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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 6, 2021 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82981350040?pwd=bitEOVFOU3k1Zi9FZUFOMWhCbHpYZz09>

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) Regular Session – December 16, 2020 Page 5
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Meeting – Retreat Thursday, January 14, 2021 at 5:30 p.m.
 - 2) Special Meeting – Retreat Friday, January 15, 2021 at 8:00 a.m.
 - 3) Regular Meeting – Wednesday, January 20, 2021 at 6:30 p.m.
 - 4) Regular Meeting – Wednesday, February 3, 2021 at 6:30 p.m.
 - c) **Approval of appointments of Gary Horton as an Assistant Magistrates for Camp Verde Municipal Court for a Two (2) year terms effective January 1, 2021 and re-appointments of Michael A. Shaw, Ron Ramsey, and E. Eugene Neil for another two (2) year term each effective January 2, 2021, and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three (3) hour minimum. Staff Resource: Judge Schlegel/Veronica Pineda. Page 15**
 - d) **Approval of Resolution 2021-1061, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2021 Meeting Dates and Times for Meeting of the Council and all Commission/Committees, and superseding Resolution 2020-1033. Staff Resource: Town Clerk Cindy Pemberton Page 17**

- e) **Approval of Resolution 2021-1062, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding 2020-1034.** Staff Resource: Town Clerk Cindy Pemberton Page 21
- f) **Approval of Resolution 2021-1063, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting Arizona's Get Out Doors Initiative.** Staff Resource: Economic Development Director Steve Ayers Page 23
- g) **Approval and Possible Adoption of 2021 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F).** Staff Resource: Town Manager Russ Martin/Town Clerk Cindy Pemberton Page 27
- h) **Approval of a request to contribute \$2,000 to assist in hosting the traveling Vietnam Veterans Memorial Wall in March.** Page 29

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

6. **Special Announcements and Presentations**

- Presentation of Motorola Command Solutions Management Analytic Software. Staff Resource Corey Rowley Page 31

7. **Discussion, Consideration and Possible Approval of a sewer fee adjust for RV parks and hotel/motels for the calendar year 2021.** Staff Resource: Steve Ayers Page 33

8. **Covid-19 Update.** Staff Resource Russ Martin

9. **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))

- 10. 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.
- 11. 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.
- 12. Discussion and Consultation for legal advice from the Arizona Municipal Risk and Retention Pool and Town Attorney 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 Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1); (A)(2); (A)(3); (A)(4); (A)(5); (A)(6); (A)(7); (A)(8); and (A)(9).
- 13. Adjournment**

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

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

typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 12-31-2020 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



Support your local merchants

DRAFT MINUTES
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

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

- 2. Roll Call:** Council Members Jackie Baker, Bill LeBeau, Cris McPhail (Zoom), Jessie Murdock (Zoom), Robin Whatley (Zoom), Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Also Present

Town Clerk Cindy Pemberton (Zoom), Human Resources Director Brandy Cabrera, (Zoom), Town Manager Russ Martin (Zoom), Jeff Kobel, Maintenance Division Manager (Zoom), Economic Development Staff Steve Ayers and Jessica Bryson (Zoom), and Transcriptionist Susan Ayers (Zoom).

3. Pledge of Allegiance

Vice Mayor Joe Butner 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) Regular Session – December 2, 2020

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.

On a motion by Councilor Bill LeBeau and seconded by Councilor Jackie Baker, the Consent Agenda passed 7-0, with approval by Mayor Jenkins, Vice Mayor Butner, and Councilors Whatley, McPhail, LeBeau, Baker and Murdock.

- 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))

There were no calls from The Public for items not on the Agenda.

6. Special Announcements and Presentations

- Presentation of Staff Recognitions-1-year, 5-year, 10-year, 15-year, 20-year from Supervisor/Dept. Heads

The following were acknowledged for significant years and exceptional service:

Bobbi Webb, Permit Tech/Administrative Asst/Asst Planner	One year
Brandy Cabrera, Human Resources Director	One year
Cindy Pemberton, Town Clerk	One year
Cliff Bryson, Code Compliance/Risk Manager	One year
Lori Webb, Parks and Recreation	One year
Jeff Kobel, Public Works Maintenance Div Manager	One year
Kay Jenkins, Finance Dept Accountant	One year
CV Marshal's Office -	One year
Joshua Collins, Deputy	One year
Earl Huff, Dispatch Supervisor	One year
Barbara Phillips, Dispatcher	One year
Lana Stine, Dispatcher	One year
Paul Rotzler, Deputy, licensed drone pilot	Five Years
Chet Teague, Plant Operator/Wastewater Division Manager-	Five Years
Gerry Ann Dillinger, Visitor's Center Ambassador	Five Years
Russ Martin, Town Manager	Ten Years
Alice Gottschalk, Library Practitioner; recruiting/training	Fifteen Years
Lupita Urias, Workplace Maintenance	Fifteen Years
Yolanda Trahin, Workplace Maintenance	Twenty Years

- 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

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

Town Clerk Cindy Pemberton gave background information regarding this item. Staff received a liquor license application on November 12, 2020 and posted the necessary paper work the same day. The Restaurant is located within the Camp Verde Downtown Entertainment District. 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.

