



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 6, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84112363791?pwd=c2lhd2lvWFdxWXZWOVJia3lnTkJyZz09>

One Tap Mobile: 1-253-215-8782 or 346-248-7799

Meeting ID: 841 1236 3791

Passcode: 837205

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Session– June 8, 2022 at 5:30 p.m. Page 7
 - 2) Regular Session– June 15, 2022 at 6:30 p.m. Page 17
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – Wednesday July 13, 2022 at 5:30 p.m.
 - 2) Regular Session – Wednesday July 20, 2022 at 6:30 p.m.
 - 3) Regular Session – Wednesday August 3, 2022 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the

public unless the matters are properly noticed for discussion and legal action.
(Pursuant to ARS §38-431.01(H))

6. Special Announcements and Presentations:

- **Presentation of e-Notify, a Tool to Help Community Members Stay Informed.** Presenter Kathy Hellman Page 39
- **Presentation and recognition of Dobie Champion who was awarded the Arizona State Citizen Forester of the Year award.** Presenter Old Guys Page 51

7. Discussion, Consideration and Possible Approval of Resolution 2022-1092, a Resolution of the Mayor and Common Council designating the Chief Fiscal Officer for Official submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General. Staff Resource: Michael Showers Page 59

8. Discussion, Consideration and Possible Approval of Ordinance 2022-A468 an Ordinance of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona. Staff Resource: John Knight Page 61

9. Discussion Consideration and Possible Approval of an Annual renewal of Use Permit 20210297 for the purpose of operating a Bed and Breakfast on two (2) parcels comprising approximately 3.29 acres. The property is zoned R1-35 (Residential: Single-Family, 35,000 square foot minimum) and located on Schaeffer Lane, just south of East Stolen Boulevard (APNs 404-04-047G and 404-04-047H). Staff Resource: John Knight Page 111

10. Discussion, Consideration, and Possible Approval to order up to 11 vehicles not to exceed \$640,000.00 for the departments of Community Development, Public Works and Library. The vehicles would be ordered/purchased using 2023 FY Budgeted funds. Staff Resource: Russ Martin Page 129

11. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Administrative Support Manager for Public Works and Utilities Department to the Plan. Page 133

12. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Building Inspector I to the Plan. Page 139

13. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Building Inspector II to the Plan. Page 147

14. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Deputy Town Manager to the Plan. Page 151

15. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Civilian Commander to the Plan.** Page 157
16. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Court Administrator to the Plan.** Page 163
17. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Manager to the Plan.** Page 169
18. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Specialist I to the Plan.** Page 173
19. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Specialist II to the Plan.** Page 177
20. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Senior Building Inspector to the Plan.** Page 181
21. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Spanish Outreach Library Specialist to the Plan.** Page 185
22. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Stormwater Specialist to the Plan.** Page 180
23. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Town Engineer to the Plan.** Page 193
24. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Clerk to the Plan.** Page 197
25. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Director to the Plan.** Page 201
26. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Manager to the Plan.** Page 205
27. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Wastewater Division Foreman to the Plan.** Page 213
28. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Operator to the Plan.**
29. **Discussion, Consideration, and Possible Approval amendment to the Town's**

30. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Foreman to the Plan.** Page 221
31. **Discussion Consideration and Possible Approval of Town Manager to receive COLA effective June 26, 2022 in waiver of the terms of his contract.** Staff Resource: Russ Martin
32. **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))
33. **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.
34. **Legislative Update**
35. **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.
36. **Update, Discussion and Consultation with the Town Attorney for legal advice regarding the reporting, Supervisory and organization structure of the Town Marshal's Office and its employees. 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)(3).**
37. **Update, Discussion and Consultation with the Town Attorney for legal advice to receive an update regarding potential notice of claims. 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)(3).

38. Adjournment

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 06-30-2022 at 4:30 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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

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MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 8, 2022 at 5:30 P.M.

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

1. Call to Order

Vice Mayor Joe Butner called the meeting to order at 5:30 p.m.

2. Roll Call

Vice Mayor Joe Butner, Councilor Marie Moore, Councilor Robin Whatley, Councilor Jackie Baker, Councilor Chris McPhail, and Councilor Jesse Murdock are present. Mayor Dee Jenkins not present.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton (via ZOOM) and Rec Secretary Chelsie Barnard.

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) Work Session– April 27, 2022 at 5:30 p.m.
- 2) Regular Session– May 4, 2022 at 6:30 p.m.
- 3) Work Session– May 6, 2022 at 8:30 a.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday June 15, 2022 at 6:30 p.m.
- 2) Regular Session – Wednesday July 6, 2022 at 6:30 p.m.

c) Amend and Approve the annual renewal of Use Permit 20150033 for High View LLC and Zane Grey Investments II for a Mining Conditional Use Permit for parcels 403-15-003U, 003V, 003W, 003X, 403-15-009A, 009B and 009C.

d) Approval of a letter of support for the Friends of the Verde River’s Watershed

Report card update Project

Councilor McPhail made a Motion to approve the Consent Agenda as presented by 2nd was made by Councilor Moore.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Not Present

Motion Carried: 6:0

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the 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))

Mayor Dee Jenkins joined meeting at 5:35 PM.

Jenny Dominique, Manager of the Twice Nice Thrift Store would like to build a storage shed on the dirt lot behind the park service building and asked for flexibility on zoning to help solve the storage concerns.

6. Special Announcements and Presentations:

- **Presentation of the Quarterly Reports for the Board of Adjustment and Planning and Zoning Commission.**

John Knight, the Community Development Director presented his report as detailed in narrative of the packet and then turned over the presentation to Drew Faiella, the Planning and Zoning Commission Chairman who presented his report as detailed in narrative of the report. Spoke about different rezoning and development in the community.

- **Presentation of the Community Development Department Quarterly Report.**

John Knight, the Community Development Director presented his report as detailed in narrative of the packet.

7. Discussion, Consideration and Staff direction on the CIP Project Request and the purchase of 3 Blowers for the northside of the treatment plant totaling \$718,600.00 (Using remaining \$250,000.00 from budget code 31-490-20-80000 as a down payment) Staff Resource: Chet Teague

Wastewater Treatment Plant Manager, Chet Teague presented ideas for modifications needed for plant to be compliant.

Discussion among the Council occurred regarding budget, statistics, timelines, and unforeseen expenses due to inflation.

Councilor Moore expressed concerns about projected community growth and infrastructure concerns.

Councilor Jackie Baker moved to approve the CIP Project Request and the purchase of 3 Blowers for the Northside of the treatment plant totaling \$718,600.00 as presented. 2nd was made by Vice Mayor Joe Butner.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Nay
Councilor Whatley: Nay
Councilor Moore: Nay
Councilor Murdock: Nay
Vice Mayor Butner: Nay
Mayor Jenkins: Nay

Motion Failed: 6:1

Councilor Murdock made motion to approve the CIP Project Request and the purchase of 3 Blowers for the Northside of the treatment plant totaling \$718,600.00 with the addition of directing staff to fulfill or explore additional funding options through the projected budget. 2nd was made by Councilor Moore.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Vice Mayor Butner: Aye
Mayor Jenkins: Aye

Motion Carried: 7-0

8. Discussion, Consideration, and possible Approval of long-range planning priorities for the Community Development Department as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.

Community Development Director of Planning and Zoning addressed the Council and spoke about various community concerns and issues that current statute and ordinances hinder. 1st issue being ordinance enforcement 2nd issue is camping illegally on private property.

Discussion among the council on ideas to remedy various concerns.

Councilor Whatley inquired about sports complex and would like a plan for people being able to commute around town via bike.

David Love, President of the Chamber Business Alliance addressed the council regarding signage for businesses on Main Street and stated is it time to revitalize Main Street and would like to add signs to direct more visitors to the area.

Community Member, Tanner McDonald addressed the Council and stated that he wants to make sure we support businesses coming into here. Spoke about inconsistencies with signage and enforcement of ordinances.

Community Member Rob Witt addressed the Council regarding signage and stated that we need to leave it up to each business to determine their signage needs and asked for flexibility.

Town Clerk Cindy Pemberton read an email from Brian McDonald starting that the town should review the current ordinance to make it more business friendly.

Community Member Sheila Stubler addressed council stating signage is important to the community and encouraged council to continue to involve the community.

The Council discussed the importance of working together to support the community

Councilor More moved to approve the long-range planning priorities for the Community Development Department as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022. 2nd was

made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Vice Mayor Butner: Aye
Mayor Jenkins: Aye
Motion Carried: 7-0

9. Discussion, Consideration and Possible Direction on the School Area Traffic Study conducted in partnership with the Camp Verde School District. Staff Resource: Russ Martin

Town Manager Russ Martin Spoke about concerns with traffic concerns associate with the Camp Verde School District.

Discussion among the Council regarding their concerns about the traffic and voiced support for the school system and spoke about liability concerns.

Councilor McPhail made a motion to Direct Staff to work with the School District to help identify final options to support cross sharing and future formal considerations. 2nd was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Vice Mayor Butner: Aye
Mayor Jenkins: Aye
Motion Carried: 7-0

Recess at 7:29 PM
Resume at 7:37 PM

10. Discussion, Consideration, and Possible Approval to amend the Public Works Director and Administrative Clerk Job Descriptions and Salary Classification Scale. Staff Resource: Russ Martin

Town Manager Russ Martin spoke about the rationale behind the changes being

made to the Public Works Director Salary Classification Scale.

Town Clerk Cindy Pemberton spoke about the rationale behind change to Administrative Clerk job title and added the description will not change.

Councilor Whatley moved to approve the amendment to the Public Works Director and Administrative Clerk Job Descriptions and Salary Classification Scale as presented 2nd was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Vice Mayor Butner: Aye
Mayor Jenkins: Aye

Motion Carried: 7-0

11. Discussion, Consideration, and Possible Direction to advertise for the position of Town Attorney. Staff Resource: Russ Martin

Town Manager Russ Martin spoke about 2 proposals, either hire an Esquire or an LLC and highlighted what each option would entail.

Vice Mayor Butner asked for clarification on some wording in the proposals which Mr. Martin was able to clarify.

Councilor Baker moved to direct staff to include the discussion of the town of Camp Verde. 2nd was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: Aye
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Vice Mayor Butner: Aye
Mayor Jenkins: Aye

Motion Carried: 7-0

12. Discussion, Consideration, and Possible Approval of up to \$40,000 from the CIP Fund to remodel the 300 Building at 395 S. Main for office space.

Staff Resource: Russ Martin

Town Manager Russ Martin spoke about the plans and rationale behind the remodel.

Discussion among the Council occurred on the rationale behind the remodel and addressed concerns about the move of moving departments into new space

Vice Mayor Butner made a motion move to approve up to \$40,000 from the CIP Fund to remodel the 300 Building at 395 S. Main for office space as presented. 2nd was made by Councilor Whatley.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Aye

Motion Carried: 7-0

- 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))

Sheila Stubler addressed the Council and asked them to save the date for the Veterans Welcome Home event which will be March 29 – April 3 2023.

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

Councilor Baker attended the Verde Valley Sanctuary Event and hopes the

community will continue to support this organization.

Councilor Murdock spoke about recent the promotions and graduation ceremony at Camp Verde schools.

Councilor Moore attended Camp Verde graduation ceremonies and thanked councilor McPhail for her hep in the Turquoise Circuit block party.

Mayor Jenkins attended the Verde Valley Mayors meeting, Finance Committee meeting, and was honored to speak at the Clear Creek cemetery during the Memorial Day ceremony, also spoke the Verde Valley Sanctuary Fundraiser.

Councilor McPhail attended the Tribal Council meeting, Marshals Committee meeting. Participated in a ride along with Camp Verde deputies, and she is working with Community Development on a recycling plan.

Councilor Whatley attended various events and openings.

Councilor Murdock spoke about the soft opening of sports complex and thanked staff for all their help.

15. Legislative Update

Town Clerk Cindy Pemberton stated there is nothing to report.

Town Manager Russ martin said the budget has not been passed.

Discussion among the Council on surplus and what is causing the delay in passing a budget.

- 16. 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 spoke about progress made in acquiring the Camp Verde Water System and thanked all staff for their efforts and contributions in making the deal happen.

- 17. Discussion or Consultation for legal advice with the Water Rights Attorney, regarding land and water right settlement negotiations with the Yavapai Apache Nation. The Council may, by majority vote, recess the special session, hold an executive session and then reconvene the special session for discussion and possible action on this item as covered by A.R.S.**

Vice Mayor Butner made a motion to move into Executive Session.

4§38.431.03 (A) (3); (A)(6) and (A)(7).

- Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(3); (A)(6) and (A)(7)

- Reconvene Open Session

18. Adjournment

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 8, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 15, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83221685417?pwd=QUI10QktFZWVlK2JK0RiZ2VTNnk2Zz09>

One Tap Mobile: 1-253-215-8782 or 346-248-7799

Meeting ID: 832 2168 5417

Passcode: 355464

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Also in attendance:

Cindy Pemberton Town Clerk
Corey Rowley Town Marshall
Finance Director Mike Showers
Town Manager Russ Martin
Transcriptionist Jenny Buck

3. **Pledge of Allegiance** Vice Mayor 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) Work Session – May 11, 2022 at 5:30 p.m.
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – Wednesday July 6, 2022 at 6:30 p.m.
 - 2) Regular Session – July 20, 2022 at 6:30 p.m.
 - c) **Approval for the Finance Director to close all current bank accounts with Wells Fargo and open new accounts with Chase Bank.** Staff Resource Mike Showers.
 - d) **Notification and Approval of invoice for \$51,275.50 by Hennesy Mechanical that exceeded the \$50,000 financial operations guide after taxes requiring Town Council approval for a pump rebuild in the Wastewater Division.** Staff

- Resource Mike Showers
- e) **Approval for the Finance Director to open a new fund titled (American Rescue Plan Act) ARPA Funding for tracking project expenses funded by ARPA Grant Funds.** Staff Resource Mike Showers
 - f) **Approval for the Finance Director to make the attached budget adjustments labeled BAFY22-01 for the FY22 year reflecting the mid-year wage adjustments in every department and allocating the unused budget to contingency.** Staff Resource Mike Showers

Councilor Murdock requested that item F be pulled for a small discussion.

Motion was made by Councilor Whatley to approve the Consent Agenda pulling item F for further discussion. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

Councilor Murdock asked Mr. Showers to clarify if the budget adjustment is in reference to the continuation with what was approved last year.

Mr. Showers confirmed this and explained the purpose was to move items that were allocated and not give any departments extra unnecessary slush funds.

Councilor Baker asked what the balance in the contingency would be after this action.

Mr. Showers estimated 75k in contingency and that it would be approximately 150k. Nothing has been moved from the contingency yet. It is possible that the Town will go into the contingency after employee termination funds are expended.

Motion by Councilor Baker to approve item F budget adjustments labeled BAFY22-01 for the fiscal year 2022. Second was made by Councilor Jackie Baker.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock : aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye

Mayor Dee Jenkins: aye

Motion carried 7-0.

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

Deborah Barber addressed Council regarding a traffic safety issue. Ms. Barber lives in the Cliffs subdivision on Highland Lane. Their subdivision has made a huge investment which increased property value and the aesthetic of the road. Residents of the Views have been parking in the Town right of way. Ms. Barber made no less than six calls to the public works department and the Town. The response was to inform her that her complaint was a concern of the HOA and not a Town problem. Ms. Barber asked Council if the community is a metro Phoenix or small town where citizens matter. After the Town failed to act they made the decision to place three boulders to eliminate the issue. On the morning of May 8th a gentleman with heavy equipment removed the boulders. It was determined that the removal was the result of a call that was placed by a man who was a former VIP with the department and HOA president of The Views. The boulders are now missing and resulted in the destruction of the drainage ditch that was just fixed. Ms. Barber called Marshall Rowley who was empathetic and offered viable solutions. It took a single call from an unassociated HOA president to get a response from the Town. Ms. Barber believes all citizens deserve to be treated with respect and dignity. She stated that these events reflect on each Council member.

6. Special Announcements and Presentations:

- **Proclamations declaring June 30, 2022 a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.**
- **Quarterly Report from Camp Verde Marshal's Office.** Staff Resource Corey Rowley

Mayor Dee Jenkins would like to proceed with the Proclamation for Granite Mountain Hot Shots the same way as last year and recognize each individual who gave their lives. Council proceeded to read the proclamation and then state the name of each person who lost their lives in the fire. Mayor Dee Jenkins declared today a day of memory for the Granite Mountain Hotshots.

Marshall Rowley gave a bi-annual report since it is nearly July. Fuel costs created a huge deficit and overtime is up 29% due to COVID. The Department is heavy in compensated leave usage which causes overtime when someone needs to fill in. Marshall Rowley recommended a review of policies for leave. There was also some employee attrition. The Department was awarded four officers and will be at full staff in the next couple of months which has taken over a year to accomplish. There was some additional funds from employee wages, but those funds were reallocated for overtime and fuel. The Department has hired six employees since January. There are currently three vacancies for a deputy, civilian investigator, and dispatcher.

A data portal can be purchased for citizens to look at their neighborhood for any crime. This software will pull all kinds of statistics including: year to date last year to this year on accidents, arrests, citations, incidents, and warnings. It makes it possible to look at trends in areas of the community and peak times. Marshall Rowley presented a May 2022 overview that showed all the calls for that month. Also in the presentation was a pie chart depicting the COMM center activity for all call received, answer times, and calls by origination. Notably 98% of calls were answered within ten seconds.

Councilor Moore pointed out that the calls reflected in the data are more than just agency incoming calls, which made this statistic even more remarkable.

Marshal Rowley presented to Council pictures of the updates for the CVMO center that were completed. The Department chose a silver colored truck for Town patrol vehicles. This will ensure the vehicles perform better in the sun and environment of Camp Verde. The Department donated two vehicles to the academy for training cadets. All vehicles are now equipped with AEDS and Narcan and officers are trained in the administration of both. Two P.A.C.E. awards, one law enforcement supervisor of the year award, one civilian supervisor of the year award, six CPR lifesaving awards, and five lives saved with Narcan awards were given out and there are now some additional awards that have been granted. Marshal Rowley remarked on the award given to the teacher at Camp Verde Middle School and how important it is to recognize citizens who do extraordinary things.

The Department conducted joint training sessions with the Yavapai Apache Police Department. The munitions which were purchased have allowed them to have eight people perform training and it has been a huge success. The Department Truancy program was able to conduct a presentation to the Nation. They are planning some videos for social media sites for bridging social differences and the importance of school attendance. Next week the Department's digital radios are going on. Within the next month and half they can be fully digital and connected with the Yavapai Apache Police as well. Copper Canyon Fire could come on the system and it is built for future growth for the community. Deputy **Justin Ray** was selected for the FBI academy which is a huge honor since there are only six representatives selected from Arizona a year.

Councilor Baker thanked Marshal Rowley for his report and remarked on the 98% of

calls answered in 10 seconds results.

Councilor Moore asked about the equipment for better response time so that incidents such as the one involving Officer Brogdon can be prevented.

Marshal Rowley stated that the technology the Department is implementing will allow dispatch to pinpoint where officers are. The project impacts the safety of officers and the public as well and involved an investment by the Town and the Yavapai Apache Tribe of 800k.

Mayor Dee Jenkins moved item 13 up on the agenda for the meeting.

13. Possible approval of Resolution 2022-1091, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Approving an Intergovernmental Agreement with the Yavapai Apache Nation Regarding a Fee to Trust Land Agreement that sets out specifics of Land Acquisition by the Yavapai Apache Nation. Staff Resource Russ Martin

Mr. Martin mentioned that members of the Yavapai Apache Nation and the Town Attorney were in attendance to speak on the agenda item. This action is a culmination of seven to eight different Councils that all had to go through a 408 confidentiality requirement. All of the people who have been involved in the discussions have maintained confidentiality. Having that happen is a testament to the rules of law, how serious the issue is, how important it is to consider, and how much it means to the future. The Yavapai Apache Nation asked the Town to be included when they were under no obligation to. The Town is fortunate to be a party to this agreement. The agreement will take in approximately 2800- 3000 acres. It will take more action to get this done and may need to go to a Congressional action. These changes will not be immediate. The identified areas in the map which was included in the Council packet would be taken into Trust lands and treated from the taxation system on equal. Neutral non-competing taxation would be treated equally. The Town would receive the same taxation as if it was simple property. The area identified between General Crook and the area that is near Out of Africa is called out as an economic development that the Town has always identified. Tribal development are willing to share 1% sales tax and in addition the lands that are currently fee simple where revenue is collected per the current agreement that revenue will continue to be collected. Land use planning section 6 explains the cooperation between the Yavapai Apache Nation and the Town for land use to avoid incompatibilities. The two entities will meet and discuss these items going forward. The two entities will work together with community planning groups such as Save the Verde. If parties disagree then both entities have agreed to mediation. The Yavapai Apache Nation was under no obligation to afford the ability to mediate. There had to be an end date per the laws of the State. The agreement terms are fifty years but there is also a requirement that both parties must agree to end the arrangement or it automatically rolls over. Tonight we wanted to provide a general overview and publicly say thank you for the generosity of the Yavapai Apache Tribe.

Jon Huey, Chairman for the Yavapai Apache Council, thanked Council for allotting

him time to speak and took a moment to congratulate Councilor Moore on her seat on Camp Verde Town Council. Chairman Huey was born and raised here. The goal of the Nation is to grow and provide support for the people. This action has been in process for over twenty years. Former Vice Chairman Norman Smith is present and worked on it quite a bit. Chairman Huey reflected on how times have changed and the work that the Yavapai Apache Nation has done together. He discussed how the communities share resources and his kids go to the public Camp Verde Schools and the Town youth attend events at the Nation. He believes that the Intergovernmental Agreement is a step forward from history and the past. He commended the attorneys for a great job and having to negotiate with two Councils. He ended by stating that he carries both Town of Camp Verde and the Yavapai Apache Nation in his heart and thanked the Council members and community leaders who got us here.

Henry Smith Council Member of the Yavapai Apache Nation thanked Camp Verde Town Council for the work and conversations put into this item. He remarked that ultimately it is for both the youth and elders. He expressed his love for the community and to see everyone work together. He noted that it was an example of times to come and how things are going to get better.

Darlene Rubio Yavapai Apache Nation Council Member, former Vice Chair, and former employee of Camp Verde Vice Mayor Butner expressed her desire to walk in the footsteps of those who had spoken and echo their sentiments. Councilor Rubio was born and raised here and has seen a lot of change. She shared some fond memories of getting lollipops at the store as a child, watching as dirt roads were paved over time, and Pecan Lane was planted with more trees. These memories live in our hearts. The future is for us to build, to maintain, and to watch over. She asked those present to remember the makings of today, tomorrow, and the future. She congratulated the Verde Valley for its future growth.

Norman Smith former Vice Chairman of the Yavapai Apache Nation expressed his awareness that many people may not know the history of The People. Mr. Smith has learned this history through his family and his Grandmother. His Grandmother shared their history and although she did not understand numbers in English terms there were approximately 10k Yavapai people. Today there is less than 2k. The Yavapai people had 10 million acres under their domain which stretched from the Williams area in the North, Eastward to Payson, South to Phoenix, and to the Colorado River in the West. The Spanish began to encroach on their homeland and nearly obliterated The People. Then the military came in 1800. The Apache roamed the rim and came from Fossil Creek which is where Mr. Smith's father is from. Mr. Smith is both Yavapai and Apache. He has heard many stories about his people, who struggled to maintain their pride and integrity. In 1876 the military relocated The People to San Carlos and imprisoned them for thirty years. This should have destroyed them, but The People persevered and maintained a level of culture and identity. The government wanted to assimilate them into mainstream culture. Mr. Smith's Grandmother, Mary Quail, was never taught to read English in school. She knew Yavapai and the Bible. She learned this when Europeans came in and wanted to indoctrinate the Native people. She knew how to read the Bible and could tell the stories in Yavapai and English of the destruction of The People. Around 1800 the

military came in and raided a camp of around 300 people in the early spring. They almost wiped out The People. Mr. Smith's Great-Great Grandmother was an infant. The People ran to the edge of the cliff at Sycamore and as they were scrambling to get away they tossed her into the brush where she was left all day long. His Great-Great Grandmother never made a sound the whole time. Mr. Smith expressed that Sycamore Canyon is a sacred place and where his people and family started. He wouldn't be here if not for that heroic action for survival. They are here today asking to recover some of what was taken which originally spanned 10 million acres. The Nation had to pay for these recovered lands not only with their family's life, but also modern American dollars. They wouldn't have even been able to afford it if not for a decision in Washington to allow gaming on reservation lands. If it wasn't for the casino they couldn't afford it. Gaming allows The People to get some of the loss back, thankfully. The Yavapai and Apache don't have much from what they had before. The natural resources have been lost. Mines on the land have made millions but the Nation did not get any of this. Federal and State government benefited and the Yavapai and Apache got nothing. Mr. Smith sees this action as hope and a positive for the community. A lot of people looked down on the Native people like they were nothing. They all meant something to someone. Their leaders, chiefs, and medicine people were taken away and hung right above here at Overlook Acres. The only way the government could defeat The People was to take away their leaders. Mr. Smith noted that the complex across the street was named Wingfield and was named for his Grandfather and that he has served in the military in the 82nd from 1970 to 1976 ready to put his down life for everyone present. Mr. Smith thanked the Council for listening to his story and allowing him to inform those who may not know about the past.

Mayor Jenkins commented that when she was elected mayor and became part of negotiations team she had many years to catch up on. One thing that she came away with was absolute respect for the Nation and their sincerity for making sure that the agreement works for all parties.

Councilor Baker reflected on her experiences in 1985 when Tom Taylor took her out to meet Chairman Ted Smith who had drawings for the Casino which people thought would never happen. Later the Chairman became Elder Vincent Randall who made it clear that the Nation and Town were going to work together. Councilor Baker is both grateful and honored to be here tonight.

Andy Groseta resides in Cottonwood and is the owner of the Groseta Ranches. He noted that Mr. Smith's reflections were a hard act to follow. Mr. Groseta's family has been good friends with the Nation and many members have worked with them over the years. He grew up with many of them and agrees with the sentiments of the Nation. He wanted to speak on this agenda item as a property owner and ranch owner wearing his business hat. Mr. Groseta just read about the proposed agreement this afternoon. The land is 2800-3000 acres which takes in about 1/3 of soft pasture on the ranch and impacts their operation. They currently hold a forest permit for utilizing the area. He understands the nature of the confidentiality and has served on boards, but the item is now public. It is a major action by the Town and Tribe and he doesn't believe the public knows anything about it. He respectfully asks Council to

table the item, not to kick the can down the road, but to further vet the issue and allow citizens in Town to actually hear the information. He recommends 45-60 days to open the item up and present facts so that citizens are aware of what is going on. He feels this item is a major action and the information is owed to the community. The item has a financial impact to their operation. He remarked that there may be an opportunity to get together with the Nation to work something out. He also mentioned that he had heard implications to sales tax with the agreement, but not property tax. The lands held by the National Forest Service in the County generate revenue that trickle down to schools and roads. He requests a hearing where questions can be asked and answered. Mr. Groseta ended with expressing his respect for the Yavapai Apache Nation.

Tony Goia has been here thirty years and was present when some of the details and ideas of this started in negotiation with the Town. Mr. Goia remarked that these were very involved and sometimes heated discussions. He commented that some of the people involved now were in High School at the time it was started. He learned from Chairman Randall and that set him on the path to learning local history. His former belief was that it would be better if everyone lived the same way where there were no walls between and where everyone did the same things. He now understands that everyone has a right to live the way they want as long as it isn't hurting other people. When Mr. Goia was working on another issue in Washington they invited the Nation's leaders to come and introduced them to people who could move their cause forward. They were the workers who could move this forward for the Nation. They shared ideas and networking. Even though it was a rocky road before that, the wounds started to heal slowly as best they could. Now there is a community that works together for all of us. Mr. Goia expressed his pride in everyone who has brought it to this point and thanked the public in attendance, the Nation members, and Council.

Councilor Moore stated that she has known Mr. Groseta most of her life and understands what it may mean to a ranching family. She took the opportunity to clarify her understanding that the land agreements go forth with or without Camp Verde's involvement. Her understanding is that Yavapai Apache Nation invited the Town into the agreement and granted the ability to get sales tax. This agreement allows both entities to come together as a whole community. She asked Mr. Martin for clarification that the Yavapai Apache Nation moves forward regardless of Camp Verde's involvement.

Mr. Martin stated that the Yavapai Apache Nation has given the Town of Camp Verde their best. He stated that it is out of their grace that Camp Verde is in this conversation to begin with. Time-wise the Nation was given the understanding would an agreement would be reached sooner. We have been formally discussing this for months and years. Whether or not Council passes this item does not stop their process. There is no benefit to holding anything off and Mr. Martin would not anticipate that any changes would be made.

Councilor Baker commented that she has also known Mr. Groseta a long time and respects his suggestion. This negotiation has been an ongoing discussion and coming to agreement had to be confidential because of the nature. Councilor Baker

expressed her respect for public concerns and believes that when they learn about this and they will understand. If there are concerns with the public, such as Mr. Groseta's, she believes they will be able to work with the Nation. This item is not really something that Council can wait on.

Councilor McPhail emphasized that it was the spirit of this resolution which was profound. This means that the Town of Camp Verde and the Yavapai Apache Nation stand side by side. The fight of Yavapai Apache Nation is now the fight of Camp Verde and vice versa. Both are fighting together for good and right ideas which we all believe in.

Motion by Councilor Cris McPhail to approve resolution 2022-1091, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Approving an Intergovernmental Agreement with the Yavapai Apache Nation Regarding a Fee to Trust Land Agreement that sets out specifics of Land Acquisition by the Yavapai Apache Nation. Second was made by Councilor Robin Whatley.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

Mayor Dee Jenkins called a ten minute break at 7:53 PM.

Mayor Dee Jenkins called the meeting back to order at 8:04 PM.

7. Presentation and Discussion of the Camp Verde's Fiscal Year 21 Audit.

Mr. Showers introduced Scott Graff, Colby & Powell, PLC, the auditor in attendance for the complete audit.

Mr. Graff went over details of the audit results for the period year end July 1, 2020 to June 30, 2021. Camp Verde obtained a certificate of achievement for excellence in financial reporting. In order to achieve this the Town must elect to do additional work and go beyond the requirements to provide full disclosure and transparency. Many of the reports are typically not required unless you are attempting to get this award. The Town of Camp Verde has received this award for five straight years which is going above and beyond. Mr. Graff offered his congratulations. The results of the audit can be found on page 1 of the audit which is 62 of the packet. Mr. Graff went over management and auditors responsibilities. The audit checks the financial statement with appropriate disclosures and checks and balances. Also, that it is free from error or fraud misstatements. The auditor is responsible to express an opinion after

performing audit requirements. There is reasonable assurance the financial statements are free of material misstatements. The Opinion paragraph is the most important. Mr. Graff congratulated the Town on the clean opinion on the financial statement. The Town of Camp Verde expended money greater than 750k on federal programs. This added a required audit on federal programs which tests that program's expenditures to ensure they meet the compliance requirements within the program. Town spent 1.2 million in COVID relief funds. That was selected and there were no findings of any reportable deficiency or questioned costs.

Mayor Jenkins typically emails finance with questions or comments regarding the audit. In the interest of transparency to the citizens she has elected to ask these questions in Council session. She asked Mr. Showers to verify that the current audit company, Colby & Powell, PLC have been the auditors for many consecutive years.

Mr. Showers stated that the Town has used them since 2011.

Mayor Jenkins recommended limiting firms from performing the audit for consecutive years and switching firms from time to time.

Mayor Jenkins noted that there are many instances where it states the audit doesn't include verification of internal control unless something was identified. She was surprised by this and asked if the Town has ever had an audit of internal controls.

Mr. Showers couldn't recall a time that there was a specific audit. He stated that the Town has had internal control discussions in the past. The Town has a decent amount of checks in policies.

Mayor Jenkins doesn't recall any audit where all that is done is checking internal controls. Sedona completes and publishes information on internal controls and all the funds. Her suggestion would be to have audit for internal controls at some time.

Mayor Jenkins asked about p. 65 Homestead parkway she didn't see a mention and believed there was a state grant.

Mr. Showers confirmed that there were two. Mr. Showers explained p. 65 is completed by him and is intended to give highlights of things that happened during the year. He did not believe that the grants were a highlight, so they weren't put it in. This page is literally his opinion. He wanted to clarify this so that no implication or inference would be made due to the omission.

Mayor Dee Jenkins pointed out that there was mention of Water Company purchase in major initiatives for Y2022.

Mayor Jenkins asked for further explanation on funds labeled Custodial Other. Mr. Showers explained the rules on labeling and showing custodial funds changed this year. The new change for requirements to reporting for fiduciary items now require them to be reported as custodial and there are different types. Mr. Showers referred to p.156 which requires two reports one is a summary and the other a break

out report with the detail of what the funds are. This is the first year that this requirement was implemented.

Mayor Jenkins referenced P. 76 and wanted to confirm the far left column that reads 2019 was mislabeled.

Mr. Showers stated it should read 2020.

Mayor Jenkins asked for explanation on the valuation of the Equestrian Center asset. Specifically, how donated assets were valued.

Mr. Showers explained that the donated portion is generally not considered as part of the financials. Only the direct expenditures were included.

Mayor Jenkins noted that this would make the value less than the full value of the improvements.

