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**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, JULY 21, 2021 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/89027715758?pwd=Z0pVUjFpNjVoK1ZON1JwQlpwYINsQT09>

**One Tap Mobile: 1-346-248-7799 or 1-669-900-9128**

**Meeting ID: 890 2771 5758**

**Passcode: 536573**

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 – July 7, 2021 Page 5
    - 2) Executive Session – July 7, 2021 (Recorded and on File)
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday August 4, 2021 at 6:30 p.m.
    - 2) Regular Session – Wednesday August 18, 2021 at 6:30 p.m.
    - 3) Regular Session – Wednesday September 1, 2021 at 6:30 p.m. CANCELLED
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**

- **Equine Emergency Evacuation – Carol Fontana** Page 19
- **Presentation of ALEAP Accreditation Award, to be presented by Mr. Kevin Rhea and Chief Wingert (ALEAP Commission Chair) to the Camp Verde Marshal’s Office** Page 35
- **Recognition of Finance Director Michael Showers being awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). – Russ Martin** Page 37

7. **Discussion, Consideration and Possible Approval of a letter or agreed upon values statement to be made to the Independent Redistricting Commission identifying the Town of Camp Verde along with other communities in the Verde Valley as a community of interests.** Staff Resource: Russ Martin Page 51

8. **Discussion, Consideration and Possible Approval of a letter to the Federal Highway Administration requesting formal withdrawal of the Finding of No Significant Impact for the Forest Service land formerly considered for the Verde Connect project.** Staff Resource: Russ Martin Page 57

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. 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 Bashes on 07-01-2021 at 3:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, JULY 7 2021 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, Councilor Bill LeBeau (absent) Councilor Robin Whatley, Councilor Jackie Baker (absent), Councilor Jesse Murdock and Councilor Chris McPhail are present.

**Also Present**

Town Manager Russ Martin, Town Clerk Cindy Pemberton, transcriptionist Dana Donahue

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor McPhail.

**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 – June 9, 2021
2. Regular Session – June 16, 2021
3. Executive Session – June 16, 2021 (Recorded and on File)
4. Special Session – June 23, 2021
5. Executive Session – June 23, 2021 (Recorded and on File)

**b) Set Next Meeting, Date and Time:**

1. Regular Session – Wednesday July 21, 2021 at 6:30 p.m.
2. Regular Session – Wednesday August 4, 2021 at 6:30 p.m.
3. Regular Session – Wednesday August 18, 2021 at 6:30 p.m.

- c) **Possible Approval of the United States Department of Agriculture Farmers Market Promotion Program Grant application, and authorization for in-kind contributions as specified in the grant application.** Staff Resource: Steve Ayers
- d) **Possible Approval of Special Event Liquor License Applications for Mary Phelps – Verde Valley Raceway for the events to be held at the Camp Verde Equestrian Center located at 1495 E. Hideout Arena Way, Camp Verde, AZ on August 28, 2021 and September 10-11, 2021**
- e) **Possible Approval of Special Event Liquor License Applications for Mary Phelps – Camp Verde Arena Association for the events to be held at the Camp Verde Equestrian Center located at 1495 E. Hideout Arena Way, Camp Verde, AZ on September 8-10, 2021 and November 5-6, 2021.**

**Motion:** Councilor McPhail made a motion to approve the consent agenda as written. Vice Mayor Butner seconded.

Roll call Vote;

Mayor Jenkins-aye

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Whatley-aye

Vice Mayor Butner-aye

Motion passes 5-0

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

Maria Moore spoke about the difficulties with her business (Udderly Divine) regarding the Town sewer issues. The month of June was very difficult in regard to the sewer issues she is experiencing. She said the Town has been very responsive these issues and works hard to correct them. There are no schematics of the buildings and or the sewer systems on Main Street, which made things very difficult to resolve the problems. The sewer system is old and deteriorating on main street. As a business and building owner, this is a serious concern. Hers is not the only business suffering from sewer problems. The sewer lines need to be cleaned and repaired. Main street needs to have proper infrastructure for the businesses. The sewer connections from the Town side to the business side are in sore need of cleaning, preferably with hydro jet. Main street needs to have the proper infrastructure for the businesses to survive.

The second issue she would like to address is the lack of Christmas activities in the Town. Many of her customers have expressed a desire for more Christmas themed events. She is a native of Camp Verde and would like to see more from the town to support the businesses. Camp Verde is in a perfect place to host these themed events. She has grown up in Camp Verde and raised her children as well as grandchildren here.

Robert Johnson spoke about issues regarding Verde River water resources. Motor home parks are causing real problems with water. He has concerns about the water supply in the Verde area. He states there is a significant decrease in the volume of the Verde River. Friends of the Verde River have done studies that indicate the water level is dropping. Most of the water in the Verde is claimed by SRP. He spoke about an article written by Nancy Steele of Friends of the Verde River that stated the dry climate is causing ground water wells to increase their pumping. Ground water pumping needs to be regulated. He would like to see some advertisement about saving the Verde River such as bumper stickers and pamphlets. He is concerned about the increase of ground water wells and the drop in the volume of the Verde River. He would like to encourage people to write their State Representative.

## 6. **Special Announcements and presentations**

- **Proclamation Declaring July 9, 2021 as Camp Verde's High School Senior Recognition Day 2021.**

Mayor Jenkins proclamation July 9, 2021, as Camp Verde's High School Senior Recognition Day 2021. Mayor Jenkins read the Proclamation aloud.

- **Proclamation Declaring the Month of June, as Backbone Fire Month**

The Town of Camp Verde is very grateful to the firefighters, and declared the month of June as Backbone Fire Month. Mayor Jenkins expressed her gratitude to the firefighters that fought the Backbone Fire. Mayor Jenkins read the proclamation aloud.

- **Recognition of Johana Pena as the Winner of the 2021 Yavapai College Film and Media Arts Program High School Student Film Competition**

Johanna is the winner of the 2021 Film and Media Arts Student Competition. She was presented with a certificate of achievement by Jessica Bryson of the Economic Development Department. Johanna's film will be going to screen soon. She is to receive a \$1000.00 scholarship from the Yavapai Scholarship Foundation.

Helen Stevenson, Director of the Film and Media Arts program for Yavapai College, states she is so proud of Johanna for her film and that Johanna is a Camp Verde Resident. Johanna was presented with a certificate by Helen Stevenson. Hellen also handed out some pamphlets regarding the film. A photograph of Johanna, the College representatives and the Town Council was taken.

7. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Liquor License Application for Acquisition of Control for John Curtis Bradshaw-Alcantara Vineyards and Winery located at 3445 Grapevine Way, Camp Verde, AZ 86322** Staff Resource: Cindy Pemberton

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

Cindy Pemberton stated the Clerk's office has received the above application from John Curtis Bradshaw of Alcantara Vineyards and Winery. Staff has received no problems or concerns regarding this application.

Mayor Jenkins opened the floor for discussion. No discussion.

**Motion:** was made by Councilor Murdock to approve the Acquisition of Control for John Curtis Bradshaw – Alcantara Vineyards and Winery located at 3445 Grapevine Way, Camp Verde AZ. Second was made by Vice Mayor Butner.

Roll Call Vote:

Councilor McPhail-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye  
Councilor Murdock-aye  
Councilor Whatley-aye  
Motions passes 5-0

8. **Discussion, Consideration and Possible Approval of a Memorandum of Understanding Regarding the Verde Valley Circle Trail Concept, between the Town of Camp Verde, Town of Clarkdale, City of Cottonwood, Town of Jerome, City of Sedona and Yavapai County for the purpose of supporting the objectives of developing a complete loop of non-motorized trails and trail facilities around the Verde Valley region.** Staff Resource: Steve Ayers

Steve Ayers spoke about the long-term trail goals of the Verde Valley. There is a long-term goal of establishing a circumventable trail around the Verde Valley. This memorandum has been approved by the various entities involved. The memorandum of understanding has been approved by all the entities and their legal counsels. He asked for any questions regarding this motion.

Vice Mayor Butner asked what the other towns and cities are doing regarding the trails. Steve Ayers said that each city and or town is responsible for their section of the larger approved plan. The Camp Verde section will start at Grief Hill and continue to Copper Canyon, then to Oasis and on toward the Equestrian Center where it would catch the Vista Loop trail which would connect with the Beaver Creek trails.