There were no comments from the Public in regard to this item.

On a motion by Councilor Bill LeBeau and seconded by Vice Mayor Joe Butner, the motion carried 7-0 with approval by Mayor Jenkins, Vice Mayor Butner and Councilors Whatley, McPhail, Murdock, LeBeau and Baker.

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

Town Manager Russ Martin explained to Council that what The Verde Lakes Corporation is requesting, is to have a similar arrangement as the Town has with the Verde Lakes Water Company where they currently lease out the ground where there is a small park with swing set. There was a question of water rights, but this is no longer a priority, as there would be no water rights from May through October. It would be about the ability to have a park out there that would serve the general public.

He explained that staff is looking for direction from Council to spend time putting a lease agreement together that would facilitate maintenance of the park/ponds and work towards future improvements as resources allow. If Council gives direction, there would be updates with timeframes/expectations for formal Council direction and lease agreement consideration.

There were no comments from the public in regard to this item.

Councilor Baker asked for clarification of the fact that there are no water rights to the ponds from May through October but when it is free flowing, they can put water in the pond?

Mr. Martin explained that between October and May there is opportunity, but from May-October there is not opportunity for water rights. He validated the fact that the May - October limited water supply would definitely be included in the plans.

Councilor Whatley is concerned about a lack of water in the big pond and that previously the fish died. She is glad to make it for public use and believes good things could happen there.

Councilor McPhail explained that all parties have gotten together recently, and believes it could be a beautiful site. Right now, it is private property, which limits the ability to get things done. She clarified that this would be a beautiful asset for entire town; not just for the Verde Lakes Community.

Russell Moore from Verde Lakes spoke via Zoom. He stated that they do not have any water between May 1 – September 30th. After September 30th, the water flows. The intention is to get an outreach for this community that is in dire need for one. Drugs and alcohol are rampant, and the Marshal cannot get on the property due to the fact that it is currently private property. He believes there is a lease agreement needed with the Town of Camp Verde to turn it into a public park. He believes there are benefits for everyone, citing bird watchers that come from all over, and states there is historical value as well.

Vice Mayor Butner is in favor of the lease agreement if it can be worked out. He would also like to see an indemnification agreement from Verde Lakes Corporation in addition to the lease agreement.

Councilor Murdock would like to see staff put together a proposal put together for funds needed for maintenance so as to support staff, as there are various other projects taking up time and resources as well.

Councilor Jackie Baker is concerned it will overload work for staff as they are already working on the community park, which is huge project. It is complex and her vote would be not to address it at this time until some of the other projects are completed.

(Councilor LeBeau left the meeting at 7:34 p.m. and returned at 7:38 p.m.)

Councilor Whatley opined that the Verde Lakes Ponds could really be an asset to the town, with addition of a nice place for fishing and picnicking. She believes that the price is right, the Town will get a nice park and there will be limited maintenance.

On a Motion by Councilor Cris McPhail and seconded by Councilor Robin Whatley, the motion passed 6-1, with approval by Mayor Jenkins, Vice Mayor Butner and Councilors Whatley, LeBeau, Murdock and McPhail. Councilor Baker cast a nay vote.

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

Economic Development Director Steve Ayers brought to Council's attention that the RV park at the interstate is funding approximately 10% of the cost to run the town sewer system, while using less than 4%. He asked the Council for their permission to work with staff to devise a more equitable fee schedule and bring it back to the Council at a later date.

There were no speaker cards in regard to this item.

Vice Mayor Butner recalled earlier discussions in regard to base rates and flat rates, and recalls that flat rates seemed to be appropriate at the time. Since the RV park is relatively new and occupancy is fluctuating, they don't have an annual average to go by. He wondered if they should wait for a while due to other developments going in, and the Town is also looking at the possibility of purchasing the water company.

Councilor Murdock inquired as to whether the RV park has a well or are they on the water system. Mr. Ayers replied that they are on the water system, and they have provided staff with all of their usage invoices since the day they opened. Councilor Murdock would like to visit the options and establish why one independent company is paying so much. She would like to see staff visit this and bring information back to Council.