Mr. Showers responded that for the most part generally donated items are not recognized and given a value. The assets in a government entity have to be recorded twice. The items are taken away to avoid the idea of the value being erroneously created.

Mayor Jenkins asked Mr. Sims, Town Attorney, for an explanation of P.109 outstanding legal issues of consequence.

Mr. Sims stated that auditors do not have the legal expertise require a note coming from management and contact attorneys through letters to represent what the litigation may mean to the Town. The litigation probability of unfavorable outcome is looked out and depending on the assessment there may be a requirement to have more information in the financial statements including possible litigation costs.

Mayor Jenkins commented there had been a budget and an adjusted budget because of overage and there are two on p. 125. She would like to know if the Finance Department has a place where department heads are receiving their financial information so that they can monitor their expenditures and budget.

Mr. Showers stated that the Town departments have access to this information every minute of the day. He noted that there are a few department heads that contact him right away if anything is miscoded and are monitoring quite closely. There are others that he has to let know where their financials stand regularly throughout the year.

Mayor Jenkins asked if Mr. Showers had obtained insight into the Library's budget last year.

Mr. Showers stated that Kathy Hellman does a fantastic job at what she does. She does not like to leave money on the table or stop spending money on books. Things got away a little bit and the Library has never been over before.

Mayor Jenkins noted that maybe a bigger budget for books is needed.

Mr. Showers responded that budgeting and forecasting ahead of time can be challenging for departments. Once the budget is set they are stuck with the magic eight ball number. The Town does hold departments accountable, but it is also structured to have the ability to cover costs if departments are doing what they need to do to be successful.

Mr. Martin has given the departments direction to control their budget and code it. They have been instructed let him know, email, and document when they find there is a need to buy unexpected items.

Mayor Jenkins requested an explanation for P.150 item CI Fund Non Major in the amount of 153k.

Mr. Showers Capital Improvement Fund Non-Major are less than 10%. Major are 10% of revenues or expenses. In the audit it includes liabilities and assets. The final numbers are looked at to qualify as Major or Non-Major. Major are shown right in front. The general fund is always major. Non-major items are grouped together.

Mayor Jenkins asked about FTE numbers changing and why it would it be restated next year once there is an approved audit.

Mr. Showers explained that there can be a misstatement in an audit. There is an entire process to show how you missed a major item. There are also certain times where showing a true progression and picture requires an adjustment. Mr. Showers gave an example of when Council was looking at employee numbers and adjustments were made to provide Council with a true picture.

Mr. Graff spoke on internal control. Auditors rely on internal control and are required to have an understanding of the internal controls in place and do testing of internal controls. The purpose is not to do an audit on internal controls, but to determine where the high risk areas are for the audit. When control deficiencies are found the auditor's responsibility is to present that in findings to put into the report. Material weaknesses would also be reported to Town Council. This is his 23rd year of doing audits and he does them for 24 different cities and towns. He is not aware of anyone that has ever had an audit specifically on internal controls. This would be done because there might be a major issue found where something is wrong.

Mayor Jenkins replied that both Cottonwood and Sedona do audits on internal controls. She also restated that the Town should switch up the auditor and not use the same auditor for consecutive years.

Mr. Graff informed Council that Colby & Powell, PLC utilizes different levels of staff and not the same people are providing audit work. He remarked that their organization would love to stay with the Town, but understands if a change is made.

8. Discussion, Consideration, and Possible Approval of purchasing Two dump

trucks for the Streets Division, not to exceed the amount of \$525,000.00, also, approving the Wastewater Division to purchase the Streets 2000 Freightliner Dump Truck with Pup Trailer in the amount of \$75,000.00 reducing the amount needed for the Streets division purchase. Staff Resource Stacey Perry and Chet Teague

Stacey Perry presented for the Wastewater Division who desires to obtain two more dump trucks. They have only been able to locate two available right now, a Mack and an International. These may be the only two available. There is a Volvo that may be possible to obtain in December. All of the 2022-2023 trucks have been sold. Numbers are so low they are selling two years out now. With microchip and other part shortages there is nothing available. If purchased today they may get them next year in approximately September. Mr. Perry was able to source these two through contacts at dealership.

Councilor Moore remarked that the shortages are making things extremely difficult. She asked Mr. Perry what the department has now that they want to replace. She also understood that they were interested in hauling millings with the vehicles.

Mr. Perry stated that he has been attending preconstruction meetings and the only millings in the next five years that will be available are the ones they would like to haul. The Department is on a time crunch to obtain them. The first loads the Town will be allowed load off and stockpile. They'll be able to haul the rest from the rest area. The pre-millings are in the mornings and they can get as much as they can haul. Currently there zero millings, cold, or hot mix available to the Town.

Councilor Moore asked when it would be starting.

Mr. Perry replied that they had been planning to start this week but it has been delayed.

Councilor Moore noted that the purchase would not have an effect on the Town's ability to get the millings due to the timeline.

Mr. Perry informed Council that the Mack will be done in two weeks and he was able to find a chassis to start building. The International will be done about July 1st. The Mack is an 18 wheel and the International is a 16 wheel truck. Currently the department has a belly dump, 12 wheel, and 14 wheel. The goal is to have all five trucks hauling as much as possible. Mr. Teague has agreed to this plan as long as the sludge is taken care of.

Councilor Moore inquired if the goal is to haul as many millings as possible if Town should consider a JOC hauler.

Mr. Perry this was not on the table due to fuel prices and it evens itself out.

Councilor Baker wanted to know if for nearly half a million what kind of cost it would be if the Town hired the hauling done instead. Contracting it out may help a local

person get some work.

Mr. Perry stated that it could be an option, but the Town is going to need the trucks eventually.

Councilor Moore referenced that there may be nothing else available for a few years.

Councilor Baker mentioned that the expense is one heck of a lot of money that could perhaps help someone else as well.

Mr. Perry explained that contractors have been unavailable and are quite busy at the present time.

Councilor Murdock expressed her desire to advocate for this agenda item. To come across free millings is almost unheard of right now. I see you have projects in line. The discussion has been about immediate uses, but the Town will have these for ten to fifteen years. There is a cost and a lifespan for equipment. She would like to advocate for these now because it is unknown when the Town will be able to get them in the future.

Mr. Perry stated that the Town needs big trucks to get material from yards and plants.

Vice Mayor Butner asked Mr. Perry if they had tried to arrange to have the millings hauled over to the Town storage.

Mr. Perry said they tried but they have a limited number of funds. The contractors from the valley are helping them out. They put in for a pug mill and got denied.

Councilor Murdock asked how the Town would pay and if the Department is selling other equipment.

Mr. Perry stated that there were several that needed to be auctioned off.

Councilor McPhail asked Mr. Martin if the Town has half a million for the expenditure.

Mr. Martin said there is half in their current balance. If Council wants to approve both the Town would need to look into a short term interest loan. Mr. Martin would argue the Town doesn't have funds for both.

Councilor Murdock inquired if the Town would be able to get the oil for chip seal. She remarked that the Town could be paying a million dollars for the chip seal that was supposed to be 600k.

Mr. Perry responded that there is no oil or cold mix available. Cold pack has increased from 150 a ton to 650 a ton in last two years. Now they can only find some in Albuquerque. Millings are the next best choice. The Town has been using them on 279, shoulders, and repairing. Currently the Town has zero and zero are available.

Councilor McPhail noted Council may consider authorizing one and asking staff to secure financing with the goal of purchasing a second.

Mr. Martin informed Council that getting to threshold with funds would need to be addressed down the road.

Mr. Perry noted that millings can be very good if topped. The Library was millings that had cold mix applied.

Councilor Moore stated to Council that they can take the price of the Library parking lot and get enough millings to cut costs from other projects.

Mr. Perry stated that the Town would get enough if they have enough trucks. Sept 1st the operation shuts off and they can't start again March 20th. There will only be a small amount of time to get the free millings. He was estimating the Town could get around 15k tons with 5 trucks running. They will have 84k tons available. Once they go back to Williams they can no longer obtain them.

Mr. Martin asked Mr. Perry to give estimates on the amount of material.

Mr. Perry stated the new trucks can haul 125 tons a day. The two trucks they have now about 60-70 tons. The additional trucks would mean approximately an extra 200k or 2000 tons extra. He believes this may somehow cover the cost of the additional truck.

Mayor Jenkins asked about the Town's ability to store the millings and if they have a life expectancy.

Mr. Perry replied the millings should be good for 15 years. The Town has plenty of storage and he would take all 84k tons if possible. There are so many roads that could use it.

Motion by Councilor Jessie Murdock to approve the purchase of one dump truck for the Streets Division not to exceed the Vangaard amount of 300k also directing staff to look into a loan finance option for a secondary truck which would be the International not to exceed the amount of 245k also approving the Wastewater Division to purchase the Streets 2000 Freightliner Dump Truck with Pup Trailer in the amount of \$75,000.00. Second was made by Councilor Jackie Baker.

Roll Call Vote:

Councilor Jackie Baker: aye

Councilor Cris McPhail: aye

Councilor Marie Moore: aye

Councilor Jessie Murdock: aye

Councilor Robin Whatley: aye

Vice Mayor Joe Butner: aye

Mayor Dee Jenkins: aye

Motion carried 7-0.

9. Discussion, Consideration and Possible Approval-of The Town of Camp Verde FY23 Proposed Tentative Budget. Staff Resource Mike Showers

Councilor Moore had some questions for Mr. Showers. When Council was going through the budget they had asked for a breakdown of COLA and MERIT. She doesn't see where that's at. Her understanding was they would get a breakdown if Council was to consider moving some things.

Mr. Showers stated there is no way to guess MERIT except the high end. MERIT is undefined other than a max of 3% of total. The budget simply takes 6% figure as an increase with the understanding that the actual will be somewhat less. The estimates are 3%, or 210k, for COLA and 3%, or 210K, for MERIT.

Mr. Martin stated that direction is for recommendations for increases to be in by Monday and they will put into cost at that time. The final budget in July will have a much more accurate budget.

Mayor Jenkins stated she asked for a summary so she could see everything that had changed according to the last meeting. She was looking for every number on one piece of paper. What it was and how it was changed. What changed in those budgets and how much was COLA and MERIT. Also, how much in new employee positions vs the MERIT vs COLA.

Mr. Showers stated that the MERIT and COLA follows the sheet in the last meeting. The increases are just that percent. Every department is increased except for water.

Mr. Martin stated that Council received the summary page requested at the last meeting.

Mayor Dee Jenkins inquired on the library manager role.

Mr. Martin explained that the direction moving forward was tentatively that position. Until the job description comes in front of Council and is passed the job can't be implemented. If the discussion Council is seeking is in reference to one position he would prefer Council wait until the job description approval is on the agenda. It is set in motion until the final budget is approved and Council could reduce the number based on their decision. This agenda item is to approve the preliminary and tentative budget.

Councilor Moore asked where the additional for Meals on Wheels was in the budget.

Mr. Showers recalled it was 20k.

Councilor McPhail believed it was 60k that would be used as a community fund for requests from various organizations.

Mr. Martin stated there is a Non-departmental catch all fund of 50k that this type of request would be funded from.

Mayor Jenkins recalled that the Town was going to check if contracted employees would get the COLA.

Mr. Martin did not check on this yet and he will, but it is budgeted.

Mr. Showers gave an overview of the budget for Council. It is a 58 million dollar budget this year. 38 million of which are capital with one single federal grant of 22 million. They may not get it, but it was included in case it is approved. There are 2.5 million in debt service, 7.6 million wages, 1.7 million healthcare, and 123 potential employees included 11 new full time positions. There are a few key things which are not set in stone. There is an extra \$132,745 in operating transfers into debt fund for potential vehicles. 5 are approved and there are 6 potentials. It adds 784k of operating transfer from general funds to the park funds for potential grants. The Town will be unable to max out the grant of 2.75 million without putting money in. The budget also includes 420k in wages and ERE increases, 900k wages and ERE of new positions, and the 20k discussed. Estimated fund balance of 5.4 million at end of year. 1.5 million dollars is expected in the policies at the end of the year. General fund and HEERF are expected by policy, but not required by law. It is what the Town shoots for to keep in good position.

Mr. Showers plans on keeping the format presented and sticking in for next year's budget. CIP is made up of about 1.3 million which includes 342k of expected rollover. It has new monies 965k. This includes 250k plopping in, 350k marshals vehicles, 365k potential other vehicles, and 169k operating transfer from Arizona Cares CBDG grant that may be happening next year. The parks 5.4 million with 1.9 million estimated carry forward. The nine special revenue funds are generally budgeted to fully expend whatever fund is in there. The federal 22 million ADOT grant has a huge impact this year and would take the budget down to 36 million without it. The 3.5 million grant from EDA for the sewer is expected. Sewer from federal grants 5.3 million in capital expenditures coming from two different grants which is why their number is so big. It is grant in expense or it is nothing. On the connection fees Mr. Showers was never given a budget, so he plugged in 200k which seems like a reasonable number. He received a last minute request for an emergency fund for water in case there are problems with operating the newly obtained water company. He has put in 300k for emergency capital expenditures.

Councilor Moore asked if the emergency fund was a conservative number.

Mr. Showers stated it would cover the cost of several pumps.

Mayor Jenkins asked if all funds available were included.

Mr. Shower stated there were more available didn't put in full amount.

Motion by Councilor Cris McPhail to approve The Town of Camp Verde FY23 Proposed Tentative Budget. Second was made by Councilor Robin Whatley.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

10. Discussion, Consideration and Possible Approval of Resolution 2022-1090, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2022-23 and superseding Resolution 2021-1065. Staff Resource Mike Showers

Councilor Moore requested the item be moved to another meeting for time to discuss further. She had concerns on some permits that residents may not be aligned with and believes a guideline should be established for deferrals on fees for certain situations.

Mr. Martin stated the law only requires this on increasing and Council would not need a vote for reducing and could be discussed in a work session. State law also requires a 60 day notice which would delay this item's implementation. Council could remove fees. There is a risk that there is someone who has to now pay a fee that didn't need to before implementation.

Motion by Councilor Marie Moore by to approve Resolution 2022-1090, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2022-23 and superseding Resolution 2021-1065 with the Mayor and common council coming together for a work session in the near future to discuss possible fee removals and waiver possibilities. Second was made by Councilor Jackie Baker.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

11. **Discussion, Consideration and Possible Approval of FY23 Special Assessment Levy of \$222,057.00 for annual payments against the Camp Verde Sanitary District's WIFA (Water Infrastructure Finance Authority) note 91075, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource Mike Showers

Mayor Jenkins inquired if this was a standard item.

Mr. Showers confirmed the item was a standard payment of debt.

Motion by Councilor Jackie Baker to approve the FY23 Special Assessment Levy of \$222,057.00 for annual payments against the Camp Verde Sanitary District's WIFA (Water Infrastructure Finance Authority) note 91075, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor Marie Moore.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

12. **Discussion, Consideration and Possible Approval of the FY23 debt levy certification to Yavapai County for \$671,670, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource Mike Showers

Mr. Showers stated this was also standard debt that needs to be paid.

Motion by Councilor Marie Moore to approve the FY23 debt levy certification to Yavapai County for \$671,670, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor Jackie Baker.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Marie Moore: aye
Councilor Jessie Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 7-0.

- 13. Possible approval of Resolution 2022-1091, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Approving an Intergovernmental Agreement with the Yavapai Apache Nation Regarding a Fee to Trust Land Agreement that sets out specifics of Land Acquisition by the Yavapai Apache Nation.** Staff Resource Russ Martin

This agenda item was moved up in the meeting following agenda item 6 at Mayor Dee Jenkin's request.

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

No cards from the public.

- 15. 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.

Councilor Whatley attended the Center for the Arts Foundation. They are talking about hosting the Kingdom of the Spiders the day before Halloween.

Councilor McPhail attended Yavapai Apache Tribal Council meeting, a teen pizza party at the Library on Monday afternoon, and teen game night.

- 16. Legislative Update**

Town Clerk Pemberton has a four page document for Council review as it relates to the legislative season. They are on day 157 of the legislative season and the budget has not been passed. They will be going back on the 20th and she has a significant amount of bills to review which she will email to Council.

- 17. 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 had nothing to report in light of the time.

Town Clerk Pemberton reminded Council that chamber upgrades are happening Monday. There will be new voting components and she will contact Council members individually to schedule time to get used to new system.

18. Discussion or Consultation by Town Risk Manager regarding potential notice of claims. The Council may, by majority vote, recess the Regular Session, hold an Executive Session and then reconvene the special session for discussion and possible action on this item as covered by A.R.S. §38.43103 (A) (3); and (A)(4)

- **Recess into and hold Executive Session pursuant to A.R.S. §38.43103 (A) (3); and (A)(4)**
- **Reconvene Open Session**

Mr. Martin informed Council that they have not drafted final letter regarding claims or potential claims regarding the sewer line at 260. They will hopefully bringing to Council in final form on July 6th.

19. Adjournment Mayor Dee Jenkins adjourned the meeting at 10:00 PM.

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 June 15, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

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Agenda Item 6



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: July 6, 2022

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

Requesting Department: Community Library & Economic Development

Staff Resource/Contact Person: Kathy Hellman, Sean Brooks

Agenda Title (be exact): Presentation of e-Notify, a Tool to Help Community Members Stay Informed

List Attached Documents: Citizen Engagement with the Town of Camp Verde

Estimated Presentation Time: 5 min

Estimated Discussion Time: 5 min

Reviews and comments Completed by:

- Town Manager: Included in Background Department Head: Kathy Hellman
- Town Attorney Comments: N/A
- Risk Management: N/A
- Finance Department
Fiscal Impact:
Budget Code: N/A Amount Remaining: _____
Comments:

Background Information: The citizens of Camp Verde desire to stay informed about decisions, events, programs, etc. involving local government. The Town uses multiple channels to communicate including press releases, official social media sites, and its website. This presentation highlights a specific opportunity for community members to take an active role in staying connected to Town communications.

Recommended Action (Motion): N/A

Instructions to the Clerk: This presentation includes the attached document to be viewed as a PPT

Citizen Engagement with the Town of Camp Verde



The Town is committed to enhancing traditional communication methods with its citizens using online tools. The **Town website** is the primary Internet presence for official information about the Town of Camp Verde.



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How should citizens stay informed?



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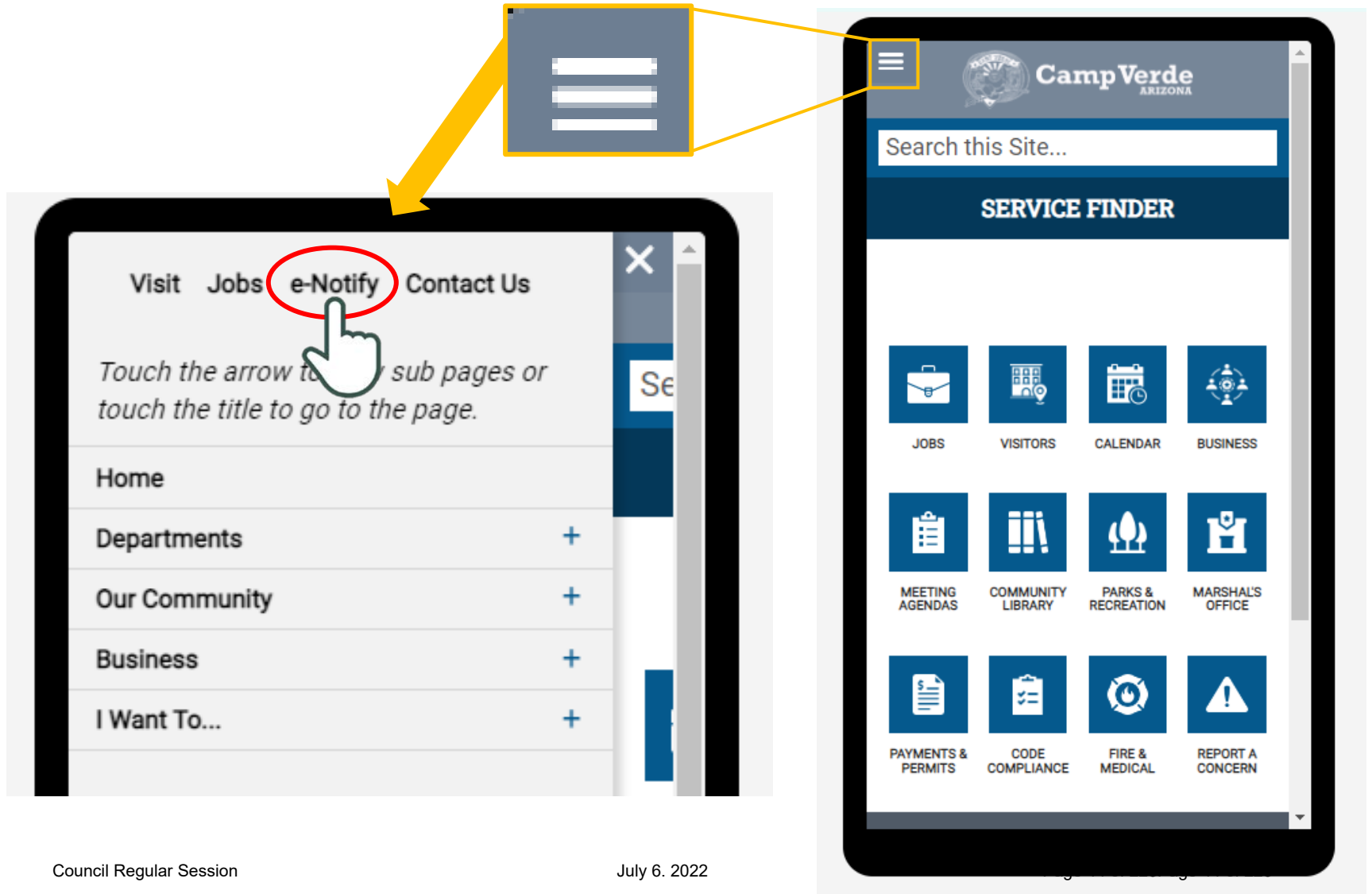
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eNotification

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SUBMIT

Type in your email address and press **SUBMIT**



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New Subscriber

Primary Email Address

You must enter a primary email address. You will use this to access and update your subscriptions or modify your subscriber preferences.

Email Address *

Confirm Email Address *

Optional Password

Enter an optional password to add password protection to your subscriber preferences.

Password

Confirm Password

Privacy

By checking this box, you consent to our [data privacy policy](#). *

Submit

Cancel



1. Fill out the webform
2. Password is optional
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www.campverde.az.gov



TOWN COUNCIL



PAYMENTS &
PERMITS



MARSHAL'S
OFFICE



PARKS &
RECREATION



COMMUNITY
LIBRARY

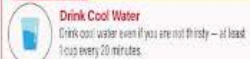
IN THE SPOTLIGHT

Ways to Protect Yourself and Others

Ease into Work. Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.



- ✓ New and returning workers need to build tolerance to heat (acclimatize) and take frequent breaks.
- ✓ Follow the 20% Rule. On the first day, work no more than 20% of the shift's duration at full intensity in the heat. Increase the duration of time at full intensity by no more than 20% a day until workers are used to working in the heat.



Drink Cool Water

Drink cool water even if you are not thirsty — at least 1 cup every 20 minutes.



Dress for the Heat

Wear a hat and light-colored, loose-fitting, and breathable clothing if possible.

Prevent Heat Illness

Click Here to learn ways to protect yourself and others

Get Shade or a Cool Area

Take Breaks in a Cool Area

Wash Out for Each Other

Wash your face and head for several minutes

Wearing a Face Covering

Change your face covering if it gets wet or soiled

Wettable head or other covering

Council Regular Session

NEWS



PUBLIC NOTICE

The Town of Camp Verde Call of Election



Prevent Heat Illness

Ways to Protect Yourself and Others



Summer Reading Program 2022 Kickoff

Get Ready for a Summer of Reading, Activity, and Fun at Camp Verde

July 6, 2022

[MORE NEWS](#)

EVENTS

MAY

28

Verde Valley Farmers Market

12:00 AM - Oct, 01

JUN

27

Open Mic Night at the Library

04:00 PM - 06:30 PM

JUN

29

Wednesday w/Wendy: 1-2-1 Tech Assist

08:00 AM - 11:00 AM

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[MORE EVENTS](#)

Calendar Topics:

show up on the Public Meetings Calendar or the Events Calendar on the homepage

www.campverde.az.gov

Departments »

Public Meetings Calendar

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(All Categories)

June 2022

[<< Previous Month](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	1 6:30 PM Town Council-Regular Session-CANCELLED	2 6:30 PM Planning and Zoning Commission; Cancelled	3
5	6	7	8 5:30 PM Town Council Special Session	9 6:30 PM Planning and Zoning Commission; Special Session	10
12	13	14 3:00 PM Board of Adjustments: CANCELLED	15 6:30 PM Town Council-Regular Session	16	17
19	20	21	22	23	24

Council Regular Session

July 6, 2022

EVENTS

MAY

28

Verde Valley Farmers Market
12:00 AM - Oct, 01

JUN

27

Open Mic Night at the Library
04:00 PM - 06:30 PM

JUN

29

Wednesday w/Wendy: 1-2-1 Tech Assist
08:00 AM - 11:00 AM

[MORE EVENTS](#)

Subscription Topics

News

- Community Library
- Economic Development
- Human Resources
- Library eNews
- Marshal's Office
- Municipal Court
- Parks & Recreation
- Town Clerk
- Town Council
- Community Development
- Finance & Budget
- Friends of the Library
- Jobs
- Local Emergency Notificat
- Public Works
- Stormwater Division
- Streets Division
- Voting & Elections
- Water Division

Council Regular Session

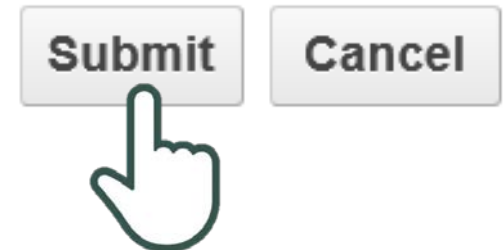
Calendar

- Boards and Commissions
- Community Development
- Community Library
- Economic Development
- Farmer's Market
- Festivals & Special Events
- Field Trips
- Parks & Recreation
- Planning & Zoning Commission
- Public Meetings
- Public Works
- Town Clerk
- Youth Sports
- Town Council
- Community Library - Youth Events
- Council Meetings
- Finance & Budget
- Human Resources
- Marshal's Office
- Municipal Court

July 6, 2022

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ADHS News

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Flu & RSV

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City Council

Public Works

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Arizona Department of Transportation

News Releases

Weekend Travel Alert (General News & Information)

Arizona Highways Newsletter

ADOT Blog

Adopt a Highway

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Prescott Valley, Arizona

Town Council

Community Facilities District Board

Work Study Session

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July 6, 2022

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1-6 of 6	<	>
<input type="checkbox"/>	<input type="star"/>	<input type="arrow"/>	Arizona Department .	Subscription Change Confirmation - You have made the following changes to your Arizona Department of Health ...			9:41 AM
<input type="checkbox"/>	<input type="star"/>	<input type="arrow"/>	Arizona Department .	Welcome New User - Welcome, You have successfully created subscriber preferences for Arizona Department of ...			9:41 AM
<input type="checkbox"/>	<input type="star"/>	<input type="arrow"/>	Town of Camp Verde,.	Subscription Change Confirmation - You have made the following changes to your Camp Verde, AZ subscriptions: ...			9:24 AM
<input type="checkbox"/>	<input type="star"/>	<input type="arrow"/>	Town of Camp Verde,.	Welcome New User - Welcome, You have successfully created subscriber preferences for Camp Verde, AZ. You ar...			8:44 AM
<input type="checkbox"/>	<input type="star"/>	<input type="arrow"/>	me	Renewing your Friends of Camp Verde Library membership? - Hi, Friend! You previously supported our local librar...			May 26



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Thank you for you time and interest!



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Agenda Item 6.1



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: 07-06-2022

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

Requesting Department:

Staff Resource/Contact Person: Councilor Cris McPhail-Tree Advisory Committee

Agenda Title (be exact: **Presentation and recognition of Dobie Champion who was awarded the Arizona State Citizen Forester of the Year award.**

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: _____ Amount Remaining: _____
Comments: _____

Background Information: The Citizen Forester of the Year is someone who upholds and demonstrates values associated with a dedication to forestry and responsible management of forest resources. This person is a constructive member and dedicated volunteer within their community and is currently not employed as a forester or in a related field. Dobie Champion was the 2022 Winner.

Recommended Action (Motion):

Instructions to the Clerk:

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Agenda Item Submission Form – Section I

Meeting Date: July 6, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Finance Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Approve Resolution 2022-1092, allowing Finance Director Michael Showers to submit the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY23.

List Attached Documents: 1) Resolution 2022-1092

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: Reviewed as to form

Risk Management: _____

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

Comments: The State is requiring that this resolution be adopted annually by Council. The resolution is provided and utilized verbatim from the State.

Background Information: This item has been approved for the prior 2 years already.

Recommended Action (Motion): Approve Resolution 2022-1092, allowing Finance Director Michael Showers to submit the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY23.

Instructions to the Clerk: Please have all parties sign the resolution and return it to the Finance Director for submission with the form.

RESOLUTION NO. 2022-1092

A RESOLUTION OF THE TOWN OF CAMP VERDE, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2023 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year’s annual expenditure limitation report (AELR) on the governing body’s behalf; and

WHEREAS, the Town of Camp Verde Mayor and Council desires to designate Michael Showers, as the Town’s Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF CAMP VERDE MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Michael Showers is hereby designated as the Town’s Chief Fiscal Officer for purposes of submitting the fiscal year 2023 AELR to the Arizona Auditor General on the governing body’s behalf.

PASSED AND ADOPTED by the Town of Camp Verde, Arizona Mayor and Council, this 6th day of July, 2022.

Attested to:

Dee Jenkins, Mayor

Cindy Pemberton, Town Clerk

Reviewed by:

Russ Martin, Town Manager

Approved as to form:

Bill Sims, Town Attorney



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: Town Council; Wednesday, July 6th, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Director Community Development

Agenda Title (be exact): Discussion, Consideration and Possible Approval of Ordinance 2022-A468 of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona.

List Attached Documents:

- A. Ordinance 2022-A468 with Exhibits
- B. Waiver of Diminution of Value and Exhibits
- C. DRAFT Minutes, Planning and Zoning Commission Meeting, June 9th 2022
- D. Applicant Letter of Intent
- E. Preliminary Site Plan
- F. Current Zoning
- G. GIS Data
- H. C2 Zoning Criteria (Current Zoning)
- I. C3 Zoning Criteria (Proposed Zoning)
- J. 2016 Town of Camp Verde General Plan, pages 35-39, 260 West Character Area
- K. Comment Letter, from Groseta Ranches, LLC
- L. Application with Affidavit of Neighborhood Meeting

Estimated Presentation Time: 05

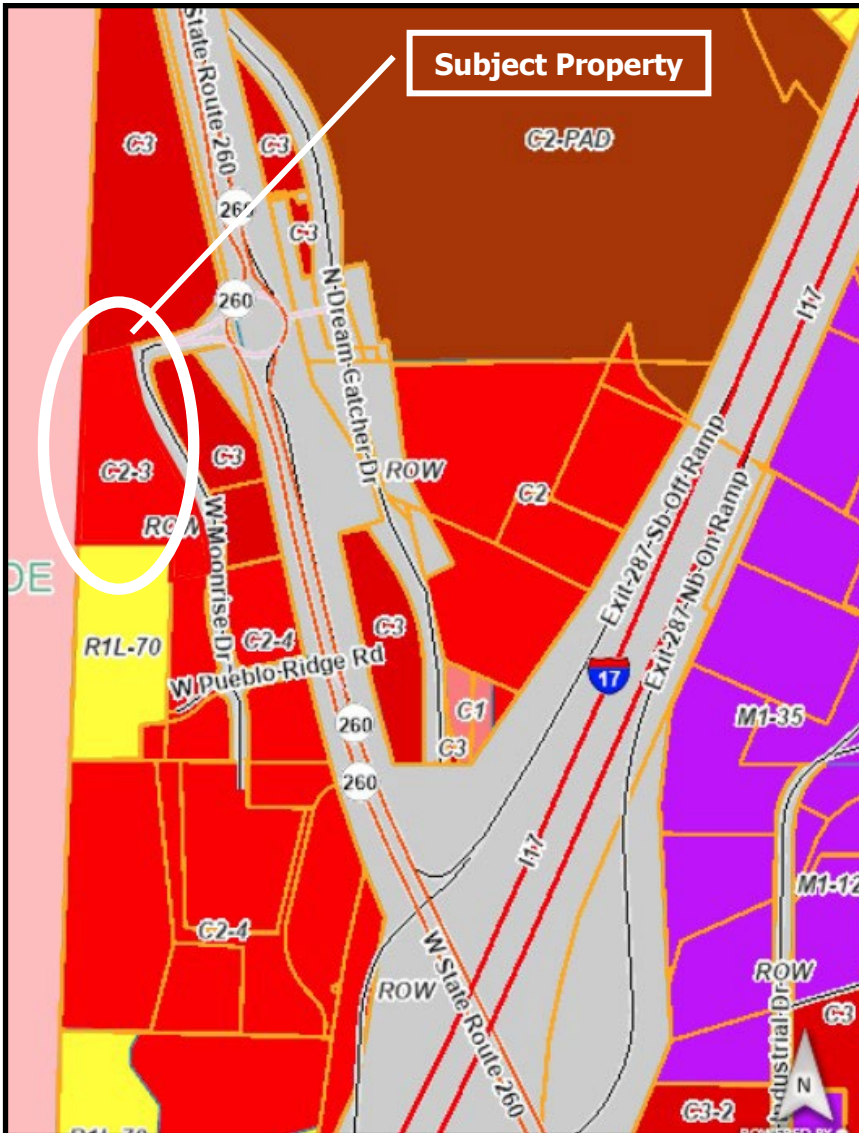
Estimated Discussion Time: 10

Reviews and comments Completed by:

- Department Head: John Knight, Community Development**
- Department Town Attorney: Bill Sims**

Property

Parcel: 403-22-019J
Address: Off of W. Wilshire Blvd and W. Moonrise Drive, not yet addressed
Acres: 4.0
Zoning: C2-3 (3,000 square foot minimum lot size)
Applicant: Danny and Alicia Ely
Project #: 2022-0369



Application: The owners of 403-22-019J, Danny and Alicia Ely, have made application for a Zoning Map Change from C2-3 to C3. Local Camp Verde residents, the Ely's started Firebird Towing in the spring of 2013. Beginning with a single tow truck, they have grown their business from one truck to five (5) flatbed-rollbacks and one (1) recovery boom-truck. Their business serves the entire Verde Valley and I-17 corridor.

