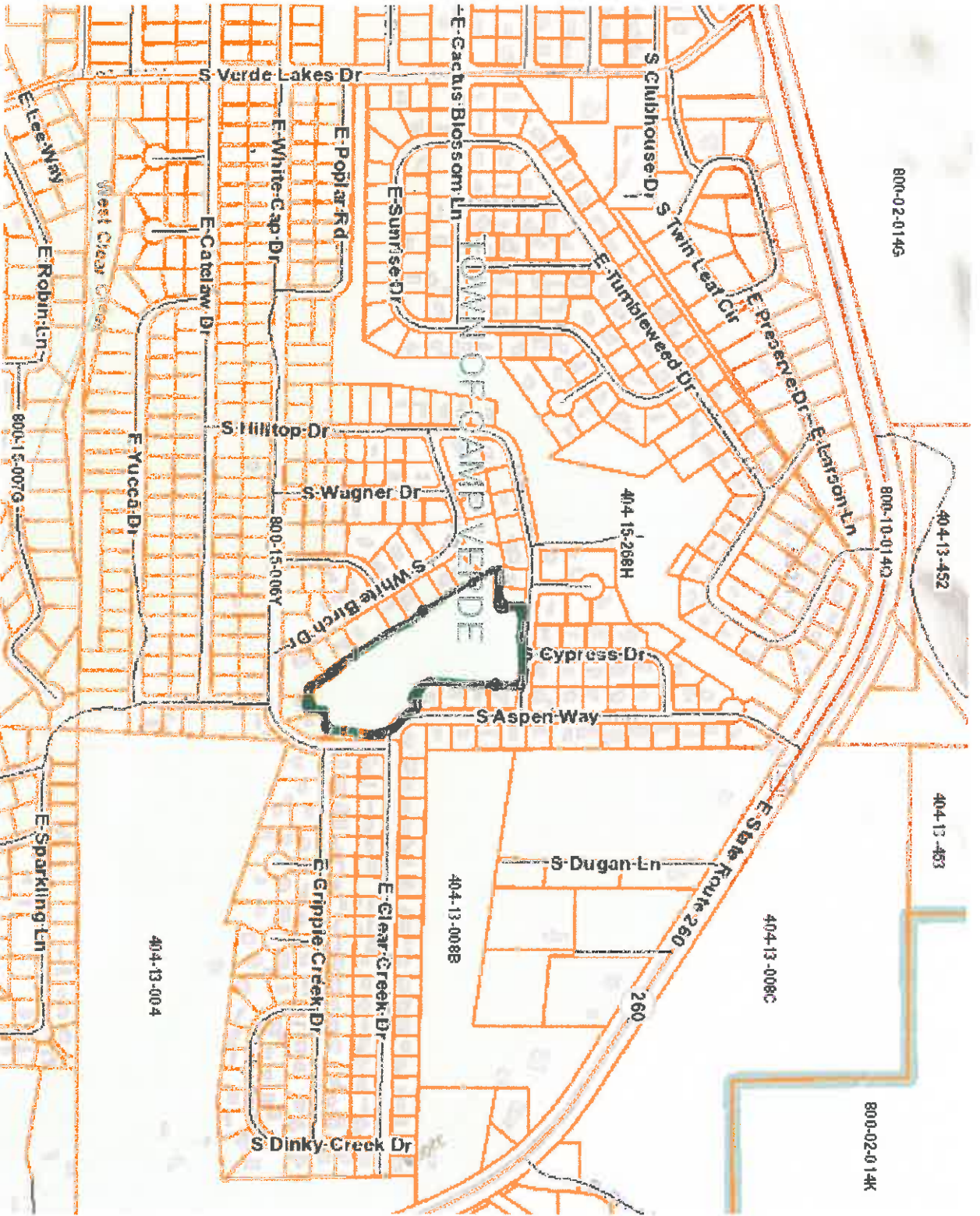


Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 12.7.2020



Tract A - Verde Lakes Ponds



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 11/23/2020

[Page intentionally left blank]



Agenda Report Form – Section I

Meeting Date: 12/16/2020

Consent Agenda *Decision Agenda* *Executive Session Requested*

Presentation Only *Action/Presentation* *Work Session*

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers/Russ Martin

Agenda Title (be exact): Discussion, Consideration and Possible Direction regarding current sewer fee structure as it relates to RV parks and similar commercial rental properties.