Councilor Baker expressed concern as well, and would like to go ahead with researching the issue and gaining more information; possibly having a more equitable sewer fee for all.

Mayor Jenkins spent time looking at the information. She believes that the reason why this particular RV Park is paying \$100,000 per year is because they are paying for spaces that are not in use. It does seem like an excessive amount, and she would like to entertain the thought and look at the options going forward.

Mr. Ayers stated that the average use is just under 40%, as the park is new. He states that the Town still charges them \$8,000 per month. The RV Park has brought the Town to the point whereas all of the other rate payers are not seeing increases. He believes the rates should be lowered in the spirit of fairness.

Councilor LeBeau feels they are doing same to residential users who are charged as to the number of drains in their home regardless of what their occupancy is, and it would not be prudent to lower rates for commercial users that they couldn't offer to the residential users as well.

On a motion by Councilor Baker and seconded by Councilor Murdock, motion carried 7-0, with approval by Mayor Jenkins, Vice Mayor Butner (with the amendment of adding residential users to the study as well) and Councilors Baker, Murdock, Whatley, LeBeau and McPhail.

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

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.

Town Manager Russ Martin gave background information on the subject. Staff was directed to prepare an ordinance for prohibition for Council's consideration. The proposed ordinance would eliminate the ability for marijuana to be sold within Town limits in any way. It 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. All prohibitions that are allowed by Proposition 207 are included in the ordinance for

Council's consideration tonight.

Town Clerk Cindy Pemberton read an email on behalf of Carol German. "This letter is to speak in favor of Ordinance #2020A059. Having worked with MATFORCE over the years as well as with the schools, I have seen the damage drugs can do and would hope to see Council vote in favor of the ordinance."

Merilee Fowler, Executive Director of MATFORCE, spoke via ZOOM: Their primary focus is prevention. She commended the Mayor and Council for considering this ordinance. She would like to see everything possible done to protect young people. She quoted statistics of youth drug use in Yavapai County and there has been a 48% increase in the regular use of marijuana in the last ten years, which is because of the way perception of the drug has changed. If marijuana sales are allowed in the town it sends the message that there is nothing wrong with it; that it is socially acceptable. Marijuana is a gateway drug; not to say that everyone that uses marijuana will move on to harder drugs, but with the of the hard drug addiction that she deals with, most started with alcohol, tobacco and marijuana.

Marshall Corey Rowley, having lived in Washington, Oregon, and Alaska, spoke of previous experiences in public service in places where marijuana is legal and states no good would come of allowing recreational marijuana sales in our community. He quoted instances whereas there was a 23-year-old selling to fourteen-year-olds. Mr. Rowley would not like to see recreational marijuana sales come to the community of Camp Verde.

Town Manager Russ Martin pointed out that there is one reference that is incorrect reference in Article 16-7; Paragraph B, where it says The Town of Camp Verde Civil Hearing Process set forth in Article 18-3 of the Camp Verde Town Code. That number needs to be changed to Article 7.7.

Vice Mayor Butner stated that he would be ready to make a motion and pointed out that this ordinance would prohibit the sale of marijuana in Camp Verde and that it would be a civil offense if it happened.

Councilor Robin Whatley stated that many municipalities have a dispensary for medical marijuana **only** and wonders if the town may be able to attract a **medical marijuana only** dispensary in Camp Verde.

Mr. Martin clarified that that the state law does not allow towns to prohibit a medical marijuana dispensary; so, this particular ordinance would not have an affect if a medical marijuana dispensary wants to come in.

Councilor Jackie Baker wondered if there is a mileage restriction issue in regard to how many dispensaries are allowed in a certain area; and is this why cottonwood has one now? Mr. Martin noted that there is still a restriction but believes that has changed and a medical marijuana facility could locate in Camp Verde.

On a motion by Vice Mayor Butner and seconded by Councilor Baker with aforementioned correction by Town Manager Martin concerning the penalties and amending Article 16-7, paragraph B to read ARTICLE 7.7, motion carried 7-0, with approval by Mayor Jenkins, Vice Mayor Butner and Councilors LeBeau, McPhail, Whatley, Baker and Murdock.

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

Community Development Director Melinda Lee explained how 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. She would like to hire an additional Permit Technician to help manage the increase in permitting, and manage it well. Currently other staff is helping to take up slack and therefore takes away from everyday duties those individuals need to tend to. 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.