The Ely's have recently purchased this 4-acre parcel and propose moving their towing business, currently located off of Industrial Drive, to this new parcel located off of W. Wilshire Blvd and W. Moonrise Drive (not yet addressed).

In addition to their towing business, they are actively seeking to partner with a café or coffee shop (such as Dutch

Brothers or similar business) to co-locate on the northern portion of this parcel.

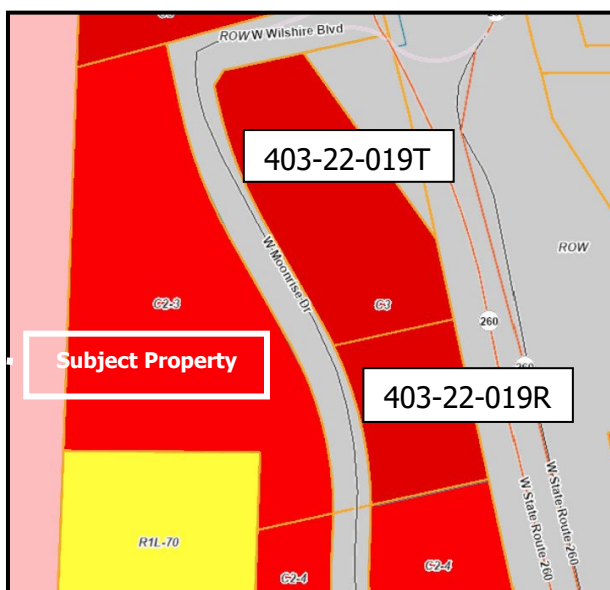
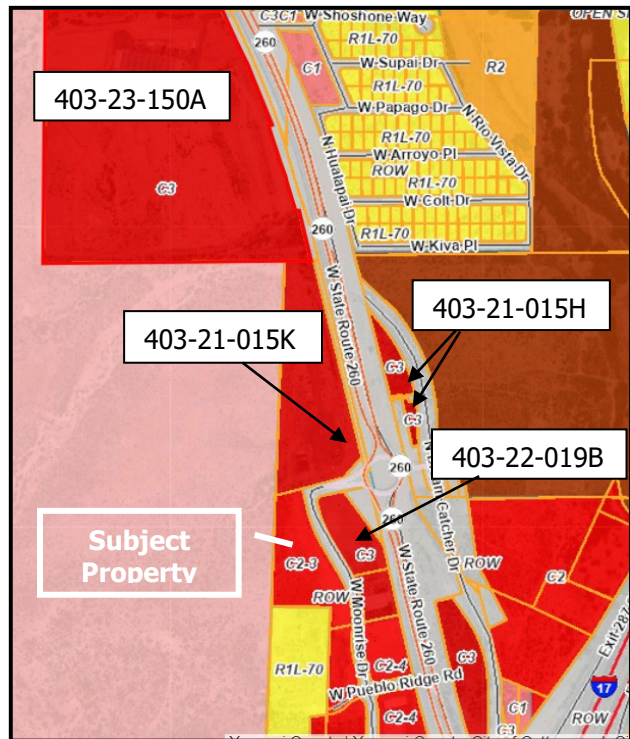
Recommendation from Planning and Zoning Commission: On Thursday, June 9, 2022, the Town of Camp Verde Planning and Zoning Commission met and conducted a public hearing regarding this application for a zoning map change. The Commission unanimously voted to recommend Town Council approve and adopt this Zoning Map Change.

Background: This parcel is located approximately 1/3 of a mile northwest of the I-17/260 interchange in an area which has been actively growing with commercial developments.

There have been two (2) previous Zoning Map changes in this same area. The first was in 2004 with the second in 2014. See below for details.

The following four (4) parcels were re-zoned from R1 & R1L to C3 in 2004 (Ordinance 2004-A285)

- 403-21-015K, located immediately north of the subject parcel, currently vacant; and
- 403-23-150A, also located north of the subject parcel, currently a marijuana cultivation; and
- 403-21-015H, located across SR 260, north and east of the subject parcel, currently vacant; and
- 403-22-019B, located across SR 260, south and east of the subject parcel, currently vacant.



The following two (2) parcels were re-zoned from C2 to C3 in June of 2014 (Ordinance 2014-A396)

- 403-22-019T, located east of the subject parcel and across W. Moonrise Drive, currently vacant; and
- 403-22-019R, located east of the subject parcel and across W. Moonrise Drive, currently Vince’s Autobody.

2016 General Plan: The Zoning Map Change of this parcel from C2 to C3 fits specifically into the Town’s General Plan as it will promote and provide for commercial development of this parcel.

Located within the **260 West Character Area** this parcel is part of the **“2000 acres of commercial and industrial property on both sides of the highway”** and **“is perfectly situated for commercial, industrial and tourism growth.”** The foremost goal of this area is to “Promote regional commercial and employment opportunities” which this Zoning Map Change helps to achieve.

A. Goal: *Promote regional commercial and employment opportunities.*

Implementation Strategy:

- A. 1. *Encourage regional commercial and employment centers to support the region’s needs.*
- A. 2. *Promote the commerce corridor as a place for new businesses by partnering with other regional economic development agencies.*
- A. 3. *Facilitate the development of a corridor overlay plan to coordinate access, design, circulation and utilities.*
- A. 4. *Promote commercial and mixed-use development adjacent to State Route 260.*

Comments Received: One comment was received from a neighboring landowner, Mr. Andy Groseta of Groseta Ranches, LLC. His primary concern was for a “no-see” fence around the vehicle storage yard. The applicants have stated they intend to fence the storage yard. Additionally, an opaque fence is an existing zoning requirement for the outdoor storage of vehicles, therefore, this will be required and reviewed as part of the Development Review process. See attached Exhibit K for Mr. Groseta’s letter.

Staff Comments: The Community Development staff recommend this Zoning Map Change as it is a positive move forward with the Town’s stated goal of commercial development of this area.

Legal-Procedural Requirements:

- ✓ Application received May 5, 2022
- ✓ 300’ Radius Neighborhood Meeting notices mailed May 4, 2022
- ✓ Property posted for Neighborhood Meeting May 4, 2022
- ✓ Neighborhood Meeting held May 25, 2022
- ✓ 300’ Radius Town Notice of Public Hearing mailed May 16, 2022
- ✓ Property posted for Public Hearing, May 17, 2022
- ✓ Publication of Notice of Public Hearing published, May 22, 2022

Recommended Motion: A motion to approve Ordinance 2022-A468 of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona.



ORDINANCE 2022-A468

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL FOR A ZONING MAP CHANGE FROM C2-3 (COMMERCIAL: GENERAL SALES AND SERVICES, MINIMUM 3,000 SQUARE FOOT LOT) TO C3 (COMMERCIAL: HEAVY COMMERCIAL) FOR APPROXIMATELY FOUR (4) ACRES, SPECIFICALLY, DESCRIBED IN EXHIBIT A (CURRENTLY PARCEL 403-22-019J), LOCATED OFF OF W. WILSHIRE BOULEVARD AND W. MOONRISE DRIVE, TOWN OF CAMP VERDE, YAVAPAI ARIZONA

WHEREAS, Danny and Alicia Ely, owners of an approximate four (4) acre parcel, currently parcel number 403-22-019J, have made application for a Zoning Map Change, Project 2022-0369; and

WHEREAS, all required notices of the public hearing on this zoning request were properly noticed and posted; and

WHEREAS, the Planning and Zoning Commission of the Town of Camp Verde held a public hearing on Thursday, June 9, 2022 and has unanimously recommended approval of this Zoning Map change be approved by the Mayor and Town Council; and

WHEREAS, consideration of this application has been completed in accordance with Article II, Sections 1 and 2 of the Arizona Constitution; and

WHEREAS, the Mayor and Common Council find the requirements set out in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met; and

WHEREAS, the proposed zoning map change of c2-3 (commercial: general sales and services, minimum 3,000 square foot lot) to c3 (commercial: heavy commercial) is authorized by and satisfies the requirements of the 2021 planning and zoning ordinances, specifically section 600.c.1; and

WHEREAS, this Zoning Map Change to C3 is in harmony with the purposes and intent of the Town's Zoning Ordinance and 2016 General Plan for the 260 West Character Area; and

WHEREAS, the proposed road name, specifically Firebird Lane, for the new private road to access this property has been properly vetted with Yavapai County and conforms to Next Generation 911 as well as Town of Camp Verde Addressing criteria; and

WHEREAS, the Mayor and Common Council have determined this Zoning Map change will be beneficial to the Town of Camp Verde;

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

Section 1: The Zoning Map for the Town of Camp Verde is hereby amended by the zoning classification change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres specifically described in **Exhibit A** (attached, currently parcel # 403-22-019J, which has not yet been addressed), and is located off of W. Wilshire Boulevard and W. Moonrise Drive, in the Town of Camp Verde, Yavapai County, Arizona; and

Section 2: The private road that will be developed to access this property is hereby named Firebird Lane; and

Section 3: All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance; and

Section 4: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 5: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law.

PASSED AND APPROVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA THIS 6th DAY OF JULY, 2022.

Dee Jenkins, Mayor

Date

Approved as to form:

Attest: _____
Cindy Pemberton, Town Clerk

Town Attorney

Exhibit A

A tract of ground lying in the Southwest quarter of Section 24; and the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Beginning at the Northwest corner of said Section 25;

Thence North 75 degrees 14 minutes 04 seconds East (basis of bearings - description recorded in Book 1597 of Official Records, Pages 932-933 hereafter referred to as "record"), a distance of 501.80 feet to a point on the Westerly right-of-way line of State Route 260;

Thence South 12 degrees 13 minutes 55 seconds East (record South 12 degrees 17 minutes 12 seconds East) along said right-of-way line, a distance of 800.00 feet;

Thence South 77 degrees 46 minutes 05 seconds West, a distance of 376.52 feet to a point on the East line of a parcel described in a document recorded in Book 1647 of Official Records, Page 544;

Thence North 02 degrees 00 minutes 57 seconds East (record North 01 degrees 59 minutes 41 seconds East), a distance of 123.13 feet to the Northeast corner of the last referenced parcel;

Thence North 89 degrees 23 minutes 07 seconds West, a distance of 312.89 feet (record North 89 degrees 25 minutes 28 seconds West, a distance of 313.10 feet) to a point on the West line of said Section 25;

Thence North 02 degrees 03 minutes 16 seconds East, a distance of 607.70 feet (record North 01 degrees 59 minutes 41 seconds East, a distance of 607.81 feet) to the TRUE POINT OF BEGINNING;

EXCEPTING therefrom that portion conveyed to the State of Arizona, by and through its Department of Transportation by Special Warranty Deed recorded February 7, 2003 in Book 4000 of Official Records, Page 615, being more particularly described as follows:

That portion of the Southwest quarter of the Southwest quarter of Section 24; and the Northwest quarter of the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Commencing at a Bureau of Land Management (BLM) brass cap marking the Southwest corner of said Section 24, which bears North 89 degrees 52 minutes 54 seconds West 2650.62 feet from a 5/8 inch rebar marking the South quarter corner of said Section 24;

Thence along the South line of said Section 24, South 89 degrees 52 minutes 54 seconds East, a distance of 151.53 feet to the TRUE POINT OF BEGINNING;

Thence North 12 degrees 22 minutes 25 seconds West, a distance of 39.34 feet;

Thence North 75 degrees 05 minutes 02 seconds East, a distance of 353.76 feet to the existing Southwesterly right-of-way line of State Route 260 (Cottonwood - Camp Verde - Mogollon Rim Highway);

Thence along said existing Southwesterly right-of-way line, South 12 degrees 23 minutes 09 seconds East, a distance of 77.00 feet;

Thence South 77 degrees 37 minutes 36 seconds West, a distance of 140.41 feet to a point hereinafter referred to as Point "A";

Thence continuing South 77 degrees 37 minutes 36 seconds West, a distance of 133.02 feet;

Thence South 32 degrees 37 minutes 36 seconds West, a distance of 28.28 feet;

Thence South 12 degrees 22 minutes 25 seconds East, a distance of 22.97 feet;

Thence along a curve to the left, having a radius of 686.20 feet, a length of 208.69 feet;

Thence South 29 degrees 47 minutes 56 seconds East, a distance of 182.41 feet;

Thence along a curve to the right, having a radius of 602.96 feet, a length of 304.43 feet;

Thence South 77 degrees 36 minutes 43 seconds West, a distance of 61.37 feet;

Thence from a local tangent bearing of North 00 degrees 25 minutes 21 seconds East, along a curve to the left, having a radius of 542.96 feet, a length of 286.39 feet;

Thence North 29 degrees 47 minutes 56 seconds West, a distance of 182.41 feet;

Thence along a curve to the right, having a radius of 746.20 feet, a length of 226.94 feet;

Thence North 12 degrees 22 minutes 25 seconds West, a distance of 64.94 feet to the TRUE POINT OF BEGINNING; and

EXCEPTING therefrom that portion conveyed to James O. Bachler and Dawn M. Bachler, Trustees of the 2006 Bachler Family Trust, dated May 22, 2007 by Special Warranty Deed recorded October 1, 2014 in Recording No. 2014-0044947 of Official Records, being more particularly described as follows:

The following is a description of a parcel of land located within the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, said parcel being more particularly described as follows:

Beginning for a reference at the found BLM brass cap marking the Northwest corner of said Section 25, from which a found 5/8 inch smooth iron pin marking the West quarter corner of said Section 25 bears South 01 degrees 56 minutes 49 seconds West, (basis of bearing for this description) at a distance of 2653.86 feet;

Thence North 83 degrees 52 minutes 53 seconds East, a distance of 504.33 feet to the Westerly right-of-way line of Highway 260 and a found ADOT aluminum cap set in concrete;

Thence South 12 degrees 22 minutes 06 seconds East, a distance of 463.36 feet along the Westerly right-of-way line of said Highway 260, to a set plastic cap atop a 1/2 inch rebar stamped LS. 26925, and the TRUE POINT OF BEGINNING;

Thence South 12 degrees 22 minutes 06 seconds East, a distance of 259.50 feet along the Westerly right-of-way line of said Highway 260, to a found ADOT aluminum cap set in concrete;

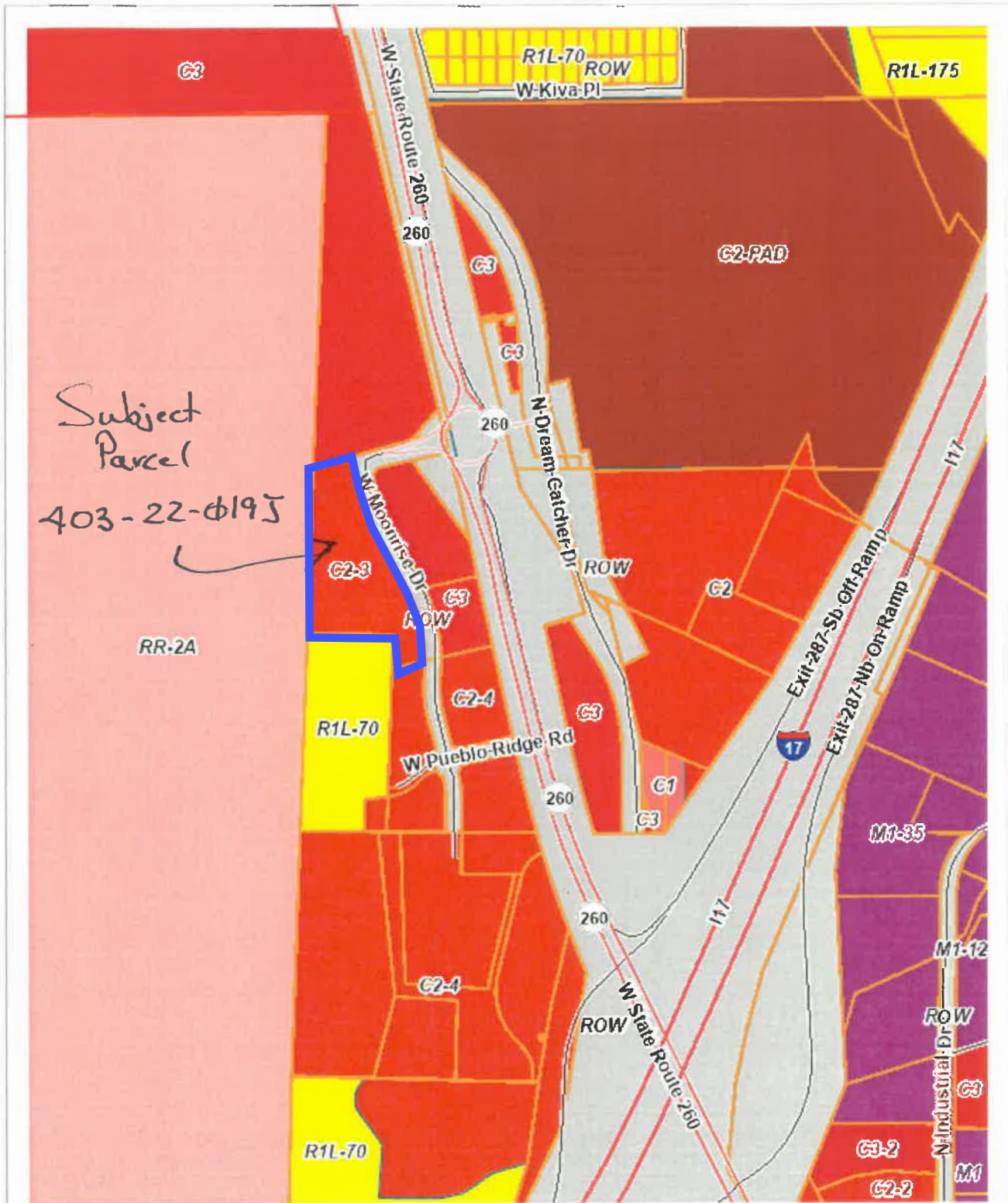
Thence South 77 degrees 36 minutes 36 seconds West, a distance of 191.89 feet to the Easterly right-of-way line of North Moonrise Drive, and a found ADOT aluminum cap set in concrete, marking the

beginning of a curve to the left, concave to the West, from which the radius point of said curve bears South 89 degrees 07 minutes 45 seconds West, at a distance of 602.89 feet;

Thence along said curve to the left, and along the Easterly right-of-way line of North Moonrise Drive, through a central angle of 24 degrees 51 minutes 33 seconds, an arc distance of 261.58 feet to a set plastic cap atop a 1/2 inch rebar stamped LS. 26925 (said curve also having a chord bearing of North 13 degrees 18 minutes 02 seconds West, and a chord distance of 259.53 feet);

Thence North 77 degrees 36 minutes 36 seconds East, a distance of 196.11 feet to the TRUE POINT OF BEGINNING; and

EXCEPTING therefrom that portion conveyed to State of Arizona, Department of Transportation by Special Warranty Deed recorded March 25, 2016 in Recording No. 2016-0013788 of Official Records.



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

Map printed on: 5.31.2022

When Recorded Return To:
Town of Camp Verde
473 S. Main St
Camp Verde, Arizona 86322

**AGREEMENT
TO WAIVE CLAIM FOR DIMINUTION IN VALUE
REGARDING ACTION
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER**

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner ("Agreement") made as of this 4th day of May, 2022, by and between the Town of Camp Verde, a municipal corporation of Arizona ("Town") and:

Danny & Alicia Ely, ("Owner(s)");

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

RECEIVED

MAY 05 2022

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

TOWN OF CAMP VERDE, a municipal corporation of Arizona, (Town)

Dee Jenkins, Mayor

ATTEST:

Cindy Pemberton, Town Clerk

APPROVED AS TO FORM:

William Sims, Town Attorney

Dated this 4th day of May, 2022

OWNER:

Danny Ely
Print Name

Danny Ely
Signature

OWNER:

Alicia A Ely
Print Name

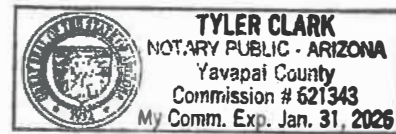
Alicia A Ely
Signature

STATE OF ARIZONA)
) ss.
County of YAVAPAI)

On this 4 day of MAY, 2022, before me, the undersigned Notary Public,
personally appeared DANNY ELY & ALICIA A ELY, who acknowledged that this document was
executed for the purposes therein contained.

Tyler Clark
Notary Public

My Commission Expires: 1/31/26





Support your local merchants

**Draft Minutes
Town of Camp Verde – Planning & Zoning Commission
Special Session
473 S. Main Street, Suite 106
THURSDAY, June 9, 2022 at 6:30 P.M.**

Commission members may attend Planning & Zoning Commission meetings either in person, or by telephone, video or internet conferencing. All Commission meetings will end at 9 PM; therefore, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

2. Roll Call. Chairman Andrew Faiella, Greg Blue, Robert Foreman, William Tippett, Michael Hough, Ingrid Osses (via Zoom) Vice Chairman Scantlebury is absent.

Also present: Dan and Alicia Ely (applicants), Community Development Director John Knight, Planner BJ Ratlief, and Cory Mulcaire, Zoning Inspector.

3. Pledge of Allegiance – Chairman Faiella

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

- a. **Approval of Minutes:** May 5, 2022
- b. **Set Meeting Dates:** July 7, 2022, at 6:30 pm (Regular Session)
July 14, 2022, at 6:30 pm (Special Session)
August 4, 2022, at 6:30 pm (Regular Session)

Motion was made by Commissioner Blue to approve the Consent Agenda as presented. Second was made by Commissioner Hough.

Roll Call Vote:

- Commissioner Osses: Aye via text on the ZOOM
- Commissioner Hough: Aye
- Commissioner Tippett: Aye
- Commissioner Blue: Aye
- Commissioner Foreman: Aye
- Chairman Faiella: Aye

Motion carries 6-0, Consent Agenda passed.

Mr. Knight discussed possible canceling both July Planning and Zoning Meetings.

5. Call to the Public for items not on the agenda - Residents are encouraged to

comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.

No additional Comments

6. Public Hearing, Discussion and Possible Recommendation to Council to approve an application from Danny and Alicia Ely for a Zoning Map Change from C2 (Commercial: General sales and services) to C3 (Commercial: Heavy commercial) on approximately 4 acres. The purpose of the rezone is to relocate their existing family-owned business on property 403-22-019J, located off of Wilshire Boulevard, Camp Verde, Yavapai County, Arizona.
Staff Resource, John Knight

Ms. Ratlief provided a brief history of the Ely's Firebird Towing and the owners desire to relocate their business to this parcel which precipitated the need for the re-zone. She advised the Commission the owners would like to partner and co-locate a café/coffee shop (such as Dutch Bros or similar) on the northern portion of this parcel.

She highlighted two (2) other re-zones to C3 which have occurred in this same area in the recent past as well as this rezone is supported by the Town's 2016 General Plan.

She noted one public comment that was received via writing from Mr. Groseta who supported the re-zone, but requested a 10'-12' opaque fence to screen the storage yard. She advised the Commission that current Town Zoning requires the installation of an 8' opaque fence for this type of business, therefore, this concern will be addressed during the required administrative review prior to submitting building applications.

Commissioner Hough asked for an explanation between "warranty deed," and "special warranty deed."

Mr. Knight stated he is not an expert and is not clear.

Commissioner Blue stated he believed the fencing could only be 6' because it the property abuts a residential parcel. Mr. Knight advised staff would research the issue and clarify it prior to Development Standards Review Process

Commissioner Tippet asked if the Ingress/Egress is off Wilshire and Moonrise. Mr. Knight stated to keep in mind that this is just a rezone, and nothing has been approved yet as far as ingress/egress, fencing, grading, etc. That will come later.

Chairman Faiella asked if C2 allows for a wrecking yard. Mr. Knight responded that it does not. John Knight went on to discuss that C3 lists the use specifically and it was not listed in C2 and that is why we are requiring the rezone.

Public Hearing opened: 6:46PM

Planner Ratlief read email into record for Mr. Groseta.

Chairman Faiella asked for education on a “wrecking yard,” as he visited their property on Industrial. Mr. Hough explained that what they are doing on the current property is allowed but their “storage yard,” will be allowed in the C3 zoning.

Mr. Knight called a point of order to close the Public Hearing and the Commission can discuss it further or ask questions to the applicants.

Public Hearing closed: 6:50PM

Mr. Knight read the code definition of a “storage yard.”

Commissioner Hough went on to finish his description of an impound lot vs. a wrecking yard.

Commissioner Blue is concerned about the screening and would like to add a condition that it be screened.

Mr. Knight states again that a rezone cannot be a condition unless this is a PAD and that a storage yard is already required to be screened.

Motion was made by Commissioner Hough to recommend to the Mayor and Common Council approval of a Zoning Map Change from C2 (Commercial: General sales and services) to C3 (Commercial: Heavy commercial) on approximately four (4) acres for parcel 403-22-019J, located off of W. Wilshire Blvd. and Moonrise Drive, Camp Verde, Yavapai County, Arizona.

Second was made by Commissioner Foreman.

Roll call vote:

Commissioner Hough – aye

Commissioner Tippet – aye

Commissioner Foreman – aye

Commissioner Blue – aye

Chairman Faiella – aye

Commissioner Osses – aye (via Zoom text)

Motion carries unanimously 6-0

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

Commissioner Hough asks why they are not informed of rezones after they go to council.

It is decided that this can be added to the agenda.

Staff concurred and advised it would become a regular part of the agenda for future meetings.

8. **Staff Comments**

Mr. Knight discussed the Town Council meeting from the night before and what Community Development presented. He discussed signs and the Board of Adjustment appeal on May 10. This created a lot of interest in the Sign Code Ordinance and that needs to be amended sooner rather than later.

Mr. Knight informed the Commission that Alcantara will be going to Town Council on July 20.

Mr. Knight discussed the development of “High View,” and the Marriott being in Development Standards Review.

RV’s and camping was brought up by Chairman Faiella. Mr. Knight did note that this is also an ordinance that will be taken on.

Ms. Mulcaire discussed the “Right to Farm Ordinance.”

9. **Adjournment** – Motion to adjourn was made by Commissioner Hough.

Second was made by Commissioner Blue.

Motion carried Unanimously.

Meeting adjourned at 7:09PM

Chairman Faiella

Community Development Director Knight

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of actions of the Planning and Zoning Commission of the Town of Camp Verde during the Special Session of the Planning and Zoning Commission of the Town of Camp Verde, Arizona, held on June 9, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of June 2022.

Cory L. Mulcaire
Cory L. Mulcaire

Firebird Towing

Physical: 573 Industrial Dr.
Camp Verde, AZ 86322
Phone: 928/451-5788
azfirebird@q.com



Mailing: 1060 W. Relo Lane
Camp Verde, AZ 86322
Fax: 928/567-7125
azfirebird2014@yahoo.com

May 4, 2022

To whom it may concern:

We are proposing a zoning change from C2 to C3 for parcel 403-22-019J which is off Hwy 260 at Willshire Blvd and Moonrise in Camp Verde, AZ.

The neighborhood meeting for this proposal will be held at 573 Industrial Dr. Camp Verde (Firebird Towing) on Wednesday, May 25, 2022, at 6:00pm.

In February of this year, we purchased the above property. The 4.26 acres are currently vacant and zoned for C2 Commercial, we are proposing to develop this property for the purpose of a towing company and impound lot (C3 Heavy Commercial).

The business will operate 24/7, 365 days per year. A 100' x 80' building will be constructed which will house our main office and shop for repairing our trucks. An impound lot of 100' x 150' will be fully fenced to hold vehicles that are towed and impounded.

We are hopeful we will be able to also bring in a coffee shop or small café to co-locate on the property with our towing business.

Feel free to submit written comments to me and/or attend the meeting in person to discuss this project.

Thank you,

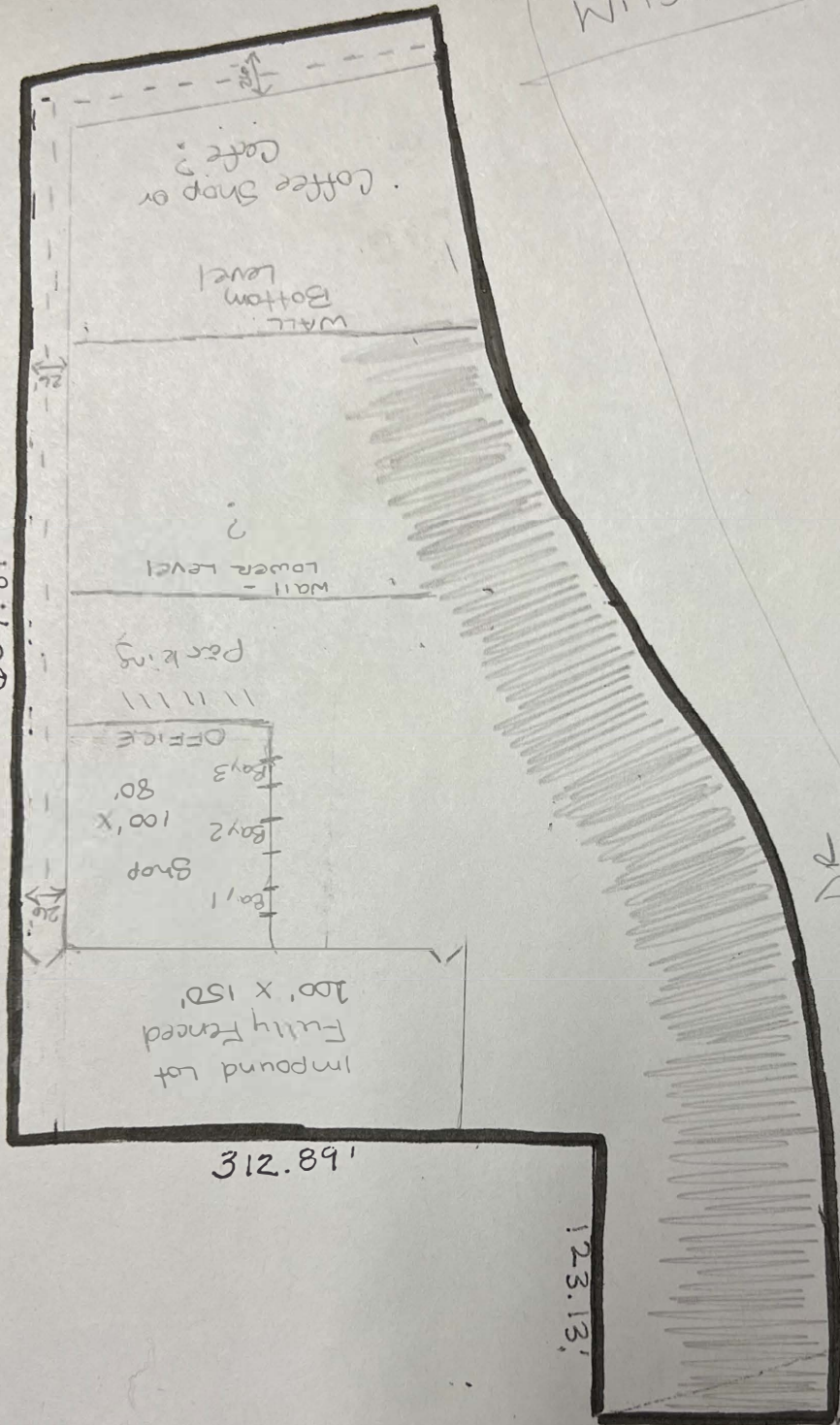
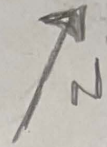
A handwritten signature in blue ink that reads "Alicia Ely".