List Attached Documents

Estimated Presentation Time: 10

Estimated Discussion Time: 10

Reviews and comments completed by:

Town Manager: Included **Department Head:** Steve Ayers, Included

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department

Fiscal Impact:

Budget Code: Wastewater Revenue ***Amount Remaining:***

Comments:

Any change allowed by law downward would have an effect on user fee revenue.

Background Information:

The Town of Camp Verde Economic Development Department has received a request from Provident Real Estate Ventures, asking the Town to review its monthly sewer fee structure as it relates to the company’s RV park property. Under the Town’s current fee policy, Provident pays a monthly fee based on the number of RV spaces and park model cottages, charged at a residential rate, along with additional fees for their clubhouse, offices and to laundries, charged at a commercial rate. In total, Provident pays \$8204 per month, equating to nearly \$100,000 in wastewater fees per year.

The current fee is charged regardless of the occupancy rate of the RV spaces and regardless of the amount of effluent produced by the park. Provident has supplied the department with copies of the park’s monthly water bills, along with computer printouts of the RV park’s monthly occupancy rates. In both instances it is clear the rate that the amount they are being charged is considerably more than the amount of effluent being process by town’s wastewater system.

Over the last summer, as temperatures climbed to record levels, occupancy rates for the 415-unit park fell to just over 20 percent, with corresponding low water usage. And over the course of the last year, as the park has been building its clientele, the highest occupancy rate was just over 50 percent and the yearly average was just below 40

percent. Yet, the Town's policy requires they be billed at a rate based on full occupancy and a corresponding effluent discharge.

Provident has asked that the Town Council to consider a new rate structure based on occupancy or based on effluent discharged as a percentage of the amount of water the park billed for each month. Staff agrees the fee being charged and the actual amount of effluent being process by the system are disproportional. The staff is also aware that whatever fee change is agreed upon for Provident would need to be applied to other similar properties. Staff is asking the council for the opportunity to review the current fee structure as it relates to RV parks and similar commercial rental properties, along with a review of how other communities address similar issues, and return to council at a later date with a selection of alternative fee structures for the council's consideration. Staff will be careful to suggest any decrease in fees so as to not interfere with the necessary budget revenues needed for operations and maintenance or what would cause additional rate increases to existing other customers.

Recommended Action (Motion):

Move to direct staff to bring alternative methods for hotels, motels and RV parks for future Council consideration and possible approval.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 16, 2020

- Consent Agenda Council Direction Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of Ordinance 2020-A459 "AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE CAMP VERDE TOWN CODE BY ADOPTING A NEW CHAPTER 16, "RECREATIONAL MARIJUANA," ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; PROHIBITING MARIJUANA ON PUBLIC PROPERTY; PROHIBITING MARIJUANA TESTING FACILITIES; PROHIBITING MARIJUANA ESTABLISHMENTS; PROHIBITING MARIJUANA DELIVERY; SETTING FORTH VIOLATIONS; PROVIDING FOR PENALTIES; AND DECLARING AN EMERGENCY."

List Attached Documents:

1. Ordinance 2020-A459

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: Russ Martin

Town Attorney Comments:

This is the same ordinance drafted by Mr. Sims and approved by the Town of Jerome, the only additional prohibition allowed by law is delivery, Jerome opted out of this and allowed home delivery, this ordinance as written would NOT allow delivery. This adds a whole new section to the Town Code.