Mayor Jenkins asked for clarification that if the \$27,000 salary is for six months, then going forward next year it would be \$52,000. She had questions regarding the total head count for the department, and what the current average turnover time is for a permit.

Ms. Lee stated that they tell folks four to six weeks because of the volume of processing with every permit. Information has to be transmitted to various agencies for approval, tracking and issuance but is all done through the Community Development Department; they are a one-stop operation. They are not keeping up with follow-through in a timely manner.

Vice Mayor Butner asked what their goal is in terms of turnaround time. Ms. Lee responded that they do not have a particular goal at this time. She agrees that it would be a good thing to have; all of the different reviewing agencies would have to be involved.

Mr. Butner clarified that they are asking for \$27,500 but is an annual increase of \$51,584...is that correct? Ms. Lee stated that the annual salary for that position would be approximately \$52,000, which includes the entire benefit package as well.

Councilor LeBeau wondered if there were other options besides another full-time employee. Ms. Lee had considered other positions, a temporary position and an entry level counter person, and they are trying to make the permitting process more efficient. However, she does not see the volume of work lowering in the next few years. The new position will also cross train to support current technicians when they are out of the office.

Councilor Murdock does support the position. She had questions about the wages, and a \$54,000-dollar Permit Technician. Town Manager Russ Martin explained that is not the actual wage; it is total cost with healthcare and benefit package. Councilor Murdock thanked the department for processing permits as soon as possible, and understands that there are too many variables and it is a hard thing to predict.

Councilor Baker wanted to clarify that the new position is something that should not wait until the next budget year. Ms. Lee stated that there has been an overload for several months and they are trying to prevent added stress in the department. They are trying to maintain a six-week turnaround time overall, and would like to not have them in process for that long.

Councilor Whatley believes that the goal is to get the permit turnaround time shorter and that it would be prudent to hire someone to help achieve the goal.

Councilor McPhail added that a town gets a reputation when a Community Development Department cannot get their permits done in a timely manner, and she commends Ms. Lee for being proactive with the issue. She opined that they should not get behind the curve and lose new businesses due to a possible bad reputation.

On a motion by Councilor Cris McPhail and seconded by Councilor Whatley, motion carried 7-0 with approval by Mayor Jenkins, Vice Mayor Butner and Councilors LeBeau, Baker, Whatley, McPhail and Murdock.

12. Covid-19 Update. Staff Resource Russ Martin

In answer to a question posed by Mayor Jenkins, Town Manager Russ Martin relayed information regarding PPE for protection; their main supply is coming through Yavapai County and the County is quick to respond to needs for resources. The Town is doing well with their supply here. Everyone is working to try and protect point of contact, which seems to be how people are getting sick.

The numbers in positive COVID-19 cases continue to increase. Mr. Martin did test positive, along with his wife. The rest of his family is negative. The standard for return to work is to be symptom free for 24 hours, ten days after onset of symptoms. Staff is working diligently to protect each other. Currently there have been thirteen employees that have tested positive.

Mr. Martin reported that in November the town recorded a new record in revenue.

He shared that tomorrow starts a series of phone conversations with Yavapai County regarding distribution of the vaccine. Level Two is Public Safety, and they will discuss when that distribution might happen. Level four involves Government employees.

Town Finance Director Mike Showers reported that the Town is currently \$96,700 over budget through December in local TPT revenues. They are approximately 10% under total general fund expenses through October. Balances in reserve will definitely increase this year.

Mayor Jenkins thanked Mr. Martin for his report, and wished him and his family well.

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))

There were no calls from the Public for items not on the Agenda.

- 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 Englund Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor Whatley attended a Philip Englund Center for the Performing Arts Foundation meeting via Zoom. They have had to close everything down but they have a full slate of concerts, etc., that could possibly happen next October. The foundation is doing very well.

Mayor Jenkins attended a **PSPRS** meeting. She attended the Cottonwood Council Retreat. She enjoyed being able to meet the other Mayors. She has attended numerous Zoom Meetings related to COVID-19.

- 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.

Town Manager Russ Martin reminded staff to schedule retreat time next year as we go into 2021. He thanked everyone for the well wishes, and hopes to be back to work soon. He assured Council and staff they are welcome to call him at home with any concerns.

16. Adjournment

The meeting was adjourned at 8:38 P.M.

Mayor Charles German

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 Work Session of the Town Council of Camp Verde, Arizona, held on May 1, 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



Agenda Item Submission Form – Section I

Meeting Date:

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: **MUNICIPAL COURT**

Staff Resource/Contact Person: **PAUL SCHLEGEL/ VERONICA PINEDA**

Agenda Title (be exact: Discussion, consideration and possible Appointment and re-appointment of Assistant Magistrates.