Alicia Ely
Firebird Towing – Owner

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MAY 05 2022

Wilshire Blvd



Forest Service

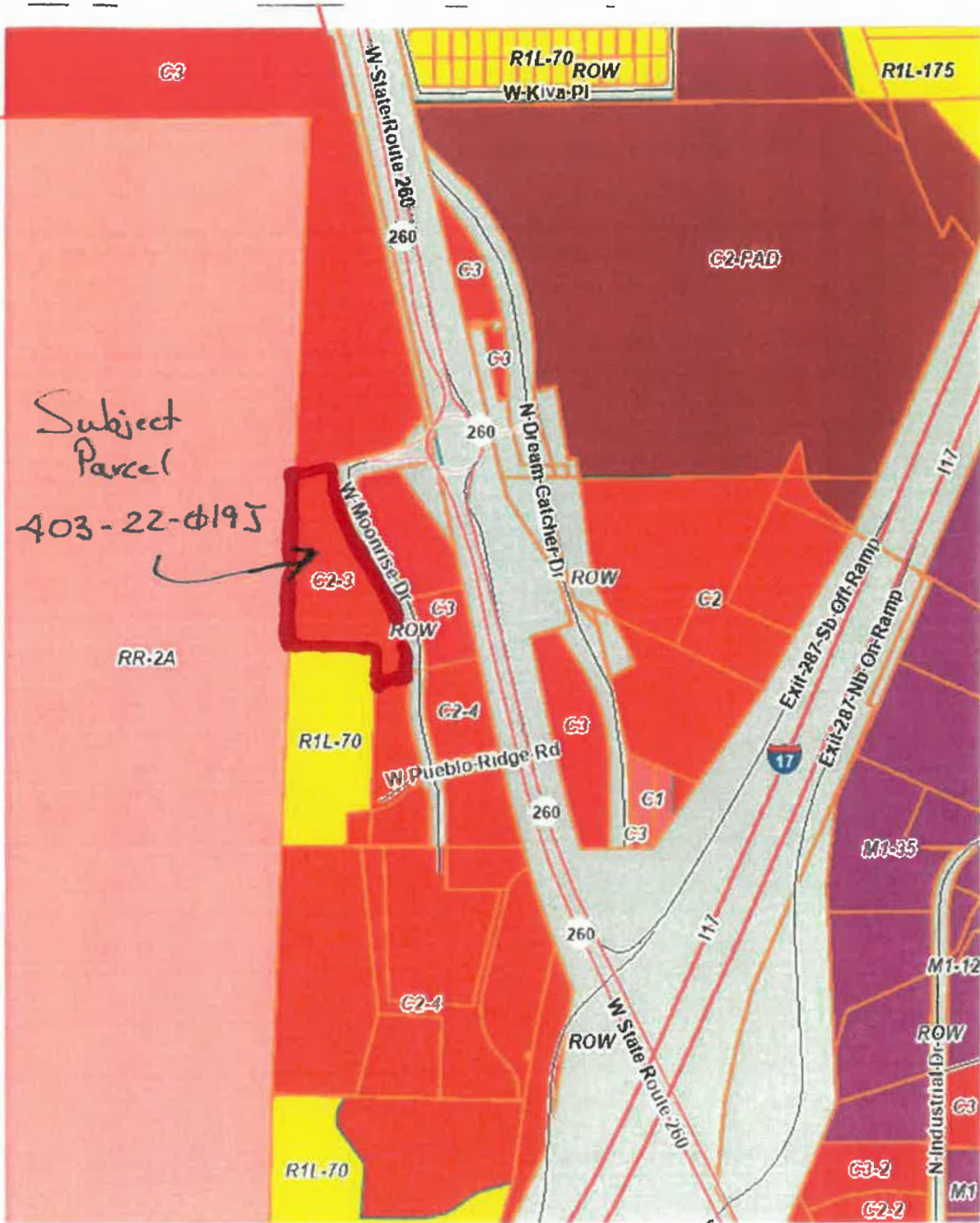
607.81'

312.89'

123.13'

123.06'

Moonrise Dr



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

Map printed on: 5.22.2022

G. C2 DISTRICT (Commercial: General sales and services)

1. Purpose:

The C2 District is intended to permit a broader range of business uses compatible with permitted residential uses in the District and surrounding vicinity.

Permitted Uses and Structures:

- a. Agriculture and cultivation.
- b. Antique Sales.
- c. Automobile & machinery sales. (See Section 309 for outside display requirements.)Automobile repair (light).Automotive service stations.
- d. Baking and confection cooking for on-site sale only.
- e. Bars, tap rooms and nightclubs.
- f. Bed and Breakfast
- g. Bowling alleys and poolrooms.
- h. Business offices, banks and similar; including drive-through.
- i. Commercial art galleries.
- j. Commercial bath and massage.
- k. Commercial parking facilities.
- l. Community parks, playgrounds or centers.
- m. Custom service and craft shops.
- n. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
- o. Dwelling unit for one family on any one lot. (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c
- p. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- q. Flood control facilities.
- r. Frozen food lockers.
- s. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
- t. Group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
- u. Historical Landmarks.
- v. Home occupations (See Section 303).
- w. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans
- x. Hotels and motels with five or more guest rooms.
- y. Keeping of farm animals, limited (See Section 305).
- z. Launderettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).

- aa. Medical Marijuana Dispensaries (see Part 3 Section 304)
- bb. Miniature golf establishment.
- cc. Mortuary
- dd. Multiple dwelling units and apartment hotels
- ee. Nursery schools; day care centers (child or adult).
- ff. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.
- gg. Open land carnival and recreation facilities (religious & educational institutions).
- p. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
- hh. Personal services.
- ii. Pet shops within enclosed buildings for the display and sale of household pets and other small animals.
- jj. Private clubs and lodges operated solely for the benefit of bona fide members.
- kk. Religious institutions (in permanent buildings).
- ll. Restaurants and cafes, including drive-through.
- mm. Retail sales.
- nn. Sales (retail and wholesale) and rentals.
- oo. Theaters, auditoriums, banquet and dance halls.
- pp. Veterinary services.
- qq. Water distillation and bottling for retail sales only.
- rr. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:
 - 1. All such manufacturing and processing activity shall be conducted within a completely enclosed building along with all materials used for manufacture – processing. Products ready for shipping must be stored within a closed building.
 - 2. A microbrewery in the C2 District may process and produce up to 150,000 U.S. Gallons of beer per year.
 - 3. A winery in the C2 District may process and produce up to 18,000 U.S. Gallons of wine per year.

2. Uses and Structures Subject to Use Permit:

- a. Government facilities and facilities required for the provision of utilities and public services
- b. Outdoor recreation or assembly facilities.
- c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.
 - 1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.
- d. Transmitter stations and towers for automatic transmitting.

c. Revival tents and similar temporary operations. (See Section 601.D)

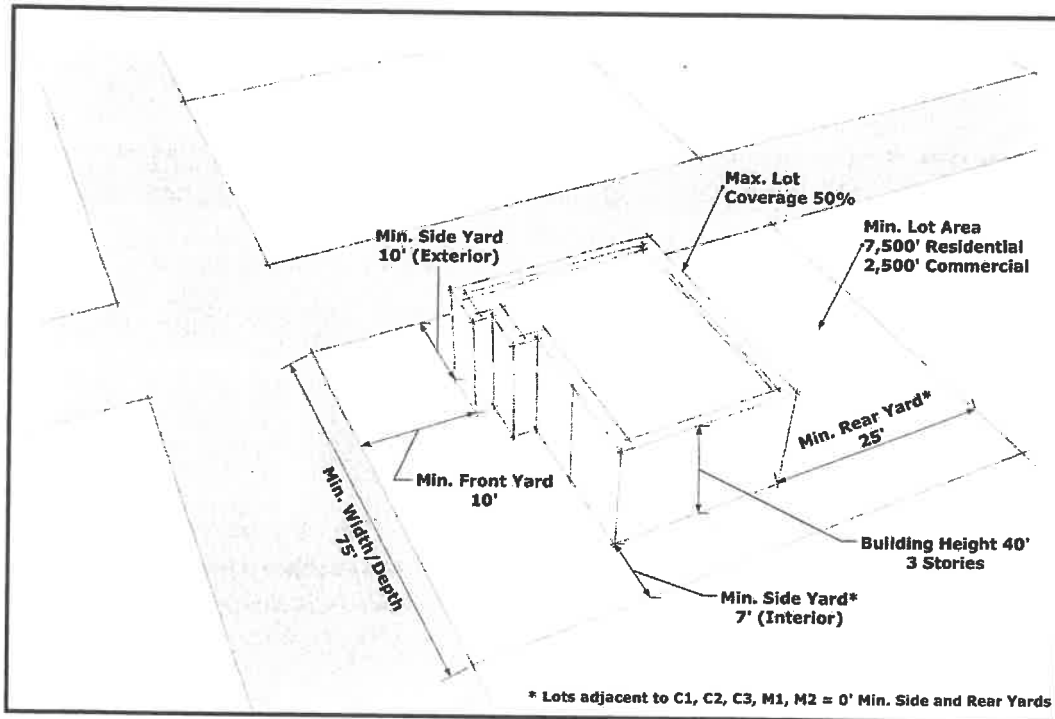
e. Temporary Use Permits, subject to administrative approval (See Section 601.C):

- 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
- 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-7: C2 Dimensional Standards

Zoning District	"C2"
Minimum Lot Area (sq.ft.)	7,500' Res., 2,500' Com.
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (stories)	3
Maximum Bldg Ht (feet)	40'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	10'
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)
Minimum Side Yard Interior (feet)	0' (7' adjacent to residential zones)
Minimum Side Yard Exterior (feet)	10'

Figure 2-7: C2 Dimensional Standards



H. C3 DISTRICT (Commercial: heavy commercial)

1. Purpose:

The C3 District is intended to accommodate a broad range of commercial sales and service uses, excluding certain activities and operations for which Industrial District zoning (PM, M1, M2) is required.

2. Permitted Uses and Structures:

- a. Agriculture and cultivation.
- b. Antique Sales.
- c. Assembly, construction and processing plants.
- d. Automobile & machinery sales. (See Section 309 for outside display requirements.)
- e. Automobile repair (heavy) (2015-A407)
- f. Automobile repair (light).
- g. Automotive service stations.
- h. Automobile Storage Yard
- i. Baking and confection cooking for on-site sale only.
- j. Bars, tap rooms and nightclubs.
- k. Body and fender shops including a paint booth within closed building.
- l. Bottling plants confined to closed building.
- m. Bowling alleys and poolrooms.
- n. Business offices, banks and similar; including drive-through.
- o. Caretaker Living Quarters (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c
- p. Cleaning and dyeing plants within closed building.
- q. Commercial art galleries.
- r. Commercial ballrooms, arenas, gymnasiums, rinks, pools and indoor shooting galleries.
- s. Commercial bath and massage.
- t. Commercial parking facilities.
- u. Community parks, playgrounds or centers.
- v. Custom service and craft shops.
- w. Custom tire recapping.
- x. Custom warehouses within closed building and not including animals.
- y. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
- z. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- aa. Flood control facilities.
- bb. Frozen food lockers

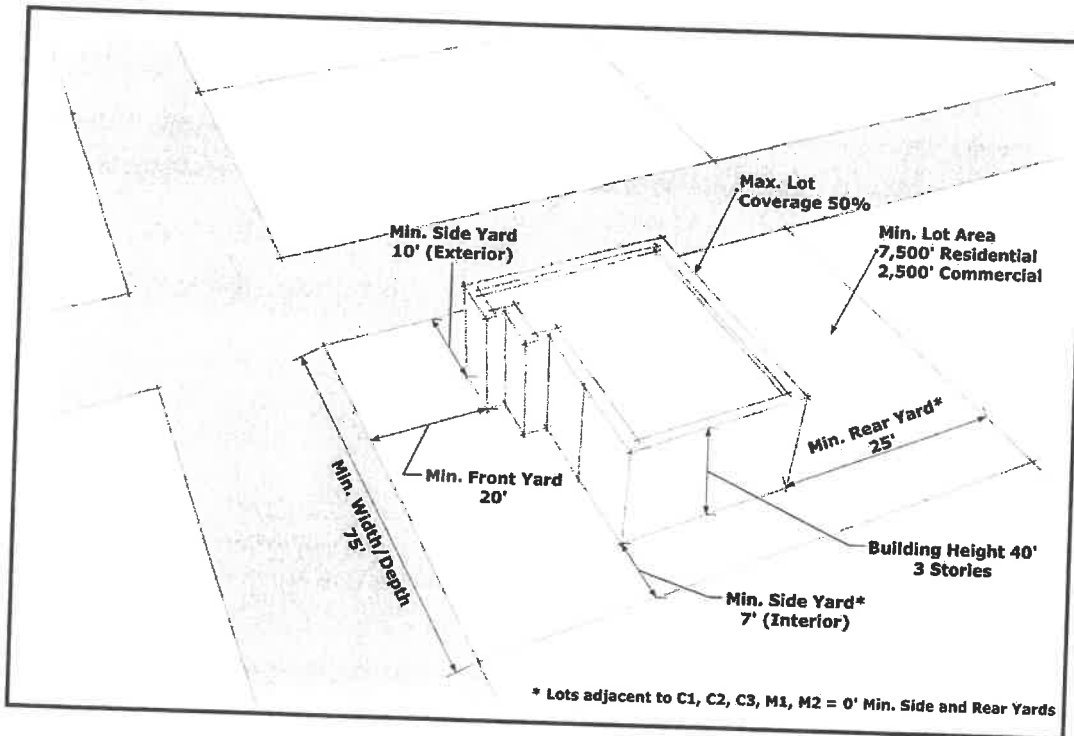
- cc. Golf courses with accessory uses such as pro shops, shelters, rest rooms.
- dd. Historical Landmarks.
- ee. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.
- ff. Hotels and motels with five or more guest rooms.
- gg. Keeping of farm animals, limited (See Section 305).
- hh. Launderettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).
- ii. Lumber yards (prohibiting sawmill operations).
- jj. Med Medical Marijuana Dispensary Off-Site Cultivation Location/Facility.(see Part 3 Section 304) (Definition: See Part 1 Section 103)
- kk. Miniature golf establishment.
- ll. Mortuary
- mm.Nursery schools; day care centers (child or adult).
- nn. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.
- oo. Open land carnival and recreation facilities (religious & educational institutions).
- pp. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
- qq. Personal services.
- rr. Pet shops within a closed building.
- ss. Private clubs and lodges operated solely for the benefit of bona fide members.
- tt. Public auction within closed building.
- uu. Religious institutions (in permanent buildings).
- vv. Restaurants and cafes, including drive-through.
- ww. Retail sales.
- xx. Sales (retail and wholesale) and rentals.
- yy. Storage Facility
- zz. Theaters, auditoriums, banquet and dance halls.
- aaa.Transportation terminal and transfer facilities within closed building.
- bbb.Veterinary services.
- ccc. Water distillation and bottling for retail sales only.
- ddd. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:
 1. All such manufacturing and processing actively shall be conducted within a completely enclosed building along with all materials used for the manufacture – processing. Products ready for shipping must be stored within a closed building.

2. A microbrewery in the C3 District may process and produce up to 300,000 U.S. Gallons of beer per year.
 3. A winery in the C3 District may process and produce up to 36,000 U.S. gallons of wine per year.
3. Uses and Structures Subject to Use Permit
 - a. Government facilities and facilities required for the provision of utilities and public services.
 - b. Outdoor recreation or assembly facilities.
 - c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.
 - 1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.
 - d. Transmitter stations and towers for automatic transmitting.
 - e. Revival tents and similar temporary operations. (See Section 601.D)
 - f. Temporary Use Permits, subject to administrative approval (See Section 601.C):
 - 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
 - 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.
 - g. Cemeteries for human or animal interment (See Section 308).
 - h. Public stables, livestock breeding, boarding and sales.

Table 2-8: C3 Dimensional Standards

Zoning District	"C3"
Minimum Lot Area (sq.ft.)	7,500' Res., 2,500' Com.
Minimum Area/Dwelling (sq.ft.)	1 Caretaker d.u. only
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (stories)	3
Maximum Bldg Ht (feet)	40'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	20'
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)
Minimum Side Yard Interior (feet)	0' (7' adjacent to residential zones)
Minimum Side Yard Exterior (feet)	10'

Figure 2-8: C3 Dimensional Standards



Introduction To The 260 West Character Area:

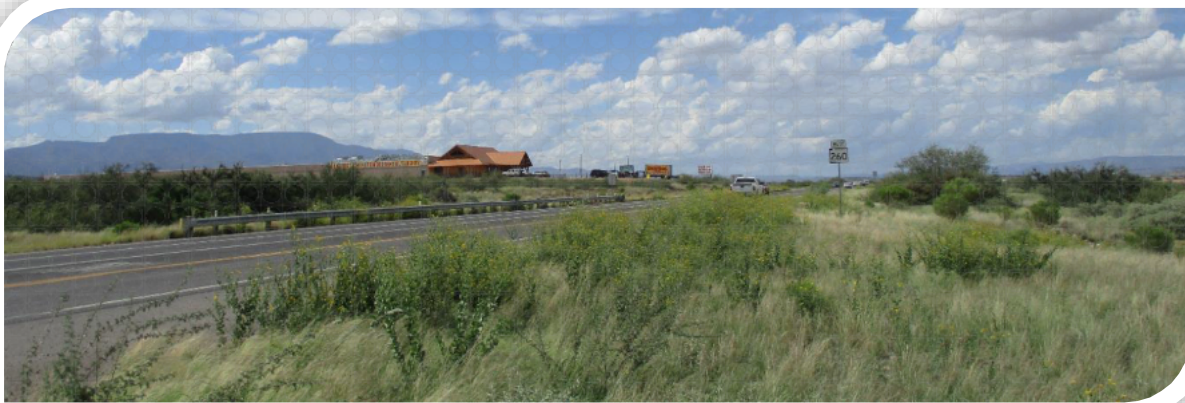
State Route 260 West of Interstate 17 is a modern divided highway providing access to approximately 2,000 acres of commercial and industrial property on both sides of the highway. This area, located next to one of the State of Arizona's main transportation corridors, is perfectly situated for commercial, industrial, and tourism growth.

The southwest side of State Route 260 currently provides many services. A busy travel center is conveniently located at the intersection of State Route 260 and Interstate 17. Further northwest is the Yavapai County Complex, which includes the County's Road Department and Justice Facility. The Justice Facility is comprised of a sheriff's office substation, county courts, and a jail complex. In addition to the Yavapai County Complex, a business park is located adjacent to the Justice Facility. Additionally, south of these facilities, a popular wildlife park draws visitors into Camp Verde from throughout the entire country.

On the east side of State Route 260, the Yavapai-Apache Nation maintains diverse commercial and industrial enterprises as well as a residential community. The Yavapai-Apache Nation, which is the single largest employer within the Town of Camp Verde, continues to seek economic opportunities for their tribal members and the greater community as a whole in this area.

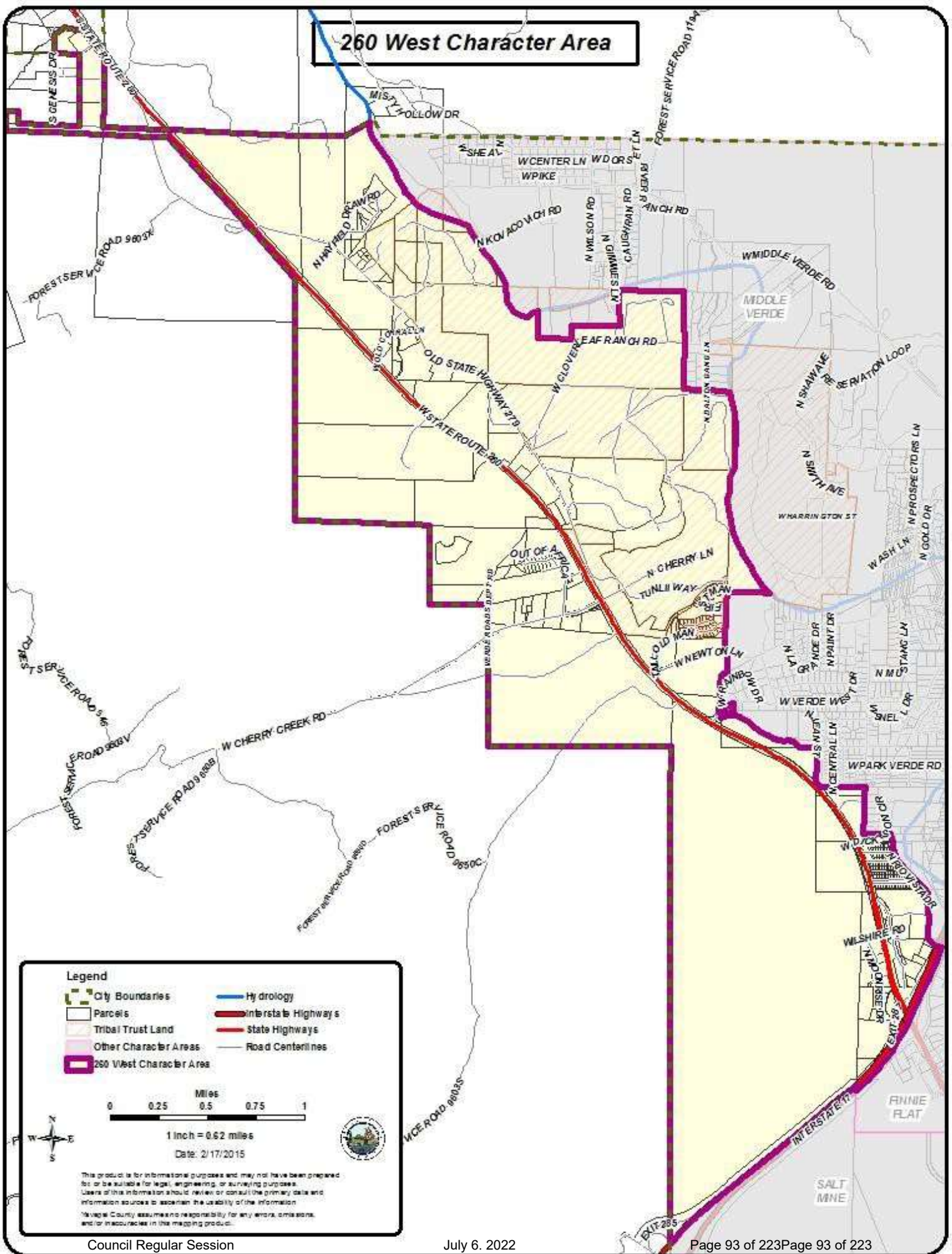
North of the Yavapai-Apache Nation, Old Highway 279 parallels State Route 260. Here one can find a myriad of heavy commercial and industrial businesses including those that sell concrete products, sand and gravel, fencing, landscaping materials, wineries, recycle locations, trucking, and other products and services. Easy access to major transportation corridors including State Route 260, Interstate 17, and State Route 89A supports these industrial business locations that supply materials and services throughout the entire Verde Valley and beyond.

The 260 West character area also provides recreational access to U.S. Forest Service/National Forest lands, with many scenic trails and roads leading to and crossing the Black Hills to the west. This includes Cherry Creek Road, which passes through the historic community of Cherry and connects to State Route 169 headed towards the communities of Dewey-Humboldt, Prescott Valley, and Prescott. Additional recreational opportunities also exist further west on State Route 260 at the Hayfield Draw OHV Area, which is administered by the U.S. Forest Service.



*260 Corridor Near The Intersection Of State Route 260 & Cherry Creek Road
Photo Courtesy Of The Town Of Camp Verde Community Development Department*

260 West Character Area



Legend

- City Boundaries
- Hydrology
- Parcels
- Interstate Highways
- Tribal Trust Land
- State Highways
- Other Character Areas
- 260 West Character Area
- Road Centerlines

0 0.25 0.5 0.75 1
Miles

1 Inch = 0.62 miles

Date: 2/17/2015



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Salt Lake County assumes no responsibility for any errors, omissions, and/or inaccuracies in this mapping product.

TABLE 3.5 – Land Use; 260 West Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
<p>The 260 West character area is approximately 7.47 square miles in size, and primarily consists of rolling hills with natural drainage Southwest of the Verde River.</p> <p>The North and West boundary lines of the 260 West character area consist of the Town of Camp Verde’s boundary lines. The Eastern boundary line is defined primarily by the Verde River, Yavapai Apache-Nation Trust Lands, U.S. Forest Service Lands, and a small portion of Horseshoe Bend Drive. While the Southern boundary line of the 260 West character area is defined by Interstate 17, where it meets the Verde River and travels Southwest to Town boundaries for approximately 2.57 miles.</p> <p>A significant portion 41.23 % of this character area is comprised of U.S Forest Service Land. The Yavapai-Apache Nation Trust Land also accounts for 22.49 % of the land in the 260 Corridor Character Area.</p> <p>The 260 West Character Area is primarily undeveloped land that is suitable for future residential services, commercial, and industrial uses. In addition the 260 Corridor character area also contains areas of active aggregate mining off of Old State Highway 279.</p>	<p>Neighborhoods:</p> <ul style="list-style-type: none"> • Rio Verde Vista • Verde Valley Business Park • Yavapai-Apache Nation Middle Verde Tribal Community <p><i>* Metes and Bounds Property not located in platted subdivisions.</i></p> <p>Businesses:</p> <ul style="list-style-type: none"> • Agricultural • General Industrial • Home Occupations • Mining • Processing Plants • Public Facilities • Retail Sales • Restaurants • Service Stations • Shooting Range • Storage Facilities • Wildlife Park 	<p>Major Roads:</p> <ul style="list-style-type: none"> • State Route 260 <ul style="list-style-type: none"> - Cherry Lane/Cherry Creek Road - Coury Drive - Horseshoe Bend Drive - Old State Highway 279 - Park Verde Road <p>Major Interchanges:</p> <ul style="list-style-type: none"> • Interstate 17 and State Route 260 <p>Major Intersections:</p> <ul style="list-style-type: none"> • Proposed Roundabout on State Route 260 between Pueblo Ridge and Wilshire Road • Proposed Roundabout on State Route 260 and Park Verde Road • State Route 260 and Horseshoe Bend Road • State Route 260 and Cherry Lane/Cherry Creek Road • Proposed Roundabout on State Route 260 near Mile Post 215 • Proposed Roundabout on State Route 260 near Mile Post 214 • State Route 260 and Old State Highway 279 • State Route 260 and Coury Drive <p>Major Trails:</p> <ul style="list-style-type: none"> • Camp Tender/Grief Hill Trail Loop • Grief Hill Trailhead • Hayfield Draw Trailhead • Historical Sheep Trail • Proposed Multi-Use Path Along State Route 260 <p>Gateway Entrances:</p> <ul style="list-style-type: none"> • Town Boundary on State Route 260 coming east from Cottonwood • West side of I-17 at the junction of State Route 260 	<p>Community Services:</p> <ul style="list-style-type: none"> • Yavapai County Justice Facility • Yavapai County Roads Department <p>General:</p> <ul style="list-style-type: none"> • Gaddis Wash • Grief Hill Wash • Peach Tree Wash <p>Historic Sites:</p> <p>Parks and Recreation:</p> <ul style="list-style-type: none"> • Hayfield Draw OHV Recreation Area <p>Water Resources:</p> <ul style="list-style-type: none"> • Cherry Creek • Verde River <p>Irrigation Ditches:</p> <ul style="list-style-type: none"> • Verde/Woods Ditch <p>Yavapai-Apache Nation: Middle Verde Tribal Community</p> <ul style="list-style-type: none"> • Historic Sites: - Cloverleaf Ranch 	<p>Existing Density:</p> <ul style="list-style-type: none"> • Consists of varying densities ranging from 0 to 1 dwelling per acre. This area also includes a Planned Area Development (PAD) that consists of 0 to 11 dwelling units per acre. <p>Existing Non-Residential Zoning Districts:</p> <ul style="list-style-type: none"> • C1 on the East side of Dreamcatcher Drive. • C1 on the North and South side of Supai Drive abutting State Route 260. • C2 off of Dickison Circle. • C2 on the East side of Dreamcatcher Drive. • C2 on the East, South and West side of Moonrise Drive. • C2 on the East side of Verde Roads Department Road. • C2 on the North end of Commonwealth Drive abutting State Route 260. • C3 on both sides of Cherry Creek Road. • C3 on both sides of State Route 260. • C3 on both sides of Coury Drive abutting State Route 260. • M1 off of Genesis Drive. • M1 off of Hayfield Draw Road. • M1 off of Old State Highway 279. • PAD off of State Route 260. • Natural Resources • Public Facilities <p>Preferred Non-Residential Zoning Districts:</p> <ul style="list-style-type: none"> • Agricultural Use & AG • RS/C1/C2/C3/PM/M1/M2, Mixed Use, Mixed Use Commercial/Industrial, and PUD along the southwest side of State Route 260 with commercial uses being preferred adjacent to/abutting State Route 260. • RS/C1/C2 and Mixed Use along the northeast side of State Route 260 from Interstate 17 to Newton Lane with commercial uses being preferred adjacent to/abutting State Route 260. • C1/C2/C3/PM/M1/M2, and Mixed Use Commercial/Industrial along Old State Highway 279. • Natural Resources • Open Space • Planned Unit Development (PUD) • Public Facilities

Goals & Implementation Strategies:

In addition to the existing overall land use goals outlined in the land use element of the General Plan, the following goals have also been identified specifically for the 260 West Character Area:

A. Goal: Promote regional commercial and employment opportunities.

Implementation Strategy:

- A. 1. Encourage regional commercial and employment centers to support the region's needs.
- A. 2. Promote the commerce corridor as a place for new businesses by partnering with other regional economic development agencies.
- A. 3. Facilitate the development of a corridor overlay plan to coordinate access, design, circulation and utilities.
- A. 4. Promote commercial and mixed use development adjacent to State Route 260.

B. Goal: Promote tourist related destinations and uses.

Implementation Strategy:

- B. 1. Encourage tourism-related uses, amenities and infrastructure that complement and/or expand new or existing tourism uses and destinations.

C. Goal: Support improvements in alternate means of transportation and amenities.

Implementation Strategy:

- C. 1. Encourage development to provide for enhanced connectivity and mobility including encouraging new and extended bike routes, trails, and pedestrian pathways.
- C. 2. Consider providing future multi-modal transportation improvements, such as bus pads and bus bays in development adjacent to major and minor arterial roadways.
- C. 3. Consider improvements in such aspects as streetscapes, public spaces, safety and over all community appearance.

D. Goal: Preserve the valuable natural resources of the hillsides, and protect their aesthetic and habitat amenities to enhance the rural character of the area.

Implementation Strategy:

- D. 1. Encourage the preservation of dedicated open space areas in their natural state.
- D. 2. Preserve scenic view sheds.
- D. 3. In the event of the development of new construction, encourage site built housing and maintain setbacks and height guidelines.
- D. 4. Preserve the natural character of the hillsides and minimize the removal of significant vegetation.
- D. 5. Consistently communicate with the U.S. Forest Service and other stakeholders about the communities desire to maintain scenic view sheds and open space.

E. Goal: Encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens.¹

Implementation Strategy:

- E. 1. Identify and define access points as major, intermediate and neighborhood access points so they are compatible with the adjacent land use.
- E. 2. Encourage plan features, such as parks and a trail system that allow people to recreate at the river and connect with other points of interest.
- E. 3. Encourage recreation that is compatible with the natural and cultural environment.

F. Goal: Promote communication with the Yavapai-Apache Nation.

Implementation Strategy:

- F. 1. Consistently communicate with the Yavapai-Apache Nation about areas of common interests and benefits to meet the above goals.
- F. 2. Encourage multi-modal connectivity with the Yavapai-Apache Nation.

G. Goal: Create inviting gateway entrances.

Implementation Strategy:

- G. 1. Utilize sources and signage to welcome, direct, inform & promote Camp Verde's unique character and its environments.
- G. 2. Promote improvements for safe and efficient traffic flow.
- G. 3. Communicate with landowners, businesses and government entities on developing gateway entrances.

Gateway Entrance Points:

- Town Boundary on State Route 260 coming East from Cottonwood.
- West side of Interstate 17 at the junction of State Route 260.

¹ The Verde River Recreation Management Plan was adopted by Town Council on February 3rd, 2016. For additional information please visit <http://www.cvaz.org>.

GROSETA RANCHES LLC

**P.O. Box 1619
Cottonwood, Arizona 86326
(928) 634-7872 (Ranch)
(928) 634-4333 (Office)
(928) 634-2113 (Fax)
E-mail: andy@wdartranch.com**



VIA email: bj.ratlief@campverde.az.gov
john.knight@campverde.az.gov

May 19, 2022

John Knight, Director
Town of Camp Verde Community Development
Town of Camp Verde
473 S. Main Street, Suite 108
Camp Verde, AZ 86322

RE: Rezone from C2 to C3 APN 403-22-019J

Dear Mr. Knight and P/Z Commission:

We are writing this letter in response to a letter (dated May 4, 2022) we received from Alicia Ely owner of Firebird Towing regarding a zoning change request on APN 403-22-019J from C2 to C3. Also, today we just received a letter from you regarding the zoning change request.

We own an adjoining property (Water Gap Enterprises LLC) to the north of Wilshire Blvd. This parcel is located on a hilltop overlooking our property and Highway 260/Wilshire Blvd. roundabout. We request that if the zoning request is approved that it would be subject to the applicant building a 10'-12' high wall and/or a no-see through fence to shield the impound lot from the viewshed of the adjoining properties. This area is a prime area for commercial/retail development and we don't want to diminish those opportunities for future development.

We want to thank the owner/applicant for contacting us regarding their request and the neighborhood meeting to be held on May 25, 2022. If the P/Z Commission and/or applicants have any questions, please contact me.