Background Information: Prop 207 passed statewide allowing recreational marijuana to be purchased legally in the State of Arizona, it also allows for the local government prohibit the sales within the Town limits if they so choose. Staff was directed to prepare an ordinance for prohibition for consideration. The proposed ordinance also contains an emergency clause to ensure this is addressed in a timely matter considering the process the state has begun in preparing for the rules and ultimately the release of licenses.

Recommended Action (Motion):

A MOTION TO APPROVE Ordinance 2020-A459 "AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE CAMP VERDE TOWN CODE BY ADOPTING A NEW CHAPTER 16, "RECREATIONAL MARIJUANA," ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; PROHIBITING MARIJUANA ON PUBLIC PROPERTY; PROHIBITING MARIJUANA TESTING FACILITIES; PROHIBITING MARIJUANA ESTABLISHMENTS; PROHIBITING MARIJUANA DELIVERY; SETTING FORTH VIOLATIONS; PROVIDING FOR PENALTIES; AND DECLARING AN EMERGENCY."



ORDINANCE 2020-A459

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE CAMP VERDE TOWN CODE BY ADOPTING A NEW CHAPTER 16, "RECREATIONAL MARIJUANA," ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; PROHIBITING MARIJUANA ON PUBLIC PROPERTY; PROHIBITING MARIJUANA TESTING FACILITIES; PROHIBITING MARIJUANA ESTABLISHMENTS; PROHIBITING MARIJUANA DELIVERY; SETTING FORTH VIOLATIONS; PROVIDING FOR PENALTIES; AND DECLARING AN EMERGENCY.

WHEREAS, MARIJUANA CONTAINS TETRAHYDROCANNABINOL ("THC"), WHICH REMAINS ON SCHEDULE I OF THE CONTROLLED SUBSTANCES ACT PURSUANT TO 21 U.S.C. § 811 ET AL. AND ANY POSSESSION AND USE IS A VIOLATION OF FEDERAL LAW PURSUANT TO 21 U.S.C. § 841 ET. AL.; AND

WHEREAS, THE ARIZONA MEDICAL MARIJUANA ACT, ARIZONA REVISED STATUTES SECTIONS § 36-2801 ET AL., AND TITLE 9, CHAPTER 17 OF THE ARIZONA ADMINISTRATIVE CODE ALLOW THE ESTABLISHMENT AND OPERATION OF NONPROFIT MEDICAL MARIJUANA DISPENSARIES IN CAMP VERDE ACCORDING TO A PRESCRIBED STATUTORY AND REGULATORY PROCESS; AND

WHEREAS, THE STATEWIDE BALLOT MEASURE I-23-2020 ("PROPOSITION 207"), KNOWN AS "SMART AND SAFE ARIZONA ACT" WAS APPROVED BY THE VOTERS AT THE NOVEMBER 3, 2020 GENERAL ELECTION BALLOT AND CONTAINS PROVISIONS AUTHORIZING THE POSSESSION, CONSUMPTION, PURCHASE, PROCESSING, MANUFACTURING OR TRANSPORTING OF MARIJUANA BY AN INDIVIDUAL WHO IS AT LEAST TWENTY-ONE (21) YEARS OF AGE; AUTHORIZING POSSESSION, TRANSPORT, CULTIVATION OR PROCESSING OF MARIJUANA PLANTS IN A PRIMARY RESIDENCE BY ADULTS OVER 21 YEARS OF OLDER; ALLOWING A NONPROFIT MEDICAL MARIJUANA DISPENSARY OR OTHER NON-DISPENSARY APPLICANT TO APPLY TO THE DEPARTMENT OF HEALTH SERVICES TO BECOME A LICENSED MARIJUANA ESTABLISHMENT AUTHORIZED TO ENGAGE IN THE RETAIL SALE, CULTIVATION AND MANUFACTURING OF MARIJUANA; AND ALLOWING THE DEPARTMENT, OR ANOTHER ENTITY DESIGNATED BY THE DEPARTMENT, TO BECOME A MARIJUANA TESTING FACILITY TO TEST THE POTENCY OF MARIJUANA AND DETECT ANY HARMFUL CONTAMINANTS;