List Attached Documents: none

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

Department Head: PAUL A SCHLEGEL Town Attorney Comments: N/A

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

Background Information:

Recommended Action (Motion): Appointment of Gary Horton as an Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term effective January 1, 2021. Also, re-appointment of Michael A. Shaw, Ron Ramsey, and E. Eugene Neil for another two (2) year term each effective January 1, 2021 and setting an hourly pay rate of \$50.00 per hour on an as need basis with a three (3) hour minimum.

Instructions to the Clerk:

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Agenda Item Submission Form – Section I

Meeting Date: January 6, 2021

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Clerk

Staff Resource/Contact Person:

Agenda Title: Approval of Resolution 2021-1061, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2021 Meeting Dates and Times for Meeting of the Council and all Commission/Committees, and superseding Resolution 2020-1033.

List Attached Documents: Resolution 2021-1061

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

Department Head: _____

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information

Town Code, 4-2-1.3 stipulates that Council will establish by Resolution, the meeting dates and times for Council and all Boards and Commissions in January of each year. This resolution meets the Town Code requirements and establishes the 2021 meeting dates and times for Council and all Commission/Committees for 2021.

Recommended Action (Motion):

Move to approve Resolution 2021-1061, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2021 Meeting Dates and Times for Regular Meeting of the Council and all Commission/Committees, and superseding Resolution 2020-1033

Instructions to the Clerk: Process Resolution

RESOLUTION 2021-1061

A resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2021 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2020-1033

WHEREAS, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Commissions, and Committees as follows:

Mayor and Council, Board, and Commission Meeting Schedule

Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.

Mayor and Common Council of the Town of Camp Verde 2021 Meeting Schedule		
Regular Session	January 6, 2021	6:30 p.m.
Regular Session	January 20, 2021	6:30 p.m.
Regular Session	February 3, 2021	6:30 p.m.
Regular Session	February 17, 2021	6:30 p.m.
Regular Session	March 3, 2021	6:30 p.m.
Regular Session	March 17, 2021	6:30 p.m.
Regular Session	April 7, 2021	6:30 p.m.
Regular Session	April 21, 2021	6:30 p.m.
Regular Session	May 5, 2021	6:30 p.m.
Regular Session	May 19, 2021	6:30 p.m.
Regular Session	June 2, 2021	6:30 p.m.
Regular Session	June 16, 2021	6:30 p.m.
Regular Session	July 7, 2021	6:30 p.m.
Regular Session	July 21, 2021	6:30 p.m.
Regular Session	August 4, 2021	6:30 p.m.
Regular Session	August 18, 2021	6:30 p.m.
Regular Session-Cancelled*	September 1, 2021	6:30 p.m.
Regular Session	September 15, 2021	6:30 p.m.
Regular Session	October 6, 2021	6:30 p.m.
Regular Session	October 20, 2021	6:30 p.m.
Regular Session	November 3, 2021	6:30 p.m.
Regular Session	November 17, 2021	6:30 p.m.
Regular Session	December 1, 2021	6:30 p.m.
Regular Session	December 15, 2021	6:30 p.m.

* 2021 League Conference August 31, 2021-September 3, 2021 @ Arizona Biltmore, Phoenix, AZ 85007
Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2021 unless there is a paid application, which in this case, the meeting will be held on the second Thursday of the month as a Special Session. Additionally, Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

Planning & Zoning Commission of the Town of Camp Verde 2021 Meeting Schedule		
Regular Session	January 7, 2021	6:30 p.m.
Special Session (as needed)	January 14, 2021	6:30 p.m.

Regular Session	February 4, 2021	6:30 p.m.
Special Session (as needed)	February 11, 2021	6:30 p.m.
Regular Session	March 4, 2021	6:30 p.m.
Special Session (as needed)	March 11, 2021	6:30 p.m.
First Quarterly Report for Period January 2021 through March 2021 will be heard at the April 7, 2021 Council Meeting.		
Regular Session	April 1, 2021	6:30 p.m.
Special Session (as needed)	April 8, 2021	6:30 p.m.
Regular Session	May 6, 2021	6:30 p.m.
Special Session (as needed)	May 13, 2021	6:30 p.m.
Regular Session	June 3, 2021	6:30 p.m.
Special Session (as needed)	June 10, 2021	6:30 p.m.
Second Quarterly Report for Period April 2021 through June 2021 will be heard at the July 7, 2021 Council Meeting.		
Regular Session	July 1, 2021	6:30 p.m.
Special Session (as needed)	July 8, 2021	6:30 p.m.
Regular Session	August 5, 2021	6:30 p.m.
Special Session (as needed)	August 12, 2021	6:30 p.m.
Regular Session	September 2, 2021	6:30 p.m.
Special Session (as needed)	September 9, 2021	6:30 p.m.
Third Quarterly Report for Period July 2021 through September 2021 will be heard at the October 6, 2021 Council Meeting.		
Regular Session	October 7, 2021	6:30 p.m.
Special Session (as needed)	October 14, 2021	6:30 p.m.
Regular Session	November 4, 2021	6:30 p.m.
Special Session (as needed) Cancelled-Veterans day	November 11, 2021	6:30 p.m.
Regular Session	December 2, 2021	6:30 p.m.
Special Session (as needed)	December 9, 2021	6:30 p.m.
Fourth Quarterly Report for Period October 2021 through December 2021 will be heard at the January 5, 2022 Council Meeting.		