Sincerely,

Andy Groseta

cc: Alicia Ely – Firebird Towing email: azfirebird2014@yahoo.com

Revised 06/05/18

Application #: 20220369



Land Use

Fee: \$1854.00

Application Form

1. Application is made for:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Zoning Map Change | <input type="checkbox"/> Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conceptual Plan Review | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> PAD Final Site Plan Review | <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Street Abandonment | <input type="checkbox"/> Minor Land Division | <input type="checkbox"/> Wireless Tower |
| <input type="checkbox"/> Administrative Review | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Zoning Verification |
| <input type="checkbox"/> Development Standards Review (Commercial) | Other: _____ | |

2. Project Name: Firebird Towing

3. Contact information: (a list of additional contacts may be attached)

Owner Name: Danny & Alicia Ely Applicant Name: _____
 Address: 1060 W Relo Ln Address: _____
 City: Camp Verde State: AZ Zip: 86322 City: _____ State: _____ Zip: _____
 Phone: 928-451-5788 Phone: _____
 E-mail: azfirebird@g.com E-Mail: _____

4. Property Description: Parcel Number 403-22-019J Acres: 4.26

Address or Location: Hwy 260 (Moonrise & Willshire)
 Existing Zoning: C2 Existing Use: Bare Lot
 Proposed Zoning: C3 Proposed Use: Towing Company

5. Purpose: (describe intent of this application in 1-2 sentences)
See Attached

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action. I have also attached a completed Permission to Enter form for consent to access the property regarding this action.

Owner: Alicia Ely Date: 5.3.22

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: Alicia Ely Date: 5.3.22

RECEIVED
MAY 05 2022

Firebird Towing

Physical: 573 Industrial Dr.
Camp Verde, AZ 86322
Phone: 928/451-5788
azfirebird@q.com



Mailing: 1060 W. Relo Lane
Camp Verde, AZ 86322
Fax: 928/567-7125
azfirebird2014@yahoo.com

May 4, 2022

To whom it may concern:

We are proposing a zoning change from C2 to C3 for parcel 403-22-019J which is off Hwy 260 at Willshire Blvd and Moonrise in Camp Verde, AZ.

The neighborhood meeting for this proposal will be held at 573 Industrial Dr. Camp Verde (Firebird Towing) on Wednesday, May 25, 2022, at 6:00pm.

In February of this year, we purchased the above property. The 4.26 acres are currently vacant and zoned for C2 Commercial, we are proposing to develop this property for the purpose of a towing company and impound lot (C3 Heavy Commercial).

The business will operate 24/7, 365 days per year. A 100' x 80' building will be constructed which will house our main office and shop for repairing our trucks. An impound lot of 100' x 150' will be fully fenced to hold vehicles that are towed and impounded.

We are hopeful we will be able to also bring in a coffee shop or small café to co-locate on the property with our towing business.

Feel free to submit written comments to me and/or attend the meeting in person to discuss this project.

Thank you,

A handwritten signature in blue ink that reads "Alicia Ely".

Alicia Ely
Firebird Towing – Owner

RECEIVED

MAY 05 2022

Exhibit A

A tract of ground lying in the Southwest quarter of Section 24; and the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Beginning at the Northwest corner of said Section 25;

Thence North 75 degrees 14 minutes 04 seconds East (basis of bearings - description recorded in Book 1597 of Official Records, Pages 932-933 hereafter referred to as "record"), a distance of 501.80 feet to a point on the Westerly right-of-way line of State Route 260;

Thence South 12 degrees 13 minutes 55 seconds East (record South 12 degrees 17 minutes 12 seconds East) along said right-of-way line, a distance of 800.00 feet;

Thence South 77 degrees 46 minutes 05 seconds West, a distance of 376.52 feet to a point on the East line of a parcel described in a document recorded in Book 1647 of Official Records, Page 544;

Thence North 02 degrees 00 minutes 57 seconds East (record North 01 degrees 59 minutes 41 seconds East), a distance of 123.13 feet to the Northeast corner of the last referenced parcel;

Thence North 89 degrees 23 minutes 07 seconds West, a distance of 312.89 feet (record North 89 degrees 25 minutes 28 seconds West, a distance of 313.10 feet) to a point on the West line of said Section 25;

Thence North 02 degrees 03 minutes 16 seconds East, a distance of 607.70 feet (record North 01 degrees 59 minutes 41 seconds East, a distance of 607.81 feet) to the TRUE POINT OF BEGINNING;

EXCEPTING therefrom that portion conveyed to the State of Arizona, by and through its Department of Transportation by Special Warranty Deed recorded February 7, 2003 in Book 4000 of Official Records, Page 615, being more particularly described as follows:

That portion of the Southwest quarter of the Southwest quarter of Section 24; and the Northwest quarter of the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Commencing at a Bureau of Land Management (BLM) brass cap marking the Southwest corner of said Section 24, which bears North 89 degrees 52 minutes 54 seconds West 2650.62 feet from a 5/8 inch rebar marking the South quarter corner of said Section 24;

Thence along the South line of said Section 24, South 89 degrees 52 minutes 54 seconds East, a distance of 151.53 feet to the TRUE POINT OF BEGINNING;

Thence North 12 degrees 22 minutes 25 seconds West, a distance of 39.34 feet;

Thence North 75 degrees 05 minutes 02 seconds East, a distance of 353.76 feet to the existing Southwesterly right-of-way line of State Route 260 (Cottonwood - Camp Verde - Mogollon Rim Highway);

Thence along said existing Southwesterly right-of-way line, South 12 degrees 23 minutes 09 seconds East, a distance of 77.00 feet;

Thence South 77 degrees 37 minutes 36 seconds West, a distance of 140.41 feet to a point hereinafter referred to as Point "A";

Thence continuing South 77 degrees 37 minutes 36 seconds West, a distance of 133.02 feet;

Thence South 32 degrees 37 minutes 36 seconds West, a distance of 28.28 feet;

Thence South 12 degrees 22 minutes 25 seconds East, a distance of 22.97 feet;

Thence along a curve to the left, having a radius of 686.20 feet, a length of 208.69 feet;

Thence South 29 degrees 47 minutes 56 seconds East, a distance of 182.41 feet;

Thence along a curve to the right, having a radius of 602.96 feet, a length of 304.43 feet;

Thence South 77 degrees 36 minutes 43 seconds West, a distance of 61.37 feet;

Thence from a local tangent bearing of North 00 degrees 25 minutes 21 seconds East, along a curve to the left, having a radius of 542.96 feet, a length of 286.39 feet;

Thence North 29 degrees 47 minutes 56 seconds West, a distance of 182.41 feet;

Thence along a curve to the right, having a radius of 746.20 feet, a length of 226.94 feet;

Thence North 12 degrees 22 minutes 25 seconds West, a distance of 64.94 feet to the TRUE POINT OF BEGINNING; and

EXCEPTING therefrom that portion conveyed to James O. Bachler and Dawn M. Bachler, Trustees of the 2006 Bachler Family Trust, dated May 22, 2007 by Special Warranty Deed recorded October 1, 2014 in Recording No. 2014-0044947 of Official Records, being more particularly described as follows:

The following is a description of a parcel of land located within the Northwest quarter of Section 25, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, said parcel being more particularly described as follows:

Beginning for a reference at the found BLM brass cap marking the Northwest corner of said Section 25, from which a found 5/8 inch smooth iron pin marking the West quarter corner of said Section 25 bears South 01 degrees 56 minutes 49 seconds West, (basis of bearing for this description) at a distance of 2653.86 feet;

Thence North 83 degrees 52 minutes 53 seconds East, a distance of 504.33 feet to the Westerly right-of-way line of Highway 260 and a found ADOT aluminum cap set in concrete;

Thence South 12 degrees 22 minutes 06 seconds East, a distance of 463.36 feet along the Westerly right-of-way line of said Highway 260, to a set plastic cap atop a 1/2 inch rebar stamped LS. 26925, and the TRUE POINT OF BEGINNING;

Thence South 12 degrees 22 minutes 06 seconds East, a distance of 259.50 feet along the Westerly right-of-way line of said Highway 260, to a found ADOT aluminum cap set in concrete;

Thence South 77 degrees 36 minutes 36 seconds West, a distance of 191.89 feet to the Easterly right-of-way line of North Moonrise Drive, and a found ADOT aluminum cap set in concrete, marking the

beginning of a curve to the left, concave to the West, from which the radius point of said curve bears South 89 degrees 07 minutes 45 seconds West, at a distance of 602.89 feet;

Thence along said curve to the left, and along the Easterly right-of-way line of North Moonrise Drive, through a central angle of 24 degrees 51 minutes 33 seconds, an arc distance of 261.58 feet to a set plastic cap atop a 1/2 inch rebar stamped LS. 26925 (said curve also having a chord bearing of North 13 degrees 18 minutes 02 seconds West, and a chord distance of 259.53 feet);

Thence North 77 degrees 36 minutes 36 seconds East, a distance of 196.11 feet to the TRUE POINT OF BEGINNING; and

EXCEPTING therefrom that portion conveyed to State of Arizona, Department of Transportation by Special Warranty Deed recorded March 25, 2016 in Recording No. 2016-0013788 of Official Records.



Town of Camp Verde

Community Development

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

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

PERMISSION TO ENTER PROPERTY

APPLICATION #: _____ PARCEL NO: 403-22-019J

PROPERTY ADDRESS: Hwy 260 (Moonrise & Willshire)

PROPERTY OWNER'S NAME: Danny D & Alicia A Ely

ADDRESS: 1060 W Belo Ln Camp Verde, AZ 86322

PHONE NO.: 928-451-5788 or 928-451-5787

I, the undersigned, hereby give permission to the Town of Camp Verde Community Development Department or Public Official, in the discharge of duties stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the application made under the terms of Camp Verde Town Codes or Ordinances. Such investigation may be made to determine whether or not any portion of such property, building, grading or other structure is being placed, erected, maintained, constructed, or used, in violation of the Codes or Ordinances of the Town of Camp Verde or any other agencies that they have agreements with that pertain to the building, grading, placement of structures, or use associated with the property. Such entry shall be within 90 days of the date of my signature or within the active limitations of any permits issued to me by the Town of Camp Verde for land use, building, grading, erecting, maintaining or constructing. Such entry shall be limited between the hours of 7AM and 6PM MST. I understand that this permission to enter property is **OPTIONAL** and **VOLUNTARILY GIVEN** and may be withdrawn or revoked (either in writing or orally) at any time.

Alicia A Ely _____ 5.3.22
Property Owner or Designated Agent Date

(Must have signed Designation of Agent from Property Owner on file)

RECEIVED

MAY 05 2022

When Recorded Return To:
Town of Camp Verde
473 S. Main St
Camp Verde, Arizona 86322

**AGREEMENT
TO WAIVE CLAIM FOR DIMINUTION IN VALUE
REGARDING ACTION
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER**

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner ("Agreement") made as of this 4th day of May, 2022, by and between the Town of Camp Verde, a municipal corporation of Arizona ("Town") and:

Danny & Alicia Ely ("Owner(s)");

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

WHEREAS, the Town (through its Common Council) has, on the date first-above written, duly considered and approved this Agreement with the Owner(s) to waive any claims said Owner(s) may have for diminution in value that may result, now or in the future, from the land use law action(s) proposed by the Town or requested by the Owner(s) as more fully set forth herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein (and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged), the parties hereto agree as follows:

SECTION ONE. This Agreement applies to that private real property described in **Exhibit "A"** attached hereto and expressly made a part hereof ("Property") and the recitals set forth above are true and correct and are incorporated herein by reference. Owner has independently determined and believes that the application of the Town's land use laws to the Property will not reduce the fair market value of the Property.

SECTION TWO. The land use law action(s) proposed by the Town or requested by the Owner(s) to which this Agreement applies have been designated as follows by the Town's Community Development Department:

Town Application Number

and, are based on certain application(s), copies of which ("Applications") are shown as **Exhibit "B"** attached hereto and expressly made a part hereof ("Action(s)").

SECTION THREE. By signing this Agreement, the Owner(s) expressly agree(s) and acknowledge(s) that the Owner(s) hereby waive(s) any right to claim diminution in value or claim just compensation for diminution in value of the Property under ARS §12-1134, now or in the future, in relation to the Action(s). This includes (but is expressly not limited to) agreement and consent by the Owner(s) to all conditions that may ultimately be imposed as part of the Action(s).

SECTION FOUR. It is expressly understood by the parties that this Agreement does not add to, detract from, or otherwise modify any discretion, right, power, authority, obligation, or duty of the Town under applicable law with respect to any legislative, administrative, or quasi-judicial action(s).

SECTION FIVE. This Agreement (including any exhibits attached hereto and any addendum) constitutes the entire understanding and agreement of the Owner(s) and the Town and shall supersede all prior agreements or understandings between the Owner(s) and Town regarding the Property. This Agreement may not be modified or amended except by written agreement of the Owner(s) and the Town.

SECTION SIX. This Agreement is made and entered into in Yavapai County, Arizona, and will be construed and interpreted under the laws of the State of Arizona.

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

TOWN OF CAMP VERDE, a municipal corporation of Arizona, (Town)

Dee Jenkins, Mayor

ATTEST:

Cindy Pemberton, Town Clerk

APPROVED AS TO FORM:

William Sims, Town Attorney

100' 1

607.81'

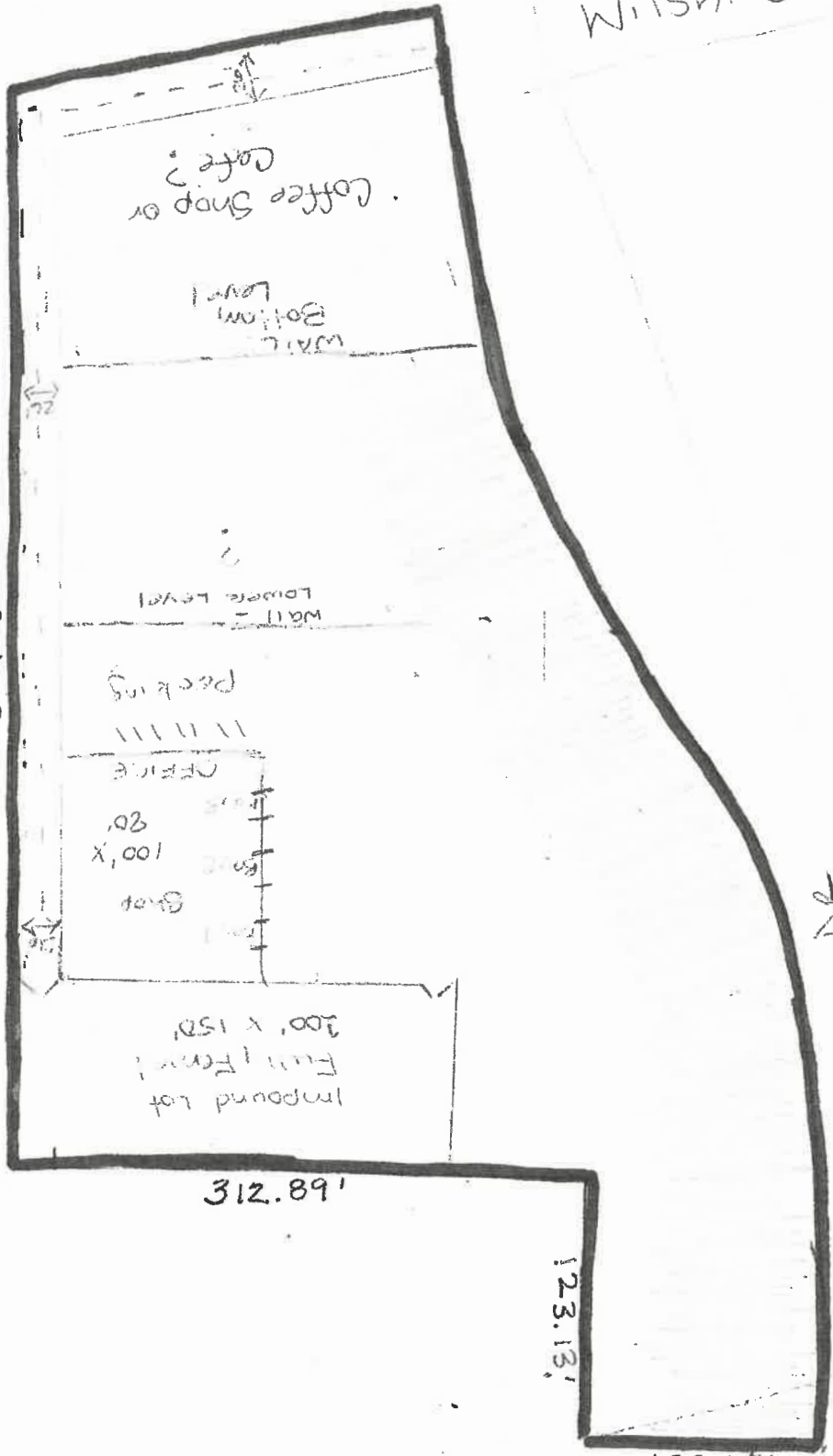
312.89'

123.13'

123.06'

Wilshire Blvd

MOORRISE DR



RECEIVED

MAY 05 2022

Affidavit

I, Alicia Ely, owner/agent of parcel 403.22.019J have notified the neighbors within 300' of above property, by sending letters on 5.4.22 to notify them of the neighborhood meeting that I conducted on the 25th day of May 20 22.

I posted my property with meeting the date, time, and place, on the 9th day of May 20 22, and taken a photograph of such posting.

I, Alicia Ely, owner/agent of parcel 403.22.019J will provide a summary of neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary

Statement: Andy Groseta was the only one who attended besides Firebird Towing. He said his only concern was the Impound Lot but he said it looks as if it'd be out of view so he was OK with our plans.

If Summary statement is too long, attach a copy.

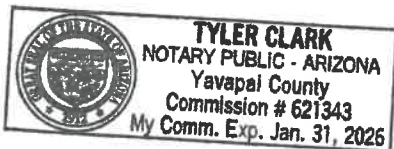
State of Arizona}

County of Yavapai}

Alicia Ely
Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 31st day of MAY 20 22.



Tyler Clark
Signature of Notary

Neighborhood Meeting Sign in Sheet

PLEASE PRINT

Name	Address	E-Mail
Dan & Alicia Ely	1060 W. Relo Ln Camp Verde	azfirebird@g.com phatmama92@g.com
Amanda May	1075 W. Relo Ln Camp Verde	Moo-moo98@Q.com
Andy Grasetz	P.O. Box 1619 Cottonwood, AZ 86226	andy@wdntrich.com



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: July 6, 2022, Town Council

Consent Agenda *Decision Agenda* *Executive Session Requested*

Presentation Only *Action/Presentation* *Work Session*

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: Annual renewal of Use Permit 20210297 for the purpose of operating a Bed and Breakfast on two (2) parcels comprising approximately 3.29 acres. The property is zoned R1-35 (Residential: Single-Family, 35,000 square foot minimum) and located on Schaeffer Lane, just south of East Stolen Boulevard (APNs 404-04-047G and 404-04-047H).

Attached Documents:

1. Request for Extension
2. Resolution 2021-1070
3. Council Staff Report and Site Plan

Background Information: On July 7, 2021, the Town Council passed Resolution 2021-1070, approving Use Permit 20210297. The resolution states that the approval is valid for three (3) years, with an annual renewal to be approved by Town Council (based on the original approval date). The bed and breakfast, known as RRR Ranch Cabins, is partially complete and has been operating for one (1) year.

The Town has received no complaints from neighbors and the property complies with their Use Permit. Community Development Director Knight and Planner Ratlief conducted an on-site inspection in January of 2022 and no issues were observed. A second on-site inspection was completed on June 20, 2022, by Community Development Director John Knight and Zoning Inspector Cory Mulcaire. There were no concerns noted at the time of the inspection.

The applicants are continuing to construct the cabins that were approved as part of the Use Permit. They have requested, and were granted, a six (6) month extension for submittal of their building permits in January 2022. At this time, the applicants are only going to proceed with the construction of one (1) additional cabin, not two (2) as they originally requested. Based on conversation with the applicants, they anticipate submitting their building permit by July 1, 2022.

Staff Recommendation: Motion to approve the renewal of Use Permit 20210297 for an additional year, July 7, 2023.



Town of Camp Verde

Community Development Department

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

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

January 10th, 2022

Randy and Debbie Jo Rosane
2097 S. Schaeffer Lane
Camp Verde, AZ 86322

REF: Extension granted for building permits to be obtained

Mr. and Mrs. Rosane,

With this letter, you are hereby granted a six (6) month extension for obtaining Building Permits for the additional structures planned and permitted via Resolution 2021-1070 for the RRR Ranch Cabins Bed & Breakfast.

Background: July 8th, 2021 the Town Council of Camp Verde authorized Resolution 2021-1070

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.

This Use Permit grants the addition of two (2) additional structures, each a 1-bedroom and 1-bathroom, living structure to be used as short-term rentals as part of the RRR Ranch Cabins Bed & Breakfast.

However, Town of Camp Verde Planning & Zoning Ordinances require you to obtain the Building Permits for these additional structures within 6-months of the Authorizing Use Permit. In this instance, the deadline was January 8th, 2022. Specifically, Section 601, C(2)(b) states:

- b. The permittee must obtain building permits within six months from the date the Use Permit was issued. Failure to obtain a building permit or begin the use shall void the permit unless a delay to start the construction has been granted or an extension has been applied for with the Community Development Director prior to the expiration of the six-month period. Additional extensions must go to Council.

On Friday, December 28th, 2021 we received your request for an extension for the required Building Permits.

On Thursday afternoon, January 6th 2022, Community Development Director John Knight and staff member b j Ratlief conducted an inspection/review of the property for RRR Ranch Cabins which comprise the Bed & Breakfast. All was found in order. It is a lovely setting.

By this letter, you are hereby granted a 6-month extension to obtain the building permits for the two additional structures planned for your property. The new deadline date is July 8th, 2022.

Please let me know if you have any questions, 928.554.0054.

Regards,

A handwritten signature in black ink, appearing to be 'John Knight', with a long horizontal flourish extending to the right.

John Knight, Director
Community Development
Town of Camp Verde



RESOLUTION NO. 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.

WHEREAS, the Planning & Zoning Ordinance and Subdivision Regulations, provide criteria under Section 601.C, Zoning Decisions, Use Permit Approvals, for the orderly use of the land in conformation with the General Plan and Town standards; and,

WHEREAS, a request for approval of Use Permit 20210297 was filed by Randy and Debbie Jo Rosane, who are the owners of Parcels 404-04-047G and 404-04-047H, on May 6, 2021; and,

WHEREAS, the purpose of the Use Permit is to establish a bed and breakfast on each of the two adjoining parcels, which requires the approval of a Use Permit within an R1-35 District, in accordance with Section 203, Use Districts, and subject to the criteria in Section 601.C, Zoning Decisions, Use Permit Approvals; and,

WHEREAS, the request was reviewed by the Planning and Zoning Commission in a Regular Session on June 10, 2021, and by the Town Council in a Regular Session on July 7, 2021, in public hearings that were advertised and posted according to state law; and,

WHEREAS, the Planning and Zoning Commission provided a recommendation to the Mayor and Common Council of conditional approval to proceed with the Use Permit, with assurance of compliance with the General Plan and Planning and Zoning Ordinance, upon completion of the conditions; and,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

The Town Council hereby finds as follows:

1. The site has been inspected by Town Engineering Staff and has determined there is no need for a grading and/or drainage permit for the driveway excavated on the east side of the parcel.
 - a. The excavation serves to improve drainage issues from other parcels.
 - b. The walls of the excavated area appear stable and are in no need of additional support at this time.
 - c. The applicants understand that this area could be subject to channeling storm water drainage from other parcels and will manage the flow during potential flood events.
2. Guest Spaces:
 - a. The main house at 2157 S. Schaeffer will not be able to have guests until construction is complete and a Certificate of Occupancy issued.
 - b. The guest house on 2097 S. Schaeffer may be rented as two units, under the Bed & Breakfast use.

- c. Permits will be required for the construction of any additional guest bedroom spaces or other accessory structures.
3. Additional animals may not exceed what is allowed per Section 305 of the Planning & Zoning Ordinance.
 4. The Use Permit shall be valid for three (3) years, with an annual review and renewal to be approved by Town Council (based on the date of their original conditional approval). At the end of the three years, the extension of the Use Permit may be considered with additional time limits, or in perpetuity, based on the demonstration of successful compliance with the Town regulations.
 5. If the northern parcel is sold, the Use Permit would stay with the land. In this event, the new owner would be required to have an on-site host. The Use Permit would be divided and the both owners would be subject to the review and renewal process described in Item 4.
 6. Violations of the terms of this Use Permit or Town regulations voids the Use Permit.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 7th DAY OF JULY, 2021.



Dee Jenkins, Mayor

7/8/2021

Date

ATTEST:

APPROVED AS TO FORM:



Town Attorney



Cindy Pemberton, Town Clerk



Agenda Item Submission Form – Resolution 2021-1070

Meeting Date: July 7, 2021

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

Requesting Department: Community Development

Staff Resource/Contact Person: Melinda Lee, Director

Agenda Title (be exact):

DISCUSSION, 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.

List Attached Documents:

1. Staff Report and Supporting Documents
 - a. See Town Website for Draft Planning & Zoning Commission Meeting Minutes of June 10, 2021
2. Resolution 2021-1070

Estimated Presentation Time: 2 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Town Attorney Comments: Incorporated within documents.

Recommended Action (Motion):

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., SUBJECT TO THE FOLLOWING CONDITIONS:

1. THE SITE HAS BEEN INSPECTED BY TOWN ENGINEERING STAFF AND HAS DETERMINED THERE IS NO NEED FOR A GRADING AND/OR DRAINAGE PERMIT FOR THE DRIVEWAY EXCAVATED ON THE EAST SIDE OF THE PARCEL.
 - A. THE EXCAVATION SERVES TO IMPROVE DRAINAGE ISSUES FROM OTHER PARCELS.
 - B. THE WALLS OF THE EXCAVATED AREA APPEAR STABLE AND ARE IN NO NEED OF ADDITIONAL SUPPORT AT THIS TIME.
 - C. THE APPLICANTS UNDERSTAND THAT THIS AREA COULD BE SUBJECT TO CHANNELING STORM WATER DRAINAGE FROM OTHER PARCELS AND WILL MANAGE THE FLOW DURING POTENTIAL FLOOD EVENTS.
2. GUEST SPACES:
 - A. THE MAIN HOUSE AT 2157 S. SCHAEFFER WILL NOT BE ABLE TO HAVE GUESTS UNTIL CONSTRUCTION IS COMPLETE AND A CERTIFICATE OF OCCUPANCY ISSUED.
 - B. THE GUEST HOUSE ON 2097 S. SCHAEFFER MAY BE RENTED AS TWO UNITS, UNDER THE BED & BREAKFAST USE.
 - C. PERMITS WILL BE REQUIRED FOR THE CONSTRUCTION OF ANY ADDITIONAL GUEST BEDROOM SPACES OR OTHER ACCESSORY STRUCTURES.
3. ADDITIONAL ANIMALS MAY NOT EXCEED WHAT IS ALLOWED PER SECTION 305 OF THE PLANNING & ZONING ORDINANCE.
4. THE USE PERMIT SHALL BE VALID FOR THREE (3) YEARS, WITH AN ANNUAL REVIEW AND RENEWAL TO BE APPROVED BY TOWN COUNCIL (BASED ON THE DATE OF THEIR ORIGINAL CONDITIONAL APPROVAL). AT THE END OF THE THREE YEARS, THE EXTENSION OF THE USE PERMIT MAY BE CONSIDERED WITH ADDITIONAL TIME LIMITS, OR IN PERPETUITY, BASED ON THE DEMONSTRATION OF SUCCESSFUL COMPLIANCE WITH THE TOWN REGULATIONS.
5. IF THE NORTHERN PARCEL IS SOLD, THE USE PERMIT WOULD STAY WITH THE LAND. IN THIS EVENT, THE NEW OWNER WOULD BE REQUIRED TO HAVE AN ON-SITE HOST. THE USE PERMIT WOULD BE DIVIDED AND THE BOTH OWNERS WOULD BE SUBJECT TO THE REVIEW AND RENEWAL PROCESS DESCRIBED IN ITEM 4.
6. VIOLATIONS OF THE TERMS OF THIS USE PERMIT OR TOWN REGULATIONS VOIDS THE USE PERMIT.

BACKGROUND:

On May 6, 2021, Randy & Debbie Rosane submitted an application for a Use Permit for a Bed & Breakfast on APNs 404-04-047G (1.16 acres) and 404-04-047H (2.1 acres). The parcels are located on the east side of Schaeffer Lane, south of Stolen Boulevard in an R1-35 (Residential: Single Family, 35,000 Square Foot Minimum Lot Size) District. The property owners are requesting a Use Permit to allow a bed & breakfast on both parcels. The permit would allow them to rent out 5 bedrooms on each parcel, utilizing common spaces for gathering, cooking, and restroom facilities. A Bed & Breakfast requires a host on site and this request is for two separate properties. Since they reside on the southern parcel, they would be able to manage the rentals on both sites. If they should sell the northern parcel, the Use Permit would still be applicable, however, the new owner would then be required to have a host on the site.

Arizona State Law allows individuals to rent out a bedroom in their home or their entire home as a single unit, for the purpose of a vacation rental. Section 311, Accessory Dwelling Unit, Planning & Zoning Ordinance, requires that Accessory Dwelling Units have an approved rental application. This allows us to confirm that these units are safe for guests to occupy. The applicants have expressed their desire to rent out more than one bedroom on each property.

Section 103, Definitions, states that the rental of 2 to 5 bedrooms is considered a Bed & Breakfast; in the R1-35 District, it requires the approval of a Use Permit. Section 601, Zoning Decisions, Item C, describes the requirements for obtaining a Use Permit and the criteria by which the use is expected to be managed. It also describes the terms and conditions under which a Use Permit may become valid or otherwise void.

The northern parcel, 404-04-047G, is at a higher elevation and currently has a permitted, single-story, single-family home on it, with 2 bedrooms and 2 bathrooms. The home is used as a vacation rental, in which they are permitted to rent out as a single unit. The applicant has requested the ability to rent out each bedroom/bathroom as a separate guest space. Therefore, the Use Permit approval is needed to allow them to separate the interior space and rent it out to 2 separate guests, with shared common space. This approval would allow them to expand up to a total of 5 bedroom spaces for rent. They may achieve this by expanding the existing building or constructing individual units with sleeping quarters and restroom only.

The southern parcel, 404-04-047H, currently has permits in progress for the main house that is still under construction. It is proposed as a 2-story home with 3 bedrooms, 2 bathrooms and a walk-out basement. There is a permitted guest house on this site, which they currently use as a vacation rental. They are able to have a vacation rental on this

lot also, since it is a separate parcel. However, their intent is to expand the number of bedrooms to rent within their main house when completed. In order to do so, they will need approval of a Use Permit for a Bed & Breakfast for this parcel also. They would not be able to rent any bedrooms to guests in their main home until it is complete and has been issued a Certificate of Occupancy. This approval would allow them to have a total of 5 bedroom spaces for rent on this lot.

Both parcels are accessed from the main driveway off of Schaeffer Lane. The property also has retained much of the vegetation on the property, common areas outdoors, with some farm animals, for their visitors to enjoy. There is a large metal “grainery” on site that is being used for storage. They have provided ample parking and access to the rental units. It borders an undeveloped subdivision to the south, with an irrigation ditch directly behind them. Developed residential lots border them on the remaining three sides. The parcel directly north of 404-04-047G is vacant, with a residence directly north of it. The properties in this area are similar in size and use.

Upon site inspection on June 2, 2021, it was discovered that an additional driveway had been excavated through the ridge on the east side of site that connects the upper parcel to the lower parcel. Town Engineering Staff visited the site to assess the situation and determined there were no concerns about the work that had been done.

THE FOLLOWING HAS BEEN COMPLETED BY THE APPLICANT AND/OR STAFF:

- The applicant posted the subject property and mailed out letters to property owners within 300’, which invited them to the neighborhood meeting on October 21, 2020.
- The meeting was held at 2157 S. Schaeffer Lane on November 9, 2020. There were 13 attendees at the meeting; 2 of which were the applicants. From the public, there were 11 in attendance that voiced concerns or support of the request (please refer to the attachments that provide a summary of the meeting and public comments received).
- Community Development Staff mailed out 15 letters to properties owners within 300 feet of the subject parcel on May 11, 2021. This letter advised the neighbors of the tentative Planning & Zoning Public Hearing and Town Council meeting dates, times, and location.
- A Notice of Public Hearing was placed in the Verde Independent–Camp Verde Bugle newspaper on May 16, 2021, by Community Development Staff. On May 30, 2021, a revised Notice of Public Hearing was placed in the newspaper to correct one of the parcel numbers within the description.
- A Notice of Public Hearing was posted on the subject property and in public places on May 25, 2021, by Community Development Staff.
- The Planning & Zoning Commission agenda was posted in public places on June 3, 2021, by Community Development Staff.
- The Planning & Zoning Commission heard this item in a public hearing on June 10, 2021, and recommended conditional approval of the application.

COMMUNICATIONS FROM AGENCIES/PUBLIC (See Exhibit D for comments):

Staff has received the following comments from the public regarding this request:

Dennis & Cheryl Cassady and Ron Kruntorad; Received May 27, 2021 and June 10, 2021.
Betty Rudd; Received June 1, 2021
Steve & Dianna Hopper; Received June 10, 2021

At the public hearing on June 10, 2021, four (4) of the property owners adjoining the site attended the meeting, and a prior guest to the ranch called in on Zoom, to provide their support for the application (See minutes on the Town website).