Vice Mayor Butner asked if the other cities and towns have approved the Verde Valley Trail concept. Steve Ayers said Clarkdale had just approved it and it was now with Cottonwood. It is being coordinated through Yavapai County.

**Motion:** Councilor McPhail made a motion to approve the Memorandum of Understanding Regarding the Verde Valley Circle Trail Concept, between the Town of Camp Verde, Town of Clarkdale, City of Cottonwood, Town of Jerome, City of Sedona and Yavapai County for the purpose of supporting the objectives of developing a complete loop of non-motorized trails and trail facilities around the Verde Valley region. Seconded by Vice Mayor Butner.

Roll Call Vote:

Councilor McPhail-aye

Councilor Whatley-aye

Councilor Murdock-aye

Vice Mayor Butner-aye

Mayor Jenkins-aye

Motion passes 5-0

**9. Discussion Consideration and Possible Approval of new job descriptions for Camp Verde Marshal's Office (Quartermaster) and Community Development (Zoning Inspector) to be added to the new salary range structure.** Staff Resource: Brandy Cabrera

Brandy Cabrera said that Marshall Rowley could not attend tonight. The request is to add the Quartermaster position to the pay scale for future hires, not to approve the positions for this budget year. Brandy Cabrera said that Marshall Rowley is wanting the Quartermaster position on the salary schedule for the future. She said he would very much like to have this position sometime in the future.

Vice Mayor Butner asked if it was necessary to do this now. He asked Brandy if she remembered Marshall Rowley saying he did not want these positions. She said she did not recall, only that the Marshall would like to have this position.

Town Manager Russ Martin spoke about the need to get the job for the Quartermaster on the record as far as salary and job description. We are not adding more costs or salaries, just making plans for the future. The issue is priority and funding. The new positions need to be done in order. The Community Development Director position is a priority. The positions will shift according to funding. The Quartermaster position was a part time position that was filled for a while. Russ Martin encouraged Marshall Rowley to put the salary on the agenda.

Vice Mayor Butner asked are setting up positions for the future? He expressed a concern about putting new jobs on the payroll schedule until we need to. Are these positions necessary?

Mr. Martin said the position descriptions and salaries are being set up for future hires. It

is a stair step process. When we fill the Community Development Director position, the position of Assistant Planner won't be necessary. The needs and duties within the department will be shifted as the positions are filled. Mr. Martin encouraged the Marshall to put the Quartermaster position on the agenda to get the ball rolling. Getting the job descriptions done will assist in moving forward faster to attaining the positions. We are not adding more positions to the budget.

Vice Mayor Butner stated that we are looking for a Community Development Director now, is that correct? Do they want a somewhat different position?

Russ Martin replied, yes. The issues are priority and funding. The priority was the Community Development Director position, which we now have. That will then move us toward the Zoning Inspector. If you want to remove the Assistant Planner from the list, that will work. The highest priority is the Community Development Director.

Vice Mayor Butner reiterated that we are setting things up for future positions. He had spoken to Marshall Rowley about the Quartermaster position. Let's not put things on the salary schedule until we need to.

Ms. Cabrera spoke about the need for a Zoning inspector, saying the Council has time to decide about the Quartermaster position. Vice Mayor Butner stated that this appears to be a two for one proposal.

Councilor Whatley expressed that we need to plan ahead, which we have asked our staff to do. We are not funding these positions currently. This appears to be planning ahead and she supports it.

Mayor Jenkins asked about how they came up with the salaries and job descriptions.

Ms. Cabrera replied they did surveys with other positions and the comparisons from the consultant. The Zoning Inspector is equivalent to the Building Inspector in range. The Quartermaster was moved down to range 9 and was based on training and certifications in comparison to a dispatcher.

Mayor Jenkins asked about timing. Is the Zoning Inspector going to happen this year? The job descriptions being approved up front will make hiring faster. Ms. Cabrera replied that it would be best if we had all the information up front because recruitment takes time. Having this in place would make it faster to hire for these positions.

**Motion:** Councilor McPhail moved to approve the new job descriptions for Camp Verde Marshal's Office (Quartermaster) and Community Development (Zoning Inspector) to be added to the new salary range structure. Second by Councilor Whatley.

Roll Call Vote:

Vice Mayor Butner- nay

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Whatley-aye  
Mayor Jenkins-aye  
Motion passes 4-1

**10. Discussion Consideration and Ratification of Expenditures made in the Wastewater Department for manhole repair and skid steer purchases.** Staff Resource: Chet Teague

Chet Teague stated that they had a few expenditures that exceeded the \$50k mark. Tax added almost \$4k to the purchase of the skid steer, putting it over the allowed \$50K. The skid steer cost more than anticipated and the manhole rehabilitation is more expensive than first thought. The skid steer is necessary for the repairs and were budgeted items. They took the low quote for the skid steer, and they got the skid steer they wanted. They have repaired 23 manholes. We have 348 manholes that are close to 38 years old and are falling apart.

Vice Mayor Butner expressed concerns about the March 2, 2021, skid steer purchase order. It was not purchased at that time. The purchase order states \$54,496 with no tax. Is this your starting point in the purchase process? Are you the person that made the decision to purchase the skid steer? Mr. Teague stated yes and he thought he had the authority to do so. He did not know what the amount was at that time. Vice Mayor asked who told him that he could go ahead and purchase the equipment? Mr. Teague said he was unsure who told him he could make the purchase as it was in excess of \$50K.

Vice Mayor Butner asked Mr. Martin how this occurred? How are we approving a purchase that is against Town policy that has already been made?

Mr. Martin said any purchase over \$20k requires approval process. There is a process that allows us to check off for purchases. Everyone above Chet made the same mistake of approving the purchase. Mr. Martin, Mr. Showers and Mr. Long approved it electronically, by checking a box. We made a mistake on this process.

Vice Mayor asked if it is a check mark or a signature? Mr. Martin stated that it is a box that is checked on a form online. There is no signature. Mr. Martin logs in and marks the box on his account. Vice Mayor Butner asked again if by checking the box, it is the equivalent of an electronic signature. Russ Martin stated no, it is not.

Vice Mayor Butner wants to know if we need to change this process to keep this from happening again. How this occurred is completely against Town Policy. Purchases over \$50k need to be brought before the council.

Mike Showers via zoom states that the approval process for P.O.'s is done by approval levels. These levels are approved by Russ Martin and Mike Showers. Purchases over \$20k have to be approved by Mr. Showers. Purchases over \$30k need to be approved by Russ Martin. Anything over \$50k needs approval by the council. For this particular PO, there was no \$50k approval set up. He states he will add a \$50k approval level. This level will have to be checked off by himself. He won't check it off until he sees there was action on it by council. This is how we will make sure any product above \$50k is discussed/approved by the Council. This will force us to take stock of the \$50k

issue in the future.

Vice Mayor Butner reiterated about the need for another check off for approval off all purchases over \$50k. How do we prevent this from happening again? We have this process for a reason.

Mr. Teague said he has been educated and this won't happen again.

Mr. Martin stated that the levels of checks works but has some problems. The purchasing process starts out correctly, but we must keep up on it. POs can add up and go over the limits. There is a human side to the process that we need to manage. Councilor McPhail stated she appreciated the effort Mike Showers is making to keep this from happening again.

**Motion:** Councilor McPhail made a motion to approve the ratification of Expenditures made in the Wastewater Department for manhole repair and skid steer purchases. Vice Mayor Butner second.

Roll Call Vote;

Councilor McPhail-aye

Vice Mayor Butner-aye

Councilor Whatley-aye

Councilor Murdock-aye

Mayor Jenkins-aye

Motion passes 5-0

11. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF ORDINANCE 2021 A464, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR AN APPLICATION SUBMITTED BY TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT FOR A ZONING MAP CHANGE FROM C3-70 (COMMERCIAL: HEAVY COMMERCIAL, 70,000 SQUARE FOOT MINIMUM LOT SIZE) TO C3 (COMMERCIAL: HEAVY COMMERCIAL) DISTRICT, TO REMOVE THE MINIMUM LOT SIZE DESIGNATION ON PARCELS 403-15-006 AND 403-15-002W, WHICH WERE SPLIT BY THE DEVELOPMENT OF AULTMAN PARKWAY, COMPRISING OF APPROXIMATELY 6.94 ACRES IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA.** Staff Resource: Melinda Lee

Community Development Director, Melinda Lee spoke about this request which was created by the staff in Community Development to correct some non-conforming parcels. These non-conforming parcels resulted from the development of the roundabout of Altman Parkway. She is requesting that this be amended and corrected. Mayor Jenkins said she understood how this happened.