Regular Meetings of the Board of Adjustments

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday of every month at 3:00 p.m. as needed.**

Board of Adjustments of the Town of Camp Verde 2021 Meeting Schedule		
1. Regular Session (as needed)	January 12, 2021	3:00 p.m.
2. Regular Session (as needed)	February 9, 2021	3:00 p.m.
3. Regular Session (as needed)	March 9, 2021	3:00 p.m.
First Quarterly Report for Period January 2021 through March 2021 Will be heard at the April 7, 2021 Council Meeting.		
4. Regular Session (as needed)	April 13, 2021	3:00 p.m.
5. Regular Session (as needed)	May 11, 2021	3:00 p.m.
6. Regular Session (as needed)	June 8, 2021	3:00 p.m.

Second Quarterly Report for Period April 2021 through June 2015
will be heard at the July 7, 2021 Council Meeting.

7. Regular Session (as needed)	July 13, 2021	3:00 p.m.
8. Regular Session (as needed)	August 10, 2021	3:00 p.m.
9. Regular Session (as needed)	September 14, 2021	3:00 p.m.

Third Quarterly Report for Period July 2021 through September 2021
will be heard at the October 6, 2021 Council Meeting.

10. Regular Session (as needed)	October 12, 2021	3:00 p.m.
11. Regular Session (as needed)	November 9, 2021	3:00 p.m.
12. Regular Session (as needed)	December 14, 2021	3:00 p.m.

Fourth Quarterly Report for Period October 2021 through December 2021
will be heard at the January 5, 2022 Council Meeting.

Passed and approved by a majority vote of the Common Council at the Special Session meeting of January 08, 2021.

Dee Jenkins – Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

William Sims

Agenda Item 4.e



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 6, 2021 Consent Agenda Decision Agenda Executive Session
Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Clerk

Staff Resource/Contact Person:

Agenda Title: Discussion, Consideration, and Possible approval of Resolution 2021-1062, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding 2020-1034

List Attached Documents: Resolution 2021-1062

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

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

Background Information

Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

Recommended Action (Motion):
Move to approve Resolution 2021-1062

Instructions to the Clerk: Process Resolution



RESOLUTION 2021-1062

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ESTABLISHING HOURS OF OPERATIONS,
SUPERSEDING 2020-1034**

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

WHEREAS, Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Hours of Operation		
Administration Offices	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Municipal Court	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Community Development	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Parks & Recreation	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Swimming Pool	Monday – Saturday	Opening/Closing Dates to be Announced
Public Works	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Animal Control	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Marshal's Office – Admin	Monday – Thursday	7:00 a.m.-6:00 p.m.
Marshal's Office – Deputies/Dispatch	24 Hours per Day	24 Hours per Day
Library	Monday – Thursday	9:00 a.m. – 8:00 p.m.
Library	Friday-Saturday	9:00 a.m. – 5:00 p.m.
Library	Sunday,	Closed

Passed and approved by a majority vote of the Common Council at the Regular Session of January 6, 2021.

Dee Jenkins, Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

William Sims

Agenda Item 4.f



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date:

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

Requesting Department: *Economic Development*

Staff Resource/Contact Person: *Steve Ayers*

Agenda Title (be exact): *Discussion, Consideration and Possible Approval of Resolution 2020-1063, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Supporting Arizona’s Get Out Doors Initiative*

List Attached Documents: *1) Copy of Resolution 2021-1063*

Estimated Presentation Time: *0*

Estimated Discussion Time: *0*

Reviews and comments Completed by:

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

Background Information: *This resolution was sent out to all the communities who are members of the Verde Front, to be forwarded to our state legislators.*

Recommended Action (Motion): *Move to approve Resolution 2020-1063, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Supporting Arizona’s Get Out Doors Initiative*