WHEREAS, THE TOWN OF CAMP VERDE FINDS THAT PROPOSITION 207 AUTHORIZES MARIJUANA ESTABLISHMENTS TO USE CHEMICAL EXTRACTION OR CHEMICAL SYNTHESIS, INCLUDING BUTANE AND OTHER FLAMMABLE GASES, TO EXTRACT MARIJUANA CONCENTRATE, WHICH POSES A THREAT TO THE HEALTH, SAFETY AND SECURITY OF THE COMMUNITY AND INCREASES THE RESPONSIBILITIES OF LAW ENFORCEMENT AND OTHER TOWN DEPARTMENTS TO RESPOND TO VIOLATIONS OF STATE AND LOCAL LAWS, INCLUDING BUILDING, ELECTRICAL AND FIRE CODES; AND

WHEREAS, THE TOWN FINDS THAT MARIJUANA ESTABLISHMENTS AND MARIJUANA TESTING FACILITIES CONSTITUTE A NUISANCE TO PUBLIC HEALTH, SAFETY AND WELFARE, AND SEEKS TO ENACT REGULATIONS TO PROHIBIT MARIJUANA ESTABLISHMENTS AND MARIJUANA TESTING FACILITIES IN CAMP VERDE;

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, AS FOLLOWS:

SECTION I. IN GENERAL.

THE CODE OF CAMP VERDE, ARIZONA, IS HEREBY AMENDED BY ADDING A NEW CHAPTER 16, "RECREATIONAL MARIJUANA." TO READ AS FOLLOWS:

CHAPTER 16 RECREATIONAL MARIJUANA

- ARTICLE 16-1 PURPOSE
- 16-2 DEFINITIONS
- 16-3 MARIJUANA PROHIBITED ON PUBLIC PROPERTY
- 16-4 MARIJUANA ESTABLISHMENTS PROHIBITED
- 16-5 MARIJUANA TESTING FACILITIES PROHIBITED
- 16-6 MARIJUANA DELIVERY PROHIBITED
- 16-7 VIOLATIONS; PENALTIES

ARTICLE 16-1 PURPOSE.

THIS CHAPTER IS ADOPTED TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY.

ARTICLE 16-2 DEFINITIONS.

THE BELOW WORDS AND PHRASES, WHEREVER USED IN THIS CHAPTER, SHALL BE CONSTRUED AS DEFINED IN THIS SECTION. WORDS USED IN THE PRESENT TENSE INCLUDE THE FUTURE TENSE, WORDS IN THE PLURAL NUMBER INCLUDE THE SINGULAR NUMBER, AND WORDS IN THE SINGULAR NUMBER INCLUDE THE PLURAL NUMBER.

- A. "*CHEMICAL EXTRACTION*" MEANS THE PROCESS OF REMOVING A PARTICULAR COMPONENT OF A MIXTURE FROM OTHERS PRESENT, INCLUDING REMOVING RESINOUS TETRAHYDROCANNABINOL FROM MARIJUANA.
- B. "*CHEMICAL SYNTHESIS*" MEANS PRODUCTION OF A NEW PARTICULAR MOLECULE BY ADDING TO, SUBTRACTING FROM, OR CHANGING THE STRUCTURE OF A PRECURSOR MOLECULE.
- C. "*CONSUME,*" "*CONSUMING,*" AND "*CONSUMPTION*" MEAN THE ACT OF INGESTING, INHALING OR OTHERWISE INTRODUCING MARIJUANA INTO THE HUMAN BODY.
- D. "*CONSUMER*" MEANS AN INDIVIDUAL WHO IS AT LEAST TWENTY-ONE YEARS OF AGE AND WHO PURCHASES MARIJUANA OR MARIJUANA PRODUCTS.
- E. "*CULTIVATE*" AND "*CULTIVATION*" MEAN TO PROPAGATE, BREED, GROW, PREPARE AND PACKAGE MARIJUANA.