**Motion:** Councilor Whatley moved to approve ORDINANCE 2021 A464, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR AN APPLICATION SUBMITTED BY TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT FOR A ZONING MAP CHANGE FROM C3-70 (COMMERCIAL: HEAVY COMMERCIAL, 70,000 SQUARE

FOOT MINIMUM LOT SIZE) TO C3 (COMMERCIAL: HEAVY COMMERCIAL) DISTRICT, TO REMOVE THE MINIMUM LOT SIZE DESIGNATION ON PARCELS 403-15-006 AND 403-15-002W, WHICH WERE SPLIT BY THE DEVELOPMENT OF AULTMAN PARKWAY, COMPRISING OF APPROXIMATELY 6.94 ACRES IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA. Councilor McPhail seconded.

Roll Call Vote:

Councilor Whatley-aye  
Vice Mayor Butner-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Mayor Jenkins-aye  
Motion passes 5-0

- 12. DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF RESOLUTION 2021-1070, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING USE PERMIT 20210297 FOR THE PURPOSE OF OPERATING BED & BREAKFASTS, LOCATED ON TWO (2) PARCELS COMPRISING OF APPROXIMATELY 3.29 ACRES, SITUATED IN AN R1-35 (RESIDENTIAL: SINGLE FAMILY, 35,000 SQUARE FOOT MINIMUM LOT SIZE) DISTRICT, ON SCHAEFFER LANE JUST SOUTH OF STOLEN BOULEVARD, ON PARCELS 404-04-047G AND 404-04-047H, CAMP VERDE, YAVAPAI COUNTY, ARIZONA. Staff Resource: Melinda Lee**

Melinda Lee said this request is for a use permit for two parcels. The property owner requesting the permit owns both parcels. The request is that the owners are able to operate a Bed and Breakfast on the parcels, while acting as the onsite host on the adjoining parcel. There was a vote in the planning department to approve this request, and it was unanimous. The adjoining property owners are in favor of the motion. They were at the planning meeting and spoke in favor of the use permit. The number of guests that would be allowed has been a concern. The maximum number of guests is five per building. Two buildings would equal ten guests. The owner would like this use permit to expand their business. Should the north parcel sell at any time, the new owner would have to apply for their own use permit.

All requirements, including engineering have been met and we recommend you approve the permit. The property is in a secluded area and would not be an undue nuisance for the neighborhood.

Lydia Dart spoke regarding this permit. She owns the parcel directly to the west of the subject parcel. She has daily interaction with the houses/occupants of the proposed bed and breakfast and the owners requesting the permit. She feels the owners are very selective in who they rent to. The owners are very cognizant of the safety and comfort of their neighbors. Lydia would like the owners to be able to develop the property with the vision they have for it. She requests the council approve this request.

Rudy Balan spoke about the owners of the property in question. He told the council about how his neighbor would help him on occasion with his tractor. He feels they have a good relationship. He feels he can really count on his neighbors.

Deb Ranney said initially she was very concerned about the Bed and Breakfast when it started. However, she has changed her mind. It is very well done, and the guests are extremely considerate and very quiet. The traffic is minimal. She stated that the owners are great neighbors and promote Camp Verde and patronize the businesses here. The guest reviews on Airbnb are excellent. She is in favor of the permit.

Bob Raney told the council that his property borders the subject property and has no complaints about the business.

Vice Mayor Butner asked Melinda Lee if the application was for a three-year use permit. Melinda stated yes, it is three years so that it can be reviewed for issues. We can see how the property is being managed through the review processes.

Vice Mayor Butner asked what type of zoning would be required to make this a new zone and why wasn't the request for rezoning?

Melinda Lee said that we did not rezone the parcel to RR (Rural Residential which allows Bed and Breakfasts) because of the possibility of splitting the parcel. If the zoning were changed to RR the owners of the parcel would not be able to split it. The owners want the option of splitting the lower parcel in the future. Vice Mayor Butner asked if this option was discussed with the owners. Melinda stated yes it was and the owners declined a re-zoning request because they wanted to keep their options open. Vice Mayor Butner asked if the use permit stayed with the land. Melinda stated yes, the permit stays with the property but only for the duration of the use permit.

**Motion:** Councilor McPhail made a motion to approve RESOLUTION 2021-1070, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING USE PERMIT 20210297 FOR THE PURPOSE OF OPERATING BED & BREAKFASTS, LOCATED ON TWO (2) PARCELS COMPRISING OF APPROXIMATELY 3.29 ACRES, SITUATED IN AN R1-35 (RESIDENTIAL: SINGLE FAMILY, 35,000 SQUARE FOOT MINIMUM LOT SIZE) DISTRICT, ON SCHAEFFER LANE JUST SOUTH OF STOLEN BOULEVARD, ON PARCELS 404-04-047G AND 404-04-047H, CAMP VERDE, YAVAPAI COUNTY, ARIZONA. Councilor Murdock second.

Roll call vote:

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Whatley-aye

Vice Mayor Joe Butner-aye

Mayor-Jenkins-aye

Motion passes 5-0

**13. DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF RESOLUTION 2021-1073, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING PRELIMINARY PLAT 20210062 FOR THE PURPOSE OF DEVELOPING THE “SALT MINE RANCHES” SUBDIVISION, WHICH IS AN ELEVEN (11) LOT, RESIDENTIAL SUBDIVISION, LOCATED ON APPROXIMATELY 10 ACRES, THE SOUTH SIDE OF SALT MINE ROAD, JUST WEST OF STATE ROUTE 260 INTERSECTION, ON PARCEL 404-01-045. Staff Resource: Melinda Lee**

The owners of this parcel are proposing to split their property into ten parcels. This is approval for a plat. Most of the former issues have been resolved, however, they are working to get an appropriate road name vetted through the 911 system. The documents requested from the owner by the Planning and Zoning department previously have been submitted. There are no outstanding issues that we have not dealt with. We are getting close to completing all steps in finalizing this request.

Mayor Jenkins asked if this was voted on in Planning and Zoning. Melinda said yes, it was unanimous.

Councilor Whatley stated the Town of Camp Verde did not provide sanitation services for this property. She asked if the sewer tax would be applied to this property and subsequent parcels (and parcel owners). Russ Martin said yes, they are part of the tax base that supports the sewer district. Councilor Whatley said each home will have to have a septic system even though they must pay the sewer tax. As more homes are added to the Town, the tax will go down through evaluation.

Mayor Jenkins stated that it seems it would be more cost effective to have city sewer. There is a lift station not far from the property.

**Motion:** Councilor Whatley made a motion to approve RESOLUTION 2021-1073, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING PRELIMINARY PLAT 20210062 FOR THE PURPOSE OF DEVELOPING THE “SALT MINE RANCHES” SUBDIVISION, WHICH IS AN ELEVEN (11) LOT, RESIDENTIAL SUBDIVISION, LOCATED ON APPROXIMATELY 10 ACRES, THE SOUTH SIDE OF SALT MINE ROAD, JUST WEST OF STATE ROUTE 260 INTERSECTION, ON PARCEL 404-01-045. Vice Mayor Butner second.

Roll Call vote;

Mayor Jenkins-aye

Vice Mayor Butner-aye

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Whatley-aye

Motion passes 5-0

#### **14. Legislative Update.** Staff Resource Russ Martin

Russ Martin stated that the Legislature has voted on several new laws that may affect the town. The 2.5% flat tax was approved, and it will raise our percentages now, but it is a reduction over the next several years. We will get more this year, and less next year.

**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))*

Ron Posten spoke about the Backbone fire. He felt our state, county and staff were very professional throughout the event. The key question that was asked was why the 260 was shut down from Camp Verde to Pine/Payson. The fire people said they did that to enforce the fire break along the highway. The State did a great job of decreasing the fuel load on either side of the 260. He hopes the Town really tries to thank the State and other firefighters for all their efforts. He wants to thank the Town employees for all the work they do. He continued to say how much work the town employees do for the town to make it look good.

- 16. 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

Councilor McPhail attended the Yavapai Apache Tribal council meetings and the Backbone fire meetings. She also attended the bake sale for the Tribal event that was raising funds to send the Tribal Royalty to the Diamond Backs game for Native American Appreciation Day. They raised more than enough money. She also attended a car wash for the Nation's Wellbriety program.