Staff has received the following comments from reviewing agencies:

Town of Camp Verde Building Division

Contact: Roxanne Jasman Comments Received: May 25, 2021 and June 3, 2021

Copper Canyon Fire & Medical Association

Contact: Ken Krebbs Comments Received: May 26, 2021

GENERAL PLAN:

This project is located within the Quarterhorse/Rancho Rio Verde Character Area. The proposal complies with the General Plan as follows:

Goal A: Preserve the valuable natural resources of the hillsides, and protect their aesthetic and habitat amenities to enhance the rural character of the area.

A.2 Protect the scenic view sheds. *This property is located south of a main access road in the area, in a secluded area, below the ridgelines. The development does not impede on the hillsides or associated view sheds.*

A.3 In the event of development, maintain setbacks and height guidelines. *The structures have been developed through Town permitting processes, thus, are compliant with setbacks and height guidelines.*

Goal B: Maintain the rural residential and agricultural character of the area.

B.2 Maintain low density rural development. *This project is situated on a 1.16 and 2.1 acre parcels, which is in conformance with the surrounding properties. There will still only be single family residences permitted, with minimal guest facilities associated with it.*

B.5 Encourage development below hilltops to protect the aesthetics and ridgeline silhouette. *The site is located below the adjacent ridgelines, in an area that does not affect the ridgeline silhouette.*

STAFF RECOMMENDATION:

Staff recommends approval of the request for a Use Permit to operate a Bed & Breakfast on each of two parcels, 404-04-047G and 404-04-047H, subject to the following conditions:

1. The site has been inspected by Town Engineering Staff and has determined there is no need for a grading and/or drainage permit for the driveway excavated on the east side of the parcel.
 - a. The excavation serves to improve drainage issues from other parcels.
 - b. The walls of the excavated area appear stable and are in no need of additional support at this time.
2. The applicants understand that this area could be subject to channeling storm water drainage from other parcels and will manage the flow during potential flood events.
3. Guest Spaces:
 - a. The main house at 2157 S. Schaeffer will not be able to have guests until construction is complete and a Certificate of Occupancy issued.
 - b. The guest house on 2097 S. Schaeffer may be rented as two units, under the Bed & Breakfast use.
 - c. Permits will be required for the construction of any additional guest bedroom spaces or other accessory structures.
4. Additional animals may not exceed what is allowed per Section 305 of the Planning & Zoning Ordinance.
5. The Use Permit shall be valid for three (3) years, with an annual review and renewal to be approved by Town Council (based on the date of their original conditional approval). At the end of the three years, the extension of the Use Permit may be considered with additional time limits, or in perpetuity, based on the demonstration of successful compliance with the Town regulations.
6. If the northern parcel is sold, the Use Permit would stay with the land. In this event, the new owner would be required to have an on-site host. The Use Permit would be divided and the both owners would be subject to the review and renewal process described in Item 4.
7. Violations of the terms of this Use Permit or Town regulations voids the Use Permit.

Vicinity, Zoning, and Land Use Map Rosane
Use Permit Bed & Breakfast



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

Map printed on: 5.10.2021



Land Use Application Form

1. Application is made for:

- | | | |
|---|---------------------|------------------------|
| Zoning Map Change | Use Permit | General Plan Amendment |
| Conceptual Plan Review | Preliminary Plat | Final Plat |
| PAD Final Site Plan Review | Variance | Appeal |
| Street Abandonment | Minor Land Division | Wireless Tower |
| Administrative Review | Lot Line Adjustment | Zoning Verification |
| Development Standards Review (Commercial) | Other: _____ | |

2. Project Name: RRR Ranch Cabins

3. Contact information: (a list of additional contacts may be attached)

Owner Name: Randy + Debbie Jo Rosane Applicant Name: Randy + Debbie Jo Rosane
 Address: 2157 S. Schaeffer Lane Address: same
 City: Camp Verde State: AZ Zip: 86322 City: _____ State: _____ Zip: _____
 Phone: 928-200-6912 Phone: _____
 E-mail: debbiejrosane@gmail.com E-Mail: _____

4. Property Description: Parcel Number 404-04-047H + 404-04-047G Acres: 2.1 + 1.16 = 3.26
 Address or Location: 2157 and 2097 S. Schaeffer Ln Camp Verde AZ 86322
 Existing Zoning: residential Existing Use: Residential
 Proposed Zoning: _____ Proposed Use: _____

5. Purpose: (describe intent of this application in 1-2 sentences)
Use permit for bed and breakfast

6. Certification:
 I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.
 Owner: Debbie Jo Rosane Date: 5/6/21 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.
 Applicant: Debbie Jo Rosane Date: 5/6/21

To Whom It May Concern:

This letter is to inform our neighbors that own property 300ft. from our property. We own 3.29 acres consisting of 2 lots, APN #s 404-04-047G & 404-04-047H / 2097 S Schaeffer Lane & 2157 S Schaeffer Ln. We are applying for a use permit for a bed & breakfast on each parcel from the city. Each cabin has its own parking space. We reside at property, have cameras and monitor for light and sound and respect peacefulness for all guests and neighbors.

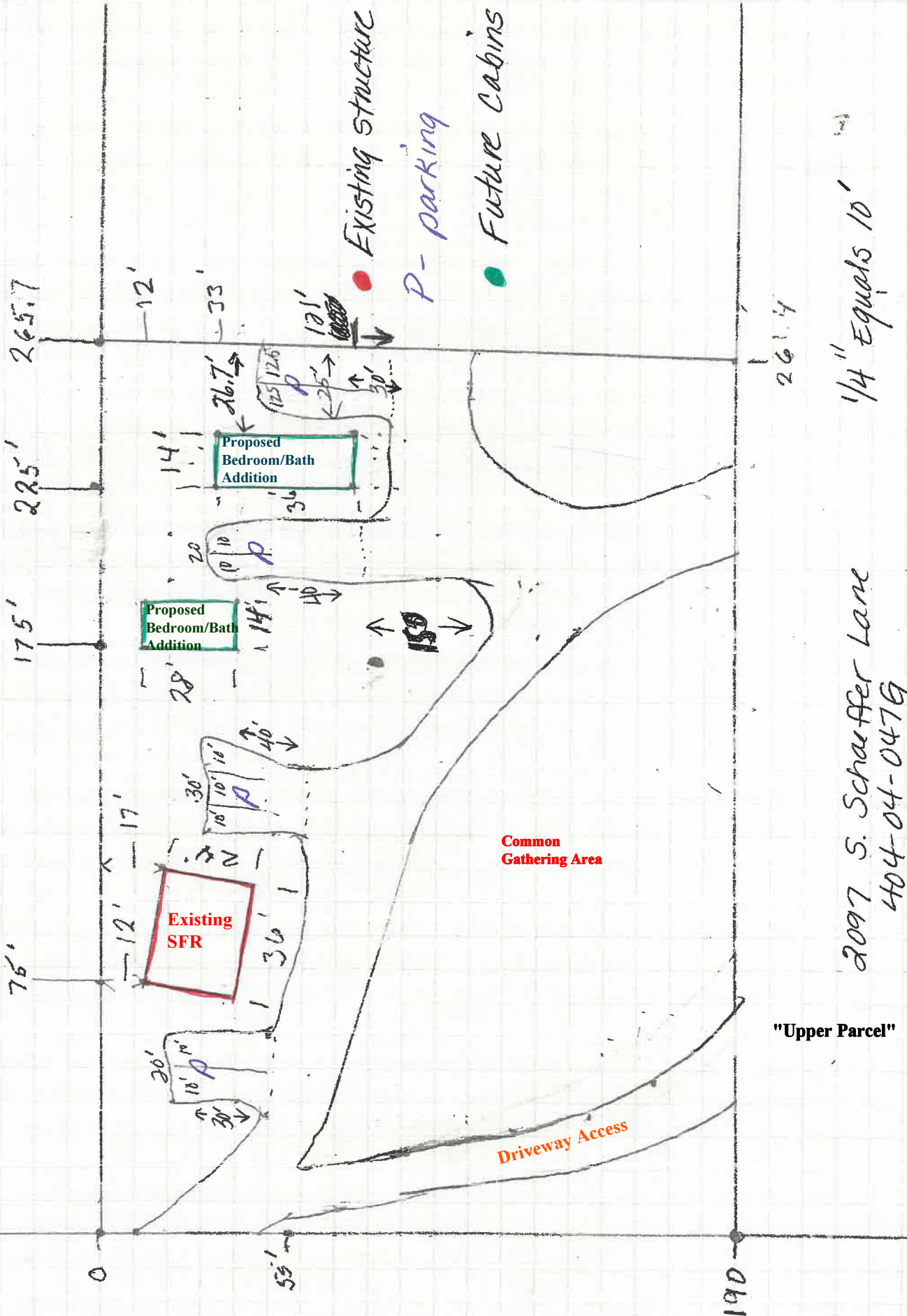
Address 2097 currently has a 2 bedroom cabin operating, 2157 has a main house under construction and a 1 bedroom cabin operating. A use permit will allow us to operate more than one bedroom and up to 5 on each lot. We currently rent 3 bedrooms, a guest can book on airbnb which screens their applicants and operators. If you go to their website in Camp Verde you can see our reviews and cabins.

The neighborhood meeting for this will be held 11/09/2020 at 6:00pm, for you to come see and ask questions you may have. Meeting at 2157 S Schaeffer on back patio of main house.

Randy & Debbie Jo Rosane
2157 S. Schaeffer Ln
Camp Verde AZ 86322
928-200-6912

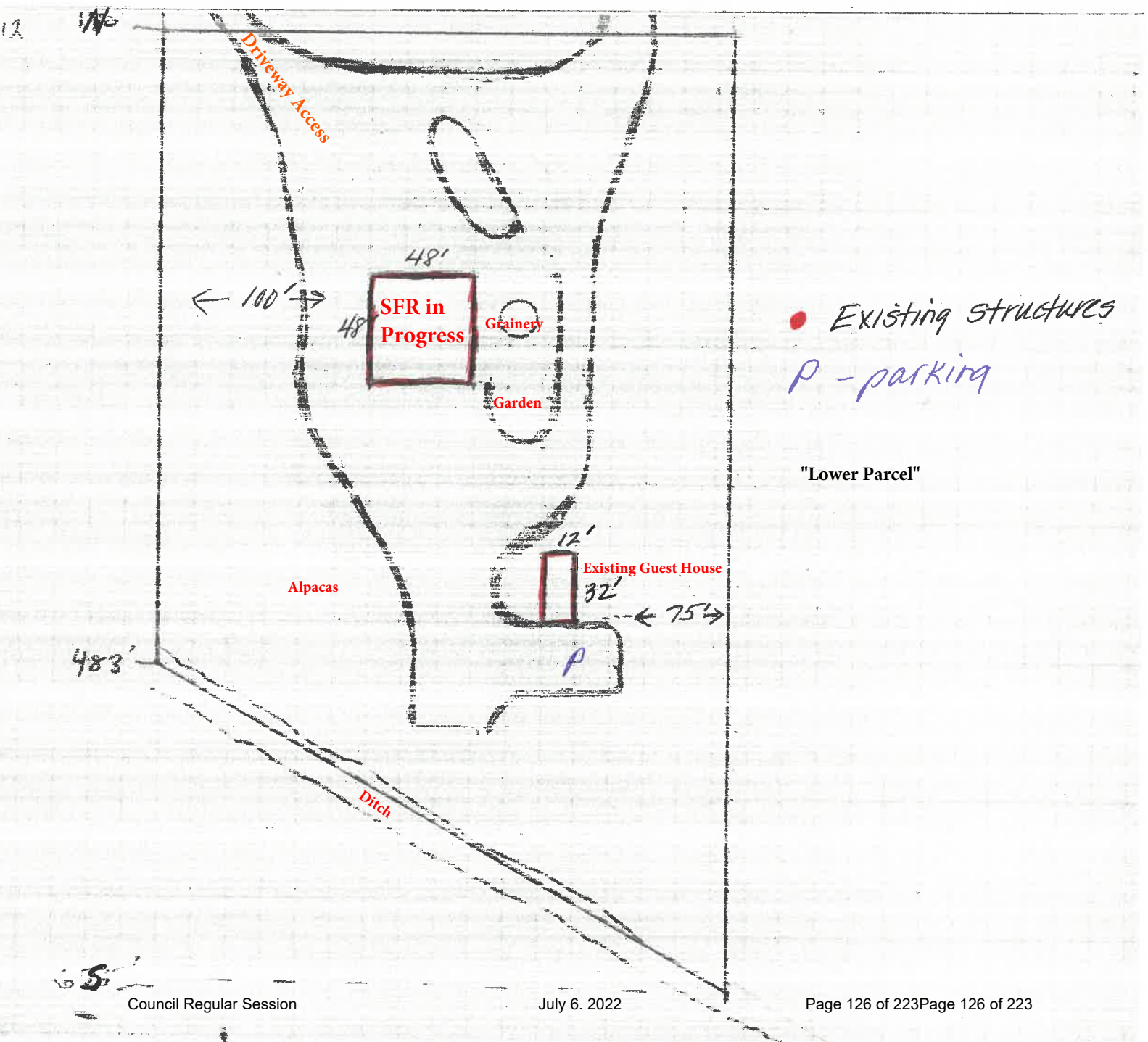
Schaffer Lane

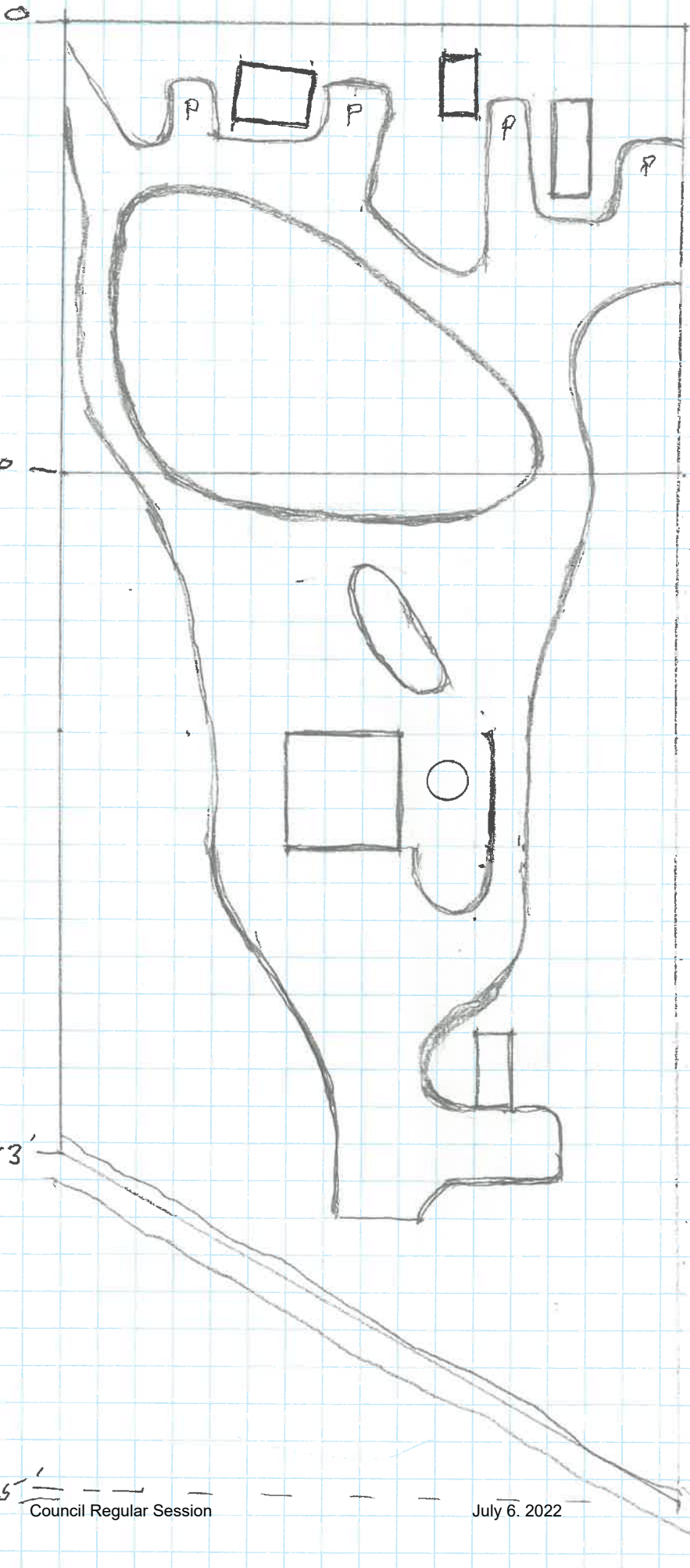
Randy + Debbie Jo Rosare - RRR Ranch Cabins
978-200-6912



Randy + Debbie Jo Rosane - RRR Ranch Cabins
928-200-6912

2157 S. Schaeffer Lane
404-04-047H





RRR Ranch Cabins

Randy + Debbie Jo
Rosane

404-04-047G
←

Overview of
both parcels
together.

404-04-047H
←

1/4" EQUALS 16'

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Agenda Item Submission Form – Section I

Meeting Date: 07-06-2022

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

Requesting Department: Administration

Staff Resource/Contact Person: Various Department Staff

Agenda Title (be exact: Discussion, consideration, and possible approval to order vehicles for the departments of Community Development, Public Works and Library. The vehicles would be ordered/purchased using 2023 FY Budgeted funds.

List Attached Documents:

- 1. Summary Spreadsheet

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head: Various Town Attorney Comments: N/A

Finance Review:

Finance Director Comments/Fund:

Fiscal Impact:

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

Comments: \$365K was budgeted in CIP to allow for the option of leasing approximately 6 vehicles (beyond the approved CVMO-5) and annual lease payments of \$140K was budgeted in the Debt fund.

Background Information: The following has been requested and a small description of each of the requests and the reasoning/background is from each of the departments/divisions themselves. The Council is being requested to determine the priority and budget for these orders. A staff recommendation is included to assist the Council from the Town Manager’s perspective but can be edited by Council at their direction during the meeting. Please let staff know if you need additional details prior to the meeting so we can prepare that for review at the meeting.

Community Development Dept - Building Division - Requesting authority to order one (1) – 2023 Ford F150 4x4 Single Cab truck during the Ford order window, which opens mid-July, for use by the proposed new Building Inspector. The anticipated cost is approximately \$39,091.00. Enterprise used the 2022 cost with an 8% inflation rate to come up with this estimate. This vehicle will not be available until late fall of 2022 to mid-spring of 2023.

PW Dept - Parks & Rec Division - Requesting one four-door cab ½ ton (F 1500 or 1500) pickup with a short bed for use by P&R. This would be used to pick up and transport supplies to the Pool during pool season, trips for supplies for Summer Camp, picking up Halloween candy, moving event equipment for Special events as well as for taking tables and displays for public speaking or other activities off-site and posting program fliers around town. With the opening of the Sports Complex and taking on Verde Lakes Community Park and increased activity at Parson's Preserve we anticipate more need. In addition, this would be used for meetings, trainings, conferences and other trips by staff out of Town. We can accept a good condition vehicle reassigned from another Town department.

PW Dept - Streets Division - Requesting 1) 2.5-ton 4wd, diesel crew cab- dump bed truck that will be used for chip seal, tree trimming, small road repairs, patching and other material transporting needs. They are also requesting 2) 1 ton crew cab 4wd, diesel, with a utility bed for sign maintenance.

PW Dept - Water Division Requesting 1) 4wd, 1-ton extended cab, diesel, 8ft utility bed with racks, tow package and hitch and pure-sine wave inverter fir meter reading electronics. 2) 4wd single cab-8foot utility bed with racks, diesel, tow hitch and pure-sine wave inverter for meter reading electronics.

PW Dept - Engineering/Stormwater - Requesting 1) Engineer/Director 4wd crew cab truck. 2) 4wd extended cab for Stormwater Technician. This person will be monitoring and taking samples throughout the Town. They will also have to take lab samples out of Town for quality testing on a regular basis.

PW Dept - Maintenance Division - Requesting 1) 2023 Ford F350 6.7L 4x4 diesel four door long bed truck for all heavy equipment transporting around town and to Phoenix (SC lawn mowers) and to help with the library's fifth wheel trailer. Cost \$60,000 2) 2023 Ford F250 6.2L 4x4 single cab long bed for the new employees being hired in grounds maintenance. Cost \$46,000 3) 2023 Ford F250 6.2L 4x4 single cab utility bed with latter rack. The truck is needed for new Building maintenance hire. Cost \$54,00. All three trucks are needed to keep the maintenance division working efficiently.

Library - Requesting a 1/2 - 3/4-ton pickup with a trailer hitch to be shared with Jeff Kobel in the Maintenance Division. The truck would be available to move the Mobile STEM Lab when needed. Otherwise, it would be used by the Maintenance Division Manager.

Recommended Action (Motion): Approve the order of 7 vehicles for an annual cost of up to \$85,000 per the manager's recommendation attached.

Instructions to the Clerk:

<u>Department/Division</u>	<u>Vehicle Requested or similar</u>	<u>Type Replacement or Additional</u>	<u>Anticipated Cost</u>	<u>Annual Cost (5 year lease/purchase)</u>	<u>Recommended Purchase Annual Cost</u>	<u>Manager's Suggestion</u>
<u>Community Development Dept - Building Division</u>	F150	Additional	\$40,000	\$8,800	\$8,800	YES
<u>PW Dept - Parks & Rec Division</u>	F150	Additional	\$40,000	\$8,800		USED 2500 (2015) from Maintenance
<u>PW Dept - Streets Division</u>	2.5 TON 4WD	Replacement	\$75,000	\$15,800	\$15,800	YES
	F350	Replacement	\$65,000	\$13,800	\$13,800	YES
<u>PW Dept - Water Division</u>	F350	Replacement	\$60,000	\$12,800	\$12,800	YES
	F250	Replacement	\$55,000	\$11,800		FY 2024
<u>PW Dept - Engineering/Stormwater</u>	F150	Replacement	\$40,000	\$8,800	\$8,800	YES
	F150	Additional	\$40,000	\$8,800		USED (Replaced DIRECTOR TRUCK)
<u>PW Dept - Maintenance Division</u>	F350	Replacement	\$60,000	\$12,800	\$12,800	YES
	F250	Additional	\$55,000	\$11,800	\$11,800	YES
	F250	Additional	\$55,000	\$11,800		USED (Streets Used Utility Bed Truck)
<u>Library</u>	F250	Additional	\$55,000	\$11,800		Shared F350 w/Maintenance NO PURCHASE
		Total Budget Impact	\$640,000	\$0	\$137,600	\$84,600

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Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Administrative Support Manager for Public Works and Utilities Department to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a long-awaited addition to the job descriptions in the Public Works/ Utilities and will not involve the addition of any employee but is intended to be a better description of the administrative work currently completed. Specifically, this will allow more effective organization and management of administrative duties for two Departments: Public Works and Utilities. This position would report to the Public Works Director and Utilities Director and could regularly be assigned project management duties as well.

The salary range already exists within our salary sheet and reflects the department's need for administrative support in a management role.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Admin Support Manager for Public Works and Utilities.

Instructions to the Clerk: None



Public Works/ Utilities Administrative Support Manager

Department:	Public Works/Utilities Division	Revised Date:	New - June 2022
Reports to	Public Works Director/ Utilities Director	FLSA	Non-exempt

GENERAL PURPOSE: Under the general direction of the Public Works Director, plans, manages, and oversees all office administration and clerical activities of the Public Works and Utilities Divisions. Performs senior level, specialized and complex duties, which require effective planning, staff management, and resource allocations; which require a comprehensive knowledge of Town and department functions, policies, and procedures. The position also requires increased technical knowledge and independent judgment to coordinate all Public Works and Utility activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, schedules, and directs day-to-day activities for assigned office support staff.
- Monitors, and ensures assigned staff compliance with Town/Departmental policies, procedures, and regulatory requirements.
- Evaluates work procedures, studies, and recommends policies and procedures to improve efficiency and effectiveness of office operations.
- Performs various budgetary functions of the departments, including monitoring, and analyzing the operating budget for assigned programs, projecting future billings; monitoring and approving expenditures of funds; directing the payment of invoices; supervising the processing of purchase requisitions and purchase orders; managing open purchase orders, and auditing various accounts to ensure accuracy and compliance in the handling and use of funds.
- Conducts needs assessment of user requirements to determine current and future needs (e.g., for updated equipment, programs, etc.) and develop and/or revise programs specific to assigned work.
- Prepares various reports (e.g., monthly activity, budgetary, financial, statistical, etc.) to provide accurate information, to make projections and recommendations, and to identify trends.
- Recommends purchases and capital improvements to continue operation of assigned service. Manages cost options to purchase necessary supplies and equipment.
- Department Representative; Represents the Departments as assigned.

MANAGERIAL RESPONSIBILITIES

Directly supervises the Administrative Support Staff in the Public Works and Utilities Divisions

MINIMUM QUALIFICATIONS

Education and Experience:

Associates Degree in Business or related field; and 5 years related office support; or an equivalent combination of education and experience may be considered.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.

Revised June 29, 2022

- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.

Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Research, gather, manipulate, analyze and evaluate information and statistics.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.
- Develop, manage and monitor a budget

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-exempt

Salary Range: level 20

Town of Camp Verde
Permanent Salary Range (@ 100%) Table 6/9/2021

Salary Range	Minimum (Annual/Hourly)		Midpoint (Annual/Hourly)		Maximum (Annual/Hourly)		Job Classifications
1	\$25,272	\$ 12.15	\$30,959	\$ 14.88	\$36,645	\$ 17.62	None
2	\$26,535	\$ 12.76	\$32,506	\$ 15.63	\$38,477	\$ 18.50	Seasonal Pool Cashier
3	\$27,861	\$ 13.39	\$34,131	\$ 16.41	\$40,401	\$ 19.42	Library Clerk Recreation Aide Seasonal Pool Lifeguard Seasonal Camp Counselors Visitor Center Ambassador Receptionist Janitor
4	\$29,255	\$ 14.06	\$35,838	\$ 17.23	\$42,421	\$ 20.39	Library Clerk, Senior Parks & Rec Leader Seasonal Pool Supervisor Seasonal Camp Manager Laborer
5	\$30,717	\$ 14.77	\$37,630	\$ 18.09	\$44,542	\$ 21.41	Administrative Assistant
6	\$32,253	\$ 15.51	\$39,511	\$ 19.00	\$46,770	\$ 22.49	Records Specialist
7	\$33,866	\$ 16.28	\$41,487	\$ 19.95	\$49,108	\$ 23.61	Court Clerk Library Specialist I Animal Control Officer Equipment Operator Maintenance Worker
8	\$35,559	\$ 17.10	\$43,561	\$ 20.94	\$51,564	\$ 24.79	Finance Clerk Permit Technician Utility Clerk
9	\$37,337	\$ 17.95	\$45,739	\$ 21.99	\$54,142	\$ 26.03	Property & Evidence Custodian Parks & Rec Coordinator Equipment Operator, Senior Wastewater Operator Stormwater Specialist Water Operator
10	\$39,204	\$ 18.85	\$48,026	\$ 23.09	\$56,849	\$ 27.33	Code Enforcement Planner, Assistant Admin to Town Manager Dispatcher Administrative Clerk Library Specialist II Spanish Outreach Library Specialist

11	\$41,164	\$ 19.79	\$50,428	\$ 24.24	\$59,691	\$ 28.70	Human Resources Specialist Public Works Analyst Wastewater Operator, Senior
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Town of Camp Verde
Permanent Salary Range (@ 100%) Table 6/9/2021

Salary Range	Minimum (Annual/Hourly)	Midpoint (Annual/Hourly)	Maximum (Annual/Hourly)	Job Classifications			
12	\$43,222	\$ 20.78	\$52,949	\$ 25.46	\$62,676	\$ 30.13	Building Inspector I Deputy Town Clerk Children's Librarian Civilian Investigator Maintenance Worker, Lead
13	\$45,383	\$ 21.82	\$55,596	\$ 26.73	\$65,810	\$ 31.64	Plans Examiner Planner Recreation Supervisor Streets Maintenance Foreman
14	\$47,653	\$ 22.91	\$58,376	\$ 28.07	\$69,100	\$ 33.22	Accountant Court Supervisor Dispatch Supervisor Maintenance Foreman Building Inspector II Youth Services Supervisor
15	\$50,035	\$ 24.06	\$61,295	\$ 29.47	\$72,555	\$ 34.88	Police Officer I Wastewater Division Foreman Water Division Foreman
16	\$52,537	\$ 25.26	\$64,360	\$ 30.94	\$76,183	\$ 36.63	CAD Draftsman Streets Supervisor
17	\$55,164	\$ 26.52	\$67,578	\$ 32.49	\$79,992	\$ 38.46	Accountant, Senior Planner, Senior Senior Building Inspector
18	\$57,922	\$ 27.85	\$70,957	\$ 34.11	\$83,992	\$ 40.38	Parks & Recreation Manager Library Manager
19	\$60,818	\$ 29.24	\$74,505	\$ 35.82	\$88,191	\$ 42.40	Economic Development Specialist Wastewater Division Manager Water Division Manager
20	\$63,859	\$ 30.70	\$78,230	\$ 37.61	\$92,601	\$ 44.52	Chief Building Official Police Sergeant Admin Support Manager PW/ Utilities Admin Support Manager Court Administrator
21	\$67,052	\$ 32.24	\$82,141	\$ 39.49	\$97,231	\$ 46.75	Economic Development Project Mgr.

23	\$73,925	\$ 35.54	\$90,561	\$ 43.54	\$107,197	\$ 51.54	Library Director
24	\$77,621	\$ 37.32	\$95,089	\$ 45.72	\$112,557	\$ 54.11	Town Clerk Public Works Deputy Director Lieutenant
25	\$81,502	\$ 39.18	\$99,843	\$ 48.00	\$118,185	\$ 56.82	Economic Development Director
26	\$85,577	\$ 41.14	\$104,835	\$ 50.40	\$124,094	\$ 59.66	Commander Civilian Commander

**Town of Camp Verde
Permanent Salary Range (@ 100%) Table 6/9/2021**

Salary Range	Minimum (Annual/Hourly)	Midpoint (Annual/Hourly)	Maximum (Annual/Hourly)	Job Classifications			
27	\$89,856	\$ 43.20	\$110,077	\$ 52.92	\$130,298	\$ 62.64	Community Development Director Human Resources Director Parks & Rec Director
28	\$94,349	\$ 45.36	\$115,581	\$ 55.57	\$136,813	\$ 65.78	Finance Director Public Works Director/Town Engineer Utility Director
29	\$99,066	\$ 47.63	\$121,360	\$ 58.35	\$143,654	\$ 69.06	
30	\$104,020	\$ 50.01	\$127,428	\$ 61.26	\$150,837	\$ 72.52	Town Marshal
31	\$109,221	\$ 52.51	\$133,800	\$ 64.33	\$158,379	\$ 76.14	
32	\$114,682	\$ 55.14	\$140,490	\$ 67.54	\$166,297	\$ 79.95	
33	\$120,416	\$ 57.89	\$147,514	\$ 70.92	\$174,612	\$ 83.95	
34	\$126,436	\$ 60.79	\$154,890	\$ 74.47	\$183,343	\$ 88.15	
35	\$132,758	\$ 63.83	\$162,634	\$ 78.19	\$192,510	\$ 92.55	Town Manager Deputy Town Manager
36	\$139,396	\$ 67.02	\$170,766	\$ 82.10	\$202,136	\$ 97.18	
37	\$146,366	\$ 70.37	\$179,304	\$ 86.20	\$212,242	\$ 102.04	
38	\$153,684	\$ 73.89	\$188,269	\$ 90.51	\$222,855	\$ 107.14	
39	\$161,369	\$ 77.58	\$197,683	\$ 95.04	\$233,997	\$ 112.50	
40	\$169,437	\$ 81.46	\$207,567	\$ 99.79	\$245,697	\$ 118.12	

Range	Range Width
5.00%	45%

Agenda Item 12



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Building Inspector I to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended
3. Building Inspector I, II, III Overview

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** John Knight
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a revised job description in the Community Development Department and will not involve the addition of any employee but is intended to be a better description of the work currently completed by Building Inspector. Specifically, this will allow more effective organization within the department and more training opportunities for further professional development within in a structured supervised manner. This position will be the beginner level position and a starting point in that area of duties.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Building Inspector I.