Instructions to the Clerk:



RESOLUTION 2021-1063

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPPORTING ARIZONA'S GET OUT DOORS INITIATIVE

WHEREAS, communities across Arizona recognize that outdoor recreation supports health, contributes to a high quality of life and—perhaps most importantly—it attracts and sustains employers and families;

WHEREAS, scientific research shows that both children and adults are spending more time inside than previous generations, are increasingly distanced from nature, are engaging in less physical exercise, and are at increased risk for poor health because of sedentary practices;

WHEREAS, research shows that time spent in nature by all people can lead to physical, mental, developmental, and behavioral health benefits;

WHEREAS, there is significant value in providing opportunities for the people of Arizona to experience awe-inspiring moments while gazing upon and reflecting upon the natural beauty of the Grand Canyon State's uniquely spectacular outdoor places;

WHEREAS, quality time in the natural world encourages curiosity, and provides hands-on field experience and experiential learning, resulting in improved learning across various fields of science;

WHEREAS, Arizonans have a rich and diverse heritage of outdoor pursuits, agricultural production, and an intimate relationship to the land, wildlife, clean water, clear skies and cultural resource protection;

WHEREAS, the outdoor industry in Arizona is a major economic engine that brings jobs, prosperity and wellness to all state residents. The outdoor industry employs 201,000 people and generates \$21.2 billion in consumer spending annually;

WHEREAS, public lands represent a significant portion of Arizona's land base and are critical components of a healthy outdoor environment that are low cost to access and ubiquitous for all residents;

WHEREAS, fostering equity of access to outdoor opportunities is fundamental to ensuring that all state residents can enjoy Arizona's natural resources;

WHEREAS, investments in outdoor spaces and amenities will serve to enhance the quality and quantity of outdoor experiences for all Arizonans;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde, Arizona recognizes that it is critical for the well-being and physical, mental and social development of Arizona’s residents that we promote healthy, active lifestyles filled with outdoor experiences of all types for Arizona’s residents, all while respecting private property rights.

BE IT FURTHER RESOLVED that we hereby support Arizona’s Get Outdoors Initiative, which states that every resident in Arizona should have the opportunity to:

1. Observe nature and wildlife in Arizona, or hunt and fish
2. Learn about, appreciate and respect Indigenous cultural resources, petroglyphs, pictographs, ancient habitation sites and landscapes as sacred places best left undisturbed
3. Explore Arizona’s parks, forests, public lands and wild places
4. Experience Arizona’s mountains, deserts, canyons, lakes and rivers
5. Gaze at a starry sky or sleep in a tent
6. Bring along a friend to discover nearby nature right outside one’s own backyard and beyond
7. Splash in Arizona’s rivers, lakes, streams and hot springs
8. Follow a trail
9. Plant a seed and tend a garden
10. Be a steward and take care of Arizona’s outdoor places and landscapes so future generations can also enjoy these precious assets.

PASSED AND ADOPTED By the Mayor and Common Council of the Town of Camp Verde, Arizona, this 6th day of January 2021

Dee Jenkins, Mayor

Attest:

Approved as to form:



Cindy Pemberton, Town Clerk

Town Attorney

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Agenda Item Submission Form – Section I

Meeting Date: January 6, 2021

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

Requesting Department: Town Council

Staff Resource/Contact Person:

Agenda Title: Approval and possible adoption of 2021 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during Legislative Sessions when they affect the Town’s interest and require an immediate response. (Town Code Section 2-2-4F)

List Attached Documents:

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

- Department Head: _____ Town Attorney Comments: N/A
- Finance Department N/A
 Fiscal Impact: None
 Budget Code: N/A Amount Remaining: _____
 Comments: _____

Background Information:

Section 2-2-4F of the Town Code states that at the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town’s interest and require immediate response.

Recommended Action (Motion):

Move to adopt the 2021 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose Legislative Bills introduced during Legislative Sessions when they affect the Town’s interest and require an immediate response. (Town Code Section 2-2-4F).

Instructions to the Clerk: None

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Agenda Item 4.h



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 6, 2021

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of a request to contribute \$2,000 to assist in hosting the traveling Vietnam Veterans Memorial Wall in March.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- Town Manager: Included below
 Department Head: N/A
 Town Attorney Comments: N/A
 Risk Management: N/A
 Finance Department
Fiscal Impact: Additional \$2000 over in Community Relations
Budget Code: **Amount Remaining:** \$0

Comments:

This would go beyond original budget in Community Relations budget previously used for Meals on Wheels.