She attended the Focus Forward Strategic Planning Meeting for Economic Development.

Councilor Whatley attended the Camp Verde Focus Group meeting. Very interesting. Everyone brought a different perspective to the Town planning.

The Philip England Center for the Arts is hosting the Sedona Film Festival Best of Show films, please go see it.

Mayor Jenkins attended the daily Backbone fire updates both with zoom and in person. They met with Senator Kelly. She was amazed at the amount of support the firefighters and fire managers gave them. She learned a lot about managing large fires and the amount of resources it takes to run one.

She attended the local mayor meetings. She also attended Robert's retirement.

**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.*

Mr. Martin said the town staff did a super job on the town website. He said their connections with the county are strong. We all did a great job getting the information about the fire out to the community.

**16. Discussion and Consideration of the Town Manager's quarterly performance review, including but not limited to procedures of review, set goals and objectives.** The Council may, by majority vote, recess the regular 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).

Mr. Martin requests this item be heard in executive session.

Mayor Jenkins moved to executive session at 7:57 pm.

## **17. 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 Bashes on 07-01-2021 at 3:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

\_\_\_\_\_  
Mayor Dee Jenkins

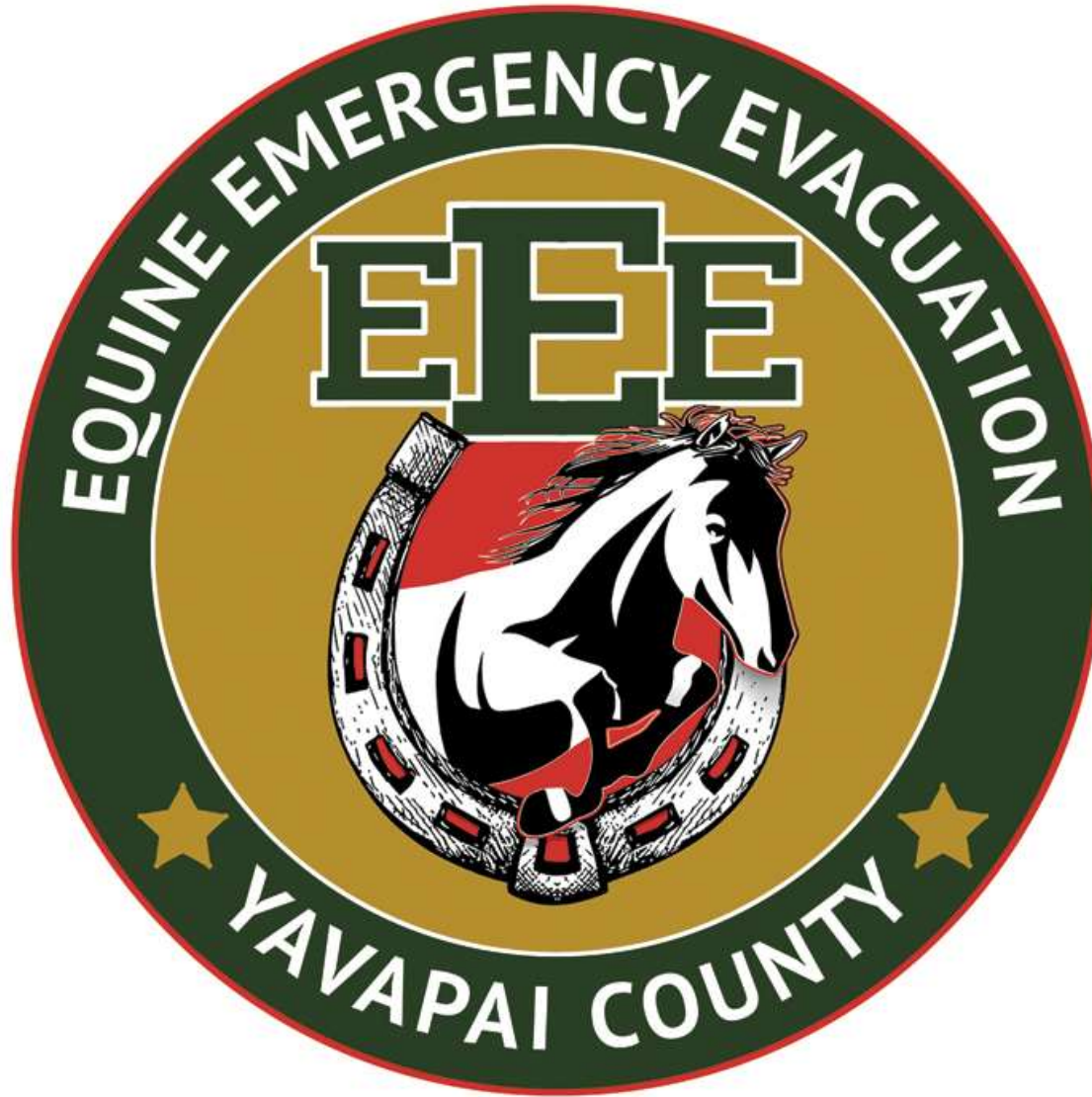
\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**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 February 17, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk



# Mission:

*To ensure the best possible outcome for large animals affected by a disaster.*



## EEE Guiding Principles

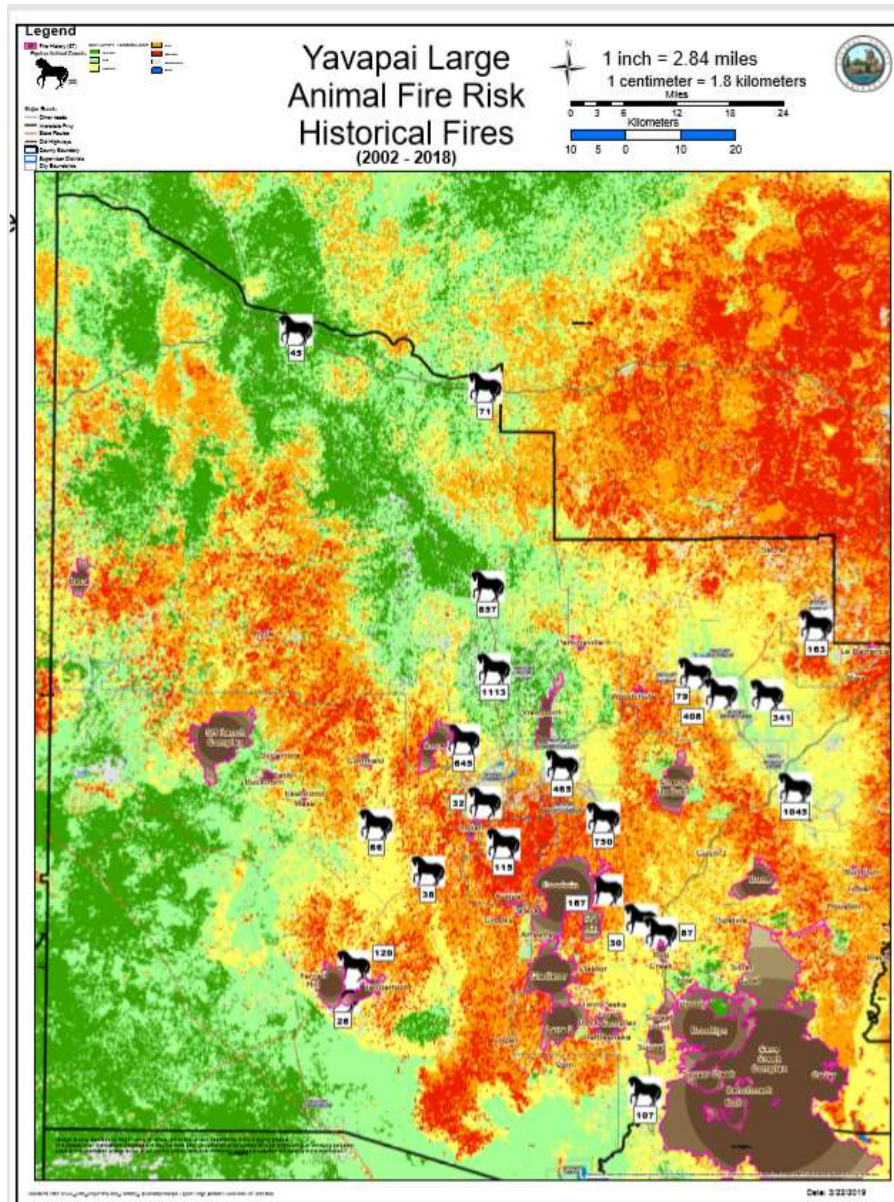
- Be part of the solution, not part of the problem
  - Don't reinvent the wheel
  - Adopt and adapt best practices
  - Minimize liability
  - Flexible, realistic processes
- ★ Above all, safety is paramount in everything we do