- F. **“DEPARTMENT” MEANS THE STATE OF ARIZONA DEPARTMENT OF HEALTH SERVICES OR ITS SUCCESSOR AGENCY.**
- G. **“DUAL LICENSEE” MEANS AN ENTITY THAT HOLDS BOTH A NONPROFIT MEDICAL MARIJUANA DISPENSARY REGISTRATION AND A MARIJUANA ESTABLISHMENT LICENSE.**
- H. **“ENCLOSED AREA” MEANS A BUILDING, GREENHOUSE, OR OTHER STRUCTURE THAT HAS:**
1. **A COMPLETE ROOF ENCLOSURE SUPPORTED BY CONNECTING WALLS THAT ARE CONSTRUCTED OF SOLID MATERIAL EXTENDING FROM THE GROUND TO THE ROOF;**
 2. **IS SECURE AGAINST UNAUTHORIZED ENTRY;**
 3. **HAS A FOUNDATION, SLAB OR EQUIVALENT BASE TO WHICH THE FLOOR IS SECURELY ATTACHED; AND**
 4. **MEETS PERFORMANCE STANDARDS ENSURING THAT CULTIVATION AND PROCESSING ACTIVITIES CANNOT BE AND ARE NOT PERCEPTIBLE FROM THE STRUCTURE IN TERMS OF NOT BEING VISIBLE FROM PUBLIC VIEW WITHOUT USING BINOCULARS, AIRCRAFT OR OTHER OPTICAL AIDS AND IS EQUIPPED WITH A LOCK OR OTHER SECURITY DEVICE THAT PREVENTS ACCESS BY MINORS.**
 5. **MEETS ALL APPLICABLE FIRE CODE, BUILDING CODE AND ZONING ORDINANCE REQUIREMENTS.**
- I. **“EXTRACTION” MEANS THE PROCESS OF EXTRACTING OR SEPARATING RESIN FROM MARIJUANA TO PRODUCE OR PROCESS ANY FORM OF MARIJUANA CONCENTRATES USING WATER, LIPIDS, GASES, SOLVENTS, OR OTHER CHEMICALS OR CHEMICAL PROCESSES.**
- J. **“MANUFACTURE” AND “MANUFACTURING” MEAN TO COMPOUND, BLEND, EXTRACT, INFUSE OR OTHERWISE MAKE OR PREPARE A MARIJUANA PRODUCT.**
- K. **“MARIJUANA”**
1. **MEANS ALL PARTS OF THE PLANT OF THE GENUS CANNABIS, WHETHER GROWING OR NOT, AS WELL AS THE SEEDS FROM THE PLANT, THE RESIN EXTRACTED FROM ANY PART OF THE PLANT, AND EVERY COMPOUND, MANUFACTURE, SALT, DERIVATIVE, MIXTURE OR PREPARATION OF THE PLANT OR ITS SEEDS OR RESIN.**
 2. **INCLUDES CANNABIS AS DEFINED IN A.R.S. § 13-3401.**
 3. **DOES NOT INCLUDE INDUSTRIAL HEMP, THE FIBER PRODUCED FROM THE STALKS OF THE PLANT OF THE GENUS CANNABIS, OIL OR CAKE MADE FROM THE SEEDS OF THE PLANT, STERILIZED SEEDS OF THE PLANT THAT ARE INCAPABLE OF GERMINATION, OR THE WEIGHT OF ANY OTHER INGREDIENT COMBINED WITH MARIJUANA TO PREPARE TOPICAL OR ORAL ADMINISTRATIONS, FOOD, DRINK OR OTHER PRODUCTS.**
- L. **“MARIJUANA CONCENTRATE”**