Instructions to the Clerk: None



BUILDING INSPECTOR I

Department:	Community Development	Revised Date:	January 2020 June 2022
Reports to:	Community Development Director	FLSA	Non-exempt

GENERAL PURPOSE: The Building Inspector I is an entry level position that is part of a career ladder with increasing responsibilities. Under general supervision, the Building Inspector I reviews plans and specifications, and inspects ~~commercial and~~ residential construction projects for compliance with all building, safety and construction codes and regulations, and with the approved building plans.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Inspects residential ~~and commercial~~ building construction ~~and all building trades activities~~ conducted under permits issued by the Town, assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction based on level of training and technical knowledge; approves work which conforms to Town codes and zoning regulations, requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- May occasionally inspect commercial building construction, under direct oversight of the Chief Building Official.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on ~~commercial and~~ residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Answers inquiries and assists customers with application process, compliance issues, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; ~~aids provides assistance to~~ the public within scope of authority; reviews ~~and approves business license and~~ permit applications; generates reports and completes data entry into the permit management software program, as required.
- May occasionally fill in for the Building Inspector II or III (Senior), if appropriately trained, with direct oversight from the Chief Building Official.
- Operates and maintains a Town vehicle and all other issued equipment.
- Cross-trains, and attends training to maintain continuous education and certification requirements as required by the Building Inspector Career Path Ladder and the needs of the department;
- Maintains a current knowledge of Town and department policies, procedures, and guidelines;
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.; ~~AND three year's building trades or inspection experience;~~
~~OR an equivalent combination of education and experience.~~

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) ~~Commercial &~~ Residential Inspector Certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS

- ~~Building trades or inspection experience.~~
- ~~Ability to read and interpret building plans.~~

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- ~~Principles and practices of the construction industry and building trades.~~
- ~~Principles and practices of building, electrical, mechanical, and plumbing inspection.~~
- ~~Building material specifications and product installation standards.~~
- ~~ICC Building and Fire Codes, National Electric Code and related state and local statutes and regulations.~~
- ~~Occupational hazards and safety precautions in construction areas.~~
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- ~~Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.~~
- ~~Reading and interpreting building plans and specifications and applying Town codes and policies.~~
- ~~Providing advice and consultation on construction methods and technical requirements.~~
- Microsoft Office Suite
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather.
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include sitting for extended periods of time and typing, climbing, balancing, stooping, kneeling, crouching, or crawling; **may occasionally lift, carry, and move up to 50 pounds.**
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- ~~Occasionally lift, carry, and move up to 50 pounds.~~

This job description is subject to change as the needs of the Town and requirements of the job change.

Career Ladder: This job class is part of a Career Ladder Program.

Building Inspector I, II, and III (Senior)

An Overview

The Building Inspector I, II and Senior are part of a career ladder with increasing responsibilities. As a Building Inspector I you will review plans and specifications, prior to conducting on-site and virtual inspections, for compliance with the approved plans and all building, safety and construction codes and regulations. You will establish and maintain excellent communication with contractors, developers, customers, fellow employees, and other agencies and respond to inquiries concerning the technical and administrative codes and ordinances adopted by The Town of Camp Verde. Incumbents in this class must be able to read and understand construction plans, perform basic calculations, and operate related professional office software. A Residential Inspector Certification will be required within 12 months of hire.

The Building Inspector II is an intermediate level of technical and administrative expertise. In this role you will have increased responsibilities, which require a more robust skillset and a higher degree of technical understanding. Responsibilities will be dependent on the incumbent's skillset, career path and the needs of the department. A Commercial Inspector Certification will be required within 12 months of hire or promotion.

The Building Inspector III (Senior Building Inspector) is the senior position in this job family. You will still perform some or all functions of the Building Inspector I or II, however; your duties will demand the highest degree of complexity, technical knowledge, and abilities. Responsibilities will be dependent on your specific career path, technical knowledge and abilities and the needs of the department. Additional training, certification(s) and/or a higher level of responsibility will be required to warrant hire or promotion into this position.

The Opportunity – Examples of Work

- Conducts on-site and virtual inspections;
- Demonstrates knowledge and practices outstanding customer service skills;
- Assist customers in reviewing and interpreting plan review comments;
- Schedule inspections and appointments;
- Provides information to the public regarding various building code regulations, Town of Camp Verde Administrative Codes, Technical Amendments and Zoning Ordinances, the department's permitting policies, procedures, and licensing requirements; responds to telephone inquiries regarding permits, process, and procedures;
- Operates and maintains a Town vehicle and other issued equipment;
- Identifies and documents illegal construction;
- Reviews paper and electronic construction plans;
- Interacts with contractors, customers, internal departments and external agencies, designers and engineers via in-person, telephone, and e-mail;
- May conduct non-structural or structural plan reviews, depending on level of experience;
- A qualified incumbent may be tasked with training employees new to their duties or position;
- Cross-training based on the individual's career path and the needs of the department;
- May act as the Town Safety Officer; additional training and certifications required.

The Ideal Candidate

The ideal candidate should be able to read and interpret construction plans and specifications and apply town codes and policies; acquire and apply knowledge of the Town of Camp Verde permit and inspection processes and will exemplify high levels of customer service. They will demonstrate the ability and willingness to complete required courses, internal training and certification(s) and the ability to understand and apply the

Town of Camp Verde adopted codes and ordinances. The candidate should possess computer related technical skills and knowledge; have excellent communication skills and be able to achieve and foster partnerships with all customers, employees, and agencies.

Building Inspector 1

To qualify for the Building Inspector I position, all candidates must possess a high school diploma or GED and must have, or successfully obtain, their Residential Building Inspector Certification within 12 months of their original appointment. The Building Inspector I is expected to provide a high level of customer service; should possess excellent communication and soft skills and will conduct on-site and virtual inspections. The Building Inspector I may also be tasked with non-structural plan reviews. Additional training, courses and certification(s) will be required based on the Building Inspector Career Path Ladder and the needs of the department.

Building Inspector II

The Building Inspector II shall meet all qualifications of the Building Inspector I and requires the incumbent to obtain their Commercial Inspector Certification within 12 months of hire or promotion. The Building Inspector II is an intermediate level in the Building Inspector Career Path Ladder and requires a higher level of technical knowledge and understanding. Responsibilities will be determined based on the individual's career path and the needs of the department. The incumbent shall have at least two years of satisfactory performance as a Building Inspector I; or any equivalent combination of education, training, and experience; or by recommendation of the Chief Building Official. Additional training, courses and certification(s) will be required based on the Building Inspector Career Path Ladder and the needs of the department.

Building Inspector III – Senior Building Inspector

To qualify for the Building Inspector III position, all candidates must possess a high school diploma or GED, have current Residential and Commercial Inspector Certifications and have met all requirements of the Building Inspector Career Ladder required for this position. The Building Inspector III is the senior level in the Building Inspector Career Path Ladder and will be tasked with a higher level of responsibility. Responsibilities will be determined based on the individual's career path and the needs of the department and will include the role of Town Safety Officer. The appropriate candidate will demonstrate a thorough knowledge regarding residential and/or commercial plan review and have at least two years of satisfactory performance as a Building Inspector II with the Town of Camp Verde; or any equivalent combination of education, training, and experience; or by recommendation of the Chief Building Official. Successful completion of the B3 Plan Review Certification is required within 12 months of hire or promotion to this position. Additional training, courses and certification(s) will be required to maintain this position and advance up the Building Inspector Career Path Ladder. Specific requirements and timelines will be defined in the offer letter or PAF.

Note: For Building Inspector I, II and III: In the event that an employee is hired or promoted, due to department demands, and all requirements of the Building Inspector Career Ladder for that position or step, have not been met, they must be completed within the 6-month probationary period, or as defined in the offer letter or PAF.

About the Department

The focus of the Building Department is to provide knowledgeable information and excellent customer service to its customers, internal departments, and external agencies, while providing safeguards to help protect public health, safety, and welfare, through education and enforcement of the adopted codes and ordinances.

Our motto is "How do we get to yes?" The Building Department is nestled under the umbrella of the Community Development Department and contains three (3) types of positions under the supervision of the Chief Building Official: Permit Technician, Plans Examiner and Building Inspector.

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Agenda Item 13



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Building Inspector II to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**
3. **Building Inspector I, II, III Overview**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** John Knight
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a revised job description in the Community Development Department and will not involve the addition of any employee but is intended to be a better description of the work currently completed by Building Inspector. Specifically, this will allow more effective organization within the department and more training opportunities for further professional development within in a structured supervised manner. This position will be the next level position to Building Inspector I.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Building Inspector II.

Instructions to the Clerk: None



BUILDING INSPECTOR II

Department:	Community Development	Revised Date:	New – 06/2022
Reports to	Community Development Director	FLSA	Non-exempt

GENERAL PURPOSE: The Building Inspector II is part of a career ladder with increasing responsibilities. The Building Inspector II is distinguished from the Building Inspector I in that the Building Inspector I is an entry-level position. The Building Inspector II is required to have obtained and demonstrated the technical skills and knowledge of all steps outlined in the current Building Inspector Career Path Ladder for the Building Inspector I. Under general supervision, the Building Inspector II, reviews plans and specifications, and inspects commercial and residential construction projects for compliance with all building, safety and construction codes and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Depending on the functional area of assignment:

- Performs all the duties of the Building Inspector I, as applicable;
- May provide guidance and training to the Building Inspector I;
- May fill in for the Building Inspector I, as needed.
- May fill in for the Building Inspector III (Senior Building Inspector), if adequately trained, under the direct oversight of the Chief Building Official.
- Assists others by researching specific provisions of codes, ordinances, and related Town policies;
- Reviews construction documents with contractors, homeowners, architects, and engineers regarding the requirements of the adopted technical codes, related construction practices, industry, and maintenance standards;
- Conducts research, as needed, evaluates equipment, materials, and construction assemblies for compliance;
- Reviews the permit management software for special inspections required by third party and assists in the collection of special inspection quality control reports in compliance with the Town of Camp Special Inspections Program;
- Identifies and documents illegal construction; prepares violation notification and corrective direction with oversight and approval of the Chief Building Official;
- Operates and maintains a Town vehicle and all other issued equipment;
- Cross-trains and attends training to maintain continuous education and certification requirements as required by the Building Inspector Career Path Ladder and the needs of the department;
- Maintains a current knowledge of Town and department policies, procedures, and guidelines;
- May act as the Town Safety Officer, upon approval of the Chief Building Official and Risk Management, if the incumbent does not meet the minimum requirements of the Building Inspector III (Senior Building Inspector), as determined by the Chief Building Official.
- Performs non-structural and/or structural plan reviews depending on technical abilities;
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent; AND two year's building trades or inspection experience; OR an equivalent combination of education and experience; or by recommendation of the Chief Building Official based on the demonstration of technical skills and knowledge.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license;
- Current International Code Council (ICC) Residential Inspector Certification;
- Requirements of the Building Inspector I, as prescribed in the current Building Inspector Career Ladder Program;
- ICC Commercial Building Inspector Certification required within 12 months of hire or promotion;
- Completion of all requirements of the Building Inspector I within 6-month probationary period, or as determined in the offer letter or PAF;
- Incumbent will be required to obtain additional technical certifications based on his/her career path and the needs of the department.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- ICC Building and Fire Codes, National Electric Code and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Microsoft Office Suite
- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications, and standard installation practices.
- Reading and interpreting building plans and specifications and applying Town codes and policies.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather.
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include sitting for extended periods of time and typing, climbing, balancing, stooping, kneeling, crouching, or crawling; may occasionally lift, carry, and move up to 50 pounds.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description is subject to change as the needs of the Town and requirements of the job change.

Career Ladder: This job class is part of a Career Ladder Program.

Agenda Item 14



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Deputy Town Manager to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for Town Administration. As a second-in-charge position, it will assist the Town Manager in providing leadership and direction for all administrative service activities for the Town. Deputy Town Manager will work under the supervision of the Town Manager and perform all the duties of the Town Manager during his absence.

The salary range will be added to our salary sheet and reflects the department's need for an additional town administration staff member in a senior executive level to support the Town Manager.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Deputy Town Manager.

Instructions to the Clerk: None



Deputy Town Manager

Department:	Town Administration	Revised Date:	June 2022
Reports to:	Town Manager	FLSA	Exempt

GENERAL PURPOSE: Under general supervision, performs and directs as second-in-charge to Town Manager.

DESCRIPTION:

Under general direction, provides highly responsible and complex administrative assistance to the Town Manager and Town Council in coordinating and directing Town-wide departmental activities and operations; assists the Town Manager in executing the long-term vision and goals for the Town in collaboration with the Town Council and Department Heads; provides leadership to all Town departments to enable department directors to effectively and efficiently maximize available resources ensuring quality services provision to the residents of the community; may manage Town departments and divisions as assigned by Town Manager; assists with internal and external communication, including serving as a liaison and with departments, officials, contractors, and community organizations; fosters cooperative working relationships among Town departments and various community and regulatory agencies; serves as acting Town Manager in the Town Manager’s absence; performs related work as required.

CHARACTERISTICS:

This executive classification oversees, directs and participates in assigned programs and projects including Town-wide organizational activities and operations, organizational strategies and formulation and attainment of Town goals and objectives. The classification regularly interacts with the Town Manager, Town Council, and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Deputy Town Manager

Exempt (SR35)

- Assists the Town Manager in planning, organizing, controlling, integrating, and evaluating the work of all Town departments; participates in developing, implementing, and monitoring Town-wide policies, goals, objectives, and long-term plans focused on achieving the Town's mission and Town Council priorities.
- Manages, directs, and oversees assigned services, programs, functions, and activities within the Town Manager's Office; with subordinate managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the Town's mission and Town Council priorities for specific areas of assignment; manages and directs the development, implementation and evaluation of plans, programs, policies, systems, and practices to achieve annual Town as well as division/function goals.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, in accordance with the Town's Personnel Manual and Regulations.
- Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the Town's mission and values.
- Works closely with the Town Manager, Town Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve Town priorities and solve problems in areas of assignment; advises the Town Manager and the Town Council on related matters; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for Town services; develops and coordinates proposals for action on current and future Town needs; represents the Town and works closely with appointed boards and committees and public and private officials to achieve planned action and results and provide technical assistance in resolving problems.
- Makes presentations on various projects or issues to the Town Council, Town employees or other internal or external agencies or organizations.
- Manages and directs follow-up to Town Manager and Town Council requests; interprets Town Manager and Town Council instructions and requests; responds to and directs the use of the Town-wide Referral System to ensure responsive and timely action on Town Council, citizen, and other public agency inquiries, requests, instructions, and complaints; supervises the Town suggestion box program, ensuring timely action on suggestions referred to Town departments for review and recommendation.
- Assists Town Manager with administrative duties by reviewing and authorizing administrative requests on behalf of the Town Manager; reviews correspondence and requests for information, and assigns to appropriate department head for follow up; resolves routine administrative inquiries, concerns, or problems directed to Town Manager; provides assistance and information to Town Council
- Make interpretations of Town ordinances, codes and applicable laws and regulations to ensure compliance.
- Directs, coordinates, and participates in the Town's overall budgeting process, including preparation, submission, implementation and monitoring; directs the development of and monitors performance against the annual budget for areas of assignment; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Maintains effective relationships with a variety of community organizations, groups and individuals to promote positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends Town programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.

Deputy Town Manager

Exempt (SR35)

- Maintains current knowledge of new trends and innovations in the field of municipal management and public administration; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Serves as Acting Town Manager in Town Manager's absence
- Performs related duties as required.

MANAGERIAL RESPONSIBILITIES

Receives administrative and general policy direction from the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a municipality.
- Theory, principles, practices and techniques of public administration and local government administration including municipal budgeting, public agency financing, financial administration, program and policy formulation, purchasing, and maintenance of public records.
- Principles and practices of program development and administration including social, political and environmental issues influencing program development and administration.
- Town functions and associated public information, management, financial and public policy issues.
- Decision making techniques.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal budget preparation and administration.
- Government, council, and legislative processes.
- Public information and public relations principles and practices required to work with public officials, industry representatives, civic groups, and private citizens.
- Pertinent federal, state, and local laws, codes, and regulations.
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for assigned programs and projects.
- Work on major, high-level and sensitive Town issues, programs and projects with multiple stakeholders and high levels of public interest.
- Maintain an understanding of political implications of alternatives and issues yet remain objective and apolitical.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Deputy Town Manager

Exempt (SR35)

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensuring compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Conduct effective negotiations and represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in business or public administration or a related field and five (5) years of management or administrative experience in municipal government or comparable agency setting. Possession of a Master's Degree and public sector experience is highly desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 35

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Agenda Item 15



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Civilian Commander to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**
3. **Civilian Commander Request Letter from Department Head**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** Julia Kaiser
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a new addition to the Camp Verde Marshal's Office, however, this will not involve the addition of any employee but is intended to be a better description of the additional work currently completed by the Administrative Support Manager. Specifically in the area of supervision and the job of staff development. This position would report to the Town Marshal and could regularly be assigned project management duties as well.

The salary range already exists within our salary sheet and reflects the division's desire for this position to sit under Town Marshal with additional supervisory role.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Civilian Commander.

Instructions to the Clerk: None

Job Description

Exempt (SR26)



CIVILIAN ADMINISTRATIVE COMMANDER

Department	Marshal's Office	New Position	June 2022
Reports to	Town Marshal	FLSA	Exempt

GENERAL PURPOSE: Under direction of the Town Marshal, serves as the Commanding Officer for the civilian divisions within the police department.

DESCRIPTION: The position of Commander provides leadership, direction, and management for the Administrative Support divisions. This position is a managerial level position. The Commander position is responsible for managing all activities as required in the assigned division. This position is also responsible for providing input and managing the division budget allocation, overseeing civilian staff, developing strategic goals and objectives for the assigned division. As a division manager this position is key in the development of policies and procedures for the department. This position also performs administrative tasks, special assignments and other related work as assigned.

CHARACTERISTICS: Receives general supervision from Town Marshal and administrative direction from other police command officials of higher rank. Exercises direct supervision of all civilian support staff for the department.

ESSENTIAL FUNCTIONS AND DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Participates in the accomplishment of organizational, departmental and workgroup goals and objectives.
- Exhibits a service orientation toward customers and maintains productive working relationships.
- Supervises the operational aspects of the entire department; develops goals, methods, measures, and objectives.
- Assists in the planning, coordination, and evaluation of law enforcement operations and personnel both sworn and civilian; implement and train subordinates in the policies, regulations, and general orders of the Marshal's Office; directly supervises first line supervisors and indirectly supervises the entire department; regularly inspects functions within their command for compliance and quality control.
- Maintains departmental discipline and the conduct and general behavior of assigned personnel; periodically conducts audits on performance evaluations for assigned personnel; counsels' civilian personnel on job performance and disciplinary matters; coordinates internal affairs investigations of departmental personnel.

June 29, 2022

Job Description

- Reviews all reports of employee misconduct for disciplinary recommendations; applies disciplinary action for all cases not resulting in termination.
- Prepares and type's letters, policy, memoranda, and reports; prepares reports for the Marshal and Council.
- Trains and develops departmental personnel.
- Coordinates efforts between Camp Verde Marshal's Office and outside police and law enforcement agencies.
- Research trends in law enforcement administration; assists the Town Marshal with developing strategic plans; Provide and review plans for communications upgrades and integration; develops and reviews plans for major events.
- Ensures AZPOST training compliance is met by all officers with continuance and proficiency standards.
- Manages the departmental budget; approves and monitors overtime requests; approves departmental expenditures.
- Administers departmental programs.
- Represents the department at community events.
- Trains subordinates to handle major ICS and violent incidents.
- Regularly meets with other department directors to coordinate efforts.
- Operates computers, police vehicles, mobile /portable radios, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, power point or other system software.
- Performs other related duties as required.

Minimum Qualifications:

A Degree in criminal justice, business management, or closely related field; 3 years of experience in managerial law enforcement divisions, governmental fiscal management, and budgeting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Arizona driver's license. Successfully completed a comprehensive background and an internal investigation process.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Job Description

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL REQUIREMENTS

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical strength to carry 30 pounds of equipment on the body for period of at least ten hours per shift, occasionally lift more than 100 pounds, repetitively lift up to 50 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals.

WORKING CONDITIONS

The primary working conditions are in a standard business office environment, with need to conduct fieldwork in a supervisory fashion. Depending upon specific assignment, this job is subject occasionally to hazardous and dangerous work conditions in the field. It may also include working all weather conditions including rain, fog, wind, sun, and at night. Performance of essential functions may require exposure to adverse conditions, such as dirt, dust, smoke, pollen, temperature and noise extremes, bright/dim lights, traffic hazards, toxic agents, violence, disease, blood/bodily fluids, firearms, explosives, or pathogenic substances. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.

FLSA: Exempt
Salary Range: 26

Attention: HR / Town Manager,

June 27, 2022

After review of my command staff structure, I am submitting the following changes. With Lt. Butler resignation I feel it is necessary to bring back the commander position. I would like to promote two internal employees to commander positions. One commander position would be responsible for all certified Law Enforcement officers (24) and one civilian commander (16 + 10 VIP's) these positions require 24-hour 365-day responsibility.

The reason for these promotions is to prepare for our next generation of leaders within our department. Lt. Butler's responsibilities will be divided up between these two commanders. We will not be replacing Lt. Butler with another employee but dividing up his wage to allow for the promotion and needed increases in our records division.

It will be a few years before we will have qualified individuals to eventually serve back into the Lt. Position. I need to start positioning our department in a place that allows me to hire individuals to replace retiring employees over the next 4 years.

The funds are currently in my budget to make these changes. The Sheriffs office currently has both Law Enforcement Commanders and Civilian Commanders, the only change requested in the Job description is the wording that commander "Must be Law Enforcement Certified" to "May be required to obtain Law Enforcement Certification"

As we grow this will allow for both certified and non-certified to achieve higher ranking positions.

Corey Rowley

Town Marshal

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Agenda Item 16



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Court Administrator to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** Veronica Pineda
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a revised addition to the job descriptions in the Magistrate Court and will not involve the addition of any employee but is intended to be a better description of the additional work currently completed by a Court Supervisor. Specifically in the area of supervision and the job of staff development. This position would report to the Presiding Magistrate and could regularly be assigned project management duties as well.

The salary range will be added to our salary sheet and reflects the department's desire for this position to sit under Presiding Magistrate and Town Manager with additional managerial duties.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Court Administrator.

Instructions to the Clerk: None

Job Description



COURT ADMINISTRATOR

Department:	Magistrate Court	Revised Date:	July 2022
Reports to	Presiding Magistrate	FLSA	NON- EXEMPT

GENERAL PURPOSE: Under general supervision, performs and directs all administrative support functions of the Camp Verde Municipal Court.

DESCRIPTION: Under general direction and supervision of the Camp Verde Magistrate, this position is a key representative of the court responsible for planning, directing, administering and managing court operations. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. Administrative functions of the court include financial (including budgetary and collections), case management, automation, facility security, intergovernmental relations, enforcement of court orders, coordination with the Town organization, direct supervision of personnel, and duties or other responsibilities as needed or required. This position is responsible for providing and promoting the highest levels of service to all customers, this is a full-time position with offices open to the public full time during regular hours of operation according to Town's policy.

CHARACTERISTICS: This position is characterized by a thorough knowledge of office administrative duties and functions, municipal court procedural processes, and employee supervision. An employee successful in this position is expected to exercise a high degree of independence, initiative, responsibility and professional expertise with little to no supervision. Job functions require the ability to think independently and exercise effective communication skill, discretion, logic and good judgment. Abnormal working hours may be required from time to time.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at an managements discretion. Typical duties may include, but are not limited to the following:

- Facilitates implementation of and compliance with goals, objectives, policies and priorities of the Town and the Camp Verde Municipal Court;
- Assists the Camp Verde Magistrate as needed and is responsible for organization, administration and supervision of court operations;
- Ensures and participates in timely handling of administrative and financial dealings needed or required with the Town;
- Establishes and maintains effective working relationships with Town employees, elected officials, the media, government organizations, the justice system, business professionals and the public;
- Provides oversight and safekeeping of court records and recordings, maintaining , monitoring and disposing as applicable or required;
- Coordinates and implements programs and operations in cooperation with other courts, judicial system partners, the Town and outside agencies;
- Participates in the hiring of and supervises the training, performance, evaluation, discipline and promotion of subordinate staff;

Job Description

- Complies with Arizona Code of Conduct for Judicial employees (2021), as amended;
- Ensures that financial operations related to the receipting and allocation of fines, fees, and restitution is accomplished in accordance with the minimum accounting standards as promulgated by the AZ supreme Court;
- Prepares, creates, and processes a variety of correspondence, reports, legal documents, orders, warrants, and forms;
- Records court proceedings or takes meeting minutes as needed;
- Oversees maintenance of the Court calendar, docket and related documents;
- Prepares and maintains statistical court data, compiling related reports as needed or required;
- Participates in the coordination and assignment of community restitution service work;
- Enters pleas and assess sanction on civil traffic charges, schedules civil traffic hearings, and processes any appeals;
- Processes citations and long form complaints electronically, enters petitions and orders of protection/ injunctions against harassment and schedules subsequent hearings related thereto;
- Prepares summons' and subpoenas, enters search warrants, documents case activity;
- Certifies court documents as needed or required;
- Attends conferences conventions and other educational and professional meetings as needed or required;
- Supervises monitoring and procurement of office supplies;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Any combination of education and/ or experience providing the knowledge, skills and abilities necessary for satisfactory job performance will be considered. Preferred applicants will possess an Associates Degree in Public Administration or related field, existing COJET accreditation, familiarity with use of AJACS management and JAVS recording systems, and have at least 3 years' experience working in a court and supervising staff.

Special Requirements, licenses, training and or certificates

- Must complete online training and or testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ ongoing certification as needed
- Must participate in and successfully complete annual COJET training.
- Must possess, or obtain upon employment, a valid Arizona Driver license

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and equipment;
- Knowledge of the criminal justice system and the Arizona Revised Statutes as they apply to municipal Courts;
- Knowledge of processes, forms, documents and legal terminology involved with municipal court functions and procedures;
- Knowledge of accounting and financial management, and ability to apply and maintain efficient processes overseeing daily and operational finances of the court;
- Skilled in the use of computer and various software and the ability to use multiple technologies as daily working tools.

Job Description

- Skilled in the principles and practices of administrative management including operational and personnel reviews;
- Skills and abilities to provide customer service consistent with the Towns Customer Service standards;
- Ability to read, analyze and interpret complex documents including statutes, ordinances, forms, and various communications;
- Ability to keyboard data entries into the AJACS (or its replacement) court management system
- Ability to operate the JAVs (or its replacement) audio/ visual recording system during all proceedings;
- Ability to maintain confidentiality of court matters;
- Ability to maintain a courteous, helpful and professional image in dealing with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to communicate effectively in resolving complaints and mediating conflict, at times amid stressful or confrontational situations;
- Ability to prepare and maintain accurate documents, records, and reports;
- Ability to identify opportunities to improve the efficiency and effectiveness of court operations;
- Ability to establish and foster positive and effective working relationships;
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments,
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and or move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods and maintain efficiency throughout the entire work shift and during extended work hours;

WORKING CONDITIONS

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment
- The employee may be required to walk over uneven flooring or terrain
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and or meeting attendance

Job Description

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms,
- The Town of Camp Verde is a drug-free, smoke- free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWNS EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CAMP VERDE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)

this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 20

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Agenda Item 17



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Library Manager to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head: Kathy Hellman
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a new position for the Library Department. The Library Manager plans, coordinates, evaluates, and supervises the Camp Verde Community Library Circulation, Public, Technical, Youth, and Volunteer Services divisions in support of the day-to-day operations of the library.

The salary range will be added to our salary sheet and reflects the department's desire for this position to sit under Library Director with additional managerial duties.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Library Manager.

Instructions to the Clerk: None



LIBRARY SUPERVISOR **MANAGER**

Department:	Library	Revised Date:	January 2022
Reports to:	Library Director, Library Manager	FLSA	No exempt

GENERAL PURPOSE: Under general supervision of the Library Director, the Library Supervisor **Manager** plans, coordinates, evaluates and supervises the Camp Verde Community Library Circulation, Public, ~~Technical~~, **Youth**, and Volunteer Services divisions in support of the day-to-day operations of the library.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other departmental positions as needed.*

- Plans, coordinates, and implements library processes, policies and services to meet the Library Director's goals, objectives and priorities for library services in Camp Verde; organizes, supervises and implements public service standards; coordinates library practices and procedures across divisions to meet the educational, informational and recreational needs of the community; promotes literacy, educational, and recreational programs, resources and events; serves as library spokesperson.
- Provides supervision, training, and coordination of the work for circulation, ~~technical~~, **youth**, and public services staff and volunteers; monitors activities to ensure that staff and volunteers adhere to policies and procedures as directed; ~~prepares~~ **reviews and approves** schedules to ensure coverage at public service points across divisions; communicates and enforces library policy, practices, procedures, and safety standards; maintains discipline, monitors behavior, resolves issues, and assists library patrons; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Oversees collection for condition, organization, quality control and inventory; researches, and identifies problems with cataloging records and processed materials and works with technical services staff resolve problems; reviews and evaluates current collection and recommends the removal of material and other resources that are no longer appropriate for the collection; coordinates with division staff to develop collection procedures, goals and objectives that meet the informational, educational and recreational needs of the community.
- **Develops and coordinates volunteer opportunities; oversees volunteer orientation, training, placement, and recognition.** ~~Collects, compiles and reports data for statistical and analytical reports for Public, Technical and Volunteer Services divisions; monitors special collections, special reports and patron notices;~~ maintains expertise in field of **volunteer** service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and online tools to provide experienced customer service functions; performs basic library reference and research services using library catalog, databases, Internet services and Inter-library loan resources; issues library cards, maintains accuracy of patron records and registers patrons for library programs; assists customers in using computers and retrieving information; assists with developing, presenting and promoting library programs; collects fees and fines and reconciles cash account.
- **Updates, maintains, creates, and selects online content for the library website, eNewsletter, social media, and e-materials collection.**

Library Manager-kdh revisions **Manager – changes shown**

- **Represents the library at regional advisory committee meetings**
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

MINIMUM QUALIFICATIONS

Education and Experience:

- **Masters Degree in Library Science; AND three year's professional experience as a Librarian; OR an equivalent combination of supervisory experience, education and experience.**

Required Licenses or Certifications:

- **Must possess State of Arizona Driver's license.**

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Basic leadership and supervisory practices and techniques
- Customer service standards and protocols.

Skill in:

- Developing, coordinating and conducting library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- **Supervising work and activity of subordinate staff and volunteers.**
- Resolving personnel and organizational problems.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library operations.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- **Work is performed in an active library environment; requires concentration on details with frequent interruption.**

- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, kneel, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lifting up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 18

Agenda Item 18



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Library Specialist I to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head: Kathy Hellman
- Town Attorney Comments: N/A
- Finance Department: N/A

Background Information: This is a revised position for the Library Department and will not involve the addition of any employee but is intended to be a better description of the current work. Library Specialist I plans, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This position is a frontline position responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; knowledge of resources designed to serve the reference, readers' advisory, and technology needs of library patrons; marketing and promoting the library; development and implementation of library programs and services. This position will be the beginner level position and a starting point in that area of duties.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Library Specialist I.

Instructions to the Clerk: None



LIBRARY SPECIALIST I

Department:	Library	Revised Date:	January 2022
Reports to	Library Manager	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision of the Library Supervisor-**Manager**, the Library Specialist I ~~plans~~, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This position is a frontline position responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; **knowledge of resources designed to serve the reference, readers' advisory, and technology needs of library patrons**; marketing and promoting the library; development and implementation of library programs and services.

Hours: Full-Time; days, some evenings and weekends
Supervises: Library Clerks, Aides, and Volunteers

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other divisional positions as needed.*

- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with research; issues library cards and updates records; checks library materials in and out, processes old and damaged materials, and updates bibliographic records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Performs library loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages receipt and delivery of books and materials, and maintains transactional statistics.
- Oversees collection development and maintains current collection; orders, receives and/or catalogues books and other media and materials to national and Yavapai Library Network standards. Researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation; corrects file records and makes minor repairs to library materials.
- Plans, develops, coordinates, supervises, and promotes library programs, events and services to meet the educational, informational and recreational needs in the community; organizes, supervises and implements special activities and community events; conducts community outreach programs to promote library programs and events.
- **Participates in updating, maintaining, and selecting online content for the Library website, eNewsletter, social media, and e-materials collection.**
- Represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Provides direction and training to Library Clerks, Aides, and volunteers.

Library Specialist I-kdh revisions

MINIMUM QUALIFICATIONS**Education and Experience:**

- **Associates** Bachelor's Degree in a relevant field AND two years' experience working in a library or customer service position; OR an equivalent combination of education and experience. **Bachelor's** Master's degree in Library and Information or **relevant field** or Library Practitioner's Certification is desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- **Basic understanding of the principles of library science in a public library setting**
- Library operations, methods for developing and maintaining library collections and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service, procedures, standards and protocols.
- Arizona Revised Statutes governing patron privacy, access, and behavior in the library.

Skill in:

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, knee, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Library Specialist I

Non-Exempt (26 7)

- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lift or carry up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 26-7

Agend Item 19



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Library Specialist II to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** Kathy Hellman
- Town Attorney Comments:** N/A
- Finance Department:** N/A

Background Information: This is a revised job description for the Library Department. Library Specialist II plans, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This position is a frontline position responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; knowledge of resources designed to serve the reference, readers' advisory, and technology needs of library patrons; marketing and promoting the library; development and implementation of library programs and services. This position will be the superior level position to Library Specialist I, and requires higher level of education and longer experience in comparison to Library Specialist I.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Library Specialist II.

Instructions to the Clerk: None



LIBRARY SPECIALIST II

Department:	Library	Revised Date:	January 2022
Reports to	Library Manager	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision of the Library Supervisor **Manager**, the Library Specialist II plans, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This position is a frontline position responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; **knowledge of resources designed to serve the reference, readers' advisory, and technology needs of library patrons;** marketing and promoting the library; development and implementation of library programs and services.

Hours: Full-Time; days, some evenings and weekends

Supervises: Library Clerks, Aides, and Volunteers

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other divisional positions as needed.

- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with research; issues library cards and updates records; checks library materials in and out, processes old and damaged materials, and updates bibliographic records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Performs library loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages receipt and delivery of books and materials, and maintains transactional statistics.
- Oversees collection development and maintains current collection; orders, receives and/or catalogues books and other media and materials to national and Yavapai Library Network standards. Researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation; corrects file records and makes minor repairs to library materials.
- Plans, develops, coordinates, supervises, and promotes library programs, events and services to meet the educational, informational and recreational needs in the community; organizes, supervises and implements special activities and community events; conducts community outreach programs to promote library programs and events.
- **Participates in updating, maintaining, and selecting online content for the library website, eNewsletter, social media, and e-materials collection.**
- Represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Provides **scheduling**, direction, and training to Library Clerks, Aides, and volunteers.

Library Specialist II-kdh revisions

MINIMUM QUALIFICATIONS**Education and Experience:**

- Bachelor's Degree in a relevant field AND three years' experience working in a library or customer service position; OR an equivalent combination of education and experience. Master's degree in Library and Information Science or Library Practitioner's Certification is desirable.
- Experience working with and problem-solving computers, tablets, mobile devices, and apps

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library operations, methods for developing and maintaining library collections and research techniques.
- Knowledge of and experience in applying the principles and philosophies from the field of library science in a public library setting.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service, procedures, standards and protocols.
- Arizona Revised Statutes governing patron privacy, access, and behavior in the library.

Skill in:

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, knee, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Library Specialist II

Non-Exempt (10)

- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lift or carry up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 10

Agenda Item 20



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Senior Building Inspector to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**
3. **Building Inspector I, II, III Overview**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** John Knight
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a revised job description in the Community Development Department and will involve the addition of an employee. It is intended to successfully handle and manage the increased volume of permits and inspections, and the amount of and complexity of, large commercial projects coming in the door. This position will be the superior level position to Building Inspector I and Building Inspector II.

The salary range will be added to our salary sheet and reflects the department's need for an Inspector in a supervisory role. This will be in the same salary range as the existing position of a Senior Planner.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Administrative Clerk.

Instructions to the Clerk: None



SENIOR BUILDING INSPECTOR

Department:	Community Development	Revised Date:	New – 06/2022
Reports to	Community Development Director	FLSA	Non-exempt

GENERAL PURPOSE: The Senior Building Inspector is an advanced position, requiring a high level of technical knowledge and abilities. Under general supervision, performs technical building inspection and plans examining work in the enforcement of building, mechanical, electrical, plumbing, and related codes.

DISTINGUISHING CHARACTERISTICS: The Senior Building Inspector is part of a career ladder with increasing responsibilities. Employees in this class are distinguished from Building Inspector I and II by the level of responsibility and complexity of duties assigned, including conducting the most complex building inspections. Employees at this level are required to be trained in all procedures related to building inspection and plans examining work to ensure compliance with building codes, regulations, and ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

Depending on the functional area of assignment:

- Participates and oversees inspections of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations; performs more difficult and complex inspection services; inspects existing buildings for change of use, occupancy, or compliance with applicable codes and ordinances;
- May act as the Town Safety Officer, meeting regularly with Risk Management to discuss Town safety measures and related issues; performs routine safety inspections of Town Facilities and equipment;
- Acts as a resource for lower-level staff and provides training and assistance as needed;
- Reviews construction documents with contractors, homeowners, architects, and engineers regarding the requirements of the adopted technical codes, related construction practices, industry, and maintenance standards;
- Conducts research, evaluates equipment, materials, and construction assemblies for compliance;
- Reviews permit management software for special inspections required by third party and assists in the collection of special inspection quality control reports in compliance with the Town of Camp Special Inspections Program;
- Identifies and documents illegal construction; prepares violation notification and corrective direction with oversight and approval of the Chief Building Official;
- Maintains a variety of files and records; enters and retrieves information into databases; prepares reports, correspondence, forms, handouts, and related written materials as required;
- Operates and maintains a Town vehicle and all other issued equipment;
- Cross-trains and attends training to maintain continuous education and certification requirements as required by the Building Inspector Career Path Ladder and the needs of the department;
- Maintains a current knowledge of Town and department policies, procedures, and guidelines;
- Attends and participates in meetings, seminars, and conferences; stays abreast of new trends and innovations in the field of building and plans examination; may testify in court, as required;
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

Senior Senior Building Inspector 2022

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent; AND four year's building trades or inspection experience AND two year's plans examination experience OR an equivalent combination of education and experience OR by recommendation of the Chief Building Official, based on the demonstration of complex technical skills and knowledge.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license;
- Current International Code Council (ICC) Commercial and Residential Inspector Certifications;
- ICC B3 Plans Examiner Certification required within 6 months of hire or promotion;
- Incumbent will be required to attend various courses and obtain additional technical certifications based on his/her assigned duties, career path and the needs of the department.

Knowledge of:

- Policies, procedures, regulations, operations, and services of Community Development Department.
- Adopted ICC Codes and 2017 NEC.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- Geography, roads, and landmarks of Town and surrounding areas.

Skill in:

- Microsoft Office Suite
- Applying technical knowledge and use of sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications, and standard installation practices.
- Reading and interpreting building plans and specifications and applying Town codes and policies.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and State and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include sitting for extended periods of time and typing, climbing, balancing, stooping, kneeling, crouching, or crawling; may occasionally lift, carry, and move up to 50 pounds.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description is subject to change as the needs of the Town and requirements of the job change.

Career Ladder: This job class is part of a Career Ladder Program.



Agenda Item 21



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Spanish Outreach Library Specialist to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** Kathy Hellman
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a revised job description in the Library Department and will not involve the addition of any employee but is intended to be a better description of the current job. This position will work across divisions to coordinate and provide experienced patron and technical support in the provision of library, programs, materials, and customer services in English and Spanish. It will be responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; knowledge of resources designed to serve the reference, readers' advisory, and technology needs of English- and Spanish-speaking library patrons; using outreach techniques to market and promote the library, develop, and implement of library programs and services to the Latino community.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Spanish Outreach Library Specialist.

Instructions to the Clerk: None



SPANISH OUTREACH LIBRARY SPECIALIST

Department:	Library	Revised Date:	June 2022
Reports to	Library Director	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision of the Library Director, the Bilingual Library Specialist works across divisions to coordinate, and provide experienced patron and technical support in the provision of library, programs, materials, and customer services in English and Spanish. This position is a frontline position responsible for catalog/library materials maintenance; knowledge of technical functions using library systems; knowledge of resources designed to serve the reference, readers' advisory, and technology needs of English- and Spanish-speaking library patrons; using outreach techniques to market and promote the library, develop, and implement of library programs and services to the Latino community.

Hours: Full-Time; days, some evenings, and weekends

Supervises: Library Clerks, Aides, and Volunteers

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other divisional positions as needed.*

- Assists patrons with computer usage and reference questions providing translation services to Spanish-speaking patrons; searches files and indexes to assist customers with research in English and in Spanish; issues library cards and updates records; checks library materials in and out, processes old and damaged materials, and updates bibliographic records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Uses knowledge of Library collection and research tools to provide experienced customer service in English and in Spanish in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures to English- and Spanish-speaking patrons; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Performs library loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages receipt and delivery of books and materials, and maintains transactional statistics.
- Oversees collection development of bilingual and Spanish materials within the scope of authority and maintains current collection; orders, receives and/or catalogues books and other media and materials to national and Yavapai Library Network standards. Researches, identifies, and resolves problems with cataloged records and processed materials; prepares library materials for circulation; corrects file records and makes minor repairs to library materials.
- Plans, develops, coordinates, supervises, and promotes library programs, events, and services to meet the educational, informational and recreational needs in the community; provides translation services for marketing and informational library materials; organizes, supervises and implements special activities and community events; conducts community outreach programs to promote library programs and events to the Latino community.

Spanish Outreach Library Specialist

- Participates in updating, translating to Spanish, maintaining, and selecting online content for the Library's website, eNewsletter, social media, and e-materials collection.
- Pursues and maintains good working relationships with the Spanish-speaking community and service organizations, teachers, staff, and volunteers and participates in community outreach activities.
- Represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Provides direction and training to Library Clerks, Aides, and volunteers.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associates Degree in a relevant field AND two years' experience working in a library or customer service position; OR an equivalent combination of education and experience. Fluent in English and Spanish both verbal and written forms. Bachelor's degree in Library and Information or relevant field or Library Practitioner's Certification is desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- English and Spanish communications.
- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Basic understanding of the principles of library science in a public library setting.
- Library operations, methods for developing and maintaining library collections and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service, procedures, standards and protocols.
- Arizona Revised Statutes governing patron privacy, access, and behavior in the library.

Skill in:

- Translating English to Spanish and vice-versa.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands, and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, kneel, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs, and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Using auditory or visual methods, ability to communicate in person clearly and concisely and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lift or carry up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 7

Agenda Item 22



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Stormwater Specialist to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the new Utilities Department. Under the direct supervision of the Utility Director, this position will perform technical and administrative duties as necessary to assist with all aspects and duties related to the implementation and management of the Stormwater Program.

The salary range will be added to our salary sheet and reflects the department's desire for this position to start as an hourly position like Water and Wastewater Operator.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Stormwater Specialist.

Instructions to the Clerk: None

Job Description

Non-Exempt (Salary Range 9)



Stormwater Specialist

Department:	Public Works	Revised Date:	July 2022
Reports to	Public Works Director	FLSA	Non-exempt

GENERAL PURPOSE: Under the direct supervision of the Utility Director, performs technical and administrative duties as necessary to assist the Stormwater Engineer with all aspects and duties related to the implementation and management of the Stormwater Program.

Essential Functions:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

The Stormwater Technician assists in developing and implementing the Town's storm water collection and disposal plan to ensure the Town's storm water runoff complies with its storm water and other environmental permit standards. This is a technical position to collect storm water runoff samples and data, perform field inspections of new and post construction sites, and maintain related mapping and GIS databases. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other Town employees, other organizations, and the public. The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions, working in high traffic areas, and hazards involved in collection of water samples from storm drains and rivers. The noise level is generally moderate.

Maintains stormwater collection and runoff system GIS and mapping database. Assists in training other Town employees on GIS mapping and produces maps for other Town departments, as needed. Performs field inspections of new and post construction sites to document erosion control, runoff, and sediment loads. Collects and tests storm water and river samples to determine compliance with the Town's federal, state, and other applicable storm water runoff permit standards and other applicable environmental standards. Coordinates storm water system maintenance with other Town departments, as needed. Assists with outreach, information, and participation programs on storm water control with the public, developers, and contractors. Works with Homeowner Associations on stormwater ponds. Inspects, documents, and reviews maintenance cycles for existing and proposed stormwater ponds. Performs all work duties and activities in accordance with Town policies, procedures, and safety practices. Performs all other duties as assigned.

Job Description

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position. Knowledge of:

- Methods, techniques, and objectives of GIS and other data collection and computer mapping.
- Storm and runoff water management methods, techniques, and objectives.
- Storm and river water collection and testing methods, techniques, and objectives.
- Federal, state, Town, and other applicable statutes, codes, and regulations applicable to storm and runoff water collection, sampling, testing, and quality.
- Federal (OSHA) regulations and Town policies regarding safe work practices.
- Operation of standard office equipment.
- Operation of a personal computer and job-related software applications.

Skill and Ability:

- Collect data on storm water runoff from existing and new building and construction and update storm water model as needed.
- Collect and analyze data on post construction erosion and sediment control to update the model.
- Review, analyze, and make recommendations on new construction storm water collection and dispersal plans.
- Perform field inspections of new and post construction sites to document erosion control, runoff, and sediment loads.
- Adhere to storm water and river collection standards developed by public works to determine compliance with the Town's federal, state, and other applicable storm water runoff permit standards and all other applicable environmental standards.
- Maintain the storm water collection and runoff system GIS and mapping data base. Assist in training other Town employees on GIS mapping and produce maps for other Town departments, as needed.
- Coordinate storm water system maintenance with other Town departments, as needed.
- Assist with outreach, education, information, and participation programs on storm water control with the private property owners, public, developers, and contractors.
- Operate equipment and vehicles, including jet/camera truck (CCTV) for storm water and permit needs.
- Operate standard office equipment and a personal computer.
- Complete assignments in a timely fashion; understand and comply with all rules, policies, and regulations.
- Perform all duties in accordance with Town policies and procedures with regard for personal safety and that of other employees and the public.

Minimum Education Qualifications:

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS • High school diploma or GED; and • Desired Minimum of two years advanced, or technical training required and bachelor's degree of science.

Must have or be able to obtain an Arizona Issued Driver's license.

Job Description

Physical Requirements ADA Compliance:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, smoke, pollen, temperature and noise extremes, bright/dim lights, traffic hazards, toxic agents, violence, disease, blood/bodily fluids, firearms, explosives, or pathogenic substances.

FLSA: Non-Exempt

Salary Range: 9

Agenda Item 23



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Town Engineer to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Public Works Department. Under direction of the Public Works Director, this position will manage and oversee various Town engineering projects. It will perform difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including engineering services; water distribution and sewer line construction and maintenance; water and wastewater treatment; street maintenance and repair; solid waste management; and storm water management.

The salary range will be added to our salary sheet and reflects the senior management level of responsibilities.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Town Engineer.

Instructions to the Clerk: None

Job Description

Exempt (SR28)



Town Engineer

Department	Public Works	Revised Date:	June 2022
Reports to	Public Works Director	FLSA	Exempt

GENERAL PURPOSE: Under direction of the Public Works Director, manages and oversees various Town engineering projects.

DESCRIPTION: Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including engineering services; water distribution and sewer line construction and maintenance; water and wastewater treatment; street maintenance and repair; solid waste management; and storm water management.

CHARACTERISTICS: Plans, organizes, and directs the work of employees engaged in a wide variety of municipal operations and services. Provides technical advice and assistance to the Town Manager and the Town Council in the long-range planning, construction, improvement, and maintenance of water and environmental resources, streets, and other infrastructure, and insures that modern, safe, effective, and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the department. The employee represents the town to a wide variety of citizens, developers, state, and federal regulatory officials, etc. Work is performed independently and in coordination with the Public Works Director, the Town Manager and other town officials.

ESSENTIAL FUNCTIONS AND DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews and approves general civil engineering construction and private development engineering plans and documents for conformance to Town design and construction standards, codes and ordinances; performs review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.
- Provide effective direction, control, and management over key engineering functions including infrastructure and utilities engineering, construction management, and development review.
- Prepare and oversee the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects.
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations, and standards.
- Manages and plans the activities of all department staff over a wide area and multiple shifts; ensures coordination of activities with other departments and governmental jurisdictions and agencies.

June 29, 2022

Job Description

- Researches and recommends long range plans and strategies for meeting citizen service needs; researches and recommends operational changes.
- Performs plan review of subdivisions and construction plans in conjunction with the other departments.
- Coordinates design and construction of infrastructure; plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors; makes field inspections of public works projects to review progress and ensure completion.
- Engages in considerable personal contact with citizens concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends Town Council meetings to represent the department.
- Prepares and reviews departmental operating and capital budgets; monitors and approves expenditures.
- Oversees and participates in changes in regulations regarding water, wastewater, storm water, safety, and other related issues.
- Performs selection, promotion, training, counseling, and performance management of department personnel; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines, and provides guidance, mentoring and direction.
- Performs other related duties as required.

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in civil or environmental engineering, or related field, and considerable experience in a responsible management position in the municipal engineering, public works, or water or environmental resources field; or an equivalent combination of education and experience. Must possess and maintain a valid Arizona driver's license. Possession of licensed Professional Engineer in the State of Arizona.

Knowledge of:

Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Thorough knowledge of the principles and practices of public works and water and environmental resources administration, planning and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations. Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer treatment, distribution and collection systems, and streets.

Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.

Thorough knowledge of modern and effective supervisory principles and practices including motivations, communications, leadership, performance coaching and evaluation, and mentoring.

Knowledge of the principles and practices, laws and regulations relating to supervised functions.

Skill in collaborative conflict resolution, customer service excellence, and public speaking.

Ability to supervise subordinate supervisors including effective communications, motivations, staffing, and coaching.

Ability to interpret and prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors, and the public.

Ability to present ideas effectively in oral and written form.

PHYSICAL REQUIREMENTS

Must be able to perform the physical life functions of reaching, fingering, pushing pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Job Description

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

WORKING CONDITIONS

Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FLSA: Exempt

Salary Range: 28

Agenda Item 24



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Utility Clerk to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Utilities Department. This is to reflect the acquisition of the Water Company. Utility Clerk performs clerical and accounting work in the municipal utilities portion of the Public Works Department. The team member occupying this position is responsible for assisting with maintenance of the city's utility billing records and accounts, cash receipting and customer service. The salary range will be added to our salary sheet.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Utility Clerk.

Instructions to the Clerk: None



Utilities Clerk

Department:	Utilities	Revised Date:	May 2022
Reports to:	Utilities Director	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, performs clerical and accounting work in the municipal utilities portion of the Public Works Department. The team member occupying this position is responsible for assisting with maintenance of the city’s utility billing records and accounts, cash receipting and customer service. There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary; and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with maintenance of utility records for the city’s sewer and water utilities, processes billings.
- Receives utility payments and other revenue payments, posts in Cash Receipting program to General Ledger.
- Performs utility account collection activities with authority to negotiate adjustments in balances owed.
- Processes open and close requests for service forms.
- Prepares monthly meter reader books and assists meter readers in obtaining accurate information.
- Provides reception services at city hall by answering telephone, fax machine, public works cell phones and personal inquiries.
- Produces letters, memoranda, reports, tabulations and other materials as requested.
- Sorts and files correspondence, checks, vouchers, and other materials, numerically, alphabetically, or by other prescribed methods.
- Assists in the maintenance of records and files.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier, and fax machine; and of office practices and procedures.

Skill in:

- Working in a multi-task environment.
- Establishing and maintaining an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicating effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Ability to organize, prioritize, and carry out office work with minimal supervision.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move ten (10) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt
Salary Range: 8

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Agenda Item 25



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Utility Director to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Utilities Department. This position is responsible for the overall operations and management of a comprehensive municipal utility system including water system treatment and distribution, wastewater collection and treatment, underground utilities transmission and distribution, solid waste collection and disposal systems, and storm sewer collection systems.

The salary range will be added to our salary sheet and reflects the senior management level of responsibilities.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Utility Director.

Instructions to the Clerk: None



Utilities Director

Department:	Utilities Department	Revised Date:	June 2022
Reports to	Town Manager	FLSA	Exempt

GENERAL PURPOSE: Under the general supervision, this position is responsible for the overall operations and management of a comprehensive municipal utility system including water system treatment and distribution, wastewater collection and treatment, underground utilities transmission and distribution, solid waste collection and disposal systems, and storm sewer collection systems.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Advises and confers with division managers, supervisory and key technical personnel on problems related to all departmental activities.
- Develops and monitors department administration budget; supervises other divisional and contract administration, operational and capital improvement budgets.
- Reviews and analyzes methods, equipment used, and performance to find ways of increasing effectiveness, improving results, or affecting economies in operation and maintenance activities.
- Oversees contracts for services with third party providers and ensures compliance.
- Inspects projects and trouble areas to determine what work is needed and how it best can be accomplished.
- Effectively collaborate with other departments within the Town to accomplish goals.
- Consults with subordinates on work problems, plans, blueprints, specifications, and other working papers relating to proposed utility operations, construction, installation, and improvement projects.
- Confers with the Town Manager and elected and appointed officials on matters concerning major environmental utility activities, and furnishes advice on environmental and utility problems, and recommendations concerning departmental policies and procedures and other matters referred.
- Confers with Town officials, trustees representing utility bondholders, contractors, and others in regard to the municipal water and sewer utility.
- Prepares memoranda, staff reports, press releases and conducts correspondence relevant to activities of the department for transmission to citizens, media, Town council, interest groups, and elected and appointed officials.
- Maintains good public relations through courteous and prompt attention to all citizen requests for services directed to the Utilities Department.
- Develops general policies in consultation with appropriate division managers for the expansion, operation, and maintenance of the various programs.
- Evaluates employees' performance, handles employee grievances, and determines employment actions.

MANAGERIAL RESPONSIBILITIES

Directly supervises the staff in the Utilities Department.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with major course work in biology, chemistry, engineering, environmental services, or related field necessary. Extensive experience in directing and managing water and/or wastewater plants, supervising employees, and contract management desired. Any

Revised June 29, 2022

equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the materials, methods, and practices necessary to the construction, operation, maintenance and repair of a water and sewer utility system.
- Principles, practices, methods, materials, and equipment used in sewage and water treatment and pumping operations.
- Principles and practices of civil engineering as applied to the planning, location, construction, maintenance and repair of water mains and major water and sewage treatment facilities.
- Principles, practices, methods, materials, and equipment used in wastewater treatment and collection, solid waste disposal and collection.
- Materials, methods, and techniques utilized in the construction, maintenance, and operation of public works projects.
- Principles of public relations and their application to public works activities.
- Methods and practices of keeping records, cost estimates and accounts.

Ability to:

- Make decisions, recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Plan, assign, supervise and coordinate the activities of several divisions of the department.
- Determine long range needs for expansion and reconstruction and to plan and organize work for the efficient accomplishment of such objectives.
- Establish and maintain effective working relationships with subordinates, officials, representatives of other agencies and the public.
- Read, analyze, and understand common scientific and technical journals, financial reports, and legal documents.
- Respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

Physical Demands / Work Environment:

Most of work is performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with public contact, dust or odors. Plant and field conditions include varying weather conditions, environmental hazards, street level noises, odors, and dust. Travel in all types of weather extremes to attend training, meetings or conferences, and various work sites; must be mobile and able to visit work sites, complainants, and businesses within the metro area. Some work is outdoors or traveling under varying conditions:

- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: level 28

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Agenda Item 26



Town of Camp Verde

Meeting Date: July 6th, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Water Division Manager to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Utilities Department. This is to reflect the acquisition of the Water Company. This position plans, organizes, directs, and manages the activities of the water plant operation; ensures compliance with all federal, state and local regulatory requirements in assigned areas; and performs other duties as assigned.

The salary range will be added to our salary sheet.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Water Division Manager.

Instructions to the Clerk: None



Water Division Manager

Department:	Utilities	Revised Date:	May 2022
Reports to	Utilities Director	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, plans, organizes, directs, and manages the activities of the water plant operation; ensures compliance with all federal, state and local regulatory requirements in assigned areas; and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Coordinates with water treatment division on source supply selection to support efficient and effective treatment.
- Monitors reservoir water quality. Coordinates with water treatment division and engineering staff on projects and actions to optimize reservoir health and water quality.
- Supports water facilities staff in identification of project needs, design and oversight of capital projects for source water facilities.
- Institute plant policies and procedures; ensure that the plant and its operators comply with all state and federal regulations for safe drinking water.
- Executes the work of the division directly and through team members.
- Communicates work plans and goals, monitors and reviews work to ensure quality, determines resource needs, provides feedback.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Professional experience in water and wastewater infrastructure projects
- Technical expertise related to industrial water use and wastewater discharge, water efficiency techniques, as well as water policy and permitting in the State of Arizona
-

Skill in:

- Work as part of a crew, or alone, whose primary responsibility is to water line laying, maintenance, and repair.
- Maintain regular, predictable, and punctual attendance.
- Ability to work under adverse weather conditions.
- Knowledge of safety regulations to work safely with equipment used in utility maintenance work.
- Experience working with various types of equipment including pumps, generators, backhoes, service trucks, mowers, wrenches, hand and power saws, hammers of various sizes, grinders, shovels, and drills.
- Must have a working knowledge of hand tools, ability to work on water lines without contaminating to public water supply.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move fifty (50) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt
Salary Range: 19

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Agenda Item 27



Town of Camp Verde

Meeting Date: July 6th, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Wastewater Division Foreman to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a long-awaited addition to the job descriptions in the Wastewater Division and will not involve the addition of any employee but is intended to be a better description of the additional work currently completed by a Senior Wastewater Operator. Specifically in the area of supervision and the job of staff development. This position would report to the Division Manager and could regularly be assigned project management duties as well.

The salary range already exists within our salary sheet and reflect the division's desire for this position to sit between the Senior WW Operators and Division Manager with additional supervisory role.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Wastewater Division Foreman.

Instructions to the Clerk: None

27



Water Division Foreman

Department:	Utilities	Revised Date:	May 2022
Reports to:	Water Division Manager	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, assigns, reviews, and participates in the work of staff responsible for the water distribution systems, water collection systems, service, repair, inspection, preventative maintenance; supervises, and coordinates the activities of the water division. and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assigns, evaluates, and supervises the work of a crew of water maintenance workers performing water distribution utility duties; ensure completion of assigned duties for appropriate quality and timeliness.
- Writes and conducts formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
- Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the Division’s goals and objectives while exercising the highest degree of confidentiality.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the utility/field maintenance; directs the incorporation of new developments into program areas, as appropriate.
- Assists in the administration of reactive and preventative maintenance activities for the water distribution utility system.
- Coordinates and schedules routine maintenance and daily work duties of the water distribution system; maintains computerized records of maintenance scheduled and completed.
- Oversees detailed inspection, repairs, installation of water distribution system using equipment, tools, and techniques; ensures maintenance of logs and records of inspections conducted.
- Directs and participates in maintenance of the water distribution system including repair of water mains, fire hydrants, valves and water service lines and performance of cement repair and patch work; obtains necessary supplies and equipment needed by work crews.
- Evaluates job sites and determine personnel, equipment, and material needs; requisitions needed materials and supplies; communicates with appropriate personnel regarding field

conditions while work is in progress.

- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Professional experience in water infrastructure projects
- Technical expertise related to industrial water use, water efficiency techniques, as well as water policy and permitting in the State of Arizona
- Practices and procedures related to the installation and repair of water mains, fire hydrants, water service lines, and meters including traffic control and shoring practices.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- District service area and locations of water facilities and equipment.
- Valve and water line operations.

Skill in:

- Work as part of a crew, or alone, whose primary responsibility is to water line laying, maintenance, and repair.
- Maintain regular, predictable, and punctual attendance.
- Ability to work under adverse weather conditions.
- Knowledge of safety regulations to work safely with equipment used in utility maintenance work.
- Experience working with various types of equipment including pumps, generators, backhoes, service trucks, mowers, wrenches, hand and power saws, hammers of various sizes, grinders, shovels, and drills.
- Must have a working knowledge of hand tools, ability to work on water lines without contaminating to public water supply.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight; operate office equipment including use of a computer keyboard; operate assigned

Water Division Foreman

Non-Exempt (SR15)

- equipment and vehicles; ability to verbally communicate to exchange information.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move fifty (50) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 15

Agenda Item 28



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Water Operator to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Utilities Department. This is to reflect the acquisition of the Water Company. This position inspects, samples, maintains, and repairs activities in and on public works facilities and equipment in the water distribution system; and performs other duties as assigned.
The salary range will be added to our salary sheet.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Water Operator.

Instructions to the Clerk: None



Water Operator

Department:	Utilities	Revised Date:	May 2022
Reports to	Water Division Foreman	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, inspects, samples, maintains, and repairs activities in and on public works facilities and equipment in the water distribution system; and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates heavy equipment, machinery, and specialized equipment used in the operation and maintenance of the water system.
- Installs, reads, tests and repairs water meters, hydrant testing and maintenance of water distribution apparatuses.
- Maintains water pumping and storage facilities.
- Performs routine and preventative maintenance of vehicles and equipment. Assists with major equipment maintenance and repairs as needed.
- Performs general mechanical, plumbing and electrical repair and diagnosis.
- Performs reading and comprehending maps, diagrams, regulations and policies.
- Follows environmental standards and compliance requirements.
- Uses safe working practices in the performance of duties.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Professional experience in water infrastructure projects
- Technical expertise related to industrial water use, water efficiency techniques, as well as water policy and permitting in the State of Arizona
- Practices and procedures related to the installation and repair of water mains, fire hydrants, water service lines, and meters including traffic control and shoring practices.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- District service area and locations of water facilities and equipment.
- Valve and water line operations.

Skill in:

- Work as part of a crew, or alone, whose primary responsibility is to water line laying, maintenance, and repair.
- Maintain regular, predictable and punctual attendance.
- Ability to work under adverse weather conditions.
- Knowledge of safety regulations to work safely with equipment used in utility maintenance work.
- Experience working with various types of equipment including pumps, generators, backhoes, service trucks, mowers, wrenches, hand and power saws, hammers of various sizes, grinders, shovels, and drills.
- Must have a working knowledge of hand tools, ability to work on water lines without contaminating to public water supply.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move fifty (50) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 9

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Agenda Item 29



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Youth Services Supervisor to the Plan.

List Attached Documents:

1. Job Description
2. Salary Plan as would be amended

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head:** Kathy Hellman
- Town Attorney Comments:** N/A
- Finance Department:** N/A

Background Information: This is a revised position for the Library Department and will not involve the addition of any employee but is intended to be a better description of the current work. This will allow the current position to better fulfill their responsibilities in developing and presenting the Camp Verde Community Library Youth programs to meet the educational, informational and recreational needs of not only children, but also youth and young adults in the community.

The salary range already exists within our salary sheet and reflects the department's need for a better organized development structure.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Youth Services Supervisor.

Instructions to the Clerk: None



CHILDREN'S YOUTH SERVICES SUPERVISOR LIBRARIAN

Department:	Library	Revised Date:	August 2008 January 2022
Reports to	Library Director	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, **of the Library Director**, develops and presents the Camp Verde Community Library children's **Youth** programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

Hours: Full-Time; days, some evenings and weekends

Supervises: Library Specialist I & II, Clerks, Aides, and Volunteers

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements children's **youth** library programs, including literacy, reading and play groups, story-telling sessions, **book clubs**, **STEAM learning**, **Youth Advisory Committee**, crafts, and special activities and community events; conducts community outreach programs to promote the children's **youth** literacy, **informal learning opportunities**, and recreational programs and events; serves as library spokesperson for children's **youth** programs.
- Provides supervision, training, and coordination of the work for youth services staff and volunteers; monitors activities to ensure that staff and volunteers adhere to policies and procedures as directed; reviews and approves schedules to ensure coverage at public service points across divisions; communicates and enforces library policy, practices, procedures, and safety standards; maintains discipline, monitors behavior, resolves issues, and assists library patrons; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals, and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.

- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- **Updates, maintains, creates, and selects online content for the library website, eNewsletter, social media, and e-materials collection.**
- **Represents the library at regional advisory committee meetings**
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

~~Supervises assigned staff and volunteers.~~ Provides **scheduling**, direction, and training to Library **Specialists, Clerks, Aides, and volunteers in the Youth Library**

MINIMUM QUALIFICATIONS

Education and Experience:

- Masters Degree in Library Science; AND three year's professional experience as a Librarian, **Educator/Teacher**; OR an equivalent combination of **supervisory experience**, education and experience.
- **Experience working with and problem-solving computers, tablets, mobile devices, and apps relevant to the Youth Library**

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, rules, and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Basic leadership and supervisory practices and techniques
- Customer service standards and protocols.

Skill in:

- Developing, coordinating, and conducting ~~children's~~ **youth** library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and ~~children's~~ **youth** programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.

- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, kneel, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lifting up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt
Salary Range: 14

Agenda Item 30



Town of Camp Verde

Meeting Date: July 6th, 2022

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Julia Kaiser

Agenda Title (be exact): Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Water Division Foreman to the Plan.

List Attached Documents:

1. **Job Description**
2. **Salary Plan as would be amended**

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

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

Background Information: This is a new position for the Utilities Department. This is to reflect the acquisition of the Water Company. This position assigns, reviews, and participates in the work of staff responsible for the water distribution systems, water collection systems, service, repair, inspection, preventative maintenance; supervises, and coordinates the activities of the water division. and performs other duties as assigned.

The salary range will be added to our salary sheet.

Recommended Action (Motion): Move to approve the revisions to the Town's Salary Plan adding Water Division Foreman.

Instructions to the Clerk: None





Water Operator

Department:	Utilities	Revised Date:	May 2022
Reports to	Water Division Foreman	FLSA	Non-exempt

GENERAL PURPOSE: Under general supervision, inspects, samples, maintains, and repairs activities in and on public works facilities and equipment in the water distribution system; and performs other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates heavy equipment, machinery, and specialized equipment used in the operation and maintenance of the water system.
- Installs, reads, tests and repairs water meters, hydrant testing and maintenance of water distribution apparatuses.
- Maintains water pumping and storage facilities.
- Performs routine and preventative maintenance of vehicles and equipment. Assists with major equipment maintenance and repairs as needed.
- Performs general mechanical, plumbing and electrical repair and diagnosis.
- Performs reading and comprehending maps, diagrams, regulations and policies.
- Follows environmental standards and compliance requirements.
- Uses safe working practices in the performance of duties.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Professional experience in water infrastructure projects
- Technical expertise related to industrial water use, water efficiency techniques, as well as water policy and permitting in the State of Arizona
- Practices and procedures related to the installation and repair of water mains, fire hydrants, water service lines, and meters including traffic control and shoring practices.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- District service area and locations of water facilities and equipment.
- Valve and water line operations.

Skill in:

- Work as part of a crew, or alone, whose primary responsibility is to water line laying, maintenance, and repair.
- Maintain regular, predictable and punctual attendance.
- Ability to work under adverse weather conditions.
- Knowledge of safety regulations to work safely with equipment used in utility maintenance work.
- Experience working with various types of equipment including pumps, generators, backhoes, service trucks, mowers, wrenches, hand and power saws, hammers of various sizes, grinders, shovels, and drills.
- Must have a working knowledge of hand tools, ability to work on water lines without contaminating to public water supply.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move fifty (50) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt
Salary Range: 9