# THE CHALLENGE

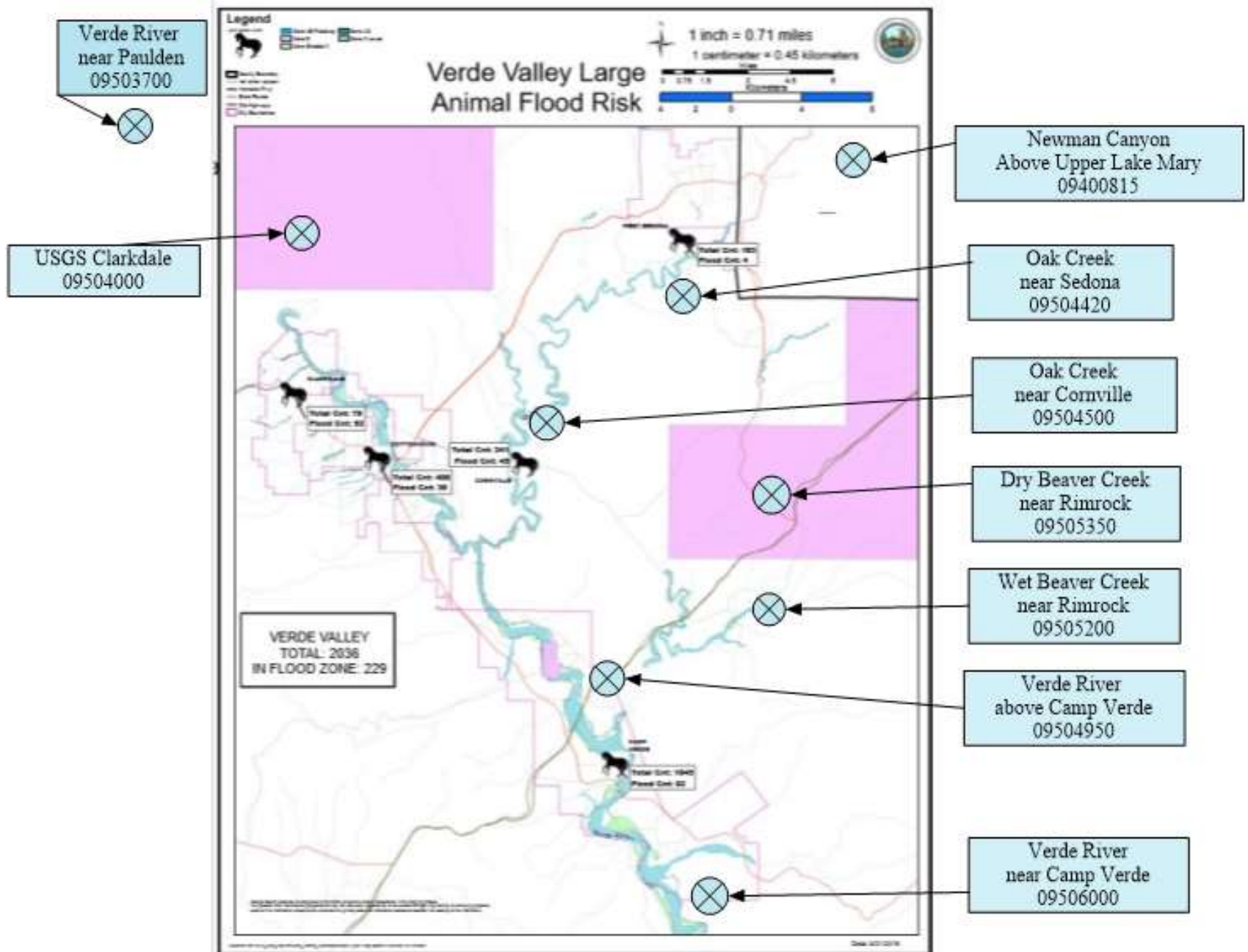












# What Do We Do?

- Equine Evacuations
- Technical Rescue and Emergency Transport Capabilities
- Owner Awareness Programs / “Eyes on Yavapai”