1. MEANS RESIN EXTRACTED FROM ANY PART OF A PLANT OF THE GENUS CANNABIS AND EVERY COMPOUND, MANUFACTURE, SALT, DERIVATIVE, MIXTURE OR PREPARATION OF THAT RESIN OR TETRAHYDROCANNABINOL.
 2. DOES NOT INCLUDE INDUSTRIAL HEMP OR THE WEIGHT OF ANY OTHER INGREDIENT COMBINED WITH CANNABIS TO PREPARE TOPICAL OR ORAL ADMINISTRATIONS, FOOD, DRINK OR OTHER PRODUCTS.
- M. **“MARIJUANA ESTABLISHMENT”** MEANS AN ENTITY LICENSED BY THE DEPARTMENT TO OPERATE ANY OF THE FOLLOWING:
1. A SINGLE RETAIL LOCATION AT WHICH THE LICENSEE MAY SELL MARIJUANA AND MARIJUANA PRODUCTS TO CONSUMERS, CULTIVATE MARIJUANA AND MANUFACTURE MARIJUANA PRODUCTS.
 2. A SINGLE OFF-SITE CULTIVATION LOCATION AT WHICH THE LICENSEE MAY CULTIVATE MARIJUANA, PROCESS MARIJUANA AND MANUFACTURE MARIJUANA PRODUCTS, BUT FROM WHICH MARIJUANA AND MARIJUANA PRODUCTS MAY NOT BE TRANSFERRED OR SOLD TO CONSUMERS.
 3. A SINGLE OFF-SITE LOCATION AT WHICH THE LICENSEE MAY MANUFACTURE MARIJUANA PRODUCTS AND PACKAGE AND STORE MARIJUANA AND MARIJUANA PRODUCTS, BUT FROM WHICH MARIJUANA AND MARIJUANA PRODUCTS MAY NOT BE TRANSFERRED OR SOLD TO CONSUMERS.
- N. **“MARIJUANA PRODUCTS”** MEANS MARIJUANA CONCENTRATE AND PRODUCTS THAT ARE COMPOSED OF MARIJUANA AND OTHER INGREDIENTS AND THAT ARE INTENDED FOR USE OR CONSUMPTION, INCLUDING EDIBLE PRODUCTS, OINTMENTS, AND TINCTURES.
- O. **“MARIJUANA TESTING FACILITY”** MEANS THE DEPARTMENT OR ANOTHER ENTITY THAT IS LICENSED BY THE DEPARTMENT TO ANALYZE THE POTENCY OF MARIJUANA AND TEST MARIJUANA FOR HARMFUL CONTAMINANTS.
- P. **“NONPROFIT MEDICAL MARIJUANA DISPENSARY”** MEANS A NONPROFIT ENTITY AS DEFINED IN A.R.S. § 36-2801(12).
- Q. **“OPEN SPACE”** MEANS A PUBLIC PARK, PUBLIC SIDEWALK, PUBLIC WALKWAY OR PUBLIC PEDESTRIAN THOROUGHFARE.
- R. **“PERSON”** MEANS AN INDIVIDUAL, PARTNERSHIP, CORPORATION, ASSOCIATION, OR ANY OTHER ENTITY OF WHATEVER KIND OR NATURE.
- S. **“PROCESS” AND “PROCESSING”** MEANS TO HARVEST, DRY, CURE, TRIM OR SEPARATE PARTS OF THE MARIJUANA PLANT.
- T. **“PUBLIC PLACE”** HAS THE SAME MEANING PRESCRIBED IN THE SMOKE-FREE-ARIZONA ACT, A.R.S. § 36-601.01.

- U. **“SMOKE” MEANS TO INHALE, EXHALE, BURN, CARRY OR POSSESS ANY LIGHTED MARIJUANA OR LIGHTED MARIJUANA PRODUCTS, WHETHER NATURAL OR SYNTHETIC.**

ARTICLE 16-3 MARIJUANA PROHIBITED ON PUBLIC PROPERTY.