Background Information: This is the first time the Town of Camp Verde would be hosting the Wall and is expected to be the final welcome home after 10 years of commemoration within the Verde Valley.

Recommended Action (Motion): Move to allocate \$2,000 for assistance in bring the Vietnam Veterans Memorial Wall to Camp Verde and the associated hosting activities.

Instructions to the Clerk:

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Agenda Item Submission Form – Section I

Meeting Date: January 6, 2020

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

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Corey Rowley

Agenda Title (be exact): Presentation of Motorola Command Solutions Management Analytic Software

List Attached Documents: Purchase Quote

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 15 minutes

Reviews and comments Completed by:

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

Comments:

Background Information: The CompStat Management Dashboard allows CVMO to maximize our Spillman software by calculating crime trends and patterns using information in the Spillman database, then presenting the information in an easy-to-analyze format. This Software is being implemented in numerous police departments throughout the U.S. The Command Staff Productivity Dashboard in combination with the agency's CompStat Management Dashboard provides administrators with easy visibility into each officer's workload, performance, and statistics, helping to create a culture of accountability in the department and community.

Recommended Action (Motion): Approval of \$37,792.80 for the purchase of the Motorola Command Solutions Management & Officer Productivity Dashboard Software

Instructions to the Clerk:

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Agenda Report Form – Section I

Meeting Date: January 6, 2021

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

Requesting Department: Public Works and Economic Development

Staff Resource/Contact Person: Chet Teague and Steve Ayers

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

List Attached Documents: 1) Fee spreadsheet calculator

Estimated Presentation Time:10

Estimated Discussion Time: 20

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: _____

Risk Management: _____

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

Background Information:

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

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

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

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

Water Use Based Adjustment

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

Example:

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

Occupancy Based Adjustment

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

Example:

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

Residential Rate Comparison

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

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

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

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

Instructions to the Clerk:

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

- Adjustments would be available to qualifying businesses starting on January 1, 2021 and would expire on December 31, 2021. The rationale for the time limit is that over the next year the Town would either purchase the water company and conduct a new rate study, or conduct a new rate study based on the understanding that the 2018 rate study is no longer valid
- Adjustments would be made quarterly, based on information provided by the qualifying business from the previous quarter
- Adjustments would be made on a sliding scale, with a minimum and maximum monthly fees established for each qualifying business
- Adjustments would only apply to residential rates charged to RV spaces or hotel/motel rooms and would not apply to commercial rates charged to those qualifying businesses, such as laundries facilities, clubhouses, stores, public restroom or shower facilities
- Neither of the two proposed methods of adjustment would impact the operations and maintenance of the wastewater system during the 12 month period they are in place
- Adjustments are being offered due to unprecedented growth in the system, with revenues exceeding what was predicated in the 2018 rate study
- Adjust are being offered because hotels, motels and RV parks have been significantly impacted by COVID19, with occupancy rates falling below 20 percent on some months and, with some exceptions, seldom rising above 50 percent over the last 12 months

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

Water Use Based Adjustment

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

Example:

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

Occupancy Based Adjustment

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

Example:

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

Residential Rate Comparison

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

- **From April through October 2020, Provident used 1,953,300 gallons of water according to the bills they provided us from Camp Verde Water Systems. During that same period they paid the Town of Camp Verde \$73,843.38 to treat their effluent. Assuming every gallon that came into the park ended up in the Town's wastewater system, Provident paid an average of \$27.68 to treat 1000 gallons.**
- **The USGS estimates the average person uses 80 gallons of water per day. Two people, times 30 days, times 80 gallons, equals and average monthly use of 4,800 gallons. According to the 2018 rate study, residential rates were set based on an average of 5,000 gallons per household, per month.**
- **If we began charging the average residential customer the same cost per 1000 gallons we charge Provident, they would pay 5 times \$27.68 per 1000 gallons, or \$138.40 per month, assuming every gallon they used ended up in the wastewater system.**
- **Additionally, if we figure the average rate payer is using 5000 gallons a month and multiply that by the average cost of \$12.24 per gallon to treat 1000 gallons, that equals \$61.18 per month based on usage**
- **But the average residential rate payer pays \$52.20 for 5000 gallons or about \$10.44 to treat 1000 gallons – 62.3% less per gallon than what we charge Provident.**
- **Lastly, if we add to this the fact that because Provident connected themselves to the system, the average rate payer's bill has held steady for two years (not the projected average bill of \$55.34) and will remain steady for the foreseeable future.**
- **If we allow for one of the proposed adjustments to be put in place, we would begin the process of bringing equality to the rate structure.**

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

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

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

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

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

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