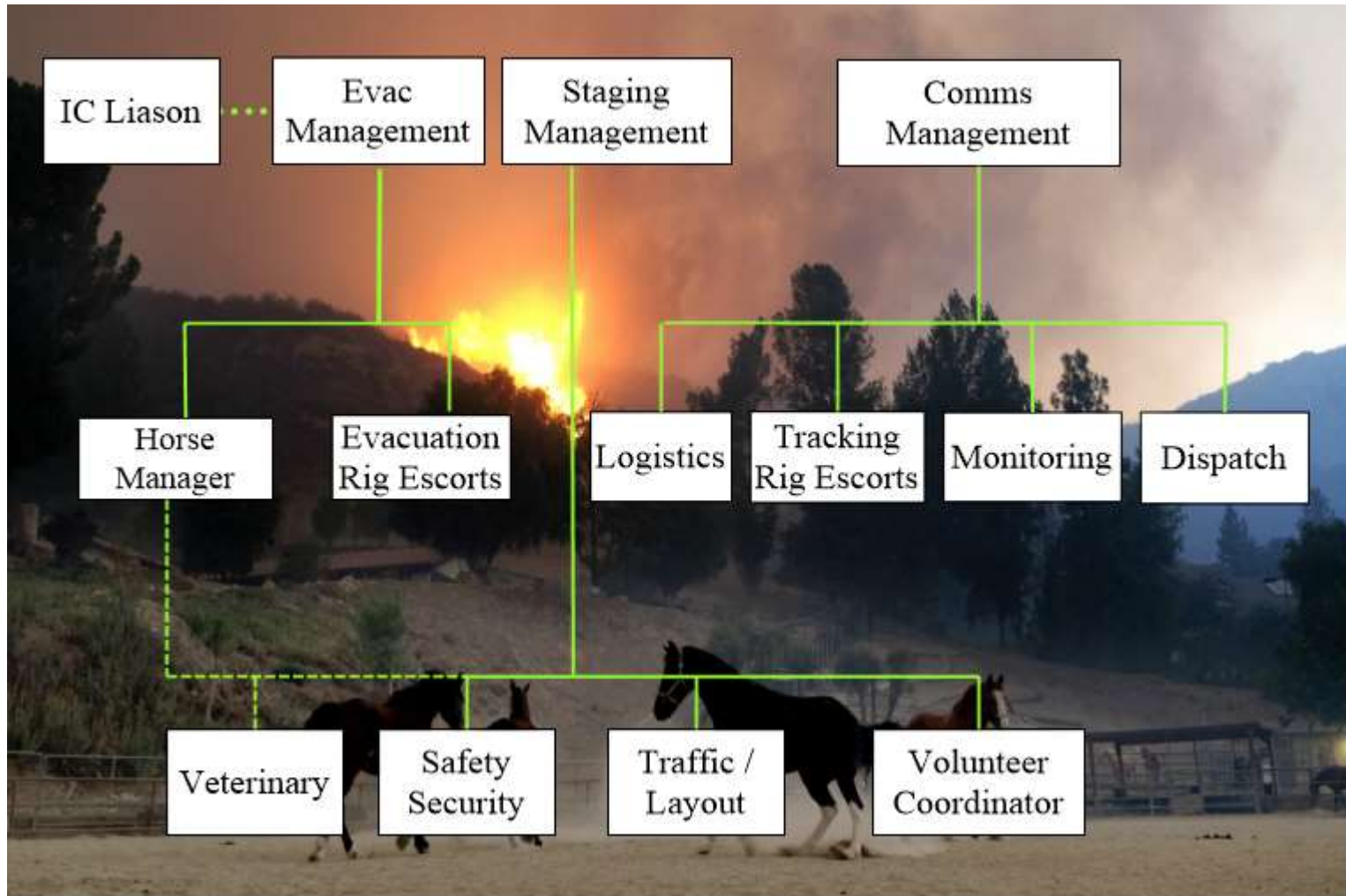


# How Do We Do It?

- Virtual Operations
- Staging Area for Major Incidents



# EEE STAGING AREA OPERATIONAL ORGANIZATION CHART





# Every Role is Essential – not just this one!

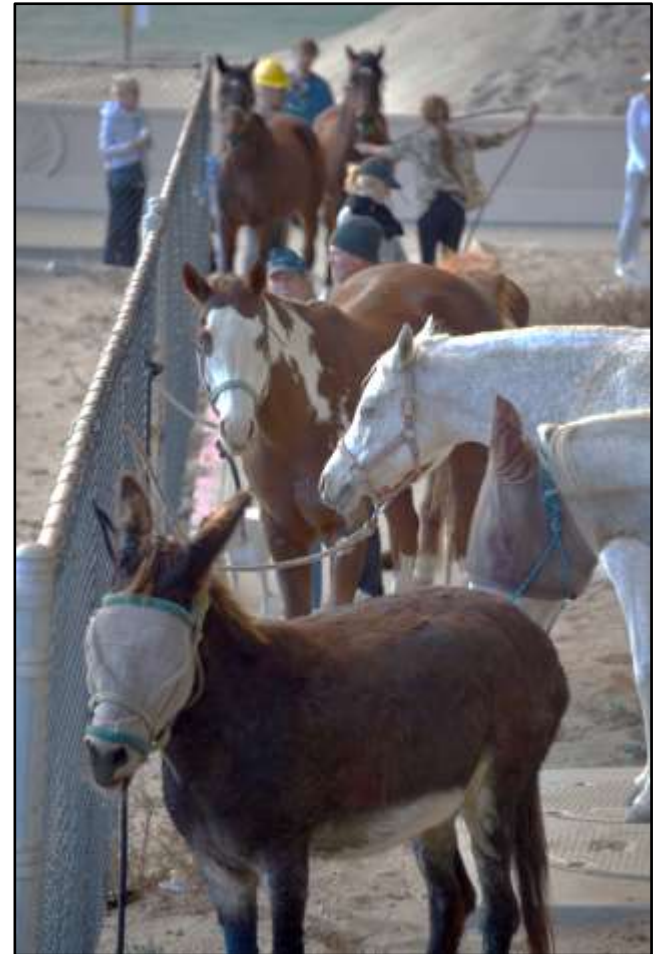


Staging and Communications support the Evacuators

# HORSE MANAGEMENT

## Why a Horse Manager?

- Prepares the Animal Intake Area at Staging
- Assigns stalls/hitching positions for arriving animals
- Documents and logs animals arriving and leaving Staging



# In-Mission Communications

- Rig to Equine Owner/Manager
- Rig to Rig Escort
- Rig / Rig Escort to Comms



# More Information



- The website emphasizes owner awareness and preparation.
- The FaceBook group contains more current information such as fire conditions.
- Volunteer Portal contains all the forms, logs, questionnaires and Standard Operating Procedures (SOPs) that are in effect.
- These are downloadable so you can print them.
- The Portal also includes EEE Quarterly Updates

**Password = HorseSafety101**

Hotline: 833-922-9333

Website: [www.eeeyc.org](http://www.eeeyc.org)

Email: [info@eeeyc.org](mailto:info@eeeyc.org)

FaceBook: Equine Emergency Evacuation of Yavapai County





*Thank You Triple E!*

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Agenda Item 6.b



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: July 21, 2021

- 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 ALEAP Accreditation Award, to be presented by Mr. Kevin Rhea and Chief Wingert (ALEAP Commission Chair) to the Camp Verde Marshal's Office

List Attached Documents:

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_
- Department Head: Corey Rowley
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: Presented by Mike Showers \_\_\_\_\_ Amount Remaining: \_\_\_\_\_

**Comments:**

The Camp Verde Marshal's Office received this award at the Law Enforcement Summit held July 13-15, 2021 in Flagstaff. Requesting a public presentation before Counsel. **Special request that this be placed at the top of the agenda items, due to presenter's scheduling**

**Background Information:** In July, CVMO will be recognized for the completion of the Arizona Law Enforcement accreditation program. ALEAP. There are 41 law enforcement agencies who have signed up for this program. CVMO will be the first agency in the Verde Valley to receive this accreditation This was a two-year project that Lt. Stephen Butler worked on which began in 2019.

Recommended Action (Motion):

Instructions to the Clerk:

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## Agenda Item 6.c

July 06, 2021

Mike Showers  
Finance Director  
Town of Camp Verde  
395 S. Main Street, Finance Dept.  
Camp Verde, AZ 86322

Dear Mr. Showers:

We are pleased to inform you, based on the examination of your budget by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

### **Finance Department**

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Camp Verde, Arizona**, for its Annual Budget for the fiscal year beginning **July 01, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at [www.gfoa.org](http://www.gfoa.org). If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center

Enclosure

## FOR IMMEDIATE RELEASE

July 06, 2021

**For more information, contact:**

**Technical Services Center**

**Phone: (312) 977-9700**

**Fax: (312) 977-4806**

**E-mail: [budgetawards@gfoa.org](mailto:budgetawards@gfoa.org)**

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Town of Camp Verde, Arizona**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 21,000 members and the communities they serve.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Camp Verde  
Arizona**

For the Fiscal Year Beginning

**July 01, 2020**

*Christopher P. Morill*

Executive Director





**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Finance Department  
Town of Camp Verde, Arizona**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards*

Executive Director

*Christopher P. Morill*

Date: **July 06, 2021**

**BUDGET REVIEW COMPOSITE RATING FORM**  
**GFOA Distinguished Budget Presentation Awards Program**  
**For budgets beginning before January 1, 2021**

Agency: **Town of Camp Verde AZ**

Fiscal Year beginning: **1-Jul-20**

Document number: **B9943838**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
						✓		✓		✓		<b>Introduction and Overview</b>
						✓	✓	✓				* C1 Table of contents (mandatory)
						✓	✓	✓				P1 Strategic goals & strategies
						✓	✓	✓				P2 Short-term organization-wide factors influencing decisions
						✓	✓	✓				* P3 Priorities and issues (mandatory)
						✓	✓	✓				* C2 Budget overview (mandatory)
												<b>Financial Structure, Policy, and Process</b>
						✓	✓	✓				* O1 Organizational chart (mandatory)
						✓		✓		✓		F1 Fund descriptions and fund structure
						✓		✓		✓		O2 Department/fund relationship
						✓	✓	✓				F2 Basis of budgeting
						✓	✓	✓				* P4 Financial policies (mandatory)
						✓	✓	✓				* P5 Budget process (mandatory)
												<b>Financial Summaries</b>
						✓		✓		✓		* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				* F4 Three (four) year consolidated & fund financial schedules (mandatory)
						✓	✓	✓				* F5 Fund balance (mandatory)
						✓	✓	✓				* F6 Revenues (mandatory)
		✓		✓		✓	✓	✓				F7 Long-range financial plans
												<b>Capital &amp; Debt</b>
	✓	✓	✓			✓	✓	✓				* F8 Capital expenditures (mandatory)
						✓	✓	✓				F9 Impact of capital investments on operating budget
						✓	✓	✓				* F10 Debt (mandatory)
												<b>Departmental Information</b>
						✓	✓	✓				* O3 Position summary schedule (mandatory)
						✓	✓	✓				* O4 Department descriptions (mandatory)
						✓	✓	✓				O5 Unit goals and objectives
						✓	✓	✓				O6 Performance measures
												<b>Document-wide Criteria</b>
						✓	✓	✓				C3 Statistical/supplemental section
						✓	✓	✓				C4 Glossary
						✓	✓	✓				C5 Charts and graphs
						✓	✓	✓				C6 Understandability and usability
												<b>Overall</b>
						✓	✓	✓				<b>Overall as a policy document</b>
						✓	✓	✓				<b>Overall as a financial plan</b>
						✓	✓	✓				<b>Overall as a operations guide</b>
						✓	✓	✓				<b>Overall as a communications device</b>

**N** Special Capital recognition (three "outstanding" ratings on F8 and F9)

**N** Special Performance Measure recognition (three "outstanding" ratings on O6)

Name of Entity: Town of Camp Verde  
Reviewer ID R 203  
Fiscal Year:

Town/Province: AZ  
Document Number B9943838  
Record Number 35116001

## Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **4 – outstanding – The budget document includes a good table of contents including bookmark links to sections of the document.**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **3 – proficient – The budget includes brief organization wide policy goals for the town.**
- P2. The document should describe the entity’s short-term factors that influence the decisions made in the development of the budget for the upcoming year. **3 – proficient – The budget describes the challenges, and goals of the town for the budget period and beyond.**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*). **3 – proficient – The document includes summary information that is focused on a variety of issues and connected the elements of the budget together.**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **3 – proficient - The budget includes good summary information that compliments the message and leads into the rest of the document.**

## Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **3 – proficient – The document includes an entity wide organization chart.**
- F1. The document should include and describe all funds that are subject to appropriation **4 – outstanding – The document describes and illustrates the funds and fund structure.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **4 – outstanding – The document includes information that makes the relationship between the financial structure and the organizational structure very clear.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 – proficient – The budget describes the basis of budgeting and contrast it to the accounting / reporting basis.**
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **3 – proficient – the budget includes clear and complete descriptions of the financial policies.**
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **3 – proficient – the budget describes the process and includes charts and a schedule to visually illustrate the budget process.**

## Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **4 – outstanding – the budget provides a good financial summary of revenues and expenditures by major revenues and major expenditures for the town as a whole. The financial plan for the town is very clear as a result of the combining funds schedule.**

- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and / or estimated current year actual, and the proposed budget year. **3 – proficient - the budget includes good financial histories in the context of the financial schedules.**
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **3 – proficient - the budget includes good illustrations of the fund balances including an analysis of the uses and expectations for fund balances.**
- F6. **Mandatory:** The document shall describe major revenue, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 – proficient – the budget includes good descriptions, discussions and an analysis of the major revenues.**
- F7. The document should explain long-range plans and its affect upon the budget and the budget process. **2 – does not satisfy - The budget includes a brief discussion about long-range financial plans for operating budget. Consider including forecasts, trends or other data reflective of the town operating budgets.**

### Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **3 – proficient – A discussion about the capital needs and plans for the town is included, including brief descriptions of planned, major capital projects.**
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity’s current and future operating budget and the services that the entity provides. **1 – not present – the budget document should include information on operating impacts of major capital improvements on future operating budgets.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **3 – proficient – The budget describes the debt management plan for the town.**

### Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 – proficient – A personnel summary for the organization as a whole covering three years of data is included in the document along with descriptions of the personnel issues and changes contemplated.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **3 – proficient – the budget includes descriptions for each of the major operating units in the budget.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., towns, divisions, units or programs*). **3 – proficient – The organizational unit goals are included in the budget.**
- O6. The document should provide objective measures of progress toward accomplishing the government’s mission as well as goals and objectives for specific units and programs. **3 – proficient – The budget includes performance information and metrics.**

### Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **3 – proficient – good statistical and supplemental information is included in the document.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **3 – proficient – a glossary of terms unique to budgeting and to the town’s budget is included.**

- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **3 – proficient – The document includes good charts and graphs to help provide understanding of the budget.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **3 – proficient – The budget looks good and is easy to follow.**

**A nice job!**

## **Government Finance Officers Association Budget Review**

**Submitting Entity:** Town of Camp Verde, AZ

**Year:** Fiscal Year 2020 – 2021 Final Budget

### **Budget as a Policy Document**

The budget is proficient as a policy document. I rated the municipality's strategic goals and strategies for reaching those goals in the near and long-term as proficient. I thought the introduction and budget message was well designed and it made it easy for the reader. The budget document was proficient in identifying the short-term organization-wide factors that influence the decisions in the making of this budget. Again, the budget document did a proficient job of highlighting the priorities and issues of the city against the constraints. I thought this section was well done and explain to the reader the challenges the staff and city are facing. The budget did a proficient job of articulating the municipality's financial policies as well as the budget process for the reader.

### **Budget as Financial Plan**

The budget is proficient as a financial plan. The budget did a proficient job of describing the funds utilized by the city and the fund structure. I was able to find the basis of the budget, so I rated this section as proficient. The budget document also did a proficient job of providing a consolidated financial schedule. I was able to find within the document a three year consolidated and fund financial schedule, so I rated this section as proficient. The document also included information on fund balances. I thought the staff did an exceptional job outlining each revenue stream for the municipality and how those funds were utilized. I rated the section on long-range financial plans as proficient in its detail. The budget document included information on Capital Expenditures. I rated the section as less proficient for the short and long-term impact of these capital investments for each project on the operating budget. I would like to see more information on if the municipality doesn't do the CIP what will be the impact on the budget. I was able to find in the document detailed information on the city's legal debt and current debt so I rated this section as proficient.

### **Budget as an Operations Guide**

The budget document is proficient as an operations guide. The budget document included an organizational chart as well as a department/fund relation description. Thus, I rated both of this section as proficient. The document also included a description of the current and future positions summary. I was able to find within the document a department description and so I rated this section as proficient. I was able to find in the document a description of the goal and objective for each of the unit and so I rated this section as proficient. I was able to find a measurement of how each unit did against those goals and objectives, thus I rated this section as proficient. This section could still be improved as it just shows outputs between years and not really outcomes. Some examples are on the Government Finance Officers Association website.

### **Budget as a Communications Device**

The document is proficient as a communications device. I was able to find a table of contents, thus I rated this section proficient. The budget document also includes a budget overview which is a high-level review for the casual reader. I learned quite a bit about the community so I rated this section as proficient. I also noticed the budget document had a glossary and the key words were located in it, thus I rated this section as proficient. The budget document was full of useful charts and graphs making this section as proficient. The graphs and charts really conveyed the messages in the text. Finally, the budget

document was organized and structured in a way that made it understand and usable for the reader. There was a lot of information, but it was well organized.

**Additional Comments**

See comments above.

**Reviewer:** S275



Camp Verde, AZ  
Record # 35116001  
Document # B9943838

### **Budget Review Comments**

Overall very thorough budget with only minor comments:

Strategic goals meet the GFOA requirements but should be more thorough. It should include specific allocation amount and specific goals should be focused and consistent throughout the document. I recommend that resources towards priorities should be measurable.

The page numbers on the budget criteria guide seem to be off? Additionally, it is best to have the PDF page number match the document page number. It helps a lot with navigating.

Visuals could be improved in the process and strategies section.

Needs consolidated long term forecast

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**Agenda Item Submission Form – Section I**

**Meeting Date:** July 21, 2021

- Consent Agenda       Decision Agenda       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 a letter or agreed upon values statement to be made to the Independent Redistricting Commission identifying the Town of Camp Verde along with other communities in the Verde Valley as a community of interests.

**List Attached Documents:**

1. Values
2. Other staff reports from surrounding communities

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 10 mins

**Reviews and Comments Completed by:**

- Town Manager: Russ Martin       Department Head: \_\_\_\_\_  
 Town Attorney Comments: N/A  
 Risk Management: N/A  
 Finance Department: N/A

**Background Information:** We have not participated this early before and have not been able to be successful at creating a community of interest before as the Verde Valley. Other communities are hoping if we get in earlier this time we may be more successful at this in 2020 Census based redistricting processes for not only State but Federal representatives.

**Recommended Action (Motion):** Direct a Council Representative or staff member to attend the satellite IRC meeting and voice/submit our Values statement.



**CITY COUNCIL  
AGENDA BILL**

**AB 2705  
July 13, 2021  
Regular Business**

**Agenda Item:** 8c  
**Proposed Action & Subject:** Discussion/possible action regarding the statewide Congressional and Legislative redistricting process and alternatives.

<b>Department</b>	City Manager
<b>Time to Present</b>	10 Minutes
<b>Total Time for Item</b>	30 Minutes
<b>Other Council Meetings</b>	None
<b>Exhibits</b>	A. Redistricting Values

City Attorney Approval	Reviewed 6/6/21 KWC	<b>Expenditure Required</b>	
		\$	0
City Manager's Recommendation	For discussion/action.	<b>Amount Budgeted</b>	
		\$	0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

**SUMMARY STATEMENT**

**Background:** The Independent Redistricting Commission (IRC) is currently working to redraw Arizona's Congressional and Legislative districts to reflect the results of the most recent census. The concept of one-person, one-vote dictates that districts should be roughly equal in population. Other factors to be considered are district shape, geographical features, respect for communities of interest and potential competitiveness.

The IRC was appointed in January 2021 and is comprised of five Commissioners, two Republicans, two Democrats and an Independent selected to Chair by the appointed Commissioners. The IRC is holding regular meetings and will begin the work of redrawing Congressional and Legislative districts in mid to late August when the results of the census have been received.