- A. **THE USE, SALE, CULTIVATION, MANUFACTURE, PRODUCTION OR DISTRIBUTION OF MARIJUANA OR MARIJUANA PRODUCTS IS PROHIBITED ON PROPERTY THAT IS OCCUPIED, OWNED, CONTROLLED OR OPERATED BY THE TOWN OF CAMP VERDE.**
- B. **IT IS UNLAWFUL FOR AN INDIVIDUAL TO SMOKE MARIJUANA IN A PUBLIC PLACE OR OPEN SPACE IN CAMP VERDE.**

ARTICLE 16-4 MARIJUANA ESTABLISHMENTS PROHIBITED.

- A. **TO THE FULLEST EXTENT ALLOWABLE BY LAW, THE OPERATION OF A MARIJUANA ESTABLISHMENT IS NOT PERMITTED IN CAMP VERDE.**
- B. **TO THE FULLEST EXTENT ALLOWABLE BY LAW, THE OPERATION OF A MARIJUANA ESTABLISHMENT BY A DUAL LICENSEE IS NOT PERMITTED IN CAMP VERDE.**

ARTICLE 16-5 MARIJUANA TESTING FACILITY PROHIBITED.

- A. **TO THE FULLEST EXTENT ALLOWABLE BY LAW, THE OPERATION OF A MARIJUANA TESTING FACILITY IS PROHIBITED IN CAMP VERDE.**

ARTICLE 16-6 MARIJUANA DELIVERY PROHIBITED

- A. **IT IS UNLAWFUL TO DELIVER MARIJUANA IN THE TOWN OF CAMP VERDE TO A PERSON WHO IS NOT A MEDICAL MARIJUANA CARDHOLDER AS DEFINED IN THE ARIZONA MEDICAL MARIJUANA ACT, CHAPTER 28.1 OF TITLE 36, ARIZONA REVISED STATUTES.**

ARTICLE 16-7 VIOLATIONS; PENALTIES.

- A. **EACH DAY OF ANY VIOLATION OF ANY PROVISION OF THIS CHAPTER SHALL CONTINUE SHALL CONSTITUTE A SEPARATE OFFENSE.**
- B. **CIVIL PENALTY: EXCEPT AS OTHERWISE PROVIDED HEREIN, VIOLATIONS OF ANY PROVISION OF THIS CHAPTER SHALL BE CIVIL CODE OFFENSES WHICH MAY BE ADJUDICATED AND ENFORCED BY THE TOWN OF CAMP VERDE CIVIL HEARING PROCESS SET FORTH IN ARTICLE 18-3 OF THE CAMP VERDE TOWN CODE.**

SECTION II. PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES.

ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE OR ANY PART OF THE CODE ADOPTED HEREIN BY REFERENCE, ARE HEREBY REPEALED.

SECTION III. EMERGENCY.

BECAUSE OF THE URGENT NEED FOR THE IMPLEMENTATION OF THE TOWN'S REGULATIONS CONCERNING RECREATIONAL MARIJUANA, THE IMMEDIATE OPERATION OF THIS ORDINANCE IS NECESSARY FOR THE PRESERVATION OF THE HEALTH, SAFETY, AND GENERAL WELFARE. AN EMERGENCY IS HEREBY DECLARED TO EXIST AND THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE AND APPROVAL BY THE MAYOR AND COUNCIL AS REQUIRED BY LAW.

SECTION IV. PROVIDING FOR SEVERABILITY.

IF ANY SECTION, SUBSECTION, SENTENCE, CLAUSE, PHRASE OR PORTION OF THIS ORDINANCE OR ANY PART OF THE CODE ADOPTED HEREIN BY REFERENCE, IS FOR ANY REASON HELD TO BE INVALID OR UNCONSTITUTIONAL BY THE DECISION OF ANY COURT OF COMPETENT JURISDICTION, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS THEREOF.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, THIS _____ DAY OF _____, 2020.

DEE JENKINS, MAYOR

ATTEST:

CINDY PEMBERTON, TOWN CLERK

APPROVED AS TO FORM:

WILLIAM J. SIMS, ESQ., TOWN ATTORNEY



Town of Camp Verde

Exhibit A - Agenda Item Submission Form

Meeting Date: December 16, 2020 **Town Council**

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Melinda Lee, Director

Agenda Title (be exact):

Discussion and possible approval of an increase of \$27,500 for the FY21 budget for Community Development, to allow the hiring of a second Permit Technician for the department, including associated workstation costs.

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 5 minutes

Background Information:

The permit volume for the Community Development department has been experiencing a steady increase since May of 2020. Its current trajectory is approximately 30% over the FY20 and recent months within FY21. Just considering the residential element, this pattern is expected to continue with the advent of a new housing project on Finnie Flat Road, a new project beginning its development on State Route 260 & Aultman Parkway, a new subdivision being platted on Salt Mine Road, and the already-approved Wee Hollow, which is expected to begin their infrastructure soon. There are also numerous commercial projects in progress and new ones being seriously discussed.

The anticipated increase in revenue is based on how the finances are tracking at this point, which is 17%, and would provide approximately \$43,000 additional funds for FY21. If we considered this same level of increase for other new projects pending, the change could potentially be 34%, with a projected increase of revenue at \$86,000 in FY22.

This is a request for an additional Permit Technician within the Community Development Department with an estimated expense of \$27,500 to establish the new workstation and the associated salary. This would be a front counter position, serving as the first point of contact for inquiries, by phone and in person. They would screen the request and determine which staff member would be best suited to assist them. They would assist the current Permit Technician with the input of permit applications and associated notifications, tracking, and scheduling of inspection requests. Their workstation would be provided using existing furniture in storage, plus the installation of a computer with two monitors and a new desk phone.

Currently, the Permit Technician is the primary contact for this first point, as well as the staff person primarily responsible for the processing and tracking of applications received. However, with the continual increase in permit applications that we have been experiencing, starting in May, it has become more difficult for this position to effectively handle both functions. We have been experiencing increased delays in permit processing and the continual interruptions experienced by incoming visitors and phone calls makes it more difficult to meet the expected timelines from our customers. Managing the application process requires a great deal of focus and organization. If the role of initial contact and screening could be handled by another individual, it would allow the current Permit Technician to be more focused and efficient.

This position would also be used to assist with our records management project, which has not received the amount of attention that it needs and other clerical duties that also increase when our permit application volumes increase. As we seek to improve our permit application processes, being able to allocate the records management function to an individual will alleviate the use of other staff members for this purpose. Thus, they will be able to devote their time to their delegated tasks more effectively.

Month	Permit Volumes		
	2019	2020	Change
January	23	37	60%
February	31	27	-13%
March	36	26	-27%
April	50	25	-50%
May	40	48	20%
June	45	51	13%
July	24	44	83%
August	37	57	74%
September	39	54	38%
October	47	78	66%
November	28	54	93%
December	28		
		Avg Increase	30%

New Annual	Partial for FY21
\$33,280	\$16,640 Jan-Jun 2021
WHD \$18,304	WHD \$9,152
Total \$51,584	Total \$25,792

Workstation: (Have desk & supplies already)		Workstation	\$1,500
Computer	\$699	FY21 Salary	25,792
(2)		New Position	
Monitors	390	FY21:	\$27,292
Phone	<u>349</u>		
	1,438		

	<u>Apx: 11/30</u>	<u>% of Proposed</u>	<u>Duration into FY</u>	<u>% Over</u>
Revenue:	\$120,000.00	47.00%	4 months	17.00%

If we continued to track at 17% increase of revenue, that would provide approximately \$43,000 for this year. Total salary increase would be approximately \$25,792 for FY21, including benefits.

Recommended Action (Motion):

A MOTION TO APPROVE THE INCREASE OF \$27,500 FOR THE FY21 COMMUNITY DEVELOPMENT BUDGET, TO ALLOW FOR THE HIRING OF A SECOND PERMIT TECHNICIAN FOR THE DEPARTMENT, INCLUDING ASSOCIATED WORKSTATION COSTS.