In the past, following the 2010 census, the Council was provided an opportunity to review the proposed redistricting options and vote in support of the preferred district map. That vote was forwarded to the Board of Supervisors as Yavapai County's regional community of interest. Despite the request to stay in one district, the Verde Valley is currently in the same Legislative district, but not the Congressional district.

The IRC will hold 15 public meetings around the State in the next four weeks. On July 27, 2021, the IRC will hold a meeting in Prescott with satellite locations in Cottonwood and Sedona. This meeting is an opportunity to provide testimony (written or oral) on the redistricting values.

Staff is requesting direction from Council on the redistricting values to submit to the IRC for the July 27<sup>th</sup> public meeting. The proposed redistricting values request that the City of Sedona stay in one Legislative and Congressional district (not separated by County lines). The statement also requests that the Verde Valley communities, including the Yavapai-Apache Nation, remain in one Legislative district and be included in one Congressional district.

**Community Plan Consistent:**  Yes -  No -  Not Applicable

**Board/Commission Recommendation:**  Applicable -  Not Applicable

**Alternative(s):**

## **MOTION**

**I move to:** approve the proposed redistricting values statement to submit to the Independent Redistricting Commission for the July 27<sup>th</sup> public hearing.

## **REDISTRICTING VALUES – CITY OF SEDONA**

The City of Sedona values a Legislative and Congressional redistricting outcome that first and foremost keeps the City of Sedona intact and does not split the City by county lines. The City also values an outcome that creates a district that includes both the City of Sedona and the Village of Oak Creek and that maintains the Verde Valley communities of Sedona, Cottonwood, Camp Verde, Jerome, and Clarkdale, as well as the Yavapai Apache Nation, together within a district.

Further, the City of Sedona seeks a Legislative and Congressional District outcome that recognizes the importance of aligning communities of interest. The City of Sedona values placement within a District with other communities that have similar common interests related to:

- Economy
- Infrastructure (Transportation, Broadband)
- Healthcare Systems
- Natural Resources (environmental health, forest health, water resources)
- Economic Development Opportunities
- Eco-Tourism



# Staff Report

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**Agenda Item:**     **REDISTRICTING WORK SESSION** – A Council discussion regarding the Town’s position on the redistricting process.

**Sponsored By:**     Mayor Prud’homme-Bauer, Council Member Regner

**Staff Contact:**     Mary Ellen Dunn, Town Clerk

**Meeting Date:**     July 13, 2021

**Background:**     The Independent Redistricting Commission (IRC) will redraw Arizona’s congressional and legislative districts to reflect the results of the most recent census. The concept of one-person, one-vote dictates that districts should be roughly equal in population. Other factors to be considered are the federal Voting Rights Act, district shape, geographical features, respect for communities of interest and potential competitiveness. The state Constitution requires the Commissioners, two Republicans, two Democrats, and an independent Chairperson, to start from scratch rather than redraw existing districts.

A new Arizona IRC was appointed in January 2021 to adopt new congressional and legislative districts for Arizona. A comprehensive website is being used to inform the public about its work.

In the past, following the 2010 census, the Yavapai County Recorder’s office gave a presentation to Council in which four proposed redistricting options were provided. The Council was given an opportunity to review the proposed districts and vote in support of the Town’s preferred district map. That vote was forwarded to the Board of Supervisors as Yavapai County’s regional community of interest. The region’s vote then went to the Department of Justice for approval before implementation.

At this time, the Verde Valley is in the same legislative district but not the congressional district. Currently the Verde Valley works collectively on several levels, i.e., intergovernmental, with Verde Front, the Verde Valley Mayors and Managers meetings and the Yavapai-Apache Nation.





# Staff Report

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This year, the IRC will hold 15 public meetings around the State in the next four weeks. One of these will be in Prescott on July 27<sup>th</sup> at 5 p.m. with satellite feeds in Cottonwood and Sedona.

Staff is requesting direction from Council regarding moving forward on this redistricting issue.

**Recommendation:** This is a work session. No Council action is required.

Agenda Item 8



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** July 21, 2021

- Consent Agenda       Decision Agenda       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 a letter to the Federal Highway Administration requesting formal withdrawal of the Finding of No Significant Impact for the Forest Service land formerly considered for the Verde Connect project.

**List Attached Documents:**

1. Draft Letter

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 15 mins

**Reviews and Comments Completed by:**

- Town Manager: Russ Martin       Department Head: \_\_\_\_\_  
 Town Attorney Comments: N/A  
 Risk Management: N/A  
 Finance Department:

**Background Information:**

**Recommended Action (Motion):**



# Town of Camp Verde

## Gateway to the Verde Valley

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0023 ◆ Fax: 928.554.0023 ◆

◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

July 15, 2021

Dear Ms Petty -

First, we wish to thank you, your staff and the FHWA for orchestrating the project known as "Verde Connect" (Federal No.: YYV-0(209)Z/ Yavapai County No.: 1722601). There was much time and effort expended on the project, and the FHWA was diligent in its efforts. However, it has come to our attention that, despite cancellation of the project, the Environmental Assessment of the project - the Finding of No Significant Impact (FONSI) - remains in place.

Public response and economic realities forced the project cancellation. However, upon reexamination of the BUILD Grant application and the Environmental Assessment, there are issues that warrant withdrawal of the FONSI in question. In general the issues are as follows: 1) public support, through no fault of the FHWA, was overestimated and inadequate - in fact, opposition to the project was substantial, 2) human environment and traffic safety effects were underestimated and inadequately addressed, and 3) a bridge and paved highway through one of the last, free-flowing and, to-date, undisturbed and Historic lands of the Verde River and Coconino National Forest should always be considered "significant."

The Town of Camp Verde, Beaver Creek Community Association and City of Jerome opposed the project, unanimously.(1) Despite purported benefits espoused by the grant, which was primarily designed to aid the "divided" Yavapai Apache Nation and the "economically underprivileged" residents of Middle Verde (see grant application), the Yavapai Apache Nation was unwilling to allow the project on its lands (3); and the residents of Middle Verde - citizens most affected by the project - opposed it, worked with the Town of Camp Verde to deliver the unanimous resolution against it and collected over 1,780 petitions opposing it. In the final hours before the project was canceled, those who had championed the project tried to rally last-minute support, but the Towns of Cottonwood and Clarkdale, along with the Copper Canyon Fire Board, also failed to support the project.

Camp Verde's planning and zoning for the historic Middle Verde Neighborhood protects and promotes rural and agricultural land uses. (4) Accordingly, the proposed high traffic roadway connection to Middle Verde would have, as similar highway projects have throughout America, led to higher density and pressure for commercial developments. The anticipated benefits of the project, especially hoped for traffic congestion relief, were disappointing, and the traffic increase that would have been caused by the project's connection to Middle Verde Rd was underestimated and human effects ignored. Any traffic increase, let alone the increase more realistically estimated in the original grant, i.e., approximately 4,500 vehicles per day, would



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have overwhelmed Middle Verde Rd, which, with no shoulders, dips and blind, unbanked curves, has already reached its safety limit. The project contained no plans or funding provisions to address these human environment and safety issues.

Each time paved access is provided to undisturbed and dwindling, riparian sections of one of Arizona's last, free-flowing rivers, the Verde River, the River and surrounding riparian environment are degraded. Trash, noise and the general impact of people in the proposed project's formerly undisturbed habitat, along with the increased threat of man-caused fire, would have adversely affected the area, and management would have required yet more public spending. Planners should in general, and in this case particularly, consider that bridging AZ rivers and paving through AZ public lands have significant impacts.

In closing, we know that FHWA's Mission, "... strengthening of a world-class highway system that promotes safety, mobility, and economic growth, while enhancing the quality of life of all Americans," was at the core of the BUILD Grant process and FHWA's actions regarding this particular project. FHWA's Core Values of Public Service, Integrity, Respect and Collaboration indicate the FHWA values public opinion, traffic safety and human and natural environment. With this in mind, we know the FHWA will acknowledge that it is in the best interest of the public to withdraw the project FONSI. In the future, should a similar project be considered in the same area, a "clean slate" and a new Environmental Assessment would be the appropriate course.

We hope no further action on our part will be required. In advance we thank you for your help and cooperation.

Sincerely,

Dee Jenkins

Mayor Town of Camp Verde

Copy: US Senators Kyrsten Sinema and Mark Kelly



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